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LINCOLN LAND COMMUNITY COLLEGE CATALOG 2014-2016

COMMUNITY COLLEGE DISTRICT 526 VOLUME XLIV

ACCREDITATIONS AND RECOGNITIONS OF LINCOLN LAND COMMUNITY COLLEGE

Accreditation

Accredited by the Higher Learning Commission and a member of the North Central Association, 230 N. LaSalle St., Suite 7-500, Chicago, IL 60604-1413, 312.263.0456, www.ncahigherlearningcommission.org

Recognitions

Illinois Board of Higher Education
Illinois Community College Board under the provision of the Community College Act
Illinois Department of Veterans' Affairs
Office of the State Board of Education
Universities of the State of Illinois

ACCREDITATIONS OF COLLEGE PROGRAMS

Accreditation of the Airframe and Powerplant Mechanics Program

Federal Aviation Administration
US Department of Transportation, 800 Independence Avenue, SW Washington DC 20591

Accreditation of the Associate Degree Nursing Program

Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000
www.acenursing.org

Accreditation of the Associate Degree Radiography Program

Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312.704.5300
www.jrcert.org

Accreditation of the Child Development Center

National Academy of Early Childhood Programs, National Association for the Education of Young Children, 1509 16th St., N.W., Washington, D.C. 20036-1426, 800.424.2460, extension 360

Accreditation of the Neurodiagnostic Technology Program

Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT), 1449 Hill St., Whitinsville, MA 01588, 978.338.6300

Accreditation of the Occupational Therapy Assistant Program

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814, 800.729.2682

Accreditation of the Respiratory Care Program

Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021, 800.874.5615

Accreditation of the Welding Program

American Welding Society, 8669 NW 36 St., #130, Miami, FL 33166, 800.443.9353

Accreditation of the Surgical Technology Program

Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, 303.694.9262

DISCLAIMER

This catalog is published for informational purposes; however, the information in the catalog is not to be regarded as an irrevocable contract between the student and the college. The Board of Trustees of Lincoln Land Community College reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, not withstanding any information set forth in this catalog.

This catalog is correct as of February 2014. However, for the most up-to-date catalog information, please refer to our online catalog at ww3.llcc.edu/catalog.

FREEDOM OF INFORMATION

Public records of the College shall be available for inspections or copying in accordance with the Illinois Freedom of Information Act (FOIA). All requests for such inspection or copying shall be made in writing to the President of LLCC.

Office of the President

Lincoln Land Community College

5250 Shepherd Rd.

Springfield, IL 62794-9256

NONDISCRIMINATION POLICY (BOARD POLICY 1.6)

Lincoln Land Community College shall not discriminate against any student, employee, prospective employee, or any other person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation, or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. As such, it will not tolerate derogatory references by any student or employee with respect to differences regarding any such protected status. Discrimination by a student or employee shall be

cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The College shall designate a compliance officer to assure compliance with these provisions.

In accordance with Illinois law, Lincoln Land Community College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Any student who believes that there has been unreasonable denial of an educational benefit due to such student's religious belief or practices may seek redress through the Student Grievance and Appeals Process as provided in Board Policy 5.40.

Legal citation:

775 ILCS 5/1-101, et seq.

110 ILCS 110/0.01

STATEMENT OF COMPLIANCE (BOARD POLICY 1.5)

Lincoln Land Community College commits to being in full compliance with all applicable local, state and federal laws and regulations, including but not limited to the following:

- a. Americans with Disabilities Act
- b. Campus Crime and Security Act
- c. Civil Rights Act
- d. Fair Labor Standards Act
- e. Family Education Rights and Privacy Act
- f. Family Medical Leave Act
- g. Freedom of Information Act
- h. Health Insurance Portability and Accountability Act
- i. Occupational Safety and Health Act, OSHA
- j. Open Meetings Act
- k. Prevailing Wage Act

FINANCIAL ASSISTANCE

This information includes a description of the financial assistance programs available, the application forms and procedures, eligibility requirements, criteria for selection, criteria for determining the amount of the award, satisfactory progress standards, disbursement methods, loan terms, conditions and terms for employment as part of a student's financial assistance package and conditions for deferral of federal loan repayments for volunteer service. This information is available in the Financial Aid Office, Menard Hall, 217.786.2237, or outside Springfield toll free 800.727.4161, extension 62237.

INFORMATION ABOUT THE INSTITUTION

This information includes: refund policies; return of Title IV assistance; requirements for officially withdrawing from the institution; cost of attendance; academic programs, faculty and facilities; accreditation and licensure; special facilities and services for students with disabilities; and individuals to contact for institutional or financial assistance information. This information is available through the Office of the Vice President of Student Services, Menard Hall, 217.786.2213 or outside Springfield toll free 800.727.4161, ext. 62213.

GRADUATION RATES

Information on completion/graduation rates for both the general student population and student athletes is available through the Office of the Vice President of Student Services, Menard Hall, 217.786.2213 or outside Springfield toll free 800.727.4161, extension 62213.

ANNUAL SECURITY REPORT

In compliance with the Crime Awareness and Campus Security Act (Jeanne Clery Disclosure Act), a report is compiled each year by the Lincoln Land Community College Police Department and distributed to the campus community. In addition, the report is also posted on the LLCC Police website (police.llcc.edu). Individual copies are available in the Police Department located in Sangamon Hall South. Further information regarding compliance with the law should be directed to the Chief of Police at 217.786.2278 or outside Springfield toll free at 800.727.4161, extension 62278.

ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA

This information is presented to prospective recipients of athletic tuition waivers upon the offer of financial assistance. The information is available to the general public through the Office of the Athletic Director, 217.786.2581 or outside Springfield toll free 800.727.4161, extension 62581.

SEXUAL HARASSMENT POLICY (BOARD POLICY 1.7)

Lincoln Land Community College (the "College") is committed to providing a working and learning environment that is free from sexual harassment, and it is the policy of this College that sexual harassment of employees, students, and other individuals at any College facility or in connection with any College activity in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law. To view the complete policy and procedure, please go to <http://www.llcc.edu/tabid/5074>. You will find the policy in Chapter 1: General Policies.

Individuals who believe they have experienced discrimination, harassment or sexual harassment or who believe that they have observed such discrimination, harassment or sexual harassment taking place are to report this information immediately to one of the following reporting officials:

- Equal Opportunity Compliance Officer, Menard Hall Room 1217, 217.786.2259
- Associate Vice President, Human Resources, Menard Hall Room 1217, 217.786.2259
- Vice President, Student Services, Menard Hall Room 1256, 217.786.2597

ACADEMIC CALENDAR 2014-2015

No Class Days for Students:

September 1, 2014 - Labor Day, (college closed)

October 10, 2014 - Institutional Improvement Day for college employees

November 4, 2014 - Professional Development Day for college employees

November 26-30, 2014 - Thanksgiving Recess (college closed)

December 19, 2014-January 9 2015 - Winter Recess (College offices closed December 20, 2014 through January 4, 2015; college offices will reopen on January 5, 2015).

January 19, 2015 - Martin Luther King Jr. Day (college closed)

March 7-15, 2015 - Mid-semester break (college closed)

March 24, 2015 - Professional Development Day for college employees

May 25, 2015 - Memorial Day (college closed)

July 4, 2015 - Independence Day (not observed since college closed)

Fall, Mod I, Mod II and Short Semester 2014 Academic Calendars

	Fall Semester Aug 22 - Dec 17, 2014	Fall Module I Aug 23 - Oct 17, 2014	Fall Mod II Oct 18 - Dec 18, 2014	Short Semester Sept 20 - Dec 18, 2014
New faculty orientation	Aug 21, 2014			
Convocation (all college employees)	Aug 22, 2014			
Saturday classes begin	Aug 23, 2014	Aug 23, 2014	Oct. 18, 2014	Sept 20, 2014
Late registration begins	Aug 23, 2014	Aug 23, 2014	Oct. 18, 2014	Sept 20, 2014
Audit period	Aug 23-28, 2014	Aug 23-26, 2014	Oct 18-21, 2014	Sept 20-24, 2014
Weekday classes begin	Aug 25, 2014	Aug 25, 2014	Oct 20, 2014	Sept 22, 2014
Last withdrawal date for tuition refund	Aug 28, 2014	Aug 26, 2014	Oct. 21, 2014	Sept 24, 2014
Last day for adding classes (end of late registration)	Aug 29, 2014	Aug 27, 2014	Oct 22, 2014	Sept 25, 2014
Labor Day (college closed)	Sept 1, 2014	Sept 1, 2014		
Institutional Improvement Day	Oct 10, 2014	Oct 10, 2014		Oct 10, 2014

(no classes)				
Mid-semester or mid-module	Oct 17, 2014	Sept 19, 2014	Nov 14, 2014	Oct 31, 2014
Professional Development Day (no classes)	Nov 4, 2014		Nov 4, 2014	Nov 4, 2014
Thanksgiving recess (college closed)	Nov 26-30, 2014		Nov 26-30, 2014	Nov 26-30, 2014
Classes resume	Dec 1, 2014		Dec 1, 2014	Dec 1, 2014
Last withdrawal date for W grade	Dec 5, 2014	Oct 3, 2014	Dec 5, 2014	Dec 5, 2014
Graduation application deadline	Dec 1, 2014		Dec 1, 2014	Dec 1, 2014
Classes end	Dec 12, 2014	Oct 17, 2014	Dec 12, 2014	Dec 12, 2014
Final examinations	Dec 13 - 18, 2014	Oct 13-17, 2014 (last 2 hours class meets)	Dec 13 - 18, 2014	Dec 13 - 18, 2014
Final grades due (noon)	Dec. 22, 2014	Oct. 20, 2014	Dec. 22, 2014	Dec. 22, 2014

Spring, Mod III, Mod IV, and Short Semester 2015 Academic Calendars

	Spring Semester Jan 10 - May 15, 2015	Spring Module III Jan 10 - Mar 6, 2015	Spring Module IV Mar 16 - May 15, 2015	Short Semester Feb 7 - May 15, 2015
College offices open	Jan 5, 2015			
Saturday classes begin	Jan 10, 2015	Jan 10, 2015		Feb 7, 2015
Late registration begins	Jan 10, 2015	Jan 10, 2015	Mar 16, 2015	Feb 7, 2015
Audit period	Jan 10-15, 2015	Jan 10-13, 2015	Mar 16-18, 2015	Feb 7-11, 2015
Weekday classes begin	Jan 12, 2015	Jan 12, 2015	Mar 16, 2015	Feb 9, 2015
Last withdrawal date for tuition refund	Jan 15, 2015	Jan 13, 2015	Mar 18, 2015	Feb 11, 2015
Last day for adding classes (end of late registration)	Jan 16, 2015	Jan 14, 2015	Mar 19, 2015	Feb 12, 2015
Martin Luther King,	Jan 19, 2015	Jan 19, 2015		

Jr. Day (college closed)				
Commencement Participation Deadline	Apr 15, 2015	Apr 15, 2015		Apr 15, 2015
Mid-semester or mid-module	Mar 6, 2015	Feb 6, 2015	Apr 10, 2015	Mar 27, 2015
Mid-semester break (college closed)	Mar 7-15, 2015			Mar 7-15, 2015
Classes resume	Mar 16, 2015			Mar 16, 2015
Professional Development Day (no classes)	Mar 24, 2015		Mar 24, 2015	Mar 24, 2015
Graduation application deadline	May 1, 2015		May 1, 2015	May 1, 2015
Last withdrawal date for W grade	May 1, 2015	Feb 20, 2015	May 1, 2015	May 1, 2015
Classes end	May 8, 2015	Mar 6, 2015	May 8, 2015	May 8, 2015
Final examinations	May 9-14, 2015	Mar 2-6 2015 (last 2 hours class meets)	May 9-14, 2015	May 9-14, 2015
Commencement	May 15, 2015		May 15, 2015	May 15, 2015
Final grades due (noon)	May 18, 2015	Mar 16, 2015	May 18, 2015	May 18, 2015
Memorial Day (college closed)	May 25, 2015		May 25, 2015	May 25, 2015

Summer Session, Mod V and Mod VI 2015 Academic Calendars

	Summer Session Jun 8 - July 30, 2015	Mod V Jun 8 - July 2, 2015	Mod VI July 6 - July 30, 2015
Commencement Participation Deadline	Apr 15, 2015		
Classes begin	Jun 8, 2015	Jun 8, 2015	Jul 6, 2015
Late registration begins	Jun 8, 2015	Jun 8, 2015	Jul 6, 2015
Audit period	Jun 8-10, 2015	Jun 8-9, 2015	Jul 6-7, 2015
Last withdrawal date for tuition refund	Jun 10, 2015	Jun 9, 2015	Jul 7, 2015

Last day for adding classes (end of late registration)	June 11, 2015	Jun 10, 2015	Jul 8, 2015
Mid-session or mid-module	Jul 2, 2015	Jun 18, 2015	Jul 16, 2015
Independence Day (not observed since college closed)	Jul 4, 2015	Jul 4, 2015	
Graduation application deadline	Jul 15, 2015		
Last withdrawal date for W grade	Jul 21, 2015	Jun 24, 2015	Jul 22, 2015
Classes end	Jul 28, 2015	Jul 1, 2015	Jul 29, 2015
Final examinations	Jul 29-30, 2015	Jul 2, 2015	Jul 30, 2015
Final grades due (noon)	Aug 3, 2015 - M	Jul 6, 2015 - M	Aug 3, 2015

ACADEMIC CALENDAR 2015-2016

No Class Days for Students:

September 7, 2015 - Labor Day, (college closed)

September 25, 2015 - Institutional Improvement Day for college employees

November 3, 2015 - Professional Development Day for college employees

November 25-29, 2015 - Thanksgiving Recess (college closed)

December 18, 2015-January 8 2016 - Winter Recess (College offices closed December 19, 2015 through January 3, 2016; college offices will reopen on January 4, 2016).

January 18, 2016 - Martin Luther King Jr. Day (college closed)

March 5-13, 2016 - Mid-semester break (college closed)

March 29, 2016 - Professional Development Day for college employees

May 30, 2016 - Memorial Day (college closed)

July 4, 2016 - Independence Day (college is closed)

Fall, Mod I, Mod II and Short Semester 2015 Academic Calendars

	Fall Semester Aug 22 - Dec 17, 2015	Fall Module I Aug 22 - Oct 16, 2015	Fall Mod II Oct 17 - Dec 17, 2015	Short Semester Sept 19 - Dec 17, 2015
New faculty orientation	Aug 20, 2015			
Convocation (all college employees)	Aug 21, 2015			
Saturday classes begin	Aug 22, 2015	Aug 22, 2015	Oct. 17, 2015	Sept 19, 2015
Late registration begins	Aug 22, 2015	Aug 22, 2015	Oct. 17, 2015	Sept 19, 2015
Audit period	Aug 22-27, 2015	Aug 22-25, 2015	Oct 17-20, 2015	Sept 19-23, 2015
Weekday classes begin	Aug 24, 2015	Aug 24, 2015	Oct 19, 2015	Sept 21, 2015
Last withdrawal date for tuition refund	Aug 27, 2015	Aug 25, 2015	Oct. 20, 2015	Sept 23, 2015
Last day for adding classes (end of late registration)	Aug 28, 2015	Aug 26, 2015	Oct 21, 2015	Sept 24, 2015
Labor Day	Sept 7, 2015	Sept 7, 2015		

(college closed)				
Institutional Improvement Day (no classes)	Sept 25, 2015	Sept 25, 2015		Sept 25, 2015
Mid-semester or mid-module	Oct 16, 2015	Sept 18, 2015	Nov 13, 2015	Oct 30, 2015
Professional Development Day (no classes)	Nov 3, 2015		Nov 3, 2015	Nov 3, 2015
Thanksgiving recess (college closed)	Nov 25-29, 2015		Nov 25-29, 2015	Nov 25-29, 2015
Classes resume	Nov 30, 2015		Nov 30, 2015	Nov 30, 2015
Last withdrawal date for W grade	Dec 4, 2015	Oct 2, 2015	Dec 4, 2015	Dec 4, 2015
Graduation application deadline	Dec 1, 2015		Dec 1, 2015	Dec 1, 2015
Classes end	Dec 11, 2015	Oct 16, 2015	Dec 11, 2015	Dec 11, 2015
Final examinations	Dec 12 - 17, 2015	Oct 10-16, 2015 (last 2 hours class meets)	Dec 12 - 17, 2015	Dec 12 - 17, 2015
Final grades due (noon)	Dec. 21, 2015	Oct. 19, 2015	Dec. 21, 2015	Dec. 21, 2015

Spring, Mod III, Mod IV, and Short Semester 2016 Academic Calendars

	Spring Semester Jan 9 - May 12, 2016	Spring Module III Jan 9 - Mar 4, 2016	Spring Module IV Mar 14 - May 12, 2016	Short Semester Feb 6 - May 12, 2016
College offices open	Jan 4, 2016			
Saturday classes begin	Jan 9, 2016	Jan 9, 2016		Feb 6, 2016
Late registration begins	Jan 9, 2016	Jan 9, 2016	Mar 14, 2016	Feb 6, 2016
Audit period	Jan 9-14, 2016	Jan 9-12, 2016	Mar 14-16, 2016	Feb 6-10, 2016
Weekday classes begin	Jan 11, 2016	Jan 11, 2016	Mar 14, 2016	Feb 8, 2016
Last withdrawal date for tuition refund	Jan 14, 2016	Jan 12, 2016	Mar 16, 2016	Feb 10, 2016

Last day for adding classes (end of late registration)	Jan 15, 2016	Jan 13, 2016	Mar 17, 2016	Feb 11, 2016
Martin Luther King, Jr. Day (college closed)	Jan 18, 2016	Jan 18, 2016		
Commencement Participation Deadline	Apr 15, 2016	Apr 15, 2016		Apr 15, 2016
Mid-semester or mid-module	Mar 4, 2016	Feb 5, 2016	Apr 8, 2016	Mar 25, 2016
Mid-semester break (college closed)	Mar 5-13, 2016			Mar 5-13, 2016
Classes resume	Mar 14, 2016			Mar 14, 2016
Professional Development Day (no classes)	Mar 29, 2016		Mar 29, 2016	Mar 29, 2016
Graduation application deadline	May 1, 2015		May 1, 2016	May 1, 2016
Last withdrawal date for W grade	Apr 29, 2016	Feb 19, 2016	Apr 29, 2016	Apr 29, 2016
Classes end	May 6, 2016	Mar 4, 2016	May 6, 2016	May 6, 2016
Final examinations	May 7-12, 2016	Feb 27-Mar 6, 2016 (last 2 hours class meets)	May 7-12, 2016	May 7-12, 2016
Commencement	May 13, 2016		May 13, 2016	May 13, 2016
Final grades due (noon)	May 16, 2016	Mar 14, 2016	May 16, 2016	May 16, 2016
Memorial Day (college closed)	May 30, 2016		May 30, 2016	May 30, 2016

Summer Session, Mod V and Mod VI 2016 Academic Calendars

	Summer Session Jun 6 - July 28, 2016	Mod V Jun 6 - 30, 2016	Mod VI July 5 - July 28, 2016
Commencement Participation Deadline	Apr 15, 2016		
Classes begin	Jun 6, 2016	Jun 6, 2016	Jul 5, 2016

Late registration begins	Jun 6, 2016	Jun 6, 2016	Jul 5, 2016
Audit period	Jun 6-8, 2016	Jun 6-7, 2016	Jul 5-6, 2016
Last withdrawal date for tuition refund	Jun 8, 2016	Jun 7, 2016	Jul 6, 2016
Last day for adding classes (end of late registration)	June 9, 2016	Jun 8, 2016	Jul 7, 2016
Mid-session or mid-module	Jun 30, 2016	Jun 16, 2016	Jul 14, 2016
Independence Day (college closed)	Jul 4, 2016		
Graduation application deadline	Jul 15, 2016		
Last withdrawal date for W grade	Jul 19, 2016	Jun 22, 2016	Jul 20, 2016
Classes end	Jul 26, 2016	Jun 29, 2016	Jul 27, 2016
Final examinations	Jul 27-28, 2016	Jul 30, 2016	Jul 28, 2016
Final grades due (noon)	Aug 1, 2016	Jul 5, 2016	Aug 1, 2016

MESSAGE FROM OUR PRESIDENT

What does your future hold? At Lincoln Land Community College, students refine their dreams into futures.

A brief look at LLCC by the numbers: We serve nearly 17,000 credit and non-credit students annually at 10 locations throughout our district, which encompasses all or parts of 15 counties.

We offer 23 associate in art degree programs and 14 associate in science degree programs, along with associate degrees in fine arts, engineering and general education, an accelerated associate degree, 24 online associate degree programs, 18 online certificates and a wide array of online classes.

In career and technical fields, you can choose from 28 associate in applied science degree programs, seven allied health programs and 71 certificates of achievement or completion. In addition, our Workforce and Community Education division offers adult and continuing education, an expanding array of workforce certificates, a Green Center, Truck Driver Training and non-credit personal enrichment classes.

With all of these choices, we make sure our students have the support they need to succeed. Services include a comprehensive orientation program for new students, academic and career counseling, a Learning Lab with faculty and peer tutoring, and a wide array of student engagement opportunities including 40 student clubs and organizations, and six athletic teams.

We invite you to explore your many options in this catalog which details the classes, degrees, certificates and services available at LLCC. Please note: the most up-to-date catalog information can be found in our online catalog at www.llcc.edu.

Let us help you find your future.

Sincerely,
Charlotte J. Warren, Ph.D.
President, Lincoln Land Community College

LINCOLN LAND COMMUNITY COLLEGE TRUSTEES

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920 N. 7th St
Springfield, IL 62702
528.2183
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241.0958
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546.0340
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Morrisonville, IL 62546
526.3140
Trustee District 4

Dennis Shackelford
36 Maplehurst Dr
Rochester, IL 62563
498.9030
Trustee District 2

Garrett Belville
Student Trustee

As of February 2014

Eight persons serve on Lincoln Land Community College's Board of Trustees, seven elected by subdistrict within the college district and the eighth elected from among students of the college. The board members represent residents of the college district to assure that the college is providing programs and services that meet the educational needs of the communities within the district. The board operates in accordance with the guidelines established under the Illinois Public Community College Act and functions as the college's policy-making body. Board of Trustees meetings are held on the fourth Wednesday of each month, except for the months of November and December. Locations, meeting times and agendas are available at www.llcc.edu. Meetings are open to the public.

ABOUT THE COLLEGE

LLCC MISSION

The mission of Lincoln Land Community College is to provide district residents with quality educational programs and services that are accessible, affordable and responsive to individual and community needs.

LLCC VISION

Lincoln Land Community College aspires to be a diverse, learner-centered institution that is a recognized leader, anticipating and responding to academic, economic and cultural needs of the community and assisting individuals to realize lifelong educational goals and reach their full potential.

LLCC VALUES

We value . . .

- **Civility**

We will promote an environment in which we acknowledge everyone in our college community by listening, respecting others' opinions and seeking solutions to the challenges before us. We will strive to be kind, compassionate and empathetic in our interactions with others and recognize the inherent dignity and worth of individuals.

- **Collaboration**

We will value participatory decision-making and the ability to work with others. We will promote inclusiveness, respect and support amongst the membership of the college community.

- **Diversity**

We will celebrate individuals' talents and experiences that enrich individual lives and improve the college's curricular and extra-curricular offerings. We will respect the differences among people, cultures and ideas and incorporate multiple perspectives into our decision-making and educational processes.

- **Innovation**

We will value, recognize and support new ideas and original thinking. We will be aware of the changes taking place in the global marketplace in order to assess and adapt to evolving expectations.

- **Integrity**

We will be ethical, trustworthy, truthful and fair in all that we do. We will be fiscally and programmatically accountable to the college community and its constituencies. We will assess and report accurate results both internally and externally.

- **Learning**

We will promote a learner-centered environment to foster innovation, critical thinking, open inquiry and lifelong learning that is accessible and affordable.

- **Sustainability**

We will strive to meet the needs of our campus and community in ways that will not damage or deplete natural resources and will strive to meet present needs without compromising the ability of future generations to meet their own needs.

LLCC GOALS

I. Student Access and Success

LLCC will promote academic access and success as well as personal development for all its students.

- Preserving access for all students
- Increased focus on student success
- Establishing clear educational pathways
- Enhancing quality programs
- Narrowing the achievement gap
- Initiatives addressing the Common Core Standards

II. Financial Strength

LLCC is committed to fiscal responsibility and stewardship.

- Collaborating with business and community leaders to identify additional resources to support college programming
- Conducting activities which promote programmatic accountability
- Introducing initiatives to secure and direct funding to established priorities

III. Economic Responsiveness

LLCC will provide leadership in meeting the economic needs of the community.

- Forming collaborative partnerships with business and community leaders to encourage economic growth
- Focusing on narrowing the skills gap in the workforce
- Developing alternative methods for delivering credentialed programming

IV. Community Engagement

LLCC will provide leadership in meeting the learning, cultural, social and recreational needs of the community.

- Forming collaborative partnerships with business and community leaders to provide opportunities for learning, cultural, and social and recreational needs of the community
- Strengthening partnerships with K-12 to promote student's college success skills

V. Diversity and Cultural Competency

LLCC shall strengthen cultural competency relative to a diverse and global society among faculty, staff and students.

- Advancing knowledge of different cultural practices and worldviews
- Increasing awareness of one's own cultural worldview
- Fostering understanding towards cultural differences
- Enhancing cross-cultural skills

VI. Operational Strength

LLCC will develop a work environment that promotes growth, development and open communication.

- Offering professional development opportunities
- Providing activities that support a culture of evidence
- Enhancing technologies that support learning analytics

PHILOSOPHY OF GENERAL EDUCATION

Lincoln Land Community College is dedicated to providing educational and cultural opportunities for the citizens of the district. The General Education curriculum provides students with a broad knowledge base, develops skills necessary to function effectively in society, and demonstrates the value of lifelong learning. Particular attention is paid to developing competencies in the following areas.

- I. Critical Thinking
- II. Cultural and Global Awareness
- III. Information Fluency
- IV. Communication
- V. Quantitative and Scientific Reasoning
- VI. Technology Competency

GENERAL EDUCATION LEARNING OUTCOMES

I. Critical Thinking

Students will be able to demonstrate their analytical reasoning abilities to interpret, evaluate and synthesize information across disciplines.

II. Cultural and Global Awareness

Students will develop and establish an awareness of the responsibilities of contributing individuals in a diverse society.

Students will demonstrate a critical appreciation of the visual and performing arts throughout history and across cultures, and will be able to formulate responses to a variety of aesthetic experiences.

III. Information Fluency

Students will be able to identify, locate, evaluate and effectively use information from various print and electronic sources. An information fluent student understands the economic, legal, and social issues surrounding the use of information, and can access and use information ethically and legally.

IV. Communication

Students will be able to read, write, speak and listen effectively as individuals and in teams.

V. Quantitative and Scientific Reasoning

Students will be able to utilize the scientific method and quantitative mathematical reasoning skills to solve problems across disciplines.

VI. Technology Competency

Students will be able to identify, compare and utilize appropriate technological applications.

LLCC HISTORY

The family of students, faculty and staff known as Lincoln Land Community College (LLCC) began as an idea from visionaries who founded the college in 1967 and opened

the doors on September 23, 1968. The founding members of the LLCC Board of Trustees, administrators and faculty, along with local citizens, built a legacy upon which we continue to grow today.

Those visionaries, who were primarily farmers, took advantage of the Public Community College Act of 1965 to provide high-quality, accessible and cost-effective educational opportunities in the central Illinois area. The founding president, two administrators and seven trustees recruited a team of fewer than 30 faculty and staff members to a temporary facility on the southern edge of Springfield. About 850 students registered for the college's first class offerings. Those first students were offered a choice of 13 electronic data processing courses at a time when EDP was on the cutting edge of career choices. Students also were offered 115 courses under the umbrella of Arts and Sciences and an additional group of 103 subjects labeled Vocational and Technical courses.

By the time Lincoln Land Community College moved to its current main campus site at 5250 Shepherd Road in 1974, the college had truly earned the reputation of being the "community's college" for District 526. The district comprises all or part of 15 counties in central and central southern Illinois and covers 4,115 square miles. Classes are offered during days, evenings and weekends on the main campus, at the education service area locations in Beardstown, Hillsboro, Jacksonville, Litchfield and Taylorville; the Aviation Center, Capital City Training Center and St. John's Hospital in Springfield; and online.

COMMUNITY SERVICES

LLCC meets the diversity of lifelong learning in our community in a variety of ways. Educational and service opportunities for all ages are offered through adult education and literacy, and non-credit learning opportunities for adults, youth and senior citizens. Such activities take place on campus, in education service areas around the district, and at other key locations as necessary.

ADULT EDUCATION AND LITERACY

LLCC Adult Education is a program administered throughout the LLCC district. The educational services provided include ABE/GED (Adult Basic Education/General Educational Development), ESL (English as a Second Language), vocational and employability skills training, bridge programming and literacy tutoring. All adult education classes are designed for students 17 years of age or older who are not enrolled in regular high school classes. For more information call 217.786.2349 or visit www.llcc.edu/adulted.

COMMUNITY EDUCATION

Community-based programs address student learning at all ages. LLCC has something for everyone, offering a variety of programming in a multitude of settings.

Early learners are introduced to LLCC through Youth Enrichment Services programming, including the annual summer College for Kids. Adult learners of all ages are able to participate in an array of non-credit classes, workshops, events and travel opportunities as they pursue personal interests by enrolling in short-term Community Learning courses. More than 400 offerings are scheduled on the Springfield campus, at education service area locations and at other sites throughout the district each year.

Additionally, senior students (50 years of age and older) can fulfill personal learning goals for enrichment and socialization by becoming members of the Academy of Lifelong

Learning at LLCC. Through the Academy, seniors are able to take advantage of more than 12 free learning opportunities each month.

Lincoln Land Community College is also an approved provider of several Road Scholar/Elderhostel experiences each year, which helps the profile and the economic development of the Springfield area by bringing people from all over the United States to Springfield for in-depth studies about the life and legacy of Abraham Lincoln, prairie architecture and other topics of regional scope.

LLCC FOUNDATION

The mission of the LLCC Foundation is to raise and receive charitable gifts, be responsible stewards of donors' gifts and provide financial support to students and programs of Lincoln Land Community College in order to help further the college's mission and vision.

LLCC has focused on academic excellence and the interest of its students since its inception in 1967. However, in order to maintain the quality of education that LLCC students have come to expect, the College looks to the LLCC Foundation to provide the margin of excellence that is needed to keep programs and services on the cutting edge. For information about the LLCC Foundation Scholarship program, see page 41, visit www.LLCCFoundation.org, see page 20.

The LLCC Foundation appreciates the generosity of those who contribute. There are many ways in which donors positively affect the lives of our students. Whether choosing to make a gift or pledge to our annual fund, remembering LLCC in your will, making a memorial or tribute gift, or establishing a scholarship, community friends provide important resources that support the advancement of the educational and capital needs of Lincoln Land Community College.

LLCC Foundation representatives are available to meet one-on-one to discuss giving wishes or explore the opportunity of including LLCC in your will or gift planning options. For more information, call 217.786.2785 or toll free at 866.260.6582.

TRUTTER MUSEUM

From the late 1940s through the mid-1970s, Springfield natives Philip and Mary Kathryn Trutter traveled extensively. From the many countries and principalities they visited over the years, they collected a vast array of art, artifacts and other cultural items of interest.

Upon Mr. Trutter's death in 2000, much of their extensive collection was bequeathed to Lincoln Land Community College with a generous stipend to establish a museum on the college's Springfield campus. The LLCC Foundation is proud to administer the Trutter Museum and to further share Philip and Mary Kathryn's love of lifelong learning with our students, faculty, staff and community.

Museum Hours:

- September through May: Tues.-Thurs. 10 a.m. to 3 p.m. or by appointment
- June through August: Open by appointment only

To schedule a Museum tour, please contact the Museum Coordinator at 217.786.4510, or LLCC Foundation at 217.786.2785, toll free at 866.260.6582, or email LLCC.Foundation@llcc.edu.

ALUMNI ASSOCIATION

The LLCC Alumni Association's mission is to enrich and perpetuate bonds that benefit alumni, friends, students and Lincoln Land Community College. What does it mean to be an LLCC alum?

*** Camaraderie**

Although each one of us has a personal experience, we all have Lincoln Land Community College in common. Our experiences have made us a college family, and that bond will benefit not only ourselves, but the future alumni of LLCC.

*** Ambassadorship**

As members of the LLCC Alumni Association, we are proud of our accomplishments. There are many opportunities to share our experiences with others. As ambassadors, we are a resource for our college and our community in building a bridge between LLCC's past and future.

*** Networking/Fellowship**

In today's job market, it is always a good idea to have a network of friends. As LLCC alumni, we can keep in touch and share ideas for success.

It's simple and FREE! Current and former students who have completed a minimum of three LLCC credit hours are invited to join. Click and reconnect today with LLCC by visiting our website at www.llcc.edu/alumni and completing the short registration form. For more information, call 217.786.4612 or 866.260.6582.

EDUCATION SERVICE AREAS

To better serve students off campus, LLCC maintains education service areas at locations around the district. In addition to credit courses, education service areas, offer these services:

- admission;
- registration;
- schedule changes;
- financial aid;
- scholarships;
- tutoring;
- reading, writing and math placement tests;
- tuition and fees payment;
- college information; and
- textbook purchase (see center for availability).

Also, the education service areas offer student orientation, academic advising and career exploration and planning. LLCC has education service areas at the following locations:

LLCC - Taylorville

800 S. Spesser, Taylorville, 217.287.7081, 800.572.5448

LLCC - Litchfield

#1 Lincoln Land Drive, Litchfield, 217.324.2090, 800.858.9193

LLCC - Hillsboro

102 N. Main Street, Hillsboro, 217.324.2090, 800.858.9193

1200 East Tremont Street, Hillsboro, 217.324.2090, 800.858.9193

LLCC - Jacksonville

#32 N. Central Park Plaza, Jacksonville, 217.243.6699, 888.494.1622

LLCC - Beardstown

109 White Pine Lane, Beardstown, 217.323.4103, 877.800.4406

CAPITAL CITY TRAINING CENTER

The Capital City Training Center, located at 130 W. Mason Street, Springfield, is a state-of-the-art facility that serves businesses, industry, governmental agencies and organizations throughout the Lincoln Land Community College District 526. We realize you are like no one else, and won't try to fit your needs into a pre-existing training program. Instead, our professional staff will work with you one-on-one to give you the targeted help you need, to make the best use of your resources. This is accomplished in a hands-on learning environment using state-of-the-art equipment through customized courses, workshops or seminars. We can provide your training on-site or at one of Lincoln Land Community College's education service areas. For more information, visit www.llcc.edu/cctc or contact us at 217.782.7436.

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT LLCC

The Illinois Small Business Development Center at Lincoln Land Community College provides guidance for business growth by offering a wide variety of resources and assistance to small-business owners and those considering starting a small business. The Illinois SBDC has offices in Springfield at 8 South Old State Capitol Plaza. The Center offers one-on-one business advice, research assistance, training, workshops and seminars—usually at no cost to clients. It is a partnership of LLCC, the Illinois Department of Commerce and Economic Opportunity and the United States Small Business Administration. For more information call 544.SBDC (7232).

EXPLANATION OF TERMS

ACADEMIC DEPARTMENT—A unit giving instruction in particular disciplines or academic programs. Academic departments at LLCC are:

- Arts and Humanities
- Business and Technologies
- Health Professions
- Mathematics and Sciences
- Social Sciences

ASSOCIATE DEGREE—Awarded to a student who has completed at least 60 semester hours as outlined for the degree in the college catalog.

AUDITING—Registering for and attending class(es) regularly without earning grades or credits—tuition and fees are the same as for regular enrollment, and regular attendance is expected. Initial enrollment as an audit student or changes from audit to credit or vice versa, may be affected only during the 100 percent refund period for that specific term.

CERTIFICATE OF ACHIEVEMENT—Awarded to students who complete requirements for a specific program of 30 or more semester hours but fewer than 60 semester hours.

CERTIFICATE OF COMPLETION—Awarded to students who complete requirements for a specific program of less than 30 semester hours.

CERTIFICATE OF PERSONAL DEVELOPMENT—Awarded upon successful

completion of a minimum of eight semester hours of vocational skill developmental courses , see page 78.

CLASS SCHEDULE—Document printed for fall, spring and summer terms indicating what courses will be offered, times of day, days of week, locations and who will teach them.

COMMUNITY EDUCATION—Non-academic programs including non-credit offerings for adults, Youth Enrichment Services for those 18 or younger, including College for Kids, and the membership-based Academy of Lifelong Learning for those age 50 or greater. These programs are subject to registration fees and in some cases, additional fees. In addition, Community Education is an approved provider of Elderhostel/Road Scholar experiences.

CONTINUING EDUCATION UNITS (CEUs)—Continuing education units are determined by teaching contact hours (0.1 unit for each contact hour). These units are awarded to students participating in educational enhancement activities such as targeted workshops and seminars.

CREDIT BY EXAMINATION—Course credit is granted upon successful completion of a standardized test such as AP (Advanced Placement), CLEP (College Level Examination Program) or Proficiency Exam , see page 54.

DEAN—Person responsible for the administration of an academic department such as Arts and Humanities or Mathematics and Sciences.

DEVELOPMENTAL COURSE—Developmental courses are designed to help a student improve basic education skills. Developmental courses do not count toward graduation and are not designed for transfer credit.

ELECTIVE—Any course not specifically required for a program of study; however, counts as credit toward a degree or certificate.

MODULE (MOD)—Intensive classes that have the same content and carry the same credit as semester-length classes—Semester MOD courses are usually eight weeks long. Summer MODs are usually four weeks long.

SEMESTER—A 16-week period of time during which classes meet—the last week is used for final exams. Fall semester begins in August and concludes in mid-December. Spring semester begins in mid-January and concludes in early May. The college also offers an eight-week summer session.

SHORT SEMESTER—12-week courses beginning four weeks after the start of the spring and fall semesters, but concluding at the same time; include the same content, classroom hours and credit hours as 16-week courses, in an accelerated format.

STUDENT SERVICES—An organizational unit of the college, composed of Admissions and Records, Advising and Counseling, Placement Testing, Athletics, Financial Aid, Registration Services, the Learning Lab, Student Life, and Career Development Services.

WITHDRAWAL FROM A COURSE—If a student has registered for a course and no longer wishes to take the course, the student must complete the correct withdrawal form in the Admission and Registration Office. Students who do not

complete the withdrawal process may receive an F grade for these courses. Be sure to check the calendar in this catalog for withdrawal dates.

GETTING STARTED AT LLCC

ADMISSION

Admission to Lincoln Land Community College shall be open to all who apply and can benefit from any of the programs offered. The college and the student accept responsibility for placement of the student in courses and programs for which the student demonstrates academic preparedness. A student may demonstrate preparedness for college-level work through a variety of means, including, but not limited to, a test of basic academic skills, performance on the American College Test (ACT) exam or a similar exam, coursework completed at the college level and a high school transcript. Participation in credit-bearing course work at the collegiate level is open to all who are 16 years of age or older and demonstrate their level of preparedness. For a student who meets all admissions criteria, but who initially does not demonstrate preparedness for college-level work, the college reserves the right to restrict access to certain courses and programs and affirms its commitment to helping the student achieve preparedness.

In special circumstances, the Vice President of Student Services (or the Vice President's designee) in conjunction with the Vice President of Academic Services (or the Vice President's designee) may, with mutual agreement of affected faculty, authorize admission to the college and registration into college-level coursework by students who do not meet all admission criteria. (Board Policy 5.11)

A high school transcript is required of those students wanting to verify satisfactory completion of the math prerequisite of one year of high school geometry.

Admission worksheets are available online at www.llcc.edu. A paper copy of the admission worksheet is available from the Admission and Registration Office of Lincoln Land Community College, phone 217.786.2292, fax 217.786.2492 or by contacting a local high school counselor. Admission worksheets are also available at LLCC's education service areas. Completed worksheets should be submitted to the Admission and Registration Office. There is no fee.

Prospective students must submit an admissions worksheet either prior to or at the time of their first registration. This school is authorized under Federal Law to enroll nonimmigrant students.

ACT TESTING

Students are encouraged to take the American College Test (ACT), which provides useful information for students planning to transfer to a senior college or university. The ACT or a similar test is required for admission to the limited enrollment programs: Associate Degree Nursing, LPN Bridge course, Occupational Therapy Assistant and Radiography.*

** The college ACT reporting number is 010610. Information and forms for the ACT are available in the Admission and Registration Office and the Placement and Testing Office.*

ADMISSION TO ALLIED HEALTH PROFESSIONS PROGRAMS

Chapter 112, Section 103-17, of the Illinois Public Community College Act requires that whenever enrollment in a program must be restricted because of space limitations, a college must give preference to district residents. These regulations apply to the following Health Professions programs:

Neurodiagnostic Technology, Nursing, Occupational Therapy Assistant, Practical Nurse, Radiography, Respiratory Care, Surgical Technology, Medical Coding, LPN to ADN transition.

Consequently, admissions to Health Professions programs for students who live outside of LLCC District 526 vary per program based on space availability and qualified applicant pool. For program specific admissions criteria, contact Health Professions advising staff, Springfield campus.

General Requirements

Students wishing to apply for the allied health programs must complete all prerequisites listed **before** their application can be considered for admission into the desired health care field. Students in programs which require a clinical practicum must have proof of a physical examination by a private physician recorded on a form provided by the college.

INTERNATIONAL STUDENT ADMISSIONS

Admission advising is available in the Records Office for international students of several classifications (F-1, B-1, J-1, H, immigrants, refugees). Services are also available to students who must comply with Immigration and Naturalization Service (INS) laws. This school is authorized under Federal Law to enroll nonimmigrant students.

INS documents are available from the Admissions and Records Office -- some for prospective students, and others for currently enrolled students:

- I-20 Entry Document for Foreign Student
- I-506 Change of Alien Classification
- I-538 Application for Extension of Stay and Work Permission
- I-539 Application to Extend Temporary Stay
- TOEFL (Test of English as a Foreign Language) Application

To be issued an I-20, prospective international students must submit the following:

- a \$75 USD application fee is required with the I-20 application. The \$75 (U.S. funds) fee is payable to Lincoln Land Community College. Students requesting changes to a completed I-20 must submit an addition \$75 fee.
- LLCC admissions worksheet and International Student application, available from the Records Office and online at www.llcc.edu under Future Students, then International Students;
- transcripts, translated into English, from all secondary and post-secondary institutions attended; transcripts must be evaluated by a foreign educational credential evaluation agency. Forms for the foreign educational credential evaluation are available in the Records Office;
- TOEFL score of at least 500 or 173 on computer based or 61 on Internet-based TOEFL test;
- affidavit of financial support and, if applicable, sponsor support and any related documents. The affidavit format requirements are available in the Admission Guide for International Students available from the Records Office and online; and
- insurance is required for athletes. Proof of required health insurance must be on file in the Records Office within 30 days of arrival in district. Insurance is recommended for non-athletes.

Admission of international students is on an individual basis. It is highly recommended that all prospective students from a country other than the United States contact the Records Office at LLCC one year in advance of the date they hope to begin studies so that credentials can be received and evaluated, financial arrangements can be made, visas and passports arranged and any other documentation can be prepared.

To meet INS requirements, all F-1 students must enroll in at least 12 semester hours of coursework. Also, prior to admission, international students must show evidence of financial support for at least one year's expenses. Therefore, international students are expected to pay tuition in full at the time of registration. Please reference the current semester course schedule for tuition costs for international students, or contact the Records Office. Although most international students are ineligible for state and federal financial aid, students with refugee or resident alien status may be eligible to receive financial assistance.

SPECIAL ADMISSIONS

Students under the age of 18 who have not yet graduated high school or achieved a GED who wish to enroll in college credit courses are encouraged to take advantage of this early start option through our Special Admissions. The Special Admissions process requires students to follow the established admissions, placement and registration procedures as required of all students new to LLCC. This includes submitting an admissions worksheet (with parent/guardian signature), providing current high school/home school transcripts, meeting ACT/SAT or placement score requirements and course prerequisites.

TRANSFER PROGRAM ADMISSION

Because of state regulations, students who apply to Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES) or Associate in Fine Arts (AFA) degree transfer programs will be accepted to the college, but may be admitted to the program on a provisional basis until certain minimum entrance requirements are satisfied.

Minimum program admission requirements reflect the provisions of Illinois state law (Public Act 86-0954). This act specifies that 15 units of high school coursework or the equivalent are required for admission to all public institutions. This Act affects students at LLCC who wish to be admitted to Associate in Arts, Associate in Science, Associate in Engineering Science or Associate in Fine Arts programs. Minimum entrance requirements for all students who wish to enroll in these transfer programs are described as follows:

- four years of English — written and oral communications, literature
- three years of mathematics — minimum of one year of algebra I, one year of geometry and one year of algebra II (intermediate algebra)
- two years of science — laboratory science
- two years of social studies — history and/or government
- two years of electives — foreign language, music, art or vocational education
- two flexible academic units — two additional courses (years) from any one or two of the science, social studies and/or electives categories in addition to approved courses in mathematics and English — such as advanced mathematics, computer science, journalism, speech and creative writing

This requirement pertains only to AA, AS, AES and AFA degree transfer programs. It does not affect the career programs (AAS or certificates) or the General Studies program.

ACADEMIC ADVISING PROGRAM

Currently enrolled and prospective students are offered a wide array of services designed to provide them with timely, updated course and transfer information. Services include programs of study selection, selection of courses and transfer advising.

Academic advisors assist students with completion of registration forms, selection of courses, discussion of academic progress, career considerations and difficulties that may affect academic performance.

Students on academic probation must see an advisor prior to registration. During this appointment, the student and the academic advisor will discuss the necessary steps to help ensure academic success.

<http://www.llcc.edu/advising>

EVALUATION OF STUDENT SKILLS AND PLACEMENT TESTING

In order to promote student success, the college shall, where appropriate, evaluate the academic preparation of enrolling students. Placement test results shall be used to advise students and, in some cases, to place them properly in courses (Board Policy 5.12).

Students desiring to enroll in any course with established prerequisites in reading, English and/or mathematics shall be assessed in the relevant subject area(s). All students must be assessed UNLESS:

1. The student holds a degree at the bachelor's level or above;
2. The student has already achieved grades of C or better in a college-level English composition course (EGL 101, its equivalent, or above) and a college-level mathematics course (MAT 104, its equivalent, or above) from any accredited college or university; or
3. The student has earned ACT scores of 22 or better in English, mathematics and reading, or SAT scores of 480 or better in verbal and mathematics.

Proof of degree status will be determined either by receipt of an official transcript from the awarding institution or by the student's signature verifying degree status on the appropriate LLCC form.

Students may take the placement exam at the LLCC-Springfield campus or at one of the education service areas. For information, contact the Placement and Testing Office, 217.786.2211 or visit www.llcc.edu/testing.

Any student with a documented physical or learning disability who desires accommodations should contact Special Needs Services at 217.786.2828 to arrange for appropriate alternative testing procedures.

Students are allowed one retake of the placement tests or a portion thereof upon recommendation of an LLCC academic advisor, counselor or department dean.

PLACEMENT IN DEVELOPMENTAL PROGRAMS AND COURSES

Following placement testing, some students may be placed in developmental programs and courses. These include college-preparatory coursework and academic support services. These courses and support services are intended for new and continuing students. Information about developmental programs may be obtained from an academic advisor. See The Learning Lab, see page 44 for information about the Study Skills Center, the Writing Center and the Math Center, important academic-support services for students.

Developmental courses in reading, writing and mathematics are provided to build confidence and to prepare students to succeed in college. Using placement test scores, the college may require placement in one or more of the following courses: RDG 098, RDG 099, EGL 098, EGL 099, MAT 081, MAT 082, MAT 088, MAT 092, MAT 094 or MAT 096.

COURSE PREREQUISITES, COREQUISITES AND ADVISORIES

Course prerequisites are conditions (e.g., prior courses, test scores) that must be satisfied before a student is authorized to enroll in a class. A corequisite is a condition that must be satisfied concurrently or previously. Students are responsible for meeting prerequisites and corequisites. At any time prior to the tuition-refund deadline each term, students may be dropped from a class for failure to meet prerequisites or corequisites. Prerequisites and corequisites are stated with course descriptions in the college catalog and they are included in the schedules published each term (Board Policy 5.12).

Prerequisites, corequisites and placement policies are strictly enforced. However, reasonable accommodations in exceptional circumstances may be provided on a case-by-case basis. Individual instructors, departments or programs may authorize exemptions as they determine the need to do so, but in such ways as not to undermine the intent and integrity of these policies. Exemptions may not exceed those approved by the Board as stated in board policy.

Math Advisory

Courses in which mathematics skills are considered necessary for successful completion are identified by either a Math-1 (M1) or a Math-2 (M2) advisory at the end of the course descriptions. Students are advised that successful completion of MAT 082 or a corresponding placement score prior to enrolling in a Math-1 course is strongly recommended. Students are advised that successful completion of MAT 092 or a corresponding placement score prior to enrolling in a Math-2 course is strongly recommended.

Reading Advisory

Courses in which college-level skills in reading are considered necessary for successful completion are identified by an R at the end of the course descriptions. Courses with this designation are considered “reading dependent” courses. Students are advised that a score of 76 or higher on the Accuplacer placement exam in reading or similar score on an equivalent placement exam, or successful completion of RDG 099 prior to enrolling in reading-dependent courses is strongly recommended.

Writing Advisory

Courses in which college-level skills in writing are considered necessary for successful completion are identified by either a Writing-1 (W1) advisory, a Writing-2 (W2) advisory, or a Writing-3 (W3) advisory at the end of the course descriptions. Students are advised that a proficient score on the placement exam or successful completion of COM 099 prior to enrolling in a Writing-1 course is strongly recommended. Students are advised that successful completion of EGL 111 prior to enrolling in a Writing-2 course is strongly recommended. Students are advised that successful completion of EGL 102 prior to enrolling in a Writing-3 course is strongly recommended.

NEW STUDENT ORIENTATION

Orientation is an important stepping stone in your transition to LLCC. During your orientation program, you will meet current and incoming LLCC students, experience the services provided to students and discover valuable information about becoming a successful LLCC student. Orientation is a requirement for all new, degree- or certificate-seeking students.

After you have applied, sent your transcripts and met the assessment requirement, you will need to meet with an advisor to schedule the earliest available orientation.

Orientations are offered prior to the start of the first term for which new students plan to enroll. For students starting in the summer, orientations are offered April through the beginning of June. For students starting in the fall, orientations are offered April through the end of August. For students starting in the spring, orientations are offered from the end of October through the first part of January. Orientation options are also available for new students who begin during short semester and some module periods.

REGISTRATION

On-Campus

Certain student groups must register in person at the LLCC campus or by telephone, 217.786.2292 or 800.727.4161, extension 62292. The registration procedures, including a full listing of students required to register in person or by phone can be found in the class schedule publication available from the Admissions and Registration Office in Menard Hall and each education service area.

Online

After a student's initial registration, access to LLCC's web-based services via WebAdvisor is available for registration. Features include adding and dropping classes, transcript review, viewing grades, financial aid awards and payment options. For assistance, contact the Admission and Registration Office or an education service area.

Education Service Areas

Students can apply for admission, register for classes, take classes and get information about LLCC, among other services, at LLCC's education service area locations around the community college district. The phone numbers of the centers are listed below.

LLCC - Taylorville

217.287.7081 800.572.5448

LLCC - Litchfield

217.324.2090 800.858.9193

LLCC - Hillsboro

217.324.2090. 800.858.9193

LLCC - Jacksonville

217.243.6699. 888.494.1622

LLCC - Beardstown

217.323.4103 877.800.4406

Late Registration

Students who register for a class after the first class session has been held pay a late registration fee of \$20. This late fee is charged only once per student, per semester or module. Refer to the academic calendar for dates of late registration. Additional information may be found in "Adding or Withdrawing From Courses/Schedule Changes" , see page 33.

TUITION AND FEES

TUITION

Please reference the current semester class schedule for tuition costs. Some courses have a variable tuition rate in excess of the standard in-district rate. Please reference the current semester class schedule for rates for specific courses.

All Illinois residents without chargeback authority and all out-of-state students pay additional tuition charges which will be revised based on per capita costs as defined in Illinois statute. Auxiliary program registration fees are not considered tuition and are subject to the registration fees established per semester.

FEES

Activity Fee

An activity fee is collected by the college to support numerous programs and services available to all students through the Student Life Office. Activity fees also support student clubs and organizations and are allocated through the Student Activity Fee Allocation Committee and the Student Government Association.

Rates are:

Activity fee	See current class schedule
In-district residents, age 65 or older	No activity fee charge

Classroom support/technology fee — See current class schedule.

Infrastructure fee — An infrastructure fee is collected by the college to support repairs and improvements to college-owned facilities. This fee supports the college's commitment to provide an environment conducive to learning.

Other Course Fees

Special course fees related to contractual obligations, off-campus facilities and other circumstances also may be charged. Auxiliary program registration fees are established for each class each semester. Please refer to the community section of the schedule for specific fees and/or charges.

Service charges (non-refundable)

General admission	No charge
Transcripts	No charge
Graduation fee	Cap and gown rental
Proficiency test	\$10 per test
Proficiency credit	In-district tuition per credit hour granted
External licensing certification	\$10

Penalties

Late registration fee (after session begins)	\$20
Service fee on all returned checks	\$15
Library overdue charge	\$ 5

Fee policies stated are subject to Board of Trustees approval.

BILLING AND DUE DATES FOR TUITION AND FEES

All tuition and applicable fees for on-campus and off-campus courses are billed through the Admission and Registration Office on the Springfield campus. Tuition due date periods for each semester are published in the semester class schedule. Students who do not pay their tuition and fees by the assigned due date are automatically dropped from their classes. Students who register after the first meeting of a class are assessed a late registration fee of \$20. This fee applies to any and all students who register after the first class meeting.

TUITION AND FEE REFUND

Students who officially withdraw from a course(s) prior to the published refund deadline of any semester receive a refund of 100 percent of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g. module or summer session, are made on a pro-rata basis.

In the event a course is cancelled, all paid tuition and fees are refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism (Board Policy 5.18). No refund shall be made of activity fees or other special service fees except when a course is cancelled.

1. If a student-initiated schedule change reduces the total amount of tuition and fees, 100 percent of the difference shall be refunded, if the change is completed prior to the published refund deadline of any semester.
2. Other provisions:
 - A change of schedule initiated by the college results in a 100 percent refund.
 - Refunds for courses with a shorter schedule, e.g. modules or summer sessions are made on a pro-rata basis.
 - Failure to attend classes does not constitute a schedule change or withdrawal and does not entitle students to a refund.

A full refund will be issued when Community Learning workshops/classes are full or cancelled. Participants can transfer fees to another Community Learning program, workshop or class. A full refund may be requested up to seven days prior to the first day of class.

TUITION PAYMENT PLAN

Tuition payment plans are administered by NELNET Business Solutions. The time that the student sets up the payment plan will dictate which plan is available. Payments will be automatically deducted from the checking/savings account or credit/debit card designated when the plan is set up. NELNET charges a nonrefundable \$25 enrollment fee per semester, which is withdrawn from the bank account or credit/debit card within 14 days of setting up the payment plan. NELNET will continue to deduct payments from the designated bank account or credit/debit card for classes not dropped by the 100 percent refund deadline. Students may create a payment plan by going to www.llcc.edu/facts.

ADDING OR WITHDRAWING COURSES/SCHEDULE CHANGES

Adding Course(s): Students may add a course(s) to their schedule before the semester begins or during the first week in a regular college semester or term (late registration). In special and unusual circumstances, the Vice President of Student Services, or the Vice President's designee, may, after consultation with the relevant faculty member, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting (Board Policy 5.42).

Adding courses may be done in person or by phone at the Springfield campus or at any one of the education service areas during the regular business hours of each location.

Withdrawing from Course(s): Students may officially withdraw from course(s) up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of "W." Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, "Tuition and Fee Refund , see page 32", and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, "Grades Given Upon Withdrawal , see page 60" (Board Policy 5.42).

Withdrawing from courses may be done in person or by phone at the Springfield campus or at any education service area during the regular business hours of each location. Students are advised to discuss impact of withdrawing from courses with the Office of Financial Aid *before* withdrawing from all courses.

TUITION RATE CHARGEBACKS

In-District Students Planning to Attend Another Community College

LLCC will pay another Illinois public community college to permit a student to attend that college at the college's in-district tuition rate. Request forms are available from the Admissions Office. To qualify for an LLCC-paid chargeback, a student must:

- be a resident of the LLCC district;
- enter a degree or certificate program not available through LLCC;
- be otherwise admissible to the program; and
- submit the completed chargeback request no later than 30 days before the start of the term in which the chargeback would apply.

The requested program chargeback must meet all Illinois Community College Board (ICCB) guidelines for chargeback approval. The request is reviewed and approved/denied by the director of Admissions. The student will be notified by mail of the decision. All approved and denied chargebacks are kept on file for reference.

Out-of-District Students Planning to Attend Lincoln Land Community College

A student who is a resident of another Illinois community college district who plans to attend LLCC may attend LLCC at the in-district rate. To qualify for a chargeback from their home community college district, a student must:

- be a resident of the home community college district;
- enter a program at LLCC that is not available through the home community college district;
- be otherwise admissible to the program at LLCC; and
- submit the completed chargeback request no later than 30 days before the start of the term in which the chargeback would apply. Request forms and information are available from the home community college district.

The requested program chargeback must meet all Illinois Community College Board (ICCB) guidelines for chargeback approval.

Cooperative Agreements

Interdistrict cooperative agreements exist between Lincoln Land Community College and the community colleges listed , see page 214. Under these agreements, usually no chargebacks or out-of-district fees are required of students enrolling in the designated program of study. A cooperative agreement authorization must be completed and submitted to the college that the student plans to attend. For more information on chargebacks, please call 217.786.2243.

RESIDENCY

In order to qualify for in-district tuition rates, any student shall be a resident of the district at the time of registration. Any student who moves into the district for the purpose of enrolling at in-district tuition rates shall not be considered a resident of the district. When the residency of a student or prospective student is not clear, the proof of residency may be required. Any student who changes residency during the school year shall immediately report such change to the Records Office. If such change of address shall cause a change in the applicable tuition rate, then the new tuition rate shall take effect at the beginning of the next academic semester, module or summer term (Board Policy 5.16).

When appropriate, based on a student's application for admission, the student is asked to fill out residency questionnaire forms at the time of admission to the college. Based on information concerning, age, length of time at current address, previous address, current driver's license information, current employment status and tax dependent status, a residency classification will be determined by the director of Admissions following Illinois Community College Board guidelines. Student residency classification will be by mail notification.

INTERNATIONAL STUDENTS

International students' residency and rate of tuition are based on residency requirements and the type of visa held. International students providing proof of current, valid Resident Alien or Refugee/Asylum status may be eligible for in-district residency classification.

STUDENT FINANCIAL OBLIGATIONS

Students shall discharge all financial and other obligations to the district prior to registering for the next semester. These obligations include but are not limited to overdue library book fines, tuition, student fees, bookstore charges and Child Development Center fees. Failure to satisfy such obligations may result in the withholding of transcripts, grade reports and letters of honorable dismissal (Board Policy 5.19).

FINANCIAL ASSISTANCE

Students who need or are entitled to financial assistance for attendance at LLCC will find help in the Financial Aid office. The Financial Aid office is responsible for administering traditional federal and state financial aid programs including grants, loans and work-study. The Financial Aid office also administers programs benefiting many students including veterans, scholarship recipients, and students with disabilities. Many programs administered by the Financial Aid office have limited funds. Students who apply early have a much better chance of obtaining all the assistance for which they might be

eligible. Some federal and state financial aid programs have minimum semester credit hour enrollment requirements. Additional information and application assistance are available through the LLCC Financial Aid office, 786.2237 or 800.727.4161, ext. 62237.

Return of Funds

Students who receive federal financial aid are considered to “earn” financial aid by attending and/or completing coursework. Federal financial aid recipients withdrawing from the college (i.e., withdrawing from and/or ceasing attendance in all classes) before the 60 percent point of the semester has been reached:

- will have a determination made of the amount of federal aid earned;
- will be billed for institutional charges not paid by financial aid; and
- may owe a repayment of federal aid from funds that have been disbursed to them.

Refunds for all other types of assistance (i.e., state, private resources, scholarships) will follow the college’s refund policy and guidelines of the grantor.

Deadlines for Registering for Classes to Receive Financial Aid

Students are awarded financial aid based upon their enrollment status. A student’s enrollment status for grants is determined by counting the eligible credit hours in which a student is enrolled as of the last day to add semester-length courses. All courses that are added after that point, including late start courses and MOD courses, are not considered for financial aid.

FEDERAL AND STATE FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the following state and federal grants, loans and work-study. Contact the LLCC Financial Aid office for assistance.

GRANTS

Monetary Award Program — Illinois Student Assistance Commission

The MAP grant provides payment toward tuition and mandatory fees to eligible students enrolled in at least three credit hours who are Illinois residents for at least one year prior to the start of the academic year. The grant does not pay for books or supplies.

Federal Pell Grant Program

Based on financial need, this federal program entitles eligible students to receive funds to be applied toward educational expenses.

Federal Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are available from federal funds for undergraduate students exhibiting the most financial need who are enrolled in a minimum of six credit hours. Funding is contingent upon congressional appropriations, and awards are made until funds are depleted.

FEDERAL WORK-STUDY PROGRAM

Funds are provided by the federal government to provide part-time jobs for students who have financial need. Jobs are available in almost every campus department.

In addition, employment opportunities other than Federal Work-Study are available through the Career Development Services Office.

LOANS

William D. Ford Federal Direct Loans

A Federal Direct Student Loan is a low-interest loan made to a student by the government for educational expenses. The direct loan has a lower than market interest rate. Borrowers must be enrolled in a minimum of six credit hours. Repayment begins six months after the student is enrolled less than half-time.

Federal Direct PLUS Loans

PLUS loans provide additional funds for educational expenses. Parents of dependent students may borrow up to the cost of attendance less all other financial aid. Parents must be credit worthy to obtain a PLUS loan. See the LLCC financial aid web page for additional application procedures.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

I. Authority

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, LLCC is required to establish minimum standards of Academic Progress to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their education program. The College's Satisfactory Academic Progress (SAP) policy is subject to change without notice to comply with federal or state regulations, or LLCC Board of Trustees policy or action. For the most current Satisfactory Academic Progress policy, visit <http://www.llcc.edu/finaid/Financial Aid/>.

II. Financial Aid Programs Covered

The SAP policy applies to students who are requesting or receiving funds from the following federal and state financial aid programs: Federal PELL Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award Program (MAP) grant.

III. Minimum Academic Standards Requirements

The SAP policy measures a student's academic progress in three ways. Students must meet all three standards (grade point average (GPA), completion rate and maximum time frame) to receive financial assistance.

A. Cumulative Grade Point Average (GPA)

You must maintain the following minimum GPA:

<i>Cumulative Hours—Minimum GPA</i>		<i>Cumulative Hours—Minimum GPA</i>	
1-11 hours	1.50	23-33 hours	1.85
12-22 hours	1.70	34 or more hours	2.00

B. Cumulative Completion Rate

Students must successfully complete a cumulative minimum of 66.66 percent of all credit hours. All credit hours as outlined in section IV A. are included. Only grades of A, B, C, D and P are considered successful completion for 100 level or higher courses. A grade of A, B, C or P is considered successful completion for developmental courses. Grades of I, W, WP, WF, SP, RP and F are not considered successful completion.

C. Maximum Time Frame

You must complete your academic program with 150 percent of attempted credit hours relative to credit hours required to complete the program. All credits hours as outlined in section IV A are included with the exception of up to 30 developmental credit hours.

Examples of 150 percent Maximum Time Frame:

<i>Credit hours required to Complete Academic Program</i>	<i>Number of Attempted Credit Hours Eligible for Financial Aid</i>
24	36
60	90

Students with Degrees

Students who have already completed an associate or higher degree are no longer eligible for financial aid. Students with degrees may appeal. See section VII regarding appeals.

IV. Scope of Evaluation

A. Courses Included in Evaluating Satisfactory Academic Progress (SAP) Status

Per federal regulations, all credit hours on your LLCC transcript including:

1. those that financial aid did not pay for;
2. credit hours forgiven by the LLCC academic renewal policy;
3. dual credit hours;
4. courses with a grade of RP (not counted for GPA);
5. transfer hours as presented on the LLCC transcript (all transfer hours are grouped together and considered as one term); and
6. all developmental hours with the exception of MAT 081/082 (developmental hours are not calculated in the GPA).

B. Courses NOT Included in Evaluating SAP Status

Vocational studies (for example, prefixes ABE, ASE, AHH, AIT, BPS, NUR, OIT), continuing education courses, and audit courses are not eligible for financial aid and are not counted for financial aid purposes including satisfactory progress.

C. Repeats

Students may receive aid for repeating a course in which an F or W was earned. Students may appeal to receive aid for the first repeat of a course in which a D was earned or if a student is required to have a more recent retake of the course due to a time limitation. Students must use the established procedure for appealing to gain eligibility for a course repeat. All course repeats are counted to determine Satisfactory Academic Progress.

V. Frequency of Evaluation

The academic progress of degree-seeking students will be evaluated at the end of summer, fall and spring semesters.

VI. Good, Warning, Suspension and/or Maximum Time Frame and Probation Status

- a. **Financial Aid Eligible Status (Good):** Students who have no academic record or who meet the standards in Section III of these procedures may receive financial aid if otherwise eligible. Eligible students are often referred to as being in good status.
- b. **Warning Status:** Students previously in good status and who fail to meet the standards in Section III are placed in warning status. Students in warning status may receive financial aid if otherwise eligible.
- c. **Suspension Status:** Students previously in warning status who fail to meet the standards in Section III, or who are on probation status and fail to meet the terms of their probation are placed on suspension status and are not eligible to receive financial aid, including loans.
- d. **Probation Status:** Students who have a suspension appeal or a maximum time frame appeal granted are placed in probation status and eligible for financial aid for one semester. If after that semester the student does not meet the terms of his/her probation, they become ineligible for financial aid. Students who comply with the terms of their probation will continue to be eligible for financial aid if otherwise eligible.
- e. Students who at any time exceed the maximum time frame status (150 percent) or earn a degree will no longer be eligible for financial aid, including loans. Note that students exceeding the maximum time frame status may be suspended without benefit of a warning term.

VII. Appeal of Suspension and Maximum Time Frame Status

Students who are in suspension status may appeal their eligibility for financial aid based on circumstances beyond a student's control, such as death of a relative, serious injury or lengthy illness. In order to appeal, students must submit the Financial Aid Suspension Appeal form and all documents as required on the form.

Students who have exceeded the maximum time frame or have earned an associate degree or higher may appeal by completing the Petition to Receive Financial Aid beyond the Maximum Limit and submitting all documents required on the form.

Note: Appeals must be **received** no later than close of business on the **15th** (or the next business day if the college is closed on the 15th) of each month below:

March, April, May, June, July, September, October and November. Students will be notified in writing within 30-45 calendar days of the above deadlines of the SAP Appeals Committee's decision. Students may have to pay tuition, fees and books out of pocket while waiting for the outcome of an appeal.

Granting appeals for summer semester is at the discretion of the SAP Appeals Committee.

The decision of the SAP Appeals Committee is final.

The review of repeat appeals is at the discretion of the SAP Appeals Committee.

Students may also earn their way back to good standing by attaining a cumulative 2.0 GPA and a 66.66 percent completion rate.

VIII. Notification of Status

The Financial Aid Office will notify you when you are in warning, suspension and/or maximum time frame and probation status. However, it is the student's responsibility to know their status and if eligible for financial aid.

IX. Notice

The College's SAP policy is subject to change without notice to comply with federal or state regulation, or LLCC Board of Trustees policy or action.

For the most current Satisfactory Academic Progress Policy, visit www.llcc.edu/finaid.

LLCC MILITARY BENEFITS

Veterans Affairs

The Veterans Affairs Office provides services to LLCC students eligible for federal and state benefits. Application assistance and information are available for G.I. Bill benefits, the Illinois Veterans Grant, Illinois National Guard Grant and the MIA/POW scholarship. Call 786.2216 or 800.727.4161, ext. 62216 for more information.

G.I. Bill

Monthly cash benefits as well as employment are available for eligible veterans. Employment is available both on and off campus. Benefits are also available for eligible members of the National Guard and Reserves.

Illinois Veterans Grant

The Illinois Veterans Grant pays in-state tuition and eligible fees for a period equivalent to four calendar years at any state-funded institution. Eligibility is based on Illinois residency before and after military service rather than on financial need or academic achievement. Illinois veterans who served honorably in the Armed Forces may qualify. For further information, contact the LLCC Office of Veterans Affairs or the Illinois Student Assistance Commission.

Illinois National Guard Grant

Members of the Illinois National Guard who have served at least one year and who are currently in the Guard may apply for a grant for in-state tuition and eligible fees for eight semesters of full- or part-time study. If applicants cease to be members of the Illinois National Guard, the educational benefits are terminated as of the Guard termination date. Applications are available in the LLCC Office of Veterans Affairs or by contacting the unit commander.

MIA/POW Scholarship

The scholarship pays in-state tuition and eligible fees for spouses or children of veterans declared by the Veterans Administration to be a prisoner of war or missing in action, or who died as a result of a service-connected disability or have a permanent 100 percent service-connected disability. Children must begin using the scholarship prior to their 26th birthday.

SATISFACTORY PROGRESS POLICY FOR MILITARY BENEFITS

Definition of Satisfactory Progress

Students receiving the G.I. Bill, Illinois Veterans Grant (IVG), Illinois National Guard Grant (ING) and the MIA-POW Scholarship must make satisfactory academic progress each semester. Satisfactory progress is determined by the following cumulative grade point average (GPA) standard that follows.

Cumulative GPA Standard

Students must maintain the specified cumulative grade point average (GPA):

6-11 hours attempted	minimum GPA of 1.50
12-22 hours attempted	minimum GPA of 1.70
23-33 hours attempted	minimum GPA of 1.85
34 or more hours attempted	minimum GPA of 2.00

The college's official grade point average is used to determine student status and does not include developmental coursework. Developmental hours are only considered under Reinstatement of Eligibility after Suspension below.

Repeating a Course for VA Benefits

The G.I. Bill will not pay benefits to students repeating courses in which the original grade was a D or better unless a grade of C or better is required for advancement to the next level or for graduation.

Probation

The college may place students on academic probation after they have attempted six or more semester credit hours at the college or at other institutions of higher education. Such students shall be on academic probation if their cumulative grade point average does not meet or exceed the standards of satisfactory progress.

Students who are on probation must see an academic advisor for approval of their proposed course schedule prior to registration. Students on probation may not register for more than 12 semester credit hours in a regular semester (or six during summer term).

Suspension

If a student on probation attains a semester grade point average of at least 2.0 but does not yet raise the cumulative grade point average to the level listed above, probation shall be continued for another semester. If a student who is on academic probation fails to achieve at least a 2.0 semester grade point average during a semester, and also fails to bring his or her cumulative grade point average to a level that meets or exceeds the applicable standard for academic probation as set forth above, then such student shall be suspended for one semester (or one summer term plus one semester, in the case of a suspension at the end of spring semester). An appeal process shall be available to students on academic suspension so as to allow re-enrollment pending approval of and student compliance with reinstatement requirements. See appropriate college personnel.

Students on academic suspension shall not receive any financial aid.

This process can be started by contacting the Learning Lab at 217.786.2396. Upon review by the college of such appeal and any mitigating circumstances, the student may be allowed to enroll with a restricted status.

Military Benefits Appeals Procedure

A student may appeal his/her military benefits suspension (cumulative GPA requirement), if he/she feels his/her progress was affected by unusual circumstances. Appeals must be in **writing** to the LLCC Office of Veteran Affairs. Documentation of the unusual circumstances must accompany your appeal. You must also demonstrate that your unusual circumstance(s) have been remedied. Contact the VA Office regarding appeal forms and deadlines.

WORKFORCE INVESTMENT ACT (WIA) PROGRAM

Students eligible for WIA (economically disadvantaged or dislocated – laid off) receive services from the Career Development Services Office. Orientation, workshops, employment assistance and follow-up services are available. Eligibility for the Workforce Investment Act is determined at each county WIA office. Lincoln Land Community College is a certified training provider for WIA with numerous certificate and degree programs that students may enroll in to prepare for a future job. Additionally, LLCC is a partner with Illinois WorkNet locations throughout the district to provide education and employment assistance. For information, call 217.786.2344.

LLCC FOUNDATION SCHOLARSHIPS

Lincoln Land Community College has many scholarship opportunities for students. Each year through the LLCC Foundation, generous community businesses, organizations, individuals and friends of the college support LLCC students.

LLCC Foundation scholarships are available for both first-time and continuing students who are enrolled full or part time at LLCC. Many of these scholarships are for students in any major; some require a specific major. Most scholarships have a stated grade point average (GPA) based on a 4.0 scale and a minimum number of LLCC credit hours that must be completed each semester. There is one application for all scholarships. Students submitting a complete application are considered for all available scholarships for which they are eligible.

For more information on LLCC Foundation scholarships and the application process, visit www.LLCCFoundation.org, stop by the LLCC Foundation in Menard Hall, or call 217.786.4502 (toll free 1.866.260.6582).

Scholarship Application

- Applicants may obtain scholarship information any time by calling the LLCC Foundation at 217.786.4502 or 866.260.6582.
- During the application period the scholarship application is available at the LLCC Foundation, the LLCC Financial Aid Office; any LLCC education service area or at www.llccfoundation.org.
- High school seniors may also obtain a scholarship application from their counseling office.

For more information on the LLCC Foundation , see page 20.

SUPPORT SERVICES FOR STUDENTS

A. LINCOLN COMMONS

A. Lincoln Commons serves as the front door of the college and a gathering space for the college community. The main level of A. Lincoln Commons includes lounge areas, a staffed Information Desk and space for campus events. The lower level features the Logger Lair game room with video games for Wii, Xbox 360 and Playstation 3, as well as pool tables. Current students can receive a Logger Lair pass in the Student Life Office by presenting a valid student ID. There is no charge for a pass or video games; pool tables cost \$1 per game.

BOOKSTORE

Located on the lower level of Menard Hall, the LLCC Bookstore offers one-stop shopping for LLCC students. The bookstore carries required and recommended texts for LLCC classes on campus and at education service areas. Every effort is made to have ample used books as well.

The LLCC Bookstore also carries required course-related supplies for art, nursing and drafting classes. Many other supplies and services are available such as school supplies, educationally priced software, LLCC clothing, snacks, soft drinks and gift items.

At the beginning and end of each semester, the bookstore provides "buy-back" services. If the bookstore has a need for specific textbooks for the following semester, it will purchase them for up to 50 percent of the new book price. As an additional service, a used book wholesaler will also be on hand to purchase books, which may still have some value but the bookstore does not need.

Bookstore hours of operation, extended hours during the beginning of each semester, and buy-back dates and times are listed on the store's website at <http://bookstore.llcc.edu>. Textbook requirements for classes and online textbook ordering information can also be found on the website.

Please stop by the bookstore or call 217.786.2300 if you have any questions.

CAREER DEVELOPMENT SERVICES

The Office of Career Development Services offers a wide variety of career and job search services for students and community members, as described below. The office is located on the main level of Menard Hall, in the Student Services hallway. For more information, call 217.786.2210 or toll free at 800.727.4161, ext. 62210. Information is also available on the LLCC website at www.llcc.edu/careerservices.

CAREER EXPLORATION

Students who are undecided about a career or program major can visit the Career Development Services Office. The center offers career counseling, self-assessment tools and information about various careers and occupational trends. Specifically the center offers:

- access to Career Cruising, an interactive Internet program that matches skills and interests with particular careers;
- O*net Interest Inventory;
- Myers-Briggs Type Indicator®;
- career counselors to assist students in all areas of career exploration and planning; and
- a current collection of information on career possibilities for each academic major.

JOB SEARCH ASSISTANCE

The Office of Career Development Services maintains the LLCC Job Opportunities Newsletter, a monthly list of part-time and full-time employment opportunities. Jobs are also posted on the Job Bulletin Board across from the office and on the college website. In addition, students may access the College Central Network, a job search database that is updated daily. Brochures on employment opportunities in various businesses and government agencies are available, as well as pamphlets and printouts on various aspects of the job-search process. Students interested in receiving pay and academic credit for temporary work assignments can inquire about the Cooperative Education Work Study Program (see below).

The office also provides assistance with cover letter and resume writing techniques, interviewing skills, job search techniques and good business etiquette. A computer lab is available for job search purposes and resume writing.

COOPERATIVE EDUCATION PROGRAM

Co-op jobs are full- or part-time positions, developed with area employers, that enable students to earn wages and college credit while gaining valuable work experience.

These experiences are arranged through a team effort between the student, the employer, the Lincoln Land Community College Career Development Services director and an LLCC co-op faculty supervisor. Cooperative education provides a beneficial, three-way partnership among students, employers and LLCC.

Eligibility requirements are:

- students must be enrolled in LLCC and have elective hours available;
- students must have completed 12 credit hours of college-level courses; and
- students must have at least a 2.0 grade point average.
- The Disney College program is available for students and may be used for co-op credit.

CHILD DEVELOPMENT CENTER

The Child Development Center, located on Shepherd Road adjacent to the Springfield campus, serves children ages 15 months through five. The program philosophy is based on research showing that children learn best through play. Weekly activity plans consider the age of the child and the development of the young child: socially, emotionally, physically and cognitively. The curriculum provides children with the opportunity to choose activities and enables children to acquire social skills through negotiation and conflict resolution.

The center is open from 6:45 a.m. to 6 p.m., Monday through Friday. Blocks of time are available to LLCC students when the college is in session. For more information, call 217.786.2450.

COUNSELING SERVICES

Counseling services are available in the Advising and Counseling Office in Menard Hall. Professional counselors are available to assist with personal adjustment, relationship concerns, career/life planning, as well as assisting students in balancing school, work and social life issues. There is no charge for counseling services.

FITNESS CENTER

Located in Cass Gymnasium, the LLCC Fitness Center has been designed to support the academic programs of Physical Education and Exercise and Sports Science,

and the college's well-student and well-employee programs. The center offers coursework in basic fitness, nutrition and a healthy lifestyle. Once a college staff member or currently enrolled student has completed ESS 112, they may elect to continue their use of the center by becoming an ongoing user and paying a \$50 user fee each semester (\$150 per year). If you have any questions about coursework, user fees and operational hours, call 217.786.2391.

FOOD SERVICE

The college cafeteria, located on the lower level of Menard Hall, is open for use by the campus community from 8 a.m. to 6 p.m., Monday through Thursday and 8 a.m. to 3 p.m. on Friday when school is in session, including summer session. The cafeteria hours are reassessed each academic term and are subject to change. Vending machines, offering a variety of foods and beverages, also are available outside the cafeteria as well as other locations throughout the buildings.

LEARNING LAB

Located on the lower level of Sangamon Hall, the Learning Lab consists of a full assortment of academic support services: the Math Center, the Science Center, the Special Needs Office, the Study Skills Center, the testing area (for make-up exams), peer tutoring services and the Writing Center. Students are served by appointment or walk-in basis. No fee is charged. For further information, phone 217.786.2396, see www.ilcc.edu/learnlab or stop by the Learning Lab information desk.

DENIS BEVERIDGE MATH CENTER

The Denis Beveridge Math Center is staffed by math faculty and professionals who answer students' questions, help with homework problems, work examples with students and/or guide students to additional resources such as tutorials, worksheets and software. Help is available on a drop-in basis. No appointment is necessary.

MAKE-UP TESTING AREA

The Learning Lab testing area is where students can come to make up a test that was missed in class. Students must make arrangements with their instructor to have the test brought to the testing area. Hours are 9:00 a.m. to 6:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. Friday. No appointment is necessary. Students must show a photo ID in order to take a test in the testing area. For further information, phone 217.786.2376.

SCIENCE CENTER

The Science Center is staffed by science faculty and professionals who answer students' questions, help with homework problems, work examples with students and/or guide students to additional resources such as tutorials, worksheets and software. Help is available on a drop-in basis. No appointment is necessary. Call 217.786.2396 for hours.

SERVICES FOR OCCUPATIONAL STUDENTS

Qualified students receiving occupational instruction through LLCC have opportunities for academic assistance to enhance student success. These services may include assessment of needs, tutoring, note taking, e-text and career transitioning.

Contact the special populations coordinator in the Learning Lab area, Sangamon Hall, 217.786.2828 or 217.786.2869.

SPECIAL NEEDS SERVICES

Supportive services are available to students with disabilities. To be eligible for services, a student must provide paperwork that specifically documents the nature of the disability. Compensatory strategy assessments may be conducted to determine reasonable and appropriate accommodations such as tutors, note takers, extended test time and e-texts. Contact the special needs professional at 217.786.2828, 217.786.2869 or toll-free outside Springfield at 800.727.4161, ext. 62828.

STUDY SKILLS CENTER

Study support is available in most subject areas. Students can learn more efficient ways to take notes, manage their time, read textbooks, review, think critically and prepare for tests. Students also may have their individual learning styles assessed and receive guidance on using their styles to their benefit. Highly qualified and experienced professionals staff the center. Students are served by appointment. Hours for the SSC are 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. For further information or to make an appointment, phone 217.786.2396 or stop by the Learning Lab information desk.

TUTORING SERVICES

Highly trained peer tutors are available to assist students with most LLCC courses at no cost to students. Help is available by appointment. For further information or to make an appointment, phone 217.786.2396 or stop by the Learning Lab information desk.

WRITING CENTER

The Writing Center is available to all students who want assistance with writing problems in general or with a specific writing assignment. The center is staffed by instructors from the Arts and Humanities department. Students either may drop in or make an appointment. Students having difficulty with spelling, grammar, structuring of papers, writing reports and summaries or doing library research are urged to visit the center. Tutoring in basic skills is available, as well as assistance with sophisticated writing problems. For further information or to make an appointment, phone 217.786.2341.

LIBRARY

The Library is located in Sangamon Hall and fulfills the research needs of the college as well as the surrounding communities and district. The Library is a full participating member of the Consortium of Academic and Research Libraries in Illinois (CARLI). LLCC students and faculty have access to a large selection of electronic resources and more than 60,000 items, including books, periodicals and multimedia materials. Through CARLI, LLCC students have direct access to more than 130 academic library collections in Illinois.

A professional, student-centered and courteous staff is ready to assist all library patrons in satisfying their information needs, providing direction and assisting with research topics and questions. Individual, group and classroom-based information fluency instruction is offered to help students discern and evaluate credible information.

Regular Library hours are:

Monday — Thursday 7:30 a.m. - 9 p.m.

Friday 7:30 a.m. - 5 p.m.

Saturday 9 a.m. - 4 p.m.

Summer and holiday hours vary and are posted during those times.

For further information, see www.llcc.edu/library/.

CAMPUS POLICE DEPARTMENT

The LLCC Police Department comprises police officers and community service officers who are charged with providing law enforcement and security services on campus. Officers are on duty 24 hours per day, seven days per week. They enforce state and federal statutes and LLCC rules and regulations, as well as providing many services for the campus community. These include after-hours escorts, jump-starts and unlocking of vehicles.

To contact an officer in an emergency, dial 62222 from any college phone, personal phone (786.2222 from a personal/cell phone), dial 911 or utilize the emergency call boxes located on the front of Menard, Sangamon and Logan Halls, and Cass Gym. For non-emergency assistance, call the campus switchboard at 217.786.2200 or the Police Department at 217.786.2278. The Lincoln Land Community College Police Department is located in the upper level of Sangamon Hall South.

The LLCC Police Department publishes an annual report outlining security and safety information and crimes statistics for the main campus and other locations in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The report is available online at police.llcc.edu/csr.pdf. A hard copy is available at the LLCC Police Department in Sangamon Hall South on the LLCC campus, 5250 Shepherd Road, Springfield, IL. Or, to request a copy, call 217.786.2278.

ALCOHOL, TOBACCO AND OTHER DRUGS

The smoking of cigarettes, cigars, pipes or any other forms of tobacco or similar substance used for smoking is prohibited within any college-owned or college-controlled facility. The use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) is prohibited within any college-owned or college-controlled facility or vehicle. The use of tobacco products is permitted only in designated areas on college-owned or college-controlled grounds.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on college-owned or controlled property. The use or possession of alcohol while on college-owned or controlled property is prohibited, except in relation to Lincoln Land Community College functions, Foundation functions, or other special functions as authorized by the president.

Involvement in the unauthorized possession and/or use, distribution, and/or sale of illegal drugs or alcohol or the inappropriate use of tobacco products on LLCC property or at LLCC functions shall result in disciplinary action up to and including expulsion/termination and referral for prosecution (Board Policy 1.11).

STUDENT LIFE

Do you want to meet new people, build your resume and have fun? Get involved on campus! The mission of the Student Life Office is to enhance the educational experience by providing quality programs and services that further student development and present opportunities for students to become engaged in campus life. Programs and services include student clubs and organizations registration and support, Student Government Association, management of the Logger Lair, various campus activities, Red and Blue Crew, student awards and recognition ceremonies, Student Development Transcript and locker rental.

If you're interested in getting involved, contact the Student Life Office at 217.786.2241, visit the website at www.llcc.edu/studentlife/ or visit the office in the lower level of Menard Hall. Endless opportunities await you!

CAMPUS ACTIVITIES

In conjunction with the Logger Activities Board Student Organization, the Student Life Office coordinates various social, cultural, recreational and educational programs throughout the academic year. Activities include novelties, games, giveaways, movies, speakers, musicians and travel opportunities.

INTERCOLLEGIATE ATHLETICS

Athletics is one part of the many-faceted experiences a student may enjoy in receiving a total education at LLCC. LLCC currently fields teams in men's soccer, women's volleyball, men's and women's basketball, men's baseball and women's softball.

Highly competitive schedules are arranged for each team, enabling the athletes to test their skills against other community college athletes. In addition to regular season play, each team plays in post-season tournaments leading to the National Junior College Athletic Association (NJCAA) championships.

LLCC is a member in good standing with the NJCAA and abides by its rules of eligibility for student participation. Additionally, Lincoln Land Community College is a member of the Mid-West Athletic Conference (MWAC), a nine-member conference of Division II schools. For information about teams, the athletic program and summer sports camps, contact the Athletics Office at 217.786.2426, or the athletics director at 217.786.2581.

LOCKER RENTAL

Lockers are available for rent in Sangamon and Menard Halls for \$10 per semester. Locks are provided. Visit the Student Life Office (lower level of Menard Hall) to rent a locker. An LLCC school ID is required. For more information, call Student Life at 786-2241.

STUDENT AWARDS AND RECOGNITION

Student contributions and accomplishments are valued at LLCC. Therefore, the Student Life Office coordinates an annual event to recognize student achievement. In addition, the Student Life Office provides a Student Development Transcript, an official listing of an individual student's involvement on campus, that can be utilized when applying for scholarships, to other institutions or to employers.

STUDENT INSURANCE

Brochures regarding student health insurance plans are available in the Student Life Office.

STUDENT CLUBS AND ORGANIZATIONS

There are more than 30 student clubs and organizations on campus addressing a variety of interests. Organizations fall under the following categories: academic/professional, academic excellence, cultural, general, regional, arts/entertainment, political, religious, and social issues/service. Students can request to establish new clubs on campus if it is determined there is an interest that is not currently being met by existing groups.

BANDS AND ORCHESTRA

The LLCC Band is open to all students who play wind or percussion instruments. The LLCC Band also serves as a lab band for students. The LLCC Big Band and Stolen Moments Jazz Band are musical groups of limited enrollment that rehearse and perform arrangements of rock and big bands such as Stan Kenton, Count Basie and Woody Herman. They also serve as lab bands for students who wish to write original arrangements. The Big Band and Stolen Moments Jazz Band give several public concerts each year and, when possible, perform for area high schools.

LLCC partners with the Sangamon Valley Community Orchestra to offer college credit to musicians participating in the orchestra. Students who enroll in the orchestra class at LLCC and participate in the orchestra will receive one college credit.

CHOIR AND MADRIGAL SINGERS

The LLCC Choir presents concerts for the community and area high schools. The choir also provides entertainment for special ceremonies. There is no audition necessary, and the choir is open to any student. The Madrigal Singers present a program each December. Auditions are required.

HONORS PROGRAM

For information on the Honors Program, see page 61.

HONORARY SOCIETY

Phi Theta Kappa is an international society which recognizes, promotes and honors the scholastic achievements of community college students. It also seeks to encourage service to society and the exchange of information and views among its members.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the official governing council for the student body and provides recognition for all student organizations on campus. The SGA comprises 12 representatives, five officers and one student trustee. Members attend various leadership conferences and retreats each year and serve on numerous institutional committees. The SGA coordinates various events including community service programs and Soberfest, an annual program to raise awareness regarding alcohol abuse and promote a healthy lifestyle.

STUDENT NEWSPAPER

The college produces a student newspaper, *The Lamp*. Students interested in being involved in the newspaper should contact *The Lamp* advisor at 217.786.2311 or the dean of the Arts and Humanities department at 217.786.2240.

STUDENT UNION

This area includes the cafeteria featuring Subway and a dining area, Student Life office and bookstore.

STUDENT WIRELESS ACCESS PROGRAM (SWAP)

Students can check out laptops in the Library for use in the Library.

TRANSPORTATION AND PARKING

BUS SERVICE

Springfield Mass Transit District Route 11 provides bus service to the LLCC campus every half hour from 6:42 a.m. to 6:10 p.m., Monday through Saturday. Buses leave campus for downtown Springfield every half hour from 7:15 a.m. to 5:45 p.m., Monday through Saturday.

More information about the bus service is available from the Admissions and Registration Office.

TRAFFIC AND PARKING ON CAMPUS

Free student parking is available in all marked parking lots on campus. No special parking permit is required.

Students are asked to observe all applicable Illinois traffic and parking statutes and Lincoln Land Community College regulations while on campus. The Illinois Vehicle Code and campus parking regulations are enforced by the Police Department.

Handicapped parking spaces are located on the east side of Menard Hall, in lot #3 southeast of Menard Hall; in lots #4 and #5 east and west of the Millennium Center, in lots #10 and #11 north of Logan and Mason Halls; and in the parking area behind Cass Gymnasium. Parking permits for people with disabilities may be obtained by contacting the nearest Secretary of State's office.

Because of the high amount of pedestrians on campus, students are urged to stay alert and always drive carefully.

ACADEMIC INFORMATION AND REGULATIONS

ACADEMIC INTEGRITY

The college shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.

The following items, which are not all-inclusive, represent unacceptable actions and violations of this academic integrity policy:

- intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, including placement, proficiency and CLEP tests;
- intentionally falsifying or inventing information (or citations) in an academic exercise;
- intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty;
- committing plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information;
- bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance;
- taking an exam for someone else;
- stealing, destroying or tampering with another student's work;
- falsifying college records, forms or other documents;
- accessing college computer systems or files when not authorized; and
- other items determined to be inconsistent with college policy and philosophy.

Violations of this policy shall be addressed in accordance with established procedure.

(Board Policy 4.13)

ACADEMIC STANDARDS OF PROGRESS

The college shall use the following academic standards of progress:

SATISFACTORY PROGRESS

Students who are not on academic probation or academic suspension will be considered students in good standing if their cumulative grade point average meets or exceeds the following:

<i>Cumulative Credit Hours Attempted</i>	<i>Cumulative Grade Point Average</i>
6-11	1.5
12-22	1.7
23-33	1.85
34 or more	2.0

Note that financial aid and veterans benefits have their own standards of progress.

ACADEMIC PROBATION

The college may place students on academic probation after they have attempted six or more semester credit hours at the college or at other institutions of higher education. Such students shall be on academic probation if their cumulative grade point average does not meet or exceed the standards of satisfactory progress.

Students who are on probation must see an academic advisor for approval of their proposed course schedule prior to registration. Students on probation may not register for more than 12 semester credit hours in a regular semester (or six during summer term).

ACADEMIC SUSPENSION

If a student on probation attains a semester grade point average of at least 2.0 but does not yet raise the cumulative grade point average to the level listed above, probation shall be continued for another semester. If a student who is on academic probation fails to achieve at least a 2.0 semester grade point average during a semester, and also fails to bring his or her cumulative grade point average to a level that meets or exceeds the applicable standard for academic probation as set forth above, then such student shall be suspended for one semester (or one summer term plus one semester, in the case of a suspension at the end of spring semester). An appeal process shall be available to students on academic suspension so as to allow re-enrollment pending approval of and student compliance with reinstatement requirements. See appropriate college personnel.

Students on academic suspension shall not receive any financial aid.

This process can be started by contacting the Learning Lab at 217.786.2396. Upon review by the college of such appeal and any mitigating circumstances, the student may be allowed to enroll with a restricted status.

RE-ADMISSION AFTER ACADEMIC SUSPENSION

A student on academic suspension for the first time may re-enroll after one semester of suspension. A student on academic suspension for a second or subsequent time may re-enroll only after receiving permission from the appropriate student administration office (Board Policy 5.43).

ACADEMIC RENEWAL

Students who have significantly improved their academic performance may request that all coursework taken within select consecutive semesters at least three years prior to the date of request be excluded from the student's cumulative grade point average or total credit earned. Academic renewal will be granted only once. The forgiven coursework does not count toward a degree or certificate (Board Policy 5.5).

ELIGIBILITY FOR ACADEMIC RENEWAL

To be eligible, students must earn at LLCC at least 15 semester hours with a grade point average of at least 2.5 following the semesters the coursework that is to be forgiven was attempted.

Students who want academic renewal should contact the director of admissions at 217.786.2243. The student may expect to be interviewed prior to approval of the renewal request.

RESULTS AND TERMS OF ACADEMIC RENEWAL

- All coursework taken during the period for which academic renewal is granted will not be counted in determining the student's cumulative grade point average or total credit earned. This includes coursework at other colleges as well as at LLCC.
- Forgiven coursework is not removed from the student's official transcript. Each included LLCC course and grade will be marked with an asterisk, and will be excluded from all LLCC calculations of credit hours attempted or earned and from grade point average calculations. Included courses from other colleges will not be marked, but will also be excluded from all calculations.
- Forgiven coursework is not used toward degrees or certificates.
- Students may request that courses taken at other colleges not be included in the LLCC grade point average or credit hours accumulated, even if the student does not wish to have any LLCC coursework forgiven. Students must, however, meet all other eligibility requirements (hours earned at LLCC, grade point average, three-year waiting period).
- Academic renewal is irrevocable once granted.
- The renewal policy is specific to LLCC. Any other college, university, employer or other entity that might use a student's credits or grades for any purpose is not bound by the academic renewal being granted.
- Per federal regulations the LLCC Financial Aid Office does not recognize academic renewal, and all previously attempted credit hours are used to determine aid eligibility.
- If any college, university, employer or other entity has acted on a student's behalf using credit or grade information prior to academic renewal, a student must inform each such user of the change after renewal is granted.

AUDITING COURSES

Students have the opportunity to register for a course or courses on an audit basis with permission of instructor. No credits and/or grades are earned. Tuition and fees are the same as for regular enrollment, and regular attendance is expected. Registration for auditing a course or changing a course registration from credit to audit, or vice versa, may be affected only during the "100 percent refund" period. A designation of "audit" will appear on the student's transcript (Board Policy 5.2). Federal financial aid is not available for audited courses.

CLASS ATTENDANCE

Students are expected to attend class regularly, and shall notify their instructor(s) when they are unable to attend class. The instructor may establish class attendance as an achievement standard (Board Policy 4.12).

Because LLCC views student participation as crucial to academic success, a student who has neither participated in a class nor communicated in some other way with the course instructor within the first two weeks of class will be administratively withdrawn from such course for non-attendance. This attendance verification period can be prorated for courses meeting over shorter terms. In such cases of administrative withdrawal, students are not entitled to a refund of tuition or fees. Those facing extenuating circumstances may go through the tuition refund appeals process.

It is the student's responsibility to obtain assignments and content missed when a class is not attended. When students are unable to attend class for an extended period of time, they shall notify the appropriate instructor(s) and Advising and Counseling. In cases

where it creates an undue hardship on a student to contact all instructors, the director of Advising and Counseling or designee shall contact his/her instructors.

ADMINISTRATIVE WITHDRAWAL FOR NON-ATTENDANCE

Lincoln Land Community College reserves the right to administratively withdraw students for non-attendance. Students who are administratively withdrawn for non-attendance are not entitled to a refund of tuition or fees. In cases of documented extenuating circumstances, students may appeal for a refund consideration through the Office of Admission and Registration.

COURSE SYLLABUS

During the first week of class for each course, instructors provide a course syllabus including method of instruction, course content, topical outline, required and recommended reading material, grading practices, attendance policy, faculty contact information and student learning outcomes.

CREDIT

Students enrolled at LLCC are eligible to have credits from other colleges/universities, as well as military credits, evaluated for acceptance by LLCC and posted on the LLCC transcript. It is the students' responsibility to request evaluation of these credits. The LLCC Records Office evaluates credit according to the following conditions:

- The student must be admitted to LLCC.
- The student must request from each college/university attended (and the military) an official transcript and those transcripts must be received by the Records Office.
- Upper-division courses that are the equivalent of freshman- and sophomore-level courses can be evaluated to satisfy the requirements of an associate degree. Contact the Records Office for more information.
- Official transcripts from all schools previously attended may be submitted for evaluation at LLCC by any student who intends to earn any LLCC degree.
- Only coursework from regionally accredited colleges/universities is evaluated.
- Developmental coursework is not evaluated for credit.
- Courses that are "waived" at other colleges/universities are not evaluated for credit.
- Religious courses of a sectarian nature are not evaluated for credit.
- Using as a reference *The Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education, some credit earned in service schools may be accepted as transfer credit at LLCC, if the credit is applicable to the student's curriculum.
- Credit by examination, in the form of CLEP (College Level Examination Program), AP (Advanced Placement) or Proficiency, are evaluated for acceptance if properly submitted by the student.
- Transfer coursework posted Summer 2014 or later will be evaluated according to these procedures:
 - Only coursework with a minimum grade of C will be accepted for credit.
 - Grades from eligible coursework will not appear on the LLCC transcript. A grade of "TR" will appear instead.
- All transfer credits and grades posted prior to summer 2014 will remain on the LLCC transcript.

Lincoln Land Community College adheres to the recommendations established by the Council of Postsecondary Accreditation (COPA) and supported by the American

Association of College Registrars and Admissions Officers (AACRAO). Earned college-level credit hours are accepted from colleges and universities accredited by the six regional accrediting associations:

- Middle States Association of Colleges and Schools;
- North Central Association of Colleges and Schools;
- New England Association of Colleges and Schools;
- Northwest Association of Colleges and Schools;
- Southern Association of Colleges and Schools; and
- Western Association of Colleges and Schools.

CREDIT BY EXAMINATION

The college shall, upon request, grant credit to students who demonstrate proficiency in a subject by performance on an approved examination, e.g., College Level Examination Program (CLEP) or Advanced Placement (AP), provided, however, that students shall not be granted more than 30 semester credit hours by examination, and students shall successfully complete at least 12 semester credit hours at the college before credit based on an examination will be granted (Board Policy 4.10).

College credit granted by examination is not used in computing grade point average. The credit may, when appropriate, be used in fulfilling graduation requirements. Students who intend to transfer should check the requirements of the transfer institution regarding acceptance of credit by examination. Before enrolling in coursework, students who have been awarded credit by examination should confer with an academic advisor for appropriate advisement.

ADVANCED PLACEMENT

The College Board Advanced Placement (AP) program gives students the opportunity to pursue college-level studies while still in high school and to receive credit upon entering college.

Students who have completed the College Board Advanced Placement examination(s) may be eligible to apply for college credit. The credit shall be the equivalent of one or more specific courses. Check with department deans/associate deans, the Advising Office or the Records Office to determine course credit available and AP scores required.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit for the CLEP examinations is awarded for certain subject areas. Information is available from the Placement and Testing Office at 217.786.2211.

PROFICIENCY EXAMS

LLCC offers credit by proficiency in selected courses. Students should contact the Admission and Registration Office. A \$10 processing fee is required for each test taken by a student, including retests. A period of one semester is required between retests.

Once a student who has earned credit by proficiency examination has paid the fee and the college per-credit-hour charge, the credit is recorded on the official transcript as proficiency credit. The number of credit hours completed is indicated as credit hours earned, but PR appears in place of a grade. However, hours earned by proficiency credit have no effect on the student's grade point average.

Acceptance of proficiency credit varies among colleges and universities.

Students may earn credit for proficiency in the following courses:

ACC	100	Introduction to Accounting
ACT	100	Architectural Drafting Principles
AGR	208	Introduction to Agricultural Mechanics
ART	103	Drawing I
ART	211	Painting I
AUT	101	Fundamentals of Automotive Technologies
CAS	121	Computer Systems and Business Applications
CLA	131	Food Production I
CPC	115	Computer Programming Concepts
ELT	110	DC and AC Circuits
HIS	101	History of Western Civilization I
HIS	102	History of Western Civilization II
HIS	111	United States History to 1877
HIS	112	United States History Since 1877
HLT	109	Medical Terminology
MUS	100	Fundamentals of Music
MUS	104	Music Appreciation
POS	101	Introduction to American Politics
TEM	103	Vocational-Technical Math
THE	101	Introduction to Theatre

Additional courses may have been added to this list since the publication of the catalog. For more information, see the appropriate academic department dean/associate dean.

EXTERNAL CREDIT

To request credit recognition for a state or national exam passage, contact the department dean/associate dean responsible for the program discipline in which credit is requested. A \$10 processing fee per course is required.

National, State or Regional Granting Organization	Name of License, Certification or Registry	LLCC Program/ Course Area
Business and Technologies 217.786.2406		
IL Dept. of Public Health	Food Service Sanitation Manager	HSP 107
Dietary Manager Association	Certified Dietary Manager	DRM Program
IL Dept. of Public Health	Food Service Sanitation Manager Recertification	HSP Program
National Restaurant Ass'n. Education Foundation	"ProMgmt" Professional Mgmt Development Program Certificate	HSP Program
Federal Aviation Administration	A and P license	AVI prefix courses
National Institute for Automotive Excellence	ASE certified	AUT prefix courses
EPA Certification	Section 608 cert. exam	ARH prefix courses
AutoCAD, Inc.	AutoCAD 14 or 2000	CAD prefix courses
Microsoft, Inc. and Certiport	Microsoft Office User Specialist (MOUS)® Certification (2000 or XP) Expert Certified	CAS course prefixes
Microsoft, Inc. and Certiport	Microsoft Office User Specialist (MOUS)® Certification (2000 or XP)	

International Association of Administrative Professionals	Core Certified Office Systems and Technology	CAS course prefixes CAS 103 or CAS 121, COS 220
	Office Administration	CAS 103 or CAS 121, COS 220
	Management	CAS 103 or CAS 121, COS 220
	Finance and Business Law	ACC 100, BUS 101, BUS 130, BUS 204, CAS 103 or CAS 121, EGL 111, COS 100, ECO 132
	Office Systems and Administration	ACC 100, BUS 101, BUS 130, BUS 204, CAS 103 or CAS 121, EGL 111, COS 100, ECO 132
	Management	ACC 100, BUS 101, BUS 130, BUS 204, CAS 103 or CAS 121, EGL 111, COS 100, ECO 132
	Organizational Planning	ACC 100, BUS 101, BUS 130, BUS 204, BUS 230, BUS 231, CAS 103 or CAS 121, EGL 111, COS 100, ECO 132
		CNC 142
Novell, Inc.	CNA Certified Novell Administrator	
Microsoft, Inc.	Microsoft Certified Professional (MCP)® (one section of MCSE exam)	CTC 220
Microsoft, Inc.	Networking Essentials (one section of MCSE exam)	CNC 145
Microsoft, Inc.	MCP in NT Server 2000 (one section of MCSE exam)	CNC 240
CompTIA	A+ Certification (Hardware and Operating System)	CNC 135
CompTIA	Network + Certification	CNC 145
Cisco, Inc.	Cisco Academy Semester 1	CNC 115
Cisco, Inc.	Cisco Academy Semester 2	CNC 125
Cisco, Inc.	Cisco Academy Semester 3	CNC 215
Cisco, Inc.	Cisco Academy Semester 4	CNC 225
Cisco, Inc.	Cisco Certified Network Associate	CNC 115, CNC 125, CNC 215, CNC 225
Cisco, Inc.	Cisco IT Essentials I	CTC 125
Health Professions 217.786.2498		
IL. Dept. of Public Health or National Registry of EMT	IL Licensed EMT-Basic or National Reg. EMT	EMS 101
IL. Dept. of Public Health or National Registry of EMT	IL Licensed EMT-Paramedic or National Reg. EMT Paramedic	EMS 201, EMS 202 and EMS 203

State Fire Marshal	EEG Certification	ENDT Program
State Fire Marshal	Vehicle Machinery Operations	FST 105
State Fire Marshal	OSFM Certified Firefighter II and/or Basic Fire Fighter	CFF 101, CFF 102 and CFF 103 OR FST 111 and FST 112
State Fire Marshal	Fire Service Instructor	FST 218 and FST 219
State Fire Marshal	Fire Apparatus Engineer	FST 106
State Fire Marshal	Hazardous Materials Operation	FST 201
State Fire Marshal	Fire Service Vehicle Operator	FST 109
State Fire Marshal	Fire Prevention Principles	FST 103
State Fire Marshal	Tactics and Strategy I	FST 104
State Fire Marshal	OSFM Certified Firefighter III and/or Advanced Technician Fire Fighter	CFF 201, CFF 202 and CFF 203 OR FST 200
State Fire Marshal	Juvenile Firesetter Specialist	FST 211
State Fire Marshal	Technical Rescue Awareness	FST 110

Health Professions 217.786.2437

National Council of State Boards of Nursing	Registered professional license	ADN Program
Certified Nursing Assistant	IL Dept. of Public Health	NAS 101
National Council of State Boards of Nursing	Licensed Practical Nursing	PCN Program
ABRET	EEG Certification	END Program

Capital City Training Center 217.782.1086

IL Office, Banks and Real Est.	Salesperson	RET 101
IL Office, Banks and Real Est.	Brokerage Administrator	RET 204, 205, 206, 207 and 208

Social Sciences 217.786.2414

Council for Early Childhood Professional Recognition	Child Development Associate or CDA	ECE course prefixes
IL Network of Child Care Resource & Referral Agencies	IL Director Credential - Level 1 training	ECE course prefixes
IL State Board of Education – Regional Superintendent	Teacher Aide certificate	EDU and ECE course prefixes

Advanced Standing

Testing and counseling assist students in determining their entry level in such disciplines as music and foreign language. Contact the appropriate dean for details.

Music students with previous training or experience are encouraged by faculty to enroll at their level of competency. Foreign language students with previous training or experience are given placement tests at the first class meeting.

Credit for Military School Training

Upon request, LLCC will review military training in accordance with the American Council on Education guidelines and award college credit accordingly.

Training courses completed in the Armed Forces that are applicable to the student's curriculum will be accepted for credit when official documentation is submitted to the Records Office.

Information about ordering official military transcripts is available from the Veterans Office in Financial Aid (217.786.2758) or from the Records office (217.786.2298). Ordering information varies, based on the branch of service.

Credit for Developmental Courses

Developmental course credits are not intended for transfer. Grades for developmental courses are not included in the computation of grade point average. RDG 098 and RDG 099 are graded on a pass/fail basis; COM 098, COM 099, MAT 081, MAT 082, MAT 088, MAT 092, MAT 094 and MAT 096 are graded with the conventional letter system. A grade of SP is awarded to students who have not yet completed all the requirements but are making satisfactory progress in COM 098, COM 099, MAT 081 and MAT 082. Developmental course credit does not count toward graduation.

DIRECTED STUDIES

Under certain circumstances, students may take LLCC courses on an individualized, self-study basis. Permission of the instructor and the department dean/associate dean is required. All of the normal requirements of the course must be met and final grades are issued at the end of the academic term in which the course is completed.

DISTANCE LEARNING

ONLINE COURSES

Online courses provide a practical and convenient solution for learners who are unable to access traditional education opportunities. It is important that students enrolling in an online course recognize that these courses require an equivalent amount of time studying, reading and assignment completion as a traditional on-campus class. In addition, students enrolling in an online course need to be comfortable using a personal computer for word processing, accessing the Internet and email.

LLCC online courses are content-oriented classes and are comparable to traditional courses. Be prepared to read assignments, ask and answer questions, participate in discussions, take tests and communicate with your instructor and classmates online. Instructors may require on-campus orientations and exams.

HYBRID COURSES - ONLINE

Hybrid courses, like online courses, are a benefit to the student who is unable to access traditional education. Hybrid courses combine the benefits of online courses and traditional face-to-face courses. While a significant amount of course time is spent online, hybrid students do meet occasionally with their instructor and classmates on prearranged dates and times throughout the semester.

GRADES

Instructors establish their own individual course grading systems, evaluation methods, and course policies. These become official letter grades when reported by the instructor at the end of the semester. Letter grades promote meaningful evaluation of student achievement, inform students of academic progress, and assess students' readiness to advance. Officially reported and transcribed letter grades at LLCC represent the following:

A OVERALL: Excellent performance

Exceptional command and understanding of subject matter

Outstanding development of skills, including communication
Clear evidence of critical and/or creative thinking

B OVERALL: Very good performance

Advanced command and understanding of subject matter
Above average development of most skills, including communication
Evidence of critical and or/creative thinking

C OVERALL: Satisfactory performance

Acceptable command and understanding of subject matter
Average development of basic skills, including communication
Some evidence of critical and/or creative thinking
Adequate preparation to move to more advanced work in the field

D OVERALL: Minimally acceptable performance

Minimal command and understanding of subject matter
Some basic skills, including communication, not attained
Poorly developed evidence of critical and/or creative thinking
Lack of readiness to continue in the field

F OVERALL: Unacceptable performance

Inadequate command and understanding of subject matter
Most skills, including communication, cannot be demonstrated
Little or no evidence of critical and/or creative thinking

P Satisfactory completion

W Withdraw

I Incomplete

SP Satisfactory progress

AU Audit

The following system of grades appears on transcripts and grade reports:

Grade	Grade Point
A*	4.00
B*	3.00
C*	2.00
D*	1.00
F*	0.00
P	0.00
W	0.00
I	0.00
SP**	0.00

* Used in computation of grade point average with the exception of grades earned in developmental courses, such as EGL 098, EGL 099, MAT 081, MAT 082, MAT 088, MAT 092, MAT 093, MAT 094, MAT 096, RDG 098 and RDG 099, after August 1, 1986.

** The grade of SP may be awarded to students who have not yet completed all the requirements but are making satisfactory progress in developmental courses, such as EGL 098, EGL 099, MAT 081, MAT 082, RDG 098 and RDG 099. A student receiving a grade of SP is

expected to re-enroll in the course and complete the requirements necessary to receive a grade and credit.

Except as may be otherwise provided by Board policy, grades shall be posted online for each student at the end of the semester. Students may request in writing that a final grade report be mailed.

GRADES GIVEN UPON WITHDRAWAL

A student may withdraw from any class by completing and filing with the college appropriate forms within the time requirements listed.

1. No record of the enrollment shall appear on the student's transcript if a student withdraws prior to the first day of classes or during the 100 percent refund period.
2. An instructor may withdraw a student with a grade of W, for non-attendance, at midterm when class attendance is verified (in compliance with the ICCB rules regarding attendance and progress).
3. A student may withdraw with a grade of W up to seven days prior to the last day of scheduled classes for each term.
4. A student must fulfill all obligations to the college prior to withdrawing from any class (Board Policy 5.8).

SATISFACTORY PROGRESS GRADE

The grade of SP is awarded to students who have not yet completed all the requirements but are making satisfactory progress in EGL 098, EGL 099, MAT 081, MAT 082, RDG 098 and RDG 099. Students receiving a grade of SP are expected to re-enroll in the course and complete the requirements necessary to receive a grade and credit.

INCOMPLETE GRADE

Instructors may at their discretion assign a grade of incomplete (I) to a student who has met a substantial portion of all course requirements, but for valid and good reasons is unable to complete remaining course work by the official end of the academic term. The grade of I carries no honor points and is not used in computing a student's cumulative grade point average.

The instructor will determine a time frame in which the course work must be completed. The time frame shall be no longer than one academic semester (excluding summer term) beyond the semester in which the incomplete is assigned.

For example:

- Incomplete assigned fall term: Maximum time frame end of spring term
- Incomplete assigned spring term: Maximum time frame end of fall term
- Incomplete assigned summer term: Maximum time frame end of fall term

Should a student not complete the course requirements in the time frame designated by the instructor, the grade of I will be changed to a letter grade determined by the instructor.

Before June 7, 1999, an I grade automatically changed to an F after one semester if not completed.

Before November 28, 1973, the grade remained an I but was calculated into the GPA as an F. *(Note: As of October 1, 1999, these I grades are shown as F on newly issued transcripts; however, those students affected can request a copy of their original transcript showing the I grade rather than the F.)*

Some occupational or specialized programs may have policies mandated by external regulatory or accrediting agencies which supersede this procedure. Please refer to the

individual programs for additional information regarding this and other policies which may affect a student's academic standing.

GRADE POINT AVERAGE

The grade point average, referred to as GPA, compares a student's achievement with that of other students and with the grading system represented by the grades A, B, C, D and F.

LLCC uses the four-point system. In this system, a factor of four is assigned to the grade A, three to B, two to C, one to D and zero to F. This factor is multiplied by the number of credits a course carries. The result is the number of honor or grade points earned in this course. So, a grade of B in a given course carrying four credits would earn 3×4 or 12 grade points.

A student's GPA for a given semester or module is determined by dividing the total number of credits attempted into the total of grade points earned. The division is carried out three places to the right of the decimal and rounded off to two places. As an example:

Course	Grades	Credit	Grade Point
EGL 111	B	3	9
SOC 101	C	3	6
BIO 101	C	4	8
MUS 110	A	1	4
HIS 101	A	<u>4</u>	<u>16</u>
Total:		15	43

$$43 \div 15 = 2.87 \text{ G.P.A.}$$

A student's GPA is used to determine academic status including academic probation. The GPA for each student is determined each semester and appears on the final grade report.

GRADE REVIEW

Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Every effort should be made to resolve the issue informally before pursuing the formal grade review process. This procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent nor diminish academic freedom in any way.

Reviews are appropriately claimed, but not limited to, allegations such as the following:

- assignment of grades on the basis of factors or by methods not stipulated in the course syllabus;
- errors in the calculation or recording of course grades;
- inconsistency in the assignment of course grades; and
- assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course (Board Policy 4.14).

For a copy of the Grade Review Procedure, contact Academic Services at 217.786.2212 or an LLCC department dean/associate dean.

HONORS PROGRAM

The LLCC Honors Program provides unique educational experiences for academically superior students in order to challenge, educate and reward them at a level

consistent with their intellectual need and abilities. The Honors Program emphasizes critical thinking, student interaction, in-depth reading and discussion, smaller classes, special study facilities and contact with other high-ability students. All students who meet the eligibility requirements are encouraged to participate.

Trustees' Honors scholarships are available for students in the Honors Program. These scholarships are administered through the LLCC Foundation. For more information, please call 217.786.4502, toll free 866.260.6582, visit www.LLCCFoundation.org or stop by the LLCC Foundation Office in Menard Hall. Students applying for the scholarship but not receiving one may be admitted to the program.

Students may be admitted to the program at any time. Applications for admission to the program only can be obtained from the Honors Program Office.

Students who are not members of the Honors Program may take up to six hours of honors coursework. They are required to petition the Honors Program Office for permission to enroll in the courses.

ADMISSION TO THE HONORS PROGRAM

New Students

High school seniors, graduates and LLCC students who have earned fewer than 12 semester hours of college credit must meet the following requirements:

- high academic achievement demonstrated by class rank, GPA, ACT test score (minimum composite score of 25), and awards and honors; **and**
- two letters of recommendation from the student's former or current high school teachers; **and**
- a 300- to 500-word essay describing personal and career goals and explaining in what way participation in the Honors Program would help reach them; **and**
- a list of awards, honors and other accomplishments.

Continuing Students

Applicants who are currently enrolled at LLCC and have earned more than 12 semester hours of college credit must meet the following requirements:

- high academic achievement demonstrated by college transcript, awards, honors and other relevant information; **and**
- **two** letters of recommendation from the student's former or current college instructors; **and**
- a 300 to 500 word essay describing personal and career goals and explaining in what way participation in the Honors Program would help reach them; **and**
- a list of awards, honors and other accomplishments.

RETENTION IN THE HONORS PROGRAM

If a student's cumulative GPA drops below the required 3.50, they will be placed on probationary status within the Honors Program. A student may not graduate from the Honors Program while on probation. To be removed from probationary status, the student must raise the cumulative GPA to a 3.50. While on probation a student must earn a GPA of 3.50 or higher each semester. A student whose cumulative GPA remains below a 3.50 after one semester (not including summer) will be dropped from the Honors Program. Students may apply for readmission to the Honors Program at such time as their cumulative GPA is at least 3.50.

COMPLETION OF THE PROGRAM

To successfully complete the program, the student must have successfully completed at least 15 hours of honors coursework. Honors courses are designated with the section number HH. Successful completion is defined as receiving a grade of C or better in the honors course.

For more information about the LLCC Honors Program, contact the Honors Program director 217.786.2240 or 800.727.4161, extension 62240.

INDEPENDENT STUDY COURSE (IND 199)

The college offers an independent study course, IND 199 (see “course descriptions”, see page 320), which allows a student to work closely with a faculty member on an individualized course of study in an academic area which is of special interest to the student but is not covered in the current LLCC catalog.

A maximum of four credit hours in the course IND 199, Independent Study, may be earned and applied toward a degree at LLCC. Students should contact an instructor or academic dean/associate dean for more information.

INTERNATIONAL EDUCATION

The International Education Program includes college membership in the Midwest Institute for International/Intercultural Education, the World Affairs Council of Central Illinois and the Sister Cities Association. Anyone interested in finding out more information about any of these international study opportunities should contact the Office of the Vice President of Academic Services.

CENTRAL ILLINOIS FOREIGN LANGUAGE/INTERNATIONAL STUDIES CONSORTIUM

Five colleges and universities in central Illinois — Illinois College and MacMurray College in Jacksonville, and the University of Illinois at Springfield, Benedictine University at Springfield and Lincoln Land Community College in Springfield — have formed a consortium to expand opportunities for study in foreign language and international studies. The following agreement has been established offering students courses in foreign language/international studies, which are unavailable at the home institution. The conditions for enrollment listed below have been established:

- Registration is accepted on a space-available basis.
- Student registers and pays tuition at their home college.
- The course credit is counted as credit at the home college.
- Students are required to conform to the requirements of the accepting college.
- Arrangements for each exchange are made through the offices of the representatives at the institutions involved. The registration shall be complete only when both representatives agree to the registration. Some institutions may also require that the instructor be in agreement about accepting these students.
- The college accepting these students may limit the number of students it is willing to receive from the home college. It also may limit the number of exchange students in any particular class.
- Upon completion of the course, the instructor of the college accepting these students report grades to his or her dean or department chair for transmission to the home college.
- Transportation costs are the responsibility of the students involved.

- There is no transmission of tuition funds between home college and colleges accepting these students.
- Interested students should contact a foreign language instructor for guidance.

INTERNATIONAL VISITORS PROGRAM

Through this program, international leaders, educators, students and specialists visit Lincoln Land Community College to learn about the community college concept and discuss educational issues with their American counterparts. LLCC has hosted visitors from more than 70 countries. The emphasis of the International Visitors Program is to increase mutual understanding through communication at the personal and professional levels.

SISTER CITIES ASSOCIATION

Lincoln Land Community College has an institutional membership with the Sister Cities Association of Springfield and has hosted delegations from its sister cities Ashikaga, Tochigi, Japan, and San Pedro de Las Colonias, Coahuila, Mexico. The association fosters educational and cultural exchanges. In October 2000, LLCC signed a sister college agreement with Ashikaga Junior College. The delegations that have visited LLCC have come to the campus to learn about the educational systems and programs, visit classrooms, meet with instructors and administrators and understand our emphasis on the community.

WORLD AFFAIRS COUNCIL OF CENTRAL ILLINOIS

Lincoln Land Community College has an institutional membership with the World Affairs Council of Central Illinois. The Council is a nonprofit, nonpartisan, tax-exempt, educational corporation that provides a local forum for discussing U.S. policy, global economics and international politics. LLCC faculty members have been speakers at the Council's dinner meetings and have been discussion leaders for the Great Decisions Program sponsored by the council while LLCC students have participated in the Great Decisions Essay Contest.

STUDY ABROAD PROGRAMS FOR TRANSFER CREDIT

Periodically, LLCC faculty offer students the opportunity to visit and study in foreign countries. In the past, some of those foreign venues have been Vietnam, China, the British Isles and Europe. The cost, length of stay and required coursework vary with the program being offered. Posters and fliers announcing the availability of upcoming study abroad opportunities are distributed throughout the college at the appropriate times.

OPEN-ENTRY COURSES: COURSES OFFERED BEYOND THE STANDARD REGISTRATION TIME FRAME

LLCC offers college credit instruction with entry into the class beyond the standard registration time frames. Open-entry sections provide the same content as classroom versions, but students may enroll in the open-entry class at varying times within the semester. Some open-entry classes require attendance on campus while others are offered online. Many of these classes offer on-campus support labs. Students with financial aid may have some restrictions pertaining to registration time frames.

PRESIDENT'S AND VICE PRESIDENT'S LISTS

A student who achieves a semester grade point average of 3.50 or above for 12 or more hours during a semester is eligible for the Vice President's List that semester. Students who earn a perfect 4.00 average for the semester will be named to the President's List. Students completing a minimum of six and a maximum of 11 semester hours in any term and who achieve a grade point average of 3.50 or above will be named to the part-time Vice President's List or, with a semester grade point average of 4.00, to the part-time President's List. Credit hours and grades in developmental courses are not counted.

REPEATING A COURSE

A student may elect to repeat a course. When an LLCC course is repeated at LLCC, the student shall notify the Records Office, which shall cause only the higher grade to be recorded on the student's permanent scholastic record. The lower grade shall be replaced by the notation "RP" (Board Policy 5.7). When a course is repeated and the same grade is earned, the grade shall stay with the last term it was completed. CLEP or AP scores or similar coursework taken at another institution are not applicable to this repeat option.

For courses taken prior to November 28, 1973, all hours attempted, hours earned and honor points connected with every attempt are computed in determining the cumulative grade point average.

Veterans — Consult the LLCC VA Office before repeating a course if you wish to be paid for it.

Financial Aid Recipients — Refer to the LLCC Financial Aid Satisfactory Progress Policy.

STUDENT CLASSIFICATION FOR ACADEMIC STANDING

Students shall be classified as follows:

Freshman — Students who have earned fewer than 30 semester credit hours.

Sophomore — Students who have earned 30 or more semester credit hours.

Full-time — Students who are enrolled in courses totaling 12 or more semester credit hours during a semester or six hours or more during a summer term.

Part-time — Students who are enrolled in courses totaling fewer than 12 semester credit hours during a semester or fewer than six hours during a summer term (Board Policy 5.10).

STUDENT RECORDS

The college shall maintain a permanent scholastic record for every student. The college shall take all reasonable precautions to ensure the confidentiality of such records, and shall release such records only in accordance with applicable state or federal statute or rule (Board Policy 5.13).

Student enrollment and transcript records shall be retained permanently in an electronic format. Paper copies of admissions and enrollment worksheets shall be retained for three years and then destroyed. Any student wishing to challenge the accuracy of personal admissions and/or enrollment records must do so within one calendar year of the term in question.

The student records policy at LLCC is governed by the Family Educational Rights and Privacy Act ("the Act"). No unauthorized person will have access to any non-directory information from the student's educational records without written consent from the student. The college will not disclose any information from a student's educational record without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to authorized representatives of the federal and state governments for audit and evaluation of federal and state supported programs, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health and safety of students or other persons. All of these exceptions are permitted under the Act.

In accordance with the Act, LLCC may disclose directory information about students, such as name, address, telephone number, hometown, date of birth, major field of study, class (freshman or sophomore), dates of attendance, degrees earned and dates, honors and awards, educational institutions previously attended, participation in sports and height and weight of student athletes.

Under the provisions of the Act, students may withhold directory information by completing a "Request to Prevent Disclosure of Directory Information," available from the Records Office or educational service areas. If, after withholding directory information, a student subsequently decides to release it, he or she must notify the Records Office of this decision.

The Act also provides students the right to review and challenge certain information in their educational records. The Records Office coordinates the review of such records in compliance with the Act.

TRANSCRIPTS

The college shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades provided that students have discharged all financial obligations to the college (Board Policy 5.20).

An academic transcript will be kept of every college credit course taken and degree earned at Lincoln Land Community College for each student. The transcript will list all courses attempted, grade earned and cumulative grade point average. Students earning a degree at LLCC who have earned credit at another college may choose to have or not have those courses added to their LLCC transcript and grade point average. For an individual assessment of this option the student should bring their transcripts to their Academic Advisor or the Records Office for evaluation. Academic indicators other than grades (including "W" withdrawn, "PR" proficiency, "RP" repeat, "I" incomplete, and others) will be identified and explained through narrative on the reverse side of the transcript.

An official copy of a student's transcript will be made available upon request provided that the student has discharged all financial obligations to the college. A transcript will be made available only upon request by the student or by a governmental agency with appropriate legal authority. A request for these records must be in writing and include the student's signature. A signed, faxed request for a transcript will be honored. An email request will not be honored. Due to the nature of copy proof transcript paper, requests to fax transcripts cannot be honored. Proof of identity may be requested before a transcript is issued.

STUDENT RIGHTS AND RESPONSIBILITIES

Students shall have all the rights and privileges provided by federal, state and local statute or rule, including but not limited to freedom of expression, freedom of association and freedom of assembly (Board Policy 5.4).

STUDENT CONDUCT

Students at Lincoln Land Community College assume an obligation to conduct themselves in a manner compatible with the mission of the college as an educational institution. Student conduct at the college, or at any college-sponsored activity, shall be governed by federal, state and local statutes and board policy. Students are responsible for familiarizing themselves with the catalog and student handbook. Any and all conduct which adversely affects a student's responsible membership in the college community shall result in the appropriate disciplinary action.

Complaints of intimidation against students on the basis of race, gender, age, sexual orientation, handicap, creed, religion, marital status or national origin should be reported to the vice president of Student Services (Board Policy 5.36).

The Student Code of Conduct as set forth below applies specifically to student behavior and shall be in effect when the requirements of Board Policy 5.4 (Student Rights) have not been violated. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action.

Behavioral expectations of students are as follows:

1. Students shall exhibit integrity and honesty. They shall refrain from cheating, plagiarism and other forms of academic dishonesty and shall be truthful in the information they provide to the college and their representation of college documents, records or identification to others.
2. Students shall abide by federal, state and local statutes and LLCC Board Policy.
3. Students shall exhibit respect for themselves, others and the property of others. They shall also respect the rights of others to hold and express differing viewpoints from their own. They shall contribute to an educational environment free of harassment, intimidation and other behaviors that threaten their well-being or that of others.
4. Students shall comply with the directions of college officials acting in the performance of their duties.
5. Students shall maintain an environment free from illegal drugs and unauthorized alcohol.

Students may obtain due process procedures from the vice president of Student Services.

SUSPENSION FROM CLASS

A student's opportunity to participate in class may be suspended by the instructor for intentional obstruction or disruption of teaching. A faculty-imposed suspension shall continue until the suspended student meets with the appropriate staff responsible for student services administration. In certain praxis (e.g. nursing or other allied health clinicals) a student's participation may also be suspended if his/her actions pose an immediate danger to others, regardless of intention (Board Policy 5.41).

DISCIPLINARY SUSPENSION OR EXPULSION

A student may be suspended from the college (leave the college for a specified time) if the student's conduct is judged to be detrimental to the general welfare of the college (as

defined on Board Policy 5.36), or interferes with the orderly and proper operation of the college. Prior to suspension a student shall be given oral or written notice of the cause(s) for suspension and shall be offered the opportunity to discuss the situation with the appropriate college officer.

The president or vice presidents may suspend a student and recommend to the Board expulsion (permanent banishment from the college) if, in their judgment, the student's conduct is detrimental to the general welfare of the college and its students or employees, or interferes with the orderly and proper operation of the college. The student will be given written notice of the cause(s) for the suspension and recommended expulsion, and will be given the opportunity to appeal such action at the next regular meeting of the Board of Trustees. The suspension will remain in effect until the Board of Trustees takes action regarding the recommendation for expulsion. (Board Policy 5.37)

STUDENT GRIEVANCES AND APPEALS

The college shall ensure that students be served equitably and appropriately at all times. Any student who feels unfairly or inappropriately treated is encouraged to pursue resolution through this policy. Every effort should be made to resolve the issues informally before pursuing formal petition and hearing mechanisms.

Grievances are appropriately claimed with regard to, but are not limited to, allegations of the following nature:

- a violation of rules and/or procedures of the college;
- arbitrary or capricious action by a college employee;
- improper removal from the college or a program of the college for academic reasons;
- improper denial of admission or re-admission to the college or a program of the college;
- inaccurate or inappropriate information contained in the student's record; and
- improper suspension from the college for disciplinary reasons.

Complaints regarding the assignment of course grades should be made in accordance with the college's Grade Review policy , see page 61 and are not subject to this Student Grievance and Appeal Procedure.

Complaints of discrimination toward students on the basis of race, age, handicap, creed, religion, marital status, national origin or gender should be reported to the appropriate college officials in accordance with the college's non-discrimination policy (in the front of the catalog) and are not subject to this Student Grievance and Appeal procedure.

Complaints of sexual harassment toward students should be reported to the appropriate college officials in accordance with the College's Sexual Harassment policy , see page 5 and are not subject to this Student Grievance and Appeal procedure.

This policy is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent nor diminish academic freedom in any way (Board Policy 5.40).

STUDENT GRIEVANCES AND APPEALS PROCEDURE

(Not applicable to course grade review)

In accordance with college policy, the following procedures will be used:

Definitions:

A "grievance" is defined for the application of this policy to be a complaint alleging that a student's rights have been abridged through any of the allegations listed in Policy

5.40. A "grievant" must be a student of the college and is the person making the complaint, except in the case of a prospective or former student grieving admission, re-admission or suspension decisions. "Other party" is the college person(s) or condition against whom the complaint is filed. "Person directly involved" means the grievant(s), the other party, and those who make the decision regarding the grievance. "The committee" refers in this section to the Student Grievance and Appeal Committee. "Business days" shall exclude Saturdays, Sundays and holidays approved by the Board of Trustees.

Grievance Process (Informal):

1. Where possible, it is expected that a grievant's first attempt is to resolve his/her complaint informally through direct conversation with the other party.
2. If the grievant cannot obtain satisfactory results from such a conference, he/she should then discuss the complaint with the appropriate supervisor. The supervisor is expected to investigate the complaint(s) and try to achieve a resolution.
3. If the grievant is dissatisfied with these results, he/she may then discuss the complaint with the appropriate vice president. The vice president's decision is final for the informal process. If the grievant is dissatisfied with the outcome, he/she may then proceed to the formal grievance process.

Grievance Process (Formal):

1. If satisfactory resolution cannot be reached through the informal grievance process, and if the grievant wishes to pursue a formal complaint, the grievant should write a letter (petition of grievance) to the supervisor of the college employee charged in the grievance. This letter should be as detailed as possible in explaining the reason(s) for the grievance.
2. The supervisor shall review the case, consulting with the persons directly involved, and shall respond to the grievant in writing within 10 business days of receipt of the letter.
3. If the grievant is not satisfied with the outcome of Step 2, he/she may request a hearing before the Student Grievance and Appeal Committee. Such request must be submitted in writing to the vice president who supervises the organizational unit of the employee who is charged in the grievance. The request must be submitted within 10 business days of receipt of the supervisor's response in Step 2. The vice president shall then notify the Student Grievance and Appeal Committee chairperson of the request for a hearing, and the chairperson shall then convene the committee as soon as possible, but with due consideration for making the time as convenient as possible for the parties involved. The committee shall review the case and issue a recommendation to the vice president, who may accept or reject it and implement an alternative course of action. The student will be notified of the committee's recommendation and the vice president's decision.
4. A student may appeal the vice president's decision to the college president within 10 business days of receiving notice of the committee's decision.
5. The president's decision shall be final in the grievance and appeal process.

Student Grievance and Appeal Committee Structure:

The Student Grievance and Appeal Committee shall be drawn from a pool constituted by the Governance Council and appointed annually by the president. Prospective student members shall be recommended by the Student Senate, instructional faculty members by the Faculty Senate, and administrators by the vice president of

Student Services. For any given hearing, members of the committee shall be drawn from the pool so as to achieve the following representation:

- three students
- three full-time instructional faculty members; and
- three administrators.

None of the voting committee members shall be part of the chain of command involved in the grievance/appeal. The vice president of Student Services shall serve as the non-voting chair/facilitator of the committee.

Due Process Rights:

Lincoln Land Community College believes completely in ensuring the due process rights of students in addressing complaints about college actions and decisions. Due process guidelines are as follows:

1. All complaints should be resolved as quickly as feasible, while ensuring due deliberation.
2. All conferences or hearings conducted as a part of the process should be held at a time and place that affords all involved a fair and equitable opportunity for representation.
3. All relevant records and pertinent information is made available to all parties, with due regard for legal constraints on disclosure of personal records of parties not directly involved in the case. Any request for records and information must allow time for processing.
4. All proceedings will be held confidential.
5. A complaint may be withdrawn at any time by the grievant.
6. No reprisals shall be taken by trustees, administrators, faculty, or staff against any student bringing a complaint or participating in a grievance.
7. Participants in a conference or hearing shall be limited to involved parties.
8. The student shall have the opportunity to present witnesses who are knowledgeable of the situation in question. The Student Grievance and Appeal Committee shall determine the appropriateness of the witness.

The student has the right to have a personal advisor present during the hearing. The student may confer with the advisor; however, the advisor shall not be permitted to speak or ask questions during the hearing.

DEGREES AND REQUIREMENTS

DEGREES

Lincoln Land Community College offers three types of degrees:

Transfer

Vocational-technical

General purpose

TRANSFER DEGREES

ILLINOIS ARTICULATION INITIATIVE COMPATIBLE DEGREES

Associate in Arts

Associate in Science

Associate in Arts in Teaching

Lincoln Land Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). See an academic advisor for additional information and/or read about the IAI at www.iTransfer.org.

OTHER TRANSFERABLE DEGREES

Associate in Engineering Science

Associate in Fine Arts

Designed specifically for students majoring in engineering, art or music, these degrees parallel the coursework which students attending universities in these programs typically experience during their first two years of study. They contain some general education coursework, but are weighted more heavily toward coursework required for certain majors. Although students earning these degrees do not experience the benefits of meeting the IAI General Education Core Curriculum, they should have little difficulty transferring in the same major to a four-year institution. In satisfying their general education requirements, see page 79, students should select courses from those listed.

Students may need to complete the general education requirements of the school to which they transfer.

TRANSFER DEGREE REQUIREMENTS

ASSOCIATE IN ARTS (60 semester hours minimum)

- | | |
|-----------|---|
| Group I | Communication—9 semester hours
EGL 101, EGL 102 (with a grade of C or better in each course) are required. CMN 101 is required. |
| Group II | Social science—9 semester hours
Credit must be earned in at least three of the following areas and must be selected from the list of General Education Core Courses, see page 79: political science, economics, sociology, psychology, history (except western civilization), anthropology, GEG 102.
Three semester hours must be earned in POS 101 or POS 201. |
| Group III | Humanities and fine arts—9 semester hours
A minimum of three semester hours must be earned in each of the following |

subgroups and must be selected from the list of General Education Core Courses , see page 79:

- A. Literature, foreign language
 - B. Art, theatre, music, humanities, film
 - C. History of western civilization, philosophy
- Group IV Science and mathematics—11 semester hours
- A. Mathematics—3 semester hours
Three semester hours of credit must be selected from the list of General Education Core Courses , see page 79.
 - B. Science—8 semester hours
Credit must be earned in both the life science and the physical science areas, must be selected from the list of General Education Core Courses , see page 79 and must include one laboratory course.
Life science: Biological science
Physical science: Astronomy, chemistry, geography (except GEG 102), physics, physical science, geology
- Group V Electives—22 semester hours
To be selected from courses designed for transfer.

ASSOCIATE IN SCIENCE (60 semester hours minimum)

- Group I Communication—9 semester hours
EGL 101, EGL 102 (with a grade of C or better in each course) are required.
CMN 101 is required.
- Group II Social science—9 semester hours
Credit must be earned in at least three of the following areas and must be selected from the list of General Education Core Courses , see page 79: political science, economics, sociology, psychology, history, (except western civilization), anthropology, GEG 102.
Three semester hours must be earned in POS 101 or POS 201.
- Group III Humanities and fine arts—9 semester hours
A minimum of three semester hours must be earned in each of the following sub-groups and must be selected from the list of General Education Core Courses , see page 79:
- A. Literature, foreign language
 - B. Art, theatre, music, humanities, film
 - C. History of western civilization, philosophy
- Group IV Science and mathematics—14 semester hours
- A. Mathematics—6 semester hours
Three semester hours of credit must be selected from the list of General Education Core Courses , see page 79
 - B. Science—8 semester hours
Credit must be earned in both the life science and the physical science areas, must be selected from the list of General Education Core Courses , see page 79 and must include one laboratory course.
Life science: Biological science
Physical science: Astronomy, chemistry, geography (except GEG 102), physics, physical science, geology
- Group V Electives—19 semester hours
To be selected from courses designed for transfer.

ASSOCIATE IN ARTS IN TEACHING (60 semester hours minimum)

- Group I Communication – 9 semester hours
EGL 101 and EGL 102 (with a grade of C or better in each course) are required. CMN 101 is required.
- Group II Social science – 9 semester hours
Credit must be earned in at least three of the following areas and must be selected from the list of General Education Core Courses , see page 79: political science, economics, sociology, psychology, history (except western civilization), anthropology, GEG 102. Three semester hours must be earned in POS 101.
PSY 101 is recommended for Special Education and Early Childhood Education majors. Special Education majors may choose to select HIS 210. Early Childhood Education , see page 286 students must take GEG 102.
- Group III Humanities and fine arts – 9 semester hours
Special Education majors must select one course from humanities, one course from fine arts and HIS 210.
Early Childhood Education majors must select ART 101, MUS 101 and THE 101.
- Group IV Science and mathematics – 14 hours
A. Mathematics
Special Education majors must take MAT 251 and MAT 252.
Early Childhood Education majors must take MAT 104 and MAT 141.

B. Science – 8 semester hours
Credit must be earned in both the life science and the physical science areas, must be selected from the list of General Education Core Courses , see page 79 and must include one laboratory course.
Early Childhood Education majors must take BIO 101 and choose between GEG 103 and GEO 101.
- Group V Electives – 19 hours
To be selected as recommended on the paradigm.
EDU 201 is required. Also required are successful completion of the Illinois Test of Basic Skills, initiation of standards-based professional portfolio and evidence of appropriate professional dispositions.
Special Education majors must take EDU 210, EDU 215, PSY 210 and PSY 220. Special Education majors must choose between EDU 220 and ECE 124.
Early Childhood Education majors must take ECE 121, ECE 122, ECE 124, ECE 202 and ECE 203.

ASSOCIATE IN ENGINEERING SCIENCE (65 semester hours minimum)

- Group I Communication—6 semester hours
EGL 101 and EGL 102 (with a grade of C or better in each course) are required.
- Group II Social science—3 semester hours
Three semester hours must be earned from the list of General Education Course Courses. ECO 131 is required in Industrial Engineering and recommended for other Engineering specialties. If two courses are selected in a field, a two-semester sequence in Economics (ECO 132) is recommended.
- Group III Humanities and fine arts—0-3 semester hours
Up to three semester hours may be earned from the list of General Education

- Core Courses.
- Group IV Science and mathematics—22 semester hours
CHE 101 and PHY 201 must be included.
MAT 131, MAT 132 and MAT 233 must be included.
- Group V Electives—34-35 semester hours
MAT 235 and PHY 202 must be included.
MAT 161 or CSC 175 must be included.
Select at least two engineering electives from ENG 101, ENG 220, ENG 221, ENG 240 and ENG 270.
Students should give careful consideration to their prospective transfer school (and engineering field) when selecting additional electives. Selecting from the following is recommended: BIO 101, CHE 102, CHE 201, CHE 202, CMN 101, CSC 176, ECO 131, MAT 215, MAT 242, PHY 203, humanities or social science elective.

ASSOCIATE IN FINE ARTS (62 semester hours minimum)

- Group I Communication—9 semester hours
EGL 101, EGL 102 (with a grade of C or better in each course) are required. CMN 101 is required.
- Group II Social science—3-6 semester hours
Three semester hours must be earned in either POS 101 or POS 201.
Art majors must take an additional three-hour behavioral science course.
- Group III Humanities and fine arts—6 semester hours
A. Literature, foreign language
B. Art, theatre, music, humanities, film
C. History of western civilization, philosophy
Credit must be earned in Area A and Area C.
- Group IV Science and mathematics—10-11 semester hours
A. Mathematics—3 semester hours
Three semester hours of credit must be selected from the list of General Education Core Courses, see page 79.
B. Science—7-8 semester hours
Credit must be earned in both the life science and the physical science areas, must be selected from the list of General Education Core Courses, see page 79 and must include one laboratory course.
Life science: Biological science
Physical science: Astronomy, chemistry, geography (except GEG 102), physics, physical science, geology.
- Group V Electives—29-32 semester hours to be selected as appropriate from art or music courses designed for transfer.
Students are advised that course requirements in music and art programs at senior institutions vary. Thus students must seek the advice of academic advisors and appropriate faculty when making course selections. Art majors should select 29 semester hours from art electives. Music majors should select 32 semester hours from music electives.

CAREER-TECHNICAL DEGREE

Associate in Applied Science

The Associate in Applied Science degree is awarded to those students completing one of the career-technical programs.

DEGREE REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE DEGREE (60 semester hours minimum)

A minimum of 60 semester hours in an approved AAS program, a minimum cumulative GPA of 2.00 (C) and a minimum of 15 general education hours earned in at least three general education groups

- | | |
|-----------|--|
| Group I | Communication
EGL 101, EGL 102, EGL 104 and EGL 105; CMN 101 and CMN 104 |
| Group II | Social science
ANT 101, ANT 105 and ANT 201; HIS 111, HIS 112, HIS 147, HIS 210, HIS 211, HIS 212, HIS 215, HIS 250 and HIS 260; ECO 110, ECO 131, ECO 132 and ECO 210; GEG 102 and GEG 104; POS 101, POS 102, POS 201, POS 202, POS 211, POS 220 and POS 230; PSY 101, PSY 147, PSY 214 and PSY 220; SOC 101, SOC 110, SOC 201, SOC 202, SOC 203, SOC 211 and SOC 220 |
| Group III | Humanities
Humanities A: LIT 109, LIT 110, LIT 111, LIT 112, LIT 113, LIT 120, LIT 147, LIT 150, LIT 151, LIT 201, LIT 202, LIT 210, LIT 211, LIT 220, LIT 221 and LIT 222; CHI 101; FRE 101; GER 101; ITA 101; JPN 101; SPA 101
Humanities B: ART 101, ART 102, ART 103, ART 106, ART 110, ART 115, ART 118, ART 123, ART 124, ART 204, ART 205 and ART 208; FLM 101 and FLM 201; FNA 101; HUM 101, HUM 102, HUM 112 and HUM 201; LIT 114; MUS 100, MUS 104, MUS 108, MUS 110, MUS 111, MUS 112, MUS 113, MUS 114, MUS 115, MUS 120, MUS 128, MUS 131, MUS 132 and MUS 133; THE 101
Humanities C: HIS 101 and HIS 102; PHI 201, PHI 204, PHI 205 and PHI 210 |
| Group IV | Science and Mathematics
Mathematics: MAT 104, MAT 105, MAT 113, MAT 120, MAT 130, MAT 131, MAT 132, MAT 140, MAT 141, MAT 161, MAT 215, MAT 220, MAT 233, MAT 235, MAT 242, MAT 251 and MAT 252; TEM 103
Life Science: BIO 101, BIO 104, BIO 107, BIO 111, BIO 112, BIO 175, BIO 176 and BIO 208
Physical Science: AST 101, CHE 100, CHE 101, CHE 110, CHE 201 and CHE 202; GEG 103, GEG 105 and GEG 201; GEO 101 and GEO 102; HLT 207; PHY 100, PHY 101, PHY 102, PHY 201, PHY 202 and PHY 203; PSI 101; TES 103, TES 104, TES 121, TES 206 and TES 207 |
| Group V | Completion of a specific career-technical program |

GENERAL PURPOSE DEGREE

Associate in General Education

The Associate in General Education is not a transfer degree. It is intended for those students who wish to earn an associate degree with no specific major or pattern of courses.

DEGREE REQUIREMENTS

ASSOCIATE IN GENERAL EDUCATION (60 semester hours minimum)

- | | |
|----------|--|
| Group I | Communication—6 semester hours
EGL 104 and EGL 105 or
EGL 101 and EGL 102 will meet the requirement. |
| Group II | Social science—6 semester hours |

Credit may be earned in any of the following areas: political science, economics, sociology, psychology, history (except western civilization), anthropology, GEG 102.

Three semester hours must be earned in POS 101 or POS 201.

Group III Humanities and fine arts—3 semester hours

A. Literature, foreign language

B. Art, theatre, music, humanities, film

C. History of western civilization, philosophy

Group IV Science and Mathematics—6 semester hours

Credit may be earned in any of the following areas: Astronomy, biological science, chemistry, physical geography, physics, mathematics, physical science, geology.

Group V Electives—39 semester hours

The remaining credits are to be completed in an advisor-approved program.

MULTIPLE DEGREES

Students may earn multiple degrees and multiple certificates at Lincoln Land Community College. Any combination of degrees and certificates shall be acceptable, except that only one transfer degree from each category may be awarded.

In order for a student to earn an additional degree, he or she must successfully complete a minimum of 20 semester hours of credit beyond those required for the most recent degree earned (Board Policy 4.6).

GENERAL EDUCATION GROUP REQUIREMENTS FOR:

AA—Associate in Arts

AS—Associate in Science

AES — Associate in Engineering Science

AFA— Associate in Fine Arts

AAS—Associate in Applied Science

AGE—Associate in General Education

Credit Hours Required

	Transfer Degree				Vocational- Technical	General Purpose
	AA	AS	AES	AFA	AAS	AGE
Group I: Communication	9*	9*	6	9*	**	6
Group II: Social Science	9	9	3	6	**	6
Group III: Humanities	9	9	0-3	6	**	3
Group IV: Science and Math	11	14	22	11	**	6
Minimum Gen Ed Hours	38	41	31-34	32	15	21
Group V: Electives	22	19	34-35	30+	45+***	39
TOTAL CREDIT HOURS	60	60	65	62+	60+	60

* CMN 101, EGL 101 and EGL 102 are required.

** A minimum of 15 general education hours earned in at least three general education groups.

*** Completion of a specific vocational-technical program

CERTIFICATES

Certificate of Achievement

Certificate of Completion

The Certificate of Achievement is awarded to students who complete a program requiring 30 or more semester hours of credit.

The Certificate of Completion is awarded to students who complete a program requiring fewer than 30 semester hours of credit.

GRADUATION

A student shall meet the following requirements to earn a degree:

- satisfy all admission requirements including submission of all appropriate transcripts or documents;
- complete at least 60 semester credit hours in a planned program, 20 semester credit hours of which must be taken at the college;
- achieve an overall grade point average of at least 2.00;
- discharge all college financial obligations;
- complete the college degree requirements; and
- apply for graduation at the beginning of the semester in which the student intends to graduate.

Degrees are awarded at the conclusion of each academic term or semester. The college holds a commencement ceremony at the end of the regular spring semester, in which students graduating throughout the year are invited to participate.

Upon request, the college provides verification of a student's eligibility for a degree. Students eligible to graduate at the end of any semester are responsible for completing a Program Completion Contract (graduation application) prior to or during registration for the semester in which they intend to graduate. This ensures an early evaluation of the student's progress to reduce the possibility of a deficiency in meeting graduation requirements.

There is no fee for submitting a graduation application. Students who wish to participate in graduation ceremonies in May pay for the required cap and gown (approximately \$20).

Meeting graduation requirements is each student's responsibility. Students should check regularly to be sure their program of courses is fulfilling graduation requirements.

Academic requirements may change with each edition of the college catalog. Students who are continually enrolled may elect to graduate under any catalog at or after initial entry. Students whose enrollment has been interrupted for two or more academic years must follow the graduation requirements of the catalog at the time of re-entry or any catalog published after re-entry. However, in fields of rapid change (e.g., certain technical areas), academic administrators may require completion of courses in more recent catalogs so as to ensure currency. Every effort will be made to notify students and count earlier coursework in a way most beneficial to the students to fulfill current requirements.

GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

To earn a degree at Lincoln Land Community College, each student must:

- satisfy all admission requirements;
- successfully complete 60 semester hours or more in planned program;
- achieve an overall GPA of 2.00 or higher;
- earn a minimum of 20 semester hours at Lincoln Land Community College by successfully completing credit courses (Proficiency and CLEP credit, developmental course credit, vocational studies course credit, and adult basic/secondary education credit do not count toward this residency requirement.);

- discharge all financial obligations to the college;
- complete the degree requirements of the college; and
- apply for the degree by completing a Program Completion Contract (graduation application).

CERTIFICATE

To earn a certificate at Lincoln Land Community College, each student must:

- satisfy all admission requirements;
- successfully complete all courses required for the specific certificate program with the required semester hours of credit;
- achieve an overall GPA of 2.0 or higher;
- earn one-third of the required semester hours for the certificate by successfully completing Lincoln Land Community College credit courses;
- discharge all financial obligations to the college; and
- apply for the certificate by completing a Program Completion Contract (graduation application).

Academic requirements may change with each edition of the college catalog. Students who are continually enrolled may elect to graduate under any catalog at or after initial entry. Students whose enrollment has been interrupted for two or more academic years must follow the graduation requirements of the catalog at the time of re-entry or any catalog published after re-entry. However, in fields of rapid change (e.g., certain technical areas), academic administrators may require completion of courses in more recent catalogs so as to ensure currency. Every effort will be made to notify students and count earlier coursework in a way most beneficial to the students to fulfill current requirements.

CERTIFICATE OF PERSONAL DEVELOPMENT

The Certificate of Personal Development is awarded for successful completion of eight semester hours of vocational studies coursework. Students should apply for certificates through the Records Office after all coursework is completed. This certificate is awarded only once to a student no matter how many vocational studies courses are completed.

ILLINOIS ARTICULATION INITIATIVE

The Illinois Articulation Initiative (IAI) was implemented to ensure seamless transfer for students transferring from one Illinois institution to another. It aids students whether they take the traditional path from an associate to a baccalaureate degree-granting college or university or from one community college to another. It also assists students transferring from one baccalaureate institution to another or from a baccalaureate institution to an associate degree-granting institution.

The General Education Core Curriculum , see page 79 is transferable to all Illinois institutions. Students benefit from agreement on a basic curriculum accepted by all institutions as a way for students, particularly undecided students, to begin their undergraduate experience.

For a "list of IAI approved courses that meet degree requirements" , see page 79. For "codes assigned by the IAI for the General Education Core Curriculum and for majors" , see page 216 of this catalog.

GENERAL EDUCATION CORE CURRICULUM

Only the courses listed below may be selected to satisfy General Education Requirements, Groups I through IV, for the Associate in Arts and Associate in Science degrees. *To enhance transferability of the Associate in Engineering Science and Associate in Fine Arts degrees, courses should be selected from the following list.*

- Group I Communication: EGL 101 and EGL 102; CMN 101, and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Group II Social Science: ANT 101 and ANT 201; HIS 111 and HIS 112; ECO 110, ECO 131 and ECO 132; GEG 102; POS 101, POS 201, POS 202 and POS 220; PSY 101, PSY 214 and PSY 220; SOC 101, SOC 110, SOC 201 and SOC 211; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Group III Humanities A: LIT 109, LIT 110, LIT 111, LIT 112, LIT 113, LIT 120, LIT 147, LIT 201, LIT 202, LIT 210, LIT 211, LIT 220, LIT 221 and LIT 222; FRE 202; ITA 202; and SPA 202; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Humanities B: ART 101, ART 204, ART 205, ART 206 and ART 208; FLM 101; FNA 101; HUM 101, HUM 102, HUM 112 and HUM 201; LIT 114; MUS 104 and 108; THE 101; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Humanities C: HIS 101 and HIS 102; PHI 201, PHI 204, PHI 205, and PHI 210; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Group IV Mathematics: MAT 104, MAT 105, MAT 130, MAT 131, MAT 132, MAT 140, MAT 141, MAT 220, MAT 233, MAT 242, MAT 252 and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Life Science: BIO 101, and BIO 104 and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Physical Science: AST 101, CHE 100 and CHE 101; GEG 103, GEG 110 and GEG 201; GEO 101 and GEO 102; PHY 101 and PHY 201; PSI 101; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative

PROGRAMS OF STUDY

The Board of Trustees of Lincoln Land Community College is committed to the concept of a comprehensive community college that offers a full range of vocational-technical, transfer and general studies certificate programs. Any area that goes through program review as defined by ICCB is considered a program and is required to have program outcomes. It is the intent of the board that the programs offered by the college meet the educational needs of the community.

To meet these needs, the college maintains advisory committees for each vocational-technical education program. The committees, which are composed of professionals in a related field, lay persons and college representatives, advise the college about the need for developing specific courses and programs. The board also invites persons from throughout the college district to make their educational needs and desires known.

The college, when feasible, can answer those requests. It does, however, reserve the right to determine on the basis of economic feasibility and student interest whether a course or program should be offered.

SUGGESTED TRANSFER DEGREE PROGRAMS

Lincoln Land Community College offers excellent opportunities to students who wish to complete the requirements for the first two years of a baccalaureate degree program. These units of study at LLCC, which satisfy the general education requirements of LLCC and permit the student to transfer as a junior to most senior institutions, are called transfer programs.

The units of study that follow allow for some specialization in the freshman and sophomore years for students who plan to major in particular fields in senior colleges and universities. There are, in addition, units of study designed to prepare students with the lower-division requirements for such professions as law, medical science, engineering and pharmacy.

Since graduation requirements vary among senior colleges and universities, the following units of study are suggested guidelines only. A student can ensure that courses taken at Lincoln Land will apply to requirements of the senior institution to which the student wishes to transfer by contacting that institution or by seeing a Lincoln Land advisor.

APPLIED SCIENCES PROGRAMS OF STUDY

One of the primary missions of Lincoln Land Community College is to provide residents of the college district the opportunity for education in vocational and technical fields. The career programs that follow are designed to qualify persons for immediate employment as highly skilled workers and technicians.

In a dynamic approach to applied sciences education, the college maintains an advisory committee for each of the applied sciences programs. The committees, whose members include specialists from business and industry, lay persons, and representatives of the college, help LLCC keep in touch with the district's employment needs.

Recommendations for new career programs, new courses and new approaches to training are within the realm of the committees' assistance to the college. The results are up-to-date training programs in vocational and technical skills and graduates who are highly qualified to meet employer expectations.

Within these curricula are courses that can be taken individually to upgrade vocational and technical skills. In addition to the two-year degree programs, one-year

programs are offered and lead to certificates of achievement. Certificates of completion are awarded for completion of a program of less than a year's duration. In that category are workshops and seminars, which can be provided by the college at the request of residents in the district.

Qualified students receiving occupational instruction through LLCC have opportunities for academic assistance to enhance student success. These services may include assessment of needs, tutoring, note-taking, taped textbooks, and career transitions. Contact the special populations coordinator in the Learning Lab area, Sangamon Hall, 217.786.2828.

BACHELOR DEGREE COMPLETION THROUGH "CAPSTONE" AND TRANSFER OPTIONS

Associate of Applied Science degree programs provide immediate employment skills for those completing a degree. In addition to immediate employment, applied science degree program graduates can pursue a bachelor's degree related to their specialty. Not only can students complete an advanced degree, but they can also earn money by working in their specialty while they pursue the advanced degree. Many bachelor's degree granting colleges and universities offer "capstone" programs for the associate of applied science graduate that allows the student to complete the bachelor's degree with an additional 60 semester hours of junior- and senior-level college course work. As in all cases when a student expects to transfer and complete an additional degree at another college, the process must be planned to assure the smoothest transition possible. Those students wishing to find out more about "capstone" programs and transfer requirements for a bachelor's degree after receiving the associate of applied science should contact the LLCC career advising staff and the dean of the department at LLCC granting the AAS degree.

CAREER CLUSTERING

Immediately preceding each applied sciences program of study is information provided to assist students in identifying career clustering available through this type of study. These are merely samples of occupations, and numerous career opportunities can be expanded upon for the examples. The career clustering technique is not new to education. The purpose is to acquaint the student with plausible career alternatives.

DEGREES AND CERTIFICATES

Accounting AS , see page 85
Accounting AAS , see page 85
Advanced Computer Application Skills CC
Advanced Electrical Technician CC , see page 134
Advanced Technician Firefighter CC , see page 147
Agriculture AS , see page 87
Agri-Business Management AAS , see page 88
Airframe and Powerplant Aviation Mechanics AAS , see page 103
Applied Computer Programming AAS
Applied Security Practices CC , see page 124
Architecture AA , see page 91
Architecture and Construction CA , see page 92
Architecture and Construction Technology AAS , see page 92
Art AA , see page 97
Associate Degree Nursing AAS , see page 179
Associate Degree Radiography AAS , see page 199
Associate Degree Surgical Technology AAS , see page 204
Associate in Engineering Science AES , see page 143
Associate in Fine Arts – ART AFA , see page 96
Associate in Fine Arts – Music Performance AFA , see page 171
Auto Body Repair CC , see page 99
Auto Body Technology AAS , see page 99
Automotive Technician CA , see page 101
Automotive Technology AAS , see page 101
Aviation Management AAS , see page 103
Aviation Airframe Technician CA , see page 104
Aviation Powerplant Technician CA , see page 105
Baking and Pastry CC , see page 163
Basic Computer Application Skills CC , see page 188
Basic Electrical Technician CC
Basic Nurse Assistant CC , see page 183
Basic Operations Firefighter CC , see page 147
Biology AS , see page 107

Business AAS , see page 109
Business Administration AS , see page 108
Chemistry and Chemical Engineering AS , see page 112
Cisco Network Administrator Training CC , see page 176
Commercial Electrical Maintenance AAS , see page 137
Commercial Electrical Maintenance CC , see page 138
Computer Aided Drafting Technician CC , see page 93
Computer Information Systems–Networking AAS , see page 174
Computer Programming Database CC , see page 118
Computer Programming Development CC , see page 118
Computer Programming AS , see page 117
Computer Technician Specialist CC , see page 135
Construction Occupations AAS , see page 120
Cosmetology CA , see page 122
Criminal Justice AA , see page 123
Criminal Justice AAS , see page 124
Culinary Arts AAS , see page 161
Customized Applied Technology AAS , see page 126
Database Applications CC
Digital App Design and Development CA
Digital Multimedia Design CA
Digital Web Design and Development CC
Early Childhood Education AA , see page 128
Early Childhood Care and Education AAS , see page 131
Early Childhood Education Credential Level II CC , see page 132
Early Childhood Education Credential Level III CC , see page 132
Economics AS , see page 127
Electrical Distribution Lineman AAS , see page 136
Electrical Distribution Lineman Maintenance CA , see page 136
Electronics Technology AAS , see page 133
Electronics Technology CA , see page 134
Elementary Education AA , see page 129
Emergency Medical Responder CC , see page 141

- Emergency Medical Services AAS , see page 140
- Emergency Medical Technician CC , see page 141
- English AA , see page 145
- Entrepreneurship CA , see page 110
- Fertilizer CC , see page 89
- Fire Apparatus Engineer CC , see page 149
- Fire Prevention Principles CC , see page 149
- Fire Science Technology AAS , see page 146
- Fire Service Instructor I CC , see page 149
- Fire Service Instructor II CC , see page 150
- Fire Service Vehicle Operator CC , see page 150
- Fire Tactics and Strategy I CC , see page 148
- First Cook CC , see page 162
- Foreign Language AA , see page 151
- Geology AS , see page 155
- Graphic Design AA , see page 156
- Graphic Design Technology AAS , see page 156
- Hazardous Materials for the First Responder CC , see page 149
- Heating, Ventilation, Air Conditioning and Refrigeration CA , see page 158
- Help Desk Level I CC , see page 159
- Help Desk Level II CC , see page 159
- History AA , see page 160
- Hospitality Management and Services AAS , see page 161
- Human Geography AA , see page 153
- Intermediate Computer Application Skills CC , see page 188
- Journalism AA , see page 113
- Juvenile Firesetter Intervention Specialist CC , see page 148
- Landscape Design/Turf Management AAS , see page 164
- Landscape Design/Turf Management CC , see page 164
- LPN to ADN Transition Requirements , see page 180
- Legal Office Professional CC , see page 187
- Liberal Arts AA , see page 166
- Literature AA , see page 167
- Management CC , see page 110
- Mathematics AS , see page 168
- Medical Coding Specialist CA , see page 169
- Medical Office Professional CC , see page 188
- Music AA , see page 172
- Networking Administration AAS , see page 173
- Networking Administration CC , see page 174
- Networking Technician AAS , see page 175
- Networking Technician CA , see page 175
- Neurodiagnostics Technology AGE , see page 177
- Occupational Therapy Assistant AAS , see page 184
- Office Aide/Office Assistant CC , see page 187
- Office Professional AAS , see page 186
- Office Support Specialist CC , see page 187
- Paramedic CA , see page 140
- Philosophy AA , see page 191
- Physical Education AS , see page 130
- Physical Geography AA , see page 153
- Physics , see page 192
- Political Science AA , see page 193
- Practical Nurse CA , see page 181
- Precision Agronomy/Fertilizer AAS , see page 88
- Pre-Clinical Laboratory Science AS , see page 195
- Pre-Medical Professions AS , see page 196
- Presentation and Email Applications CC , see page 190
- Psychology AA , see page 197
- Residential Construction CA , see page 120
- Respiratory Care AGE , see page 201
- Screen Graphics CC , see page 98
- Secondary Education AA , see page 129
- Sociology AA , see page 203
- Speech Communication AA , see page 113
- Spreadsheet Applications CC , see page 189
- Structural Steel Detailing AAS , see page 94
- Technical Rescue Awareness CC , see page 148
- Theatre AA , see page 206
- Truck Driver Training CDL Basic CC , see page 208
- Vehicle/Machinery Operations CC , see page 148

Web Authoring and Design CA , see page 209

Welding Operator CC , see page 210

Welding Specialist CA , see page 210

Women's and Gender Studies AA , see page 212

Word Processing Applications CC , see page 189

ACCOUNTING PROGRAMS

Accounting, Associate in Science
Accounting, Associate in Applied Science

Accounting • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AS.ACCT

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: ACC 103, BUS 121, EGL 101, Social Science Selection

Second Semester: ACC 104, MAT 130 or MAT 140, EGL 102, POS 101 or POS 201, Life Science Selection

Third Semester: ACC 201, BUS 204 or CAS 121, ECO 131, CMN 101, Humanities A Selection

Fourth Semester: ECO 132, MAT 242 or MAT 141, Humanities B Selection, Humanities C Selection, Physical Science Selection

Program Information:

- Intended for students planning to earn a baccalaureate degree in accounting.
- Transfer students are recommended to verify senior-institution requirements, which vary.
- Many colleges prefer ACC 201 and BUS 204 to be taken at the senior college level. Students should determine the preference of the college to which they are planning to transfer before enrolling in these courses.
- Students who are planning on teaching accounting in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Kaplan University and University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (12

credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (34-35 credits)

<input type="checkbox"/> ECO 131	Principles of Economics I (Microeconomics)	3 credits
<input type="checkbox"/> ECO 132	Principles of Economics II (Macroeconomics)	3 credits
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science <i>or</i>	
MAT 140	Finite Mathematics	4 credits
<input type="checkbox"/> MAT 242	Mathematical Probability and Statistics <i>or</i>	4 credits
MAT 141	Introductory Statistics	
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (10 credits)

<input type="checkbox"/> ACC 103	Financial Accounting	4 credits
<input type="checkbox"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> ACC 201	Intermediate Accounting	3 credits

Recommended Program Support Courses (6 credits)

<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits
<input type="checkbox"/> BUS 204	Management <i>or</i>	
CAS 121	Computer Systems and Business Applications	3 credits

Accounting • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.ACC

Curriculum Code: ACC 201

Recommended Course**Sequence:**

First Semester: ACC 100, BUS 121, EGL 104 or EGL 101, Mathematics Selection, Social Science Selection

Second Semester: ACC 103, ACC 104, CAS 121, EGL 105 or EGL 102, Elective

Third Semester: ACC 201, BUS 101, ECO 131, POS 101 or POS 201, Elective

Fourth Semester: ACC 105 or ACC 108, BUS 102, BUS 204, ECO 132, Science Selection

Program Information:

- Students will be prepared to perform basic accounting for most types of businesses, prepare major financial statements, and interpret other business personnel accounting-based data and financial statements.
- Career cluster includes estimator, credit analyst, budget accountant, bank teller, account technician.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (25-27 credits)

<input type="checkbox"/> EGL 104	Career communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> ECO 131	Principles of Economics I (Microeconomics)	3 credits
<input type="checkbox"/> ECO 132	(Macroeconomics)	3 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits
<input type="checkbox"/> Science Selection		4 credits
<input type="checkbox"/> Social Science selection		3 credits

Required Program Courses (16 credits)

<input type="checkbox"/> ACC 100	Introduction to Accounting	3 credits
<input type="checkbox"/> ACC 103	Financial Accounting	4 credits
<input type="checkbox"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> ACC 105	Computerized Accounting Applications <u>or</u>	
ACC 108	Governmental Accounting	3 credits

<input type="checkbox"/> ACC 201	Intermediate Accounting I	3 credits
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Required Program Support Courses (21 credits)

<input type="checkbox"/> BUS 101	Business Law I	3 credits
<input type="checkbox"/> BUS 102	Business Law II	3 credits
<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits
<input type="checkbox"/> BUS 204	Management	3 credits
<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> Program Support Course		3 credits
<input type="checkbox"/> Program Support Course		3 credits

Program Support Courses (choose 6 credits)

<input type="checkbox"/> ACC 110	Federal Income Tax	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits

AGRICULTURE PROGRAMS

Agriculture, Associate in Science
 Agri-Business Management, Associate in Applied Science Degree
 Precision Agronomy/Fertilizer, Associate in Applied Science Degree
 Fertilizer, Certificate of Completion (pending ICCB approval)

Agriculture • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AS.AGRI

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: Agriculture Program Course, BIO 111, COM 111, Social Science Selection, Humanities A Selection

Second Semester: Agriculture Program Course, Agriculture Program Course, EGL 102, Mathematics Selection

Third Semester: Agriculture Program Course, CHE 101 or PHY 101, CMN 101, Humanities B Selection, Social Science Selection

Fourth Semester: Agriculture Program Course, CHE 102 or PHY 102, POS 101 or POS 201, Humanities C Selection, Mathematics Selection

Program Information:

- Appropriate for students interested in further study of agriculture at a four-year institution.
- Careers in the broad field of agriculture in such areas as agronomy, animal science, agricultural communications, agricultural engineering, conservation, farm management, horticulture, teaching, veterinary medicine, etc.
- See agriculture advisor for appropriate ag elective, humanities selection and social science selection on major field and ag transfer university.
- Students who are planning on teaching agriculture in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Eastern Illinois University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (30-35 credits)

<input type="checkbox"/> BIO 111	Principles of Biology I	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I <u>or</u>	
PHY 101	General Physics I	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits
<input type="checkbox"/> Mathematics Selection		4-5 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (15 credits)

<input type="checkbox"/> Agriculture Program Course		3 credits
<input type="checkbox"/> Agriculture Program Course		3 credits
<input type="checkbox"/> Agriculture Program Course		3-4 credits
<input type="checkbox"/> Agriculture Program Course		3-4 credits
<input type="checkbox"/> Agriculture Program Course		3-4 credits

Recommended Program Support Course (4 credits)

<input type="checkbox"/> CHE 102	General Chemistry II <u>or</u>	
PHY 102	General Physics II	4 credits

Agriculture Program Courses (choose 15 credits)

<input type="checkbox"/> AGR 101	Introduction to Agricultural Economics	3 credits
<input type="checkbox"/> AGR 102	Animal Science	4 credits
<input type="checkbox"/> AGR 105	Crop Science	4 credits
<input type="checkbox"/> AGR 109	Microcomputer Skills for Agriculture	3 credits
<input type="checkbox"/> AGR 203	Soil Science	4 credits
<input type="checkbox"/> AGR 205	Horticulture Science	3 credits
<input type="checkbox"/> AGR 208	Introduction to Agricultural	3 credits

	Mechanics	
<input type="checkbox"/> AGR 215	Companion Animal Science	3 credits
<input type="checkbox"/> ACC 103	Financial Accounting	4 credits
<input type="checkbox"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> ECO 132	Principles of Economics II (Macro)	3 credits

The following courses will be offered in the fall semester only: AGR 102, AGR 105, AGR 205 and AGR 215. The following classes will be offered in the spring semester only: AGR 101, AGR 203 (prerequisite of CHE 100 or CHE 101), AGR 208 and AGR 210.

Agri-Business Management • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 65

Colleague Code: AAS.AGBUS

Curriculum Code: ABM 212

Recommended Course Sequence:

First Semester: AGR 102, ABM 105, ABM 106, EGL 104 or EGL101, TEM 103

Second Semester: ABM 103, AGR109, AGR 208, BIO 101, EGL 105 or EGL 102

Third Semester: ABM 201, ABM 202, ABM 212, AFO 208, ESI 101, POS 101 or POS 201

Fourth Semester: ABM 104, ABM 125, ABM 203, ABM 204, ABM 212

Program Information:

- This program is designed to prepare students for careers in farming and farm-related businesses.
- Focuses on crops, soils, fertilizers, livestock, farm management and marketing, sales and equipment use.
- The program includes a work-based learning experience.
- Career cluster includes farmer, elevator manager, farm supply operator, fertilizer dealer, pesticide dealer and applicator, swine herdsman, beef herdsman and other agricultural related occupations.
- Students planning to transfer are recommended to verify senior-institution requirements which vary.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16 credits)

<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> EGL 104	Career Communications I	

	<u>or</u>	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II	
	<u>or</u>	
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits

Required Program Courses (41 credits)

<input type="checkbox"/> ABM 103	Soils	3 credits
<input type="checkbox"/> ABM 104	Fertilizers	3 credits
<input type="checkbox"/> ABM 105	Crop Production	4 credits
<input type="checkbox"/> ABM 106	Farm Management	3 credits
<input type="checkbox"/> ABM 125	Farm Animal Production	3 credits
<input type="checkbox"/> ABM 201	Integrated Pest Management	3 credits
<input type="checkbox"/> ABM 202	Agri-Business Sales and Management	3 credits
<input type="checkbox"/> ABM 203	Agriculture Finance	3 credits
<input type="checkbox"/> ABM 204	Marketing Agri-Business Products	3 credits
<input type="checkbox"/> AFO 208	Introduction to Agricultural Mechanization	3 credits
<input type="checkbox"/> AGR 102	Animal Science	4 credits
<input type="checkbox"/> AGR 109	Microcomputer Skills for Agriculture	3 credits
<input type="checkbox"/> AGR 208	Introduction to Agricultural Mechanics	3 credits

Required Program Support Courses (2 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
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Required Work-Based Learning Courses (6 credits)

<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits
<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits

POS 101 or POS 201 will need to be scheduled at night if the paradigm is followed.

ESI 101 may be taken any semester.

Precision Agronomy/Fertilizer • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 64

Colleague Code: AAS.AGFER

Curriculum Code: ABM 213

Recommended Course Sequence:

First Semester: , ABM 105, ABM 201, AGR 109,

EGL 104 or EGL 101, TEM 103

Second Semester: ABM 103, ABM 104, ABM 205,

AGR 208, EGL 105 or EGL 102

Third Semester: ABM 212

Fourth Semester: ABM 118, ABM 120, ABM 202,

AFO 208, CHE 100

Fifth Semester: ABM 207, ABM 212, AFO 106, ESI

101, POS 101 or POS 201

Program Information:

- This degree is designed to prepare students for careers in the fertilizer and chemical industry.
- Focuses on crop scouting, fertilizers, pesticides, fertilizer equipment and soils.
- This program includes two work-based learning experiences.
- Career cluster includes floater truck operator, fertilizer and chemical plant operator, crop scout, soil agronomist and pesticide applicator operator.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16 credits)

<input type="checkbox"/> CHE 100	Contemporary Chemistry	4 credits
<input type="checkbox"/> EGL 104	Career Communications I	
	<u>or</u>	
EGL 101	Composition I	3 credits

<input type="checkbox"/> EGL 105	Career Communications II	
	<u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics	
	<u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits

Required Program Courses (40 credits)

<input type="checkbox"/> ABM 103	Soils	3 credits
<input type="checkbox"/> ABM 104	Fertilizers	3 credits
<input type="checkbox"/> ABM 105	Crop Production	4 credits
<input type="checkbox"/> ABM 118	Fertilizer Equipment	3 credits
<input type="checkbox"/> ABM 120	Plant Operations	3 credits
<input type="checkbox"/> ABM 201	Integrated Pest Management	3 credits
<input type="checkbox"/> ABM 202	Agri-Business Sales and Management	3 credits
<input type="checkbox"/> ABM 205	Crop Scouting	3 credits
<input type="checkbox"/> ABM 207	Precision Agronomy	3 credits
<input type="checkbox"/> AFO 106	Agribusiness Management	3 credits
<input type="checkbox"/> AFO 208	Introduction to Agriculture Mechanization	3 credits
<input type="checkbox"/> AGR 109	Microcomputer Skills for Agriculture	3 credits
<input type="checkbox"/> AGR 208	Introduction to Agricultural Mechanics	3 credits

Required Program Support Courses (2 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
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Required Work-Based Learning Courses (6 credits)

<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits
<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits

POS 101 or POS 201 will need to be scheduled at night if the paradigm is followed.

ESI 101 may be taken any semester.

Fertilizer • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 28

Colleague Code: CC.ABM

Curriculum Code: ABM 250

Recommended Course Sequence:

First Semester: ABM 105, ABM 118, ABM 201, AFO 208

Second Semester: ABM 103, ABM 104, ABM 205, ABM 207, AGR 208

Program Information:

- This certificate is designed to prepare students for careers in the fertilizer and chemical industry.
- It focuses on mechanics, soils, crop protection and fertilizer equipment.
- This applied science program of study must be taken in its entirety to meet certificate requirements

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an LLCC academic advisor.

Required Program Courses (28 credits)

<input type="checkbox"/>	ABM 103	Soils	3 credits
<input type="checkbox"/>	ABM 104	Fertilizers	3 credits
<input type="checkbox"/>	ABM 105	Crop Production	4 credits
<input type="checkbox"/>	ABM 118	Fertilizer Equipment	3 credits
<input type="checkbox"/>	ABM 201	Integrated Pest Management	3 credits
<input type="checkbox"/>	ABM 205	Crop Scouting	3 credits
<input type="checkbox"/>	ABM 207	Precision Agronomy	3 credits
<input type="checkbox"/>	AFO 208	Applied Skills in Ag Mechanization	3 credits
<input type="checkbox"/>	AGR 208	Introduction to Agricultural Mechanics	3 credits

ARCHITECTURE PROGRAMS

Architecture, Associate in Arts
 Architecture and Construction Technology, Associate in Applied Science
 Architecture and Construction, Certificate of Achievement
 Computer Aided Drafting Technician, Certificate of Completion
 Structural Steel Detailing, Associate in Applied Science

Architecture • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AA.ARCH

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: ACT 113, ACT 124, ART 101, EGL 101, Social Science Selection

Second Semester: ACT 120, BIO 111 or BIO 101, EGL 102, HIS 101

Third Semester: ACT 202, MAT 131, PHY 101, Humanities A Selection

Fourth Semester: ACT 234, PHY 102, POS 101 or POS 201, PSY 101, CMN 101

Program Information:

- Appropriate for students interested in further study of architecture and construction at a four-year institution.
- Careers in either architecture or construction management
- Students planning to transfer would benefit by consulting the senior institution as soon as a major is determined.
- This program has been articulated with Eastern Illinois University as a 2 + 2 program if taken in its entirety.
- *Students should complete ACT 100 or have equivalent in high school.*
- Students who are planning on teaching architecture/industrial technology in a secondary school are required to take and pass the Illinois Test of Basic Skills (Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (12

credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (33 credits)

<input type="checkbox"/> ART 101	Art Appreciation	3 credits
<input type="checkbox"/> BIO 111	Principles of Biology I <u>or</u>	
BIO 101	General Biology	4 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I	4 credits
<input type="checkbox"/> MAT 131	Calculus and Analytic Geometry I	5 credits
<input type="checkbox"/> PHY 101	General Physics I	4 credits
<input type="checkbox"/> PHY 102	General Physics II	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (19 credits)

<input type="checkbox"/> ACT 113	Architectural and Construction History	3 credits
<input type="checkbox"/> ACT 120	Introduction to Building Construction	4 credits
<input type="checkbox"/> ACT 124	Architectural Construction Documents I	5 credits
<input type="checkbox"/> ACT 202	Wood, Steel and Aluminum Structures	3 credits
<input type="checkbox"/> ACT 234	Architectural Construction Documents III	4 credits

The following courses will be offered in the fall semester only: ACT 113, ACT 124, ACT 201 and ACT 202. The following courses will be offered in the spring semester only: ACT 120, ACT 134, ACT 203 and ACT 234.

Architecture and Construction Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.ACT

Curriculum Code: ACT 210

Recommended Course Sequence:

First Semester: ACT 113, ACT 124, CAD 151, EGL 101 *or* EGL 104

Second Semester: ACT 120, ACT 134, CAD 152, EGL 102 *or* EGL 105, TEM 103 *or* Math selection

Third Semester: ACT 201, ACT 202, CAD 153, TES 206, PHY 101

Fourth Semester: ACT 203, ACT 234, POS 101 *or* POS 201, ESI 101, Elective

Program Information:

- *Students should complete ACT 100 or have equivalent in high school.*
- Designed to prepare students in drafting skills that will enable them to become members of the architecture engineering team.
- Designed to train students in supervisory and administrative techniques for work in construction and related fields.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- Career cluster includes architectural or engineering drafting techniques, specification writer; design aide; construction estimator; sales in real estate, building materials and appliance fixtures; and a background for trades personnel, supervisors and contractors.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16-18 credits)

<input type="checkbox"/> EGL 101	Composition I <i>or</i>	
EGL 104	Career Communications I	3 credits
<input type="checkbox"/> EGL 102	Composition II <i>or</i>	
EGL 105	Career Communications II	3 credits
<input type="checkbox"/> PHY 101	General Physics I	4 credits

<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math <i>or</i>	
	any MAT course number 100 or higher	3-5 credits

Required Program Courses (29 credits)

<input type="checkbox"/> ACT 113	Architectural and Construction History	3 credits
<input type="checkbox"/> ACT 120	Introduction to Building Construction	4 credits
<input type="checkbox"/> ACT 124	Architectural Construction Documents I	5 credits
<input type="checkbox"/> ACT 134	Architectural Construction Documents II	4 credits
<input type="checkbox"/> ACT 201	Utilization of Concrete and Masonry	3 credits
<input type="checkbox"/> ACT 202	Wood, Steel and Aluminum Structures	3 credits
<input type="checkbox"/> ACT 203	Architectural Specifications and Mechanical-Electrical Systems	3 credits
<input type="checkbox"/> ACT 234	Architectural Construction Documents III	4 credits

Required Program Support Courses (17 hours)

<input type="checkbox"/> CAD 151	Fundamentals of Computer-Aided Drafting	3 credits
<input type="checkbox"/> CAD 152	Advanced Computer-Aided Drafting	3 credits
<input type="checkbox"/> CAD 153	Architectural Computer-aided Drafting	3 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> TES 206	Mechanics of Materials	3 credits
<input type="checkbox"/> Elective		3 credits

Recommended elective: CWE 101

The following courses will be offered in the fall semester only: ACT 113, ACT 124, ACT 201, ACT 202 and CAD 153. The following courses will be offered in the spring semester only: ACT 120, ACT 134, ACT 203 ACT 234 and CAD 152.

Architecture and Construction • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 32

Colleague Code: CA.ARTCN

Curriculum Code: ACT 211

Recommended Course Sequence:

First Semester: ACT 124, ACT 201, ACT 202 CAD 151

Second Semester: ACT 120, ACT 134, ACT 203, ACT 234, CAD 153

Program Information:

- Students should complete ACT 100 or have equivalent in high school.
- Prepares students for entry-level employment in the construction industry.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

**Top 3 Occupations According to
www.onetonline.org:**

- Architectural Drafters (17-3011.01)
- Architectural and Civil Drafters (17-3011.00)
- Civil Engineers (17-2051.00)

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic
advisor.

Required Program Courses (26 credits)

<input type="checkbox"/> ACT 120	Introduction to Building Construction	4 credits
<input type="checkbox"/> ACT 124	Architectural Construction Documents I	5 credits
<input type="checkbox"/> ACT 134	Architectural Construction Documents II	4 credits
<input type="checkbox"/> ACT 201	Utilization of Concrete and Masonry	3 credits
<input type="checkbox"/> ACT 202	Wood, Steel and Aluminum Structures	3 credits
<input type="checkbox"/> ACT 203	Architectural Specifications and Mechanical-Electrical Systems	3 credits
<input type="checkbox"/> ACT 234	Architectural Construction Documents III	4 credits

Required Program Support Courses (6 credits)

<input type="checkbox"/> CAD 151	Fundamentals of Computer-Aided Drafting	3 credits
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<input type="checkbox"/> CAD 153	Architectural Computer-Aided Drafting	3 credits
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The following courses will be offered in the fall semester only: ACT 124, ACT 201, ACT 202 and CAD 153. The following courses will be offered in the spring semester only: ACT 120, ACT 134, ACT 203 and ACT 234.

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,424
Books & Supplies:	\$1,184
Academic Year 10-11	0
Completions:	
On-time Completion**	--
On-time Rate**	--
Placement Rate***	0.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and will not be able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Computer Aided Drafting Technician • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 26

Colleague Code: CC.CADT

Curriculum Code: CAD 155

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

**Top 3 Occupations According to
www.onetonline.org:**

- Architectural Drafters (17-3011.01)
- Civil Drafters (17-3011.02)
- Mapping Technicians (17-3031.02)

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic
advisor.

Required Program Courses (24 credits)

<input type="checkbox"/> ACT 124	Architecture Construction Documents I	5 credits
<input type="checkbox"/> CAD 151	Fundamentals of Computer-Aided Drafting	3 credits
<input type="checkbox"/> CAD 221	Mechanical Drafting/Design I	3 credits
<input type="checkbox"/> CAS 121	Computer Systems & Business Applications	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits

☐ TES 103 Blueprint Reading 3 credits

☐ Track Selection 3 credits

☐ Track Selection 3 credits

Program Courses (choose 6 credits)

Architectural Track Selection

☐ CAD 153 Architectural Computer-Aided Drafting 3 credits

☐ CAD 210 3D Modeling with CAD 3 credits

Mechanical Track Selection (choose 6 credits)

☐ CAD 152 Advanced Computer-Aided Drafting 3 credits

☐ CAD 222 Mechanical Drafting/Design II 3 credits

Civil Engineering Track Selection (choose 6 credits)

☐ CAD 154 Microstation Computer Aided Drafting and Design 3 credits

Structural Steel Track Selection (choose 6 credits)

☐ CAD 156 Structural Steel CAD Documents 3 credits

☐ TES 207 Applied Structural Steel 3 credits

The following courses will be offered in the fall semester only: ACT 124 and CAD 153. The following courses will be offered in the spring semester only: CAD 152 and TES 103. The following courses will be offered in the summer semester only: CAD 210 and CAD 222. The

following courses will be offered on an as needed basis: CAD 156 and TES 207.

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$2,568
Books & Supplies:	\$888
Academic Year 09-10	5
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	83.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and will not be able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Structural Steel Detailing • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 66

Colleague Code: AAS.STRSL

Curriculum Code: ACT 225

Recommended Course Sequence:

First Semester: ACT 124, CAD 151, EGL 101, Math elective

Second Semester: ACT 120, ACT 134, CAD 152, Elective, EGL 102

Third Semester: ACT 201, ACT 202, CAD 156, TES 207, Science elective

Fourth Semester: ACT 203, ACT 234, Elective, CWE 101, POS 101 or POS 201

Program Information:

- Students should complete ACT 100 or have equivalent in high school.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (17 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u> State and Local Government	3 credits
<input type="checkbox"/> Math elective		4 credits
<input type="checkbox"/> Science elective		4 credits

Required Program Courses (49 credits)

<input type="checkbox"/> ACT 120	Introduction to Building Construction	4 credits
<input type="checkbox"/> ACT 124	Architectural Construction Documents I	5 credits
<input type="checkbox"/> ACT 134	Architectural Construction	4 credits

<input type="checkbox"/> ACT 201	Documents II Utilization of Concrete and Masonry	3 credits
<input type="checkbox"/> ACT 202	Wood, Steel and Aluminum Structures	3 credits
<input type="checkbox"/> ACT 203	Architectural Specifications and Mechanical Electrical Systems	3 credits
<input type="checkbox"/> ACT 234	Architectural Construction Documents III	4 credits
<input type="checkbox"/> CAD 151	Fundamentals of Computer-Aided Drafting	5 credits
<input type="checkbox"/> CAD 152	Advanced Computer- Aided Drafting	3 credits
<input type="checkbox"/> CAD 156	Structural Steel CAD Documents	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> TES 207	Applied Structural Steel	3 credits
<input type="checkbox"/> Electives		6 credits

Electives: ACT 102, ACT 113, CAD 153, CAD 210
or TES 103

The following courses will be offered in the fall semester only: ACT 113, ACT 124, ACT 201, ACT 202 and CAD 153. The following courses will be offered in the spring semester only: ACT 120, ACT 134, ACT 203, ACT 234, CAD 152, CAD 156 and TES 103.

ART PROGRAMS

Art, Associate in Fine Arts—Art, Associate in Fine Arts
Associate in Arts
Screen Graphics, Certificate of Completion

Associate in Fine Arts—Art • Associate in Fine Arts

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AFA.ARTST

Curriculum Code: AFA 102

Recommended Course Sequence:

First Semester: ART 102, ART 103, ART 204, EGL 101, HIS 101 *or* HIS 102

Second Semester: ART 104, ART 115, ART 205, EGL 102, Life Science Selection

Third Semester: ART 206, Art Elective, MAT 104, CMN 101, Literature Selection

Fourth Semester: ART 110, ART 203, Art Elective, POS 101 *or* POS 102, Social Science Selection, Physical Science Selection

Program Information:

- For students who plan to enter teaching or one of the professional fields or who plan to pursue a Bachelor of Fine Arts program at a transfer institution.
- Since completion of the AFA does not complete the Illinois General Education Core Curriculum, students may need to complete the general education requirements of the school to which they transfer.
- Students who are planning on teaching art in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Admission to the program:

- Students interested in the AFA program must apply through the submission of an art portfolio to be evaluated by the art faculty.
- The applicant must submit the portfolio to apply for admission to the AFA program within the fall semester of the freshman year.
- Students who wish to pursue the AFA degree must apply for it before the student has completed 16 program credits.

Required General Education Courses (33 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <i>or</i> History of Western Civilization II	4 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i> State and Local Government	3 credits
<input type="checkbox"/> POS 201		3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Required Program Courses (31 credits)

<input type="checkbox"/> ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/> ART 103	Drawing I	3 credits
<input type="checkbox"/> ART 104	Drawing II	3 credits
<input type="checkbox"/> ART 110	Professional Practices in Art	1 credit
<input type="checkbox"/> ART 115	Three Dimensional Design	3 credits
<input type="checkbox"/> ART 203	Life Drawing	3 credits
<input type="checkbox"/> ART 204	Art History-Survey of Western Art I	3 credits
<input type="checkbox"/> ART 205	Art History-Survey of Western Art II	3 credits
<input type="checkbox"/> ART 206	Art History-Survey of Western Art III	3 credits
<input type="checkbox"/> ART Program Course		3 credits
<input type="checkbox"/> ART Program Course		3 credits

Required Program Courses (31 credits)

<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> ART 118	Ceramics I	3 credits
<input type="checkbox"/> ART 123	Introduction to Darkroom Photography I	3 credits
<input type="checkbox"/> ART 208	History of Non-Western Art	3 credits

<input type="checkbox"/>	ART 211	Painting I	3 credits
<input type="checkbox"/>	ART 212	Painting II	3 credits
<input type="checkbox"/>	ART 215	Sculpture	3 credits
<input type="checkbox"/>	ART 216	Publication Design	3 credits
<input type="checkbox"/>	ART 218	Ceramics II	3 credits

<input type="checkbox"/>	ART 221	Printmaking I	3 credits
<input type="checkbox"/>	ART 222	Printmaking II	3 credits

Art • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 63

Colleague Code: AA.ART

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: ART 102, ART 103, ART 204, EGL 101, MAT 104

Second Semester: ART 104, ART 205, EGL 102, Studio Art Program Course, Life Science Selection

Third Semester: ART 115, ART 206, Social Science Selection, Humanities C Selection, Physical Science Selection

Fourth Semester: ART 110, Studio Art Program Course, POS 101 or POS 201, CMN 101, Social Science Selection, Humanities A Selection

Program Information:

- For students who wish to receive humanities credit, but do not wish to pursue a major in the field of art.
- Prepares students majoring in art for advanced programs at the university level.
- For elementary and secondary education majors to satisfy state teacher-certification requirements.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching art in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/>	CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	POS 101	Introduction to American Politics <u>or</u>	
	POS 201	State and Local	3 credits

Government

Recommended General Education Courses (26-28 credits)

<input type="checkbox"/>	ART 204	Art History-Survey of Western Art I	3 credits
<input type="checkbox"/>	MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/>	Humanities A Selection		3-4 credits
<input type="checkbox"/>	Humanities C Selection		3-4 credits
<input type="checkbox"/>	Life Science Selection		4 credits
<input type="checkbox"/>	Physical Science Selection		4 credits
<input type="checkbox"/>	Social Science Selection		3 credits
<input type="checkbox"/>	Social Science Selection		3 credits

Recommended Program Courses (25 credits)

<input type="checkbox"/>	ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/>	ART 103	Drawing I	3 credits
<input type="checkbox"/>	ART 104	Drawing II	3 credits
<input type="checkbox"/>	ART 110	Professional Practices in Art	1 credit
<input type="checkbox"/>	ART 115	Three Dimensional Design	3 credits
<input type="checkbox"/>	ART 205	Art History-Survey of Western Art II	3 credits
<input type="checkbox"/>	ART 206	Art History-Survey of Western Art III	3 credits
<input type="checkbox"/>	Studio Art Course		3 credits
<input type="checkbox"/>	Studio Art Course		3 credits

Studio Art Courses (choose 6 credits)

<input type="checkbox"/>	ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/>	ART 118	Ceramics I	3 credits
<input type="checkbox"/>	ART 123	Introduction to Darkroom Photography I	3 credits
<input type="checkbox"/>	ART 124	Digital Photography I	3 credits
<input type="checkbox"/>	ART 211	Painting I	3 credits
<input type="checkbox"/>	ART 212	Painting II	3 credits
<input type="checkbox"/>	ART 215	Sculpture	3 credits
<input type="checkbox"/>	ART 216	Publication Design	3 credits
<input type="checkbox"/>	ART 218	Ceramics II	3 credits
<input type="checkbox"/>	ART 221	Printmaking I	3 credits
<input type="checkbox"/>	ART 222	Printmaking II	3 credits

ART 208 may be substituted for ART 205 or ART 206.

Art majors should not take ART 101 to fulfill the Humanities B requirement.

Screen Graphics • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24

Colleague Code: CC.SILK

Curriculum Code: ART 250

Recommended Course Sequence:

First Semester: ART 106, ART 113, EGL 104 or
EGL 101, CMN 101, ART 101

Second Semester: ART 102, ART 110, ART 112,
ART 113, COM 105 or EGL 102

Program Information:

- This program is for students seeking employment in the commercial silkscreen printing and design field.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or
217.786.2329 or see an academic advisor.

Required Program Courses (12 credits)

<input type="checkbox"/>	ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/>	ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/>	ART 110	Professional Practices in Art	1 credits
<input type="checkbox"/>	ART 112	Silkscreen Graphics Pre-Production	3 credits
<input type="checkbox"/>	ART 113	Silkscreen Practice Seminar	1 credits
<input type="checkbox"/>	ART 113	Silkscreen Practice Seminar	1 credits

Required Program Support Courses (12 credits)

<input type="checkbox"/>	CMN 104	Interpersonal Communication	3 credits
<input type="checkbox"/>	EGL 104	Career Communications I	
		<i>or</i>	
	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 105	Career Communications II	
		<i>or</i>	
	EGL 102	Composition II	3 credits
<input type="checkbox"/>	ART 101	Art Appreciation	3 credits

AUTO BODY PROGRAMS

Auto Body Technology, Associate in Applied Science
Auto Body Repair, Certificate of Completion

Auto Body Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 64

Colleague Code: AAS.ABODT

Curriculum Code: AUB 210

Recommended Course Sequence:

First Semester: AUB 101, AUT 101, ELT 100, ESI 101, TEM 103

Second Semester: AUB 102, AUB 103, AUT 106, POS 101 or POS 201, TES 121

Third Semester: AUB 104, AUB 105, AUT 109, AUT 210, EGL 104 or EGL 101

Fourth Semester: AUB 201, AUT 107, AUT 204, AUT 208, EGL 105 or EGL 102

Program Information:

- This program is designed to provide the technical knowledge and skills required of auto body technicians.
- Career cluster includes auto body repairer, auto body painter and auto body service manager.
- Students are required to have a basic set of tools (approximate cost \$400).
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (15 credits)

- ☐ EGL 104 Career Communications I
or

- ☐ EGL 101 Composition I 3 credits
☐ EGL 105 Career Communications II
or
☐ EGL 102 Composition II 3 credits
☐ POS 101 Introduction to American Politics or
POS 201 State and Local Government 3 credits
☐ TEM 103 Vocational-Technical Math 3 credits
☐ TES 121 Technical Shop Physics 3 credits

Required Program Courses (49 credits)

- ☐ AUB 101 Basic Auto Body Repair 5 credits
☐ AUB 102 Auto Body Metal Finishing 3 credits
☐ AUB 103 Glass Service & Accessories 3 credits
☐ AUB 104 Auto Body Painting 5 credits
☐ AUB 105 Auto Body Welding 3 credits
☐ AUB 201 Advanced Auto Body Repair 5 credits
☐ AUT 101 Fundamentals of Automotive Technologies 2 credits
☐ AUT 106 Brake Systems 3 credits
☐ AUT 107 Wheel Alignment, Balance, and Suspension 3 credits
☐ AUT 109 Auto Business Management 3 credits
☐ AUT 204 Special Units Mechanisms 3 credits
☐ AUT 208 Air Conditioning 3 credits
☐ AUT 210 Automotive Internship 3 credits
☐ ELT 100 Basic Electronics 3 credits
☐ ESI 101 Employability Skills 2 credits

Auto Body Repair • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24

Colleague Code: CC.ABOD

Curriculum Code: AUB 207

Program Information:

- This program prepares students to enter the auto body and fender repair field at the technician level.

- Students will develop competencies in metal repair, body straightening, finishing and auto body welding.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to
www.onetonline.org:

- Automotive Body and Related Repairers (49-3021-00)
- Insurance Appraisers, Auto Damage (13-1032.00)
- First-Line Supervisors/Managers of Mechanics, Installers, and Repairers (49-1011.00)

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic
advisor.

Required Program Courses (24 credits)

<input type="checkbox"/> AUB 101	Basic Auto Body Repair	5 credits
<input type="checkbox"/> AUB 102	Auto Body Metal Finishing	3 credits
<input type="checkbox"/> AUB 103	Glass Service & Accessories	3 credits
<input type="checkbox"/> AUB 104	Auto Body Painting	5 credits
<input type="checkbox"/> AUB 105	Auto Body Welding	3 credits
<input type="checkbox"/> AUB 201	Advanced Auto Body Repair	5 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,168
Books & Supplies:	\$2,088
Academic Year 10-11	16
Completions:	
On-time Completion**	6
On-time Rate**	38.0%
Placement Rate***	67.00%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and will not be able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

AUTOMOTIVE PROGRAMS

Automotive Technology, Associate in Applied Science
Automotive Technician, Certificate of Achievement

Automotive Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 69.5

Colleague Code: AAS.ATEC

Curriculum Code: AUT 205

Recommended Course Sequence:

First Semester: AUT 101, AUT 107, AUT 109, AUT 112, AUT 121, AUT 220, TEM 103

Second Semester: AUT 106, AUT 115, AUT 145, AUT 208, POS 101 *or* POS 201, TES 121

Third Semester: AUT 103, AUT 202, AUT 203, AUT 214, EGL 101

Fourth Semester: AUT 105, AUT 217, EGL 102, ESI 101

Program Information:

- Students may elect a Ford Motor Company Maintenance and Light Repair (MLR) Certificate issued by Ford Motor Company and LLCC upon successful completion of both LLCC and Ford curricula.
- Refer to automotive instructors for additional information and program requirements
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (15 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> TES 121	Technical Shop Physics	3 credits

Required Program Courses (52.5 credits)

<input type="checkbox"/> AUT 101	Fundamentals of Automotive Technologies	4 credits
<input type="checkbox"/> AUT 103	Engine Servicing	3.5 credits
<input type="checkbox"/> AUT 105	Fuel & Fuel Systems	4 credits
<input type="checkbox"/> AUT 106	Brake Systems	3 credits
<input type="checkbox"/> AUT 107	Steering and Alignment	3 credits
<input type="checkbox"/> AUT 109	Auto Business Management	3 credits
<input type="checkbox"/> AUT 112	Suspension and Tires	3 credits
<input type="checkbox"/> AUT 115	Lower Engine Repair	3.5 credits
<input type="checkbox"/> AUT 121	Basic Automotive Electronics	3.5 credits
<input type="checkbox"/> AUT 145	Upper Engine Repair	3.5 credits
<input type="checkbox"/> AUT 202	Automatic Transmissions	3 credits
<input type="checkbox"/> AUT 203	Power Trains and Manual Transmissions	3 credits
<input type="checkbox"/> AUT 208	Air Conditioning	3 credits
<input type="checkbox"/> AUT 214	Advanced Engine Performance	3 credits
<input type="checkbox"/> AUT 217	Hybrid and Electric Vehicles	3.5 credits
<input type="checkbox"/> AUT 220	Advanced Automotive Electronics	3 credits

Required Program Support Courses (2 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
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Automotive Technician • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 33.5

Colleague Code: CA.AUT

Curriculum Code: AUT 202

Recommended Course Sequence:

First Semester: AUT 101, AUT 107, AUT 109, AUT 112, AUT 121

Second Semester: AUT 105, AUT 106, AUT 115, AUT 145, AUT 208

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

**Top 3 Occupations According to
www.onetonline.org:**

- Automotive Specialty Technicians (49-3023.02)
- Automotive Master Mechanics (49.3023.01)
- Electronic Equipment Installers and Repairers, Motor Vehicles (49-2096.00)

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (32 credits)

<input type="checkbox"/>	AUT 101	Fundamentals of Automotive Technologies	4 credits
<input type="checkbox"/>	AUT 105	Fuel and Fuel Systems	4 credits
<input type="checkbox"/>	AUT 106	Brake Systems	3 credits
<input type="checkbox"/>	AUT 107	Steering and Alignment	3 credits
<input type="checkbox"/>	AUT 109	Auto Business Management	3 credits
<input type="checkbox"/>	AUT 112	Suspension and Tires	3 credits
<input type="checkbox"/>	AUT 115	Lower Engine Repair	3.5 credits
<input type="checkbox"/>	AUT 121	Basic Automotive Electronics	3.5 credits
<input type="checkbox"/>	AUT 145	Upper Engine Repair	3.5 credits
<input type="checkbox"/>	AUT 208	Heating and Air Conditioning	3 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,414
Books & Supplies:	\$2,684
Academic Year 10-11 Completions:	16
On-time Completion**	1
On-time Rate**	6.3%
Placement Rate***	6300%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and will not be able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

AVIATION PROGRAMS

Aviation Management, Associate in Applied Science
 Airframe and Powerplant Aviation Mechanics, Associate in Applied Science
 Aviation Airframe Technician, Certificate of Achievement
 Aviation Powerplant Technician, Certificate of Achievement

Aviation Management • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 61

Colleague Code: AAS.AMGMT

Curriculum Code: BMT 209

Recommended Course Sequence:

First Semester: Aviation Management Elective, ACC 100, EGL 104 or EGL 101, PSY 101, SOC 101

Second Semester: Aviation Management Elective, Aviation Management Elective, EGL 105 or EGL 102, ECO 110, Mathematics Elective

Third Semester: Aviation Management Elective, BUS 121, BUS 230, BUS 231, CMN 101

Fourth Semester: Aviation Management Elective, BUS 204, CAS 121, POS 101 or POS 201, Laboratory Science elective

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Southern Illinois University Carbondale as a 2 + 2 program if taken in its entirety.
- Portions of this program will be provided by contracted businesses. Those portions include AVM 106 and AVM 107.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16-18 credits)

- | | | |
|----------------------------------|--------------------------|-----------|
| <input type="checkbox"/> EGL 104 | Career Communications I | |
| | <u>or</u> | |
| <input type="checkbox"/> EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> EGL 105 | Career Communications II | |
| | <u>or</u> | |
| <input type="checkbox"/> EGL 102 | Composition II | 3 credits |
| <input type="checkbox"/> POS 101 | Introduction to American | |

- | | | |
|--------------------------|---|-------------|
| POS 201 | Politics <u>or</u>
State and Local
Government | 3 credits |
| <input type="checkbox"/> | Mathematics Elective | 3-5 credits |
| <input type="checkbox"/> | Laboratory Science Elective | 4 credits |

Required Program Courses (15 credits)

- | | | |
|--------------------------|-------------------------|-----------|
| <input type="checkbox"/> | Aviation Program Course | 3 credits |
| <input type="checkbox"/> | Aviation Program Course | 3 credits |
| <input type="checkbox"/> | Aviation Program Course | 3 credits |
| <input type="checkbox"/> | Aviation Program Course | 3 credits |
| <input type="checkbox"/> | Aviation Program Course | 3 credits |

Required Program Support Courses (30 credits)

- | | | | |
|--------------------------|---------|---|-----------|
| <input type="checkbox"/> | ACC 100 | Introduction to Accounting | 3 credits |
| <input type="checkbox"/> | BUS 121 | Introduction to Business
Organization | 3 credits |
| <input type="checkbox"/> | BUS 204 | Management | 3 credits |
| <input type="checkbox"/> | BUS 230 | Leadership | 3 credits |
| <input type="checkbox"/> | BUS 231 | Organizational Behavior | 3 credits |
| <input type="checkbox"/> | CAS 121 | Computer Systems and
Business Applications | 3 credits |
| <input type="checkbox"/> | ECO 110 | Elements of Economics | 3 credits |
| <input type="checkbox"/> | PSY 101 | Introduction to
Psychology | 3 credits |
| <input type="checkbox"/> | SOC 101 | Introduction to Sociology | 3 credits |
| <input type="checkbox"/> | CMN 101 | Public Speaking
Fundamentals | 3 credits |

Aviation Program Courses (choose 15 credits)

- | | | | |
|--------------------------|---------|----------------------------------|-----------|
| <input type="checkbox"/> | AVM 101 | Basic Pilot Ground School | 3 credits |
| <input type="checkbox"/> | AVM 102 | Basic Air Traffic Control | 3 credits |
| <input type="checkbox"/> | AVM 103 | Aviation Industry
Regulations | 3 credits |
| <input type="checkbox"/> | AVM 104 | Aviation Internship | 3 credits |
| <input type="checkbox"/> | AVM 105 | National Airspace System | 3 credits |
| <input type="checkbox"/> | AVM 106 | Aviation Flight I | 3 credits |
| <input type="checkbox"/> | AVM 107 | Aviation Flight II | 3 credits |

Check with the dean of Business and Technologies for scheduling of AVM 102 through AVM 107.

Airframe and Powerplant Aviation Mechanics • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 84

Colleague Code: AAS.AMECH

Curriculum Code: ACM 210

Recommended Course Sequence:

First Semester: AVI 103, AVI 106, AVI 107, AVI 108, AVI 109, AVI 110, AVI 199

Second Semester: AVI 111, AVI 113, AVI 114, AVI 115, AVI 116, AVI 117, AVI 118, AVI 119, AVI 120

Third Semester: AVI 121, AVI 122, AVI 123, AVI 126, AVI 127, AVI 129, AVI 130, AVI 131, EGL 104 or EGL 101

Fourth Semester: EGL 105 or EGL 102, POS 101 or POS 201, TEM 103, TES 121

Program Information:

- This program provides students with the opportunity to obtain the Federal Aviation Administration (FAA) Airframe and Powerplant certificate.
- Emphasis on hands-on experience with the repair and maintenance of modern engines and airframes.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Southern Illinois University Carbondale as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (15 credits)

<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> TES 121	Technical Shop Physics	3 credits

Required Program Courses (69 credits)

<input type="checkbox"/> AVI 103	Aviation Fundamentals	3 credits
<input type="checkbox"/> AVI 106	Aircraft Electrical System	3 credits
<input type="checkbox"/> AVI 107	Aircraft Cleaning and Corrosion	2 credits
<input type="checkbox"/> AVI 108	Materials and Processes	2 credits
<input type="checkbox"/> AVI 109	Safety, Ground Operations and Servicing	2 credits
<input type="checkbox"/> AVI 110	Forms, Records and Publications	3 credits
<input type="checkbox"/> AVI 111	Welding, Assembly and Rigging	4 credits
<input type="checkbox"/> AVI 113	Wood Structures, Aircraft Covering and Aircraft Finishes	2 credits
<input type="checkbox"/> AVI 114	Composites, Sheet Metal, Structures and Fabrication	5 credits
<input type="checkbox"/> AVI 115	Aircraft Electrical Systems	3 credits
<input type="checkbox"/> AVI 116	Ice and Rain Control Systems and Fire Control Systems	2 credits
<input type="checkbox"/> AVI 117	Aircraft Instrumentation and Position Warning Systems	2 credits
<input type="checkbox"/> AVI 118	Communication, Navigation and Cabin Atmosphere Control Systems	2 credits
<input type="checkbox"/> AVI 119	Hydraulic, Pneumatic and Landing Gear Systems	2 credits
<input type="checkbox"/> AVI 120	Aircraft Fuel Systems and Airframe Inspection	3 credits
<input type="checkbox"/> AVI 121	Propellers	2 credits
<input type="checkbox"/> AVI 122	Engine Lubrication and Cooling Systems	2 credits
<input type="checkbox"/> AVI 123	Engine Systems	3 credits
<input type="checkbox"/> AVI 126	Engine Fuel and Fuel Metering Systems	2 credits
<input type="checkbox"/> AVI 127	Engine Ignition and Electrical Systems	2 credits
<input type="checkbox"/> AVI 129	Reciprocating Engines	5 credits
<input type="checkbox"/> AVI 130	Turbine Engines	5 credits
<input type="checkbox"/> AVI 131	Powerplant Inspection and Review	3 credits
<input type="checkbox"/> AVI 199	Aviation Mathematics and Physics	2 credits
<input type="checkbox"/> CAD 151	Fundamentals of Computer-Aided Drafting	3 credits

Aviation Airframe Technician • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 42

Colleague Code: CA.ATECH

Curriculum Code: ACM 250

Recommended Course Sequence:

First Semester: AVI 103, AVI 106, AVI 107, AVI 108, AVI 109, AVI 110, AVI 199

Second Semester: AVI 111, AVI 113, AVI 114, AVI 115, AVI 116, AVI 117, AVI 118, AVI 119, AVI 120

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to www.onetonline.org:

- Aviation Inspectors (53.6051.01)
- Aircraft Mechanics and Service Technicians (49-3011.00)
- Vocational Education Teachers, Postsecondary (25-1194.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (42 credits)

<input type="checkbox"/>	AVI 103	Aviation Fundamentals	3 credits
<input type="checkbox"/>	AVI 106	Aircraft Electrical Systems	3 credits
<input type="checkbox"/>	AVI 107	Aircraft Cleaning and Corrosion	2 credits
<input type="checkbox"/>	AVI 108	Materials and Processes	2 credits
<input type="checkbox"/>	AVI 109	Safety, Ground Operations and Servicing	2 credits
<input type="checkbox"/>	AVI 110	Forms, Records and Publications	3 credits
<input type="checkbox"/>	AVI 111	Welding, Assembly and Rigging	4 credits
<input type="checkbox"/>	AVI 113	Wood Structures, Aircraft Covering and Aircraft Finishes	2 credits
<input type="checkbox"/>	AVI 114	Composites, Sheet Metal, Structures and Fabrication	5 credits
<input type="checkbox"/>	AVI 115	Aircraft Electrical Systems	3 credits
<input type="checkbox"/>	AVI 116	Ice and Rain Control Systems and Fire Protection Systems	2 credits
<input type="checkbox"/>	AVI 117	Aircraft Instrumentation and Position Warning Systems	2 credits
<input type="checkbox"/>	AVI 118	Communication,	2 credits

Navigation and Cabin Atmosphere Control Systems

<input type="checkbox"/>	AVI 119	Hydraulic, Pneumatic and Landing Gear Systems	2 credits
<input type="checkbox"/>	AVI 120	Aircraft Fuel Systems and Airframe Inspection	3 credits
<input type="checkbox"/>	AVI 199	Aviation Mathematics and Physics	2 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$8,694
Books & Supplies:	\$1,800****
Academic Year 10-11	12
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	82.00%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

*****Tools are included and estimated at \$1,500.

Same tools are also needed for Aviation Powerplant Technician, see page 105. Students may provide their own tools.

Aviation Powerplant Technician • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 41

Colleague Code: CA.PPTCH

Curriculum Code: ACM 225

First Semester: AVI 103, AVI 106, AVI 107, AVI 108, AVI 109, AVI 110, AVI 199

Second Semester: AVI 121, AVI 122, AVI 123, AVI 126, AVI 127, AVI 129, AVI 130, AVI 131

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to www.onetonline.org:

- Aviation Inspectors (53-6051.01)
- Aircraft Mechanics and Service Technicians (49.3011.00)
- Vocational Education Teachers, Postsecondary (25-1194.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (41 credits)

<input type="checkbox"/>	AVI 103	Aviation Fundamentals	3 credits
<input type="checkbox"/>	AVI 106	Aircraft Electrical Systems	3 credits
<input type="checkbox"/>	AVI 107	Aircraft Cleaning and Corrosion	2 credits
<input type="checkbox"/>	AVI 108	Materials and Processes	2 credits
<input type="checkbox"/>	AVI 109	Safety, Ground Operations and Service	2 credits
<input type="checkbox"/>	AVI 110	Forms, Records and Publications	3 credits
<input type="checkbox"/>	AVI 121	Propellers	2 credits
<input type="checkbox"/>	AVI 122	Engine Lubrication and Cooling Systems	2 credits
<input type="checkbox"/>	AVI 123	Engine Systems	3 credits
<input type="checkbox"/>	AVI 126	Engine Fuel and Fuel Metering Systems	2 credits
<input type="checkbox"/>	AVI 127	Engine Ignition and Electrical Systems	2 credits
<input type="checkbox"/>	AVI 129	Reciprocating Engines	5 credits
<input type="checkbox"/>	AVI 130	Turbine Engines	5 credits
<input type="checkbox"/>	AVI 131	Powerplant Inspection and Review	3 credits
<input type="checkbox"/>	AVI 199	Aviation Mathematics and Physics	2 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$8,487
Books & Supplies:	\$1,800*****
Academic Year 10-11	16
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	67.00%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

*****Tools are included and estimated at \$1,500. Same tools are also needed for Aviation Airframe

Technician , see page 104. Students may provide their own tools.

BIOLOGY

Biology, Associate in Science

Biology • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AS.BIOL

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: BIO 111, CHE 101, EGL 101, Social Science Selection Mathematics Selection

Second Semester: BIO 112, CHE 102, EGL 102, CMN 101, Mathematics Selection

Third Semester: Biology Elective, CHE 201 or PHY 101, Humanities A Selection, Humanities B Selection

Fourth Semester: POS 101 or POS 201, Biology Elective, Humanities C Selection, Social Science Selection

Program Information:

- This program is appropriate for students interested in further study of biology at a four-year institution.
- Transferable to most colleges and universities
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching biology in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> EGL 102 | Composition II | 3 credits |
| <input type="checkbox"/> POS 101 | Introduction to American Politics <u>or</u> | |
| POS 201 | State and Local Government | 3 credits |
| <input type="checkbox"/> CMN 101 | Public Speaking Fundamentals | 3 credits |

Recommended General Education Courses (30-35 credits)

- | | | |
|----------------------------------|-------------------------|-----------|
| <input type="checkbox"/> BIO 111 | Principles of Biology I | 4 credits |
|----------------------------------|-------------------------|-----------|

- | | | |
|---|---------------------|-------------|
| <input type="checkbox"/> CHE 101 | General Chemistry I | 4 credits |
| <input type="checkbox"/> Humanities A Selection | | 3-4 credits |
| <input type="checkbox"/> Humanities B Selection | | 3 credits |
| <input type="checkbox"/> Humanities C Selection | | 3-4 credits |
| <input type="checkbox"/> Mathematics Selection | | 3-5 credits |
| <input type="checkbox"/> Mathematics Selection | | 4-5 credits |
| <input type="checkbox"/> Social Science Selection | | 3 credits |
| <input type="checkbox"/> Social Science Selection | | 3 credits |

Essential Program Courses (4 credits)

- | | | |
|----------------------------------|--------------------------|-----------|
| <input type="checkbox"/> BIO 112 | Principles of Biology II | 4 credits |
|----------------------------------|--------------------------|-----------|

Recommended Program Courses (8 credits)

- | | | |
|---|--|-----------|
| <input type="checkbox"/> Biology Program Course | | 4 credits |
| <input type="checkbox"/> Biology Program Course | | 4 credits |

Recommended Program Support Course (8-9 credits)

- | | | |
|----------------------------------|-------------------------------|-------------|
| <input type="checkbox"/> CHE 102 | General Chemistry II | 4 credits |
| <input type="checkbox"/> CHE 201 | Organic Chemistry I <u>or</u> | |
| PHY 101 | General Physics I | 4-5 credits |

Biology Program Courses (choose 8 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> BIO 201 | Human Anatomy | 4 credits |
| <input type="checkbox"/> BIO 202 | Environmental Biology | 4 credits |
| <input type="checkbox"/> BIO 203 | Vertebrate Zoology | 4 credits |
| <input type="checkbox"/> BIO 204 | Botany | 4 credits |
| <input type="checkbox"/> BIO 208 | Marine Biology | 4 credits |
| <input type="checkbox"/> BIO 209 | Biological Field Studies | 3 credits |
| <input type="checkbox"/> BIO 225 | Microbiology for Majors | 4 credits |
| <input type="checkbox"/> BIO 230 | Field Biology | 2 credits |
| <input type="checkbox"/> BIO 240 | Local Flora -- Identification of Plants of Illinois | 4 credits |

BUSINESS PROGRAMS

Business Administration, Associate in Science
Business, Associate in Applied Science
Entrepreneurship, Certificate of Achievement
Management, Certificate of Completion

Business Administration • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AS.BUSAD

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: ACC 103, BUS 121, EGL 101, CMN 101

Second Semester: ACC 104, BUS 101, MAT 130, or MAT 140, EGL 102, POS 101 or POS 201

Third Semester: ECO 131, MAT 141 or MAT 242, Humanities A Selection, Humanities B Selection, Physical Science Selection

Fourth Semester: ECO 132, CAS 121, PSY 101 or SOC 101, Humanities C Selection, Life Science Selection

Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Please refer to the appropriate university catalog for requirements.
- Students who are planning on teaching business in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Benedictine University at Springfield, Greenville College, Kaplan University and University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits

<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (34-36 credits)

<input type="checkbox"/> ECO 131	Principles of Economics I (Microeconomics)	3 credits
<input type="checkbox"/> ECO 132	Principles of Economics II (Macroeconomics)	3 credits
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science <u>or</u>	
MAT 140	Finite Mathematics	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics <u>or</u>	
MAT 242	Mathematical Probability and Statistics	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology <u>or</u>	
SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (13 credits)

<input type="checkbox"/> ACC 103	Financial Accounting	4 credits
<input type="checkbox"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> BUS 101	Business Law I	3 credits
<input type="checkbox"/> BUS 121	Introduction to Business Organizations	3 credits

Recommended Program Support Courses (3 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
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Suggested electives: BUS 202 and BUS 204. Some colleges prefer these courses to be taken at the senior institution. It is recommended that students determine the preference of the college to which they are planning to transfer before enrolling in any of these courses.

These math courses may be taken in any sequence and should be selected according to the

requirements of the senior institution to which students intend to transfer.

Business • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 63

Colleague Code: AAS.BMGT

Curriculum Code: BUS 206

Recommended Course Sequence:

First Semester: BUS 121, Specialization

Requirement, ACC 100 or ACC 103, EGL 104 or EGL 101, PSY 101

Second Semester: Specialization Requirement, CAS 121, EGL 105 or EGL 102, ECO 110 or ECO 131 or ECO 132, Mathematics Elective

Third Semester: BUS 202, BUS 230, BUS 231, Specialization Requirement, CMN 101

Fourth Semester: BUS 101, BUS 204, Specialization Requirement, POS 101 or POS 201, Lab Science Elective, Elective

Program Information:

- These degree programs are designed to acquaint students with skills related to business, one of the largest parts of the American labor force.
- Students may choose to specialize in leadership, e-business, management, real estate or entrepreneurship.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (25-27 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> ECO 110	Elements of Economics <u>or</u>	
ECO 131	Principles of Economics I (Microeconomics) <u>or</u>	
ECO 132	Principles of Economics II (Macroeconomics)	3 credits
<input type="checkbox"/> POS 101	Introduction to American	

POS 201	Politics <u>or</u> State and Local Government	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Lab Science Selection		4 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits

Required Program Courses (29-30 credits)

<input type="checkbox"/> BUS 101	Business Law I	3 credits
<input type="checkbox"/> BUS 121	Introduction to Business Organizations	3 credits
<input type="checkbox"/> BUS 202	Principles of Marketing	3 credits
<input type="checkbox"/> BUS 204	Management	3 credits
<input type="checkbox"/> BUS 230	Leadership	3 credits
<input type="checkbox"/> BUS 231	Organizational Behavior	3 credits
<input type="checkbox"/> Specialization requirements		3 credits
<input type="checkbox"/> Specialization requirements		3 credits
<input type="checkbox"/> Specialization requirements		2-3 credits

Required Program Support Courses (9-10 credits)

<input type="checkbox"/> ACC 100	Introduction to Accounting <u>or</u>	
ACC 103	Financial Accounting	3-4 credits
<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> Elective		3 credits

Specialization Requirements:

Management (12 credits)

<input type="checkbox"/> BUS 125	Entrepreneurship	3 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits
<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 221	Global Business	3 credits

Leadership (12 credits)

<input type="checkbox"/> BUS 128	E-Business Customer Service	3 credits
<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 221	Global Business	3 credits
<input type="checkbox"/> PSY 201	Psychology of Business and Industry	3 credits

Entrepreneurship (12 credits)

<input type="checkbox"/> BUS 125	Entrepreneurship	3 credits
<input type="checkbox"/> BUS 126	Fundamentals of E-Business	3 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits
<input type="checkbox"/> BUS 128	E-Business Customer	3 credits

	Service	
E-Business (12 credits)		
<input type="checkbox"/> BUS 126	Fundamentals of E-Business	3 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits

<input type="checkbox"/> BUS 128	E-Business Customer Service	3 credits
<input type="checkbox"/> BUS 221	Global Business	3 credits

Entrepreneurship • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.ENTPR

Curriculum Code: BMT 212

Recommended Course Sequence:

First Semester: BUS 125, BUS 127, BUS 128, BUS 130, ACC 100

Second Semester: BUS 126, BUS 202, BUS 204, BUS 230, BUS 231

Program Information:

- This certificate is designed for students who plan to work in an online e-business environment.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to

www.onetonline.org:

- General and Operations Managers (11-1021.00)
- Business Teachers, Postsecondary (25-1011.00)
- Economics Teachers, Postsecondary (25-1063.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/> ACC 100	Introduction to Accounting	3 credits
<input type="checkbox"/> BUS 125	Entrepreneurship	3 credits
<input type="checkbox"/> BUS 126	Fundamentals of E-Business	3 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits
<input type="checkbox"/> BUS 128	E-Customer Service	3 credits

<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 202	Principles of Marketing	3 credits
<input type="checkbox"/> BUS 204	Management	3 credits
<input type="checkbox"/> BUS 230	Leadership	3 credits
<input type="checkbox"/> BUS 231	Organizational Behavior	3 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,210
Books & Supplies:	\$1,110
Academic Year 10-11	2
Completions:	
On-time Completion**	--
On-time Rate**	--
Placement Rate***	--
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Management • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24

Colleague Code: CC.BGMT

Curriculum Code: BMT 210

Recommended Course Sequence:

First Semester: BUS 121, BUS 130, BUS 221, BUS 230

Second Semester: BUS 125, BUS 127, BUS 204, BUS 231

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to

www.onetonline.org:

- Agents and Business Managers of Artists, Performers, and Athletes (13-1011.00)
- Credit Checkers (43.4041.02)

- Administrative Service Managers (11-3011.00)

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic
advisor.

Required Program Courses (24 credits)

<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits
<input type="checkbox"/> BUS 125	Entrepreneurship	3 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits
<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 204	Management	3 credits
<input type="checkbox"/> BUS 221	Global Business	3 credits
<input type="checkbox"/> BUS 230	Leadership	3 credits
<input type="checkbox"/> BUS 231	Organizational Behavior	3 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$2,568
Books & Supplies:	\$888
Academic Year 10-11	2
Completions:	
On-time Completion**	--
On-time Rate**	0.0%
Placement Rate***	100.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

CHEMISTRY AND CHEMICAL ENGINEERING

Chemistry and Chemical Engineering, Associate in Science

Chemistry and Chemical Engineering • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 67

Colleague Code: AS.CHEM

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: BIO 101, CMN 101, CHE 101, EGL 101, MAT 131

Second Semester: CHE 102, EGL 102, MAT 132, PHY 201

Third Semester: CHE 201, PHY 202, Humanities A Selection, Social Sciences Selection

Fourth Semester: CHE 202, POS 101 or POS 201, Social Science Selection, Humanities B Selection, Humanities C Selection

Program Information:

- This program is appropriate for those students interested in further study of chemistry at a four-year institution.
- Transferable as the first two years of a chemical engineering program at most major colleges and universities.
- Students planning to transfer are recommended to verify senior-institution requirements which vary.
- Students who are planning on teaching chemistry in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	

POS 201	State and Local Government	3 credits
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Recommended General Education Courses (41-43 credits)

<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> MAT 131	Calculus and Analytic Geometry I	5 credits
<input type="checkbox"/> MAT 132	Calculus and Analytic Geometry II	5 credits
<input type="checkbox"/> PHY 201	Physics I	4 credits
<input type="checkbox"/> PHY 202	Physics II	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (14 credits)

<input type="checkbox"/> CHE 102	General Chemistry II	4 credits
<input type="checkbox"/> CHE 201	Organic Chemistry I	5 credits
<input type="checkbox"/> CHE 202	Organic Chemistry II	5 credits

Chemical Engineering majors should take MAT 235.

COMMUNICATION PROGRAMS

Journalism, Associate in Arts
Speech Communication, Associate in Arts

Journalism • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.JRNL

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: JRN 101, EGL 101, POS 101 or
POS 201, ART 106, Mathematics Selection

Second Semester: EGL 102, HUM 101, CMN 101,
ART 116, Physical Science Selection

Third Semester: JRN 210, LIT 210 or LIT 211, PHI
201, ART 216, Literature Selection

Fourth Semester: JRN 222, ECO 110, ART 124, Life
Science Selection, Social Science Selection

Program Information:

- This program is designed for students who plan to transfer to a four-year institution to pursue a bachelor's degree in journalism or communication.
- Students planning to transfer are recommended to verify senior-institution requirements which vary.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or
217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
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Recommended General Education Courses (26-28 credits)

<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/> LIT 210	Survey of American Literature: Colonial Era to Civil War <u>or</u>	
LIT 211	Survey of American Literature: Civil War to present	3 credits
<input type="checkbox"/> PHI 201	Introduction to Logic	3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Humanities A Selection		3 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (9 credits)

<input type="checkbox"/> JRN 101	Beginning Newswriting	3 credits
<input type="checkbox"/> JRN 210	Principles of News Editing	3 credits
<input type="checkbox"/> JRN 222	Mass Media and Society	3 credits

Recommended Program Support Courses (15 credits)

<input type="checkbox"/> ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> ART 124	Digital Photography I	3 credits
<input type="checkbox"/> ART 216	Publication Design	3 credits

Speech Communication • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 60

Colleague Code: AA.SPCH

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: EGL 101, CMN 101, MAT 104, THE
101, Elective

Second Semester: EGL 102, HIS 101 or HIS 102,
CMN 104, THE 105, Elective

Third Semester: POS 101 or POS 201, PSY 101,
Humanities A Selection, Physical Science Selection

Fourth Semester: Social Science Selection, Life
Science Selection, CMN 201, THE 120, Elective

Program Information:

- This program is appropriate for students seeking knowledge of and improvement in speech

communication skills, as well as those specializing in this area.

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching speech in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 Credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (27 Credits)

<input type="checkbox"/> HIS 101	History of Western Civilization I <i>or</i>	
HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> THE 101	Theatre Appreciation	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (6 Credits)

<input type="checkbox"/> CMN 104	Interpersonal Communication	3 credits
<input type="checkbox"/> SPE 201	Advanced Public Speaking	3 credits

Recommended Program Support Courses (15 Credits)

<input type="checkbox"/> THE 105	Acting I	3 credits
<input type="checkbox"/> THE 120	Movement and Voice for the Theatre	3 credits
<input type="checkbox"/> Elective		3 credits
<input type="checkbox"/> Elective		3 credits
<input type="checkbox"/> Elective		3 credits

COMPUTER GAMING

Digital App Design and Development, Certificate of Achievement (pending ICCB approval)
 Digital Multimedia Technology, Certificate of Achievement
 Digital Web Design and Development, Certificate of Completion (pending ICCB approval)

Digital App Design and Development • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.DAP

Curriculum Code: DAP 101

Recommended Course Sequence:

First Semester: ART 102, ART 106, DAP 100, DAP 120, DGM 100

Second Semester: ART 116, DAP 140, DAP 150, DAP 220, DAP 260

Program Information:

- This program is designed for students pursuing a career in the field of interactive multimedia technology.
- The Digital App Design and Development Certificate provides students with the skills to design, develop and deploy digital media for business training, information dissemination, education and entertainment.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/> ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/> ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> DAP 100	User Interface Design	3 credits
<input type="checkbox"/> DAP 120	Video Game Design I	3 credits
<input type="checkbox"/> DAP 140	Android App Production I	3 credits
<input type="checkbox"/> DAP 150	iOS App Production I	3 credits
<input type="checkbox"/> DAP 220	Video Game Design II	3 credits
<input type="checkbox"/> DAP 260	Advanced App Design	3 credits
<input type="checkbox"/> DGM 100	Introduction to Digital Media	3 credits

Digital Multimedia Design • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.DMT

Curriculum Code: CMM 101

Recommended Course Sequence:

First Semester: ART 102, ART 106, DGM 100, DME 130

Second Semester: ART 116, DAP 120, DME 140, DME 150, DME 230 or DME 270

Program Information:

- This program is designed for students pursuing a career in the field of interactive multimedia technology.
- The Digital Multimedia Design Certificate provides students with the skills to design, develop and deploy digital media for business training, information dissemination, education and entertainment.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/> ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/> ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> DAP 120	Video Game Design I	3 credits
<input type="checkbox"/> DGM 100	Introduction to Digital Media	3 credits
<input type="checkbox"/> DME 130	Film Production I	3 credits
<input type="checkbox"/> DME 140	Two-Dimensional Animation I	3 credits
<input type="checkbox"/> DME 150	Motion Graphics I	3 credits
<input type="checkbox"/> DME 160	3D Modeling and Animation I	3 credits
<input type="checkbox"/> DME 230	Video Production II <u>or</u>	3 credits
DME 270	Advanced Multimedia Design	3 credits

Digital Web Design and Development • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 27

Colleague Code: CA.DWD

Curriculum Code: DWD 101

Recommended Course Sequence:

First Semester: ART 106, DGM 100, DWD 100, DWD 110

Second Semester: ART 116, DME 130, DME 140
or DME 150, DME 160, DWD 240, DWD 250

Program Information:

- This program is designed for students pursuing a career in the field of interactive multimedia technology.
- The Digital Web Design and Development Certificate provides students with the skills to design, develop and deploy digital media for business training, information dissemination, education and entertainment.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/>	ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/>	ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/>	DGM 100	Introduction to Digital Media	3 credits
<input type="checkbox"/>	DME 130	Film Production I	3 credits
<input type="checkbox"/>	DME 140	Two-Dimensional Animation I <u>or</u>	
<input type="checkbox"/>	DME 150	Motion Graphics I <u>or</u>	
<input type="checkbox"/>	DME 160	3D Modeling and Animation I	3 credits
<input type="checkbox"/>	DWD 100	Website Design Production	3 credits
<input type="checkbox"/>	DWD 110	Website Design I	3 credits
<input type="checkbox"/>	DWD 210	Website Design II	3 credits
<input type="checkbox"/>	DWD 240	Responsive Website Design	1.5 credits
<input type="checkbox"/>	DWD 250	Dynamic PHP/SQL Website Design	1.5 credits

COMPUTER PROGRAMMING PROGRAMS

Computer Programming, Associate in Science
 Applied Computer Programming, Associate in Applied Science
 Computer Programming Development, Certificate of Completion
 Computer Programming Database, Certificate of Completion

Computer Programming • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AS.CSCI

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: EGL 101, POS 101 or POS 201, MAT 130 or MAT 131, CSC 115, Social Science Selection

Second Semester: EGL 102, Humanities A Selection, Life Science Selection, CNC 135, CPC 115

Third Semester: CMN 101, MAT 140 or MAT 132 or MAT 220, CSC 175, Humanities B Selection, Physical Science Selection

Fourth Semester: ECO 110 or ECO 131 or ECO 132, Humanities C Selection, CPC 175, CSC 176, MAT 141

Program Information:

- This program is appropriate for students wishing to utilize computer science area.
- This track is the most appropriate starting point for a student desiring to pursue a bachelor's degree in the field of information systems or data processing.
- Provides a rigorous program recommended by the nation's leading computer science societies.
- Fully consistent with the recommendations of the Illinois Articulation Initiative.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- This program has been articulated with Kaplan University and University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (34-37 credits)

<input type="checkbox"/> ECO 110	Elements of Economics <u>or</u>	3 credits
ECO 131	Principles of Economics I (Micro) <u>or</u>	
ECO 132	Principles of Economics II (Macro)	
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science <u>or</u>	4-5 credits
MAT 131	Calculus & Analytic Geometry I	
<input type="checkbox"/> MAT 140	Finite Mathematics <u>or</u>	
MAT 132	Calculus & Analytic Geometry II <u>or</u>	
MAT 220	Discrete Mathematics	3-5 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (18 credits)

<input type="checkbox"/> CNC 135	Introduction to IIS/Networks	3 credits
<input type="checkbox"/> CPC 115	Computer Programming Concepts	3 credits
<input type="checkbox"/> CPC 175	Database Design	3 credits
<input type="checkbox"/> CSC 115	Understanding Technology Today	3 credits
<input type="checkbox"/> CSC 175	Computer Science I	3 credits
<input type="checkbox"/> CSC 176	Computer Science II	3 credits

Applied Computer Programming • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 60.5

Colleague Code: AAS.CISPR

Curriculum Code: CPC 125

Recommended Course Sequence:

First Semester: EGL 101, POS 101 or POS 201, CAS 121, CTC 125, BUS 127

Second Semester: EGL 102, CDD 120, CNC 135, CPC 115, ACC 100 or ACC 103

Third Semester: MAT 104, CPC 140, CPC 175, CSC 175, CPC or CSC Elective, ECO 110 or ECO 131

Fourth Semester: Math/Science Selection, CSC 176, CSC 275, CPC or CSC Elective

Program Information:

- This program provides computer knowledge and skills to enable graduates to serve as programmers or systems analysts in commercial and governmental settings.
- Students are prepared for positions involving direct use of computers in identifying and implementing the use of application packages for business and managerial functions.
- Career cluster includes application developer, computer programmer, information technology manager, unit supervisor, microcomputer application specialist, application developer, PC specialist, information specialist, computer coordinator and computer consultant.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (18-20

credits)

<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> ECO 131	<u>or</u> Principles of Economics I (Micro)	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
<input type="checkbox"/> POS 201	State and Local Government	3 credits
<input type="checkbox"/> Math/Science Selection		3-5 credits

Required Program Courses (36.5 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/> CNC 135	Introduction to IIS/Networks	3 credits
<input type="checkbox"/> CPC 115	Computer Programming Concepts	3 credits
<input type="checkbox"/> CPC 140	Visual Basic Programming Level I	3 credits
<input type="checkbox"/> CPC 175	Database Design	3 credits
<input type="checkbox"/> CSC 175	Computer Science I	3 credits
<input type="checkbox"/> CSC 176	Computer Science II	3 credits
<input type="checkbox"/> CSC 275	Data Structures & Algorithms	3 credits
<input type="checkbox"/> CTC 125	Cisco IT Essentials I	3 credits
<input type="checkbox"/> CPC or CSC Elective		3 credits
<input type="checkbox"/> CPC or CSC Elective		3 credits

Required Program Support Courses (6 credits)

<input type="checkbox"/> ACC 100	Introduction to Accounting	
<input type="checkbox"/> ACC 103	<u>or</u> Financial Accounting	3-4 credits
<input type="checkbox"/> BUS 127	E-Business Strategy	3 credits

Computer Programming Development • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24.5

Colleague Code: CC.COMP

Curriculum Code: CDD 216

Recommended Course Sequence:

First Semester: CAS 121, CDD 120, CPC 115, CPC 140, CSC 115

Second Semester: CNC 135, CPC 240, CPC 285

Program Information:

- Students seeking retraining rather than initial employment should complete this certificate.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic
advisor.

Required Program Courses (24.5 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/> CNC 135	Introduction to IIS/Networks	3 credits

<input type="checkbox"/> CPC 115	Computer Programming Concepts	3 credits
<input type="checkbox"/> CPC 140	Visual Basic Programming Level I	3 credits
<input type="checkbox"/> CPC 240	Visual Basic Programming Level II	3 credits
<input type="checkbox"/> CPC 285	ASP	3 credits
<input type="checkbox"/> CSC 115	Understanding Technology Today	3 credits

Computer Programming Database • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24.5

Colleague Code: CC.CPDB

Curriculum Code: CPC 175

Recommended Course Sequence:

First Semester: CAS 121, CDD 120, CPC 115, CPC
175, CSC 115

Second Semester: CNC 135, CPC 275, CPC 285

Program Information:

- Students seeking retraining rather than initial employment should complete this certificate.
- This certificate of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic
advisor.

Required Program Courses (24.5 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/> CNC 135	Introduction to IIS/Networks	3 credits
<input type="checkbox"/> CPC 115	Computer Programming Concepts	3 credits
<input type="checkbox"/> CPC 175	Database Design	3 credits
<input type="checkbox"/> CPC 275	Advanced Database	3 credits
<input type="checkbox"/> CPC 285	ASP	3 credits
<input type="checkbox"/> CSC 115	Understanding Technology Today	3 credits

CONSTRUCTION OCCUPATIONS PROGRAMS

Construction Occupations, Associate in Applied Science
Residential Construction, Certificate of Achievement

Construction Occupations • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.CONST

Curriculum Code: BDM 200

Recommended Course Sequence:

First Semester: BDM 102, ESI 101, EGL 104 or

COM 101, POS 101 or POS 201, TEM 103

Second Semester: BDM 106, BDM 110, EGL 105 or
EGL 102, TES 121

Third Semester: BDM 108, BDM 114,

Recommended Electives

Fourth Semester: BDM 112, BDM 116,

Recommended Electives

Program Information:

- This program provides students with practical experience in occupations related to the construction trades.
- Provides skills in construction and construction planning.
- Career cluster includes general contractor, supervisor, construction carpenter, etc.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (15 credits)

<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical	3 credits

<input type="checkbox"/> TES 121	Math Technical Shop Physics	3 credits
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Required Program Courses (30 credits)

<input type="checkbox"/> BDM 102	Introduction to Construction Occupations	4 credits
<input type="checkbox"/> BDM 106	Basic Carpentry I	4 credits
<input type="checkbox"/> BDM 108	Basic Carpentry II	4 credits
<input type="checkbox"/> BDM 110	Basic Masonry	4 credits
<input type="checkbox"/> BDM 112	Construction Blueprint Reading	3 credits
<input type="checkbox"/> BDM 114	Basic Plumbing	4 credits
<input type="checkbox"/> BDM 116	Residential Wiring	4 credits
<input type="checkbox"/> BDM 120	Surveying and Building Layout	3 credits

Required Program Support Courses (17 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> Program Support Selections		9 credits
<input type="checkbox"/> Program Support Selections		6 credits

Program Support Selections (choose 15 credits)

<input type="checkbox"/> ACT 124	Architectural Construction Documents I	5 credits
<input type="checkbox"/> ACT 134	Architectural Construction Documents II	4 credits
<input type="checkbox"/> ACT 201	Utilization of Concrete and Masonry	3 credits
<input type="checkbox"/> ACT 202	Wood, Steel and Aluminum Structures	3 credits
<input type="checkbox"/> ARH 101	Basic Refrigeration	3 credits
<input type="checkbox"/> ARH 103	Heat Generating Systems	3 credits
<input type="checkbox"/> BDM 118	Painting and Finishing	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> WEL 101	Basic Shielded Metal Arc Welding	3 credits
<input type="checkbox"/> WEL 102	Welding Blueprint	4 credits
<input type="checkbox"/> WEL 103	Advanced Metal Arc Welding	3 credits
<input type="checkbox"/> WEL 104	MIG Welding	3 credits
<input type="checkbox"/> WEL 105	TIG Welding	3 credits

Residential Construction • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 35

Colleague Code: CA.RCNST

Curriculum Code: BDM 201

Recommended Course Sequence:

First Semester: BDM 102, BDM 112, TEM 1103

Second Semester: BDM 106, BDM 108, BDM 110, BDM 120

Third Semester: BDM 114, BDM 116, Program Course Selection

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

Top 3 Occupations According to

www.onetonline.org:

- First-Line Supervisors/Managers of Construction Trades and Extraction Workers (47-1011.00)
- Carpenters (47.2031.00)
- Construction Laborers (47.0261.00)

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (35 credits)

<input type="checkbox"/> BDM 102	Introduction to Construction Occupations	4 credits
<input type="checkbox"/> BDM 106	Basic Carpentry I	4 credits
<input type="checkbox"/> BDM 108	Basic Carpentry II	4 credits
<input type="checkbox"/> BDM 110	Basic Masonry	4 credits
<input type="checkbox"/> BDM 112	Blueprint Reading	3 credits
<input type="checkbox"/> BDM 114	Basic Plumbing	4 credits
<input type="checkbox"/> BDM 116	Residential Wiring	4 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> Program Course Selections		3 credits

Program Course Selections (choose 3 credits)

<input type="checkbox"/> BDM 118	Painting and Finishing	3 credits
<input type="checkbox"/> BDM 120	Surveying and Building Layout	3 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,638
Books & Supplies:	\$1,258
Academic Year 10-11 Completions:	2
On-time Completion**	1
On-time Rate**	50.0%
Placement Rate***	100.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0

Median LLCC Loan****

\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

COSMETOLOGY

Cosmetology, Certificate of Achievement

Cosmetology • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.CSMTL

Curriculum Code: CMT 101

Program Information:

- This certificate is designed for students planning to work in the field of cosmetology.
- This program is provided by the University of Spa and Cosmetology Arts, 2913 West White Oaks Drive, Springfield. The portion includes the program courses.

For Program Information Contact:

University of Spa and Cosmetology Arts at 217.753.8990 or the Business and Technologies Department at 217.786.2381 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/>	CMT 101	Hair Cutting	8 credits
<input type="checkbox"/>	CMT 102	Hair Styling	8 credits
<input type="checkbox"/>	CMT 103	Chemicals and Hair Treatments	8 credits
<input type="checkbox"/>	CMT 104	Sanitation and Management	2 credits
<input type="checkbox"/>	CMT 105	Esthetics	2 credits
<input type="checkbox"/>	CMT 106	Nail Technology	2 credits

CRIMINAL JUSTICE PROGRAMS

Criminal Justice, Associate in Arts
 Criminal Justice, Associate in Applied Science
 Applied Security Practices, Certificate of Completion

Criminal Justice • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 60

Colleague Code: AA.CRJ

Curriculum Code: AAD 100

ReEGLmended Course Sequence:

First Semester: CRJ 104, CRJ 105, EGL 101, Humanities B Selection, Physical Science Selection

Second Semester: CRJ 101, CRJ 102, CRJ 201, EGL 102, CMN 101

Third Semester: CRJ 207, PHI 205, PSY 101, Mathematics Selection

Fourth Semester: POS 101 or POS 201, SOC 101, Humanities A Selection, Life Science Selection

Program Information:

- This program is intended for students planning to earn a transfer degree in the field of criminal justice
- completion of this course of study provides students with a background in criminal justice (corrections, social work, counseling) sufficient to allow completion of a four-year degree in similar programs.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- This program has been articulated with Blackburn College, Kaplan University and MacMurray College as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-

27 credits)

<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> PHI 205	Ethics: Morality and Contemporary Values	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3-4 credits
<input type="checkbox"/> Humanities A Selection		3 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Mathematics Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (23 credits)

<input type="checkbox"/> CRJ 100	Introduction to Criminal Justice System	3 credits
<input type="checkbox"/> CRJ 101	Criminology	3 credits
<input type="checkbox"/> CRJ 114	Introduction to Human Services	3 credits
<input type="checkbox"/> Program Course Selection		3-4 credits
<input type="checkbox"/> Program Course Selection		3-4 credits
<input type="checkbox"/> Program Course Selection		3-4 credits
<input type="checkbox"/> Program Course Selection		4 credits

Recommended Program Course Selections (choose 13 credits)

<input type="checkbox"/> CRJ 275	Internship
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Law Enforcement/Investigation Courses (11 credits)

<input type="checkbox"/> CRJ 130	Introduction to Police Service
<input type="checkbox"/> CRJ 139	Fundamentals of Investigation
<input type="checkbox"/> CRJ 239	Introduction to Forensic Science

Corrections Courses (8 credits)

<input type="checkbox"/> CRJ 140	Introduction to Corrections
<input type="checkbox"/> CRJ 240	Community Based Corrections

Service Courses (3 credits)

<input type="checkbox"/> CRJ 264	Courts and Victim
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Services

Courts and Law Courses (4 credits)

- ☐ CRJ 260 Criminal Law

Criminal Behavior Courses (6 credits)

- ☐ CRJ 211 Substance Abuse
☐ CRJ 221 The Juvenile Offender

Criminal Justice • Associate in Applied Science**OCCUPATIONAL PROGRAM**

Total Credit Hours: 63

Colleague Code: AAS.SCJ

Curriculum Code: CRJ 226

Recommended Course Sequence:

First Semester: CRJ 104, CRJ 105, EGL 101, POS 101 *or* POS 201

Second Semester: CRJ 101, CRJ 102, CRJ 201, EGL 102, PSY 101

Third Semester: CRJ 207, CRJ 252, SOC 101, Science Selection

Fourth Semester: LEA 201, CRJ 210, CRJ 275, Math Selection

Program Information:

- The focus of this program is interdisciplinary to include the areas of social services, human services and corrections.
- Classroom and field study are included with such agencies as county adult/juvenile probation, Community based youth/family services, Department of IL Human Services and IL Department of Corrections.
- This program is intended for students desiring to enter the field as a non-professional or para-professional.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (18 credits)

- ☐ CMN 101 Public Speaking Fundamentals 3 credits
☐ EGL 101 Composition I 3 credits
☐ EGL 102 Composition II 3 credits
☐ PHI 205 Ethics: Morality and Contemporary Values Introduction to American Politics *or* 3 credits

- ☐ POS 101 Introduction to American Politics *or* POS 201 State and Local Government 3 credits
☐ PSY 101 Introduction to Psychology *or*
☐ SOC 101 Introduction to Sociology 3 credits

Required Program Courses (41 credits)

- ☐ CRJ 100 Introduction to Criminal Justice System 3 credits
☐ CRJ 101 Criminology 3 credits
☐ CRJ 114 Introduction to Human Services 3 credits
☐ CRJ 130 Introduction to Police Service 4 credits
☐ CRJ 139 Fundamentals of Investigation 4 credits
☐ CRJ 140 Introduction to Corrections 4 credits
☐ CRJ 211 Substance Abuse 3 credits
☐ CRJ 221 The Juvenile Offender 3 credits
☐ CRJ 239 Introduction to Forensic Science 3 credits
☐ CRJ 240 Community Based Corrections 4 credits
☐ CRJ 260 Criminal Law 4 credits
☐ CRJ 264 Courts and Victim Services 3 credits

Work-Based Learning Courses (4 credits)

- ☐ CRJ 275 Internship 4 credits

Applied Security Practices • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 10

Colleague Code: CC.SECU

Curriculum Code: SLP 247

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- This program is provided by the Sangamon County Corrections, #1 Sheriff's Plaza,

Springfield. The portion includes the program courses.

For Program Information Contact:

Sangamon County Corrections at 217.753.6377 or see an academic advisor.

Required Program Courses (10 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> SLP 100 | Security Officer Training:
Classroom | 2 credits |
| <input type="checkbox"/> SLP 101 | Security Officer Training:
Firearms | 2 credits |
| <input type="checkbox"/> SLP 102 | Introduction to Security | 3 credits |
| <input type="checkbox"/> SLP 208 | Applied Security
Operations | 3 credits |

CUSTOMIZED APPLIED TECHNOLOGY

Customized Applied Technology, Associate in Applied Science

Customized Applied Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.CAPTC

Curriculum Code: TEL 254

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic
advisor.

**Required General Education Courses (15-17
credits)**

<input type="checkbox"/>	EGL 104	Career Communications I or	
	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 105	Career Communications II or	
	EGL 102	Composition II	3 credits
<input type="checkbox"/>	POS 101	Introduction to American Politics or	
	POS 201	State and Local Government	3 credits
<input type="checkbox"/>	TEM 103	Vocational-Technical Math or a higher math elective	3-5 credits
<input type="checkbox"/>	TES 121	Technical Shop Physics	3 credits

Required Program Courses (17 credits)

<input type="checkbox"/>	CAD 151	Fundamentals of Computer-Aided Drafting	3 credits
<input type="checkbox"/>	CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/>	CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/>	ESI 101	Employability Skills	2 credits
<input type="checkbox"/>	TES 103	Blueprint Reading	3 credits
<input type="checkbox"/>	TES 104	Principles of Technology	3 credits

Required Program Support Courses (30 credits)

<input type="checkbox"/>	Option 1	Courses selected from existing certificates and/or electives to define a focus area	30 credits
<input type="checkbox"/>	Option 2	Two or more focus areas of 6-12 credits each (courses selected to meet student goals and employer needs) plus related courses and electives to make	30 credits

30 credits. Credit in this
area could include
licensure,
apprenticeship or a
recognized training
program.

ECONOMICS

Economics, Associate in Science

Economics • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 63

Colleague Code: AS.ECON

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: ECO 131, MAT 140, EGL 101, CMN 101, Humanities A Selection

Second Semester: ECO 132, CAS 121, MAT 130, EGL 102, POS 101 *or* POS 201

Third Semester: ACC 103, BIO 101, Humanities B Selection, Social Science Selection

Fourth Semester: ECO 210, ACC 104, MAT 242, Humanities C Selection, Physical Science Selection

Program Information:

- Appropriate for students majoring in economics.
- Economics provides an excellent foundation for studies in marketing, finance, logistics, international business, public administration and the law. Consultants, researchers, analysts, lawyers, managers, often hold undergraduate or graduate degrees in economics.
- Employment opportunities include businesses, government agencies, schools and colleges.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching economics in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Benedictine University at Springfield and University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American	

POS 201	Politics <i>or</i> State and Local Government	3 credits
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Recommended General Education Courses (35-37 credits)

<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> ECO 131	Principles of Economics I (Microeconomics)	3 credits
<input type="checkbox"/> ECO 132	Principles of Economics II (Macroeconomics)	3 credits
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science	4 credits
<input type="checkbox"/> MAT 140	Finite Mathematics	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (6 credits)

Recommended Program Support Courses (10 credits)

<input type="checkbox"/> ACC 103	Financial Accounting	4 credits
<input type="checkbox"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> BUS 121	Introduction to Business	3 credits
<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits

Students who anticipate earning a graduate degree are encouraged to substitute MAT 131, MAT 132, and MAT 215 in place of MAT 140 and MAT 130, and MAT 242 in place of MAT 141. ACC 103 and ACC 104 are highly recommended courses.

EDUCATION PROGRAMS

Early Childhood Education, Associate in Arts

Elementary Education, Associate in Arts

Secondary Education, Associate in Arts

Physical Education, Associate in Science

Early Childhood Care and Education, Associate in Applied Science

Early Childhood Education Credential Level II, Certificate of Completion

Early Childhood Education Credential Level III, Certificate of Completion

Early Childhood Education • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.ECHED

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: ECE 121, ECE 122, BIO 101, EGL 101, POS 101 or POS 201

Second Semester: ECE 107, ECE 124, EGL 102, GEG 103, CMN 101

Third Semester: ECE 202, MAT 104, PSY 101, SOC 101, Humanities C Selection

Fourth Semester: ECE 105, ECE 203, Option 1 or Option 2, ART 101, Humanities A Selection

Program Information:

- Curriculum changes are being considered by the department that will greatly impact this paradigm. Designed for students planning to complete a baccalaureate in programs such as Child Development, Family and Consumer Science and Child and Family Support.
- Students who complete this degree are interested in pursuing careers working with young children, ages 0-8 years and their families. Social service agencies, community-based early childhood care and education facilities and family/community support specialists are options.
- This program has been articulated with Millikin University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Please contact the Education program at 217.786.2403 or 217.786.2391 or see an academic advisor.

Required General Education Courses (12 credits)

- | | | |
|----------------------------------|------------------------------|-----------|
| <input type="checkbox"/> CMN 101 | Public Speaking Fundamentals | 3 credits |
| <input type="checkbox"/> EGL 101 | Composition I | 3 credits |

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> EGL 102 | Composition II | 3 credits |
| <input type="checkbox"/> POS 101 | Introduction to American Politics <u>or</u> | |
| POS 201 | State and Local Government | 3 credits |

Recommended General Education Courses (26 credits)

- | | | |
|---|-------------------------------|-------------|
| <input type="checkbox"/> ART 101 | Art Appreciation | 3 credits |
| <input type="checkbox"/> BIO 101 | General Biology | 4 credits |
| <input type="checkbox"/> GEG 103 | Physical Geography | 4 credits |
| <input type="checkbox"/> MAT 104 | General Education Mathematics | 3 credits |
| <input type="checkbox"/> PSY 101 | Introduction to Psychology | 3 credits |
| <input type="checkbox"/> SOC 101 | Introduction to Sociology | 3 credits |
| <input type="checkbox"/> Humanities A Selection | | 3-4 credits |
| <input type="checkbox"/> Humanities C Selection | | 3-4 credits |

Recommended Program Courses (20 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> ECE 105 | Curriculum and Planning | 3 credits |
| <input type="checkbox"/> ECE 107 | Nutrition, Health and Safety | 3 credits |
| <input type="checkbox"/> ECE 121 | Introduction to Early Childhood Education | 3 credits |
| <input type="checkbox"/> ECE 122 | Growth and Development in the Early Childhood Years | 3 credits |
| <input type="checkbox"/> ECE 124 | Language and Literature Development in Early Childhood | 2 credits |
| <input type="checkbox"/> ECE 202 | Role of Learning Environments and Play in Early Childhood Education | 3 credits |
| <input type="checkbox"/> ECE 203 | Home, School and Community Relations in Early Childhood | 3 credits |

Recommended Program Support Courses (4-6 credits)

Option 1

<input type="checkbox"/> EDU 215	Disabilities in Schools	3 credits
<input type="checkbox"/> EDU 210	Instructional Technology	3 credits

Option 2

<input type="checkbox"/> EDU 201	Introduction to Education	4 credits
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Elementary Education • Associate in Arts**TRANSFER PROGRAM****Total Credit Hours:** 64**Colleague Code:** AA.ELED**Curriculum Code:** AAD 100**Recommended Course Sequence:****First Semester:** EDU 201, EGL 101, MUS 104, PSY 101, Humanities A Selection**Second Semester:** PSY 220, ART 101, BIO 101, EGL 102, SOC 101**Third Semester:** MAT 251, PSY 210, HIS 101 or HIS 102, POS 101 or POS 201, Elective**Fourth Semester:** EDU 210, HLT 201, MAT 252, CMN 101, Physical Science Selection**Program Information:**

- Designed for students planning to complete a baccalaureate program in Elementary Education
- Students who complete this degree are interested in pursuing careers as elementary teachers in public/private schools.
- The grade level focus ranges from early childhood (pre-K) through junior high school.
- Education students who are pursuing full state certification as an elementary teacher must earn a minimum grade of C in all professional education and content-area coursework (including general education and elective courses).
- Students are strongly encouraged to pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Benedictine University at Springfield and MacMurray College as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Please contact the Education program at 217.786.2403 or 217.786.2391.

Required General Education Courses (12**credits)**

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (36 credits)

<input type="checkbox"/> ART 101	Art Appreciation	3 credits
<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <u>or</u>	
HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> MAT 251	Math for Elementary Teachers I	3 credits
<input type="checkbox"/> MAT 252	Math for Elementary Teachers II	3 credits
<input type="checkbox"/> MUS 104	Music Appreciation	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> PSY 220	Human Development	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (13 credits)

<input type="checkbox"/> EDU 201	Introduction to Teacher Education	4 credits
<input type="checkbox"/> EDU 210	Instructional Technology	3 credits
<input type="checkbox"/> EDU 215	Students with Disabilities <u>or</u>	
EDU 220	Diversity of Schools and Society	3 credits
<input type="checkbox"/> PSY 210	Educational Psychology	3 credits

Recommended Program Support Courses (3 credits)

<input type="checkbox"/> HLT 201	Health in Today's Society	3 credits
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Secondary Education • Associate in Arts**TRANSFER PROGRAM****Total Credit Hours:** 61**Colleague Code:** AA.SECED**Curriculum Code:** AAD 100**Recommended Course Sequence:**

First Semester: ART 101, BIO 101, CMN 101, EGL 101, SOC 101,

Second Semester: EGL 102, HIS 101 or HIS 102, MUS 104, PSY 101, Science Selection

Third Semester: EDU 201, Elective, POS 101 or POS 201, Humanities A Selection, Mathematics Selection, Program Course Selection

Fourth Semester: EDU 210, PSY 210, PSY 220, Physical Science Selection

Program Information:

- Appropriate for prospective teachers in secondary schools.
- Students who intend to teach high school should be aware that secondary education usually requires a major in a subject matter discipline (for example: English, music, history, etc.)
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Education students who are pursuing full state certification as a secondary teacher must earn a minimum grade of C in all professional education and content-area coursework (including general education and elective courses).
- Students are strongly encouraged to pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
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<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (33-36 credits)

<input type="checkbox"/> ART 101	Art Appreciation	3 credits
<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <u>or</u>	
HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> MUS 104	Music Appreciation	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> PSY 220	Human Development	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Science Selection*		3-4 credit

Recommended Program Courses (15 credits)

<input type="checkbox"/> EDU 201	Introduction to Teacher Education	3 credits
<input type="checkbox"/> EDU 210	Instructional Technology	3 credits
<input type="checkbox"/> EDU 215	Students with Disabilities <u>or</u>	
EDU 220	Diversity of Schools and Society	3 credits
<input type="checkbox"/> PSY 210	Educational Psychology	3 credits

* It is recommended that students enroll in a third science course before transferring to the upper-division institution.

Physical Education • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AS.PHED

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: PHE 150, Physical Education Elective, EGL 101, HIS 101, MAT 104, SOC 101

Second Semester: PHE 220, Physical Education Elective, EMS 100, BIO 111, EGL 102, POS 101 or POS 201

Third Semester: EDU 201, MAT 141, PSY 101, CMN 101, Literature Selection, Physical Education Elective

Fourth Semester: Physical Education Elective, HLT 201, PSY 210, PSI 101, Humanities Group B Selection

Program Information:

- Designed for transfer students.
- Meets general education requirements.
- Meets beginning course requirements for a physical education or recreation teacher.
- Prepare students for careers in related fields such as Physical Therapy, Sports Management, Sports Psychology, Coaching, etc.
- Students planning to transfer are recommended to verify senior-institution requirements, which may vary.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (31 credits)

<input type="checkbox"/> BIO 111	Principles of Biology I	4 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I	4 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> PSI 101	Physical Science	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits

Recommended Program Courses (8 credits)

<input type="checkbox"/> ESS 220	Introduction to Coaching	2 credits
<input type="checkbox"/> ESS 250	Introduction to Physical Education	2 credits
<input type="checkbox"/>	Physical Education Activities Courses	4 credits

Recommended Program Support Courses (13 credits)

<input type="checkbox"/> EDU 201	Introduction to Teacher Education	4 credits
<input type="checkbox"/> EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/> HLT 201	Health in Today's Society	3 credits
<input type="checkbox"/> PSY 210	Educational Psychology	3 credits

Physical Education Activities Courses (choose 4 credits)

<input type="checkbox"/> ESS 101	Tennis	1 credit
<input type="checkbox"/> ESS 103	Bowling	1 credit
<input type="checkbox"/> ESS 107	Golf	1 credit
<input type="checkbox"/> ESS 108	Volleyball	1 credit
<input type="checkbox"/> ESS 112	Physical Conditioning	1 credit
<input type="checkbox"/> ESS 113	Strength Training	1 credit
<input type="checkbox"/> ESS 115	Basketball	1 credit
<input type="checkbox"/> ESS 119	Jogging	1 credit
<input type="checkbox"/> ESS 122	Aerobics	1 credit
<input type="checkbox"/> ESS 126	Ultimate Frisbee	1 credit
<input type="checkbox"/> ESS 230	Personal Training	2 credits

Early Childhood Care and Education • Associate in Applied Science**OCCUPATIONAL PROGRAM**

Total Credit Hours: 65

Colleague Code: AAS.CHDV

Curriculum Code: CDV 207

Recommended Course Sequence:

First Semester: ECE 109, ECE 121, ECE 122, EGL 101, CMN 101, MAT 104

Second Semester: ECE 105, ECE 107, ECE 124, EDU 215, EGL 102, Science *or* Math Selection

Third Semester: ECE 201, ECE 202, ECE 204, ECE 212, ECE 213, POS 101 *or* POS 201

Fourth Semester: ECE 203, ECE 214, ECE 215, ECE 225, EDU 220

Program Information:

- After completing the coursework, students will be eligible for a Credential Level IV.
- Provides both classroom and field work experience.
- For students interested in seeking careers working with young children.
- Graduates work as teachers and directors in child development centers, Head Start, nursery

schools, family child-care providers and in agencies providing family support.

- Career cluster includes child development center aide, teacher and director; family child-care provider; nursery school teacher or aide; school age child-care worker; playground supervisor; and family support worker.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (18 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Math	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

<input type="checkbox"/>	Science or Math Selection	3 credits
Required Program Courses (47 credits)		
<input type="checkbox"/>	ECE 105 Curriculum and Planning	3 credits
<input type="checkbox"/>	ECE 107 Health, Safety and Nutrition	3 credits
<input type="checkbox"/>	ECE 109 Observation and Assessment	3 credits
<input type="checkbox"/>	ECE 121 Introduction to Early Childhood Education	3 credits
<input type="checkbox"/>	ECE 122 Growth and Development in the Early Childhood Years	3 credits
<input type="checkbox"/>	ECE 124 Language and Literature Development in Early Childhood	2 credits
<input type="checkbox"/>	ECE 201 Science and Math	3 credits
<input type="checkbox"/>	ECE 202 Role of Learning Environments and Play in	3 credits

<input type="checkbox"/>	ECE 203 Home, School and Community Relations in Early Childhood	3 credits
<input type="checkbox"/>	ECE 204 Creative Activities	3 credits
<input type="checkbox"/>	ECE 212 Practicum I	2 credits
<input type="checkbox"/>	ECE 213 Seminar I	1 credits
<input type="checkbox"/>	ECE 214 Practicum II	4 credits
<input type="checkbox"/>	ECE 215 Seminar II	2 credits
<input type="checkbox"/>	ECE 225 Administration	3 credits
<input type="checkbox"/>	EDU 215 Students with Disabilities	3 credits
<input type="checkbox"/>	EDU 220 Diversity of Schools and Society	3 credits

Early Childhood Education Credential Level II • Certificate of Completion

TRANSFER PROGRAM

Total Credit Hours: 12

Colleague Code: CC.ECEL2

Curriculum Code: ECE 101

For Program Information Contact:

Please contact the Education program at 217.786.2403 or 217.786.2391.

Required Program Courses (12 credits)

<input type="checkbox"/>	ECE 107 Health, Safety & Nutrition	3 credits
<input type="checkbox"/>	ECE 109 Observation and Assessment	3 credits
<input type="checkbox"/>	ECE 121 Intro to Early Childhood Education	3 credits
<input type="checkbox"/>	ECE 122 Growth & Develop in the Early Childhood Years	3 credits

Early Childhood Education Credential Level III • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 27

Colleague Code: CC.ECEL3

Curriculum Code: ECE 105

For Program Information Contact:

Please contact the Education program at 217.786.2403 or 217.786.2391.

Required General Education Courses (9 credits)

<input type="checkbox"/>	EGL 101 Composition I	3 credits
<input type="checkbox"/>	MAT 104 General Education Mathematics	3 credits
<input type="checkbox"/>	SPE 101 Public Speaking Fundamentals	3 credits

Required Program Courses (18 credits)

<input type="checkbox"/>	ECE 105 Curriculum and Planning	3 credits
<input type="checkbox"/>	ECE 107 Health, Safety & Nutrition	3 credits
<input type="checkbox"/>	ECE 109 Observation and Assessment	3 credits
<input type="checkbox"/>	ECE 121 Intro to Early Childhood Education	3 credits
<input type="checkbox"/>	ECE 122 Growth and Develop in Early Childhood Years	3 credits

<input type="checkbox"/>	ECE 203 Home School & Community Relations in Early Childhood	3 credits
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ELECTRONICS PROGRAMS

Electronics Technology, Associate in Applied Science
 Electronics Technology, Certificate of Achievement
 Advanced Electrical Technician, Certificate of Completion (pending ICCB approval)
 Intermediate Electrical Technician, Certificate of Completion (pending ICCB approval)
 Beginning Electrical Technician, Certificate of Completion (pending ICCB approval)
 Computer Technician Specialist, Certificate of Completion
 Electrical Distribution Lineman, Associate in Applied Science
 Electrical Distribution Lineman, Certificate of Completion
 Commercial Electrical Maintenance, Associate in Applied Science
 Commercial Electrical Maintenance, Certificate of Completion

Electronics Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 63

Colleague Code: AAS.ETEC

Curriculum Code: ELT 211

Recommended Course Sequence:

First Semester: ELT 110, ESI 101, EGL 104 *or* EGL 101, MAT 113, POS 101 *or* POS 201

Second Semester: ELT 105, ELT 115, Program Support Course, EGL 105 *or* EGL 102, MAT 120

Third Semester: ELT 210, ELT 220, ELT 221, PHY 101

Fourth Semester: ELT 203, ELT 206, ELT 222, PHY 102

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16 credits)

<input type="checkbox"/> EGL 104	Career Communications I	
	<i>or</i>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II	
	<i>or</i>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 113	College Algebra	4 credits
<input type="checkbox"/> MAT 120	Trigonometry	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics	<i>or</i>
POS 201	State and Local Government	3 credits

Required Program Courses (30 credits)

<input type="checkbox"/> ELT 105	Basic Electronics Techniques	2 credits
<input type="checkbox"/> ELT 110	DC and AC Circuits	4 credits
<input type="checkbox"/> ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/> ELT 203	Communications Systems	4 credits
<input type="checkbox"/> ELT 206	Advanced Communications and Electronics	4 credits
<input type="checkbox"/> ELT 210	Advanced Circuits	4 credits
<input type="checkbox"/> ELT 220	Fundamentals of Microcomputers	4 credits
<input type="checkbox"/> ELT 222	Microcomputer Applications	4 credits

Required Program Support Courses (14 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> PHY 101	General Physics I	4 credits
<input type="checkbox"/> PHY 102	General Physics II	4 credits
<input type="checkbox"/>	Program Support Course	4 credits

Required Work-Based Learning Courses (3 credits)

<input type="checkbox"/> ELT 221	Internship	3 credits
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Program Support Courses (choose 4 credits)

<input type="checkbox"/> CSC 175	Computer Science I	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> ELT 250	PC Troubleshooting and Repair	2 credits
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science	4 credits

Internship required for those program majors who have fewer than 2,000 hours of work experience in the field. Those having 2,000 hours or more should choose an advanced ELT course to meet program graduation hours.

ESI 101 may be taken any semester.

Electronics Technology • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.ETEC

Curriculum Code: ELT 234

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

Top 3 Occupations According to

www.onetonline.org:

- Electronics Engineering Technologists (17-3029.04)
- Electronics Engineering Technicians (17-3023.01)
- Electrical and Electronics Installers and Repairers, Transportation Equipment (49-2093.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/> ELT 105	Basic Electronic Techniques	2 credits
<input type="checkbox"/> ELT 110	DC and AC Circuits	4 credits
<input type="checkbox"/> ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/> ELT 203	Communications Systems	4 credits
<input type="checkbox"/> ELT 206	Advanced Communications and Electronic Instrumentation	4 credits

<input type="checkbox"/> ELT 210	Advanced Circuits	4 credits
<input type="checkbox"/> ELT 220	Fundamentals of Microcomputers	4 credits
<input type="checkbox"/> ELT 222	Microcomputer Applications	4 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,21
Books & Supplies:	\$1,110
Academic Year 09-10	4
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	0.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Advanced Electrical Technician • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 12

Colleague Code: CC.ELTA

Curriculum Code: ELT 103

Program Information:

- Graduates of the certificate program are prepared to lend technical assistance in electronics to companies and contacts for basic wiring and connections and diagnostic troubleshooting devices.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (12 credits)

<input type="checkbox"/> ELT 203	Communication Systems	4 credits
<input type="checkbox"/> ELT 206	Advanced Communications and Electronic Instrumentation	4 credits
<input type="checkbox"/> ELT 222	Microcomputer Applications	4 credits

Intermediate Electrical Technician • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 12

Colleague Code: CC.ELTI

Curriculum Code: ELT 102

Program Information:

- Graduates of the certificate program are prepared to lend technical assistance in electronics to companies and contacts for intermediate wiring and connections and diagnostic troubleshooting.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (12 credits)

<input type="checkbox"/> ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/> ELT 210	Advanced Circuits	4 credits
<input type="checkbox"/> ELT 220	Fundamentals of Microcomputers	4 credits

Basic Electrical Technician • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 7

Colleague Code: CC.ELTB

Curriculum Code: ELT 101

Program Information:

- Graduates of the certificate program are prepared to lend technical assistance in electronics to companies and contacts for basic wiring and connections.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (7 credits)

<input type="checkbox"/> ELT 100	Basic Electronics	3 credits
<input type="checkbox"/> ELT 110	DC and AC Circuits	4 credits

Computer Technician Specialist • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24

Colleague Code: CC.CTECS

Curriculum Code: TEL 235

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

Top 3 Occupations According to

www.onetonline.org:

- Computer Support Specialists (15-1041.00)
- Computer Operators (43-9011.00)
- Computer, Automated Teller, & Office Machine Repairers (49-2011.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (24 credits)

<input type="checkbox"/> ELT 105	Basic Electronic Techniques	2 credits
<input type="checkbox"/> ELT 110	DC and AC Circuits	4 credits
<input type="checkbox"/> ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/> ELT 203	Communications Systems	4 credits
<input type="checkbox"/> ELT 220	Fundamentals of Microcomputers	4 credits
<input type="checkbox"/> ELT 222	Microcomputer Applications	4 credits
<input type="checkbox"/> ELT 250	PC Troubleshooting and Repair	2 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$2,568
Books & Supplies:	\$888
Academic Year 09-10	3
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	100.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time

indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Electrical Distribution Lineman • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 63.5

Colleague Code: AAS.EDLM

Curriculum Code: EDL 252

Recommended Course Sequence:

First Semester: EDL 130, ELM 103, ELM 105, EGL 104 or EGL 101

Second Semester: EDL 131, EDL 132, EDL 133, ELM 107, EGL 105 or EGL 102, ESI 101

Third Semester: EDL 134, TDS 154, TEM 103

Fourth Semester: EDL 135, EMS 100, TES 121, POS 101 or POS 201, Recommended Electives

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.
- Portions of this program are provided by the Association of Illinois Electric Cooperatives, 6460 South Sixth Street Road, Springfield. Those portions include the EDL program courses.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an LLCC academic advisor.

Required General Education Courses (15 credits)

<input type="checkbox"/> EGL 104	Career Communications I	
	<u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II	
	<u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> TES 121	Technical Shop Physics	3 credits

Required Program Courses (36.5 credits)

<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> EDL 130	Electrical Lineman Climbing Training	3.5 credits
<input type="checkbox"/> EDL 131	Electrical Distribution	2 credits
<input type="checkbox"/> EDL 132	Electrical Distribution Hardware Safety and Use	2 credits
<input type="checkbox"/> EDL 133	Electrical Distribution Hand Tools and Devices	2 credits
<input type="checkbox"/> EDL 134	Lineman Electrical Rubber Gloving	2 credits
<input type="checkbox"/> EDL 135	Underground Residential Electrical Distribution	2 credits
<input type="checkbox"/> ELM 103	Principles of Electricity, Batteries and DC Circuits	4 credits
<input type="checkbox"/> ELM 105	Principles of Transformers and AC Circuits	4 credits
<input type="checkbox"/> ELM 107	Motors and Generators	4 credits
<input type="checkbox"/> ELM 109	Electrical System Designs	4 credits
<input type="checkbox"/> ELM 114	A.C. Industrial Controls	4 credits

Required Program Support Courses (12 credits)

<input type="checkbox"/> EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> TDS 154	CDL Basic Truck Driving	7 credits

Electrical Distribution Lineman Maintenance • Certificate of Achievement

OCCUPATIONAL PROGRAM**Total Credit Hours:** 31.5**Colleague Code:** CA.EDLMM**Curriculum Code:** EDL 245**Recommended Course Sequence:****First Semester:** EDL 130, EDL 131, EDL 132, EDL 133, EDL 134, EDL 135, ELM 103, ELM 105**Second Semester:** ELM 107, EMS 100, TDS 154**Program Information:**

- This program is designed to train students in the installation, maintenance and troubleshooting of electrical power lines.
- Students will receive hands-on experience and will be required to climb power poles.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- Portions of this program are provided by the Association of Illinois Electric Cooperatives, 6460 South Sixth Street Road, Springfield. Those portions include the EDL program courses.

Top 3 Occupations According to**www.onetonline.org:**

- Electrical Power-Line Installers and Repairers (49-9051.00)
- Power Distributors and Dispatchers (51-8012.00)
- Electricians (47-2111.00)

For Program Information Contact:

Business and Technologies Department at 217,786.2381 or 217.786.2406 or see an LLCC academic advisor.

Required Program Courses (37.5 credits)

<input type="checkbox"/> EDL 130	Electrical Lineman Climbing Training	3.5 credits
<input type="checkbox"/> EDL 131	Fundamental Electrical Distribution	2 credits
<input type="checkbox"/> EDL 132	Electrical Distribution Hardware Safety	2 credits

<input type="checkbox"/> EDL 133	Electrical Distribution Hand Tools and Devices	2 credits
<input type="checkbox"/> EDL 134	Lineman Electrical Rubber Gloving	2 credits
<input type="checkbox"/> EDL 135	Underground Residential Electrical Distribution	2 credits
<input type="checkbox"/> ELM 103	Principles of Electricity	4 credits
<input type="checkbox"/> ELM 105	Principles of Transformers and AC Circuits	4 credits
<input type="checkbox"/> EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/> TDS 154	CDL Basic Truck Driving	7 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$9,673.50
Books & Supplies:	\$1,277
Academic Year 10-11	22
Completions:	
On-time Completion**	8
On-time Rate**	36%
Placement Rate***	83.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Commercial Electrical Maintenance • Associate in Applied Science**OCCUPATIONAL PROGRAM****Total Credit Hours:** 60**Colleague Code:** AAS.CEM**Curriculum Code:** CEM 253**Recommended Course Sequence:****First Semester:** ELM 103, ELM 105, ACT 100, EGL 104 or EGL 101, TEM 103**Second Semester:** ELM 107, ELM 114, TES 103, EGL 105 or EGL 102**Third Semester:** CWE 101**Fourth Semester:** ELM 115, ELM 117, ELT 110, ESI 101**Fifth Semester:** CSC 115 or ELM 111 and ELM 112, CWE 101, TES 121, POS 101 or POS 201**Program Information:**

- This applied science program of study must be taken in its entirety to meet degree requirements.
- Portions of this program are provided by the Association of Illinois Electric Cooperatives, 6460 South Sixth Street Road, Springfield.

Those portions include the EDL program courses.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (15 credits)

<input type="checkbox"/> EGL 104	Career Communications I <i>or</i>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <i>or</i>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> TES 121	Technical Shop Physics	3 credits

Required Program Courses (27 credits)

<input type="checkbox"/> ELM 103	Principles of Electricity, Batteries and DC Circuits	4 credits
<input type="checkbox"/> ELM 105	Principles of Transformers and AC Circuits	4 credits

<input type="checkbox"/> ELM 107	Motors and Generators	4 credits
<input type="checkbox"/> CSC 115	Understanding Technology Today <i>or</i>	3 credits
<input type="checkbox"/> ELM 111	Programmable Controls: Ladder Logic <i>and</i>	2 credits
<input type="checkbox"/> ELM 112	Programmable Controls: Troubleshooting Skills	1 credit
<input type="checkbox"/> ELM 114	AC Industrial Controls	4 credits
<input type="checkbox"/> ELM 115	Residential and Light Commercial Electric Wiring	4 credits
<input type="checkbox"/> ELM 117	Electrical Troubleshooting and Preventive Maintenance of Electrical Equipment	4 credits

Required Program Support Courses (18 credits)

<input type="checkbox"/> ACT 100	Architectural Drafting Principles	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	6 credits
<input type="checkbox"/> ELT 110	DC and AC Circuits	4 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> TES 103	Blueprint Reading	3 credits

Commercial Electrical Maintenance • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 24

Colleague Code: CC.CEM

Curriculum Code: CEM 247

Recommended Course Sequence:

First Semester: ELM 103, ELM 105

Second Semester: ELM 107, ELM 114

Third Semester: ELM 115, ELM 117

Program Information:

- This program provides students with practical hands-on experience in maintenance of both residential and commercial electrical systems.
- Generally, course sequencing requires that this program be started in the fall semester.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- Portions of this program are provided by the Association of Illinois Electric Cooperatives, 6460 South Sixth Street Road, Springfield. Those portions include the EDL program courses.

Top 3 Occupations According to
www.onetonline.org:

- Maintenance and Repair Workers, General (49-9042.00)
- Electrical Engineers (17-2071.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (24 credits)

<input type="checkbox"/> ELM 103	Principles of Electricity, Batteries and DC Circuits	4 credits
<input type="checkbox"/> ELM 105	Principles of Transformers and AC Circuits	4 credits
<input type="checkbox"/> ELM 107	Motors and Generators	4 credits
<input type="checkbox"/> ELM 114	AC Industrial Controls	4 credits
<input type="checkbox"/> ELM 115	Residential and Light Commercial Wiring	4 credits
<input type="checkbox"/> ELM 117	Electrical Troubleshooting and Preventive Maintenance of Electrical Equipment	4 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a

Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,168
Books & Supplies:	\$888
Academic Year 09-10	7
Completions:	
On-time Completion**	2
On-time Rate**	29.0%
Placement Rate***	70.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011

EMERGENCY MEDICAL SERVICES PROGRAMS

Emergency Medical Services, Associate in Applied Science
Paramedic, Certificate of Achievement
Emergency Medical Technician, Certificate of Completion
Emergency Medical Responder, Certificate of Completion

Emergency Medical Services • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 68

Colleague Code: AAS.EMS

Curriculum Code: EMS 101

Recommended Course Sequence:

First Semester: EGL 101, EMS 101, EST 101, HLT 109

Second Semester: BIO 107, EGL 102, MAT 113, BUS 121

Third Semester: EMS 201

Fourth Semester: EMS 202

Fifth Semester: EMS 203, PHI 205

Program Information:

- This program prepares students for careers providing pre-hospital emergency medical care by way of adherence to local, state and national standards of care and treatment protocols.

For Program Information Contact:

Health Professions Department at 217.786.2834 or 217.786.2449 or see an academic advisor.

Required General Education Courses (17 credits)

<input type="checkbox"/>	BIO 107	Human Biology	4 credits
<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	MAT 113	College Algebra	4 credits
<input type="checkbox"/>	PHI 205	Ethics: Morality and Contemporary Values	3 credits

Required Program Courses (45 credits)

<input type="checkbox"/>	EMS 101	Emergency Medical Technician-Basic	8 credits
<input type="checkbox"/>	EMS 201	Paramedic-Pathophysiology	14 credits
<input type="checkbox"/>	EMS 202	Paramedic-Medical/Trauma	14 credits
<input type="checkbox"/>	EMS 203	Paramedic-Specialized Care	6 credits
<input type="checkbox"/>	EST 101	Introduction to Emergency Management	3 credits

Required Program Support Courses (6 credits)

<input type="checkbox"/>	HLT 109	Medical Terminology	3 credits
<input type="checkbox"/>	BUS 121	Introduction to Business Organization	3 credits

Paramedic • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 34

Colleague Code: CA.EMTP

Curriculum Code: EMS 203

Recommended Course Sequence:

First Semester: EMS 201

Second Semester: EMS 202

Third Semester: EMS 203

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.
- This certificate program prepares students for an occupation in the professional field of Emergency Medical Services, EMT-Paramedic.

- The EMS Program is offered under a cooperative agreement among the St. John's Hospital/Memorial Medical Center EMS Systems and LLCC. Course offerings, schedules, curriculum, instructors and program policies are subject to approval by these agencies within the statutory requirements of the Illinois Department of Public Health.
- The program begins each semester.
- Students are involved in 500 contact hours of field internship during the program and all field assignments must be completed prior to the completion of the program.
- EMS students must maintain a grade of 80% or higher to achieve a passing grade, earn the certificate and be eligible to challenge the state licensing exam.

- State of Illinois licensure as a paramedic requires graduates to pass the examination administered by the Illinois Department of Public Health.
- Students must pass a drug screen and background check prior to the start of the program.

**Top 3 Occupations According to
www.onetonline.org:**

- Emergency Medical Technicians and Paramedics (29-2041.00)
- Emergency Management Specialists (13-1061.00)
- Ambulance Drivers and Attendants (53-3011.00)

For Program Information Contact:

Health Professions Department at 217.786.2834 or 217.786.2449 or see an academic advisor.

Admission to the program:

- Current EMT-Basic license, documentation required

Required Program Courses (34 credits)

<input type="checkbox"/> EMS 201	Paramedic -- Pathophysiology	14 credits
<input type="checkbox"/> EMS 202	Paramedic -- Medical/Trauma	14 credits
<input type="checkbox"/> EMS 203	Paramedic -- Specialized Care	6 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$4,494
Books & Supplies:	\$1,554
Academic Year 09-10	17
Completions:	
On-time Completion**	17
On-time Rate**	100.0%
Placement Rate***	100.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Emergency Medical Technician • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 8

Colleague Code: CC.EMTB

Curriculum Code: EMS 201

Prerequisite:

High school diploma or GED and be 18 years of age by the first day of class

Program Information:

- Prerequisite: High school diploma or GED and be 18 years of age by the first day of class.
- EMS students must maintain a grade of 80% or higher to achieve a passing grade, earn the certificate and be eligible to challenge the state licensing exam.

- Students **MUST** be present on the first day of class.
- A criminal background check will be performed at the student's expense prior to the start of clinical rotations.
- Students must pass a drug screen prior to the start of the program.

For Program Information Contact:

Health Professions Department at 217.786.2834 or 217.786.2449 or see an academic advisor.

Required Program Courses (8 credits)

<input type="checkbox"/> EMS 101	Emergency Medical Technician	8 credits
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Emergency Medical Responder • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 3

Colleague Code: CC.EMR

Curriculum Code: EMS 100

Program Information:

- Emergency Medical Responder students gain knowledge of Basic Life Support skills, enabling them to render emergency care to victims of

sudden illness or injury and to prevent such situations from becoming life-threatening.

For Program Information Contact:
Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (8 credits)

<input type="checkbox"/>	EMS 100	Emergency Medical Responder	3 credits
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ENGINEERING

Associate in Engineering Science, Associate in Engineering Science

Associate in Engineering Science • Associate in Engineering Science

TRANSFER PROGRAM

Total Credit Hours: 65

Colleague Code: AES.ENGR

Curriculum Code: AES 101

Recommended Course Sequence:

First Semester: CHE 101, EGL 101, MAT 131, Social Science Selection

Second Semester: PHY 201, See academic advisor

Third Semester: See academic advisor

Fourth Semester: See academic advisor

Program Information:

- Designed for students working toward a bachelor's degree in engineering.
- To complete the AES in two years, the calculus sequence (starting with MAT 131) should begin in the first semester. Students unprepared for MAT 131 should consider completing MAT 113 and MAT 120 during the summer term preceding their first fall semester at LLCC.
- Students should contact a professor of engineering or the dean for assistance in planning their schedules to help ensure their electives promote junior-level transfer to study their specific field of engineering at their selected senior institution.
- Since completion of the AES degree does not complete the Illinois General Education core curriculum, students may need to complete the general education requirements of the school to which they transfer.
- Most upper-division institutions prefer that sequence courses be completed at the community college.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (31 credits)

<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 131	Calculus and Analytic Geometry I	5 credits
<input type="checkbox"/> MAT 132	Calculus and Analytic Geometry II	5 credits

<input type="checkbox"/> MAT 233	Calculus and Analytic Geometry III	4 credits
<input type="checkbox"/> PHY 201	Physics I	4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Civil Engineering Program Course Selections (34 credits)

<input type="checkbox"/> ENG 101	Engineering Graphics
<input type="checkbox"/> ENG 220	Statics
<input type="checkbox"/> ENG 221	Dynamics
<input type="checkbox"/> ENG 240	Mechanics of Materials
<input type="checkbox"/> MAT 161	Computer Programming and Applications for Engineers <i>or</i>
<input type="checkbox"/> CSC 175	Computer Science I
<input type="checkbox"/> MAT 235	Differential Equations
<input type="checkbox"/> PHY 202	Physics II
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection

Computer Engineering Program Course Selections (34 credits)

<input type="checkbox"/> CSC 175	Computer Science I
<input type="checkbox"/> CSC 176	Computer Science II
<input type="checkbox"/> MAT 235	Differential Equations
<input type="checkbox"/> PHY 202	Physics II
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection*

Industrial Engineering Program Course Selections (34 credits)

<input type="checkbox"/> ENG 101	Engineering Graphics
<input type="checkbox"/> ENG 220	Statics
<input type="checkbox"/> ENG 221	Dynamics
<input type="checkbox"/> ENG 240	Mechanics of Materials
<input type="checkbox"/> MAT 161	Computer Programming and Applications for Engineers <i>or</i>
<input type="checkbox"/> CSC 175	Computer Science I
<input type="checkbox"/> MAT 235	Differential Equations
<input type="checkbox"/> PHY 202	Physics II
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection
<input type="checkbox"/>	Program Support Course Selection

- ☐ Program Support Course Selection

Mechanical (Aeronautical, Manufacturing, Mechanics) Engineering Program Course Selections (34 credits)

- ☐ ENG 101 Engineering Graphics
- ☐ ENG 220 Statics
- ☐ ENG 221 Dynamics
- ☐ ENG 240 Mechanics of Materials
- ☐ ENG 270 Circuit Analysis
- ☐ MAT 161 Computer Programming and Applications for Engineers or
- ☐ CSC 175 Computer Science I
- ☐ MAT 235 Differential Equations
- ☐ PHY 202 Physics II
- ☐ Program Support Course Selection
- ☐ Program Support Course Selection

Chemical Engineering Program Course Selections (34 credits)

- ☐ CHE 102 General Chemistry II
- ☐ CHE 201 Organic Chemistry I
- ☐ CHE 202 Organic Chemistry II
- ☐ MAT 161 Computer Programming and Applications for Engineers or
- ☐ CSC 175 Computer Science I
- ☐ MAT 235 Differential Equations
- ☐ PHY 202 Physics II
- ☐ Program Support Course Selection
- ☐ Program Support Course Selection
- ☐ Program Support Course Selection

Program Support Courses (choose appropriate number of credits credits)

- ☐ BIO 101** General Biology
- ☐ CHE 102 General Chemistry II
- ☐ CMN 101 Public Speaking Fundamentals
- ☐ CSC 176 Computer Science II
- ☐ ECO 131 Principles of Economics (Micro)
- ☐ ECO 132 Principles of Economics (Macro)
- ☐ MAT 215 Introduction to Linear Algebra
- ☐ MAT 242 Mathematics Probability and Statistics
- ☐ PHY 203 Physics III
- ☐ Humanities Selection

ENGLISH

English, Associate in Arts

English • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.COM

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: EGL 101, MAT 104, POS 101 or POS 201, CMN 101, Literature Selection

Second Semester: EGL 102, JRN 222, HUM 101, Literature Elective, PSY 101

Third Semester: LIT 201, LIT 210, PHI 201, Humanities Elective, Life Science Selection

Fourth Semester: LIT 202, LIT 211, PHI 204, HIS 111 or HIS 112, Physical Science Selection

Program Information:

- This program is appropriate for transfer students.
- Meets general education requirements.
- Meets beginning course requirements for communication majors.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching English in a secondary school are required to take and pass the Illinois Test of Basic Skills (ITBS) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an LLCC academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26 credits)

<input type="checkbox"/> HIS 111	United States History to 1877 <u>or</u>	
HIS 112	United States History Since 1877	3 credits

<input type="checkbox"/> HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> PHI 201	Introduction to Logic	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Literature Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (12 credits)

<input type="checkbox"/> LIT 201	Survey of English Literature: Anglo-Saxon through the Neoclassical Age	3 credits
<input type="checkbox"/> LIT 210	Survey of American Literature: Colonial Era to Civil War	3 credits
<input type="checkbox"/> LIT 211	Survey of American Literature: Civil War to Present	3 credits
<input type="checkbox"/> Literature Selection		3 credits

Recommended Program Support Courses (12 credits)

<input type="checkbox"/> JRN 222	Mass Media and Society	3 credits
<input type="checkbox"/> LIT 202	Survey of English Literature: Romantic Movement and the Contemporary Period	3 credits
<input type="checkbox"/> PHI 204	Introduction to Philosophy	3 credits
<input type="checkbox"/> Humanities Selection		3 credits

It is highly recommended that students begin a foreign language sequence. Please refer to appropriate university catalog for differing requirements.

FIRE SCIENCE TECHNOLOGY PROGRAMS

- Fire Science Technology, Associate in Applied Science Degree
- Basic Operations Firefighter, Certificate of Completion
- Advanced Technician Firefighter, Certificate of Completion
- Vehicle/Machinery Operations, Certificate of Completion
- Fire Tactics and Strategy I, Certificate of Completion
- Technical Rescue Awareness, Certificate of Completion
- Juvenile Firesetter Intervention Specialist, Certificate of Completion
- Fire Apparatus Engineer, Certificate of Completion
- Hazardous Materials for the First Responder, Certificate of Completion
- Fire Prevention Principles, Certificate of Completion
- Fire Service Instructor I, Certificate of Completion
- Fire Service Instructor II, Certificate of Completion
- Fire Service Vehicle Operator, Certificate of Completion

Fire Science Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 61

Colleague Code: AAS.FISCI

Curriculum Code: FST 200

Recommended Course Sequence:

First Semester: EGL 101, MAT 104, EST 102 or EST 101, FST 109, FST 110, Basic Operations Firefighter Option or Firefighter II Option

Second Semester: EGL 102, FST 201, Basic Operations Firefighter Option or Firefighter II Options Program Support Course, Program Support Course

Third Semester: CHE 100, CFF 103, FST 104, Program Support Course, Program Support Course

Fourth Semester: PHI 205, FST 103, FST 105, FST 106, Program Support Course

Program Information:

- This program prepares students for careers safeguarding life and property against fire, explosion and related hazards by way of proper firefighting and safe management of hazardous materials.
- Career cluster includes firefighter in volunteer and paid fire departments and industrial fire brigades.
- The majority of these courses meet the Illinois State Fire Marshal's requirements for certification in firefighting, hazardous materials and resource situations.
- This applied science program of study must be taken in its entirety to meet degree requirements.

- This program provides knowledge and hands-on experiences in all aspects of firefighter response.
- This program has been articulated with Southern Illinois University Carbondale as a 2 + 2 program if taken in its entirety.

For Program Information contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required General Education Courses (16 credits)

<input type="checkbox"/> CHE 100	Contemporary Chemistry	4 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics <u>or</u>	
	MAT 105 Quantitative Literacy	3 credits
<input type="checkbox"/> PHI 205	Ethics: Morality and Contemporary Values	3 credits

Required Program Courses (30 credits)

<input type="checkbox"/> EST 102	Fundamentals of Emergency Services <u>or</u>	3 credits
<input type="checkbox"/> EST 101	Introduction to Emergency Management	3 credits
<input type="checkbox"/> FST 103	Fire Prevention Principles	4 credits
<input type="checkbox"/> FST 104	Fire Tactics & Strategy I	3 credits
<input type="checkbox"/> FST 105	Vehicle/Machinery Operations	3 credits
<input type="checkbox"/> FST 106	Fire Apparatus Engineer	3 credits
<input type="checkbox"/> FST 109	Fire Service Vehicle Operator	.5 credits
<input type="checkbox"/> FST 110	Technical Rescue Awareness	.5 credits
<input type="checkbox"/> FST 111	Basic Operations Fire Fighter I	5 credits

<input type="checkbox"/>	FST 112	Basic Operations Fire Fighter II	5 credits
<input type="checkbox"/>	FST 201	Hazardous Materials Operations	3 credits

Required Program Support Courses (15 credits)

<input type="checkbox"/>	Program Support Course	3 credits
<input type="checkbox"/>	Program Support Course	3 credits
<input type="checkbox"/>	Program Support Course	3 credits
<input type="checkbox"/>	Program Support Course	3 credits
<input type="checkbox"/>	Program Support Course	3 credits

Recommended Program Support Courses (choose 15 credits)

<input type="checkbox"/>	EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/>	EMS 101	Emergency Medical Technician - Basic	8 credits
<input type="checkbox"/>	EST 101	Introduction to Emergency Management <i>or</i>	
	EST 102	Fundamentals of Emergency Services	3 credits
<input type="checkbox"/>	EST 299	Special Topics in Emergency Services	0.5-4 credits
<input type="checkbox"/>	FST 200	Advanced Technician	3 credits

<input type="checkbox"/>	FST 204	Firefighter Fire Tactics and Strategy II	3 credits
<input type="checkbox"/>	FST 205	Pump, Automatic Sprinkler and Standpipes	4 credits
<input type="checkbox"/>	FST 207	Building Construction for Fire Protection	3 credits
<input type="checkbox"/>	FST 218	Fire Instructor I	3 credits
<input type="checkbox"/>	FST 219	Fire Instructor II	3 credits
<input type="checkbox"/>	FST 236	Fire Service Leadership I	3 credits
<input type="checkbox"/>	FST 237	Fire Service Leadership II	3 credits
<input type="checkbox"/>	FST 238	Fire Service Leadership III	3 credits
<input type="checkbox"/>	FST 239	Fire Service Leadership IV	3 credits
<input type="checkbox"/>	CFF 201	Certified Firefighter III Module A	3 credits
<input type="checkbox"/>	CFF 202	Certified Firefighter III Module B	3 credits
<input type="checkbox"/>	CFF 203	Certified Firefighter III Module C	3 credits
<input type="checkbox"/>	CWE 101	Cooperative Education Work Experience	.5 - 3 credits

Basic Operations Fire Fighter • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 17

Colleague Code: CC.FRFT

Curriculum Code: CFF 200

Program Information:

- Prepares students to sit for the Basic Operations Fire Fighters certification exam through the Office of the State Fire Marshal.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (10-22 credits)

<input type="checkbox"/>	EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/>	FST 109	Fire Service Vehicle	.5 credits

<input type="checkbox"/>	FST 110	Technical Rescue Awareness	.5 credits
<input type="checkbox"/>	FST 201	Hazardous Materials Operations	3 credits
<input type="checkbox"/>	Basic Operations Fire Fighter Option <i>or</i> Certified Firefighter II Option		4-5 credits
<input type="checkbox"/>	Basic Operations Fire Fighter Option <i>or</i> Certified Firefighter II Option		5-8 credits

Basic Operations Fire Fighter Option

<input type="checkbox"/>	FST 111	Basic Ops Fire Fighter I	5 credits
<input type="checkbox"/>	FST 112	Basic Ops Fire Fighter II	5 credits

Certified Firefighter II Option

<input type="checkbox"/>	CFF 101	Certified Firefighter Training II Module A	4 credits
<input type="checkbox"/>	CFF 102	Certified Firefighter Training II Module B	4 credits
<input type="checkbox"/>	CFF 103	Certified Firefighter Training II Module C	4 credits

Advanced Technician Firefighter • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 6.5

Colleague Code: CC.CFIII

Curriculum Code: CFF 204

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (6.5-9 credits)

- ☐ Advanced Technician Firefighter Option 6.5-9 credits
or Certified Firefighter III Option

Advanced Technician Firefighter Option

- ☐ FST 105 Vehicle/Machinery Operations 3 credits
☐ FST 109 Fire Service Vehicle Operator .5 credits

- ☐ FST 200 Advanced Technician Firefighter 3 credits

Certified Firefighter III Option

- ☐ CFF 201 Certified Firefighter III Module A 3 credits
☐ CFF 202 Certified Firefighter III Module B 3 credits
☐ CFF 203 Certified Firefighter III Module C 3 credits

Vehicle/Machinery Operations • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 3

Colleague Code: CC.RDSP

Curriculum Code: CFF 201

Program Information:

- This certificate prepares students to sit for the State of Illinois Vehicle/Machinery Operations Specialist certification examination through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

- ☐ FST 105 Vehicle/Machinery Operations 3 credits

Fire Tactics and Strategy I • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 3

Colleague Code: CC.FTACT

Curriculum Code: FST 250

Program Information:

- This certificate is designed to prepare students to take the Fire Tactics and Strategy I exam through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

- ☐ FST 104 Fire Tactics & Strategy I 3 credits

Technical Rescue Awareness • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: .5

Colleague Code: CC.TCRSC

Curriculum Code: FST 251

Program Information:

- This certificate prepares students to take the exam for the Technical Rescue Awareness certification through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (.5 credits)

- ☐ FST 110 Technical Rescue Awareness .5 credits

Juvenile Firesetter Intervention Specialist • Certificate of Completion

OCCUPATIONAL PROGRAM**Total Credit Hours:** 1**Colleague Code:** CC.JUVFS**Curriculum Code:** FST 252**Program Information:**

- This certificate prepares students to take the Juvenile Firesetter Intervention Specialist exam through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (1 credit)

<input type="checkbox"/> FST 211	Juvenile Firesetter Intervention Specialist	1 credit
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Fire Apparatus Engineer • Certificate of Completion**OCCUPATIONAL PROGRAM****Total Credit Hours:** 4**Colleague Code:** CC.FRAPE**Curriculum Code:** FST 254**Program Information:**

- This certificate is designed for students who wish to become certified as a Fire Apparatus Engineer through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (4 credits)

<input type="checkbox"/> FST 106	Fire Apparatus Engineer	4 credits
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Hazardous Materials for the First Responder • Certificate of Completion**OCCUPATIONAL PROGRAM****Total Credit Hours:** 3**Colleague Code:** CC.HAZMT**Curriculum Code:** FST 257**Program Information:**

- This certificate is designed for students who wish to become certified in Hazardous Materials First Responder Operations through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

<input type="checkbox"/> FST 201	Hazardous Materials for the First Responder	3 credits
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Fire Prevention Principles • Certificate of Completion**OCCUPATIONAL PROGRAM****Total Credit Hours:** 4**Colleague Code:** CC.FRPRV**Curriculum Code:** FST 258**Program Information:**

- This certificate is designed to prepare students to successfully complete the Fire Prevention Principles exam through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (4 credits)

<input type="checkbox"/> FST 103	Fire Prevention Principles	4 credits
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Fire Service Instructor I • Certificate of Completion**OCCUPATIONAL PROGRAM****Total Credit Hours:** 3**Colleague Code:** CC.FINI

Curriculum Code: FST 259

Program Information:

- This certificate is designed to prepare students to successfully complete the Fire Service Instructor I exam through the Office of the State Fire Marshal.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

☐ FST 218 Fire Service Instructor I 3 credits

Fire Service Instructor II • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 3

Colleague Code: CC.FINII

Curriculum Code: FST 260

Program Information:

- This certificate is designed to prepare students to successfully complete the Fire Instructor II exam through the Office of the State Fire Marshal.

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

☐ FST 219 Fire Service Instructor II 3 credits

Fire Service Vehicle Operator • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: .5

Colleague Code: CC.FSVO

Curriculum Code: FST 262

Program Information:

- The Fire Service Vehicle Operator Certificate of Completion reflects the successful student's mastery of the skills and knowledge attained in the academic course.

For Program Information Contact:

Health Professions Department at 217.786.2498 or 217.786.2449 or see an academic advisor.

Required Program Courses (3 credits)

☐ FST 109 Fire Services Vehicle Operator .5 credits

FOREIGN LANGUAGE

Foreign Language, Associate in Arts

Foreign Language • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.FORL

Curriculum Code: AAD.100

Recommended Course Sequence:

First Semester: EGL 101, HIS 101 or HIS 102, HUM 101, Social Science Selection, Elementary Foreign Language I

Second Semester: EGL 102, POS 101 or POS 201, ART 204 or MUS 104 or THE 101, Social Science Selection, Elementary Foreign Language II

Third Semester: LIT 201, MAT 104, Life Science Selection, Intermediate Foreign Language I, Foreign Language Selection (Spanish only)

Fourth Semester: CMN 101, Physical Science Selection, Intermediate Foreign Language II, Foreign Language Selection

Program Information:

- Appropriate for students intending to obtain a bachelor's degree in foreign language.
- Program is oriented toward the actual use of language through sequential training in listening, speaking, reading and writing.
- Foreign language considered closely related to the study of liberal arts and specialized programs of professional training.
- Complemented by a structured program of study in the language laboratory.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching foreign language in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2329 or 217.786.2318 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	

POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (30 credits)

<input type="checkbox"/> ART 204	Art History-Survey of Western Art I <u>or</u>	
MUS 104	Music Appreciation <u>or</u>	
THE 101	Theatre Appreciation	3 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <u>or</u>	
HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/> LIT 201	Survey of English Literature: Anglo-Saxon through the Neoclassical Age	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (19-22 credits)

<input type="checkbox"/> Elementary Foreign Language I	4 credits
<input type="checkbox"/> Elementary Foreign Language II	4 credits
<input type="checkbox"/> Intermediate Foreign Language I	4 credits
<input type="checkbox"/> Intermediate Foreign Language II	4 credits
<input type="checkbox"/> Foreign Language Selection	3 credits
<input type="checkbox"/> Foreign Language Selection (Spanish only)	3 credits

Foreign Language Sequences

Chinese Sequence (19 credits)

<input type="checkbox"/> CHI 101	Elementary Chinese I	4 credits
<input type="checkbox"/> CHI 102	Elementary Chinese II	4 credits
<input type="checkbox"/> CHI 201	Intermediate Chinese I	4 credits
<input type="checkbox"/> CHI 202	Intermediate Chinese II	4 credits
<input type="checkbox"/> Elective		3 credits

French Sequence (19 credits)

<input type="checkbox"/> FRE 101	Elementary French I	4 credits
<input type="checkbox"/> FRE 102	Elementary French II	4 credits
<input type="checkbox"/> FRE 201	Intermediate French I	4 credits
<input type="checkbox"/> FRE 202	Intermediate French II	4 credits

- ☐ FRE 107 Elementary
Conversational French or
- ☐ FRE 207 Intermediate
Conversational French or
- ☐ FRE 210 An Introduction to Cultural 3 credits
Heritage France

German Sequence (19 credits)

- ☐ GER 101 Elementary German I 4 credits
- ☐ GER 102 Elementary German II 4 credits
- ☐ GER 201 Intermediate German I 4 credits
- ☐ GER 202 Intermediate German II 4 credits
- ☐ Elective 3 credits

Japanese Sequence (19 credits)

- ☐ JPN 101 Elementary Japanese I 4 credits
- ☐ JPN 102 Elementary Japanese II 4 credits
- ☐ JPN 201 Intermediate Japanese I 4 credits
- ☐ JPN 202 Intermediate Japanese II 4 credits
- ☐ JPN 205 Fundamentals of Kanji

Spanish Sequence (19 credits)

- ☐ SPA 101 Elementary Spanish I 4 credits
- ☐ SPA 102 Elementary Spanish II 4 credits
- ☐ SPA 201 Intermediate Spanish I 4 credits
- ☐ SPA 202 Intermediate Spanish II 4 credits
- ☐ SPA 204 Introduction to Spanish
Literature: Poetry or
- SPA 205 Introduction to Spanish 3 credits
Literature: Drama
- ☐ SPA 207 Conversational Spanish 3 credits

GEOGRAPHY PROGRAMS

Human Geography, Associate in Arts
Physical Geography, Associate in Arts

Human Geography • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.GEG

Curriculum Code: GEG 101

Recommended Course Sequence:

First Semester: EGL 101, POS 101 or POS 201, GEG 102, GEG 103

Second Semester: EGL 102, CMN 101, PHI 205, GEG 104, GEG 201

Third Semester: SOC 101, ANT 101, GEG 105

Fourth Semester: MAT 141, ECO 110, GEO 101

Program Information:

- This program is appropriate for those students interested in further study of Geography at a four-year institution.
- Students pursuing a B.A. degree in this discipline should find this program will transfer as the first two years to most colleges and universities.
- Students who intend to pursue a B.S. degree in this or related disciplines will usually need to begin or complete the general chemistry sequence (CHE 101 and CHE 102) and take General Physics I (PHY 101).
- Students planning to transfer are recommended to verify senior-institution requirements which vary.

For Program Information Contact:

Mathematics and Sciences Department at
217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (40-42 credits)

<input type="checkbox"/> ANT 101	Intro to Anthropology	3 credits
<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> GEO 101	Physical Geology	4 credits
<input type="checkbox"/> GEO 102	World Regional Geography	3 credits
<input type="checkbox"/> GEG 103	Physical Geography	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> PHI 205	Ethics: Morality and Contemporary Values	3 credits
<input type="checkbox"/> SOC 101	Intro to Sociology	3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits

Recommended Program Courses (7 credits)

<input type="checkbox"/> GEG 104	Human Geography	3 credits
<input type="checkbox"/> GEG 201	Introduction to Weather and Climate	4 credits

Recommended Program Support Courses (3 credits)

<input type="checkbox"/> GEG 105	Intro to Geographic Information Systems	3 credits
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Physical Geography • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.GEG

Curriculum Code: GEG 101

TRANSFER PROGRAM

Total Credit Hours: 61-63

Colleague Code: AA.GEG

Curriculum Code: GEG 101

Recommended Course Sequence:

First Semester: EGL 101, POS 101 or POS 201, GEG 102, BIO 104, Social Science Selection

Second Semester: EGL 102, CMN 101, CHE 101, GEG 103, Humanities A Selection

Third Semester: GEG 105, GEG 201, MAT 141, Humanities B Selection

Fourth Semester: MAT 141, PHY 101, GEG 104, GEO 101, Humanities C Selection

Program Information:

- This program is appropriate for those students interested in further study of Geography at a four-year institution.
- Students pursuing a B.A. degree in this discipline should find this program will transfer as the first two years to most colleges and universities.
- Students who intend to pursue a B.S. degree in this or related disciplines will usually need to begin or complete the general chemistry sequence (CHE 101 and CHE 102) and take General Physics I (PHY 101).
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students pursuing a BS degree should complete CHE 102 prior to transfer.

For Program Information Contact:

Mathematics and Sciences Department at
217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (35-37 credits)

<input type="checkbox"/> BIO 104	Life in the Environment	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> GEG 102	World Regional Geography	3 credits
<input type="checkbox"/> GEO 101	Physical Geology	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> PHY 101	General Physics I	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (11 credits)

<input type="checkbox"/> GEG 103	Physical Geography	4 credits
<input type="checkbox"/> GEG 104	Human Geography	3 credits
<input type="checkbox"/> GEG 201	Introduction to Weather and Climate	4 credits

Recommended Program Support Courses (3 credits)

<input type="checkbox"/> GEG 105	Intro to Geographic Information Systems	3 credits
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GEOLOGY

Geology, Associate in Science

Geology • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AS.GEO

Curriculum Code: GEO 101

Recommended Course Sequence:

First Semester: EGL 101, POS 101 *or* POS 201, MAT 131, GEO 101

Second Semester: EGL 102, CMN 101, MAT 141, GEG 102, Humanities A Selection

Third Semester: CHE 101, GEG 105, PHY 201, Humanities B Selection, Social Science Selection

Fourth Semester: BIO 101, GEO 102, Social Science Selection, Humanities C Selection

Program Information:

- This program is appropriate for those students interested in further study of Geology or Earth Sciences at a four-year institution.
- Students pursuing a B.S. degree in this discipline should find this program will transfer for the first two years to most colleges and universities.
- Students planning to transfer are recommended to verify senior-institution requirements, which may vary.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (35-37 credits)

<input type="checkbox"/> BIO 101	General Biology	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> GEG 102	World Regional Geography	3 credits
<input type="checkbox"/> MAT 131	Calculus and Analytic	5 credits

Geometry I

<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (8 credits)

<input type="checkbox"/> GEO 101	Physical Geology	4 credits
<input type="checkbox"/> GEO 102	Historical Geology	4 credits

Recommended Program Support Courses (7 credits)

<input type="checkbox"/> GEG 105	Intro to Geographic Information Systems	3 credits
<input type="checkbox"/> PHY 201	Physics I	4 credits

GRAPHIC DESIGN

Graphic Design, Associate in Arts
Graphic Design Technology, Associate in Applied Science

Graphic Design • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 63
Colleague Code: AA.GRDSN
Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: ART 102, ART 103, EGL 101, Humanities A Selection, Social Science Selection
Second Semester: ART 104, ART 106, EGL 102, Life Science Selection, Social Science Selection
Third Semester: ART 115, ART 116, ART 204, MAT 104, Physical Science Selection
Fourth Semester: ART 110, ART 205, ART 216, POS 101 or POS 201, CMN 101, Humanities C Selection

Program Information:

- This program is designed to prepare students for further study in graphic design.
- Students planning to transfer are recommended to verify senior institution requirements, which may vary.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (26-28 credits)

<input type="checkbox"/> ART 204	Art History-Survey of Western Art II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (25 credits)

<input type="checkbox"/> ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/> ART 103	Drawing I	3 credits
<input type="checkbox"/> ART 104	Drawing II	3 credits
<input type="checkbox"/> ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/> ART 110	Professional Practices in Art	1 credit
<input type="checkbox"/> ART 115	Three-Dimensional Design	3 credits
<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> ART 205	Art History-Survey of Western Art II	3 credits
<input type="checkbox"/> ART 216	Intermediate Graphic Design	3 credits

Additional information: Students may choose any two of the Art History courses: ART 204, ART 205, ART 206 or ART 208

Graphic Design Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 63
Colleague Code: AAS.GRDST
Curriculum Code: ART 150

Recommended Course Sequence:

First Semester: ART 102, ART 106, CAS 104, CAS 108, CWB 110, EGL 101, CMN 101

Second Semester: ART 103, ART 116, CWB 135, EGL 102, MAT 104

Third Semester: ART 124, CWB 140, CWB 160, POS 101 or POS 201, Recommended Electives

Fourth Semester: ART 110, ART 216, ART 220, Recommended Electives, Physical Science Selection

Program Information:

- This program is designed for students pursuing a career in the field of graphic design.
- Students are introduced to a variety of tools and techniques used in the graphic design industry including, but not limited to, traditional studio art methods, desktop publishing, website authoring and motion graphics.
- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (19 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Required Program Courses (44 credits)

<input type="checkbox"/> ART 102	Two Dimensional Design	3 credits
<input type="checkbox"/> ART 103	Drawing I	3 credits
<input type="checkbox"/> ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/> ART 110	Professional Practices in Art	1 credits
<input type="checkbox"/> ART 116	Introduction to Graphic Design	3 credits
<input type="checkbox"/> ART 124	Digital Photography I	3 credits
<input type="checkbox"/> ART 216	Intermediate Graphic Design	3 credits
<input type="checkbox"/> ART 220	Introduction to Motion Graphics	3 credits
<input type="checkbox"/> CAS 104	Introduction to Microsoft Word	.5 credits
<input type="checkbox"/> CAS 108	Introduction to PowerPoint	.5 credits
<input type="checkbox"/> CWB 110	Computer Literacy for Graphic Design	3 credits
<input type="checkbox"/> CWB 135	Introduction to Web Site Design	3 credits
<input type="checkbox"/> CWB 140	Introduction to Dreamweaver	3 credits
<input type="checkbox"/> CWB 160	Introduction to Flash	3 credits
<input type="checkbox"/> Program Course Selection		3 credits
<input type="checkbox"/> Program Course Selection		6 credits

Program Course Selections (choose 9 credits)

<input type="checkbox"/> ART 115	Three-Dimensional Design
<input type="checkbox"/> ART 123	Introduction to Darkroom Photography I
<input type="checkbox"/> ART 211	Painting I
<input type="checkbox"/> ART 221	Printmaking I
<input type="checkbox"/> CMM 130	Intro to Non-Linear Video Production
<input type="checkbox"/> CMM 230	Advanced Video Production
<input type="checkbox"/> CWB 240	Advanced Dreamweaver Techniques
<input type="checkbox"/> CWB 260	Advanced Macromedia Flash Techniques
<input type="checkbox"/> CWB 299	Emerging Technologies in Graphic Design Topics

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Heating, Ventilation, Air Conditioning and Refrigeration, Certificate of Achievement

Heating, Ventilation, Air Conditioning and Refrigeration • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.ACRH

Curriculum Code: ARH 216

Recommended Course Sequence:

First Semester: ARH 103, ARH 105, ARH 107, ARH 207*

Second Semester: ARH 101, ARH 201, ARH 202, ARH 204*, ARH 206, ARH 208, ESI 101

Program Information:

- This program prepares students to install, service and repair residential and commercial air conditioning, refrigeration and heating systems.
- Students have the opportunity to specialize in either heat pump systems and/or sheet metal and duct work design.
- Students are required to have a basic set of tools. If basic tools are not currently owned, students should be prepared to purchase them at an approximate cost of \$500.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to

www.onetonline.org:

- Heating, Air Conditioning and Refrigeration Mechanic (499021)
- Energy Engineer (17219903)
- Refrigeration Mechanic and Installer (499021)

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/>	ARH101	Basic Refrigeration	3 credits
<input type="checkbox"/>	ARH 103	Heat Generating Systems	3 credits
<input type="checkbox"/>	ARH 105	AC and DC Electrical Theory and Schematic Design	3 credits
<input type="checkbox"/>	ARH 107	Alternating Current Electricity and Climate Controls	3 credits
<input type="checkbox"/>	ARH 201	Commercial Refrigeration	3 credits

<input type="checkbox"/>	ARH 202	Commercial Refrigeration II	3 credits
<input type="checkbox"/>	ARH 204* ARH 207*	Heat Pump Systems <u>or</u> Sheet Metal Fabrication and Systems Design	3 credits
<input type="checkbox"/>	ARH 206	Air Conditioning Systems	3 credits
<input type="checkbox"/>	ARH 208	Equipment Selection and Duct Design	4 credits
<input type="checkbox"/>	ESI 101	Employability Skills	2 credits

ESI 101 may be taken any semester.

Recommended Elective: ARH 210

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,835
Books & Supplies:	\$2,225
Academic Year 10-11 Completions:	24
On-time Completion**	19
On-time Rate**	79.0%
Placement Rate***	70.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

HELP DESK PROGRAMS

Help Desk Level I, Certificate of Completion

Help Desk Level II, Certificate of Completion

Help Desk Level I • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 12

Colleague Code: CC.HPDKI

Curriculum Code: CNC 225

Program information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (12 credits)

- | | | |
|---|---|-----------|
| <input type="checkbox"/> CAS 121 | Computer Systems and Business Applications | 3 credits |
| <input type="checkbox"/> CTC 125 | Cisco IT Essentials I | 3 credits |
| <input type="checkbox"/> CTC 150 | Introduction to Help Desk and Software Installation | 3 credits |
| <input type="checkbox"/> Program Course | | 3 credits |

Program Courses (choose 3 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> CAS 130 | Word Processing Applications -- MS Word | 3 credits |
| <input type="checkbox"/> CAS 140 | Spreadsheet Applications -- MS Excel | 3 credits |

Help Desk Level II • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 21

Colleague Code: CC.HPDK

Curriculum Code: CNC 200

Recommended Course Sequence:

First Semester: EGL 101 or EGL 104, CTC 135, CAS 150, CNC 115

Second Semester: CTC 220, CTC 245, CAS 160

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students must complete certificate of completion in Help Desk Level I before beginning Help Desk Level II.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

- | | | |
|--|-------------------------|-----------|
| <input type="checkbox"/> CTC 245 | Help Desk: User Support | 3 credits |
| <input type="checkbox"/> Recommended Electives | | 6 credits |

Recommended Electives: CAS 150 and CAS 160

Required Program Courses (21 credits)

- | | | |
|----------------------------------|--|-----------|
| <input type="checkbox"/> EGL 101 | Composition I <u>or</u> | |
| <input type="checkbox"/> EGL 104 | Career Communications I | 3 credits |
| <input type="checkbox"/> CNC 115 | Cisco Academy Discovery I | |
| <input type="checkbox"/> CTC 135 | Cisco IT Essentials II | 3 credits |
| <input type="checkbox"/> CTC 220 | Microcomputer Operating Systems for Tech Users | 3 credits |

HISTORY

History, Associate in Arts

History • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.HIST

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: HIS 101, EGL 101, POS 101 or
POS 201, PSY 101, Life Science Selection

Second Semester: HIS 102, ANT 101, EGL 102,
MAT 104, SOC 101

Third Semester: HIS 111, CMN 101, Physical
Science Selection, Humanities A Selection

Fourth Semester: HIS 112, ECO 110, POS 220,
Humanities B Selection, History Elective

Program Information:

- Appropriate for students intending to obtain a bachelor's degree in history.
- Includes analysis of economic, social and religious institutions as well as cultural and intellectual movements.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching history in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- A concentration in History can lead to a variety of bachelor's and higher degrees.
- While not directly vocational, a concentration in History at LLCC provides well developed analytical skills, a substantial and broad discipline-specific foundation and written and spoken communication abilities that are valued by numerous potential career areas. LLCC graduates with a concentration in History have gone on to successful careers in education, archival and library work, government, the military, social services, counseling, business and the ministry. History is also a good pre-law focus.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or
217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (36 credits)

<input type="checkbox"/> ANT 101	Introduction to Anthropology	3 credits
<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I	4 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 220	Introduction to Comparative Political Systems	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (13-14 credits)

<input type="checkbox"/> HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> HIS 111	United States History to 1877	3 credits
<input type="checkbox"/> HIS 112	United States History Since 1877	3 credits
<input type="checkbox"/> History Selection		3-4 credits

It is highly recommended that students begin a foreign language sequence. Please refer to appropriate university catalog for differing requirements.

HOSPITALITY PROGRAMS

Hospitality Management and Services, Associate in Applied Science
Culinary Arts, Associate in Applied Science
First Cook, Certificate of Completion
Baking and Pastry, Certificate of Completion

Hospitality Management and Services • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 60

Colleague Code: AAS.HMS

Curriculum Code: HSP 200

Recommended Course Sequence:

First Semester: CLA 100, CLA 131, HSP 107, HSP 138, BUS 121, EGL 104 or EGL 101

Second Semester: CLA 132, HSP 115, HSP 116, EGL 105 or EGL 102, BUS 202

Third Semester: CLA 141, HSP 201, MAT 104 or MAT 105, CAS 121, CMN 101

Fifth Semester: HSP 120, HSP 210, BUS 130 CHE 101, POS 101 or POS 201

Program Information:

- This program prepares students for service in the broad-based hospitality/tourism industry.
- Rapid growth of the industry affords many opportunities including hotels, clubs, food and beverage and tourist services.
- Heavy emphasis is placed on an internship that allows students to choose between culinary or lodging/club skill-development areas.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2772 or 217.786.2381 or see an academic advisor.

Required General Education Courses (19 credits)

<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics <u>or</u>	
<input type="checkbox"/> MAT 105	Quantitative Literacy	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
<input type="checkbox"/> POS 201	State and Local Government	3 credits

Required Program Courses (26 credits)

<input type="checkbox"/> CLA 100	Culinary Essentials	1 credit
<input type="checkbox"/> CLA 131	Food Production I	3 credits
<input type="checkbox"/> CLA 132	Food Production II	3 credits
<input type="checkbox"/> CLA 141	Introduction to Bakeshop	3 credits
<input type="checkbox"/> HSP 107	Food Service Sanitation	1 credit
<input type="checkbox"/> HSP 115	Restaurant Management	3 credits
<input type="checkbox"/> HSP 116	Nutrition for Food Service Professionals	2 credits
<input type="checkbox"/> HSP 138	Food Service Purchasing and Mathematics	3 credits
<input type="checkbox"/> HSP 201	Beverage Management	3 credits
<input type="checkbox"/> HSP 210	Dining Room Operations	4 credits

Required Program Support Courses (12 credits)

<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits
<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 202	Principles of Marketing	3 credits
<input type="checkbox"/> CAS 121	Computer Science for Business Applications	3 credits

Required Work-Based Learning Courses (3 credits)

<input type="checkbox"/> HSP 120	Hospitality Internship I	3 credits
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Culinary Arts • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 60

Colleague Code: AAS.CLA

Curriculum Code: CLA 100

Recommended Course Sequence:

First Semester: CLA 100, CLA 131, HSP 107, HSP 138, EGL 104 or EGL 101, CMN 101

Second Semester: CLA 132, CLA 136, HSP 115, EGL 105 or EGL 102, MAT 104 or MAT 105

Third Semester: HSP 116

Fourth Semester: CLA 141, CLA 231, BUS 121, BUS 130, CAS 121

Fifth Semester: CHE 100, POS 101 or POS 201, CLA 232, HSP 120

Program Information:

- This program prepares students for service in the broad-based hospitality/tourism industry.
- Rapid growth of the industry affords many opportunities including hotels, clubs, food and beverage and tourist services.
- Heavy emphasis is placed on an internship that allows students to choose between culinary or lodging/club skill-development areas.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program has been articulated with Kaplan University as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2772 or 217.786.2381 or see an academic advisor.

Required General Education Courses (19 credits)

<input type="checkbox"/> CHE 100	Contemporary Chemistry	4 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	

EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics <u>or</u>	
<input type="checkbox"/> MAT 105	Quantitative Literacy	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Required Program Courses (29 credits)

<input type="checkbox"/> CLA 100	Culinary Essentials	1 credit
<input type="checkbox"/> CLA 131	Food Production I	3 credits
<input type="checkbox"/> CLA 132	Food Production II	3 credits
<input type="checkbox"/> CLA 136	Garde Manger	3 credits
<input type="checkbox"/> CLA 141	Introduction to Bakeshop	3 credits
<input type="checkbox"/> CLA 231	Food Production III	3 credits
<input type="checkbox"/> CLA 232	Food Production IV	4 credits
<input type="checkbox"/> HSP 107	Food Service Sanitation	1 credit
<input type="checkbox"/> HSP 115	Restaurant Management	3 credits
<input type="checkbox"/> HSP 116	Nutrition for Food Service Professionals	2 credits
<input type="checkbox"/> HSP 138	Food Service Purchasing and Mathematics	3 credits

Required Program Support Courses (9 credits)

<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits
<input type="checkbox"/> BUS 130	Human Resource Management	3 credits
<input type="checkbox"/> CAS 121	Computer Science for Business Applications	3 credits

Required Work-Based Learning Courses (3 credits)

<input type="checkbox"/> HSP 120	Hospitality Internship I	3 credits
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First Cook • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 26

Colleague Code: CC.FRSTC

Curriculum Code: HSP 202

Recommended Course Sequence:

First Semester: CLA 100, CLA 131, CLA 141, HSP 107, HSP 116

Second Semester: CLA 132, CLA 136, HSP 115, HSP 138, CAS 121

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to**www.onetonline.org:**

- Head Cooks (35-1011.00)
- Food Preparation Workers (35-3021.00)
- Food Service Managers (11-9051.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2772 or 217.786.2381 or see an academic advisor.

Required Program Courses (23 credits)

<input type="checkbox"/> CLA 100	Culinary Essentials	1 credit
<input type="checkbox"/> CLA 131	Food Production I	3 credits
<input type="checkbox"/> CLA 132	Food Service Production II	3 credits
<input type="checkbox"/> CLA 136	Garde Manger	3 credits

<input type="checkbox"/> CLA 141	Introduction to Bakeshop	3 credits
<input type="checkbox"/> HSP 107	Food Service Sanitation	1 credit
<input type="checkbox"/> HSP 115	Restaurant Management	3 credits
<input type="checkbox"/> HSP 116	Nutrition for Food Service Professionals	3 credits
<input type="checkbox"/> HSP 138	Food Service Purchasing and Mathematics	3 credits

Required Program Support Courses (3 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
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Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$4,112
Books & Supplies:	\$1,459
Academic Year 10-11 Completions:	7
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	83.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011

Baking and Pastry Certificate • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 27.5

Colleague Code: CC.PSTRY

Curriculum Code: HSP 204

Recommended Course Sequence:

First Semester: CLA 100, CLA 131, CLA 141, CLA 142, HSP 107, HSP 138

Second Semester: CLA 143, CLA 250, CLA 251, CLA 252, HSP 115, HSP 116

Program Information:

- This program prepares students for baking and pastry making positions in a variety of settings, including fine dining restaurants and retail bakeries.
- Students study both theory and practical applications of baking and cake decorating.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2772 or 217.786.2381 or see an academic advisor.

Required Program Courses (24.5 credits)

<input type="checkbox"/> CLA 100	Culinary Essentials	1 credit
<input type="checkbox"/> CLA 131	Food Production I	3 credits
<input type="checkbox"/> CLA 141	Introduction to Bakeshop	3 credits
<input type="checkbox"/> CLA 142	Pastry Arts	3 credits

<input type="checkbox"/> CLA 143	Advanced Pastry and Baking	3 credits
<input type="checkbox"/> CLA 250	Cake Decorating	1.5 credits
<input type="checkbox"/> CLA 251	Artisan Breads	1.5 credits
<input type="checkbox"/> CLA 252	Restaurant Desserts	2.5 credits
<input type="checkbox"/> HSP 107	Food Service Sanitation	1 credit
<input type="checkbox"/> HSP 115	Restaurant Management	3 credits
<input type="checkbox"/> HSP 116	Nutrition for Food Service Professionals	2 credits
<input type="checkbox"/> HSP 138	Food Service Purchasing and Math	3 credits

LANDSCAPE DESIGN PROGRAMS

Landscape Design/Turf Management, Associate in Applied Science
Landscape Design/Turf Management, Certificate of Completion

Landscape Design/Turf Management • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 64

Colleague Code: AAS.LDTM

Curriculum Code: HRT 215

Recommended Course Sequence:

First Semester: HRT 100, HRT 102, HRT 202, HRT 215 or HRT 103, AGR 109

Second Semester: HRT 206, HRT 216 or HRT 109, ESI 101, CHE 100, EGL 104 or EGL 101

Third Semester: ABM 212, HRT 106, HRT 207

Fourth Semester: EGL 105 or EGL 102, HRT 217 or PHE 107, HRT 218, POS 101 or POS 201, TEM 103

Fifth Semester: ABM 202, HRT 208, HRT 219 or HRT 220, ABM 212, AFO 106

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required General Education Courses (16 credits)

<input type="checkbox"/> CHE 100	Contemporary Chemistry	4 credits
<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical	3 credits

Math

Required Program Courses (31-34 credits)

<input type="checkbox"/> HRT 100	Careers in the Horticulture Industry	1 credit
<input type="checkbox"/> HRT 102	Plant Science	3 credits
<input type="checkbox"/> HRT 106	Soils and Fertilizers	3 credits
<input type="checkbox"/> HRT 202	Pests and Pest Management	4 credits
<input type="checkbox"/> HRT 206	Tree and Shrub Identification	3 credits
<input type="checkbox"/> HRT 207	Landscape Construction	3 credits
<input type="checkbox"/> HRT 208	Landscape Maintenance	3 credits
<input type="checkbox"/> HRT 215	Landscape Design I <u>or</u>	
HRT 103	Turf Management I	2-3 credits
<input type="checkbox"/> HRT 216	Landscape Design II <u>or</u>	
HRT 109	Turf Management II	3 credits
<input type="checkbox"/> HRT 217	Landscape Design III <u>or</u>	
PHE 107	Golf	1-3 credits
<input type="checkbox"/> HRT 218	Herbaceous Plant Identification	2 credits
<input type="checkbox"/> HRT 219	Landscape Sales <u>or</u>	
HRT 220	Golf Course Operations	3 credits

Required Program Support Courses (11 credits)

<input type="checkbox"/> ABM 202	Agri-Business Sales and Management	3 credits
<input type="checkbox"/> AFO 106	Agribusiness Management	3 credits
<input type="checkbox"/> AGR 109	Microcomputer Skills for Agriculture	3 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits

Required Work-Based Learning Courses (6 credits)

<input type="checkbox"/> ABM 212	Internship	3 credits
<input type="checkbox"/> ABM 212	Internship	3 credits

Landscape Design/Turf Management • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 19

Colleague Code: CC.LDTM

Curriculum Code: HRT 216

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2381 or 217.786.2406 or see an academic
advisor.

Required Program Courses (19-23 credits)

<input type="checkbox"/>	HRT 102	Plant Science	3 credits
<input type="checkbox"/>	HRT 202	Pest and Pest Management	4 credits
<input type="checkbox"/>	HRT 206	Tree and Shrub Identification	3 credits
<input type="checkbox"/>	HRT 207	Landscape Construction <u>or</u>	
	HRT 208	Landscape Maintenance	3-4 credits
<input type="checkbox"/>	HRT 215	Landscape Design I <u>or</u>	
	HRT 103	Turf Management I	2-3 credits
<input type="checkbox"/>	HRT 216	Landscape Design II <u>or</u>	
	HRT 109	Turf Management II	3 credits
<input type="checkbox"/>	Program Course		1-3 credits

Recommended Program Course: CWE 101 This is a
variable credit course to best meet the needs of the
student. Students should meet with a counselor or
department dean before enrolling in the course.

LIBERAL ARTS

Liberal Arts, Associate in Arts

Liberal Arts • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.LBA

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: Elective, EGL 101, Social Science Selection, Humanities A Selection, MAT 104

Second Semester: Elective, EGL 102, POS 101 or POS 201, Humanities B Selection, Life Science Selection

Third Semester: Elective, Elective, Foreign Language Elective, CMN 101, Social Science Selection

Fourth Semester: Elective, Foreign Language Elective, Humanities C Selection, Physical Science Selection

Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-29 credits)

<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (15 credits)

<input type="checkbox"/> Elective	3 credits
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<input type="checkbox"/> Elective	3 credits
<input type="checkbox"/> Elective	3 credits
<input type="checkbox"/> Elective	3 credits
<input type="checkbox"/> Elective	3 credits

Recommended Program Support Courses (8 credits)

<input type="checkbox"/> Foreign Language Elective	4 credits
<input type="checkbox"/> Foreign Language Elective	4 credits

LITERATURE

Literature, Associate in Arts

Literature • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.LIT

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: HUM 101, EGL 101, HIS 111 *or* HIS 112, Foreign Language Elective, Literature Selection

Second Semester: LIT 211, EGL 102, CMN 101, Foreign Language Elective, Mathematics Selection

Third Semester: LIT 201, LIT 210, PHI 204, POS 101 *or* POS 201, Life Science Selection

Fourth Semester: LIT 202, Literature Elective, PSY 101, Physical Science Selection

Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements which vary.
- Students who are planning on teaching literature in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-28 credits)

<input type="checkbox"/> HIS 111	United States History to 1877 <i>or</i>	
HIS 112	United States History Since 1877	3 credits
<input type="checkbox"/> HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/> PHI 204	Introduction to Philosophy	3 credits
<input type="checkbox"/> PSY 101	Introduction to	3 credits

Psychology

<input type="checkbox"/> Literature Selection	3 credits
<input type="checkbox"/> Mathematics Selection	3-5 credits
<input type="checkbox"/> Life Science Selection	4 credits
<input type="checkbox"/> Physical Science Selection	4 credits

Recommended Program Courses (23 credits)

<input type="checkbox"/> EGL 201	Survey of English Literature: Anglo-Saxon through Neoclassical Age	3 credits
<input type="checkbox"/> EGL 202	Survey of English Literature: Romantic Movement through Contemporary Period	3 credits
<input type="checkbox"/> EGL 210	Survey of American Literature: Colonial Era to Civil War	3 credits
<input type="checkbox"/> EGL 211	Survey of American Literature: Civil War to Present	3 credits
<input type="checkbox"/> Foreign Language Selection		4 credits
<input type="checkbox"/> Foreign Language Selection		4 credits
<input type="checkbox"/> Literature Selection		3 credits

Literature Selection Courses (choose 3 credits)

<input type="checkbox"/> EGL 110	Introduction to Literature: Poetry	3 credits
<input type="checkbox"/> EGL 111	Introduction to Literature: Novel	3 credits
<input type="checkbox"/> EGL 112	Introduction to Literature: Drama	3 credits
<input type="checkbox"/> EGL 113	Introduction to Literature: Heritage Studies in Ethnic Literature	3 credits
<input type="checkbox"/> EGL 114	Introduction to Film as Literature	3 credits
<input type="checkbox"/> EGL 147	Women in Modern Literature	3 credits
<input type="checkbox"/> EGL 150	Creative Writing: Fiction	3 credits
<input type="checkbox"/> EGL 151	Creative Writing: Poetry	3 credits
<input type="checkbox"/> EGL 220	Literary Masterpieces I	3 credits
<input type="checkbox"/> EGL 222	Shakespeare	3 credits

MATHEMATICS

Mathematics, Associate in Science

Mathematics • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 63

Colleague Code: AS.MATH

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: MAT 131, Life Science Selection, EGL 101, POS 101 or POS 201

Second Semester: MAT 132, EGL 102, PHY 201, Humanities A Selection

Third Semester: MAT 233, CSC 175, PHY 202, Humanities B Selection, Social Science Selection

Fourth Semester: MAT 235, MAT 215, CMN 101, Humanities C Selection, Social Science Selection

Program Information:

- This program is appropriate for students who intend to obtain a bachelor's degree in mathematics, computer mathematics, statistics, systems analysis/operations research or mathematics education.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching mathematics in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

- | | | | |
|--------------------------|---------|---|-----------|
| <input type="checkbox"/> | EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> | EGL 102 | Composition II | 3 credits |
| <input type="checkbox"/> | POS 101 | Introduction to American Politics <u>or</u> | |
| | POS 201 | State and Local Government | 3 credits |
| <input type="checkbox"/> | CMN 101 | Public Speaking Fundamentals | 3 credits |

Recommended General Education Courses (37 credits)

- | | | | |
|--------------------------|---------|-----------------------|-----------|
| <input type="checkbox"/> | MAT 131 | Calculus and Analytic | 5 credits |
|--------------------------|---------|-----------------------|-----------|

- | | | | |
|--------------------------|--------------------------|--|-------------|
| <input type="checkbox"/> | MAT 132 | Geometry I
Calculus and Analytic
Geometry II | 5 credits |
| <input type="checkbox"/> | PHY 201 | Physics I | 4 credits |
| <input type="checkbox"/> | PHY 202 | Physics II | 4 credits |
| <input type="checkbox"/> | Humanities A Selection | | 3-4 credits |
| <input type="checkbox"/> | Humanities B Selection | | 3 credits |
| <input type="checkbox"/> | Humanities C Selection | | 3-4 credits |
| <input type="checkbox"/> | Social Science Selection | | 3 credits |
| <input type="checkbox"/> | Social Science Selection | | 3 credits |
| <input type="checkbox"/> | Life Science Selection | | 4 credits |

Recommended Program Courses (11 credits)

- | | | | |
|--------------------------|---------|------------------------------------|-----------|
| <input type="checkbox"/> | MAT 215 | Introduction to Linear Algebra | 3 credits |
| <input type="checkbox"/> | MAT 233 | Calculus and Analytic Geometry III | 4 credits |
| <input type="checkbox"/> | MAT 235 | Differential Equations | 4 credits |

Recommended Program Support Courses (3 credits)

- | | | | |
|--------------------------|---------|--------------------|-----------|
| <input type="checkbox"/> | CSC 175 | Computer Science I | 3 credits |
|--------------------------|---------|--------------------|-----------|

Recommendations for coursework to supplement the listing above include CSC 176, PHY 203, MAT 161, MAT 242, or MAT 141. (NOTE: Although MAT 141 will probably not count as math credits toward a mathematics/statistics major at most four-year institutions, it does provide an introduction to the general application of statistics which is helpful for understanding fundamental concepts in more advanced statistical studies.)

MEDICAL CODING SPECIALIST

Medical Coding Specialist, Certificate of Achievement

Medical Coding Specialist • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 36

Colleague Code: CA.CODE

Curriculum Code: MCS 160

Recommended Course Sequence:

First Semester: MCS 110, MCS 125

Second Semester: MCS 152, MCS 160, MCS 213, MCS 219

Third Semester: MCS 140, MCS 223, MCS 229, MCS 232

Fourth Semester: MCS 221, see page 329, MCS 251

Program Information:

- It is recommended that students attend an information meeting.
- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students will be required to get a flu and Hepatitis B series prior to beginning their internships. Students will be subject to drug testing prior to their internships.

Admission Requirements:

- Submit the LLCC Admissions Worksheet <https://ww3.llcc.edu/applyonline>.
- Be a high school graduate or have a GED certificate.
- Complete HLT 109 with a minimum grade of C.
- Possess a minimum GPA of 2.5.
- Send all high school and college transcripts to: Admissions and Office, Lincoln Land Community College, 5250 Shepherd Road, P.O. Box 19256, Springfield, IL 62794-9256.
- Meet with the program advisor.
- Submit a program application.

Top 3 Occupations According to

www.onetonline.org:

- Billing, Cost, and Rate Clerks (43-3021.02)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)

For Program Information Contact:

Health Professions Department at 217.786.2834 or 217.786.2449 or see the program advisor.

Required Program Courses (36 credits)

<input type="checkbox"/> MCS 110	Health Information Management	3 credits
<input type="checkbox"/> MCS 125	Anatomy and Physiology for Coders	3 credits
<input type="checkbox"/> MCS 140	HIM for Electronic Health Records	3 credits
<input type="checkbox"/> MCS 152	Pharmacology for Coders	3 credits
<input type="checkbox"/> MCS 160	Pathophysiology for Coders	3 credits
<input type="checkbox"/> MCS 213	CPT Coding I	3 credits
<input type="checkbox"/> MCS 219	ICD-10-Coding I	3 credits
<input type="checkbox"/> MCS 221	Evaluation and Management Coding	3 credits
<input type="checkbox"/> MCS 223	CPT Coding II	3 credits
<input type="checkbox"/> MCS 229	ICD-10-Coding II	3 credits
<input type="checkbox"/> MCS 232	Medical Insurance Billing and Reimbursement	3 credits
<input type="checkbox"/> MCS 251	Certificate Internship	3 credits

BIO 175 and BIO 176 may be substituted for MCS 125

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,852
Books & Supplies:	\$1,332
Academic Year 10-11	8
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	83.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

*** Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by
certificate completers in 2010-2011.

MUSIC PROGRAMS

Associate in Fine Arts—Music Performance, Associate in Fine Arts
Music, Associate in Arts

Associate in Fine Arts – Music Performance • Associate in Fine Arts

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AFA.MUSIC

Curriculum Code: AFA 103

Recommended Course Sequence:

First Semester: MUS 101, Music Ensemble, Applied Music, Class or Private Piano, EGL 101, POS 101 or POS 201

Second Semester: MUS 102, Music Ensemble, Applied Music, Class or Private Piano, EGL 102, Humanities A Selection

Third Semester: MUS 201, Music Ensemble, Applied Music, MAT 104, Humanities C Selection, Physical Science Selection

Fourth Semester: MUS 202, MUS 204, Music Ensemble, Applied Music, CMN 101, Life Science Selection

Program Information:

- This program is primarily for students who plan to enter teaching or one of the professional fields or who plan to pursue a Bachelor of Fine Arts degree.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students planning to enter the program in the fall semester should plan on taking MUS 100 the summer session prior to their fall start or contact the department.
- Since the completion of the AFA does not complete the Illinois General Education Core Curriculum, students may need to complete the general education requirements of the school to which they transfer.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Admission to the program:

- Students interested in the AFA program must apply through the completion of an audition to be evaluated by the music faculty.
- The applicant must perform an entrance audition for the music faculty to apply for admission to the

AFA program within the fall semester of the freshman year.

- Students who wish to pursue the AFA degree must apply for it before completing 16 program course credits.

Required General Education Courses (29-31 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Required Program Courses (35 credits)

<input type="checkbox"/> MUS 101	Music Theory I	4 credits
<input type="checkbox"/> MUS 102	Music Theory II	4 credits
<input type="checkbox"/> MUS 201	Music Theory III	4 credits
<input type="checkbox"/> MUS 202	Music Theory IV	4 credits
<input type="checkbox"/> MUS 204	Survey of Music History and Literature	3 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Class or Private Piano		2 credits
<input type="checkbox"/> Class or Private Piano		2 credits
<input type="checkbox"/> Music Ensemble		1 credits
<input type="checkbox"/> Music Ensemble		1 credits
<input type="checkbox"/> Music Ensemble		1 credits
<input type="checkbox"/> Music Ensemble		1 credits

Suggested Music Ensemble selections (ALL music majors are required to perform in at least one college performing organization per semester): MUS 110, MUS 111, MUS 112, MUS 113, and MUS 114

Suggested options for Class or Private Piano depending on skill level: MUS 120, MUS 121, MUS 220, MUS 221 and MUS 233. Students should

contact the Music faculty or Arts and Humanities office for assistance in selecting music electives.

Music • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AA.MUSC

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: MUS 101, Ensemble, Applied Music, EGL 101, PSY 101, Social Science Elective

Second Semester: MUS 102, Ensemble, Applied Music, EGL 102, PHI 201, Humanities B Selection

Third Semester: MUS 201, Ensemble, Applied Music, CMN 101, Life Science Selection, Humanities A Selection

Fourth Semester: MUS 202, Ensemble, Applied Music, MAT 104, POS 101 or POS 201, PSI 101

Program Information:

- This program is designed primarily for students who intend to enter the teaching or performing fields in either vocal or instrumental music.
- Individual music courses may be of interest to others as either general education electives or for pursuits of individual interest.
- Students who are planning on teaching music in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students planning to enter the program in the fall semester should plan on taking MUS 100 the summer session prior to their fall start or contact the department.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-27 credits)

<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> PHI 201	Introduction to Logic	3 credits
<input type="checkbox"/> PSI 101	Physical Science	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (26 credits)

<input type="checkbox"/> MUS 101	Music Theory I	4 credits
<input type="checkbox"/> MUS 102	Music Theory II	4 credits
<input type="checkbox"/> MUS 201	Music Theory III	4 credits
<input type="checkbox"/> MUS 202	Music Theory IV	4 credits
<input type="checkbox"/> Ensemble		1 credits
<input type="checkbox"/> Ensemble		1 credits
<input type="checkbox"/> Ensemble		1 credits
<input type="checkbox"/> Ensemble		1 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Applied Music		2 credits
<input type="checkbox"/> Applied Music		1 credits
<input type="checkbox"/> Applied Music		1 credits

Applied Music Electives

<input type="checkbox"/> MUS 231	Private Applied Music - Instrumental
<input type="checkbox"/> MUS 232	Private Applied Music - Vocal
<input type="checkbox"/> MUS 233	Private Applied Music - Keyboard

Ensemble Electives

<input type="checkbox"/> MUS 110	College Choir
<input type="checkbox"/> MUS 111	Madrigal Singers
<input type="checkbox"/> MUS 112	Band
<input type="checkbox"/> MUS 113	Jazz Band
<input type="checkbox"/> MUS 114	Orchestra

MUS 204 is strongly recommended to ensure admission to an upper-division music program.

NETWORKING ADMINISTRATION PROGRAMS

Networking Administration, Associate in Applied Science
 Networking Administration, Certificate of Completion
 Computer Information Systems-Networking, Associate in Applied Science
 Networking Technician, Associate in Applied Science
 Networking Technician, Certificate of Completion
 Cisco Network Administrator Training, Certificate of Achievement

Networking Administration • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.NTWA

Curriculum Code: CNC 110

Recommended Course Sequence:

First Semester: EGL 104 *or* EGL 101, CAS 121 *or* CSC 115, CNC 115, CTC 125, BUS 121

Second Semester: EGL 105 *or* EGL 102, MAT 104, CNC 125, CNC 135, CTC 220

Third Semester: CDD 120, CNC 142, CNC 215, CNC 240, ECO 110 *or* ECO 131

Fourth Semester: POS 101 *or* POS 201, CNC 225, ACC 100 *or* ACC 103, CNC 260, Math/Science Elective

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at
 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (18-20 credits)

<input type="checkbox"/> ECO 110	Elements of Economics <i>or</i>	
<input type="checkbox"/> ECO 131	Principles of Economics I (Microeconomics)	3 credits
<input type="checkbox"/> EGL 104	Career Communications I <i>or</i>	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <i>or</i>	
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
<input type="checkbox"/> POS 201	State and Local Government	3 credits
<input type="checkbox"/> Math/Science Elective		3-5 credits

Required Program Courses (35 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications <i>or</i>	
<input type="checkbox"/> CSC 115	Understanding Technology Today	3 credits
<input type="checkbox"/> CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/> CNC 115	Cisco Academy Discover I	3 credits
<input type="checkbox"/> CNC 125	Cisco Academy Discover II	3 credits
<input type="checkbox"/> CNC 135	Introduction to IIS/Networks	3 credits
<input type="checkbox"/> CNC 142	Novell CNA Networking	4.5 credits
<input type="checkbox"/> CNC 215	Cisco Academy Discovery III	3 credits
<input type="checkbox"/> CNC 225	Cisco Academy Discover IV	3 credits
<input type="checkbox"/> CNC 240	Introduction to Microsoft Server	3 credits
<input type="checkbox"/> CTC 125	Cisco IT Essentials I	3 credits
<input type="checkbox"/> CTC 220	Micro Operating Systems for Tech Users	3 credits

Required Program Support Courses (6-7 credits)

<input type="checkbox"/> ACC 100	Introduction to Accounting <i>or</i>	
<input type="checkbox"/> ACC 103	Financial Accounting	3-4 credits
<input type="checkbox"/> BUS 121	Introduction to Business Organization	3 credits

Required Work-Based Learning Course (3 credits)

<input type="checkbox"/> CNC 260	Networking Internship	3 credits
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Networking Administration • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 19.5

Colleague Code: CC.NTWA

Curriculum Code: CNC 125

Recommended Course Sequence:

First Semester: CNC 115, CTC 125

Second Semester: CNC 142, CNC 240, CNC 125

Third Semester: CTC 220

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (19.5 credits)

<input type="checkbox"/> CNC 115	Cisco Academy Discovery I	3 credits
<input type="checkbox"/> CNC 125	Cisco Academy Discovery II	3 credits
<input type="checkbox"/> CTC 125	Cisco IT Essentials I	3 credits
<input type="checkbox"/> CNC 142	Novell CNA Networking	4.5 credits
<input type="checkbox"/> CNC 240	Introduction to Microsoft Server	3 credits
<input type="checkbox"/> CTC 220	Micro Operating Systems for Tech Users	3 credits

Computer Information Systems-Networking • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 67

Colleague Code: AAS.CISNT

Curriculum Code: CNC 130

Recommended Course Sequence:

First Semester: EGL 101, CNC 115, CSC 115, Social Science Selection

Second Semester: CNC 125, EGL 102, POS 101 or POS 201, MAT 130 or MAT 131, Humanities A Selection, Humanities B Selection

Third Semester: CNC 215, CSC 175, MAT 140 or MAT 220, Humanities C Selection, Physical Science Selection

Fourth Semester: CNC 225, CSC 176, ECO 110, MAT 141, CMN 101, Life Science Selection

Program Information:

- This program provides computer knowledge and skills to enable graduates to serve as network administrators or programmers in commercial and governmental settings.
- Students are prepared for positions involving direct use of computers in identifying and implementing the use of application packages for business and managerial functions.
- Career cluster includes network administration, computer specialist, application developer, PC specialist, information specialist, computer coordinator and computer consultant.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

- This program has been articulated with University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (46-50 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 130	Calculus for Business and Social Science <u>or</u>	
	MAT 131 Calculus and Analytic Geometry I	4-5 credits
<input type="checkbox"/> MAT 140	Finite Math <u>or</u>	
	MAT 220 Discrete Math	3-4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
	POS 201 State and Local Government	3 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits

<input type="checkbox"/> Humanities C Selection	3-4 credits
<input type="checkbox"/> Physical Science Selection	4 credits
<input type="checkbox"/> Life Science Selection	4 credits
Required Program Courses (21 credits)	
<input type="checkbox"/> CNC 115 Cisco Academy Discovery I	3 credits
<input type="checkbox"/> CNC 125 Cisco Academy Discovery II	3 credits
<input type="checkbox"/> CNC 215 Cisco Academy Discovery	3 credits

<input type="checkbox"/> CNC 225 Cisco Academy Discovery IV	3 credits
<input type="checkbox"/> CSC 115 Understanding Technology Today	3 credits
<input type="checkbox"/> CSC 175 Computer Science I	3 credits
<input type="checkbox"/> CSC 176 Computer Science II	3 credits

Networking Technician • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 65

Colleague Code: AAS.NWT

Curriculum Code: CNC 150

Recommended Course Sequence:

First Semester: CAS 121, CNC 115, CTC 125, ELT 110, MAT 113

Second Semester: CNC 125, CNC 135, CTC 220, ELT 115, EGL 104 or EGL 101

Third Semester: CDD 120, ELT 220, EGL 105 or EGL 102, POS 101 or POS 201, CNC 240

Fourth Semester: CNC 260, CNC 142, COS 226, ELT 250, Science/Math Elective

Program Information:

- This applied science program of study must be taken in its entirety to meet degree requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (17 credits)

<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 105	Career Communications II <u>or</u>	
EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 113	College Algebra	4 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

<input type="checkbox"/> Science/Math Elective	4 credits
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Required Program Courses (31 credits)

<input type="checkbox"/> CAS 121	Computer Systems and Business Applications	3 credits
<input type="checkbox"/> CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/> CNC 115	Cisco Academy Discovery I	3 credits
<input type="checkbox"/> CNC 125	Cisco Academy Discovery II	3 credits
<input type="checkbox"/> CNC 135	Introduction to IIS/ Networks	3 credits
<input type="checkbox"/> CNC 142	Novell CNA Networking	4.5 credits
<input type="checkbox"/> CNC 240	Introduction to Microsoft Server	3 credits
<input type="checkbox"/> COS 226	Professional Development	2 credits
<input type="checkbox"/> CTC 125	Cisco IT Essentials I	3 credits
<input type="checkbox"/> CTC 220	Micro Operating Systems for Tech Users	3 credits

Required Program Support Courses (14 credits)

<input type="checkbox"/> ELT 110	AC and DC Circuits	4 credits
<input type="checkbox"/> ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/> ELT 220	Fundamentals of Microcomputers	4 credits
<input type="checkbox"/> ELT 250	PC Troubleshooting	2 credits

Required Work-Based Learning Courses (3 credits)

<input type="checkbox"/> CNC 260	Networking Internship	3 credits
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Recommended Science elective: PHY 101

Networking Technician • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 34.5

Colleague Code: CA.NWT

Curriculum Code: CNC 175

Recommended Course Sequence:

First Semester: CNC 115, CTC 125, ELT 110

Second Semester: CNC 125, CNC 135, CTC 220, ELT 115

Third Semester: CNC 142, CNC 240, ELT 220

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to

www.onetonline.org:

- Computer Support Specialists (15-1041.00)
- Network and Computer Systems Administrators (15-1071.00)
- Network Systems and Data Communications Analysts (15-1081.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (34.5 credits)

<input type="checkbox"/>	CNC 115	Cisco Academy Discovery I	3 credits
<input type="checkbox"/>	CNC 125	Cisco Academy Discovery II	3 credits
<input type="checkbox"/>	CNC 135	Introduction to IIS/ Networks	3 credits
<input type="checkbox"/>	CNC 142	Novell CNA Networking	4.5 credits
<input type="checkbox"/>	CNC 240	Introduction to Microsoft Server	3 credits
<input type="checkbox"/>	CTC 125	Cisco IT Essentials I	3 credits
<input type="checkbox"/>	CTC 220	Micro Operating Systems for Tech Users	3 credits
<input type="checkbox"/>	ELT 110	AC and DC Circuits	4 credits

<input type="checkbox"/>	ELT 115	Analog and Digital Devices and Circuits	4 credits
<input type="checkbox"/>	ELT 220	Fundamentals of Microcomputers	4 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,692
Books & Supplies:	\$1,277
Academic Year 10-11	0
Completions:	
On-time Completion**	--
On-time Rate**	--
Placement Rate***	--
Median Federal Loan****	No Graduates
Median Private Loan****	No Graduates
Median LLC Loan****	No Graduates

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011

Cisco Network Administrator Training • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 12

Colleague Code: CC.CISCO

Curriculum Code: CNC 250

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (12 credits)

<input type="checkbox"/>	CNC 115	Cisco Academy Discovery I	3 credits
<input type="checkbox"/>	CNC 125	Cisco Academy Discovery II	3 credits

<input type="checkbox"/>	CNC 215	Cisco Academy Discovery III	3 credits
<input type="checkbox"/>	CNC 225	Cisco Academy Discovery IV	3 credits

NEURODIAGNOSTIC TECHNOLOGY

Neurodiagnostic Technology, Associate in Applied Science

Neurodiagnostic Technology • Associate in Applied Science

GENERAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.NDT

Curriculum Code: NDT 101

Recommended Course Sequence:

First Semester: NDT 101, NDT 102, NDT 103, BIO 175, Humanities Selection

Second Semester: NDT 104, NDT 109, NDT 205, BIO 176

Third Term: NDT 110

Fourth Semester: NDT 206, NDT 209, EGL 101, PSY 101

Fifth Semester: NDT 203, NDT 210, EGL 102

Program Information:

- Neurodiagnostic Technology is the scientific field devoted to the recording and study of the electrical activity of the brain and nervous system.
- This program prepares a student to work independently as an ND technologist. Graduates are eligible to apply to take the national registration examinations.
- Career cluster includes: ND technologist in a hospital lab, clinic, research facility and physicians' offices.
- This program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) – Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT).
- The first semester of this program begins in August.
- This program of study must be taken in its entirety to meet degree requirements.
- Portions of this program are provided by St. John's Hospital, 800 East Carpenter Street, Springfield. Those portions include the required program courses.
- Students are involved in 1,024 contact hours of clinical experience during the two-year program.
- Neurodiagnostic students must earn a minimum grade of C in all required NDT and BIO courses to remain in the program.
- HLT courses must have been completed within the last five years.

- Students have the right to apply for readmission to the program based on space availability. Only one readmission is allowed.
- Application and admission to the Neurodiagnostic Technology program is conducted on a limited enrollment basis and is an additional procedure from application and admission to LLCC.
- Students must show proof of CPR certification for health care providers at the start of the program and maintain certification throughout the program.

For Program Information Contact:

- Health Professions advisor at 217.786.2224 or the Health Professions Department at 217.757.6490 or 217.786.2449

Admission Requirements:

- Submit an LLCC admission worksheet if not a current student.
- Attend a mandatory information session on campus given by the program director.
- Send all transcripts to the Records Office.
- Possess one of the following:
 - A high school graduate within the past five years with a minimum GPA of 2.5
 - A GED certificate and have completed PSY 101, EGL 101 and BIO 175 with a minimum grade of C
 - A high school graduate of longer than five years must have completed PSY 101, EGL 101 and BIO 175 with a minimum grade of C.
 - Possess a college GPA of 2.5 on a 4.0 scale. Interested individuals who do not meet these requirements must possess a 2.0 GPA and have completed PSY 101, EGL 101 and BIO 175 with a minimum grade of C.
- Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
- Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not

demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.

- Take the LLCC placement test and demonstrate placement out of MAT 096. If the ability is not demonstrated, the courses of MAT 094 and/or MAT 096 must be successfully completed.
- Submit a Neurodiagnostic Technology program application.
- Following acceptance into the program, students are required to have:
 - A health assessment performed at the student's expense
 - Documentation of immunizations
 - A criminal background check performed at the student's expense
 - A drug screen performed at the student's expense

Required General Education Courses (20 credits)

<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/>	BIO 176	Human Anatomy and Physiology II	4 credits
<input type="checkbox"/>	PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/>	Humanities Selection		3 credits

Required Program Courses (42 credits)

<input type="checkbox"/>	NDT 101	Introduction to Neurodiagnostic Technology	4 credits
<input type="checkbox"/>	NDT 102	Basic NDT Techniques	3 credits
<input type="checkbox"/>	NDT 103	NDT Instrumentation	2 credits
<input type="checkbox"/>	NDT 104	Clinical Correlations in NDT	4 credits
<input type="checkbox"/>	NDT 109	NDT Clinical Practice I	5 credits
<input type="checkbox"/>	NDT 110	NDT Clinical Practice II	5 credits
<input type="checkbox"/>	NDT 203	NDT Capstone	2 credits
<input type="checkbox"/>	NDT 205	NDT Neuroanatomy	3 credits
<input type="checkbox"/>	NDT 206	Neurodiagnostics	4 credits
<input type="checkbox"/>	NDT 209	NDT Clinical Practice III	5 credits
<input type="checkbox"/>	NDT 210	NDT Clinical Practice IV	5 credits

NURSING PROGRAMS

Associate Degree Nursing, Associate in Applied Science
LPN to ADN Transition Requirements
Practical Nurse, Certificate of Achievement
Basic Nurse Assistant, Certificate of Completion

Associate Degree Nursing • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 64

Colleague Code: AAS.ADN

Curriculum Code: ADN 204

Recommended Course Sequence:

First Semester: ADN 110, ADN 111, ADN 112, BIO 175

Second Semester: ADN 120, BIO 176, PSY 101

Third Semester: ADN 230, ADN 231, BIO 220, EGL 101

Fourth Semester: ADN 240, ADN 241, ADN 242, EGL 102, SOC 101

Program Information:

- This program is designed for students interested in becoming registered nurses.
- Students who complete the program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
- Career cluster includes registered professional nurse (R.N.) in acute care hospital, medical clinic, mental health facility, nursing home, school, industry and community health agency.
- All nursing students must earn a minimum grade of C in all nursing courses. Students who fail to achieve a C in a nursing course may repeat the course one time. If they fail to earn a minimum grade C on the second attempt, they will be dismissed from the program. Failure to earn a minimum grade of C in a second nursing course, even though the first course may have been successfully repeated, is also grounds for dismissal. Only one re-admission is allowed.
- BIO 175, BIO 176, BIO 220, PSY 101 and SOC 101 must be successfully completed with a minimum grade of C. If a minimum grade of C is not earned the course must be retaken.
- Please check the course descriptions for prerequisites to BIO courses.
- Students must have a current physical, show proof of immunizations and pass a drug screen and fingerprint background check prior to the start of the program.

- Students must show proof of CPR certification for health care providers from either the American Heart Association or the American Red Cross Professional Rescuer at the start of the program and maintain certification throughout the program.
- Students who are current LPNs should refer to the LPN to ADN Transition Requirements, see page 180 for entrance into the ADN program.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This course is conducted on a limited-enrollment basis. Admission to this program involves additional procedures.
- This program has been articulated with Benedictine University at Springfield, Kaplan University, MacMurray College, Methodist College of Nursing and Millikin University as a 2 + 2 program if taken in its entirety.
- This program has been articulated with St. John's College as a dual admission program if taken in its entirety.

For Program Information Contact:

Health Professions Department at 217.786.2445 or 217.786.4913 or see a health professions advisor.

Admission to the Program:

1. Submit the LLCC admission worksheet.
2. Be a high school graduate or have a GED certificate.
3. Have a minimum composite ACT score of 21, or ACT of 19 to 20 with 24 program-specific college hours that includes one science course, one communication course and one social science course. Students must earn a minimum grade of C in the courses.
4. Complete CHE 100 or CHE 101 with a minimum grade of C within the last five years or one year of high school chemistry with a minimum grade of C and within the last five years ago.

5. Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be satisfactorily completed.
6. Take the LLCC placement test and obtain scores that demonstrate placement out of MAT 096. If this ability is not demonstrated, the courses of MAT 094 and MAT 096 must be satisfactorily completed.
7. Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be satisfactorily completed.
8. Submit the nursing application.
9. Have a minimum GPA of 2.5 for all previous college courses or high school GPA (four point scale). High school GPA will be considered until the student has completed nine hours of program-specific courses.
10. Have a minimum GPA of 2.0 for all previous LLCC college-level courses.
11. Give evidence of satisfactory physical and emotional health required of practitioners to carry out the tasks of this occupation.
12. Anatomy and physiology courses and microbiology courses must have been taken within the last five years.

Application and admission to the program is a separate procedure from application and admission to LLCC. The ADN program uses a selective admissions process. Prospective students'

applications are ranked based on several criteria such as ACT score, grade point average, college science courses grades and previous academic achievement. Applications will be accepted during specified time periods for fall and spring admissions. Further information can be found at:
<http://www.llcc.edu/tabid/5507/Default.aspx> and
<http://www.llcc.edu/tabid/5587/Default.aspx>.

Required General Education Courses (24 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/> BIO 176	Human Anatomy and Physiology II	4 credits
<input type="checkbox"/> BIO 220	Microbiology	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits

Required Program Courses (40 credits)

<input type="checkbox"/> ADN 110	Introduction to Nursing	6.5 credits
<input type="checkbox"/> ADN 111	Introduction to Pharmacology	2.5 credits
<input type="checkbox"/> ADN 112	Health Assessment	3 credits
<input type="checkbox"/> ADN 120	Nursing II	8 credits
<input type="checkbox"/> ADN 230	Adult Health I	5 credits
<input type="checkbox"/> ADN 231	Adult Health II	5 credits
<input type="checkbox"/> ADN 240	Critical Care Nursing	4 credits
<input type="checkbox"/> ADN 241	Special Populations	4 credits
<input type="checkbox"/> ADN 242	Nursing Leadership	2 credits

LPN to ADN Transition Requirements

Total Credit Hours: 26

Program Information:

- LLCC offers a transition for licensed practical nurses who wish to become a Registered Professional Nurse.
- Upon successful completion, the LPN would be eligible to enter the second year of the ADN program, see page 179.
- An applicant must meet all the prerequisites to enter the second year of the LLCC ADN program, see page 179.
- Students must have a current physical, show proof of immunization and pass a drug screen prior to the start of the program.

- Students must show proof of CPR certification for health care providers from either the American Heart Association or the American Red Cross Professional Rescuer on admission and maintain certification throughout the program.
- Students must have an unencumbered LPN license in the State of Illinois or be eligible to apply for one.
- Upon successful completion of NUR 283, students will be eligible to apply for proficiency credit for ADN 110, ADN 111, ADN 112 and ADN 120.
- Due to the vocational nature of the course, the grade for NUR 283 will not be included in the

college GPA and the course is not eligible for financial aid.

- This course is conducted on a limited enrollment basis and requires special procedures.

For Program Information Contact:

Health Professions advisor at 217.786.2224 or the Nursing Department at 217.786.2445 or 217.786.4913.

Admission to the Program

1. Submit the LLCC admission worksheet.
2. Be a high school graduate or have a GED certificate.
3. Have a minimum composite ACT score of 21, or ACT of 19 to 20 with 24 college hours that includes one science course, one communication course and one social science course. Students must earn a minimum grade of C in the courses.
4. Complete CHE 100 or CHE 101 with a minimum grade of C within the last five years or one year of high school chemistry with a minimum grade of C and not longer than five years ago.
5. Take the LLCC Placement Test and obtain scores that demonstrate placement out of EGL 099. If this ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be satisfactorily completed.
6. Take the LLCC Placement Test and obtain scores that demonstrate placement out of RDG 099. If this ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be satisfactorily completed.
7. Take the LLCC Placement Test and obtain scores that demonstrate placement out of MAT 096. If this ability is not demonstrated, the courses of MAT 094 and MAT 096 must be satisfactorily completed. The math requirement must have been completed within the last five years.
8. Have a minimum GPA of 2.5 for all previous college courses.

9. Have a minimum GPA of 2.0 for all previous LLCC college-level courses.
10. Send all high school and college transcripts AND A COPY OF LPN LICENSE to: Records Office, Lincoln Land Community College, 5250 Shepherd Road, P. O. Box 19256, Springfield, IL 62794-9256.
11. Successfully complete with a minimum grade of C PSY 101, BIO 175, BIO 176 and BIO 220.
12. Give evidence of satisfactory physical and emotional health required of practitioners to carry out the tasks of this occupation.
13. Anatomy and physiology courses and microbiology courses must have been taken within the last five years.
14. Submit the nursing application.

Application and admission to the program is a separate procedure from application and admission to LLCC. The program uses a selective admissions process. Prospective students' applications are ranked based on several criteria such as ACT score, grade point average, college science courses grades and previous academic achievement. Applications will be accepted during specified time periods for fall and spring admissions. Further information can be found at:
<http://www.llcc.edu/tabid/hlpr/HealthProfessions/Nursing/LPNBridge/tabid/5588/Default.aspx>.

Required ADN Program Courses (26 credits)

<input type="checkbox"/> NUR 283	ADN Transition for the Licensed Practical Nurse (LPN)	5 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> BIO 220	Microbiology	4 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> ADN 230	Adult Health I	5 credits
<input type="checkbox"/> ADN 231	Adult Health II	5 credits
<input type="checkbox"/> ADN 240	Critical Care Nursing	4 credits
<input type="checkbox"/> ADN 241	Special Populations	4 credits
<input type="checkbox"/> ADN 242	Nursing Leadership	2 credits

Practical Nurse • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 36

Colleague Code: CA.PRN

Curriculum Code: PCN 206

Recommended Course Sequence:

First Semester: PCN 101, BIO 175, EGL 101

Second Semester: PCN 102, BIO 176, PSY 101

Third Semester: PCN 103

Program Information:

- Designed for students interested in becoming licensed practical nurses.
- Students who complete the program are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
- Students must have a current physical, show proof of immunizations and pass a drug screen prior to the start of the program. A fingerprint background check may be needed.
- Students must show proof of CPR certification for health care providers from either the American Heart Association or the American Red Cross Professional Rescuer at the start of the program and maintain certification throughout the program.
- All nursing students must earn a minimum grade of C in all nursing and science courses. Students who fail to achieve a C in a nursing course may repeat the course one time. If a student fails to earn a minimum grade of C on the second attempt, they will be dismissed from the program. Failure to earn a C in a second nursing course even though the first course was successfully repeated is also grounds for dismissal. If a C grade is not earned in each semester of Anatomy and Physiology, the student cannot continue in the Nursing Program until the science is repeated and a minimum grade of C is earned.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

**Top 3 Occupations According to
www.onetonline.org:**

- Nursing Aides, Orderlies, and Attendants (31-1012.00)
- Licensed Practical and Licensed Vocational Nurses (29-2061.00)
- Registered Nurses (29-1111.00)

For Program Information Contact:

Health Professions advisor at 217.786.2224 or the Nursing Department at 217.786.2445 or 217.786.4913.

Admission to the Program:

1. Submit the LLCC admission worksheet.
2. Be a high school graduate or have a GED and submit high school transcript or proof of GED.
3. Have a composite ACT score of 18 or higher. Have the ACT test results sent to the LLCC Records Office. If the test is needed, call 217.786.2211, the Office

- of Placement and Testing.
4. Take the LLCC placement test and demonstrate placement out of MAT 092. If this ability is not demonstrated, the courses MAT 088 and MAT 092 must be successfully completed before entering the program.
5. Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
6. Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.
7. Be a current Certified Nursing Assistant.
8. Submit the nursing application.
9. Have a minimum GPA of 2.5 for all previous college courses.
10. Send all high school and college transcripts to: Records Office, Lincoln Land Community College, 5250 Shepherd Road, P.O. Box 19256, Springfield, IL 62794-9256.
11. Give evidence of satisfactory physical and emotional health required of practitioners to carry out the tasks of this occupation.

Application and admission to the program is a separate procedure from application and admission to LLCC. The program uses a selective admissions process. Prospective students' applications are ranked based on several criteria such as ACT score, grade point average, college science courses grades and previous academic achievement. Applications will be accepted during specified time periods for fall and spring admissions. Further information can be found at:

<http://www.llcc.edu/hlpr/HealthProfessions/Nursing/PracticalNurse/tabid5589/Default.aspx>.

Required General Education Courses (14 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> BIO 175	Anatomy and Physiology I	4 credits
<input type="checkbox"/> BIO 176	Anatomy and Physiology II	4 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits

Required Program Courses (22 credits)

<input type="checkbox"/> PCN 101	Practical Nursing I	8 credits
<input type="checkbox"/> PCN 102	Practical Nursing II	8 credits
<input type="checkbox"/> PCN 103	Practical Nursing III	6 credits

Graduates of the LLCC Practical Nurse program interested in attending the LLCC Associate Degree Nursing program must pass the National Council State Board Licensure examination for Practical Nurses, possess an unencumbered LPN license and meet all other requirements for the LPN to ADN Transition.

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,852
Books & Supplies:	\$1,332
Academic Year 10-11	19
Completions:	
On-time Completion**	0

On-time Rate**	0.0%
Placement Rate***	94.0%
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Basic Nurse Assistant • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 6.5

Colleague Code: CC.CNA

Curriculum Code: NAS 207

Program Information:

- This program consists of one course and is designed to prepare those seeking employment as assistants to nurses in nursing homes, hospitals and home health settings.
- The program includes both classroom and clinical experience.
- Students successfully completing the program will have met state requirements and are eligible to take the required IDPH Nurse Aide Competency Exam.
- Basic nurse assistant students are required to have a physical exam and two negative TB skin tests before they are allowed into the clinical area.
- Students MUST be present on the first day of class. Students cannot be absent the first day of clinical.
- A fingerprint background check will be performed at the student's expense.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Health Professions Department at 217.786.2447 or 217.786.4913 or see a health professions advisor.

Required Program Courses (6.5 credits)

<input type="checkbox"/> NAS 101	Basic Nurse Assistant	6.5 credits
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Students earn a grade of C or higher to earn the certificate.

Students must have a minimum Accuplacer reading comprehension score of 60 or higher, an ACT reading score of 22 or SAT verbal score of 480 or have passed RDG 098.

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy Assistant, Associate in Applied Science

Occupational Therapy Assistant • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 70

Colleague Code: AAS.OTA

Curriculum Code: OTA 100

Program Information:

- This program prepares students to perform selected occupational therapy procedures and related tasks under the direction and supervision of an occupational therapist.
- Career cluster includes occupational therapy assistant in a hospital, outpatient clinic, nursing home, school, industry or community health agency.
- This program begins in the spring semester.
- Hours include 640 hours of Fieldwork II experience. Level II Fieldwork assignments must be completed within 18 months of completion of academic preparation.
- Occupational therapy students must earn a minimum grade of C in all courses with a prefix of OTA and BIO. Students have the right to apply for readmission to the program based on program admissions committee action and space availability. In the case of readmission, credit will be allowed for courses previously completed with a minimum grade of C. Only one readmission is allowed.
- A criminal background check and drug screen are mandatory in the third semester of the program.
- Prior to the start of the first semester of OTA classes, all students accepted into the program must show evidence of current CPR certification for health care providers (must be CPR for adults and infants with first-aid training). Training will be provided at the orientation for those who currently do not hold certification.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- This program is conducted on a limited-enrollment basis. Admission to this program involves additional procedures.

For Program Information Contact:

Health Professions Department at 217.786.2872 or 217.786.2449 or see an academic advisor.

Admission to the Program:

Pre-application requirements: These requirements must be completed before your application can be considered.

1. Attend an informational session given on campus by the OTA director. The Occupational Therapy Assistant program has limited enrollment, and student selection criteria are covered in detail at the informational session. Dates of informational sessions may be obtained from the Admissions and Records Office, 786.2296, or at www.llcc.edu/health/.
2. Send ACT test results to the LLCC Records Office.
 - a. ACT minimum composite score of 20, with no section less than 15, or have an associate degree or higher or
 - b. Successfully complete with a minimum grade of C the following three general education courses: PSY 101, EGL 101, BIO 175.
3. Students must complete OTA 100 with a minimum grade of C prior to application for admission to the program.

Admission requirements:

1. Submit the LLCC admission worksheet if you are not a current student.
2. Complete placement testing as follows:
 - a. Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
 - b. Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.
 - c. Take the LLCC placement test and obtain the scores that demonstrate MAT 088 and MAT 092 ability. If this ability

- is not demonstrated, the courses MAT 088 and/or MAT 092 must be successfully completed before entering the program.
3. Graduate from high school or have a GED certificate. Have high school transcripts sent to the LLCC Records Office.
 4. Have a 2.5 GPA or better for all previous college courses. Have college transcripts sent to the LLCC Records office.
 5. Have completed with a minimum grade of C:
 - two years of high school algebra OR one year of high school algebra and one year of high school geometry (or college equivalent; MAT 092)
 - two years of high school lab sciences or college equivalent.
These courses must have been completed within the last five years. At the discretion of the OTA Program Director, this five-year limitation may be waived.
 6. Students who have completed admission requirements 1 through 5 and who are accepted into the applicant pool will be notified to attend an on-campus session with the Program Director. During the on-campus session, those students will be required to complete an essay. The essay will be evaluated for written communication skills and the applicant's intent for pursuing a career in occupational therapy.

Recommended Course Sequence:

First Semester: OTA 101, OTA 102, EGL 101, BIO 175, PSY 101

Second Semester: OTA 107

Third Semester: OTA 103, OTA 104, OTA 106, EGL 102, BIO 176, PSY 220

Fourth Semester: OTA 105, OTA 200, OTA 201, OTA 202, SOC 101

Fifth Semester: OTA 210

Sixth Semester: OTA 203, OTA 204, OTA 205, POS 101 or POS 201

Required General Education Courses (26 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/> BIO 176	Human Anatomy and	4 credits

<input type="checkbox"/> POS 101	Physiology II Introduction to American Politics <u>or</u>	
<input type="checkbox"/> POS 201	State and Local Government	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> PSY 220	Human Development	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits

Required Program Courses (44 credits)

<input type="checkbox"/> OTA 101	Introduction to Occupational Therapy	2 credits
<input type="checkbox"/> OTA 102	Therapeutic Media	3 credits
<input type="checkbox"/> OTA 103	Occupational Therapy Assistant Theory I	4 credits
<input type="checkbox"/> OTA 104	Occupational Therapy Assistant Fieldwork I	3 credits
<input type="checkbox"/> OTA 105	Kinesiology	3 credits
<input type="checkbox"/> OTA 106	Sensory-Motor Function	1 credit
<input type="checkbox"/> OTA 107	Documentation for OTAs	2 credits
<input type="checkbox"/> OTA 200	Occupational Therapy Assistant Clinical Skills	2 credits
<input type="checkbox"/> OTA 201	Occupational Therapy Assistant Theory II	4 credits
<input type="checkbox"/> OTA 202	Occupational Therapy Assistant Fieldwork II/Practicum I	4 credits
<input type="checkbox"/> OTA 203	Occupational Therapy Assistant Theory III	4 credits
<input type="checkbox"/> OTA 204	Occupational Therapy Assistant Fieldwork II/Practicum II	4 credits
<input type="checkbox"/> OTA 205	Occupational Therapy Assistant Fieldwork II/Practicum III	6 credits
<input type="checkbox"/> OTA 210	Service Management	2 credits

Graduates of the program are eligible to apply to write the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice. Illinois licensure is based on the results of the NBCOT Certification Examination. Students are advised that any previous felony conviction may result in the inability to obtain a license to practice occupational therapy. Students requiring guidance in this area should speak to the program director.

OFFICE PROFESSIONAL PROGRAMS

Office Professional, Associate in Applied Science
Office Aide/Office Assistant, Certificate of Completion
Office Support Specialist, Certificate of Completion
Basic Computer Application Skills, Certificate of Completion
Intermediate Computer Application Skills, Certificate of Completion
Advanced Computer Application Skills, Certificate of Completion
Word Processing Applications, Certificate of Completion
Spreadsheet Applications, Certificate of Completion
Database Applications, Certificate of Completion
Presentations and Email Applications, Certificate of Completion
Microcomputer Applications and Systems, Associate in Applied Science (deletion pending ICCB approval)
Microcomputer Applications and Systems, Certificate of Completion (deletion pending ICCB approval)

Office Professional • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 61
Colleague Code: AAS.ADMIN
Curriculum Code: AOP 100

Recommended Course Sequence:
First Semester: EGL 101, MAT 104, CAS 102, CAS 121, COS 111
Second Semester: MAT 105, POS 101 *or* POS 201, CAS 140, COS 200, BUS 121 *or* ACC 100
Third Semester: EGL 102 CAS 110, CAS 150, COS 220, Specialization Requirement, Specialization Requirement (Medical Office Professional only), CMN 104
Fourth Semester: CAS 130, CAS 210, COS 115, COS 225, COS 226, Specialization Requirement, COS 240

- Program Information:**
- This program prepares students to perform a variety of duties in an office environment.
 - Upon successful completion of this degree program, students may be eligible to sit for the Certified Administrative Professional examination.
 - Students who have successfully passed the CPS or CAP examinations may apply for up to 21 hours of college proficiency credit.

For Program Information Contact:
Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required General Education Courses (18

credits)		
<input type="checkbox"/> CMN 104	Interpersonal Communication	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> MAT 105	Quantitative Literacy	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits
Required Program Courses (37 credits)		
<input type="checkbox"/> CAS 102	MS Windows Operating Systems	2 credits
<input type="checkbox"/> CAS 110	Internet Effectiveness	2 credits
<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> CAS 130	Word Processing Applications--MS Word	3 credits
<input type="checkbox"/> CAS 140	Spreadsheet Applications--MS Excel	3 credits
<input type="checkbox"/> CAS 150	Database Applications--MS Access	3 credits
<input type="checkbox"/> CAS 210	Forms Design Applications	2 credits
<input type="checkbox"/> COS 111	Office Procedures	3 credits
<input type="checkbox"/> COS 115	Customer Service	2 credits
<input type="checkbox"/> COS 200	Office Correspondence	3 credits
<input type="checkbox"/> COS 220	Records Management	3 credits
<input type="checkbox"/> COS 225	Office Supervision and Management	3 credits
<input type="checkbox"/> COS 226	Professional Development	2 credits
<input type="checkbox"/> Specialization Requirement		3 credits

- | | |
|--|-------------|
| <input type="checkbox"/> Specialization Requirement | 3 credits |
| <input type="checkbox"/> Specialization Requirement (Medical Office Professional only) | 0-3 credits |

Required Program Support Courses (3 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> BUS 121 | Introduction to Business Organization <i>or</i> | |
| ACC 100 | Introduction to Accounting | 3 credits |

Required Work-Based Learning Courses (3 credits)

- | | | |
|----------------------------------|--------------------------------------|-----------|
| <input type="checkbox"/> COS 240 | Office Systems Technology Internship | 3 credits |
|----------------------------------|--------------------------------------|-----------|

General Office Professional Specialization (3 credits)

- | | | |
|----------------------------------|--|-----------|
| <input type="checkbox"/> CAS 170 | Marketing with Social Media Applications | 2 credits |
| <input type="checkbox"/> CAS 205 | Application Integration | 1 credits |

Medical Office Professional Specialization (9 credits)

- | | | |
|----------------------------------|-----------------------|-----------|
| <input type="checkbox"/> COS 104 | Medical Transcription | 3 credits |
| <input type="checkbox"/> COS 120 | Health Literacy I | 3 credits |
| <input type="checkbox"/> COS 130 | Health Literacy II | 3 credits |

Office Aide/Office Assistant • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 12

Colleague Code: CC.OAOA

Curriculum Code: AOP 200

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (12 credits)

- | | | |
|----------------------------------|------------------------------------|-----------|
| <input type="checkbox"/> CAS 121 | Computer Applications and Concepts | 3 credits |
| <input type="checkbox"/> EGL 104 | Career Communications <i>or</i> | |
| EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> COS 111 | Office Procedures | 3 credits |
| <input type="checkbox"/> COS 200 | Office Correspondence | 3 credits |

For entry into COS 200, a minimum of 40-45 words per minute is required or completion of COS 101.

Office Support Specialist • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 18

Colleague Code: CC.OSS

Curriculum Code: AOP 250

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Required Program Courses (18 credits)

- | | | |
|----------------------------------|------------------------------------|-----------|
| <input type="checkbox"/> CAS 121 | Computer Applications and Concepts | 3 credits |
|----------------------------------|------------------------------------|-----------|

- | | | |
|----------------------------------|-----------------------------------|-----------|
| <input type="checkbox"/> EGL 104 | Career Communications I <i>or</i> | |
| EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> COS 111 | Office Procedures | 3 credits |
| <input type="checkbox"/> COS 200 | Office Correspondence | 3 credits |
| <input type="checkbox"/> COS 220 | Records Management | 3 credits |
| <input type="checkbox"/> COS 225 | Office Supervision and Management | 3 credits |

Students must know how to keyboard by touch and key 40-45 words per minute or COS 101 should be taken.

Legal Office Professional • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 21

Colleague Code: CC.LOA

Curriculum Code: LOA 140

Recommended Course Sequence:

First Semester: CAS 121, COS 108, COS 111, COS 220

Second Semester: EGL 104 or EGL 101, COS 218, COS 220

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (20 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> EGL 104	Career Communications I	
	<i>or</i>	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> COS 108	Legal Terminology and	3 credits

	Transcription	
<input type="checkbox"/> COS 111	Office Procedures	3 credits
<input type="checkbox"/> COS 200	Office Correspondence*	3 credits
<input type="checkbox"/> COS 218	Legal Office Correspondence	3 credits
<input type="checkbox"/> COS 220	Records Management	3 credits

For entry into COS 200, a minimum of 40-45 words per minute is required or completion of COS 101.

Medical Office Professional • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 21

Colleague Code: CC.MOA

Curriculum Code: MOA 140

Recommended Course Sequence:

First Semester: CAS 121, COS 111, COS 120, COS 200

Second Semester: COS 104, COS 130, COS 220

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (20 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> COS 104	Medical Transcription	3 credits
<input type="checkbox"/> COS 111	Office Procedures	3 credits
<input type="checkbox"/> COS 120	Health Literacy I	3 credits
<input type="checkbox"/> COS 130	Health Literacy II	3 credits
<input type="checkbox"/> COS 200	Office Correspondence	3 credits
<input type="checkbox"/> COS 220	Records Management	3 credits

Keyboarding rates of 30 words per minute are also helpful.

HLT 109, BIO 175 and BIO 176 may be substituted for COS 120 and COS 130.

Basic Computer Application Skills • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 4.5

Colleague Code: CC.BCAS

Curriculum Code: CAS 175

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (3 credits)

<input type="checkbox"/> CAS 102	MS Windows Operating Systems	.5-3 credits
<input type="checkbox"/> CAS 104	Introduction to Microsoft Word	.5 credits
<input type="checkbox"/> CAS 106	Introduction to Microsoft Excel	.5 credits
<input type="checkbox"/> CAS 107	Introduction to Microsoft Access	.5 credits
<input type="checkbox"/> CAS 108	Introduction to Microsoft PowerPoint	.5 credits
<input type="checkbox"/> COS 100	Introduction to Keyboarding	2 credits

Intermediate Computer Application Skills • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 3

Colleague Code: CC.ICAS

Curriculum Code: CAS 200

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

- Students are expected to complete the Basic Computer Application Skills certificate of completion before beginning the Intermediate Computer Application Skills certificate of completion.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (3-5 credits)

<input type="checkbox"/> CAS 103	Computer Concepts	
	<i>or</i>	
CAS121	Computer Applications and Concepts	1-3 credits
<input type="checkbox"/> COS 101	Advanced Keyboarding	2 credits

Advanced Computer Application Skills • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 12

Colleague Code: CC.WPGS

Curriculum Code: AOP 275

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students are expected to complete the Intermediate Computer Application Skills certificate of completion before beginning the Advanced Computer Application Skills certificate of completion.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses 12 credits)

<input type="checkbox"/> Program Course	3 credits
<input type="checkbox"/> Program Course	3 credits
<input type="checkbox"/> Program Course	3 credits
<input type="checkbox"/> Program Course	3 credits

Program Courses (choose 12 credits)

<input type="checkbox"/> CAS 109	Microcomputer Software Application Topics	3 credits
<input type="checkbox"/> CAS 130	Word Processing Applications (MS Word)	3 credits
<input type="checkbox"/> CAS 140	Spreadsheet Applications (MS Excel)	3 credits
<input type="checkbox"/> CAS 150	Database Applications (MS Access)	3 credits
<input type="checkbox"/> CAS 160	Presentation Graphics and Email Applications (MS PowerPoint/MS Outlook)	3 credits
<input type="checkbox"/> CAS 224	Desktop Publishing	3 credits

Word Processing Applications • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 6

Colleague Code: CC.WPAPS

Curriculum Code: CAS 253

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students will have an in-depth knowledge of current word processing software at the completion of this program.

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (6 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> CAS 130	Word Processing Applications - Microsoft Word	3 credits

Spreadsheet Applications • Certificate of Completion**OCCUPATIONAL PROGRAM**

Total Credit Hours: 6

Colleague Code: CC.SSAPS

Curriculum Code: CAS 252

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

- Students will have an in-depth knowledge of current spreadsheet software at the completion of this program.

For Program Information Contact:
Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (6 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> CAS 140	Spreadsheet Applications - Microsoft Excel	3 credits

Database Applications • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 6

Colleague Code: CC.DBAPS

Curriculum Code: CAS 250

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students will have an in-depth knowledge of current database software at the completion of this program.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (6 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> CAS 150	Database Applications - Microsoft Access	3 credits

Presentations and Email Applications • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 6

Colleague Code: CC.PEAPS

Curriculum Code: CAS 251

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students will have an in-depth knowledge of current presentation and email software at the completion of this program.

For Program Information Contact:

Business and Technologies Department at
217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (6 credits)

<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> CAS 160	Presentation and Email Applications - Microsoft PowerPoint/Outlook	3 credits

PHILOSOPHY

Philosophy, Associate in Arts

Philosophy • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 63

Colleague Code: AA.PHIL

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: PHI 201, EGL 101, CMN 101, Mathematics Selection, Elementary Foreign Language I

Second Semester: PHI 205, EGL 102, HUM 101, POS 101 *or* POS 201, Elementary Foreign Language II

Third Semester: PHI 204, PSY 101, SOC 101, Life Science Selection, Intermediate Foreign Language I

Fourth Semester: PHI 210, Literature Selection, Physical Science Selection, Intermediate Foreign Language II

Program Information:

- This program is appropriate for students who intend to obtain a bachelor's degree in philosophy.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-28 credits)

<input type="checkbox"/> HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/> PHI 201	Introduction to Logic	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits

<input type="checkbox"/> Life Science Selection	4 credits
<input type="checkbox"/> Physical Science Selection	4 credits

Recommended Program Courses (9 credits)

<input type="checkbox"/> PHI 204	Introduction to Philosophy	3 credits
<input type="checkbox"/> PHI 205	Ethics: Morality and Contemporary Values	3 credits
<input type="checkbox"/> PHI 210	World Religions	3 credits

Recommended Program Support Courses (16 credits)

<input type="checkbox"/> Elementary Foreign Language I	4 credits
<input type="checkbox"/> Elementary Foreign Language II	4 credits
<input type="checkbox"/> Intermediate Foreign Language I	4 credits
<input type="checkbox"/> Intermediate Foreign Language II	4 credits

PHYSICS

Physics (Transfer Program)

Physics

TRANSFER PROGRAM

Total Credit Hours: 69

Colleague Code: AS.PHYS

Recommended Course Sequence:

First Semester: CHE 101, MAT 131, COM 111, POS 101 or POS 201, Humanities A Selection

Second Semester: PHY 201, CHE 102, MAT 132, EGL 102

Third Semester: PHY 202, MAT 161, MAT 233, Humanities B Selection, Social Science Selection

Fourth Semester: PHY 203, MAT 235, CMN 101, Humanities C Selection, Social Science Selection

Program Information:

- This program is intended for students planning to earn a bachelor's degree in physics or some closely related area.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- An Associate in Science degree can be earned if students complete either BIO 101, BIO 104, BIO 111 or BIO 112 in addition to or in place of MAT 161. However, students desiring to pursue a bachelor's degree should consult with the school to which they plan to transfer to determine the most appropriate course for their academic goals.
- Students who are planning on teaching physics in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Recommended General Education Courses (45-47 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> CHE 101 | General Chemistry I | 4 credits |
| <input type="checkbox"/> CMN 101 | Public Speaking Fundamentals | 3 credits |
| <input type="checkbox"/> EGL 101 | Composition I | 3 credits |
| <input type="checkbox"/> EGL 102 | Composition II | 3 credits |
| <input type="checkbox"/> POS 101 | Introduction to American Politics <u>or</u> | |

- | | | |
|---|------------------------------------|-------------|
| POS 201 | State and Local Government | 3 credits |
| <input type="checkbox"/> MAT 131 | Calculus and Analytic Geometry I | 5 credits |
| <input type="checkbox"/> MAT 132 | Calculus and Analytic Geometry II | 5 credits |
| <input type="checkbox"/> MAT 233 | Calculus and Analytic Geometry III | 4 credits |
| <input type="checkbox"/> Humanities A Selection | | 3-4 credits |
| <input type="checkbox"/> Humanities B Selection | | 3 credits |
| <input type="checkbox"/> Humanities C Selection | | 3-4 credits |
| <input type="checkbox"/> Social Science Selection | | 3 credits |
| <input type="checkbox"/> Social Science Selection | | 3 credits |

Recommended Program Courses (12 credits)

- | | | |
|----------------------------------|-------------|-----------|
| <input type="checkbox"/> PHY 201 | Physics I | 4 credits |
| <input type="checkbox"/> PHY 202 | Physics II | 4 credits |
| <input type="checkbox"/> PHY 203 | Physics III | 4 credits |

Recommended Program Support Courses (12 credits)

- | | | |
|----------------------------------|---|-----------|
| <input type="checkbox"/> CHE 102 | General Chemistry II | 4 credits |
| <input type="checkbox"/> MAT 161 | Computer Programming and Applications for Engineers | 4 credits |
| <input type="checkbox"/> MAT 235 | Differential Equations | 4 credits |

POLITICAL SCIENCE

Political Science, Associate in Arts

Political Science • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.POSC

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: POS 101, ECO 110, HIS 101, EGL 101, MAT 104

Second Semester: Track Selection, HIS 102, EGL 102, PSY 101,

Third Semester: Track Selection, HIS 111, CMN 101, Life Science Selection, Humanities B Selection

Fourth Semester: Track Selection, Track Selection, HIS 112, Physical Science Selection, Humanities A Selection

Program Information:

- Study of governmental institutions and political behavior.
- Divided into political theory; American government and public law; public administration; comparative government; and international law, organization and relations.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching political science in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- A concentration in Political Science can lead to a variety of bachelor's and higher degrees.
- While not directly vocational, a concentration in political science at LLCC provides well developed analytical skills, a substantial and broad discipline specific foundation and written and spoken communication abilities that are valued by numerous potential career areas. LLCC graduates with a concentration in Political Science have gone on to successful careers in federal, state and local governments; national and international organizations; law; journalism; and education.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics	3 credits

Recommended General Education Courses (27-29 credits)

<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I	4 credits
<input type="checkbox"/> MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (12 credits)

<input type="checkbox"/> Track Selection		3 credits
<input type="checkbox"/> Track Selection		3 credits
<input type="checkbox"/> Track Selection		3 credits
<input type="checkbox"/> Track Selection		3 credits

Recommended Program Support Courses (10 credits)

<input type="checkbox"/> HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> HIS 111	United States History to 1877	3 credits
<input type="checkbox"/> HIS 112	United States History Since 1877	3 credits

Track Selections (choose 12 credits)

American Politics Track

<input type="checkbox"/> POS 102	Practical Politics	3 credits
<input type="checkbox"/> POS 165	Model Illinois Government	3 credits
<input type="checkbox"/> POS 201	State and Local Government	3 credits
<input type="checkbox"/> POS 211	Introduction to Political Philosophy	3 credits
<input type="checkbox"/> POS 230	Introduction to Public Administration	3 credits

International Politics Track

<input type="checkbox"/> POS 164	The United Nations	3 credits
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<input type="checkbox"/>	POS 202	International Relations	3 credits
<input type="checkbox"/>	POS 211	Introduction to Political Philosophy	3 credits
<input type="checkbox"/>	POS 220	Introduction to Comparative Political Systems	3 credits

PRE-CLINICAL LABORATORY SCIENCE

Pre-Clinical Laboratory Science, Associate in Science

Pre-Clinical Laboratory Science • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 63

Colleague Code: AS.MEDT

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: BIO 111, CHE 101, Humanities A Selection, Mathematics Selection

Second Semester: CHE 102, POS 101 *or* POS 201, CMN 101, Social Science Selection, Humanities B Selection

Third Semester: BIO 175, CHE 201, COM 111, Social Sciences Selection, Humanities C Selection

Fourth Semester: BIO 220 *or* BIO 225, BIO 176, EGL 102, MAT 141

Program Information:

- This program is appropriate for students intending to obtain a bachelor's degree in medical technology/clinical laboratory science.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- This program has been articulated with University of Illinois Springfield as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Mathematics and Sciences Department at 217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (30-33 credits)

<input type="checkbox"/> BIO 111	Principles of Biology I	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits

<input type="checkbox"/> Mathematics Selection	3-5 credits
<input type="checkbox"/> Social Science Selection	3 credits
<input type="checkbox"/> Social Science Selection	3 credits

Recommended Program Courses (21 credits)

<input type="checkbox"/> BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/> BIO 176	Human Anatomy and Physiology II	4 credits
<input type="checkbox"/> BIO 220	Microbiology <i>or</i>	
BIO 225	Microbiology for Majors	4 credits
<input type="checkbox"/> CHE 102	General Chemistry II	4 credits
<input type="checkbox"/> CHE 201	Organic Chemistry I	5 credits

Please check the catalog descriptions for prerequisites for BIO 225.

PRE-MEDICAL PROFESSIONS

Pre-Medical Professions, Associate in Science

Pre-Medical Professions • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 64

Colleague Code: AS.PMED

Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: BIO 111, CHE 101, EGL 101, Mathematics Selection

Second Semester: BIO 112, CHE 102, EGL 102, POS 101 *or* POS 201, CMN 101

Third Semester: CHE 201, PHY 101, Social Science Selection, Humanities A Selection, Humanities B Selection

Fourth Semester: CHE 202, MAT 141, Social Science Selection, Humanities C Selection

Program Information:

- This program is appropriate for students interested in initiating study toward a professional career related to Pre-Dental, Pre-Medical, Pre-Pharmacy or Pre-Veterinarian. The coursework listed below will ensure completion of an Associate in Science degree at LLCC. It is also intended to help prepare students for a number of the national entrance examinations (such as the MCAT, PCAT, etc.), which are often taken during the junior year of college.
- Transferable to most major colleges and universities.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- The Pre-Pharmacy program has been articulated with Palmer College of Chiropractic as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Mathematics and Sciences Department at
217.786.2386 or 217.786.2326 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local	3 credits

Government

Recommended General Education Courses (34-38 credits)

<input type="checkbox"/> BIO 111	Principles of Biology I	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> PHY 101*	General Physics I	4 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Humanities C Selection		3-4 credits
<input type="checkbox"/> Mathematics Selection**		3-5 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

Recommended Program Courses (22 credits)

<input type="checkbox"/> BIO 112	Principles of Biology II	4 credits
<input type="checkbox"/> CHE 102	General Chemistry II	4 credits
<input type="checkbox"/> CHE 201	Organic Chemistry I	5 credits
<input type="checkbox"/> CHE 202	Organic Chemistry II	5 credits

* A third semester of science selections is strongly recommended.

** Students should check with the transfer institutions to determine which of the following are most appropriate for their educational needs:

MAT 130 or MAT 131

PHY 101 or PHY 201

PHY 102 (or PHY 202), BIO 201, BIO 203 or BIO 225

PSYCHOLOGY

Psychology, Associate in Arts

Psychology • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.PSYC

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: PSY 101, BIO 101, EGL 101, SOC 101, Humanities A Selection

Second Semester: Psychology Core Selection, MAT 141, EGL 102, CMN 101, Anthropology or Social Science Selection

Third Semester: Psychology Core Selection, PHI 204, Elective, HIS 101 or HIS 102, Humanities B Selection

Fourth Semester: Psychology Elective, Selection, POS 101 or POS 201, Physical Science Selection

Program Information:

- Serves the dual purposes of either preparing for a bachelor's degree in psychology or to give students sufficient knowledge of psychological processes in order to live more effectively in today's society.
- Students who are planning on teaching psychology in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.
- This program has been articulated with Benedictine University at Springfield, Kaplan University and MacMurray College as a 2 + 2 program if taken in its entirety.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits
<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits

Recommended General Education Courses (28-29 credits)

<input type="checkbox"/> BIO 101	General Biology I	4 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <u>or</u>	
HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Anthropology or Social Science Selection		3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (12 credits)

<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Psychology Core Selection		3 credits
<input type="checkbox"/> Psychology Core Selection		3 credits
<input type="checkbox"/> Psychology Selection		3 credits

Recommended Program Support Courses (9 credits)

<input type="checkbox"/> PHI 204	Introduction to Philosophy	3 credits
<input type="checkbox"/> Elective		3 credits
<input type="checkbox"/> Elective		3 credits

Psychology Core Selections (choose 6 credits)

<input type="checkbox"/> PSY 205	Biological Bases of Behavior	3 credits
<input type="checkbox"/> PSY 208	Personality Theory and Adjustment	3 credits
<input type="checkbox"/> PSY 220	Human Development	3 credits
<input type="checkbox"/> PSY 250	Abnormal Psychology	3 credits

Psychology Selections (choose 3 credits)

<input type="checkbox"/> PSY 147	Psychology of Women	3 credits
<input type="checkbox"/> PSY 201	Industrial Organization Psychology	3 credits
<input type="checkbox"/> PSY 210	Educational Psychology	3 credits
<input type="checkbox"/> PSY 212	Human Sexuality	3 credits
<input type="checkbox"/> PSY 214	Introduction to Child Psychology	3 credits
<input type="checkbox"/> PSY 299	Special Topics in Psychology	3 credits

Students may choose to take other psychology courses or may take a general education elective in

any area of interest, including mathematics, business, physical science, chemistry, social science, humanities, etc.

RADIOGRAPHY

Associate Degree Radiography, Associate in Applied Science

Associate Degree Radiography • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 69

Colleague Code: AAS.RADI

Curriculum Code: RDT 224

Program Information:

- This program prepares students for an occupation in the professional field of medical radiography (X-ray technology).
- The first semester of this program begins in June.
- Career cluster includes registered radiographer in hospital, clinic or imaging center; registered nuclear medicine technologist; registered radiation therapist; registered diagnostic medical sonographer; clinical or didactic instructor; clinical supervisor and department administrator.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- Students are involved in more than 1,500 contact hours of clinical experience during the two-year program. National certification as a radiographer requires graduates to pass the examination administered by the American Registry of Radiologic Technologists. In addition, many states, including Illinois, require graduates to hold a license to practice medical radiography.
- All HLT courses must be completed prior to beginning second-year studies. Radiography students must earn a grade of C or higher in all courses with a prefix of RAD or HLT. Students who earn below a C in any of these courses will be immediately dropped from the program. Students have the right to apply for readmission to the program based on program admissions committee action and space availability. In the case of readmission, credit will be allowed for courses previously completed with a grade of C or higher. Only one readmission is allowed.
- This program is conducted on a limited-enrollment basis. Admission to this program involves additional procedures.

Admission to the Program:

Pre-Application Requirements: These requirements must be completed before applications can be considered.

1. Attend an information session given on campus by the RAD director. The Associate Degree Radiography program has limited enrollment and student selection criteria are covered in detail at the information session. Dates of information sessions may be obtained from the Records Office, 786.2296.
2. Send ACT test results to the LLCC Records Office: ACT minimum composite score of 20, with no section less than 15 OR complete each non-program degree course with a minimum grade of C (EGL 101, EGL 102, HLT 109, BIO 175, BIO 176, POS 101)

Admission Requirements:

1. Submit the LLCC admission application if not a current student.
2. Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
3. Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.
4. Take the LLCC placement test and demonstrate placement out of MAT 094 and MAT 096 ability. If this ability is not demonstrated, the courses MAT 094 and/or MAT 096 must be successfully completed before entering the program.
5. Graduate from high school or have a GED certificate. Have high school transcripts sent to the LLCC Records Office.
6. Have a 2.5 GPA or better for all previous college courses. Have college transcripts sent to the LLCC Records Office.

7. Have completed with a grade of C or better:
 - Two years of high school algebra (MAT 096) OR one year of high school algebra and one year of high school geometry
 - Two years high school science (biology, chemistry, or physics) or two of the following: BIO 101, CHE 100, PHY 100. BIO 175, BIO 176 also count if taken prior to acceptance.
8. Certification as a certified nursing assistant or emergency medical technician (basic) is strongly recommended but not required.

Recommended Course Sequence:

First Semester: RAD 101, RAD 102, RAD 103, HLT 109

Second Semester: RAD 100, RAD 104, RAD 110, BIO 175

Third Semester: RAD 105, RAD 111, RAD 125, BIO 176

Fourth Semester: RAD 200, EGL 101

Fifth Semester: RAD 210, RAD 220, RAD 225, EGL 102

Sixth Semester: RAD 221, RAD 295, RAD 250, POS 101 or POS 201

For Program Information Contact:

Health Professions Department at 217.786.2408 or 217.786.2449 or see an academic advisor.

Required General Education Courses (17 credits)

<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	POS 101	Introduction to American Politics <u>or</u>	
	POS 201	State and Local Government	3 credits
<input type="checkbox"/>	BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/>	BIO 176	Human Anatomy and Physiology II	4 credits

Required Program Courses (49 credits)

<input type="checkbox"/>	RAD 100	Clinical Internship I	3 credits
<input type="checkbox"/>	RAD 101	Foundations of Radiologic Technology	2 credits
<input type="checkbox"/>	RAD 102	Introduction to Patient Care and Clinical Practice	2 credits
<input type="checkbox"/>	RAD 103	Radiographic Procedures I	3 credits
<input type="checkbox"/>	RAD 104	Radiographic Procedures II	6 credits
<input type="checkbox"/>	RAD 105	Radiographic Procedures III	6 credits
<input type="checkbox"/>	RAD 110	Radiographic Imaging I	2 credits

<input type="checkbox"/>	RAD 111	Radiographic Imaging II	2 credits
<input type="checkbox"/>	RAD 125	Clinical Internship II	3 credits
<input type="checkbox"/>	RAD 200	Clinical Internship III	3 credits
<input type="checkbox"/>	RAD 210	Radiation Biology	2 credits
<input type="checkbox"/>	RAD 220	Comprehensive Patient Care in Imaging I	2 credits
<input type="checkbox"/>	RAD 221	Comprehensive Patient Care in Imaging II	2 credits
<input type="checkbox"/>	RAD 225	Clinical Internship IV	4 credits
<input type="checkbox"/>	RAD 250	Clinical Internship V	4 credits
<input type="checkbox"/>	RAD 295	Career Development	3 credits

Required Program Support Courses (3 credits)

<input type="checkbox"/>	HLT 109	Medical Terminology	3 credits
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RESPIRATORY CARE

Respiratory Care, Associate in Applied Science

Respiratory Care • Associate in Applied Science

GENERAL PROGRAM

Total Credit Hours: 66

Colleague Code: AAS.RCP

Curriculum Code: RCP 100

Recommended Course Sequence:

First Semester: BIO 175, RCP 112, RCP 113, RCP 114, RCP 115, RCP 119

Second Semester: BIO 176, RCP 121, RCP 122, RCP 123, RCP 129

Third Semester: RCP 230, RCP 239

Fourth Semester: EGL 101 PSY 101 or SOC 101, RCP 241, RCP 242, RCP 249

Fifth Semester: EGL 102, RCP 251, RCP 252, RCP 259

Program information:

- Respiratory care practitioners, also known as respiratory therapists, assist physicians in the prevention and treatment of diseases and disorders of the respiratory system.
- Procedures performed by respiratory therapists include medical gas administration, aerosol and humidity therapy, ventilatory support and pulmonary function testing. Respiratory care practitioners work with the critically ill and injured of all ages.
- This program prepares students to perform both basic and life-saving cardiopulmonary procedures as a respiratory care practitioner under the direction of a physician.
- The program is accredited as an advanced-level therapist program through the Commission on Accreditation for Respiratory Care (CoARC) Program #200491. For inquiries about accreditation, contact CoARC at 817.283.2835.
- Career opportunities are abundant nationwide in hospitals, medical transport companies, home health, physicians' offices, pharmaceutical companies and sleep labs.
- This program begins in the fall semester.
- Portions of this program are provided at St. John's Hospital, 800 East Carpenter Street, Springfield Those portions include the required program courses.
- Students are involved in more than 800 hours of clinical experience during the 21-month program.

- Application and admission to the Respiratory Care Program is a separate procedure from application and admission to LLCC.
- **Respiratory Care students must earn a minimum grade of C in all courses that apply to the program.**

Contact information:

Health Professions Department at 217.814.4254 or 217.786.2449 or see an LLCC Health Professions advisor

Admission Requirements

Pre-application requirements:

These requirements must be completed before your application can be considered.

- Attend an information session given on campus by program director. Due to limited enrollment, student selection criteria are covered in detail. Dates of information sessions may be obtained from the Records Office at 217.786.2296 or at www.st-johns.org/education/schools/respiratory.

Admission Requirements:

- High school or college minimum GPA of 2.5 on a 4.0 scale. GED scores of at least 2250 with no individual score below 450. Interested individuals that do not meet this requirement must complete at least nine credit hours of college in a single semester with a minimum GPA of 2.5 with no grade below a C in order to be considered for admission.
- Completion of one year of high school science or biology or college equivalent with a minimum grade of C. Completion of one chemistry course recommended.
- Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
- Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.
- Take the LLCC placement test and demonstrate placement out of MAT 092. If this ability is not demonstrated, the courses MAT 088 and/or MAT

092 must be successfully completed before entering the program.

- Adequate physical and emotional health to carry out required tasks as a respiratory therapist.

Required General Education Courses (17 credits)

<input type="checkbox"/>	BIO 175	Human Anatomy and Physiology I	4 credits
<input type="checkbox"/>	BIO 176	Human Anatomy and Physiology II	4 credits
<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	PSY 101	Introduction to Psychology	
		<i>or</i>	
	SOC 101	Introduction to Sociology	3 credits

Required Program Courses (48 credits)

<input type="checkbox"/>	RCP 112	Cardiopulmonary Anatomy and Physiology	2 credits
<input type="checkbox"/>	RCP 113	Respiratory Care Practices and Procedures I	3 credits
<input type="checkbox"/>	RCP 114	Respiratory Care Practices and Procedures II	2 credits
<input type="checkbox"/>	RCP 115	Respiratory Care Practices and Procedures III	3 credits
<input type="checkbox"/>	RCP 119	Clinical Practice I	2 credits
<input type="checkbox"/>	RCP 121	Applied Sciences for Respiratory Care	3 credits
<input type="checkbox"/>	RCP 122	Advanced Respiratory Care Practices and Procedures I	3 credits
<input type="checkbox"/>	RCP 123	Advanced Respiratory Care Practices and Procedures II	3 credits
<input type="checkbox"/>	RCP 129	Clinical Practice II	3 credits
<input type="checkbox"/>	RCP 230	Advanced Respiratory Care Practices and Procedures III	4 credits
<input type="checkbox"/>	RCP 239	Clinical Practice III	3 credits
<input type="checkbox"/>	RCP 241	Advanced Cardiopulmonary Diagnostics and Monitoring	2 credits
<input type="checkbox"/>	RCP 242	Neonatal/Pediatric Advanced Life Support and Respiratory Care	2 credits
<input type="checkbox"/>	RCP 249	Clinical Practice IV	3 credits
<input type="checkbox"/>	RCP 251	Critical Thinking Skills for Respiratory Care	3 credits
<input type="checkbox"/>	RCP 252	Respiratory Care Seminar	1 credits
<input type="checkbox"/>	RCP 259	Clinical Practice V	6 credits

SOCIOLOGY

Sociology, Associate in Arts

Sociology • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AA.SOCL

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: SOC 101, Sociology Program Course, EGL 101, Humanities A Selection, Life Science Selection

Second Semester: Sociology Program Course, Sociology Program Course, EGL 102, CMN 101, PSY 101

Third Semester: Sociology Program Course, ANT 101, POS 101 or POS 201, Elective, Humanities B Selection

Fourth Semester: Sociology Program Course, MAT 141 or MAT 130, HIS 101 or HIS 102, Physical Science Selection

Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching sociology in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Education program at 217.786.2403 or 217.786.2391.

For Program Information Contact:

Social Sciences Department at 217.786.2391 or 217.786.2414 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <u>or</u>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (28 credits)

<input type="checkbox"/> ANT 101	Introduction to Anthropology	3 credits
<input type="checkbox"/> HIS 101	History of Western Civilization I <u>or</u>	

HIS 102	History of Western Civilization II	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics <u>or</u>	
MAT 130	Calculus for Business and Social Science	4 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Humanities A Selection		3-4 credits
<input type="checkbox"/> Humanities B Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (15 credits)

<input type="checkbox"/> Sociology Program Course	3 credits
<input type="checkbox"/> Sociology Program Course	3 credits
<input type="checkbox"/> Sociology Program Course	3 credits
<input type="checkbox"/> Sociology Program Course	3 credits
<input type="checkbox"/> Sociology Program Course	3 credits

Program Support Courses (6 credits)

<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> Elective		3 credits

Sociology Program Courses (choose 15 credits)

<input type="checkbox"/> SOC 110	Social Problems	3 credits
<input type="checkbox"/> SOC 201	Sociology of the Family	3 credits
<input type="checkbox"/> SOC 202	Sociology of Aging	3 credits
<input type="checkbox"/> SOC 203	Sociology of Work	3 credits
<input type="checkbox"/> SOC 211	Social-Psychology	3 credits
<input type="checkbox"/> SOC 220	Sociology of Deviance	3 credits

Please check the catalog descriptions for prerequisites for MAT 141 and MAT 130.

SURGICAL TECHNOLOGY

Associate Degree Surgical Technology, Associate in Applied Science

Associate Degree Surgical Technology • Associate in Applied Science

OCCUPATIONAL PROGRAM

Total Credit Hours: 62

Colleague Code: AAS.ADST

Curriculum Code: SGT 101

Recommended Course Sequence:

First Semester: BIO 175, SGT 101

Second Semester: BIO 176, BIO 220, SGT 105, SGT 108, SGT 112

Third Semester: CMN 101, EGL 101, PSY 101, SGT 200, SGT 201

Fourth Semester: SGT 202, SGT 203

Fifth Semester: SGT 204, SGT 205, SOC 101

Program Information:

- This program is designed for students interested in becoming surgical technologists.
- Career cluster includes certified surgical technologists in hospital operating rooms, delivery rooms, ambulatory care centers, physician offices and central sterilizing departments. A number are employed as instructors and directors of surgical technology programs.
- All surgical technology students must earn a minimum grade of C in courses with a prefix of HLT , see page 315, BIO , see page 250 and SGT , see page 357. Students who fail to achieve a C in any of these courses will be dismissed from the program. Students have the right to reapply for admission to the program based on program admission committee action and space availability. In the case of readmission, credit will be allowed for courses previously completed with a minimum grade of C. Only one re-admission is allowed.
- This applied science program of study must be taken in its entirety to meet degree requirements.
- The program begins in June.
- This course is conducted on a limited-enrollment basis. Admission to this program involves additional procedures.

For Program Information Contact:

Health Professions Department at 217.786.2449 or 217.786.2913 or see a health professions advisor.

Admission to the Program:

1. Submit the LLCC admission worksheet.
2. Be a high school graduate or have a GED certificate (submit high school transcripts and/or proof of GED).
3. Have a minimum composite ACT score of 19. Have the ACT test results sent to the LLCC Records Office. **If the test is needed, call the Office of Placement and Testing at 217.786.2211.**
4. Take the LLCC placement test and demonstrate placement out of MAT 082. If this ability is not demonstrated, the courses of MAT 081 and MAT 082 must be successfully completed before entering the program.
5. Take the LLCC placement test and demonstrate placement out of EGL 099. If the ability is not demonstrated, the courses of EGL 098 and/or EGL 099 must be successfully completed.
6. Take the LLCC placement test and demonstrate placement out of RDG 099. If the ability is not demonstrated, the courses of RDG 098 and/or RDG 099 must be successfully completed.
7. Complete HLT 109 with a minimum grade of C before admission.
8. Complete the prerequisites for BIO 175.
9. Attend and show proof of attendance to the informational session.
10. Submit the Surgical Technology Application.
11. Have a 2.5 GPA or higher for all previous college courses.
12. Send all high school and college transcripts to: Records Office, Lincoln Land Community College, 5250 Shepherd Road, P.O. Box 19256, Springfield, IL 62794-9256.
13. Give evidence of satisfactory physical and emotional health required of practitioners to carry out the tasks of this occupation.

Required General Education Courses (24 credits)

- ☐ BIO 175 Human Anatomy and 4 credits

<input type="checkbox"/>	BIO 176	Physiology I Human Anatomy and Physiology II	4 credits
<input type="checkbox"/>	BIO 220	Microbiology	4 credits
<input type="checkbox"/>	CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/>	SOC 101	Introduction to Sociology	3 credits

Required Program Courses (38 credits)

<input type="checkbox"/>	SGT 101	Introduction to Surgical Technology	3 credits
<input type="checkbox"/>	SGT 105	Principles of Asepsis	2 credits
<input type="checkbox"/>	SGT 108	Pharmacology for the Surgical Tech	2 credits
<input type="checkbox"/>	SGT 112	Practices of Surgical Technology	8 credits
<input type="checkbox"/>	SGT 200	Surgical Procedures I	4 credits
<input type="checkbox"/>	SGT 201	Clinical Internship I	5 credits
<input type="checkbox"/>	SGT 202	Surgical Procedures II	3 credits
<input type="checkbox"/>	SGT 203	Clinical Internship II	2 credits
<input type="checkbox"/>	SGT 204	Surgical Procedures III	4 credits
<input type="checkbox"/>	SGT 205	Clinical Internship III	5 credits

THEATRE

Theatre, Associate in Arts

Theatre • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.THEA

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: EGL 101, CMN 101, MUS 104 *or* ART 104, THE 105, Stage Combat and Movement Elective

Second Semester: EGL 102, HIS 101, THE 108, THE 206, Math Selection

Third Semester: LIT 112, SOC 101, Physical Science Selection, Elective, THE 207, Stage Combat and Movement Elective

Fourth Semester: POS 101 *or* POS 201, PSY 101, Life Science Selection. THE 203 or THE 204, Practicum Elective

Program Information:

- This program is appropriate for students seeking pre-professional training or academic preparation for the teaching field.
- Individual theatre courses may be of interest to students who would like to broaden an understanding of the humanities or be exposed to a vocational pursuit.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- Students who are planning on teaching theatre in a secondary school are required to take and pass the Test of Academic Proficiency (TAP) prior to transferring to an upper-division institution. Please contact the Social Sciences Department at 217.786.2391.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> POS 101	Introduction to American Politics <i>or</i>	
POS 201	State and Local Government	3 credits

Recommended General Education Courses (27 credits)

<input type="checkbox"/> HIS 101	History of Western Civilization I	4 credits
<input type="checkbox"/> LIT 112	Introduction to Literature: Drama	3 credits
<input type="checkbox"/> MUS 104	Music Appreciation <i>or</i>	
ART 101	Art Appreciation	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Math Selection		3 credits
<input type="checkbox"/> Life Science Selection		4 credits
<input type="checkbox"/> Physical Science Selection		4 credits

Recommended Program Courses (20 credits)

<input type="checkbox"/> THE 105	Acting I	3 credits
<input type="checkbox"/> THE 108	Improvisation for the Theatre	3 credits
<input type="checkbox"/> THE 203	Directing I <i>or</i>	
<input type="checkbox"/> THE 204*	Acting II	3 credits
<input type="checkbox"/> THE 206	History of Theatre I	3 credits
<input type="checkbox"/> THE 207	History of Theatre II	3 credits
<input type="checkbox"/> THE 210	Play Analysis for Production	3 credits
<input type="checkbox"/> Practicum Selection		1-6 credits
<input type="checkbox"/> Stage Combat and Movement Elective		3 credits
<input type="checkbox"/> Stage Combat and Movement Elective		3 credits

Stage Combat and Movement Selections

<input type="checkbox"/> THE 120	Movement and Voice for the Theatre	
<input type="checkbox"/> THE 121	Stage Combat: Rapier and Dagger	
<input type="checkbox"/> THE 122	Stage Combat: Broadsword	
<input type="checkbox"/> THE 123	Stage Combat: Small Sword	
<input type="checkbox"/> THE 124	Stage Combat: Broadsword and Shield	
<input type="checkbox"/> THE 125	Stage Combat: Knife	
<input type="checkbox"/> THE 126	Stage Combat: Single Sword	
<input type="checkbox"/> THE 127	Stage Combat: Quarterstaff	
<input type="checkbox"/> THE 128	Stage Combat: Unarmed	
<input type="checkbox"/> THE 129	Stage Combat: Sword and Buckler	
<input type="checkbox"/> THE 130	Theatre Dance	

Practicum Selection

- ☐ THE 110 Theatre Practicum: Acting
- ☐ THE 111 Practicum: Stage Management
- ☐ THE 112 Theatre Practicum: Technical
- ☐ THE 113 Theatre Practicum: Directing
- ☐ THE 114 Theatre Practicum: Improv Ensemble

* Recommended: THE 210

TRUCK DRIVER TRAINING CDL BASIC

Truck Driver Training CDL Basic, Certificate of Completion

Truck Driver Training CDL Basic • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 7

Colleague Code: CC.TDSB

Curriculum Code: TDS 203

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students must pass a drug screen and a Department of Transportation physical prior to the start of the program.

For Program Information Contact:

Truck Driver Training Program at 217.786.2565 or 217.786.4539.

Required Program Courses (7 credits)

<input type="checkbox"/>	TDS 154	CDL Basic Truck Driving	7 credits
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WEB PROGRAMS

Web Authoring and Design, Certificate of Achievement

Web Authoring and Design • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 33

Colleague Code: CA.WEB

Curriculum Code: CWB 150

Recommended Course Sequence:

First Semester: CWB 110, CWB 135, ART 102

Second Semester: CWB 121, CWB 140, CWB 150, ART 106, CWB 118

Third Semester: CWB 160, CWB 240, Recommended Electives

Program Information:

- This applied science program of study must be taken in its entirety to meet certificate requirements.

Top 3 Occupations According to

www.onetonline.org:

- Web Developers (15-1099.04)
- Web Administrators (15-1099.05)
- Multi-Media Artists and Animators (27-1014.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2286 or 217.786.2406 or see an academic advisor.

Required Program Courses (36 credits)

<input type="checkbox"/>	ART 102	Two-Dimensional Design I	3 credits
<input type="checkbox"/>	ART 106	Introduction to Computer Art	3 credits
<input type="checkbox"/>	CWB 110	Computer Literacy for Graphic Designers	3 credits
<input type="checkbox"/>	CWB 121	Introduction to Extensible HyperText Markup Language (XHTML)	3 credits
<input type="checkbox"/>	CWB 135	Introduction to Website Design	3 credits
<input type="checkbox"/>	CWB 140	Introduction to Macromedia Dreamweaver	3 credits
<input type="checkbox"/>	CWB 150	Introduction to Macromedia Fireworks	3 credits
<input type="checkbox"/>	CWB 160	Introduction to Macromedia Flash	3 credits
<input type="checkbox"/>	CWB 240	Advanced Dreamweaver Techniques	3 credits
<input type="checkbox"/>	Recommended Electives		6 credits

Recommended Electives: ART 216, CAS 299, CWB 115, CWB 125, CWB 127, CMM 130, CMM 230, CWB 260 and CWB 275

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,478
Books & Supplies:	\$1,650
Academic Year 09-10	2
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	--
Median Federal Loan****	\$0
Median Private Loan****	\$0
Median LLCC Loan****	\$0

** Full- or part-time attendance is not considered in these calculations

***Calculated from FY08,09,10 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

WELDING PROGRAMS

Welding Specialist, Certificate of Achievement
Welding Operator, Certificate of Completion

Welding Specialist • Certificate of Achievement

OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.WELSP

Curriculum Code: WEL 110

Recommended Course Sequence:

First Semester: WEL 101, WEL 102, WEL 104

Second Semester: WEL 103, WEL 105, WEL 106

Third Semester: WEL 107, WEL 108, WEL 109

Top 3 Occupations According to

www.onetonline.org:

- Welders, Cutters, Solderers, and Brazers (51-4121.00)
- Welding, Soldering, and Brazing Machine Setters Operators and Tenders (51-4122.00)

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (30 credits)

<input type="checkbox"/> WEL 101	Basic Metal Arc and Oxyacetylene Welding	3 credits
<input type="checkbox"/> WEL 102	Welding Blueprint Reading	4 credits
<input type="checkbox"/> WEL 103	Advanced Metal Arc Welding	3 credits
<input type="checkbox"/> WEL 104	MIG Welding	3 credits
<input type="checkbox"/> WEL 105	TIG Welding	3 credits
<input type="checkbox"/> WEL 106	Welding Fabrication	4 credits
<input type="checkbox"/> WEL 107	Entry Level Welder	4 credits

<input type="checkbox"/>	Certification	
<input type="checkbox"/> WEL 108	Pipe Welding	3 credits
<input type="checkbox"/> WEL 109	Aluminum Welding	3 credits

Lincoln Land Community College provides the following information in compliance with the "Program Integrity" and "Gainful Employment in a Recognized Occupation" regulations as defined by the US Department of Education (34 CFR 668.8).

Gainful Employment Information

In-District Tuition & Fees:	\$3,960
Books & Supplies:	\$1,310
Academic Year 10-11	2
Completions:	
On-time Completion**	0
On-time Rate**	0.0%
Placement Rate***	100%
Median Federal Loan****	No Graduates
Median Private Loan****	No Graduates
Median LLCC Loan****	No Graduates

** Many students attend part-time and are not able to complete the certificate in the amount of time indicated in the LLCC catalog. Students may also work on multiple degrees/certificates simultaneously, which often lengthens their time to completion.

***Calculated from FY10,11,12 respondents to employment status on the LLCC Career & Technical Graduate Follow-up Survey

****This is the median loan amount borrowed by certificate completers in 2010-2011.

Welding Operator • Certificate of Completion

OCCUPATIONAL PROGRAM

Total Credit Hours: 16

Colleague Code: CC.WEOP

Curriculum Code: WEL 210

Recommended Course Sequence:

First Semester: WEL 101, WEL 102, WEL 104

Second Semester: WEL 103, WEL 105

Program Information:

- This program is designed to provide skill development in currently used welding processes including flat and position welding.

- Additional skills may be obtained in brazing, soldering, cutting, layout and fabrication techniques. Activities including oxyacetylene, shielded arc and MIG/TIG welding, and cutting techniques are provided.
- This applied science program of study must be taken in its entirety to meet certificate requirements.

For Program Information Contact:

Business and Technologies Department at 217.786.2381 or 217.786.2406 or see an academic advisor.

Required Program Courses (16 credits)

<input type="checkbox"/> WEL 101	Basic Metal Arc and Oxyacetylene Welding	3 credits
<input type="checkbox"/> WEL 102	Welding Blueprint Reading	4 credits
<input type="checkbox"/> WEL 103	Advanced Metal Arc Welding	3 credits
<input type="checkbox"/> WEL 104	MIG Welding	3 credits
<input type="checkbox"/> WEL 105	TIG Welding	3 credits

WOMEN’S AND GENDER STUDIES

Women's and Gender Studies, Associate in Arts

Women’s and Gender Studies • Associate in Arts

TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.WMST

Curriculum Code: AAD 100

Recommended Course Sequence:

First Semester: PSY 147, COM 111, HUM 101, MAT 104, PSY 101

Second Semester: HUM 102, EGL 102, SOC 101, Social Science Selection, Life Science Selection

Third Semester: PSY 212, HIS 147, Humanities A Selection, Physical Science Selection, Humanities C Selection

Fourth Semester: LIT 147, POS 101 or POS 201, Elective, Elective, CMN 101

Program Information:

- This program is appropriate for transfer students.
- Meets general education requirements.
- Women's Studies courses examine subject matter from a feminist perspective.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.

For Program Information Contact:

Arts and Humanities Department at 217.786.2318 or 217.786.2329 or see an academic advisor.

Required General Education Courses (12 credits)

<input type="checkbox"/>	CMN 101	Public Speaking Fundamentals	3 credits
<input type="checkbox"/>	EGL 101	Composition I	3 credits
<input type="checkbox"/>	EGL 102	Composition II	3 credits
<input type="checkbox"/>	POS 101	Introduction to American Politics <u>or</u>	
	POS 201	State and Local Government	3 credits

Recommended General Education Courses (26-28 credits)

<input type="checkbox"/>	HUM 101	Introduction to Humanities	3 credits
<input type="checkbox"/>	MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/>	PSY 101	Introduction to Psychology	3 credits
<input type="checkbox"/>	SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/>	Humanities A Selection		3-4 credits
<input type="checkbox"/>	Humanities C Selection		3-4 credits
<input type="checkbox"/>	Life Science Selections		4 credits

<input type="checkbox"/>	Physical Science Selections	4 credits
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Recommended Program Courses (15 credits)

<input type="checkbox"/>	HIS 147	Women in History	3 credits
<input type="checkbox"/>	HUM 102	Introduction to Women's Studies	3 credits
<input type="checkbox"/>	LIT 147	Women in Literature	3 credits
<input type="checkbox"/>	PSY 147	Psychology of Women	3 credits
<input type="checkbox"/>	PSY 212	Human Sexuality	3 credits

Recommended Program Support Courses (9 credits)

<input type="checkbox"/>	Electives	3 credits
<input type="checkbox"/>	Electives	3 credits
<input type="checkbox"/>	Social Science Selection	3 credits

HUM 102 and LIT 147 are offered on alternate spring semesters.

CONSORTIUM AGREEMENTS

COMMUNITY COLLEGE EDUCATIONAL AGREEMENT

Lincoln Land Community College has entered into an agreement with participating Community colleges to share occupational programs of each institution; therefore, providing educational services which might otherwise not be available to students. LLCC district residents may apply for acceptance to a program not now available at LLCC and be charged the in-district tuition rate assessed by the participating community college. Participating community colleges include:

Black Hawk College	6600 34th Avenue, Moline, IL 61265-5899, 309.796.5000
Carl Sandburg College	2400 Tom L. Wilson Blvd., Galesburg, IL 61401 309.344.2518
Danville Community College	2000 East Main Street, Danville, IL 61832-5199 217.433.3222
Elgin Community College	1700 Spartan Drive, Elgin, IL 60123 847.697.1000
Heartland Community College	1500 West Raab Road, Normal, IL 61761 309.268.8000
Highland Community College	2998 West Pearl City Road, Freeport, IL 61032-9341 815.235.6121
Illinois Central College	1 College Drive, East Peoria, IL 61635-0001 309.694.5011
Illinois Valley Community College	815 North Orlando Smith Ave., Oglesby, IL 61348-9692 815.224.2720
John Wood Community College	1301 South 48th Street, Quincy, IL 62305 217.224.6500
Joliet Junior College	1215 Houbolt Road, Joliet, IL 60431-8938 815.729.9020
Kankakee Community College	PO Box 888, River Road, Kankakee, IL 60901 815.802.8100
Kaskaskia College	27210 College Road, Centralia, IL 62801 618.532.1981
Kishwaukee Community College	21193 Malta Road, Malta, IL 60150-9699 815.825.2086
Lake Land College	South Route 45, Mattoon, IL 61938 217.235.3131
Lewis & Clark Community College	5800 Godfrey Road, Godfrey, IL 62035-2466 618.466.341
McHenry Community College	8900 U.S. Highway 14, Crystal Lake, IL 60012-2761 815.455.3700
Morton College	3801 South Central Avenue, Cicero, IL 60804 708.656.8000
Prairie State College	202 South Halsted Street, Chicago Heights, IL 60411 708.709.3500
Richland Community College	One College Park, Decatur, IL 62521 217.875.7200
Rock Valley College	3301 North Mulford Road, Rockford, IL 61114-5699 815.921.7821
Sauk Valley Community College	173 IL Route 2, Dixon, IL 61021 815.288.5511
South Suburban College	15800 South State Street, South Holland, IL 60473

Spoon River College	708.596.2000 23235 N. Co. Road 22, Canton, IL 61520 309.647.4645
Waubonsee Community College	Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454 630.466.7900

INTERDISTRICT COOPERATIVE AGREEMENTS

Lincoln Land Community College has joint educational agreements with various area colleges. Under these agreements, Lincoln Land Community College district residents who are admitted to the programs listed below usually will be allowed to attend at the sponsoring college's in-district tuition rate.

The cooperating college will issue all degrees or certificates for successful completion of the program. Program and admission information may be obtained by calling the director of Admissions and Records at the college offering the program, as listed below:

Southwestern Illinois College

500 Carlyle Avenue, Belleville, IL 62221

618.235.2700 - contact person - vice president of instruction

Aviation Pilot Training (AAS)

Massage Therapy (Cert)

Deckhand Studies (Cert.)

Process Operations Technology (Cert.)

Electronics Publishing Specialist (AAS)

Web Development & Administration (AAS)

Human Services Technology (AAS)

STUDENTS FROM OTHER COLLEGES ATTENDING PROGRAMS AT LLCC

Lincoln Land Community College has entered into interdistrict cooperative program agreements with a number of community colleges. Under these agreements, students residing in the following college districts can attend the LLCC program identified, usually with no chargeback or out-of-district fees required of students enrolling in the designated program of study. A cooperative agreement authorization must be completed and submitted to the college that the student plans to attend.

Agriculture

Residents from: Heartland Community College
 Lewis & Clark Community College (AGR 101, AGR 102, AGR 105, AGR 109, AGR 203, AGR 205, AGR 208)

Airframe and Powerplant Mechanics

Students wishing to enroll in the Airframe and Powerplant Aviation Mechanics program may take general education required courses at the following listed colleges:

Black Hawk College	Lewis & Clark Community College
Carl Sandburg College	McHenry County College
College of Lake County	Oakton Community College
Danville Area Community College	Parkland College
Heartland Community College	Rend Lake College
Illinois Central College	Richland Community College
Illinois Eastern Comm. College	Sauk Valley Community College
John A. Logan College	Shawnee Community College

John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Lake Land College

South Suburban College
Spoon River College
Triton College
Waubonsee Community College
William Rainey Harper College

Aviation Management

Residents from: Parkland College

Fire Science Technology

Residents from: Southwestern Illinois College

ARTICULATION AND 2 + 2 AGREEMENTS**Hannibal-LaGrange College**

Associate in Arts or Associate in Science to Bachelor of Science degree

Associate in Applied Science to Bachelor of Applied Science degree

Southern Illinois University Carbondale

Associate in Arts, Associate in Science or Associate in Applied Science to Bachelor of Science in Education degree in Workforce Education and Development

OTHER COOPERATIVE AGREEMENTS**St. John's Hospital**

Electroneurodiagnostic Technology

Respiratory Care

COURSE DESCRIPTIONS

The following pages provide descriptions of courses offered at Lincoln Land Community College.

Lincoln Land Community College offers a wide variety of courses for students. Transfer courses provide college credits transferable to most senior colleges and universities. Occupational courses are primarily intended for students who are pursuing technical education in preparation for employment. Many occupational courses are transferable, while many transfer courses are required in occupational programs of study. Developmental courses are designed to help students improve basic academic skills in reading, mathematics and composition in preparation for further study in transfer and occupational credit courses. Adult basic education courses provide instruction in reading, writing and math for adults who range from non-readers through eighth-grade reading competency. These courses also give instruction in career development. Adult secondary education courses are specifically designed to prepare students for the General Education Development (GED) examination. English as a Second Language (ESL) courses are designed for the non-native English speaker. The beginning courses focus on reading, writing, speaking and listening skills. Comprehension, pronunciation, vocabulary, basic grammar and structure and communication are emphasized at the intermediate level. The primary objective for advanced level ESL students is refinement of English proficiency to enable students to participate confidently in academic and business environments. Vocational studies courses are career-oriented courses that provide college credit, which in most cases is not transferable.

Some courses are designated as “on demand.” Students interested in these courses should discuss their interests with the appropriate dean and complete class interest cards. These cards are available at Admissions and Registration Services in Menard Hall or at education service areas.

Students can take courses in a variety of locations. Check the semester class schedule to see where specific classes are offered. LLCC classes are offered at the following locations:

- LLCC campus in Springfield;
- off-campus locations around the district; and
- online.

When courses have prerequisites, they are listed after the course description. Students are expected to satisfy all prerequisites prior to enrolling in the course. Corequisites are requirements which may be satisfied concurrently or prior to enrolling in the course.

Advisory notations are included as bold letters at the end of some course descriptions. The notations are as follows:

M — Math level recommendation for this course

R — Reading level recommendation for this course

W — Writing level recommendation for this course

For more detailed information on advisories for associate degree level courses, see page 29.

Also noted are the codes assigned by the Illinois Articulation Initiative (IAI). After the IAI designation, the general education codes begin with the following codes: C1, C2, F1, F2, F9, H1, H2, H3, H4, H5, H9, HF, HS, L1, LP, M1, P1, P2, P9, S1, S2, S3, S4, S5, S6, S7, S8 and S9.

The majors codes begin with the following:

Agriculture:	AG	History:	HST
Biological Sciences:	BIO	Industrial Technology	IND
Business:	BUS	Mass Communications:	MC
Chemistry:	CHM	Mathematics	MTH
Computer Sciences:	CS	Political Science:	PLS
Criminal Justice:	CRJ	Psychology:	PSY
Elementary Education:	EED	Sociology:	SOC
Engineering:	EGR	Theatre Arts:	TA
English:	EGL		

The numbers following the codes identify the specific class.

Also in bold at the end of the course descriptions is information regarding articulation status.

11 -- Courses have been articulated and can be transferred to most Illinois public four-year universities and colleges. Students who plan to transfer from LLCC to an Illinois public four-year college or university without an associate degree should plan to take courses with this code to avoid losing credits upon transfer. This is particularly important for students who are unsure of their major or transfer institution. For more information, see an LLCC academic advisor.

12 -- Courses can be used toward a Certificate or Associate in Applied Science degree. Most have been articulated and can also be used as elective credit toward an Associate in Arts or Associate in Science degree. Students who plan to transfer to an Illinois public four-year college or university without an associate degree, should work with an LLCC advisor and/or visit uSelect (<https://www.transfer.org/uselect/>) prior to taking these courses to avoid losing credits upon transfer. This is particularly important for students who are unsure of their major or transfer institution.

13 -- Courses are for personal development only.

14 -- Courses are developmental. These courses cannot be applied toward any certificate or degree at LLCC.

16 -- Courses are designed to provide specific vocational skills. These courses can only be applied toward a Certificate of Personal Development.

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Course Prefix	Subject, Page
ABE	Adult Basic Education , see page 373
ABM	Agri-Business Management , see page 223
ACC	Accounting , see page 225
ACT	Architecture and Construction Technology , see page 226
ADN	Associate Degree Nursing , see page 227
AFO	Agri-Fertilizer Operations , see page 230
AGR	Agriculture , see page 230
AHH	Allied Health and Human Services , see page 374
ANT	Anthropology , see page 231
APS	Applied Psychology , see page 232
ARH	Air Conditioning, Refrigeration and Heating , see page 232
ART	Art , see page 234
ASE	Adult Secondary Education , see page 376
AST	Astronomy , see page 239
AUB	Auto Body Repair , see page 239
AUT	Automotive Technology , see page 240
AVI	Airframe and Powerplant Aviation Mechanics , see page 244
AVM	Aviation Management , see page 248
BDM	Building Maintenance (Construction Occupations) , see page 248
BIO	Biology , see page 250
BUS	Business , see page 253
CAD	Computer-Aided Drafting , see page 256
CAS	Computer Applications , see page 257
CDD	Computer Design , see page 261
CFF	Certified Firefighter Training , see page 261
CHE	Chemistry , see page 262
CHI	Chinese
CLA	Culinary Arts , see page 264
CMM	Computer Multi Media , see page 267
CMN	Communication , see page 267
CMT	Cosmetology , see page 122
CNC	Computer Networking , see page 268
COS	Computer Office Systems , see page 270
CPC	Computer Programming , see page 273
CPG	Computer Gaming , see page 275
CRJ	Criminal Justice , see page 275
CSC	Computer Science , see page 277
CSS	College Success Skills , see page 278
CTC	Computer Technical , see page 278
CWB	Computer Web , see page 280
CWE	Cooperative Education Work Experience , see page 282
DAP	Digital Applications , see page 282
DGM	Digital Media , see page 284
DME	Digital Multimedia , see page 284
DWD	Digital Web Design , see page 285
ECE	Early Childhood Education , see page 286
ECO	Economics , see page 289
EDU	Education , see page 291
EDL	Electrical Distribution Lineman , see page 290
EGL	English Composition , see page 292

ELM	Commercial Electrical Maintenance , see page 296
ELT	Electronics Technology , see page 298
EMS	Emergency Medical Services , see page 300
ENG	Engineering , see page 301
ESI	Employability Skills , see page 302
ESL	English as a Second Language , see page 373
ESS	Exercise and Sports Science , see page 302
EST	Emergency Services Technology , see page 304
FLM	Film , see page 305
FNA	Fine Arts , see page 305
FRE	French , see page 305
FST	Fire Science Technology , see page 307
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GEO	Geology , see page 155
GER	German
HIS	History , see page 313
HLT	Health , see page 315
HRT	Horticulture/Landscape Design/Turf Management , see page 315
HSP	Hospitality Management and Services , see page 317
HUM	Humanities , see page 319
IND	Independent Study , see page 320
ITA	Italian , see page 320
JPN	Japanese
JRN	Journalism , see page 321
MAT	Mathematics , see page 322
MCS	Medical Coding Specialist , see page 169
MUS	Music , see page 330
NAS	Basic Nurse Assistant , see page 335
NDT	Neurodiagnostic Technology , see page 335
NUR	Nursing Continuing Education , see page 380
OIT	Office and Information Technologies , see page 383
OTA	Occupational Therapy Assistant , see page 338
PCN	Practical Nursing , see page 341
PHI	Philosophy , see page 342
PHY	Physics , see page 343
POS	Political Science , see page 344
PSI	Physical Science , see page 346
PSY	Psychology , see page 346
RAD	Associate Degree Radiography , see page 348
RCP	Respiratory Care , see page 352
RDG	Reading , see page 357
SGT	Surgical Technology , see page 357
SLP	Applied Security Practices , see page 360
SOC	Sociology , see page 361
SPA	Spanish , see page 362
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TEM	Technical Mathematics , see page 364
TES	Technical Science , see page 364
THE	Theatre , see page 365
WEL	Welding , see page 370

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Airframe and Powerplant Aviation Mechanics , see page 244	AVI
Architecture and Construction Technology , see page 226	ACT
Auto Body Repair , see page 239	AUB
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Aviation Management , see page 248	AVM
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ADULT EDUCATION

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TRANSFER, OCCUPATIONAL, AND DEVELOPMENTAL COURSES

AGRI-BUSINESS MANAGEMENT

ABM 103 Soils 3 credits

This course is a study of soils with emphasis on evaluating properties of central Illinois soils. Topics include soil formation, physical and chemical properties and biology. Conservation and management practices for using soils in agriculture are examined. **R, 11** (2 lecture hours and 2 laboratory hours)

ABM 104 Fertilizers 3 credits

This course is the study of fertilizer selection, use and application with emphasis on needs of central Illinois soils and crops. Students become familiar with common primary nutrients, secondary nutrients and micronutrients. Conditions which require their use are also studied. Students determine the proper rate for each nutrient for common Illinois crops. **R, 12** (2 lecture hours and 2 laboratory hours)

ABM 105 Crop Production 4 credits

This course is the study of production of agronomic crops raised in the Midwest. Attention is given to tillage, seed selection, fertility, growth stages, harvesting methods and pest control methods. Costs of production for profitable corn, soybeans, small grains and forage production are also emphasized. **R, 12** (3 lecture hours and 2 laboratory hours)

ABM 106 Farm Management 3 credits

This course is designed as a study of the marketing systems for farm commodities. Grading and quality determination, transportation and price discovery are discussed. The futures market, with hedging and options, are discussed, along with cash marketing alternatives and insurance options. **R, 12** (3 lecture hours)

ABM 118 Fertilizer Equipment 3 credits

This course provides an overview of the uses, operation and servicing of equipment used at a fertilizer and chemical plant. Students learn how to operate and calibrate fertilizer equipment. They gain an understanding of precision agronomy technology. **R, 12** (2 lecture hours and 2 laboratory hours)

ABM 120 Plant Operations 3 credits

This is a course designed to acquaint students with rules and regulations regarding the operation of a fertilizer and chemical plant as determined by the Illinois Department of Agriculture, Illinois and U.S. EPA, DOT and OSHA. Other areas of study include prioritizing and scheduling of customer service and product acquisition and utilization. Successful completion provides students with a CDL and pesticide applicators license training. **12** (2 lecture hours and 3 laboratory hours)

ABM 125 Farm Animal Productions 3 credits

The skills and practices of modern animal production are discussed in regard to swine, beef, sheep and goat production. Areas of discussion include selection,

nutrition, reproduction, care and management of growing and finishing animals and herd health. **12** (2 lecture hours and 2 laboratory hours)

ABM 150 Livestock Selection & Evaluation 2 credits

Livestock Selection and Evaluation is a basic course in the principles and procedures of livestock evaluation. This course focuses on the similarities and differences between cattle, swine, sheep and goats. Livestock evaluation techniques are based on both phenotype and genotype to improve production outcomes. Student travel to competitions and practice is mandatory. **12** (1 lecture hour and 2 laboratory hours)

ABM 201 Integrated Pest Management 3 credits

This course is a study of principles of weed and insect control, including identification of common Illinois weeds and insects which damage Illinois crops and livestock. Emphasis is placed on herbicides, insecticides and fungicides. Students completing the course should be prepared to sit for the Commercial Applicator Test. **R, 12** (2 lecture hours and 3 laboratory hours)

ABM 202 Agri-Business Sales and Management 3 credits

This course is designed to provide the basic principles of agri-business operations including advertising, sales, personnel management and public relations. **R, 12** (3 lecture hours)

ABM 203 Agriculture Finance 3 credits

This course is designed to give students an understanding of the finance of the farming operation. Included topics are finance and credit and the uses, sources and methods of obtaining credit. Also discussed is personal money management. **R, 12** (3 lecture hours)

ABM 204 Marketing Agri-Business Products 3 credits

This course is designed as a study of the marketing systems for farm commodities. Grading and quality determination, transportation and price discovery are discussed. The futures market, with hedging and options, are discussed, along with cash marketing alternatives. **R, 12** (3 lecture hours)

ABM 205 Crop Scouting 3 credits

This is a course designed to give students an in-depth study of crop scouting procedures for seedling and mature broadleaf weeds and grasses, diseases, insects and crop injury affecting corn, soybeans, wheat, alfalfa and specialty crops. Economic thresholds with appropriate control or suppress methods are also discussed. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: ABM 201

ABM 207 Precision Agronomy 3 credits

This course has greater emphasis than ABM 103 and ABM 104 on the application of fertilizers to soils and their interaction with the soil. Additional topics include GPS, VRT and micronutrients for agronomic and specialty crops. Map creation and interpretation is included. **12** (2 lecture hours and 2 laboratory hours)

Corequisite: ABM 103 and ABM 104

ABM 212 Agri-Business Internship 3 credits

Students are placed according to their occupational objectives in selected agri-businesses for a minimum of 225 hours to gain insight to actual working conditions. **12** (15 laboratory hours)

Prerequisite: 15 hours of AGR, ABM and/or HRT courses

Note: Students must have permission of the instructor before enrolling in this course.

ACCOUNTING**ACC 100 Introduction to Accounting 3 credits**

This course is designed for non-business majors and covers basic accounting procedures including the preparation and analysis of financial statements. This course analyzes the basic accounting principles and the preparation of basic accounting financial information. **R, MI, 12** (3 lecture hours)

ACC 103 Financial Accounting 4 credits

This course is a study of financial accounting principles and procedures. The course examines the accounting cycle, the accounting for assets, liabilities and owner's equity and the preparation and analysis of financial statements. **R, M2, 11** (4 lecture hours) IAI: BUS 903

ACC 104 Managerial Accounting 3 credits

This course is a study of managerial accounting concepts and procedures. The course examines the use of accounting information in planning operations, controlling activities and making decisions for economic entities. It focuses on manufacturing as opposed to non-manufacturing costs, cost behavior, budgets and variance analysis. **R, M2, 11** (3 lecture hours) IAI: BUS 904

Corequisite: ACC 103

ACC 105 Computerized Accounting Applications 3 credits

This course is intended to integrate accounting principles into a computerized format. Students develop an understanding of a wide variety of computerized accounting applications including general ledger functions, accounts receivable, accounts payable, payroll, inventory and financial statement analysis. Hands-on experience is gained through projects simulating company accounts. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: ACC 100 with a minimum grade of C, ACC 103 with a minimum grade of C or equivalent

ACC 108 Governmental Accounting 3 credits

This course is designed for students interested in governmental and nonprofit organizations. It includes the description and application of general accepted accounting principles and financial reporting requirements for nonprofit entities such as state and local governmental units, public colleges and universities, hospitals and welfare organizations. Students also learn the unique characteristics of audits of government and not-for-profit entities. **12** (3 lecture hours)

Prerequisite: ACC 103 with a minimum grade of C or equivalent

ACC 110 Federal Income Tax 3 credits

Concepts of federal income tax legislation are discussed and applied to the tax responsibility of individuals and small businesses. Elements of individual income tax are examined. The course emphasizes transaction planning for tax minimization. **12** (3 lecture hours)

ACC 201 Intermediate Accounting I 3 credits

This course is an advanced study of accounting principles with emphasis on the multiple-step income statement, classified balance sheets and statements of cash flow. The time value of money is also thoroughly explored. The history and theoretical foundation of financial accounting is discussed. **11** (3 lecture hours)

Prerequisite: ACC 103 with a minimum grade of C or equivalent

ACC 202 Intermediate Accounting II 3 credits

A continuation of ACC 201, this course emphasizes the asset and liability valuation and presentation on the balance sheet. Time value of money concepts relating to liabilities is stressed. Current issues in financial accounting are discussed. **12** (3 lecture hours)

Prerequisite: ACC 201 with a minimum grade of C

ARCHITECTURE AND CONSTRUCTION TECHNOLOGY

No prerequisites are noted; however, students not following the two-year sequence are advised to consult the instructor in the ACT program or course prior to enrollment.

ACT 100 Architectural Drafting Principles 3 credits

Graphics conventions, techniques and format for architectural documentation are studied. The use of equipment, media lettering, sketching, dimensioning, sections and pictorials required in architectural technology are studied. An introduction to computer-assisted drafting is included. **R, 12** (2 lecture hours and 2 laboratory hours)

ACT 113 Architectural and Construction History 3 credits

This course is the study of the chronological development of architecture and construction. Students learn how social, economic and environmental variables affect structure, aesthetics and purpose. The language of design and construction is stressed. **R, 11** (2 lecture hours and 2 laboratory hours)

ACT 120 Introduction to Building Construction 4 credits

This course studies construction materials, fabrication processes and factors of design in residential wood frame construction. Building codes, zoning, soil bearings and foundation design are also discussed. Concentrations on material selection, properties and application are stressed by research of industry standards and publications. The principles and practices of green, sustainable architecture are reviewed. **R, 11** (2 lecture hours and 4 laboratory hours)

ACT 124 Architectural Construction Documents I 5 credits

This course covers the complete development of project working drawings coordinated with design and technology inputs. Projects are centered on residential light wood framing. Technology usage involving specification programs, Internet and

architectural CAD is stressed. The principles and practices of green, sustainable architecture are reviewed. **R, 11** (2 lecture hours and 6 laboratory hours)

Corequisite: ACT 100 or equivalent

ACT 134 Architectural Construction Documents II 4 credits

Light commercial structures of masonry and steel composition are studied. Specification reference material selection and usage are studied. Subassemblies and preparation of associated details of individual parts are included. **R, 12** (2 lecture hours and 4 laboratory hours)

ACT 201 Utilization of Concrete and Masonry 3 credits

This course is a study of industry standards on principles and methodology on concrete and masonry structures. It includes precast structures, foundation design and soil-bearing characteristics. Students operationalize industry standards from testing agencies that ensure quality construction. **R, 12** (2 lecture hours and 2 laboratory hours)

ACT 202 Wood, Steel and Aluminum Structures 3 credits

This is an in-depth study of materials and methods of wood, steel and aluminum construction. Topics include prefabricated wood and steel structures, heavy timber, thermal/moisture protection, joining processes, strength factors and design. Properties of the individual materials are stressed to ensure quality of construction. **R, 11** (2 lecture hours and 2 laboratory hours)

ACT 203 Architectural Specifications and Mechanical-Electrical Systems 3 credits

This course presents basic principles of architectural specifications, including theory and use in building construction. Mechanical, HVAC and plumbing specifications are also addressed. Basic calculations of systems demands and the means of attainment for electrical and mechanical systems, including illuminations, are covered. **R, 12** (2 lecture hours and 2 laboratory hours)

ACT 234 Architectural Construction Documents III 4 credits

This course provides a detailed study of commercial/industrial structures from conception of building program to preparation of project documents. Plans, elevations, sections and detail sheets are done by research of codes, product data and standards. The course is centered on large-scale steel frame buildings. **R, 11** (1 lecture hour and 6 laboratory hours)

ASSOCIATE DEGREE NURSING

ADN 110 Nursing I 6.5 credits

This course introduces nursing as a profession. The concepts and practices of basic nursing care are a major focus of the course. The standards and guidelines used in the development of the nursing curriculum including the concepts of safety, patient-centered care, evidence-based practice, informatics, teamwork and collaboration, and quality improvement are presented. **12** (3 lecture hours and 9 laboratory hours)

Prerequisite: Admission to the Associate Degree Nursing program

Corequisite: ADN 111, ADN 112 and BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 111 Introduction to Pharmacology 2.5 credits

This course develops a foundation in pharmacologic principles needed by the professional nurse to provide safe, effective nursing care. The impact of individual variables is discussed on the use, effects and responses to medications. Students explore professional reference material appropriate to learning drug classes, rationale for use, dosage, therapeutic, adverse and side effects of medications and nursing implications. Students use the nursing process to prepare for safe medication administration including the ability to accurately calculate medication dosages for selected oral and parenteral medications. **12** (2.5 lecture hours)

Prerequisite: Admission to the program

Corequisites: ADN 110, ADN 112 and BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 112 Health Assessment 3 credits

This course introduces the health assessment component of patient-centered care throughout the lifespan. It integrates the necessary elements of a basic health assessment by developing communication skills, differentiating normal and abnormal findings and appropriately documenting assessment findings. The concepts of patient safety, evidence-based practice, teamwork and collaboration and quality improvement are discussed as they apply to health assessment. **12** (3 lecture hours)

Prerequisites: Admission to the program

Corequisite: ADN 110, ADN 111 and BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 120 Nursing II 8 credits

This course uses the nursing process to provide safe, quality, patient-centered care to patients throughout their lifespan. This course includes an emphasis on the basic principles of perioperative nursing, fluid and electrolyte balance, diabetes, immunity, care of the older adult and mental health. Focus is on the recognition of appropriate nursing interventions based on best current evidence through utilization of teamwork and collaboration, and informatics. **12** (4 lecture hours and 11.5 laboratory hours)

Prerequisite: ADN 110, ADN 111 and ADN 112

Corequisite: BIO 176 and PSY 101

Note: In addition to tuition, this course requires a testing fee of \$47 AND an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 230 Adult Health Nursing I 5 credit

This course uses the nursing process to provide safe, quality, patient-centered care to individuals and groups of patients. Emphasis is placed on oxygenation, ventilation, perfusion, cellular regulation and metabolic concerns. Focus is on the application of

nursing interventions based on best current evidence through utilization of teamwork and collaboration, and informatics. **12** (3 lecture hours and 6 laboratory hours)

Prerequisite: ADN 120 with a minimum grade of C, BIO 176 with a minimum grade of C and PSY 101 with a minimum grade of C

Corerequisite: BIO 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 231 Adult Health Nursing II 5 credits

This course uses the nursing process to provide safe, quality, patient-centered care to individuals and groups of patients. Emphasis is placed on ingestion, digestion, elimination, cognition, perception and movement concerns. Focus is on the application of nursing interventions based on best current evidence through utilization of teamwork and collaboration and informatics. **12** (3 lecture hours and 6 laboratory hours)

Prerequisite: ADN 120 with a minimum grade of C, PSY 101 with a minimum grade of C and BIO 176 with a minimum grade of C

Corequisite: BIO 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 240 Critical Care Nursing 4 credits

This course uses the nursing process to provide safe, quality, patient-centered care for patients with complex health problems and multiple bio-psychosocial stressors. Clinical practice is directed towards the care of the critically ill patient with a focus on rapid and continuous patient assessment, intervention and evaluation. Consideration is given to the use of technology, clinical reasoning, informatics, prioritization, and psychomotor skills. The application of best current evidence and inter-professional collaboration is a focus of this course. **12** (2 lecture hours and 6 laboratory hours)

Prerequisite: ADN 230 with a minimum grade of C, ADN 231 with a minimum grade of C and BIO 220 with a minimum grade of C

Corequisite: ADN 242

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 241 Special Populations 4 credits

This course uses the nursing process to provide safe patient-centered care to women, children and the community as a patient population. The course emphasizes clinical reasoning, technology, informatics, prioritization, psychomotor and communication skills in women's health, obstetrics, pediatrics and community health. Emphasis is placed on the application of best current evidence and inter-professional collaboration. **12** (2 lecture hours and 6 laboratory hours)

Prerequisite: ADN 230 with a minimum grade of C, ADN 231 with a minimum grade of C and BIO 220 with a minimum grade of C

Corequisite: ADN 242

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

ADN 242 Nursing Leadership 2 credits

This course is designed to facilitate role transition from student to beginning professional nurse leader in a changing health care system. The concepts of leadership and management, with a focus on delegation and prioritization of nursing care are further developed. The course addresses national initiatives which promote patient safety and quality improvement, legal and ethical rights and responsibilities, the role of informatics, collaborative communication, leadership and continuing self-development. **12** (2 lecture hours)

Prerequisite: ADN 230 with a minimum grade of C, ADN 231 with a minimum grade of C and BIO 220 with a minimum grade of C

Corequisite: ADN 240 and ADN 241

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

AGRI-FERTILIZER OPERATIONS**AFO 106 Agri-Business Management 3 credits**

This course is the study of the economical organization and operation of agribusinesses using four functions of management, which include planning, organizing, controlling and directing. Also discussed are personnel and tax management. **12** (3 lecture hours)

AFO 208 Applied Skills in Agricultural Mechanization 3 credits

This course is a continuation of AGR 208. It is designed to introduce students to agricultural mechanics with an emphasis on technical terminology, skill development and mathematics applications to the agriculture industry. Topics covered include agricultural electricity, painting, welding and small engine maintenance. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AGR 203

AGRICULTURE**AGR 101 Introduction to Agricultural Economics 3 credits**

This course involves the development of agriculture in the United States and the economics principles and governmental policies as they apply to agriculture. **R, 11** (3 lecture hours) IAI: AG 901

AGR 102 Animal Science 4 credits

This course introduces the application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries, as well as management and production practices. Units of study include animal breeds and breeding and selection; anatomy, physiology, nutrition and growth; environment, health and sanitation; and animal behavior. Also discussed are products and marketing; production technology and economics and current issues in animal science. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: AG 902

AGR 105 Crop Science 4 credits

This course focuses on the study of crop production, including water use, weed control, nutrition, growth reproduction, tillage and insect and disease problems. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: AG 903

AGR 109 Microcomputer Skills for Agriculture 3 credits

This computer course provides students majoring in agriculture with computer literacy in the areas of word processing, spreadsheets, database and computerized presentations. Activities include mastery of these selected areas using agriculture examples and problems. **11** (2 lecture hours and 2 laboratory hours) IAI: AG 913

AGR 203 Soil Science 4 credits

Studies focus on the fundamentals of soil use and management. Topics covered include soil formation, physical and chemical properties, soil water and biology. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: AG 904

Prerequisite: CHE 100 or CHE 101

AGR 208 Introduction to Agricultural Mechanics 3 credits

This course is an introduction to agricultural mechanization with emphasis on technical terminology, skill development and mathematical applications. The primary topic areas are farm power and machinery, electrification, structures and surveying. Students utilize current technology in agricultural mechanics. **R, 11** (2 lecture hours and 2 laboratory hours) IAI: AG 906

AGR 215 Companion Animal Science 3 credits

This course is an introduction to the principles and practices of companion animal biology. Topics of study include proper nutrition and care, as well as industry regulations and laws that accompany companion animal husbandry. **11** (3 lecture hours)

ANTHROPOLOGY**ANT 101 Introduction to Anthropology 3 credits**

This course is an introduction to the study of humankind across both time and space. It introduces concepts and perspectives of the four major subdisciplines of anthropology: physical, cultural and linguistic anthropology and archaeology. Focus is placed upon human physical and cultural development in the past and upon small scale, non-Western groups. **R, W1, 11** (3 lecture hours) IAI: SI 900N

ANT 105 Non-Western Cultures 3 credits

This cultural anthropology course explains some of the many behaviors/lifestyles of the widely varying cultures and societies of the world. Topics may include: how people get the resources needed to stay alive; the different roles of males and females and the expectations that these roles bring to male/female interaction; consequences of Western expansion/colonialism for indigenous populations; or comparable areas of ethnographic inquiry. **R, 11** (3 lecture hours)

ANT 201 Principles and Interpretations in Archaeology 3 credits

Archaeology is the study of past societies/cultures primarily through an examination of their material remains (what they left behind). This course is a general introduction both to world prehistory and to the science of archaeology. The course traces the sequence of events leading from our earliest human ancestors to the development of the world's great original civilizations. The course may also examine the prehistory of other parts of the world and the chronology of events there which resulted in other very complex cultures. The course also presents some of the methods and theories used in archaeology, as a subfield of anthropology. While students are not engaging in actual archaeological fieldwork, they learn about surveying and excavating sites as well as analyzing and interpreting archaeological data. **R, W1, 11** (3 lecture hours)
IAI: SI 903

ANT 299 Special Topics in Anthropology 3 credits

This course is a study of selected topics in anthropology. Topics may encompass a variety of sub-fields including such areas as participant observation projects in cultural anthropology or field experience in archaeology. Topics vary according to section and semester and are listed in the class schedule. The topic will be printed on the transcript. **11** (3 lecture hours)

Prerequisite: Permission of instructor.

APPLIED PSYCHOLOGY**APS 180 The Expert Learner 3 credits**

This course is designed to assist students in developing the necessary skills to become expert learners. Expert learners know how to learn. In this course, students develop an understanding of basic cognitive and motivational psychology concepts and then apply these concepts to their own learning. Students practice applying a model for self-regulated learning to several essential academic skills. Through such efforts, students learn to optimize efforts while minimizing study time and maximizing results. **11** (3 lecture hours)

AIR CONDITIONING, REFRIGERATION, AND HEATING**ARH 101 Basic Refrigeration 3 credits**

This course focuses on the understanding of refrigeration terminology and the study of the fundamentals of refrigeration cycles and the energy conversion principles of refrigerants. The use of tools, instruments and materials are stressed. The lab deals with hands-on experience, working with copper tubing, iron pipe, various fittings and soldering processes. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 103 Heat Generating Systems 3 credits

This course is an introduction to residential combustion-type heating systems, including the study of fuels, the combustion process and equipment specifications required to distribute the heating medium. The lab work covers installation, controls,

regulation and troubleshooting on various types of fossil-fuel heating systems. **12** (2 lecture hours and 3 laboratory hours)

Corequisite: ARH 107 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 105 A.C. and D.C. Electrical Theory and Schematic Design 3 credits

Topics include the study of electron flow, voltage and resistance in series, parallel and series-parallel compound circuits. Practical application and familiarization with use of the volt/ohm/meter is stressed. Assembling series, parallel and series-parallel circuits and analyzing circuits involving solenoids, electric motors and other controls are covered in this course. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 107 Alternating Current Electricity and Climate Controls 3 credits

This course includes the study of alternating current circuits and their characteristics as applied to environmental control mechanisms. Trouble shooting, installation and repair of compressors, fan motors, transformers, solid state circuitry and controls are also covered. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: ARH 105 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 201 Commercial Refrigeration I 3 credits

This course offers a study of high and low pressure components and their functions in air conditioning and refrigeration systems. Lab experience includes disassembly of commercial refrigeration equipment and analysis of its parts; analysis of name plate data; and operation and use of safety devices and pressure stabilization control mechanisms. Commercial refrigeration systems are charged. **12** (2 lecture hours and 3 laboratory hours)

Corequisites: ARH 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 202 Commercial Refrigeration II 3 credits

This course is a study of additional commercial refrigeration components and their functions. The laboratory portion of this course is "hands-on" activity of troubleshooting, testing and repair of existing commercial refrigeration systems. Students perform charging, discharging, evacuation and dehydration of the total air conditioning/refrigeration systems. **12** (2 lecture hours and 3 laboratory hours)

Corequisite: ARH 201

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 204 Heat Pump Systems 3 credits

This course is a study of the application and operation of the various heat pump systems in common use. The laboratory portion of the course is a "hands-on" activity of troubleshooting, testing and repair of existing systems. **12** (2 lecture hours and 3 laboratory hours)

Prerequisites: ARH 101, ARH 103 and ARH 107 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 206 Air Conditioning Systems 3 credits

This course is designed as a comprehensive study of various air conditioning and refrigeration systems, their design, application and operation. Emphasis is on installation procedures, troubleshooting, service and repair. **12** (2 lecture hours and 3 laboratory hours)

Corequisite: ARH 101 and ARH 105 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 207 Sheet Metal Fabrication and System Design 3 credits

This course is designed to provide students with a basic background in sheet metal design and duct work fabrication. Emphasis is placed on sheet metal layout and fabrication. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 208 Equipment Selection and Duct Design 4 credits

Students are exposed to techniques and procedures used in the residential construction industry. Proper sizing of HVAC equipment and ducts to meet the requirements necessary to install a typical residential heating and cooling system. Students also determine proper heat load and cooling load calculations using typical manual J methods. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ARH 101 and ARH 207

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ARH 210 ARH Internship 2 credits

Upon successful completion of this course, students should be able to apply classroom knowledge to an actual work situation. The internship provides advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. **12** (10 laboratory hours)

Prerequisite: 12 hours of ARH course work

Note: Students must have permission of the instructor before enrolling in this course. In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ART

ART 101 Art Appreciation 3 credits

Art Appreciation is an introduction to the appreciation of the visual arts. This course examines important examples of visual art drawn from a wide variety of media and cultures. The focus is on helping students understand and appreciate how visual art works are made and how they function and communicate within their societal contexts. This course is not for Art majors. **11** (3 lecture hours) IAI: F2 900

ART 102 Two-Dimensional Design I 3 credits

This course explores the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Students' design skills are tested verbally and visually throughout the semester. Safety concerns for handling art materials are addressed throughout the semester. **11** (6 laboratory hours)

ART 103 Drawing I 3 credits

This course is designed to give the beginning art students an understanding of the basic techniques of drawing. It emphasizes black and white rendering with traditional materials. Drawing labs include work from still life and may also include live nude models. Health and safety measures are discussed. **11** (6 laboratory hours)

ART 104 Drawing II 3 credits

This course builds on and refines the experience of Drawing I, focusing on a variety of color media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objective and fabricated image making are covered in this course. The course includes vocabulary development, critical analysis activities and references to historical models of drawing, which may include working from a nude model. **11** (6 laboratory hours)

Prerequisite: ART 103

ART 106 Introduction to Computer Art 3 credits

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry application methods and software basics. Upon completion, students will be able to understand the computer as a fundamental design and production tool. **11** (6 laboratory hours)

ART 110 Professional Practices in Art 1 credit

This course is designed for the art student who is transferring to a four-year institution. Topics covered include resume writing, portfolio management and career options. **11** (1 lecture hour)

ART 111 Silkscreen Production 3 credits

This course offers beginning students hands-on experience with screen printing as it applies to the commercial trade. Students learn skill sets that enable them to work as a screen printer or fine artist. Professionalism in a business environment and strategies for working with clients are also stressed. **12** (6 laboratory hours)

Prerequisite: ART 106

Corequisite: ART 113

ART 112 Silkscreen Graphics Pre-Production 3 credits

This course offers beginning students hands-on experience with computer-aided design and pre-production skills. Students learn skill sets that enable them to work as art designers for silkscreen applications. Professionalism in a business environment and strategies for working with clients are stressed. **12** (6 laboratory hours)

Prerequisite: ART 106

Corequisite: ART 113

ART 113 Silkscreen Practice Seminar 1 credit

This course is designed to provide practical experience in all aspects of silkscreen graphics - screen production, screen maintenance, screen application and screen reclamation. Emphasis is placed on performance and final production of printed materials. Students are required to participate in production activities in addition to meetings and scheduled production methods. Credit is determined in consultation with the instructor. This course may be repeated to a maximum of two credit hours. **12** (6 laboratory hours)

ART 115 Three-Dimensional Design 3 credits

ART 115 is a studio course exploring the fundamentals of three-dimensional design principles and theories using a variety of media. The fundamental elements of visual organization in space are examined. Health and safety issues are addressed. **11** (6 laboratory hours)

ART 116 Introduction to Graphic Design 3 credits

This course introduces the fundamentals of computer-aided design. Students gain experience utilizing graphic software and application in the fields of digital and fine arts. Production and image manipulation basics are explored. **11** (6 laboratory hours)

Prerequisite: ART 106 or equivalent experience

Note: It is recommended that ART majors take ART 102 before taking this course.

ART 118 Ceramics I 3 credits

This course is an introduction to ceramics, covering hand building, wheel throwing, surface design, glazing and clay body formulation. Health and safety issues are addressed. Students are in the studio six hours per week. **11** (6 laboratory hours)

ART 123 Introduction to Darkroom Photography I 3 credits

This course is an introduction to black and white photography as an art medium, including the basics of camera and darkroom techniques and relevant aesthetic, historic and critical issues. Health and safety issues are addressed. Students must provide their own manual SLR 35mm camera. **11** (6 laboratory hours)

ART 124 Digital Photography I 3 credits

This course is an introduction to digital photography as an art medium. Coursework includes the basic mechanics of cameras, image manipulation, printing and presentation, as well as the relevant aesthetic, historic and critical issues. **12** (6 laboratory hours)

Note: Students must provide their own digital camera with removable image storage. Please check with the instructor for more specifics on equipment and material needs.

ART 203 Life Drawing 3 credits

This course is an intensive study of the human figure. Students are provided with experiences in controlling proportion, placement, gesture, mass and volume. Some anatomy is included. The emphasis is on basic skills and discipline with focus on action structure, design and expressive potential of the figure. Students draw from the nude model as a means of understanding form, shape and line. The course

emphasizes shorter poses as training in immediate response to gesture and form. Traditional and invented drawing tools are used. **11** (6 laboratory hours)

Prerequisite: ART 103

ART 204 Art History—Survey of Western Art I 3 credits

This course presents the development of artistic expression from prehistoric times through the Proto-Renaissance period. The historical, philosophical, political, social and geographic factors that influenced that development are addressed within the scope of Western Civilization. This is the first course in the sequence of Survey of Western Art courses. **W1, 11** (3 lecture hours) IAI: F2 901

ART 205 Art History—Survey of Western Art II 3 credits

This course presents the significant movements, artists and artwork of the 14th through 20th centuries. It also presents the historical, philosophical, political, social and economic factors that influenced their development within the scope of Western Civilization. This is the second course in the sequence of Survey of Western Art courses. **W1, 11** (3 lecture hours) IAI: F2 902

ART 208 History of Non-Western Art 3 credits

This course presents the development of artistic expression in non-Western cultures from prehistoric times through the modern era. The historical, philosophical, political, social and geographic factors that influenced that development are addressed. In addition, the course speaks to the relationship between non-Western and Western art history. **W1, 12** (3 lecture hours) IAI: F2 903N

ART 211 Painting I 3 credits

This course is intended to introduce students to painting media. Students should learn to mix any color and should develop a good sense of composition. It is primarily intended to give students a feeling of ease and a technical proficiency in handling paint so that they may, in ART 212, seek a more personal artistic expression. **11** (6 laboratory hours)

Prerequisite: ART 103 or equivalent drawing experience

ART 212 Painting II 3 credits

This course is a follow-up to beginning painting. It assumes that students have had at least one semester of experience with acrylic paint and are able to control materials well enough that any problems encountered are problems in creative interpretation rather than of materials. **11** (6 laboratory hours)

Prerequisite: ART 211

ART 215 Sculpture 3 credits

This course is a continued study in sculptural techniques and materials. Students are given opportunities for further in-depth understanding through practice of sculptural expression and articulation of form. Students explore issues of interpretation and audience interaction. **11** (6 laboratory hours)

Prerequisite: ART 115 or equivalent

ART 216 Publication Design 3 credits

This course is a continuation of digital art, placing emphasis on creative problem-solving typographic principles, and layout and design. Students develop intermediate skills with software and applications specific to multimedia design and the fine arts. **11** (6 laboratory hours)

Prerequisite: ART 116 or equivalent

ART 218 Ceramics II 3 credits

ART 218 provides a continued exploration of basic hand-building and wheel-throwing techniques. Emphasis is on developing proficiency in clay use, surface decoration and firings. Health and safety issues are addressed. Students are in the studio six hours per week. **11** (6 laboratory hours)

Prerequisite: ART 118 or equivalent

ART 220 Introduction to Motion Graphics 3 credits

Motion graphics creation provides a core skill set enabling the application of motion to standard imagery utilized in print design, website graphic design and from all film and DV resources. Students learn the terminology, aesthetics and concepts to create segments of motion graphics. They explore industry animation techniques through the use of compositing/animation software. Students learn core principles of importing a variety of file formats, timeline and key frame based animation, simple color correction, keying and masking tools and creating special effects. This course also explores practical applications and steps necessary to create motion graphics segments for a variety of outputs including tape, QuickTime and Web delivery solutions. **12** (6 laboratory hours)

Prerequisite: ART 216 with a minimum grade of C or equivalent

ART 221 Printmaking I 3 credits

This course introduces basic printmaking processes and techniques. Students are introduced to print media through intaglio and serigraphy processes and equipment. Studio practice is emphasized including development of content and technique with an emphasis on health and safety. **12** (6 laboratory hours)

Prerequisite: ART 103 or equivalent

ART 222 Printmaking II 3 credits

This course is a continuation of studio work in the print media processes of intaglio and serigraphy. Students are further introduced to the print processes of relief and lithography. This course emphasizes the use of color as it relates to print media. **11** (6 laboratory hours)

Prerequisite: ART 221 or equivalent

ART 299 Special Topics in Art 1-4 credits

This course is an in-depth study of different areas of art presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skill building. Credit is variable (1 to 4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **Varies by course, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by topic

ASTRONOMY

AST 101 Introduction to Astronomy 3 credits

This is an introductory course covering the structure of the solar system and the universe. This course is designed for science and non-science majors who want a basic understanding of the organization and history of the solar system. Topics include birth, life and death of a star; origin, history and future of the universe; prospects for extraterrestrial life forms and the techniques and instrumentation used in investigating the universe. **R, 11** (3 lecture hours) IAI: P1 905

Note: No previous science or math background is assumed.

AUTO BODY REPAIR

AUB 101 Basic Auto Body Repair 5 credits

This course covers the basic principles of automobile construction, manufacturing and design including the angle, crown and forming steel into the contour of modern vehicles. Also included is the usage of various types of body hand tools, power tools and equipment. The application of hammer and dolly techniques, shrinking and fitting techniques are covered. Practical application involves students working on vehicles with minor fender and panel damage. **12** (2 lecture hours and 6 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUB 102 Auto Body Metal Finishing 3 credits

This course is designed to acquaint students with the various stages of metal finishing, which includes roughing, bumping and finishing all areas of metal damage. **12** (1 lecture hour and 4 laboratory hours)

Prerequisite: AUB 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUB 103 Glass Service and Accessories 3 credits

This course covers the various types of glass service, method of removal, cutting and installation. The installation of quarter glass, door glass and the alignment of glass are included. Door trim and headliner skills are also emphasized. **12** (1 lecture hour and 4 laboratory hours)

Prerequisite: AUB 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUB 104 Auto Body Painting 5 credits

Maintenance and proper use of the paint spray gun are covered in this course. Students are given instructions in paint and paint base, color, mixing, blending, feathering and procedures for remedying paint defects. **12** (2 lecture hours and 6 laboratory hours)

Prerequisite: AUB 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUB 105 Auto Body Welding 3 credits

This course is designed to give students skills in basic oxyacetylene welding and cutting necessary for auto body repair work. Surface welding with and without filler metal, bronze welding and flame cutting are emphasized. Students are given instruction in the safe and proper methods for assembling and operating oxyacetylene welding equipment. **12** (1 lecture hour and 4 laboratory hours)

Prerequisite: AUB 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUB 201 Advanced Auto Body Repair 5 credits

This course is a continuation of Basic Auto Body Repair and focuses on giving students more experience through practical application on major repair jobs. Fitting and aligning, straightening of hoods, doors and deck lids are emphasized. **12** (2 lecture hours and 6 laboratory hours)

Prerequisite: AUB 101, AUB 102 and AUB 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

AUTOMOTIVE TECHNOLOGY

Automotive Technology students are required to have a basic set of tools which costs approximately \$700-\$1,500.

AUT 101 Fundamentals of Automotive Technologies 2 credits

This course is designed to cover the basic layout and operations of the automotive service industry and related fields. Automotive facilities, basic tools and shop equipment are covered. Basic vehicle maintenance and inspection is also covered. **12** (3 lecture hours and 2 laboratory hours)

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 103 Engine Servicing 3.5 credits

This course consists of diagnosing automotive gasoline engines. Areas covered are engine performance, ignition systems, routine maintenance and service. Proper electronic test equipment usage is also covered. **R, 12** (2.5 lecture hours and 2 laboratory hours)

Prerequisite: AUT 101 with a minimum grade of C and AUT 109

Note: Students should purchase department approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 105 Fuel and Fuel Systems 4 credits

Students in this course study construction, operation and maintenance of engine fuel systems. Gasoline, ethanol and diesel fuels are discussed. Also included is a study of the close relationship and integration of the fuel, ignition and emission systems. **R, 12** (3.5 lecture hours and 1 laboratory hour)

Corequisite: AUT 101 and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 106 Brake Systems 3 credits

This course is a study of automotive vehicle braking systems. Brake system principles, construction and types are covered. Proper brake system maintenance, operation and repair are also covered in this course. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: AUT 101 and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 107 Steering and Alignment 3 credits

Students in this course study automotive steering systems. Hydraulic and electric steering are covered. Vehicle alignments are discussed and performed. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: AUT 101 and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 109 Auto Business Management 3 credits

This course provides students with an introduction to the management, organization and operation of the Automotive Business. Study is integrated with PC computer usage as it pertains to the various phases of the automotive business. Current automotive industry business trends and updates are discussed. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: AUT 101

Note: Students should purchase department approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 112 Suspension and Tires 3 credits

This course covers automotive suspension systems and tire service. Front and rear automotive suspensions are covered. Tire construction, repair and service are covered. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 101 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 115 Lower Engine Repair 3.5 credits

This course is a study of the lower portion of multi-cylinder automotive engines. The focus of the course is on the principles, construction, types, maintenance, and operation of multi-cylinder engines. Repair and rebuilding of the lower portion of the engine is also covered. **12** (2.5 lecture hours and 2 laboratory hours)

Corequisite: AUT 101 and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 121 Basic Automotive Electronics 3.5 credits

This course is a study of basic automotive electrical systems. The focus of the course is on the principles, construction, types and maintenance of automotive electrical systems. Operation of electrical testing equipment is also covered. **R, 12** (2.5 lecture hours and 2 laboratory hours)

Corequisite: AUT 101 and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 145 Upper Engine Repair 3.5 credits

This course is a study of the upper portion of multi-cylinder automotive engines. The focus of the course is on the principles, construction, types, maintenance and operation of multi cylinder engines. Repair and rebuilding of the upper portion of the engine is also covered. **12** (2.5 lecture hours and 2 laboratory hour)

Prerequisite: AUT 101 with a minimum grade of C, AUT 115 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 202 Automatic Transmission/Transaxles 3 credits

This course is a study of various automatic transmissions/transaxles. Emphasis is placed on principles of operation. Automatic transmission maintenance, testing and overhaul are also covered. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 101 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 203 Power Trains and Manual Transmissions 3 credits

This course is the study of clutches, manual transmissions, drive lines, differentials and related components. Emphases are construction, operating principles, repair, adjustments and transfer of power. Proper manual transmission maintenance is covered. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 101 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 207 Diesel 3 credits

This course covers the types, construction and principles of operation of diesel engines. Also covered are fuel and injection systems. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 102

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 208 Heating and Air Conditioning 3 credits

This course is a study of automotive air conditioning systems. Automotive air conditioning principles, diagnostics and governmental regulations are major emphasis of the course. Proper air conditioning maintenance is also covered. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 101 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 214 Advanced Engine Performance 3 credits

This course consists of diagnosing automotive gasoline engines. Areas covered are advanced engine performance, ignition systems, fuel systems and emission systems. Advanced engine performance is the main focus of the course. **12** (2 lecture hours)

Prerequisite: AUT 101 with a minimum grade of C, AUT 103 with a minimum grade of C and AUT 109

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 217 Hybrid and Electric Vehicles 3.5 credits

This is a course designed to acquaint students with hybrid electric vehicles. Hybrid electric vehicle identification is performed. Safety, operation and hybrid electric vehicle maintenance are covered. **12** (2.5 lecture hours and 2 laboratory hours)

Prerequisite: AUT 103 with a minimum grade of C, AUT 121 with a minimum grade of C, AUT 214 with a minimum grade of C and AUT 220 with a minimum grade of C

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AUT 220 Advanced Automotive Electronics 3 credits

This course is a study of advanced automotive electrical systems. The focus of the course is on the operation and diagnosis of automotive electrical systems. Operation of electrical testing equipment is used to diagnose automotive electrical system concerns. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AUT 121 with a minimum grade of C.

Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

AIRFRAME AND POWERPLANT AVIATION MECHANICS**AVI 103 Aviation Fundamentals 3 credits**

Students learn aircraft drawings, aircraft weight and balance and installing rigid and flexible aircraft fluid lines. **R, 12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 106 Aircraft Electrical Systems 3 credits

This course focuses on the study of the physical principles that apply to present day aerospace vehicles. Topics include AC and DC electrical theory, power, sources, transmission, measurement, solid state devices, integrated circuits and problems in aircraft electrical circuits. **R, 12** (1 lecture hour and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 107 Aircraft Cleaning and Corrosion 2 credits

Students learn the chemicals, materials and procedures used to clean aircraft. Students learn the identification, control and prevention of corrosion on aircraft structures. **R, 12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 108 Materials and Processes 2 credits

The following topics are covered: hand tools, hardware heat treating, magnetic particle inspections, dye penetrant inspection, chemical etching and visual inspection methods. **R, 12** (1.5 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 109 Safety, Ground Operations and Servicing 2 credits

Students are instructed in safe ground procedures including moving, fueling, defueling and securing aircraft and shop safety. **R, 12** (2 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 110 Forms, Records and Publications 3 credits

Students are introduced to the use of technical literature, Federal Aviation Administration publications, forms and records. This includes but is not limited to FAR parts 1, 23, 43, 45, 65 and 91. **R, 12** (3 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 111 Welding, Assembly and Rigging 4 credits

This course covers the basic understanding of gas, arc and TIG welding. Students also gain knowledge in identifying fuselage and landing gear structural components, analyze their construction and become familiar with rigging procedures and alignment checks. **R, 12** (2 lecture hours and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 113 Wood Structures, Aircraft Coverings and Aircraft Finishes 2 credits

This course is the study of the types, inspection and repair of wooden structures. **R, 12** (2 lecture hours and 1 laboratory hour)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 114 Composites, Sheet Metal, Structures and Fabrication 5 credits

Students study the basic fabrication and repair techniques for sheet metal structures. **R, 12** (1 lecture hour and 9 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 115 Aircraft Electrical Systems 3 credits

This is the study of the theory and applications of generators, alternators, motors, wiring and electrical troubleshooting. **R, 12** (1 lecture hour and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 116 Ice and Rain Control Systems and Fire Protection Systems 2 credits

This course covers the different types of methods of application of the ice and rain control systems used on general and commercial type aircraft. This course also covers common types of fire detection, fire extinguishing, smoke detection and toxic gas detection systems. **R, 12** (2 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 117 Aircraft Instrumentation and Position Warning Systems 2 credits

Students study the basic theory and operation of aircraft instruments and the different types and indications of the position and warning systems on board an aircraft. **R, 12** (2 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 118 Communication, Navigation and Cabin Atmosphere Control Systems 2 credits

Students study the purpose, identification and operation of communication, navigation, air conditioning, pressurization and other related equipment. **R, 12** (1 lecture hour and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 119 Hydraulic, Pneumatic and Landing Gear Systems 2 credits

Students study the theory behind hydraulic and pneumatic power systems and aircraft landing gear systems. **R, 12** (1 lecture hour and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 120 Fuel Systems and Airframe Inspection 3 credits

This course covers airframe fuel systems and the required inspections of the airframe and its associated equipment in accordance with applicable Federal Aviation Regulations and manufacturers specifications. **R, 12** (1 lecture hour and 5 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 121 Propellers 2 credits

Students study the theory and operation of propellers including ice control, governors, balancing, synchronizing and propeller lubrication. Included are service and repair of fixed-pitch, constant speed and feathering propellers. **R, 12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 122 Engine Lubrication and Cooling Systems 2 credits

This course is the study of the different types and methods of lubricating and cooling turbine and reciprocating power plants. **R, 12** (2 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 123 Engine Systems 3 credits

This is the study of engine systems, such as baffles, carburetor heat, super chargers, instrumentation and fire protection. **R, 12** (1 lecture hour and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 126 Engine Fuel and Fuel Metering Systems 2 credits

This course is the study of reciprocating and gas turbine engine fuel and fuel metering systems, including carburetors and fuel injectors. **R, 12** (1 lecture hour and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 127 Engine Ignition and Electrical Systems 2 credits

Students study reciprocating and gas turbine engine ignition systems, electrical systems and auxiliary power unit systems. **R, 12** (1 lecture hour and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 129 Reciprocating Engines 5 credits

This course is a study of the theory and development, the various types and internal components of reciprocating engines. **R, 12** (1 lecture hour and 8 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 130 Turbine Engines 5 credits

This course covers the development of the modern gas turbine engine, including types, their application and basic operating principles, components and their functions. **R, 12** (1 lecture hour and 8 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 131 Powerplant Inspection and Review 3 credits

This course provides a comprehensive review of powerplant section and its associated areas, along with preparation for entry into the job market. **R, 12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVI 199 Aviation Mathematics and Physics 2 credits

This course focuses on basic mathematics and physics principles used in the aviation industry. **R, 12** (2 lecture hours and 1 laboratory hour)

Note: In addition to tuition, this course requires an additional tuition rate of 2.25 times the current in-district tuition rate beginning Fall 2014 and 2.5 times the current in-district tuition rate beginning Fall 2015.

AVIATION MANAGEMENT

AVM 101 Basic Pilot Ground School 3 credits

This course is designed to provide the knowledge and skills necessary for preparation in taking the Federal Aviation Administration Private Pilot Airplane Written Examination. **R, 12** (3 lecture hours)

AVM 102 Basic Air Traffic Control 3 credits

This course provides instruction in basic air traffic control procedures and phraseology used by personnel providing air traffic control services. Students become familiar with Federal Aviation Administration handbooks and Federal Aviation Regulations that pertain to the operational responsibilities of an air traffic controller. **R, 12** (3 lecture hours)

AVM 103 Aviation Industry Regulations 3 credits

This course is a study of the various regulatory agencies of the industry and their function. **R, 12** (3 lecture hours)

AVM 104 Aviation Internship 3 credits

This internship is a supervised work experience coordinated with the Federal Aviation Administration or an approved airway management employer. A minimum of 225 hours of internship time is required. **12** (20 laboratory hours)

Prerequisite: Thirty (30) semester hours which include AVM 101 and AVM 102

AVM 105 National Airspace System 3 credits

This course provides instruction in the national airspace system, its purpose and major components. It defines the Federal Aviation Administration role in the operation, maintenance and planning of the national airspace system. **R, 12** (3 lecture hours)

AVM 106 Aviation Flight I 3 credits

This is the first course in obtaining a private pilot's certification. **12** (2 lecture hours and 2 laboratory hours)

AVM 107 Aviation Flight II 3 credits

This is the second course in obtaining a private pilot's certification. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: AVM 106

BUILDING MAINTENANCE (CONSTRUCTION OCCUPATIONS)

BDM 102 Introduction to Construction Occupations 4 credits

This course covers the basic safety principles fundamental to construction. Topics include the correct use of hand and power tools, emergency and first aid procedures and avoiding hazardous conditions. Introduction to basic construction math, OSHA

regulations and code compliance are also studied. The ten-hour OSHA Outreaching Training Program is included in instruction. **12** (2 lecture hours and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 106 Basic Carpentry I 4 credits

This course is the first of two carpentry classes that prepares students to perform basic rough carpentry techniques. Topics include foundation preparation, wall layout/framing and exterior finish. Knowledge and skill are developed in the areas of construction materials, print reading, design and safe operation of power tools. **12** (.5 lecture hours and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 108 Basic Carpentry II 4 credits

This course is a continuation of Carpentry I and builds on skills students have obtained in Carpentry I. Topics include roof framing, interior finish and various other construction methods. Installation of windows, doors and cabinets are also practiced in this course. **12** (.5 lecture hours and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 110 Basic Masonry 4 credits

This course prepares students to identify and estimate masonry materials, understand their properties and their application. Topics also include concrete construction, at grade slabs and other concrete applications. **12** (.5 lecture hours and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 112 Construction Blueprint Reading 3 credits

This course teaches students to read and interpret construction symbols, blueprints and appropriate building codes. Students are taught rough drawing sketching and dimensioning techniques. Residential and light commercial construction blueprints are the focus of this course. **12** (3 lecture hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 114 Basic Plumbing 4 credits

This course is a comprehensive study of the plumbing trade. Topics include supply lines, drain-waste-vent systems and fixture installation. Emphasis is placed on design, code compliance and safety. **12** (.5 lecture hours and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 116 Residential Wiring 4 credits

This course prepares students to design, install, test and maintain basic electrical systems. Topics include electrical safety, electrical theory, tools, equipment and code compliance related to residential electrical trade. Lab exercises focus on wiring systems, device wiring, overcurrent protection and grounding. **12** (.5 lecture hours and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 118 Painting and Finishing 3 credits

This course prepares students to estimate materials and to prepare surfaces for finishing, painting and papering. Application methods and fall protection coating selection are also studied. Lab exercises focus on troubleshooting, repair and application. **12** (1 lecture hours and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BDM 120 Surveying and Building Layout 3 credits

This course covers methods of measurement including tapes and accessories, the transit, reading angles, stadia, triangulation and field notes. Students also are exposed to the use of engineer's levels, leveling rods and direct leveling. Also covered are profiles, latitudes and departures, balancing surveys, platting surveys, calculating areas and building layout. This course also introduces students to principles of land division, descriptions, plats and subdivisions. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: TEM 103 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.25 times the current in-district tuition rate beginning Fall 2014 and 1.5 times the current in-district tuition rate beginning Fall 2015.

BIOLOGY**BIO 101 General Biology 4 credits**

This is an introductory course in biological principles applicable for non-science majors. Principles of organization, function, heredity, evolution and ecology of the biotic world are illustrated. This course meets the general education requirement for a life science course. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: L1 900L

BIO 104 Life in the Environment 4 credits

This biology course introduces students to ecological and environmental concepts. It is intended for the non-science major. The components, functions and balances of natural ecosystems, as well as human influence on ecosystems, are examined. Environmental issues are emphasized and addressed by identifying sustainable courses of action. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: L1 905L

BIO 107 Human Biology 4 credits

This is an introductory course in which the primary organism of study is the human. Concepts include biochemistry, cell organization, genetics, heredity, the basic structure and function of the human body and the relationship between humans and their environment. A variety of contextual social and personal issues are explored. **R, 11** (3 lecture hours and 2 laboratory hours)

BIO 111 Principles of Biology I 4 credits

This course is designed for science majors. Biology I is an introductory molecular and cellular biology course. Emphases are placed on biochemistry, cell structure and function and molecular genetics from an evolutionary perspective. Scientific processes and laboratory techniques are also covered. **R, M1, 11** (3 lecture hours and 2 laboratory hours) IAI: BIO 910

Prerequisite: High school biology

BIO 112 Principles of Biology II 4 credits

This course is designed for science majors. Emphasis is on introduction to structure and function of major groups of microorganisms, fungi, animals and plants. Evolutionary relationships and ecological principles of these groups are also covered. **R, M1, 11** (3 lecture hours and 2 laboratory hours) IAI: BIO 910

Prerequisite: High school biology

BIO 150 Introduction to Prairie Restoration 2 credits

This introductory course focuses on the basic principles of prairie restoration. It is suitable for both biology majors and non-biological science students. The history and ecology of Illinois prairies are explored. Principles of both restoration and reconstruction are explored, with an emphasis on practical application and hands-on field experience. **11** (1 lecture hour and 2 laboratory hours)

BIO 170 Human Nutrition 3 credits

Human nutrition covers the basic and cardinal concepts such as measurements of the diet, the role of nutrients in body function and nutrition throughout the life cycle. Emphasis is placed on the positive contributions of nutrition to life and health. **R, 11** (3 lecture hours)

BIO 175 Human Anatomy and Physiology I 4 credits

This course is the first half of a two-semester human anatomy and physiology course sequence designed to fulfill the needs of students in the allied health career programs. Early emphasis is on introductory biochemistry, general cytology and histology. The systems covered include: integumentary, skeletal, muscular, and nervous. Laboratory dissections of preserved adult cats are used to illustrate comparisons with human morphology. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: High school biology with a minimum grade of B or BIO 101 with a minimum grade of C or BIO 111 with a minimum grade of C within the past five years

BIO 176 Human Anatomy and Physiology II 4 credits

BIO 176 is the second half of a two-semester human anatomy and physiology course sequence designed to fulfill the needs of students in the allied health career

programs. The systems covered include: endocrine, cardiovascular, respiratory, urinary, lymphatic, digestive and reproductive. Continued student dissections of preserved adult cats in the laboratory are used to illustrate comparisons with human morphology. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: BIO 175 with a minimum grade of C

BIO 180 Invasive Plants 1 credit

This course introduces students to common invasive plants and their impact on ecosystems. The origins of historic invasive species problems are explored. Emphasis is placed on the identification and control of regionally common plant species.. **R, 11** (1 lecture hour)

BIO 201 Human Anatomy 4 credits

This course includes the study of gross and microscopic anatomical structures and basic physiological functions of human tissues, organs and integrated body systems. Greatest emphasis is on skeletal, muscular, vascular and nervous systems. The remaining systems are treated, but with less emphasis. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: BIO 111, BIO 112 or equivalent

BIO 202 Environmental Biology 4 credits

This course introduces students to basic concepts and relationships that tie our physical environment to our biotic world. Interactions as they occur in a natural setting are initially studied with man-influenced imbalances and possible alternatives also being discussed. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: BIO 101 or BIO 112 or permission of instructor

BIO 203 Vertebrate Zoology 4 credits

This course provides an overview of vertebrate classification, evolution, morphology, behavior, ecology and natural history. The laboratory component includes dissection of preserved specimens and identification of Illinois species. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: BIO 111 and BIO 112 or equivalent

BIO 204 Botany 4 credits

This course focuses on the anatomy, morphology, physiology, genetics, ecology and evolution of members of the plant kingdom in a lecture/lab format. Emphasis is on the higher vascular plants. **R, 11** (3 class hours and 2 laboratory hours)

Prerequisite(s): BIO 101 or BIO 111

BIO 208 Marine Biology 2 credits

This course is designed as a field course for general interest in marine biology. Various marine habitats are studied with their ecological significance stressed. Conservation of the marine ecosystem serves as a theme for the course. **R, 11** (1 lecture hour and 2 laboratory hours)

Note: All students are required to individually participate in all fieldwork.

BIO 209 Biological Field Studies 1-3 credits

This general interest course provides an introduction to biological field studies. Terrestrial field sites are studied with an emphasis placed upon their ecological

interactions and importance. Students should consult the instructor for specific field site details. **R** (2 lecture hours and 2 laboratory hours)

Prerequisite: BIO 101 with a minimum grade of C or equivalent

Note: All students are required to individually participate in all fieldwork.

BIO 220 Microbiology 4 credits

This course is an introduction to microorganisms: bacteria, fungi, protists, algae and viruses. Emphasis is placed on the role of microbes in health and disease. Topics covered include cell structure, culture techniques, genetics, immunology and genetic engineering. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: NUR 905

Prerequisite: BIO 175 with a minimum grade of C or BIO 101 with a minimum grade of C

Note: Completion of or simultaneous enrollment in general chemistry is recommended.

BIO 225 Microbiology for Majors 4 credits

This course is an introduction to microbiology designed for biology majors. Emphasis is placed on evolution, genetics, cell physiology and microbial ecology. The diversity of the microbial world is explored. Students have the opportunity to gain a wide range of experience with laboratory equipment and techniques used in the culture and study of microbes. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: BIO 111, BIO 112, CHE 101 and CHE 102

BIO 230 Field Biology 2 credits

This course is an introductory course covering principles and investigational techniques of ecology with emphasis upon the interactions of plants and animals in both aquatic and terrestrial habitats through field trips that permit first-hand observation. A two-day field trip to southern Illinois is part of this course. **R, 11** (1 lecture hour and 2 laboratory hours)

Prerequisite: BIO 111 and BIO 112 or equivalent

BIO 240 Local Flora—Identification of Plants of Illinois 3 credits

Local Flora involves students in collecting and identifying selected plants of Illinois with field trips to several unique habitats. Both the lecture and laboratory experiences emphasize various methods of collecting and identifying plants found throughout Illinois. **11** (2 lecture hours and 2 laboratory hours)

Prerequisite: BIO 101 or BIO 111 or equivalent

BUSINESS

BUS 101 Business Law I 3 credits

This is a comprehensive introduction to the legal environment of business. Principles and procedures for the legal process are illustrated through analysis of actual cases. Course emphasis is on torts, contracts, agency, partnerships and corporations. **R, 11** (3 lecture hours)

BUS 102 Business Law II 3 credits

This course provides a comprehensive introduction to the legal environment of business. Principles and procedures for the legal process are illustrated through

analysis of actual cases. Course emphasis is on property, sales, commercial paper, economic relations and the law. **R, 11** (3 lecture hours)

Prerequisite: BUS 101

BUS 105 Business Mathematics 3 credits

This focuses on the study of basic business arithmetic, including addition, subtraction, multiplication and division with whole numbers, fractions, decimals and percentages as applied to business problems. **12** (3 lecture hours)

Prerequisite: MAT 081 with a minimum grade of C or appropriate placement score

BUS 121 Introduction to Business 3 credits

This course is designed to introduce students to the various functions of business administration and its operations within the free enterprise economic system. This introduction to business assists students in developing analytical abilities and orienting them to various business and organizational practices and operations. It introduces students to the topics of business components and organizational operations. **R, 11** (3 lecture hours)

BUS 125 Entrepreneurship 3 credits

This course is designed to introduce students to the principles and problems of establishing, starting and operating a small business. Attention is paid to the prerequisite skills and attitudes essential to enter small business management as a profession. The business topics covered include type of organization, state and federal legal impingements, management skills and techniques, marketing strategy and policy, financial management, location and facilities planning and employee relations. Topics covered are selected with cognizance to student background, needs and interests. **12** (3 lecture hours)

BUS 126 Fundamentals of E-Business 3 credits

This course provides an introduction and overview of doing business online. It is designed to help a new or existing traditional business understand the unique aspects of running an e-business and make informed decisions necessary in order to build and maintain a successful e-business. Topics covered include: search engines and portals, marketing strategy, security, payment options, legal issues, site promotion and considerations for the future. **12** (3 lecture hours)

BUS 127 E-Business Strategy 3 credits

This course looks at the difference between a traditional business and an e-business. Students look at the different market strategies used by a few current e-businesses and learn how to plan, start and market a new e-business in today's business environment. **12** (3 lecture hours)

BUS 128 E-Business Customer Service 3 credits

E-Business Customer Service provides students with a look at the unique ways to provide quality service to their customers through the online environment. Customer loyalty is examined in depth and how to create value for customers in an environment that is considered impersonal. Topics covered include email management, tracking patterns, offering multiple communication avenues, managing customer relationships

and order processing from web site content to tracking shipments. **12** (3 lecture hours)

BUS 130 Human Resource Management 3 credits

This course is designed to introduce students to the human resource management principles, problems, theories and applications of the leadership and development of people in organizations. Attention is paid to human resource planning, recruitment, selections, orientation, training, career development, performance appraisal, ethics, diversity, union-management relations and succession planning. **12** (3 lecture hours)

Prerequisite: BUS 121 or BUS 125

BUS 202 Principles of Marketing 3 credits

Marketing is the process of planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges that satisfy individual and organizational objectives. Some topics included are market segmentation, consumer behavior, advertising and marketing concepts. International marketing is also reviewed. **11** (3 lecture hours)

Prerequisite: BUS 121 or BUS 125

BUS 204 Management 3 credits

This course provides a study of the principles of management and organization in modern business and industry. Topics include functions, methods and problems in management. Management in a competitive global environment is also examined.

R, 11 (3 lecture hours)

Prerequisite: BUS 121 or BUS 125

BUS 205 Effective Selling 3 credits

This course presents a general survey of the selling function. Specific topics covered include the nature of selling as a career, sales tasks and sales training, compensation policies, sales approaches, sales presentations and demonstrations, meeting buyer resistance, closing the sale and post-sale customer relations. Case analysis is used to supplement class material. **12** (3 lecture hours)

BUS 221 Global Business 3 credits

This course is designed to explore the aspects of the emerging interdependent globalization of business within the modern international economic environment. The content provides individuals with skills and understanding of the cross-cultural business relationship reshaping the political, economic, financial and legal systems of many nations. An up-to-date view of global management practices and strategies is presented and examined. **R, 11** (3 lecture hours)

Prerequisite: BUS 121 or BUS 125

BUS 230 Leadership 3 credits

Students evaluate and utilize the tools and techniques that facilitate the effective performance of leadership. Special attention is given to understanding leadership roles demonstrated in many management and personal situations as an organizational dynamic. Concepts considered are leadership principles, transformational vs. transactional leadership, importance of ethics and the empowerment of people. **R, 12** (3 lecture hours)

BUS 231 Organizational Behavior 3 credits

This course involves applications of behavioral science to include internal and external challenges from diverse global and technological environments. Through the use of case studies, traditional studies and practical application, students focus on detailed concepts of ethics, motivation, diversity, power and politics, leadership, group communications, workplace conflict and special topics. **R, 12** (3 lecture hours)

COMPUTER-AIDED DRAFTING**CAD 151 Fundamentals of Computer-Aided Drafting 3 credits**

This course is designed to develop basic practical skills in computer-aided drafting using the latest popular CAD software. Emphasis is on developing or enhancing 2D drafting skills that apply to most any design environment. **11** (2 lecture hours and 2 laboratory hours)

CAD 152 Advanced Computer-Aided Drafting 3 credits

This course is designed as a follow-up to CAD 151 to improve the capability and productivity of a CAD user who is familiar with the basic commands but desires a better understanding of the more advanced operations available. 3D solid modeling, customization, dynamic blocks and external references are just a few of the advanced operations addressed during the semester. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAD 151 or equivalent

CAD 153 Architectural Computer-Aided Drafting 3 credits

This course is designed to provide training on specialized architectural software used for the production of two- and three-dimensional architectural drawings such as floor plans, sections, details, elevations and perspectives. **11** (2 lecture hours and 2 laboratory hours)

*Prerequisite: CAD 151 or equivalent practical experience with AutoCAD
plus either sophomore status in the ACT program or equivalent practical
knowledge of architectural drafting technology*

CAD 154 MicroStation Computer Aided Drafting and Design 3 credits

This course introduces students to the capabilities of MicroStation software, which is currently being used by the Illinois Department of Transportation and many engineering firms. Students focus on the terminology and commands available for creating various types of 2D drawings. Emphases are placed on increasing confidence, accuracy and productivity as the course progresses. **12** (2 lecture hours and 2 laboratory hours)

CAD 156 Structural Steel CAD Documents 3 credits

This course provides students with the knowledge and skills to manipulate CAD software related to the structural steel industry. Both two-dimensional and three-dimensional drawings are created. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAD 151

CAD 210 3D Modeling with CAD 3 credits

This course introduces students to 3D modeling techniques using advanced modeling and animation software. Topics covered include: creating and editing 3D objects and shapes; creating, editing, and applying materials and lights; rendering; importing data from other CAD software packages to create more interesting scenes, and animation.

12 (2 lecture hours and 2 laboratory hours)

Prerequisite: CAD 151

Corequisite: CAD 152

CAD 221 Mechanical Drafting/Design I 3 credits

This course provides training and experience with design, sketching and drawing of orthographic and pictorial drawings. Fundamental concepts and techniques for producing mechanical drawings are developed and enhanced. Parametric solid modeling is also utilized to create parts, assemblies, drawing and parts lists. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAD 151

CAD 222 Mechanical Drafting/Design II 3 credits

This course is designed to provide training on specialized mechanical software for the production of two- and three-dimensional mechanical drawings. Parametric and feature based design is used in the creation of part and assembly models. Multi-view, sectional and auxiliary drawings; exploded views; gears; and part lists are also created using standard annotation procedures. Parts and assemblies are analyzed using finite element analysis or other related methods. **12** (2 lecture hours and 2 laboratory hours)

Note: It is recommended but not required that students take CAD 221 before CAD 222

COMPUTER APPLICATIONS**CAS 101 Introduction to Microcomputers 0.5-3 credits**

This course is intended to provide an introduction to microcomputers. It is assumed that students know little about microcomputers. There is no prerequisite with the exception that one have a real interest in learning about the technology. Students become familiar with the many terms used in the computer industry, plus get hands-on experience with the microcomputer. **R, 12** (2 lecture hours and 2 laboratory hours)

CAS 102 Microsoft Windows Operating Systems 0.5-3 credits

This is an in-depth study of the business industry's current operating system. The topics include the graphic user interface, shortcuts, disk and file management and setting customizations. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 101 or equivalent microcomputer experience

CAS 103 Computer Concepts 1 credit

Computer Concepts is an introductory computer class for majors and non-majors. It is designed for students interested in improving their knowledge of computer hardware, computer software and computer terminology. **R, 12** (1 lecture and 1 laboratory hour)

CAS 104 Introduction to Microsoft Word 0.5 credits

This course is one in a series pertaining to Microsoft Word. It is introductory in nature, covering basic topics which relate to word processing. **R, 12** (.5 lecture hours)

CAS 106 Introduction to Microsoft Excel 0.5 credits

This course is one in a series pertaining to Microsoft Excel. This course is introductory in nature, covering basic topics which relate to spreadsheets. **R, 12** (.5 lecture hours)

CAS 107 Introduction to Microsoft Access 0.5 credits

This course is one in a series pertaining to Microsoft Access. This course is introductory in nature, covering basic topics which relate to databases. **R, 12** (.5 lecture hours)

CAS 108 Introduction to Microsoft PowerPoint 0.5 credits

This course is one in a series pertaining to Microsoft PowerPoint. This course is introductory in nature, covering basic topics which relate to presentation software. **R, 12** (.5 lecture hours)

CAS 109 Microcomputer Software Applications Topics 0.5-3 credits

This course is an in-depth study of currently used business-oriented microcomputer applications software. A specific software package is studied. Selection of software to be studied is based upon current needs of business and industry. The software package studied may vary each semester. This course may be repeated as different software application packages are studied; a maximum of nine (9) credits may be earned. This course may be offered on a variable credit basis. **R, 12** (2 lecture hours and 2 laboratory hours)

CAS 110 Internet Effectiveness 2 credits

This course provides an overview of how to locate information using the Internet, store the website or online document for future retrieval and create citations from online sources. Students are also given resources for preparing, storing and sharing electronically their data with others. Additionally, ethics practices are discussed as they relate to using the Internet for research purposes. **12** (1 lecture hour and 1 laboratory hour)

CAS 113 Word Processing Software Applications Topics 0.5-3 credits

This course is one of a series pertaining to Microcomputer Applications and Systems. Word processing teaches students word processing concepts, applications and advanced topics. Students prepare a variety of documents and master specialized software functions. Importing and exporting information between software packages and generating complex documents such as newsletters and forms are included. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or permission of instructor

CAS 114 Microcomputer Spreadsheet Software Application Topics 0.5-3 credits

This spreadsheet course sequence is aimed at preparing students for positions involving direct use of microcomputers for business administration, decision support

and financial applications. Students who complete this sequence are qualified to enter careers in which they function as end users or application developers for microcomputer systems. Students in this field are trained to identify and implement use of spreadsheet application packages for business and managerial functions. Substantial “hands-on” work with microcomputers is considered essential. Selection of software to be studied is based upon current needs of business and industry. The software package studied may vary each semester. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or permission of instructor

CAS 115 Database Software Applications Topics 0.5-3 credits

This course is one of a series pertaining to Microcomputer Applications and Systems. Emphasis is placed on how to design a database using the features of a relational database. The course is organized around database objects, which are the building blocks that assist in creating or using a database. Specifically, the database objects included are tables, queries, forms, reports, macros, administration, viewing and editing data. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or permission of the instructor

CAS 116 Multimedia Topics 0.5-3 credits

This course is one of a series pertaining to Microcomputer Applications and Systems. Multimedia Topics provides instruction in the development and production of professional presentation materials. This instruction includes use of graphic design techniques, color, layout and design principles. Students create a variety of presentation materials such as computer-projected presentation and multimedia presentations. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or permission of instructor

CAS 121 Computer Applications and Systems 3 credits

This transfer course provides an introduction to computer applications and concepts. Students work with popular word processing, spreadsheet, database, and presentation software applicable to a variety of careers. Students expand their computer literacy and their understanding of hardware, software, the Internet, security, history, careers and ethics. **11** (2 lecture hours and 2 laboratory hours) IAL: BUS 902

Note: Self assessment of required skills using the CAS 121 web site available at <http://www.computerllcc.org/> is recommended.

CAS 130 Word Processing Applications -- MS Word 3 credits

Students build on what was learned about Word basics in CAS 121. Students work with documents and are led through a series of hands-on demonstrations utilizing simulated testing software and guided practice. This course provides content necessary to meet the current Microsoft certification exam requirements. However, the certification exam is not a course requirement. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 104 or CAS 121 or equivalent

CAS 140 Spreadsheet Applications -- MS Excel 3 credits

Spreadsheet Applications (MS Excel) builds on what was learned about Excel basics in CAS 121 or CAS 106. Students learn through guided practice from the textbook, as well as simulated training and testing activities. This course provides content necessary to meet the current Microsoft certification exam requirements. However, the certification exam is not a course requirement. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 106 or CAS 121 or equivalent

CAS 150 Database Applications -- MS Access 3 credits

Database Applications (MS Access) builds on what was learned about database management basics in CAS 121 or CAS 107. CAS 150 provides instruction in the development and production of relational databases. Students create tables, forms, reports, PivotTables, PivotCharts, and queries; build macros and write VBA procedures; integrate data with other applications; and learn how to administer databases and work with SQL. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 107 or CAS 121 or equivalent

CAS 160 Presentation & E-mail -- MS PPT/Outlook 3 credits

Presentation Graphics and Email Applications (MS PowerPoint and MS Outlook) builds on what was learned about presentations in CAS 121 or CAS 108. Students participate in an open learning environment, whereby work is submitted electronically by the timelines established during the semester. CAS 160 provides instruction in the development and production of professional presentation materials. This instruction includes use of graphic design techniques, color layout and design principles. Students also work with e-mail features including: contacts, calendars and tasks. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 108 or CAS 121 or equivalent

CAS 170 Marketing with Social Media Applications 2 credits

This course introduces students to social media applications as a way to market and promote a business organization. Students work with popular cloud computing/Web 2.0 software applications to create online content for business networks and customer-related media feeds and/or blogs. Personal ethics and social media management are discussed. **12** (1 lecture hour and 2 laboratory hour)

Prerequisite: CAS 121

CAS 205 Application Integration 1 credit

This capstone application course builds on what was learned in previous applications courses. Students integrate the Office suite applications. Additionally, students import and export data from multiple applications. **R, 12** (.5 lecture hours and 1 laboratory hour)

Prerequisite: CAS 130, CAS 140 and CAS 150

CAS 210 Forms Design Applications 2 credits

This course teaches students how to design forms for SharePoint and InfoPath using Microsoft InfoPath Designer. Students receive an overview of InfoPath, learn about forms services, work with data and add custom business logic. Students also retrieve

and query data from external data sources, submit and receive form data, save, preview and publish. **R, 12** (1 lecture hours and 2 laboratory hours)

Prerequisites: CAS 121 or CAS 104, CAS 106 and CAS 107

CAS 224 Desktop Publishing 0.5-3 credits

This course is an introductory course that acquaints students with graphic design techniques, principles of page layout and design, and desktop publishing terminology and applications. Students create a variety of documents such as flyers, brochures, newsletters and student business cards using industry standards desktop publishing software, graphics and effective design conventions. Students also become familiar with style sheets, templates and importing materials created in other software programs. This course assists students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or equivalent

COMPUTER DESIGN

CDD 120 Systems Analysis 3.5 credits

This course provides an in-depth study of Systems Analysis. It presents a practical approach to information technology and systems development. It emphasizes the role of the systems analyst in a dynamic, business-related environment. Students learn how to translate business requirements into information systems that support a company's short-term and long-term objectives. Students also learn how to blend traditional structured analysis skills, object-oriented methods and project management techniques. **12** (3 lecture hours and 1 laboratory hour)

Corequisite: CAS 121

CERTIFIED FIREFIGHTER TRAINING

CFF 101 Certified Firefighter II Module A 4 credits

This course is the first course of a series of courses designed to meet the requirement of the Office of the State Fire Marshal, Training Division for Certified Firefighter II level training. Topics included are fire department organization, fire behavior, portable fire extinguishers, self contained breathing apparatus, ladders, fire hose and appliances and safety. **12** (3 lecture hours and 2 laboratory hours)

CFF 102 Certified Firefighter II Module B 4 credits

This course is second of a series of three courses designed to meet the requirements of the Office of the State Fire Marshal, Training Division for Certified Firefighter II level training. Topics include emergency medical care, water supply, forcible entry, overhaul, nozzles and fire streams, ventilation, rescue and building construction. **12** (3 lecture hours and 2 laboratory hours)

CFF 103 Certified Firefighter II Module C 4 credits

This course is the third of a series of three courses designed to meet the requirements of the Office of the State Fire Marshal, Training Division for Certified Firefighter II level training. Topics include ropes, communication, sprinkler systems,

salvage, fire protection, public education and inspections and hazardous materials awareness. **12** (3 lecture hours and 2 laboratory hours)

CFF 201 Certified Firefighter III Module A 3 credits

This course is the first of a series of three courses designed to meet the requirements of the Office of the State Fire Marshal, Training Division for Certified Firefighter III level training. Topics include fire department orientation, fire behavior, self-contained breathing apparatus, ladders, fire hose and applications and safety. **12** (3 lecture hours)

Prerequisites: CFF 101, CFF 102 and CFF 103

CFF 202 Certified Firefighter III Module B 3 credits

This course is the second of a series of three courses designed to meet the requirements of the Office of the State Fire Marshal, Training Division for Certified Firefighter III level training. Topics include water supply, overhaul, nozzles and fire streams, ventilation, rescue and building construction. **12** (3 lecture hours)

Prerequisites: CFF 101, CFF 102 and CFF 103

CFF 203 Certified Firefighter III Module C 3 credits

This course is the third of a series of three courses designed to meet the requirements of the Office of the State Fire Marshal, Training Division for Certified Firefighter III level training. Topics include ropes, communications, sprinkler systems, fire prevention, public education, inspections, standpipe systems and hazardous materials. **12** (3 lecture hours)

Prerequisites: CFF 101, CFF 102 and CFF 103

CHEMISTRY

CHE 100 Contemporary Chemistry 4 credits

This is a one-semester general survey covering basic chemical concepts and the influence of chemistry on society and the environment. This course is recommended for those without previous formal coursework in high school and who desire to prepare themselves in the basic concepts of chemistry. This course fills the inorganic, organic and biochemistry requirements of the ADN program. **R, 11** (3 lecture hours and 3 laboratory hours) IA1: P1 902L

Prerequisite: MAT 082 or equivalent

Note: No previous chemistry background is assumed.

CHE 101 General Chemistry I 4 credits

This is the first course in a two-semester sequence. Topics covered include measurements, matter, chemical formulae, empirical formulae, chemical equations, stoichiometry, atomic structure, electron configuration, periodic table, molecular geometry, gas laws, enthalpy and calorimetry. **R, M2, 11** (3 lecture hours and 3 laboratory hours) IA1: P1 902L; CHM 911

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score and one year high school chemistry or CHE 100.

CHE 102 General Chemistry II 4 credits

This course is a continuation of CHE 101. Topics covered include solutions, kinetics, equilibrium, acids, bases, pH, buffers, solubility, oxidation-reduction, electrochemistry,

thermodynamics, chemistry of the elements and nuclear chemistry. **R, M2, 11** (3 lecture hours and 3 laboratory hours) IAI: CHM 912

Prerequisite: CHE 101

CHE 201 Organic Chemistry I 5 credits

This course offers a study of the compounds containing carbon. This includes the classification by functional groups and the systemic naming of these compounds and the reactions they undergo. The factors directing these reactions, the methods of synthesizing organic molecules and the determination of molecular structure using chemical and instrumental methods are also included. Hydrocarbons and organic halides are the compounds primarily studied. The laboratory includes the preparation, purification, and identification of organic compounds. **R, 11** (4 lecture hours and 3 laboratory hours) IAI: CHM 913

Prerequisite: CHE 102 or equivalent

CHE 202 Organic Chemistry II 5 credits

This course is a continuation of Chemistry 201. It is a study of oxygen-containing organic compounds, amines and other nitrogen-containing organic compounds and selected biochemical topics. The laboratory work includes preparation, purification and identification of organic compounds. **R, 11** (4 lecture hours and 3 laboratory hours) IAI: CHM 914

Prerequisite: CHE 201

CHINESE

CHI 101 Elementary Chinese I 4 credits

The first course in a four-course sequence that develops understanding, speaking, reading and writing of the Chinese language. This course is intended for students who have little or no knowledge of Chinese. In addition to a strong emphasis on oral communication, the course acquaints students with the culture and contemporary life in the countries where Chinese is spoken. Correct pronunciation is necessary for comprehension and is stressed. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

CHI 102 Elementary Chinese II 4 credits

The second course in a four-course sequence that develops understanding, speaking, reading and writing of the Chinese language. This course is intended for students who have some knowledge of Chinese. In addition to the strong emphasis on oral communication, the course acquaints students with the culture and contemporary life in the countries where Chinese is spoken. Correct pronunciation is necessary for comprehension and is stressed. **11** (3 lecture hours and 2 laboratory hours)

Prerequisite: CHI 101 with a minimum grade of C

CHI 201 Intermediate Chinese I 4 credits

This is the third course of the four-course sequence of the Chinese course series. In addition to the strong emphasis on oral communication, the course acquaints students with the culture and contemporary life in the countries where Chinese is spoken. Correct pronunciation is necessary for comprehension and is stressed. **11** (3 lecture hours and 2 laboratory hours)

Prerequisite: CHI 102 with a minimum grade of C

CHI 202 Intermediate Chinese II 4 credits

This is the fourth course of the four-course sequence of the Chinese course series. By completion of this semester, students would have the knowledge of reading, understanding, writing and speaking of the Chinese language. More than the previous three courses, this course emphasizes strongly the history, culture and contemporary Chinese societies. **11** (3 lecture hours and 2 laboratory hours)

Prerequisite: CHI 201 with a minimum grade of C

CULINARY ARTS**CLA 100 Culinary Essentials 1 credits**

This course introduces students to the basics of the professional kitchen. Emphasis is on equipment knowledge, knife skills, professionalism, sanitation and safety, and history of the modern kitchen. Students are required to successfully perform a variety of knife cuts and identify basic kitchen equipment. Students' complete work in the labs so that they can learn safe and efficient kitchen operations. **12** (1 lecture hour)

CLA 131 Food Production I 3 credits

This course is the first in a four-course series. It focuses on introductory cooking techniques used in the professional kitchen. It builds on what was learned in Culinary Essentials, and its topics include knife skills, stocks and sauces, soups and chowders. Basic cooking techniques such as braising, sauteing, steaming and roasting are covered. Emphasis is on vegetable and poultry cookery. **12** (1 lecture hour and 4 laboratory hours)

Corequisite: CLA 100 and HSP 107

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 132 Food Production II 3 credits

This course is the second in a four-course series. Focus is on development of more advanced cooking techniques, as well as an introduction to more ingredients. Topics covered include wild game cookery, seafood cookery and advanced sauces. Emphasis is on the standardized recipe. **12** (1 lecture hour 4 laboratory hours) **12** (1 lecture hour and 4 laboratory hours)

Prerequisite: CLA 100 with a minimum grade of C, HSP 107 with a minimum grade of C, CLA 131 with a minimum grade of C and a current Food Handler's license

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 136 Garde Manger 3 credits

This course focuses on the "cold side" of the professional kitchen. Topics include sandwiches, salads, pates, terrines, cheese making and identification, ice carving and buffet presentation. The course teaches students to efficiently use excess product to creatively make new food items in order to avoid waste. **12** (2 lecture hours and 3 laboratory hours)

Prerequisites: CLA 100 with a minimum grade of C, CLA 131 with a minimum grade of C, HSP 107 with a minimum grade of C and current Food Handler's license

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 139 Culinary Topics .5-2 credits

This course is an in-depth study of different areas of culinary arts. It uses a variety of methods with emphases upon discussion, projects, problem solving and skill building. Credit is variable (.50 to 2.00 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. Varies by course, **12** (2 lecture hour and 2 laboratory hours)

Prerequisite: Varies by topic

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 231 Food Production III 3 credits

This course is the second in a four-course series. Focus is on development of more advanced cooking techniques, as well as an introduction to more ingredients. Topics covered include wild game cookery, seafood cookery and advanced sauces. Emphasis is on the standardized recipe. **12** (1 lecture hour 4 laboratory hours) **12** (1 lecture hour and 4 laboratory hours)

Prerequisite: CLA 132 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 232 Food Production IV 4 credits

This course is the last in a four-course sequence. Students taking this course staff Bistro Verde, both in the kitchen and dining room. This course provides an environment similar to a working restaurant and allows students to hone important time management and a la minute cooking skills. Students also focus on menu development, operations, management and various styles of service. Students work to create a snapshot of a restaurant's financials, including labor analysis, food costs and profit margins. **12** (8 laboratory hours)

Prerequisite: CLA 231 with a minimum grade of C and HSP 115 with a minimum grade of C

CLA 141 Introduction to Bakeshop 3 credits

This course introduces students to the equipment, techniques, formula conversions and ingredients of a professional bakeshop. Much emphasis is placed on measurements, scaling and following recipes. Students make cookies, pies, quick breads and yeast breads. **12** (2 lecture hours and 3 laboratory hours)

Corequisite: CLA 100 and HSP 107

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 142 Pastry Arts 3 credits

Students practice techniques for tarts, laminated doughs, pate choux, baked meringues, creams, custards, puddings and cheesecakes. They are also introduced to basic cakes and fillings as well as more advanced pie techniques. Emphases are

on measurements, scaling and following recipes. **12** (2 lecture hours and 3 laboratory hours)

Corequisite: CLA 100 and HSP 107

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 143 Advanced Pastry and Baking 3 credits

This course focuses on introducing students to more advanced baking and pastry dishes, while emphasizing the need to perfect their basic skills. Lessons include buttercreams and meringue icings, classical and specialty cakes, decorative garnishes and fillings for cakes and baked goods. Students are introduced to the proper presentation of baked goods and desserts. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: CLA 100 with a minimum grade of C, CLA 141 with a minimum grade of C and CLA 142 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 250 Cake Decorating 1.5 credits

This course focuses on creating iced cakes. Cake preparation, structure and support are taught, in addition to various icings, techniques and tools. More advanced cakes such as carved and 3D cakes are introduced. Costing of cakes is a theme throughout. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: CLA 100 with a minimum grade of C, CLA 141 with a minimum grade of C, CLA 142 with a minimum grade of C, HSP 107 with a minimum grade of C and current Food Handler's license

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 251 Artisan Breads 1.5 credits

A more advanced teaching of breads, this course includes yeast breads, quick breads and artisan breads. Natural starters are a focus. This course produces the bread products for the student-run restaurant. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: CLA 100 with a minimum grade of C, CLA 141 with a minimum grade of C, CLA 142 with a minimum grade of C and current Food Handler's license

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

CLA 252 Restaurant Desserts 2.5 credits

Topics in this course include purchasing, cost control and production management. This course is responsible for the restaurant's desserts, so portioning, plating and presentation, and emphases on dessert sauces and garnishes are stressed. Other topics include recipe modification, seasonality, and special diets. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: CLA 100 with a minimum grade of C, CLA 141 with a minimum grade of C, CLA 142 with a minimum grade of C, HSP 107 with a minimum grade of C and current Food Handler's license

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

COMPUTER MULTIMEDIA

CMM 130 Introduction to Non-linear Video Production 3 credits

This introductory course is the first in a series pertaining to digitizing, editing and authoring digital film using a computer. It focuses on the basic and intermediate concepts of professional video editing and provides students with shooting, edition, production and various outputting techniques. **R, 12** (6 laboratory hours)

Prerequisite: CWB 110

CMM 230 Advanced Video Production 3 credits

This is the second in a series of courses covering editing and authoring digital media techniques using a computer. The course is designed to provide more in-depth knowledge to students with regard to the technical aspects and concepts of professional film editing and design while providing students with advanced film production techniques. **R, 12** (6 laboratory hours)

Prerequisite: CWB 110, CMM 130 and ART 116

COMMUNICATION

CMN 101 Public Speaking Fundamentals 3 credits

This course is a basic course in public speaking. Students learn effective ways to plan, organize, research, practice and deliver speeches (both informative and persuasive) before a live audience. The importance of listening skills and audience analysis in human communication is also stressed. **R, 11** (3 lecture hours) IAI: C2 900

Prerequisite: RDG 098 or appropriate placement score

Note: All students who wish to enroll in CMN 101 must first complete a short survey, available at www.llcc.edu/speechsurvey/. Students will be allowed to enroll in CMN 101 only after they have completed the survey. Students who are unable to complete the online version of the survey should call 786-2318 between 7 am and 4 pm weekdays.

CMN 104 Interpersonal Communication 3 credits

This course is designed to teach basic principles, theories and skills involved in interpersonal communication. Students study the impact of effective perception, verbal messages, nonverbal messages, listening, feedback, self-disclosure and conflict management on their interaction with another person. Emphasis is placed on face-to-face interaction in both personal and professional relationships. **W1, 11** (3 lecture hours)

Prerequisite: RDG 098 or appropriate placement score

CMN 201 Advanced Public Speaking 3 credits

The advanced public speaking course is designed to develop rhetorical principles and techniques fundamental to all public speaking. Students develop speech composition with an emphasis on writing the spoken word. Students also develop and refine delivery techniques for the professional in today's workforce. **W1, 11** (3 lecture hours)

Prerequisite: CMN 101

COSMETOLOGY

CMT 101 Hair Cutting 8 credits

In this course students learn the different techniques in haircutting. This includes blunt, graduation and combination cutting. Students are given hands-on opportunities in this class. **12** (4 lecture and 8 laboratory hours)

CMT 102 Hair Styling 8 credits

Students learn the basic techniques of hair styling. This includes wet setting, air forming, thermal styling, long and ethnic styling. Students practice these skills within a lab setting. **12** (4 lecture hours and 8 laboratory hours)

CMT 103 Chemicals and Hair Treatments 8 credits

Students learn how to apply chemicals and other hair treatments. This includes shampooing and permanent waves and hair coloring. Students practice these skills in a lab setting. **12** (3 lecture hours and 8 laboratory hours)

CMT 104 Sanitation and Management 2 credits

Students gain knowledge of the state laws and statutes regarding sanitation and sterilization. They also gain an understanding of the business management of cosmetology. This course also addresses employability skills. **12** (2 lecture hours)

CMT 105 Esthetics 2 credits

This course focuses on skin care and cosmetics. This includes skin analysis, anatomy, facial manipulation, skin disorders and cosmetics. Students practice these skills in a lab setting. **12** (1 lecture hour and 2 laboratory hours)

CMT 106 Nail Technology 2 credits

This course covers manicures and pedicures. It includes procedures and application of sculptured nails. Students practice these skills in a lab setting. **12** (2 lecture hours and 3 laboratory hours)

COMPUTER NETWORKING

CNC 115 CISCO Academy I 3 credits

This is the first of four courses in the CISCO curriculum preparing for the CCNA exam. It emphasizes real-world practical applications. It provides opportunities to gain skills and hands-on experience to understand the design, installation and operation of networks in the home and small business. **R, 12** (2 lecture hour and 2 laboratory hour)

CNC 125 CISCO Academy II 3 credits

This course is the second of four in the CISCO curriculum preparing for the CCNA exam. It emphasizes real-world practical application. It also provides opportunities to gain the skills and hands-on experience to understand different types of computer parts, implementing small home/business networks and basic network security. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 115

CNC 135 Introduction to IIS/Networks 3 credits

Introduction to IIS/Networks provides the basic functions of local area networks, wide area networks and the Internet. Students are introduced to hardware, software, terminology, components, design and connections of a network and topologies and protocols for LANs. This course prepares students to operate in a more secure network environment. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 125 with a minimum grade of C

CNC 142 Introduction to Ethics, Security and Networking 4.5 credits

Intro to Ethics, Security & Networks Course Description This course provides introductory knowledge for networking and security. Information privacy, network communication, network security, cyber stalking, malware and computer hardware are discussed. Ethics in the computer field is examined. **R, 12** (4 lecture hours and 1 laboratory hours)

CNC 145 Topics in Computer Networking Technology 0.5-3 credits

This course is designed to introduce students to different computer network technologies. Selection of software/hardware to be studied is based on current needs of business and industry. Subject matter studied may vary each semester. This course may be repeated as different computer networking technologies are studied. A maximum of six (6) credits may be earned. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: May vary based on the course

CNC 215 CISCO Academy III 3 credits

This is the third of four courses in the CISCO Curriculum (CCNA). The course describes the architecture, components and operation of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP and VTP in both IPv4 and IPv6 networks. Students develop knowledge and skills needed to implement DHCP and DNS operations in a network. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 125 with a minimum grade of C

CNC 225 CISCO Academy IV 3 credits

This is the fourth course in CISCO Curriculum in preparation for the CCNA exam. The course discussed the WAN technologies and network services required by converged applications in a complex network. The course allows students to understand the selection criteria of network devices and WAN technologies to meet network requirements. They also learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 215 with a minimum grade of C

CNC 240 Introduction to Microsoft Server 3 credits

The goal of this course is to provide students with a basic understanding of Microsoft Windows Server and to prepare students to tackle server administration. It focuses on several issues pertaining to the Server Operating System. Students have an

opportunity to apply their knowledge through hands-on projects. This course is for students with the prerequisite knowledge and some experience with computers, hardware and networks. Completion of this course provides a foundation for either entry-level employment in Microsoft Windows networking or advanced study. It overviews much (but not all) of the material covered in the Microsoft Windows Server certification exam for MCP (Microsoft Certified Professional). **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 115 and CTC 125

Note: Students may substitute CNC 115 and CTC 125 for CNC 142

CNC 245 Network Security 3 credits

The main goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students learn about the technologies used and principles involved in creating a secure computer networking environment. They also learn about authentication; the types of attacks and malicious code that may be used against networks; the threats and counter measures for e-mail, Web applications, remote access and file and print services. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 115

CNC 260 Networking Internship 3 credits

This is a supervised work experience coordinated with a computer information systems-related employer. A minimum of 225 hours of internship time is required for three credit hours. Three credit hours of internship experience is required for completions of any of the Computer Information Systems' A.A.S. degrees. This course may be repeated three times. **R, 12** (15 laboratory hours)

Prerequisite: Successful completion of a minimum of thirty (30) credit hours in the appropriate computer information systems program, 20 credit hours of which must be courses with the following prefixes: CAS, CTC, CDD, CPC and CNC

Note: Students with 2,000 hours of relevant work experience may substitute a course from the electives associated with the Associate in Applied Science paradigm in place of this requirement. The courses must have a prefix of CAS, CTC, CDD, CPC and CNC. Directed study is utilized for those students unable to complete this requirement.

COMPUTER OFFICE SYSTEMS

COS 100 Introduction to Keyboarding 2 credits

This course is designed to develop basic keyboarding skills using touch keyboarding techniques. The course introduces students to alphabetic keys, figures, symbols, letters and memos, as well as computers and software use. **12** (1 lecture hour and 2 laboratory hours)

COS 101 Advanced Keyboarding 2 credits

This course is a continuation of COS 100 and provides an introduction to basic formatting of business documents. Class activities are designed to provide speed and accuracy in basic data input keyboarding skills and to introduce proper formatting

of personal business letters, envelopes, statistical copy, outlines, manuscripts, tabulations and centering problems. **12** (1 lecture hour and 2 laboratory hours)

Prerequisite: COS 100

COS 104 Medical Transcription 3 credits

This course provides a combination of authentic physician dictation by body systems or medical specialty, coordinated readings and exercises by medical specialty and supplementary information vital to every medical transcription student. Students work to develop speed and accuracy while transcribing. This course prepares students for entry-level medical transcription positions. **12** (3 lecture hour and 2 laboratory hours)

Prerequisite: COS 120 with minimum grade of C and COS 200 with a minimum grade of C

Corequisite: COS 130

COS 108 Legal Terminology and Transcription 3 credits

This course teaches students legal terminology necessary to transcribe legal documents, key legal documents and provide an understanding of documents used for a variety of legal procedures/situations. Legal terms are defined and used as they apply in a legal context. Correct pronunciation is reinforced by taped dictation. Students also learn correct spelling of each term through keyboarding practice from printed copy. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: COS 200

COS 111 Office Procedures 3 credits

This introductory course explores office technology employment opportunities and provides an overview of the roles and responsibilities of an office professional. Topics include: workplace dynamics, teams, customer relationships, human resources, leadership, ethics, communication, presentation strategies, telecommunications, meeting and event planning, mail handling, business travel and office automation. **R, 12** (2 lecture hours and 2 laboratory hour)

Prerequisite: COS 100 or 30-35 wpm

Corequisite: CAS 121

COS 115 Customer Service 3 credits

This course teaches students effective customer service skills and strategies necessary to attract and retain loyal customers in a global workplace. Students learn basic problem-solving techniques that will help them increase customer satisfaction. Students learn how to collaborate with employees in a customer service department and other areas of the business organization. Additionally, students learn to manage customer service professionals and promote customer-focused communication. **R, 12** (1 lecture hour and 2 laboratory hours)

COS 120 Health Literacy I 3 credits

This course is the first of two courses introducing medical terminology and anatomy/physiology for medical office professionals. Students learn to use and interpret medical terms. They obtain general information on medical procedures, laboratory tests, and prescribed drugs. Topics include basic word structure related to various body systems. Students apply medical terms to a variety of medical records. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: CAS 121

COS 130 Health Literacy II 3 credits

This course is the second of two courses introducing medical terminology and anatomy/physiology for medical office professionals. Students learn to use and interpret medical terms. They obtain general information on medical procedures, laboratory tests, and prescribed drugs. Topics include basic word structure related to various body systems. Students apply medical terms to a variety of medical records. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: COS 120 with a minimum grade of C

COS 150 Topics in Office Systems Technology 0.5-3 credits

This course provides an in-depth study of currently used office systems technology topics. A specific topic is studied. Selection of topic to be studied is based upon current needs of business and industry. The topic studied may vary each semester. This course may be repeated twice as different topics are studied. This course may be offered on a variable credit basis. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or equivalent computer experience

COS 200 Office Correspondence 3 credits

In this course, students use word processing and keyboarding software as a tool to build keyboarding speed and accuracy. Students work through activities designed to reinforce alphabetic and alphanumeric accuracy, practice on the ten-key number pad, produce business documents following formatting guidelines and enhance proofreading skills. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: COS 101 or 40-45 wpm

Corequisite: CAS 121 or equivalent

COS 218 Legal Office Correspondence 3 credits

This course provides students with hands-on experience keying a variety of legal office documents using one of the current word processing packages standard in the industry. Students learn legal terminology, compose letters and memoranda related to various legal documents and apply basic letter-writing and document-processing skills to produce correspondence in the correct formats. Students also learn electronic file management and how legal documents are filed. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: COS 108

Corequisite: CAS 121

COS 220 Records Management 3 credits

Records Management provides instruction in the administration and control of records. The course includes the creation, maintenance, protection and disposition of records stored for both paper-based and electronic database systems. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 107 or CAS 121

COS 225 Office Supervision and Management 3 credits

This capstone course prepares students for the roles of office supervisor and office manager. Students learn tools for supervising people and technology in the rapidly-changing office. Problem-solving and critical thinking skills are developed and applied

to office situations. This course is only offered in the spring semester. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121, COS 111 and COS 200

Corequisite: COS 220

COS 226 Professional Development 2 credits

Professional Development prepares students for the job search process by developing their skills to enter, return to or advance in the job market through researching the job market, writing the resume and cover letter and learning/enhancing interview techniques. This course is also appropriate for working professionals to help them in the selection of new hires. Students are required to participate in a mock interview at LLCC's main campus in Springfield and to attend a career fair at a specified location. **R, 12** (2 lecture hours)

Prerequisite: CAS 101 or CAS 121 or equivalent

COS 240 Office Systems Technology Internship 3 credits

This course provides supervised work experience coordinated with an office systems-related employer. A minimum of 225 hours of internship time is required for three credit hours. Three credit hours of internship experience is required for completion of the Administrative Office Professional A.A.S. degree. The course may be repeated three times. **R, 12** (15 laboratory hours per week)

Prerequisite: Successful completion of a minimum of 30 credit hours in the Office Professional degree program, 15 credit hours of which must be CAS or COS courses.

Note: Students must register with the internship coordinator at least one semester prior to enrolling in the course.

COMPUTER PROGRAMMING

CPC 100 Micro Programming Level I 0.5-3 credits

This course is an in-depth study of a currently used microcomputer programming software language. A specific software package is studied. Selection of software is based upon current needs of business and industry. The software package studied may vary each semester. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 115 or equivalent

CPC 115 Computer Programming Concepts 3 credits

This course is designed to introduce the basic logic of computer programming. Sequences, loops and decisions are introduced. A business oriented language is introduced to support the logic fundamentals of the course. Control breaks, tables and file management concepts are also introduced. **R, 12** (2 lecture hours and 2 laboratory hours)

Corequisite: CAS 121 or CSC 115

CPC 120 C++ Programming Level I 3 credits

This course is the first of two C++ programming courses. This course teaches the basic Standard C++ language concepts and constructs. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 115 or equivalent

CPC 140 Visual Basic Programming Level I 3 credits

The course is designed as an introductory programming course. Basic programming concepts are presented through the use of Microsoft Visual Basic language. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 and CPC 115 or equivalent

CPC 175 Database Design 3 credits

Database Design covers the foundational aspects of relational databases. Students are exposed to database design (conceptual data model objects, relationships between objects and the rules defining these relationships) and create a physical model. SQL (Structured Query Language) is introduced and is used as the vehicle of access for all physical models implemented. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CSC 115

CPC 200 Micro Programming Level II 0.5-3 credits

This course is a continuation of CPC 100 and is a study of a currently used microcomputer programming software language designed to develop and refine skills using more advanced concepts. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 100 or Level I of the same programming language

CPC 211 COBOL Programming Level I 3 credits

This course is designed to develop the fundamentals of Structured COBOL programming. Program logic and documentation are emphasized. A number of substantial programs are written during the course. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 115 or a computer language

CPC 240 Visual Basic Programming Level II 3 credits

This course is a continuation of CPC 140 and is a study of a currently used microcomputer programming software language designed to develop and refine skills using more advanced concepts. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 140

CPC 260 Programming Internship 0.5-3 credits

This is a supervised work experience coordinated with a computer information systems related employer. A minimum of 225 hours of internship time is required for three credit hours. Three credit hours of internship experience is required for completions of any of the Computer Information Systems' A.A.S. degrees. This course may be repeated three times. **R, 12** (15 laboratory hours)

Prerequisite: Successful completion of a minimum of thirty (30) credit hours in the appropriate Computer Information Systems program, 20 credit hours of which must be courses with the following prefixes: CAS, CTC, CDD, CPC or CNC.

Note: Students with 2,000 hours of relevant work experience may substitute a course from the electives associated with the Associate in Applied Science paradigm in place of this requirement. The courses must have a prefix of CAS, CTC, CDD, CPC or CNC. Directed study will be utilized for those students unable to complete this requirement.

CPC 275 Advanced Database 3 credits

Advanced Database Design provides skills to manipulate relational databases through Structured Query Language (SQL). Students are provided the opportunity to use SQL commands, functions and operators supported by Oracle as extensions to standard SQL. Skills in creating and maintenance of database objects such as tables, indexes, views, constraints and sequences are provided. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 175 with a minimum grade of C

CPC 285 ASP 3 credits

ASP provides the skills necessary to operate in the client-server relationships. Students are provided with information to use and understand application, database request, response, server and session objects. .NET framework, ad rotators, input validators, datagrids, SQL server connections, custom components and introduction to object-oriented design are covered. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CPC 175 with a minimum grade of C

COMPUTER GAMING**CPG 110 Introduction to Video Game Design 3 credits**

Introduction to Video Game Design provides a core skill set enabling the construction and execution of a video game. Students learn terminology, aesthetics and concepts to create an interactive gaming environment. Exploration of design workflow, implementation, refinement and testing of gaming script is included. Incremental game development, graphics, user input, animation, sound, music and artificial intelligence are taught. This course also explores practical applications and steps necessary to deliver final output for a variety of destinations including the World Wide Web and popular hand-held devices. **12** (6 laboratory hours)

Prerequisites: CWB 110, CWB 160 and ART 106

CRIMINAL JUSTICE**CRJ 100 Introduction to Criminal Justice Systems 3 credits**

Administration of justice in the United States is studied with emphases on the total system and the roles of police, courts and correctional agencies. Principles of substantive law and court decisions bearing on the administration of justice are included. This course may consist of field trips and activities outside the classroom. **R, 11** (3 lecture hours) IAI: CRJ 901

CRJ 101 Criminology 3 credits

This course introduces and critiques theories of the external (social/political) and internal (biological/psychological) influences on criminal and violent behavior. The role of the criminal justice system and the methods of punishment in response to criminal behavior is also examined. This course may include of field trips and activities outside the classroom. **R, 11** (3 lecture hours)

CRJ 114 Introduction to Human Services 3 credits

Introduction to Human Services is a comprehensive introduction to the profession of human services. The course presents a historical context of the field, a practical

overview of the profession and introduces the skills needed to succeed as a human service worker, with an emphasis on principles in action through case studies. This course may consist of field trips and activities outside the classroom. **11** (3 lecture hours)

CRJ 130 Introduction to Police Service 4 credits

This course is designed to acquaint students with the principles of organization of law enforcement agencies. It also introduces students to concepts of community policing, traffic and patrol functions, the formulation of policy and procedures and coordination of activities. New initiatives in the areas of Homeland Security, internet crimes and disaster preparedness are also addressed. **R, 11** (4 lecture hours)

CRJ 139 Fundamentals of Investigation (pending ICCB approval) 4 credits

This course reviews the fundamental procedures and skills used in criminal investigations. Specific skills in information gathering, report writing, crime information analysis, interview and interrogation skills are some of the areas covered in the course. This is accomplished by identifying the verbal and written skills needed by the primary investigators in law enforcement, security or other investigative careers. **R, 11** (4 lecture hours)

CRJ 140 Introduction to Corrections 4 credits

This course provides those intending to pursue careers in the field of corrections or law enforcement a basis for understanding the correctional system. The course includes the historical development, philosophy and variety of correctional methods. Included are pre-institutional, institutional and post-institutional techniques, probation and parole. This course is required in probation and corrections programs. This course may include field trips and activities outside the classroom. **R, 11** (3 lecture hours)

CRJ 211 Substance Abuse 3 credits

This course examines drugs of abuse and misuse. The psychoactive and physiological effects of drugs as well as brain biochemistry are reviewed. An overview of drug laws and drug treatments is included. This course may include field trips and activities outside the classroom. **11** (3 lecture hours)

CRJ 221 The Juvenile Offender 3 credits

This course is designed to develop an understanding of the organization, laws, functions and jurisdiction of juvenile agencies. It also covers the procedures and problems involved in handling juveniles as compared to adults. The historical development of the juvenile justice system is examined. This course may include field trips and activities outside the classroom. **R, 11** (3 lecture hours)

CRJ 239 Introduction to Forensic Science 3 credits

This course is a study of collection, identification, preservation and transportation of physical evidence found at crime scenes. This includes the use of photography, fingerprint examinations, preservation of prints, footprints, toolmark impressions, handwriting, firearms identification, hair, fiber, dust and blood evidence. The importance of laboratory examination and discussion of available facilities is also studied. **11** (3 lecture hours)

CRJ 240 Community Based Corrections 4 credits

This course is designed to examine the non-institutional alternative correctional systems. Correctional programs, judicial programs and executive programs which are alternatives to prisons, are the integral components of this course. This course may consist of field trips and activities outside the classroom. **R, 11** (4 lecture hours)

CRJ 260 Criminal Law 4 credits

This course allows students to examine substantive criminal law as it relates to common law and case law. Essential elements of felonies and pertinent misdemeanors are reviewed. The course focuses on the theory of criminal law as well as the specifics of the Illinois Criminal Code. **11** (4 lecture hours)

CRJ 264 Courts and Victim Services 3 credits

In this course students examine the complex problems of the American court system as well as related legal concepts. They study the heritage of the American courts and the development of the legal framework of our society. Students also explore contemporary problems in our legal system. In addition, students examine the controversies and dilemmas in the criminal justice policy and practice regarding the crime victim. This course may consist of field trips and activities outside of the classroom. **R, 11** (3 lecture hours)

CRJ 275 Internship 4 credits

Students are assigned to a criminal justice agency for supervised exposure to the various aspects of the operation of a working agency. Students in the Criminal Justice program are required to work within agencies for a minimum of 300 hours. This requirement may be waived by special permission of the internship coordinator based on prior student field-related work experience. **11** (20 laboratory hours)

Prerequisite: Sophomore status with GPA of 2.0 in, LEA, SCJ, CRJ or SLP courses; a cumulative GPA of 2.0 or above; registration with the internship coordinator at least one semester prior to the semester enrolling

COMPUTER SCIENCE

CSC 115 Understanding Technology Today 3 credits

This subject covers technology concepts and trends underlying current and future developments in information technology, and fundamental principles for the effective use of computer-based information systems. This course explores the variation and future development of application, system software, hardware, network and security. Special emphasis is on social and ethical issues pertaining to the web, e-commerce and distributed computing. Students study system analysis, programming and database using simple hands-on exercises along with learning about career opportunities in the fast-growing field of technology. **R, 11** (2 lecture hours and 2 laboratory hours)

CSC 175 Computer Science I 3 credits

This course provides a disciplined approach to problem-solving and algorithm development using structured programming techniques. This course includes an

introduction to procedural and data abstraction; selection, repetition and sequential control structures; arrays, objects and files; and recursion. The language currently used is Java. **11** (2 lecture hours and 2 laboratory hours) IAI: CS 911

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score

CSC 176 Computer Science II 3 credits

This course provides for the study of large-scale program development and introduces experience with abstract data structures, dynamic memory allocation and inheritance. Recursion and time complexity issues are also examined. The language currently used is Java. **11** (2 lecture hours and 2 laboratory hours) IAI: CS 912

Prerequisite: CSC 175 with a minimum grade of C

CSC 275 Data Structures and Algorithms 3 credits

This course provides a review of basic data structures and a detailed study of lists, integers, pointers, aggregates, stacks and queues and linked structures with an emphasis placed on algorithm analysis. **11** (3 lecture hours)

Prerequisite: CSC 176 with a minimum grade of C

COLLEGE SUCCESS SKILLS

CSS 100 College Success Skills 2 credits

This course provides the information and learning skills basic to student success in college. Topics include study strategies, critical thinking skills, learning style assessment and goal setting as it relates to college success. **11** (2 lecture hours)

COMPUTER TECHNICAL

CTC 120 Micro Operating Systems for End Users 3 credits

This is the first in a series of courses covering a desktop operating system. This introductory class provides training in using computers with the Windows desktop operating system. The major components of a computer operating system, terminology, operating system command structure and related utilities are integrated throughout the course. This is a hands-on course designed as an introduction to the use of the operating system, the interface between the computer applications and the computer hardware. This knowledge increases productivity in using the personal computer, serves as a basis for other computer curricula and allows for more effective management of the computer's resources. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 121 or equivalent

CTC 123 Microsoft Windows Operating System 3 credits

This introductory class provides training in using the new Windows 7 operating system. This course is intended for students who have some computer experience, but are new to the Windows 7 OS. Students learn the new Microsoft operating system terminology, operating system structure, hardware requirements and related utilities throughout this course. This is a hands-on course designed for students to interact and feel comfortable when working with the new Windows OS. **R, 12** (2 lecture hours and 2 laboratory hours)

CTC 125 Cisco IT Essentials I 3 credits

This course is the first in a series of courses for students wanting to pursue a career in information technology or as a PC technician or network administrator. It begins with the basics of technology and progresses through the assembly of a computer system. The process of preparing and installing the components is detailed in a step-by-step manner. This course also covers hardware fundamentals for servers, fundamentals of a network and the physical components of a network. It provides the foundation for students who will be taking the Comp TIA A+ certification exam and continuing their studies in IT Essentials II. **12** (2 lecture hours and 2 laboratory hours)

CTC 135 Cisco IT Essentials II 3 credits

This course is second in a series of courses for students wanting to pursue a career in information technology or as a PC technician or a network administrator. IT Essentials I provides the foundation on which this course builds. This course provides information on Windows, UNIX and the Linux network operating system and covers objectives for the Linux+ and Server+ certifications. In addition, this course extends students' knowledge of operating systems, the benefits of networking and types of networks. Also covered are security issues and how to assess security needs and develop an acceptable-use policy to prevent inside and outside threats. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CTC 125

CTC 150 Introduction to Help Desk and Software Install 3 credits

Introduction to Help Desk and Software Install is the first course for the Help Desk Certificate but not limited to the students pursuing a certificate program. This course provides information to help students understand the concepts of a help desk and different career paths s/he can follow in the Help Desk field. This course also provides the skills necessary to understand how people, processes, technology and information affect a typical help desk. Students are provided the opportunity to learn how to configure some of the popular software packages used in business and industry today. **R, 12** (2 lecture hours and 2 laboratory hours)

CTC 220 Micro Operating Systems for Tech Users 3 credits

This is the second in a series of courses covering microcomputer operating systems. This course is designed to provide more in-depth knowledge to students with regard to the technical aspects of the operating systems, especially as it relates to networking. Topics covered include all aspects of implementing, supporting, customizing and configuring the operating system. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CNC 115 and CTC 123 or CTC 125

CTC 245 Help Desk II: User Support 3 credits

This course discusses the kind of knowledge, skills and abilities needed to be employed in the support industry. It examines strategies and tools to evaluate computer products and analyze and access user needs for computer hardware, software and network products. The course covers how to set up training and support the end users. Also discussed are common support problems and methods to troubleshoot computers. This course provides information on Help Desk operation,

the call management process and features of help desk software. **R, 12** (2.5 lecture hours and 1 laboratory hour)

Prerequisite: CTC 150

COMPUTER WEB

CWB 110 Apple Macintosh Operating Systems 3 credits

This course is the first in a series pertaining to the study of the Macintosh and Windows operating systems. It focuses on the basic concepts of the graphic user interface and its implementation into the graphic design work environment. Additionally, it provides students with information on the basics of installation, operating system navigation, file sharing of various documents, resource sharing and troubleshooting. **R, 12** (2 lecture hours and 2 laboratory hours)

CWB 115 Introduction to Extensible Markup Language (XML) 3 credits

This course is the first in a series introducing the Extensible Markup Language (XML). Students learn the basics in creating XML documents and the history of XML. Additionally, students learn how to interpret and parse XML documents in terms of fields, records and record-sets, as well as how to use data binding with element. **R, 12** (2 lecture hours and 2 laboratory hours)

CWB 118 Introduction to Cascading Style Sheets (CSS) 3 credits

This course pertains to the Cascading Style Sheet (CSS) scripting language in the creation of websites and/or web pages. It focuses on the basic concepts of the CSS language and its implementation into individual web pages and websites. Additionally, it provides students with information on the basics of Web page design control, layout strategies using XHTML and form-input page creation. **R, 12** (2 lecture hours and 2 laboratory hours)

CWB 121 Introduction to Extensible HyperText Markup Language (XHTML) 3 credits

This course is the first in a series pertaining to the Extensible HyperText Markup Language (XHTML) and its use in building websites and/or web pages. It focuses on the basic concepts of the XHTML language and its implementation into websites. Additionally, it provides students with information on the basics of website control, basic layout strategies and entry-level form-input page creation. **R, 12** (2 lecture hours and 2 laboratory hours)

CWB 125 Introduction to JavaScript 3 credits

Introduction to JavaScript is intended for students who desire to add functionality to web pages using JavaScript. This course examines JavaScript syntax, proper implementation procedures for professional and personal use and illustrates common web page interactivity. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 135 and CWB 110

CWB 127 Introduction to the CGI and Perl Web Development Language 3 credits

This course introduces CGI (Common Gateway Interface) scripting in a microcomputer environment. Students study how the Perl language is used in a CGI

protocol environment to capture, store and manipulate information from a web page to a web server for processing. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 121 or equivalent or permission of instructor

CWB 135 Introduction to Web Design 3 credits

This course introduces the beginning techniques to designing websites. Through varying procedures, this course examines topics such as demographic research, progressive page layout, website structure, content organization and functional navigation. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110 or equivalent

CWB 140 Introduction to Macromedia Dreamweaver 3 credits

This course is the first in a series pertaining to website design using the Internet. It focuses on the basic and intermediate concepts of Macromedia Dreamweaver and design and provides students with information on the basics of website control, progressive layout strategies and elementary interaction using Javascript. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110 and CWB 135

CWB 150 Introduction to Macromedia Fireworks 3 credits

This course is the first in a series pertaining to professional website development and design using the Internet. It focuses on the Fireworks interface and the methods utilized to maximize the potential uses of images for websites. To that end, students learn how to import, create, edit and export several types of vector-based, bitmap-based and web-optimized graphics. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110 and CWB 135

CWB 160 Introduction to Macromedia Flash 3 credits

This course is the first in a series pertaining to vector based animation that can be implemented in both video and website design. It focuses on the basic and intermediate concepts of Macromedia Flash and provides students with information on the basic operation of the software, progressive animation strategies and elementary interaction using ActionScript. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110

CWB 240 Advanced Dreamweaver Techniques 3 credits

This is the second in a series of pertaining to website design using the Internet. The course is designed to provide more in-depth knowledge to students in regard to the technical aspects and concepts of professional web design. It provides students with information on progressive layout strategies, Dynamic HyperText Markup Language (DHTML), Cascading Style Sheets (CSS) and Graphic User Interface (GUI) development in the web browser. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110, CWB 135 and ART 116

CWB 260 Advanced Macromedia Flash Techniques 3 credits

This is the second in a series of pertaining to vector based animation that can be implemented in both video and Web site design. The class is designed to provide more in-depth knowledge to students in regard to the concepts of Macromedia Flash

and provides students with information on the advanced operation of the software, animation strategies and interaction using ActionScript. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CWB 110, ART 116 and CWB 160

CWB 275 ColdFusion 3 credits

Students learn how to design and deploy web-based applications using the ColdFusion Markup Language (CFML) and ColdFusion Studio. ColdFusion is a popular, reliable, high-performance middleware. Students should have a working knowledge of the Internet, HTML, Microsoft Access, Netscape Navigator or Internet Explorer and relational database concepts. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: CAS 107 or CAS 121

Note: Assumes knowledge of the Internet, Access and relational database concepts

CWB 299 Emerging Technologies 0.5-3 credits

This course is a study of a currently used graphic design technology. A specific application package is studied. Selection of the application package is based upon current needs of business and industry. The application package studied may vary each semester. **R, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: May vary by course

COOPERATIVE EDUCATION WORK EXPERIENCE

CWE 101 Cooperative Education Work Experience .5-3 credits

Cooperative Education is a work experience integrating classroom instruction with on-the-job training. The college assists students in securing employment related to each student's major field of study and/or career interest. Specific performance objectives are developed with the approval of the employer to provide the appropriate work experience for the student. Credit hours and placement often vary with the course of study. **11** (15 laboratory hours)

Prerequisite: Successful completion of 12 credit hours

DIGITAL APPLICATIONS

DAP 100 User Interface Design 3 credits

This course enables students to learn the necessary skills to build clean, attractive and intuitive user interface designs for iOS (Apple) and Android products. It teaches students the history of visual interfaces and their impact within society. Students further learn the workflow process to usability design and the components necessary to build a mobile app. This course is designed for students who already have a working knowledge of computers and some beginner to intermediate design knowledge. Although this course is focuses on the design side of the mobile applications, students gain information on developmental, technical requirements and specifications. **12** (2 lecture and 2 laboratory hours)

Corequisite: DGM 100

DAP 120 Video Game Design I 3 credits

Video Game Design I provides a core skill set enabling the construction and execution of a video game app. Students learn terminology, aesthetics and concepts to create an interactive gaming environment. Exploration of design workflow, implementation, refinement and testing of gaming script is included. Incremental game development, graphics, user input, animation, sound, music and artificial intelligence are taught. This course also explores practical applications and steps necessary to delivery final output for a variety of destinations include the World Wide Web and popular hand-held devices. **12** (2 lecture and 2 laboratory hours)

Corequisite: DAP 100 and DGM 100

DAP 140 Android App Production I 3 credits

This course is targeted for students who want to start writing mobile applications for the Android platform. Students start with the basics of Android programming and understanding its development framework and workflow. They learn both the fundamentals and the specifics of Android to write full-featured apps. **12** (6 laboratory hours)

Prerequisite: DAP 100 and DGM 100

DAP 150 iOS App Production I 3 credits

This course provides students with iOS app development skills. It covers a range of topics from designing a concept to the creation of an iOS app. Students gain in-depth knowledge of the iOS application development platform from a technological standpoint and familiarity with the graphic design elements that are crucial for publishing and marketing an appealing yet highly functional app. **12** (6 laboratory hours)

Prerequisite: DAP 100 and DGM 100

DAP 220 Video Game Design II 3 credits

Students learn how to design and develop mobile apps using Corona software developer kit. Students script source code into Corona, modify the typed-in script, and create a new mobile game. Students will be able to design their own apps for either iOS or Android platform. These three stages for designing a mobile app will provide students with advanced programming experience for future app design. **12** (6 laboratory hours)

Prerequisite: Art 106, DAP 100, DAP 120, and DGM 100

DAP 260 Advanced App Design 3 credits

Students learn advanced techniques to design and develop mobile apps for iOS and Android devices. Students work directly with a variety of development tools to build mobile apps from scratch. Furthermore, students independently produce fully functional apps and publish them on various devices for testing. **12** (6 laboratory hours)

Prerequisite: DAP 140 and DAP 150

DIGITAL MEDIA

DGM 100 Introduction to Digital Media 3 credits

This course presents and investigates concepts needed to understand the field of digital media. Students are exposed to an historical overview and evolution of the digital media field, thus providing background knowledge on early visions, innovations, key persons and outstanding digital media creations. Throughout this course, students are encouraged to critically think about the role of digital media, the tools and the workflows necessary to complete projects. Topics such as digital media careers, ethics and its relationship to traditional media forms are discussed. Students are also exposed to industry standards, trend setting solutions and vocabulary that are employed by digital media designers. **12** (6 laboratory hours)

DIGITAL MULTIMEDIA

DME 130 Film Production I 3 credits

This introductory course is the first in a series pertaining to digitizing, editing and authoring digital film using a computer. It focuses on the basic and intermediate concepts of professional video editing. It also provides students with shooting, editing, production and various outputting techniques. **12** (6 laboratory hours)

Prerequisite: DGM 100

DME 140 Two-Dimensional Animation I 3 credits

Two-Dimensional Animation I teaches students the fundamental principles of both the workflow and executing animation in 2D digital software with an emphasis on storyboarding, creating animatics, animation, story, sound and timing execution. Students learn how to transition from traditional hand-drawn animation techniques and creative processes into the digital realm. Design workflow and scheduling is a key element to the understanding of how these principles work together in a project. **12** (6 laboratory hours)

Corequisite: ART 106 and DGM 100

DME 150 Motion Graphics I 3 credits

Motion Graphics I teaches students the fundamental principles of both the workflow and executing animation within motion graphic digital software with an emphasis on storyboarding, animation, sound and timing execution. Students learn how to transition from traditional hand-drawn storyboarding techniques and creative processes into the digital realm. Design workflow, scheduling are a key element to the understanding of how these principles work together in a creative project. This course also explores practical applications and steps necessary to create motion graphics segments for a variety of outputs. **12** (6 laboratory hours)

Prerequisite: ART 106 and DGM 100

DME 160 3D Modeling and Animation I 3 credits

3D Modelling and Animation I introduces students to fundamental concepts, principles and practices of 3D modelling and animation. Students are given instruction in 3D modelling techniques including production of surfaces, forms using NURBS, polygon construction and sub-divisional surfaces. Upon completion, students will have a

thorough understanding of the basic practices of designing, building, and animating 3D environments, characters and visual effects. **12** (6 laboratory hours)

Prerequisite: ART 106 and DGM 100

DME 230 Video Production II 3 credits

This is the second in a series of courses covering editing and authoring digital media techniques using a computer. The course is designed to provide a more in-depth knowledge to students in regard to the technical aspects. Furthermore, it focuses on the concepts of professional film editing and design while providing students with advanced film production techniques. **R, 12** (6 laboratory hours)

Prerequisite: DME 130

DME 270 Advanced Multimedia Design 3 credits

Advanced Multimedia Design builds on the concepts and tools learned in DMM 140, DMM 150 and DMM 160. Students apply advanced multimedia concepts and techniques to digital multimedia production and demonstrate versatility using various multimedia software. Working both individually and in teams, students adopt and professionally prepare projects using multimedia software, motion graphics, animation, 3D modeling and rendering, audio editing and image editing. **12** (6 laboratory hours)

Prerequisite: DME 140, DME 150 and DME 160

DIGITAL WEB DESIGN

DWD 100 Website Design Production 3 credits

This course introduces the use of software for the production and design of webpages and websites in digital design. Topics include the graphical user interface and current industry production methods, HTML5, CSS and JavaScript/jQuery. Upon completion, students will be able to create websites using a variety of layout strategies, upload the site to a web server, and optimize it for search engine optimization. **R, 12** (2 lecture and 2 laboratory hours)

DWD 110 Website Design I 3 credits

This course introduces the use of software for the production and design of web pages and websites in digital design. Topics include the graphical user interface and current industry production methods, HTML5, CSS and JavaScript/jQuery. Upon completion, students will be able to create websites using a variety of layout strategies, upload the site to a web server, and optimize it for search engine optimization. **12** (6 laboratory hours)

Prerequisite: DWD 100

DWD 210 Website Design II 3 credits

This course introduces the use of software for the production and design of web pages and websites in digital design. Topics include the graphical user interface and current industry production methods, HTML5, CSS and JavaScript/jQuery. Upon completion, students will be able to create websites using a variety of layout strategies, upload the site to a web server, and optimize it for search engine optimization. **12** (6 laboratory hours)

Prerequisite: ART 106 and DWD 100

DWD 240 Responsive Website Design 1.5 credits

This course introduces the concepts and practices of creating websites capable of adapting to an ever increasing variety of technological devices. Students gain an understanding of responsive, mobile design strategies and structural techniques. These techniques are used for the creation of a website that will function on desktop, tablet and mobile platforms using current technology. **12** (3 laboratory hours)

Prerequisite: DWD 210

DWD 250 Dynamic PHP/SQL Website Design 1.5 credits

This course introduces the concept of PHP Programming and provides the knowledge necessary to design and develop a dynamic, database-driven website. Students learn the framework, syntax and connectivity to an ODBC-compliant data structure. Additionally, students gain experience with an SQL database to create data-driven HTML. **12** (3 laboratory hours)

Prerequisite: DWD 210

EARLY CHILDHOOD EDUCATION

ECE 105 Curriculum and Planning 3 credits

The principles involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. Field experiences are required for this course **11** (3 lecture hours)

ECE 107 Health, Safety and Nutrition 3 credits

This course is designed to enable the student to understand the overall personal health of the individual. Health, safety and nutrition issues are reviewed with emphasis on meeting the overall health needs for children and staff in group settings. A healthy lifestyle, preventive health and community health are also examined. **12** (2 lecture hours and 2 laboratory hours)

ECE 109 Observation and Assessment 3 credits

This course explores developmentally appropriate, culturally responsive observation and assessment strategies for studying the physical, cognitive, social and emotional development of children birth through eight years. Students develop skills in using systematic observation and documentation strategies to develop trusting relationships with children to plan appropriate programs, environments and activities in early childhood settings. Field observations are required. **11** (2 lecture hours and 2 laboratory hours)

ECE 121 Introduction to Early Childhood Education 3 credits

This course is designed as an overview of early childhood care and education, including the basic values, structure, organization and programming in early childhood. Examination of students' personal qualities in relationship to expectations of the field is addressed throughout the course. A field experience component of 15

contact hours of direct observation in a variety of early childhood settings is required. **R, W1, 11** (2 lecture hours and 2 laboratory hours)

ECE 122 Growth and Development in the Early Childhood Years 3 credits

This is a foundation course that presents the theory and principles of child development, conception through age eight, as well as an examination of theory (Piaget, Erikson, Vygotsky, Skinner and others), an in-depth study of physical, social/emotional, cognitive, linguistic and aesthetic development and the exploration of child development in the context of gender, family culture and society. An emphasis is placed on the implications for early childhood practice. **R, W1, 11** (3 lecture hours) [CDA Functional Area: Self]

ECE 124 Language and Literacy Development in Early Childhood 2 credits

This course focuses on language and literacy development during the early childhood years. An emphasis is placed on fostering the development of young children within and among the four language arts (listening, speaking, reading and writing). **R, W1, 11** (2 lecture hours) [CDA Functional Area: Communication]

Corequisite: ECE 122 or PSY 220

ECE 201 Science and Math 3 credits

This course provides students with the knowledge, skills and techniques necessary to incorporate science and mathematics concept development into an integrated, developmentally appropriate early childhood classroom. Emphasis is placed on the need of the young child to understand biological and physical science and mathematics concepts in her/his environment, on the development of environmental understanding, and an integrated curriculum in a developmentally appropriate classroom. Students design and implement science and mathematics activity plans. **R, W1, M1, 12** (2 lecture hour and 2 laboratory hours) [CDA Functional Area: Cognitive]

Corequisite: ECE 122

ECE 202 Role of Learning Environments as Play in Early Childhood Education 3 credits

This course focuses on the preparation of indoor and outdoor learning environments for children from birth through grade three; developmentally and culturally appropriate materials, equipment and technological resources; and the importance of play as the primary vehicle through which young children learn. Emphasis is placed on how to provide learning opportunities that support and enhance all areas of development. **R, W1, 11** (3 lecture hours) [CDA Functional Area: Physical and Learning Environments]

Corequisite: ECE 122

ECE 203 Home, School and Community Relationships in Early Childhood 3 credits

This course focuses on the child in the context of family and community. Included are issues of communication, diversity, professionalism and social policy. The course promotes awareness and effective use of community resources. **R, W1, 11** (2 lecture hours and 2 laboratory hours)

Corequisite: ECE 122

ECE 204 Creative Activities 3 credits

This course focuses on the use of creative activities, especially art and music, in the early childhood classroom. Students develop skills in planning and implementing developmentally appropriate, creative activities; the use of various art media and musical materials; and the integration of music and art experiences in daily classroom activities. Laboratory experiences consist of practice with varying art media and musical materials, field observations and implementation of activities with young children. **R, W1, 12** (2 lecture hour and 2 laboratory hours) [CDA Functional Area: Creative]

Corequisite: ECE 122

ECE 212 Practicum I 2 credits

This course involves participation in the work of child development settings utilizing skills and techniques developed in previous courses. Ten hours per week is spent working under supervision in a program for young children. **R, W1, 12** (10 laboratory hours)

Prerequisite: Sophomore standing, 2.0 GPA, twelve ECE credit hours (including ECE 122) and permission of instructor

Corequisite: ECE 213

ECE 213 Seminar I 1 credits

Taken concurrently with ECE 212, this course provides the opportunity for professional development through discussion of situations, activities and problems encountered while working in early childhood settings. Emphasis is placed on child observation, guidance and group management, and the planning, implementation, and evaluation of developmentally appropriate activities. **R, W1, 12** (1 lecture hour)

Corequisite: ECE 212

ECE 214 Practicum II 4 credits

The second course of the practicum series, ECE 214 provides students with an opportunity for intensive, supervised work experience with children. Students' career goals and/or special interests may be considered in selecting the practicum assignment. **R, W1, 12** (20 laboratory hours)

Prerequisite: ECE 212 or supervised employment experience and permission of instructor

Corequisite: ECE 215

ECE 215 Seminar II 2 credits

Taken concurrently with ECE 214, this course provides continued opportunity for professional development through discussion of work-setting situations and issues and the analysis and discussion of current issues in the child development profession. Emphasis is placed on developmentally appropriate practice, curriculum, and assessment, professional ethics, commitment, philosophy, career planning and current issues. **R, W1, 12** (2 lecture hours)

Corequisite: ECE 214

ECE 219 Infant and Toddler Care and Education 3 credits

The principles and practices of programming for infants and toddlers are presented, applied and evaluated. The focus of the course includes developmentally appropriate

practices, an overview of assessment and the importance of partnering with families. Quality rating systems and early intervention programs are discussed. **R, W1, 12** (3 lecture hours)

Corequisite: ECE 121 and ECE 122

ECE 220 School-Age 3 credits

This course focuses on the specialized needs of children of school-age who are also enrolled in child care programs. Basic developmental needs of children from five through 12, developmentally appropriate practices to meet these needs, and program and environment design in high quality, school-age child care are the primary emphasis of course work. **R, W1, 12** (3 lecture hours)

Corequisite: ECE 122

ECE 225 Administration 3 credits

This course introduces students to the principles and practices of establishing and/or administering an early childhood program. Emphasis is placed on administrative techniques in areas such as finances, purchasing, personnel management, client policies, regulatory agencies and public relations. **R, W1, 12** (3 lecture hours) [CDA Functional Area: Program Management]

Corequisite: ECE 214

ECONOMICS

ECO 110 Elements of Economics 3 credits

This is a general survey of economics introducing the students to the price system and resource allocation, economic development, national income and price level, fiscal policy, money and banking, and international economics. This course is not designed for students majoring in business administration or economics, nor for students who have had ECO 131 and ECO 132. **R, 11** (3 lecture hours) IAI: S3 900

ECO 131 Principles of Economics I (Microeconomics) 3 credits

This course introduces students to the production possibility frontier, supply and demand, elasticity, cost and product curves, market structures, factor markets and trade based on comparative advantage. Applications of microeconomic principles to business, households and government are emphasized in this course. The use of formal economic analysis is developed throughout this course. **R, W1, 11** (3 lecture hours) IAI: S3 902

Prerequisite: MAT 092 or appropriate placement score

ECO 132 Principles of Economics II (Macroeconomics) 3 credits

This course introduces students to models of the labor market, bond market, money market, foreign exchange market and product market. Macroeconomic models are used to explain and predict economic growth, output gaps and changes in the price level. Connections between popular economic statistics and macroeconomic models are emphasized. **R, W1, 11** (3 lecture hours) IAI: S3 901

Prerequisite: MAT 092 or appropriate placement score

ELECTRICAL DISTRIBUTION LINEMAN

EDL 130 Electrical Lineman Climbing Training 3.5 credits

Upon successful completion of this course, students will be able to climb utility poles. Skills they will perform are various maneuvers such as free climbing, belted climbing, walking around the pole, adjusting the safety strap and leaning out. Installation of single and double eight feet and 10 feet crossarms and other pole hardware are taught. **12** (1.5 lecture hours and 4 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$921 per credit hour.

EDL 131 Electrical Distribution 2 credits

Upon successful completion of this course, students will be able to properly operate aerial lift devices on utility vehicles, demonstrate installation of line insulators and other connectors. They will also be able to describe the function of lightning arrestors and demonstrate lineman skills, such as knot tying, care of tools, pole top and bucket rescue and changing out insulators and crossarms. They also will be able to describe general procedures of job completion, including planning, material selection and tailgate safety discussions. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$462 per credit hour.

EDL 132 Electrical Distribution Hardware Safety and Use 2 credits

Upon successful completion of this course, students will be able to demonstrate proper use of personal protective apparel. Students learn to demonstrate installation of crossarms, insulators, lightning protectors and structures. They also demonstrate pole and bucket truck rescue techniques. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$462 per credit hour.

EDL 133 Electrical Distribution Hand Tools and Devices 2 credits

Upon successful completion of this course, students will be able to properly install secondary connectors, demonstrate use of a variety of line fasteners and insulating equipment. Students will also be able to describe pole quality and safety consideration while climbing, demonstrate installation of capacitors and capacitor banks, trouble-shoot lightning arrestors and capacitors and participate in three-phase line pole and crossarm changes. Students will also participate in discussion of accidents and near-misses in electrical distribution work. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$462 per credit hour.

EDL 134 Lineman Electrical Rubber Gloving 2 credits

Upon successful completion of this course, students will be able to demonstrate understanding of rubber gloving theory. Students describe the grounding and insulating of vehicles. They also demonstrate proper rubber gloving techniques for changing out and repairing electrical equipment and lines. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$462 per credit hour.

EDL 135 Underground Residential Electrical Distribution 2 credits

Upon successful completion of this course, students will be able to demonstrate fault-locating techniques for primary and secondary cables. Students demonstrate proper splicing of URD cable. They will also describe switching procedures used in underground installations and describe proper maintenance procedures for use with pad mount transformers. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires a course fee of \$462 per credit hour.

EDUCATION

EDU 201 Introduction to Teacher Education 4 credits

This course provides an introduction to teaching as a profession in the American education system. It offers a variety of perspectives on education including historical, philosophical, social, legal and ethical issues in a diverse society. Also included are organizational structure and school governance. The course includes 30 hours of clinical field experience. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires a background check with a fee of \$25 (cash only) payable to the vendor.

EDU 210 Instructional Technology 3 credits

This course is designed to introduce current and future educators and trainers to the use of instructional technologies. Students are exposed to a wide variety of teaching tools and techniques that can be incorporated into the classroom. Emphasis is given to provide students with actual experiences in the use of these tools and techniques. **R, W1, 11** (3 lecture hours)

EDU 215 Students with Disabilities 3 credits

This is a survey course that presents the historical, philosophical and legal foundations of special education. An overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act and the diversity of the populations of individuals with disabilities is also given. **R, W1, 11** (3 lecture hours) [CDV Functional Area: Professional]

Corequisite: ECE 122 for ECE AA and ECE AAS majors; PSY 220 for all other Education majors

Note: This course includes the components of the basic training course required by Illinois Department of Children and Families in providing care for children with disabilities.

EDU 220 Diversity of Schools and Society 3 credits

This course addresses the social context in which education occurs, from multi-cultural and global contexts. The politics, policies, practices and impact of education on students of diverse backgrounds are examined, with particular focus on multi-cultural understandings and strategies for improving the effectiveness of educational practices. **R, W1, 11** (3 lecture hours)

EDU 299 Special Topics in Education 1-4 credits

This course is designed to serve as a means of studying varied areas of education in-depth, using innovative methods of instruction focusing on using a variety of student-centered learning, including discussion, projects, problem solving and instructional technology; particularly suited for field-testing new and innovative courses and instructional methods. **R, W1, 11** (4 lecture hours)

Prerequisite: Varies by course

Corequisite: Varies by course

ENGLISH**EGL 098 Basic English 4 credits**

This course is the first of two-course sequence that prepares students for college-level writing. Students learn to write well-developed and clearly organized paragraphs and short essays through a "process-based" instruction method. Rhetorical skills, such as developing an awareness of audience and purpose, is emphasized as well as the use of standard formal English. This course is not designed for transfer credit, nor will credit be given toward an associate's degree. **14** (4 lecture hours)

EGL 099 Basic Writing Skills 4 credits

This course is the second of a two-course sequence that prepares students for college-level writing. Students learn to write well-developed and clearly organized essays through a "process-based" instruction method. Rhetorical skills, such as developing an awareness of audience and purpose, is emphasized as well as the use of standard formal English. This course is not designed for transfer credit, nor will credit be given toward an associate's degree. **14** (4 lecture hours)

Prerequisite: EGL 098 and RDG 098 or appropriate placement scores

EGL 101 Composition I 3 credits

The first course in a two-semester sequence of English composition, this course introduces students to academic writing as a process of developing and supporting a thesis in an organized essay. Course topics include methods of invention, development and organization; the elements of style, including the conventions of standard written English; and an introduction to research and documentation. Students write expository and argumentative essays based on analytical reading and critical thinking. **R, 11** (3 lecture hours) IAI: C1 900

Prerequisite: EGL 099 and RDG 099 or appropriate placement scores

EGL 102 Composition II 3 credits

This course is designed to enhance and deepen the critical skills of argumentation and academic writing introduced in EGL 101. Students continue to write essays that demonstrate their ability to analyze and evaluate the ideas of others and integrate them into their own writing. The course reinforces student experience with the conventions of standard written English and the conventions of documentation while developing student ability to conduct research and present research within academic discourse communities. Students learn to join one of the many conversations that exists within that specific community in an ethical, accurate and critical manner. **R, 11** (3 lecture hours) IAI: C1 901R

Prerequisite: EGL 101 with a minimum grade of C

EGL 104 Career Communications I 3 credits

The first in a two-semester sequence, this course is designed to provide occupational students with the opportunity for practical application of oral and written skills necessary for effective on-the-job communications. Fundamentals of composition and a brief review of grammar are included. Business letters, memoranda, phone techniques, instruction, process and technical modes are emphasized. Resumes, letters of application, job interview techniques provide preparation for job seeking. This course is not intended to fulfill the communications requirement for transfer to a senior institution. **R, 12** (3 lecture hours)

Prerequisite: EGL 099 and RDG 099 or appropriate placement scores

Note: Most on-campus EGL 104 sections are offered in a computer lab-classroom with the course content including instruction in a computer word processing program. Students are expected to word process the course assignments.

EGL 105 Career Communications II 3 credits

A continuation of EGL 104, this course is designed to provide occupational students with more rigorous applications of oral and written communications skills for success on the job: informal reports, formal reports, proposals, summaries, writing for the Web, research (primary and secondary, print and online), collaboration, graphics (visuals) and document design and presentations. Students work in a computer lab-classroom in order to utilize current technology. **12** (3 lecture hours)

Prerequisite: EGL 104

Note: On-campus EGL 105 sections are offered in a computer lab-classroom and students are expected to word process most assignments.

EGL 109 Introduction to Literature: Multi Genre 3 credits

This course introduces students to multiple genres of literature-short stories, novels, poetry and drama. Students develop an understanding of such varied but fundamental aspects of literature as theme, character, imagery, symbol, tone, meter and point of view. Students are taught to analyze and appreciate the expressions of human experience in the full range of imaginative literature. **R, W2, 11** (3 lecture hours) IAI: H3 900

EGL 110 Introduction to Literature: Poetry 3 credits

This course is an introduction to the critical study of poetry. Students are introduced to the formal elements of poetry by reading a wide range of poems. Students learn to analyze how these elements shape and influence meaning. Additionally, students explore the role of poetry as a literary form and develop an appreciation for its place in culture as well. **R, W2, 11** (3 lecture hours) IAI: H3 903

EGL 111 Introduction to Literature: Novel 3 credits

This course is an introduction to the critical study of the novel as a literary genre. It introduces students to the scholarly study of the novel, with a focus on multiple periods and genres. Theme, structure and style are emphasized. **R, W2, 11** (3 lecture hours) IAI: H3 901

EGL 112 Introduction to Literature: Drama 3 credits

This course is an introduction to the critical study of drama as a literary genre. It introduces students to the great themes and works of drama across the ages. Representative plays from the Classical to contemporary are analyzed for theme, structure and style. **R, W2, 11** (3 lecture hours) IAI: H3 902

EGL 113 Introduction to Literature: Heritage Studies in Ethnic Literature 3 credits

An introduction to the multicultural literature of the United States, this course acquaints students with representative creative works. This includes fiction, poetry and drama by ethnic Americans who have traditionally not been part of the dominant culture. Works of African Americans, Asian Americans, Hispanics and Native Americans and other writers are examined. **R, W2, 11** (3 lecture hours) IAI: H3 910D

EGL 114 Introduction to the Film as Literature 3 credits

This course is an introduction to the critical study of film as literature in which students learn to "read," discuss, interpret and write about films with greater awareness, clarity and skill. In accord with a literary approach, films are analyzed in terms of their plot, setting, characterization, theme and point of view. Students also learn to recognize and interpret role casting, acting, camera movement, musical score, lighting and other basic elements of film play in their response to films. **R, W2, 11** (2 lecture hours and 2 laboratory hours) IAI: HF 908

EGL 120 Introduction to Children's Literature 3 credits

Introduction to Children's Literature examines the rich and culturally complex texts that are written by adults for an implied child reader. Students are introduced to many genres and forms of children's literature from pre-reader to 8th grade materials: oral and literary fairy and folktales, mythologies, poetry, picture books, graphic novels, series books, nursery rhymes, early readers, etc. A variety of genres (fantasy, science fiction, historical realism, contemporary realism, etc.) are covered. Students learn to determine literary meaning, form, and value, including applying relevant literary theory. In addition to deep analysis of literature, students enrolled in the course obtain an overview of how children's literature developed, how its definition changes from era to era and culture to culture, and how children have been socialized through literature, based upon those changing definitions. **R, W2, 11** (3 lecture hours) IAI: H3 918

EGL 147 Women in Modern Literature 3 credits

The course covers historical and contemporary works of literature --fiction and nonfiction, poetry and drama -- written by women and primarily about women. Selected readings represent diverse perspectives in race, class, style, and sexuality. The course also includes a close scrutiny of literary criticism and a study of varied literary styles and techniques, which helps students begin to analyze the ways female writers have contributed to, challenged, resisted, and expanded literary traditions. **R, W2, 11** (3 lecture hours) IAI: H3 911D

EGL 150 Creative Writing: Fiction 3 credits

Students learn the structure and elements of fiction and the writing process, produce fully developed works of fiction and demonstrate an understanding of the critical terminology of creative writers. Basic elements, character, dialog and point of view are discussed. Students learn by reading well-written short stories and participating in thoughtful discussion and written exercises. **R, W1, 11** (3 lecture hours)

EGL 151 Creative Writing: Poetry 3 credits

Students learn the structure and elements of poetry and the writing process, produce fully developed works of poetry and demonstrate an understanding of the critical terminology of creative writers. **R, W2, 11** (3 lecture hours)

EGL 201 Survey of British Literature I 3 credits

This course is the first semester of a two-semester chronological survey of British literature from the Anglo-Saxon period to modern time. Emphasized are the artistic value of literature and an understanding of how history and culture influence the development of literary movements. This course surveys the Anglo-Saxon Period, Middle English Period, the Renaissance, the 17th Century and the Neoclassical Age. **R, 11** (3 lecture hours) IAI: H3 912

Prerequisite: EGL 101 with a minimum grade of C

EGL 202 Survey of British Literature II 3 credits

This course is the second semester of a two-semester chronological survey of British literature from the Anglo-Saxon period to modern time. Emphasized are the artistic value of literature and an understanding of how history and culture influence the development of literary movements. This course surveys the Romantic Period, the Victorian Period, the Transition period, Modernism, Post-Modernism and the latter 20th century and the early 21st century. **R, 11** (3 lecture hours) IAI: H3 913

Prerequisite: EGL 101 with a minimum grade of C

EGL 210 Survey of American Literature: Colonial Era to Civil War 3 credits

This course acquaints students with the literature of the United States from its beginning through the 1860s. Students spend time reading, discussing, analyzing and writing about intellectually challenging prose, poetry and fiction. Among the topics discussed are Native Americans and the conflict with European expansion; Puritan theology and society; witchcraft, women and antinomianism; women and patriarchal values; reason and faith; science and epistemological skepticism; race and slavery; and poetic vision. **R, 11** (3 lecture hours) IAI: H3 914

Prerequisite: EGL 101 with a minimum grade of C

EGL 211 Survey of American Literature: Civil War to Present 3 credits

The second of a two-semester chronological survey of American literature, this course covers the period from 1865 to the present. Through such writers as Twain, James, Chopin, Crane, Hurston, Frost and Hemingway, students explore literary trends. **R, 11** (3 lecture hours) IAI: H3 915

Prerequisite: EGL 101 with a minimum grade of C

EGL 220 Literary Masterpieces I 3 credits

This course is the first in a two-course sequence. It is designed to acquaint students with the masterpieces of Western literature which created the traditions for and deeply influenced literary development. Content selected from a variety of genres and writers from Classical times to the Renaissance are studied. **R, 11** (3 lecture hours) IAI: H3 906

Prerequisite: EGL 101

EGL 221 Literary Masterpieces II 3 credits

This course is the second course in the sequence. It is designed to acquaint students with the masterpieces of Western literature which created the traditions for and deeply influences literary development. Content is selected from a variety of genres and writers from the Renaissance to the present. **R, 11** (3 lecture hours) IAI: H3 907

Prerequisite: EGL 101

EGL 222 Shakespeare 3 credits

This course is an introduction to the drama and poetry of William Shakespeare, read and studied with an emphasis on understanding, interpreting and appreciating his use of language. Students examine the role played by politics, gender and religion in the writings of Shakespeare and assess the ways in which Shakespeare both affirmed and challenged these social institutions. Modern critical debates about such topics as authorial intention, textual instability and canon formation inform and guide students as they engage Shakespeare's texts. **R, 11** (3 lecture hours) IAI: H3 905

Prerequisite: EGL 101

EGL 299 Special Topics in Literature 1-4 credits

This course is an in-depth study of different areas in literature presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skills building. Credit is variable (1-4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **R, W1, 11** (4 lecture hours and 4 laboratory hours)

Prerequisite: Varies by topic

COMMERCIAL ELECTRICAL MAINTENANCE

ELM 103 Principles of Electricity, Batteries, and DC Circuits 4 credits

This course is an introductory course in electricity and includes the study of electrical energy, static electricity, sources of electricity, magnetism and generator action, voltage, current and resistance, electrical components, conductors and DC and AC circuits. **11** (3 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 105 Principles of Transformers and AC Circuits 4 credits

The major emphasis of this course is on the principles of alternating current, inductance, capacitance, AC power principles, connections, applications of transformers and transformer maintenance. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: ELM 103 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 107 Motors and Generators 4 credits

Emphasis of this course is placed on the principles of single phase, split phase, capacitor, repulsion, universal, polyphase, induction synchronous, multiple speed-dual voltage motors and their controls. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ELM 105 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 109 AC Controls, Measurement and Design of Electrical Systems 4 credits

This course offers basic information about electrical symbols and line diagrams used in blueprints and schematics. Material estimation for electrical construction is covered using blueprints and schematics. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ELM 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 111 Programmable Controls: Ladder Logic 2 credits

This course surveys a variety of programmable controller applications in the industrial field. The course entails the study of binary logic, boolean algebra, logic networks, ladder logic and input/output systems. **12** (2 lecture hours)

Prerequisite: CAS 101

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 112 Programmable Controls: Troubleshooting Skills 1 credit

This course surveys the skills required to troubleshoot the entire electrical system in an industrial setting. Areas emphasized in this course cover recognition of trouble spots, improper function of starters and motors, loss of I/O signals, failure of sensors, loss of program and improper ladder logic data. **12** (2 laboratory hours)

Prerequisite: ELM 111

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 114 AC Industrial Controls 4 credits

This course is an in-depth study of AC manual contactors, AC/DC contractors and magnetic motor starters. Time delay electromechanical solid state relays, reversing circuits in single-phase and three-phase, photoelectric and proximity control applications are studied. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ELM 105 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 115 Residential and Light Commercial Wiring 4 credits

Specifications and applications of electrical wiring used in residential and light commercial buildings are stressed. Included is a study of the National Electrical

Code, fuses, circuit breakers, grounding, conductor capacity, overload relays, illumination and life-safety features. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ELM 105 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELM 117 Electrical Troubleshooting and Preventive Maintenance 4 credits

This course includes the use of electrical schematics and building drawings as aids in troubleshooting. Troubleshooting is applied to control circuits, combination starters, control devices, AC/DC motor systems and lighting systems. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: ELM 107 and ELM 114 or equivalent

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

ELECTRONICS TECHNOLOGY

ELT 100 Basic Electronics 3 credits

The course introduces students to the world of electronics, using electronic terms, symbols and mathematical formulas. It is intended as an introductory course for the electronic circuits course ELT 110. The laboratory provides hands-on experience with the use of basic test equipment and prototype circuits. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: TEM 103 with a minimum grade of C or MAT 082 or appropriate placement scores

ELT 105 Basic Electronics Techniques 2 credit

This course is designed to give students an overview of the basic subjects and equipment that will be used in later ELT courses. Topics start with electronic symbols, schematics and the wiring of simple circuits on breadboards. Electronic test equipment, PC computer applications, single board computers and various other electronic components are introduced. Microcomputer applications are stressed. **12** (1 lecture and 2 laboratory hours)

ELT 110 DC and AC Circuits 4 credits

This course is the study of DC and AC circuits using basic concepts and theorems for analysis. Students use basic math skills to complete calculations. A lab provides students with training in the use of ammeters, voltmeters, oscilloscopes, variable power supplies and function generators in construction of prototypes circuits. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 100 or MAT 096 and RDG 099

ELT 115 Analog and Digital Devices and Circuits 4 credits

This course consists of two different but related subjects, analog devices and digital devices. One half of the course is devoted to each subject. The analog portion covers diodes, zener diodes, bipolar, LEDs, transistors, junction field effect transistors (JFET), operational amplifiers, amplifier bandwidth and regulated power supplies/unregulated power supplies. The digital portion covers the basic logic devices such as inverters, OR gates, AND gates, NOR gates, NAND gates and other

more digital advanced devices. Application of these devices is studied, and the laboratory is used to construct circuits and evaluate operation and performance of these devices. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 110 or equivalent

ELT 203 Communications Systems 4 credits

This course provides an introduction to the principles of radio communications. Topics include system design of AM, FM, single side band and television systems. Typical transmitting and receiving circuits are studied. Prototype circuits are constructed and evaluated in the laboratory. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 115 and ELT 210

ELT 206 Advanced Communications and Electronic Instrumentation 4 credits

This semester course consists of two parts. Part 1 covers the fundamentals and application of electronic test equipment. Devices such as signal generators, oscilloscopes, digital instruments, signal analyzers and electronic voltmeters are covered. The second part deals with control instrumentation and the introduction of signals to create a control system. The lab provides experiences in the use of electronic test equipment. A function generator is built, tested and Op amp calculated. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 115

ELT 210 Advanced Circuits 4 credits

This course explains the complex circuits using theorems, simultaneous equations, sequential logic and oscillator theory. Three-phase circuits are continued including delta wave transformation power factor, motors and generators. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 115

ELT 220 Fundamentals of Microcomputers 4 credits

The concepts of digital logic are expanded to include complete microcomputer systems. The subjects of interfacing and programming microprocessor-based systems are stressed. The lab provides students with experience in actual hardware operation and the programming of microcomputers. Also included are various interface circuits, high-level programming languages, analog to digital converter and other special applications. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 115 or equivalent

ELT 221 Electronics Internship 3 credits

Students are placed with cooperating electronics industries or businesses. This course is designed to assist students with the application of information and skills acquired in previous electronics courses. **12** (15 laboratory hours)

Prerequisite: 24 semester hours in ELT courses

ELT 222 Microcomputer Applications 4 credits

This course is a continuation in the study of microcomputers with heavy emphasis on applications in the real world. Topics include high-level languages, voice synthesis,

voice digitizing, video digitizing and robotics. The laboratory includes troubleshooting and programming of a robot, prototyping of interfacing circuitry and study of voice recognition. **12** (3 lecture hours and 3 laboratory hours)

Prerequisite: ELT 220 or equivalent

ELT 250 PC Troubleshooting and Repair 2 credits

This is an advanced ELT course to provide students with the knowledge and tools necessary to design and upgrade as well as repair PC type computers. All subsystems of the PC are covered, and readily available software is used to simplify locating the problem areas. The laboratory experiments provide students with the familiarity required to locate and repair defective computer components. Simple computer test equipment is used to repair by replacing subsystems. **12** (1.5 lecture hours and 1.5 laboratory hours)

Prerequisite: ELT 115

Note: ELT 220 and ELT 222 recommended

EMERGENCY MEDICAL SERVICES

Significant changes are being implemented to the EMT and Paramedic curriculum. Students should check the online catalog for up-to-date information regarding the EMT and Paramedic courses at LLCC.

EMS 100 Emergency Medical Responder 3 credits

The purpose of the Emergency Medical Responder course is to give individuals knowledge of Basic Life Support skills. This enables them to render care to victims of sudden illness or injury and to prevent such situations from becoming life threatening. The course also includes Automated External Defibrillator instruction. Students must provide a copy of high school diploma or GED by completion of the course. **12** (2 lecture hours and 2 laboratory hour)

Notes: Students must provide a copy of high school diploma or GED by completion of the course.

EMS 101 Emergency Medical Technician 8 credits

This is an entry-level course in the field of Emergency Medical Services. The course emphasizes the development of skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. The roles, responsibilities and skills required by state and national standards are defined. Students are also in a clinical setting for 48 clock hours outside of class sessions. **12** (4 lecture hours and 5 laboratory hours)

Prerequisite: High school diploma or GED and be 18 years of age prior to the first day of class

Note: There is a component of the course contained in the LLCC Blackboard system that each student is responsible for completing prior to the first class session. Students must attend the first class session to be seated. No late registrations are allowed due to IDPH attendance regulations. Students are subject to a urinalysis drug screening and a criminal background check prior to conducting clinical rotations once the course starts.

EMS 201 Paramedic-Pathophysiology 14 credits

This is the initial course of three required to complete the Paramedic program. Students develop proficiency in the roles, responsibilities and skill level required by

state and national standards for licensing as a Paramedic. Emphasis is placed on medicolegal considerations, airway management, cardiac management, pathophysiology and patient assessment. **R, 12** (9 lecture hours and 10 laboratory hours)

Prerequisite: Current EMT license (documentation required)

Note: There is a component of the course contained in the LLCC Blackboard system that each student is responsible for completing prior to the first class session. Students must attend the first class session to be seated. No late registrations are allowed due to IDPH attendance regulations. Students are subject to a urinalysis drug screening and a criminal background check prior to conducting clinical rotations once the course starts.

EMS 202 Paramedic-Medical/Trauma 14 credits

This course is the second of three required to complete the Paramedic program. Students develop proficiency in the roles, responsibilities and skill level required by state and national standards for licensing as a Paramedic. Emphasis is placed on a variety of medical emergencies, traumatic injuries, and assessment and stabilization of patients. **R, 12** (9 lecture hours and 10 laboratory hours)

Prerequisite: EMS 201 with a minimum grade of B and minimum of 80% on the EMS 201 final exam

Note: Students must attend the first class session to be seated. No late registrations are allowed due to IDPH attendance regulations.

EMS 203 Paramedic-Specialized Care 6 credits

This course is the last of three required courses to complete the Paramedic program. Students master the roles, responsibilities and skill level required for licensing as a Paramedic. Emphasis is placed on special considerations that include terrorism and hazardous materials management. This course also addresses special populations, assessment-based management and ambulance operations. **R, 12** (4 lecture hours and 4 laboratory hours)

Prerequisite: EMS 202 with a minimum grade of B and minimum of 80% on the EMS 202 final exam

Note: Students must attend the first class session to be seated. No late registrations are allowed due to IDPH attendance regulations.

ENGINEERING

ENG 101 Engineering Graphics 3 credits

This is a basic course for developing graphics skills essential in the many fields of engineering. Students learn fundamental concepts and techniques for producing and interpreting engineering drawings utilizing both 2D and 3D techniques including the use of parametric solid modeling. Freehand sketching and visualization skills are also emphasized. **11** (2 lecture hours and 3 laboratory hours) IAI: ENG 941

ENG 220 Statics 3 credits

This course is a detailed study of forces, moments, couples, resultants of force systems and equilibrium analysis of rigid bodies utilizing freebody diagrams. Topics include analysis of forces acting on members, introduction and development of shear-force and bending moment diagrams. Coulomb friction, centriods, center of mass,

moment of inertia, polar moment of inertia, product of inertia, virtual work and hydrostatic pressure are also included. Applications to engineering structures and mechanical systems are strongly emphasized. **11** (3 lecture hours)

Prerequisite: PHY 201

ENG 221 Dynamics 3 credits

This course is a sequel to Statics, in which the kinematics and kinetics of particles and rigid bodies are explored in two and three dimensions. Other topics, such as methods of work-energy, impulse-momentum and moving reference frames, are examined as they apply to particles and rigid bodies. Applications to engineering structures and mechanical systems are strongly emphasized. **11** (3 lecture hours)

Prerequisite: ENG 220

ENG 240 Mechanics of Materials 4 credits

This course is an engineering study of mechanics of deformable bodies and strength of materials. The course includes analysis of the elastic and inelastic relationships between external forces acting on engineering structures and the stresses and deformations produced; influences of material properties are also considered. Tension and compression members, members subjected to torsion and bending, buckling (columns) combined stresses, repeated loads (fatigue) and energy loads and impact are also addressed. **11** (4 lecture hours) IAI: ENG 945

Prerequisite: ENG 220

ENG 270 Circuit Analysis 3 credits

This course is a study of circuit analysis at the engineering level and includes all of the standard analysis tools such as nodal analysis, Thevenin and Norton theorems and superposition. Impedances are defined and AC steady state analysis is carried out as well as analysis of transients in simple circuits. Transformers and operational amplifiers are also studied. **11** (3 lecture hours) IAI: ENG 931

Prerequisite: PHY 202 and MAT 233

EMPLOYABILITY SKILLS

ESI 101 Employability Skills 2 credits

This course develops the entry-level employability skills of students including self-evaluation, goal setting, flexibility and coping skills. It examines business organizations and dealing with problems often encountered in the job search procedure. Tasks are oriented to a specific career cluster. **12** (2 lecture hours)

EXERCISE AND SPORTS SCIENCE

ESS 101 Tennis 1 credit

This course provides basic instruction in tennis including rules and skills as well as singles and doubles play. The course may be taken then repeated two times. **11** (2 laboratory hours)

ESS 103 Bowling 1 credit

This introductory course in the game of bowling is suitable for anyone from beginner to league bowler. Included in the course are terminology, basic fundamentals, common

faults, symptoms and remedies. Students also experience actual tournament play within the class. The course may be taken then repeated two times.

11 (2 laboratory hours)

Note: In addition to tuition, this course requires a fee of \$30.

ESS 107 Golf 1 credit

The course provides instruction in golf including basic terminology, rules and skills. It also includes films and actual play at one of Springfield's municipal courses. The course may be taken then repeated two times. **11** (2 laboratory hours)

Note: In addition to tuition, this course requires a fee of \$30.

ESS 108 Volleyball 1 credit

This course of instruction in volleyball includes terminology and basic skills. Emphasis will be placed on the serve, set-up, pass, spike, block and recovery as well as extensive playing of the game. **11** (2 laboratory hours)

ESS 112 Physical Conditioning 1 credit

This course emphasizes fitness activities leading to an individualized fitness program. Activities include treadmill, cycles, elliptical, weight machines and use of free weights. The course may be taken then repeated two times. **11** (2 laboratory hours)

Note: In addition to tuition, this course requires a fee of \$50.

ESS 113 Strength Training 1 credit

This course emphasizes fundamentals of strength training through use of mechanical weight training system and free weight equipment. The course may be taken then repeated two times. **11** (2 laboratory hours)

Prerequisite: ESS 112

Note: In addition to tuition, this course requires a fee of \$50.

ESS 115 Basketball 1 credit

This course covers instruction in and practice of the basic skills used in playing the game of basketball. Individual and team techniques, terminology and strategy are stressed. This course places emphasis on playing the game properly. The course may be taken then repeated two times. **11** (2 laboratory hours)

ESS 119 Jogging 1 credit

This course provides opportunities to improve cardiorespiratory efficiency by participating in a regulated running program. The course may be taken then repeated two times. **11** (2 laboratory hours)

ESS 122 Aerobics 1 credit

This course offers an aerobic-style fitness program structured to tone and firm the body. Mild to vigorous exercise routines are set to music to increase flexibility, cardiovascular endurance and movement efficiency. The course may be taken then repeated two times. **11** (2 laboratory hours)

ESS 126 Ultimate Frisbee 1 credit

This course covers instruction in and practice of the basic skills used in playing the game of Ultimate Frisbee. Individual and team techniques, terminology and strategy are emphasized. The course may be taken then repeated two times.

11 (2 laboratory hours)

ESS 220 Introduction to Coaching 2 credits

This course is designed to introduce students to the theory and practice of coaching. It is structured to help future coaches explore the practical, theoretical, psychological and social aspects of coaching. The course employs a variety of types of learning activities including reading, lecture, discussion, video and writing. **11** (2 lecture hours)

ESS 230 Personal Training 2 credits

This course is designed to give students the knowledge and understanding necessary to become effective personal trainers and to prepare for the ACE Personal Trainer Certification Exam. The ACE Integrated Fitness Training™ (ACE IFT™) Model is presented as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The course will focus on how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as how to design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness and muscular endurance and strength. **11** (2 lecture hours)

ESS 250 Introduction to Physical Education 2 credits

This course is an introduction and orientation to the field of physical education. It is designed for those considering a major or minor in PE and/or related areas of recreation, health and safety, intramurals and interscholastic athletics. **11** (2 lecture hours)

ESS 299 Special Topics in Physical Education 1-4 credits

This course is an in-depth study of different areas of Physical Education and Exercise and Sports Science presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving, and performance. Credit is variable (1 to 4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. The course may be taken then repeated three times. **Varies by course, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by topic

EMERGENCY SERVICES TECHNOLOGY

EST 101 Introduction to Emergency Management 3 credits

This course provides an overview of the field of emergency management. Students are introduced to the terminology and definitions used in emergency and disaster management and will examine legal requirements, responsibilities, and laws pertaining to emergency management. Students also develop an understanding of the procedures and requirements in emergency management including identification of hazards and response capabilities and the national incident management system (NIMS). **12** (3 lecture hours)

EST 102 Fundamentals of Emergency Services 3 credits

This course provides an overview to the history, organization and function of fire protection and the emergency services. Insight to career opportunities in the emergency services is discussed. The topics of basic fire chemistry, strategy and tactics, and fire protection systems are also illustrated. **12** (3 lecture hours)

EST 299 Special Topics in Emergency Services .5-4 credits

This course is an in-depth study of different areas of the Emergency Services disciplines presented using a variety of methods with emphasis upon methods that use student-centered learning including discussions, projects, problem solving and skills building. Credit is variable (.5-4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination **R, W1, 12** (4 lecture hours and 8 laboratory hours)

FILM**FLM 101 Introduction to Film Art 3 credits**

This course examines film as an art form with a two-fold emphasis on the technical and creative aspects of film art. Screening and discussion of selected films forms a major focus for class activities. **R, 11** (2 lecture hours and 2 laboratory hours) IAI: F2 908

FLM 201 History of Film 3 credits

This course surveys both U.S. and international motion pictures from 1895 to present day. Students examine developments and innovations in film as an art form and as a distinctive medium of communication. Screenings of important films, discussions of these films and their directors and the critical reactions of the students are the major focus of class activities. **R, 11** (2 lecture hours and 2 laboratory hours)

FINE ARTS**FNA 101 Exploring the Fine Arts 3 credits**

Exploring the Fine Arts is an introduction to the fine arts disciplines; specifically, music, art, architecture, dance and theatre. Major achievements and significant art works that have shaped Western culture are presented. This course is an overview of the ways in which the fine arts interact and how they represent central ideas of specific times and places. This course is available to all students with an interest in fine arts, and may serve as a starting point for further in-depth study of these individual art forms. **R, W1, 11** (3 lecture hours) IAI: F9 900

FRENCH**FRE 101 Elementary French I 4 credits**

Elementary French I is a four-credit hour first course in the four-course sequence that develops understanding, speaking, reading and writing of the French language. This course is intended for students who have little or no knowledge of French. In addition to the emphasis on oral communication, the course introduces reading and writing

and acquaints students with the culture and contemporary life in the countries where French is spoken. **R, 11** (3 lecture hours and 2 laboratory hours)

FRE 102 Elementary French II 4 credits

Elementary French II is a four credit-hour second course in the four-course sequence that develops understanding, speaking, reading and writing of the French language. This course is intended for students who have taken the first semester of FRE 101. In addition to the strong emphasis on oral communication, the course covers reading and writing and acquaints students with culture and contemporary life in the countries where French is spoken. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: FRE 101 with a minimum grade of C or equivalent

FRE 107 Elementary Conversational French 3 credits

This course is designed to develop speaking and understanding. While working the skills and vocabulary learned in the first two semesters of French, students are better prepared to move toward higher proficiency ranges. Only French is spoken in class. **R, 11** (3 lecture hours)

Prerequisite: FRE 102 or equivalent

Note: No credit provided for native or bilingual French speakers.

FRE 201 Intermediate French I 4 credits

Intermediate French I is the third course of the four-course sequence that develops understanding, speaking, reading and writing of the French language. The course is for students who have already completed and succeeded in the elementary courses. This course focuses on French culture. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: FRE 102 with a minimum grade of C or equivalent

FRE 202 Intermediate French II 4 credits

Intermediate French II is the fourth course of the sequence of four courses that develop the capacity of understanding, speaking, reading and writing the French language. The course is for students who have already successfully completed the first three courses in the series. This course concentrates on the development of oral competency and cultural necessity to survive in French-speaking countries. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: H1 900

Prerequisite: FRE 201 with a minimum grade of C or equivalent

FRE 207 Intermediate Conversational French 3 credits

This course is designed to enhance the development of oral expression and aural comprehension through active verbal participation in situations pertaining to daily living and in discussions about current events. Only French is spoken in class. **R, 11** (3 lecture hours)

Prerequisite: Three semesters of college French or three years of high school French or equivalent

Note: No credit provided for native or bilingual French speakers.

FRE 210 An Introduction to the Cultural Heritage of France 3 credits

This course, conducted entirely in French, is designed for students who want to prepare themselves for living in a French society. It provides a bridge between our culture and the French culture by developing conversational skills in French and by

familiarizing students with French traditions and attitudes. Only French is spoken in class. **R, 11** (3 lecture hours)

Prerequisite: Three semesters of college French or three years of high school French or equivalent

Note: No credit provided for native or bilingual French speakers

FIRE SCIENCE TECHNOLOGY

FST 103 Fire Prevention Principles 4 credits

Students explore various fire protection codes and standards; construction methods and occupancy classifications in relation to fire inspections; and conducting fire inspections and investigations. They also explore various aspects of fire protection systems and the development of a public fire education program. Students complete the course online with one mandatory classroom meeting during the semester. **12** (4 lecture hours)

FST 104 Fire Tactics and Strategy I 3 credits

This course provides the necessary training to meet the office of the State Fire Marshal coursework requirements. It prepares students for the OSFM Fire Tactics and Strategy exam, which is required to achieve certification as a Fire Officer I. Principles of coordinating fire ground tactics through the use of human resources and equipment are studied. Various fire situations are presented for analysis and evaluation. **12** (3 lecture hours)

Prerequisite: FST 111 and FST 112; or CFF 101, CFF 102 and CFF 103; or Certified Firefighter II or Basic Operations Firefighter certification; or equivalent

FST 105 Vehicle/Machinery Operations 3 credits

The Vehicle/Machinery Operations Training Program is a course designed to improve the extrication capabilities of rescue personnel. The course includes both lecture and practical instruction that stresses techniques of access, stabilization and removal of victims from automotive wreckage. Successful completion of the course prepares candidates to take the State of Illinois Vehicle/Machinery Operations Certification Examination. **12** (2 lecture hours and 2 laboratory hours)

FST 106 Fire Apparatus Engineer 3 credits

This course provides the knowledge and skills necessary for firefighters to safely and properly operate a fire department pumper apparatus. Content includes pumps, water flow and calculations, water supply, and maintenance. This course meets all requirements for eligible students to take the state certification exam. This course also has a corresponding Certificate of Completion from LLCC. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: FST 111 and MAT 092 or higher level math course

FST 109 Fire Service Vehicle Operator .5 credits

Fire Service Vehicle Operations is designed to give fire service personnel the basic knowledge and skills to safely perform fire service vehicle operations as defined by NFPA 1451, Fire Service Vehicle Operations Program. This course meets the Illinois State Fire Marshal's requirements for certification as a Fire Service Vehicle Operator.

This course includes classroom instruction as well as driving experience. **12** (.5 lecture hours and .5 laboratory hours)

Prerequisite: CFF 101, CFF 102 and CFF 103

FST 110 Technical Rescue Awareness .5 credit

This course covers basic and general knowledge on the following topic areas: structural collapse, rope rescue, confined space, vehicle and machinery-roadway extrication, industrial rescue/extrication, water, wilderness search and rescue, trench and excavation. **12** (.5 lecture hours)

FST 111 Basic Ops Fire Fighter I 5 credits

This course is the first of two required to meet the core objectives and requirements of Illinois' Basic Operations Firefighter certification (July 2010). Students learn various theories, skills and practices necessary to effectively mitigate fire-related emergencies. There are other education requirements needed for certification by the Office of the Illinois State Fire Marshal in addition to this core curriculum. **12** (4 lecture hours and 2 laboratory hours)

FST 112 Basic Ops Fire Fighter II 5 credits

This course is the second of two required to meet the core objectives and requirements of Illinois' Basic Operations Firefighter certification (July 2010). Students continue to learn various theories, skills and practices necessary to effectively mitigate fire-related emergencies. There are other education requirements needed for certification by the Office of the Illinois State Fire Marshal in addition to this core curriculum. **12** (4 lecture hours and 2 laboratory hours)

Prerequisite: FST 111 with a minimum grade of C

FST 200 Advanced Technician Firefighter 3 credits

This course is designed to meet the requirement of the Office of the State Fire Marshal, Training Division, for Advanced Technician Fire Fighter (ATFF) level training. Topics include fire department orientation, fire behavior, self contained breathing apparatus, ladders, fire hose and applications and safety. Students cover the ATFF's role in various areas of a fire department and within the fire service. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: State certification as a Firefighter II or Basic Operations

Firefighter, or successful completion of CFF 101 - 103 or FST 111 and 112

FST 201 Hazardous Materials Operations 3 credits

This course educates students to the operations level in accordance with the State Fire Marshal's Office guidelines. Topics of this course include properties of chemically active and hazardous materials. Emphasis is placed on identification, labeling, storage, handling, disposal and firefighting. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

FST 204 Fire Tactics and Strategy II 3 credits

The Tactics and Strategy II course is designed for the fire officer responsible for commanding a fire or emergency scene involving multiple companies. Subject areas include strategic concepts in firefighting, duties and responsibilities of command officers, incident command system (scene, manpower, apparatus and RIT

management), multi-company operations, disasters, high-rise operations, critical incident stress, and tactical exercises. This course meets or exceeds Illinois State Fire Marshal requirements for tactics and strategy in the Fire Officer II program. **12** (3 lecture hours)

Prerequisite: FST 104 with a minimum grade of C

FST 205 Pump, Automatic Sprinkler and Standpipes 4 credits

This course is a study of fire pumps, the various types of sprinkler and standpipe systems, their operation, maintenance and testing. Codes covering installation, water supply requirements and design criteria are covered to some extent. **R, W1, M2, 12** (3 lecture hours and 2 laboratory hours)

FST 206 Leadership I 3 credits

This course is designed to serve as the first in a series of management courses which will enable students to pursue Illinois certification in the fire officer series. This course acquaints students with the various functions of management and the role of the company officer as a fire department manager. Emphasis is placed on leadership, supervisory skills and management principles as utilized by a first-time supervisor. **W1, 12** (3 lecture hours)

FST 207 Building Construction for Fire Protection 3 credits

This course is designed as a study of various methods of building, construction materials and basic principles of construction design. Included is a study of fire-resistant features of materials including life-safety materials of construction. **12** (2 lecture hours and 2 laboratory hours)

FST 211 Juvenile Firesetter Intervention Specialist 1 credit

This course prepares students to apply to sit for the Office of the State Fire Marshal's Training Division for Certified Juvenile Firesetter Intervention Specialist certification exam. Course topics include identification and characteristics of juvenile firesetters, identifying fire and burn problems associated with children, juvenile mental health and legal issues, interviewing juveniles, referral and follow-up, explosives awareness and fire prevention education. **12** (1 lecture hour)

FST 218 Fire Service Instructor I 3 credits

This course is open to all persons who are seeking Fire Service Instructor I certification through the Illinois State Fire Marshal's Office. The course covers basic instructional techniques, developing measurable objectives and teaching strategies and meets the course objectives required by the Fire Marshal. **12** (3 lecture hours)

FST 219 Fire Service Instructor II 3 credits

This course is open for all instructors certified in Fire Service Instructor I. The course teaches qualifications and duties of officer training and development and administration of a training program. **W1, 12** (3 lecture hours)

Prerequisite: FST 218

FST 236 Fire Service Leadership I 3 credits

The Leadership I course is designed to provide the fire officer in charge of a single fire company or station with information and skills in supervisory practices and

personnel management. Subject areas include: the role and function of the Company Fire Officer, basic management principles and concepts, leadership, motivation, order giving, discipline, and conflict resolution. This course meets or exceeds the Illinois State Fire Marshal's Management/Leadership I program requirements. **12** (3 lecture hours)

Prerequisite: FST 200 with a minimum grade of C or equivalent level course completion or state certification as Firefighter III or Advanced Technician Firefighter

FST 237 Fire Service Leadership II 3 credits

The Leadership II course provides the fire officer in charge of a single fire company or station with information and skills in personnel management. This course covers the basics of communications, report writing, interpersonal communication, group dynamics, coaching and counseling skills and performance appraisal. Leadership II meets or exceeds the objectives of the Illinois State Fire Marshal's Management/Leadership II program. **12** (3 lecture hours)

Prerequisite: FST 236 with a minimum grade of C or equivalent and state certification as Firefighter III or Advanced Technician Firefighter

FST 238 Fire Service Leadership III 3 credits

The Leadership III course is designed to provide the fire officer in charge of multiple fire companies or stations with information and skills in officer supervision and administrative functions. Subject areas include: planning and decision-making, finance and budgeting, risk management, public relations and the news media. This course meets or exceeds the requirements of the Illinois State Fire Marshal's Management/Leadership III program. **12** (3 lecture hours)

Prerequisite: FST 237 with a minimum grade of C

FST 239 Fire Service Leadership IV 3 credits

The Leadership IV course is designed to provide the fire officer in charge of multiple fire companies or stations with information and skills in personnel management. Subject areas include the role and function of the Fire Officer II, introduction to Total Quality Management, performance evaluation, interviewing techniques, labor relations and collective bargaining, fire officer liability, and team building. This course meets or exceeds Illinois State Fire Marshal requirements for the Management/Leadership IV program. **12** (3 lecture hours)

Prerequisite: FST 238 with a minimum grade of C

GEOGRAPHY

GEG 102 World Regional Geography 3 credits

This course is a study of the peoples of the world in relation to their various earth environments. Physical and environmental landscapes from each world region are examined. Also discussed are economic, political and cultural aspects of human geography in each world region. **R, 11** (3 lecture hours) IAI: S4 900N

GEG 103 Physical Geography 4 credits

This course introduces common physical features on the earth's surface. One part of the course examines the atmosphere and related weather conditions. The other part

of the course examines the earth's lithosphere including plate tectonics, earthquakes, volcanoes and the creation of landforms. Also covered are how external forces such as water, wind and glaciers shape the landscape. **R, 11** (4 lecture hours) IAI: P1 909

GEG 104 Human Geography 3 credits

Human Geography focuses on the uneven distribution of people and of human activity on the surface of the earth. It focuses on the causes and consequences of these uneven spatial patterns and cultural landscapes. It introduces students to the systematic study of patterns and processes that have shaped human understanding, use and alteration of Earth's surface. Students employ spacial concepts and landscape analysis to examine human social organization and its environmental consequences. They also learn about the methods and tools geographers use in their science and practice. **11** (3 lecture hours) IAI: S4 900N

GEG 105 Introduction to Geographic Information Systems 3 credits

This course is an introduction to basic Geographic Information Systems (GIS) concepts, using the ArcGIS-ArcView GIS software program. It focuses on developing both a theoretical background in the technology and real-world applications using GIS techniques. **11** (2 lecture hours and 2 laboratory hours)

GEG 201 Introduction to Weather and Climate 4 credits

This course is designed for science and non-science majors who want a basic understanding of weather terminology, including temperatures, air pressure, wind, humidity and midlatitude cyclones. Also covered are atmospheric conditions and climatic change. How weather affects the environment and how human choices affect the weather are also studied. **R, 11** (4 lecture hours) IAI: P1 906

GEG 206 Advanced Geographic Information Systems -- pending ICCB approval 3 credits

This course provides intermediate to advanced use of Geographic Information System (GIS) applications using ESRI ArcGIS software. Building upon the skills obtained in GEG 105, students develop skills capturing, storing, editing and analyzing spatial data. Common techniques are taught to prepare students for the Geospatial workforce. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: GEG 105 with a minimum grade of C

GEG 299 Special Topics in Geography 1-4 credits

This course is an in-depth study of different areas of geography presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skills building. Credit is variable (1 to 4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **R, W1, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by topic

GEOLOGY

GEO 101 Physical Geology 4 credits

This course examines the materials and processes of the earth. Topics covered include volcanoes, earthquakes, plate tectonics, rocks and minerals. Lab includes

rock and mineral identification, map interpretation and studies in seismology. **R, M1, 11** (3 lecture hours and 2 laboratory hours) IAI: P1 907L

GEO 102 Historical Geology 4 credits

This course is an introduction to the geologic evolution of the earth. Topics studied include the principles, methods, procedures and problems of interpreting earth history from rock sequences, fossils and geological maps. Laboratory investigations include rock and mineral identification, map reading and a field trip to the Illinois State Museum. **11** (3 lecture hours and 2 laboratory hours) IAI: P1 907L

GEO 299 Special Topics in Geology 1-4 credits

This course is an in-depth study of different areas of geology presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skills building. Credit is variable (1 to 4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **R, M1, 11** (4 lecture hours and 6 laboratory hours)

GERMAN

GER 101 Elementary German I 4 credits

This is the first course in a four-course sequence to develop an understanding and use of the German language in speaking, reading, writing and comprehending. This course is intended for students who have little or no previous instruction in German. Students are introduced to the structure, pronunciation and syntax of the language with emphasis on oral communication. Additionally, students are introduced to the culture, history and contributions of Germans and the German language in our world. Lab work for comprehension and pronunciation is a part of the course work. **R, 11** (3 lecture hours and 2 laboratory hours)

GER 102 Elementary German II 4 credits

This is the second course in a four-course sequence to develop an understanding and use of the German language in speaking, reading, writing and comprehending. The course is intended for students who have successfully completed GER 101. Students review the grammar, vocabulary, question words and language syntax introduced in GER 101. Further vocabulary, grammar, speaking, reading and writing are developed. Additionally, students continue to learn more of the culture and history of the German speaking world. Reading comprehension, oral discussions, and lab work are stressed. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: GER 101 with a minimum grade of C

GER 201 Intermediate German I 4 credits

This is the third course in a four-course sequence. This course reviews grammar and vocabulary, conversation and cultural/historic/geographic content. Grammar and vocabulary are applied in the study of culture and history of German speaking countries through selected readings and lab work, conversations and discussions based on the readings in the target language. Writing in the target language is also stressed. More advanced grammar topics are introduced. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: GER 102 with a minimum grade of C

GER 202 Intermediate German II 4 credits

This fourth course in the German language sequence is a continued review of grammar and vocabulary with further development in both areas. Reading, writing, comprehension and oral practice continue to be stressed through selected reading, other media, class discussions, essays and translations. Pronunciation and intonation are stressed with a goal of near native to native accuracy. Emphasis is on strong conversation and composition skills utilizing students' appreciation of German culture, traditions, present day movements and history. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: GER 201 with a minimum grade of C

HISTORY

HIS 101 History of Western Civilization I 4 credits

This course offers a survey of the political, economic, cultural and social development of Western Civilization to 1660. Topics include the Prehistory, the Ancient Near East, the Greco-Roman period, the Middle Ages, Renaissance and the Reformation. **R, W1, 11** (4 lecture hours) IAI: H2 901

HIS 102 History of Western Civilization II 4 credits

This course offers a survey of the political, economic, cultural, and social development of Western Civilization since 1660. Topics include Absolutism, the French Revolution and the Napoleonic Era, the Age of Liberalism, Nationalism and Socialism, the Industrial Revolution, European Imperialism and the rise of Totalitarianism. **R, W1, 11** (4 lecture hours) IAI: H2 902

HIS 111 United States History to 1877 3 credits

This is the first course in a two-semester sequence. The course surveys the political, social and economic development of the United States. Topics include European colonization, class and social structure in colonial America, colonial politics and economics, causes and effects of the American Revolution, Constitution-making and early political parties, Jacksonian America, Southern slavery, the Civil War and Reconstruction. **R, W1, 11** (3 lecture hours) IAI: S2 900

HIS 112 United States History Since 1877 3 credits

This course is a continuation of History 111 and surveys such topics as industrialization and urbanization's impact upon American society, World War I, the Depression, The New Deal, World War II, the Cold War and modern domestic problems such as racism, sexism and the crisis in confidence. **R, W1, 11** (3 lecture hours) IAI: S2 901

HIS 147 Women in American History 3 credits

This course is designed to survey women in American history, their problems, their progress, and the roles women will play in the future. A chronological-topical approach is employed to provide students with a sense of historical continuity and distinguish basic problems (social, economic, legal, political) and issues common to all women, past and present. Periods covered include the Revolutionary War, the

Civil War, Reconstruction, the Progressive Era and the modern United States. **W1, 11** (3 lecture hours)

HIS 210 History of Eastern Civilization 3 credits

This course is designed to survey the historical development of the various Asian civilizations. A chronological approach is used to give students a firm foundation on which to build an increasing understanding of Asian geography, history, politics, religion and culture. **11** (3 lecture hours)

HIS 211 African-American History to 1877 3 credits

This course is a survey of African-American history from 1619 to the end of the Reconstruction in 1877. Topics include African backgrounds, the Atlantic slave trade, the origins of slavery and racial prejudice, southern plantation slavery, the slave personality, blacks during the Civil War and Reconstruction and the origins of urban ghettos. **R, W2, 11** (3 lecture hours)

HIS 212 African-American History Since 1877 3 credits

This course is a continuation of HIS 211 and covers such topics as Booker T. Washington, W.E.B. Dubois, the rebirth of black nationalism, Marcus Garvey, blacks in the Supreme Court, the black power movement, Martin Luther King Jr., Malcolm X, the Black Panther Party, the Nation of Islam, African-American culture and music and contemporary politics and economics. **R, W2, 11** (3 lecture hours)

HIS 215 Vietnam 4 credits

This course examines Vietnamese history and culture including relationships with China, family values, religious beliefs and political and economic change over time. Wars with China, France and the United States are analyzed within the context of Vietnamese history. Emphasis is given to Vietnam today—its economy, governance, culture, society and external relations. **R, W1, 11** (4 lecture hours)

HIS 250 U. S. Diplomatic History 3 credits

This course examines the context, application and outcomes of United States foreign policy programs. It examines political, economic and social consequences of American actions on the world stage, with particular focus on the most significant persons and events associated with American foreign relations. **R, W1, 11** (3 lecture hours)

HIS 260 War and Western Society 3 credits

This course surveys the nature of war from the Ancient Near East to the present day — with emphasis on the modern era. While the study of military strategy, tactics, battles, campaigns and weapons are covered, stress will also be placed upon the cultural milieu in which war develops. Those scientific, technological, social, economic or political factors which have had an influence on the history of warfare are studied. **R, W1, 11** (3 lecture hours)

HIS 296 Independent Study in History 1-4 credits

This course is for students with unique capabilities and unusual interests. It is designed cooperatively between the student and the faculty advisor to guide the student and evaluate progress. Project topics vary according to the student interests

and desires. Credit varies depending on such criteria as student needs, topic complexity, research strategies and depth and expected final project sophistication.

W1, 11 (4 lecture hours)

Prerequisite: Permission of instructor

HIS 299 Problems in History 1-4 credits

This course is an in-depth study of different areas of history presented by discussion, individual research and readings. Course may be taken more than once if different topics are considered. Credit varies depending on such criteria as student needs, problem complexity, teaching strategies, student research depth and final paper or project sophistication. **W1, 11** (4 lecture hours)

Prerequisite: Permission of instructor

HEALTH

HLT 100 Occupation Throughout the Life Span 2 credits

This course introduces students to the concept of occupation. Through exploration of the meaning of the word "occupation" and what it means in social and economic terms, as an expression of individual personality, or as an influence to personal health and well-being, students gain an understanding of how individuals and groups may perceive and participate in occupations throughout a life span. The course describes the various occupations of childhood through later maturity and provides information regarding how the aging process and societal norms influence occupational choices.

12 (2 lecture hours)

Note: This course is open to the public and is required prior to application to the Occupational Therapy Assistant program.

HLT 109 Medical Terminology 3 credits

This course is designed to give students a thorough knowledge of the construction of medical terms, including roots, corresponding forms, prefixes, suffixes and plurals. Intensive work is done on correct pronunciation and the use of a medical dictionary. The course is helpful to persons entering any health-related field and serves as an orientation to medical transcription. **R, 11** (3 lecture hours)

HLT 201 Health in Today's Society 3 credits

Emphasis is placed on personal hygiene, chronic and infectious diseases, sexual reproduction, problems of alcoholism, smoking and drug addiction. **R, 11** (3 lecture hours)

HORTICULTURE/LANDSCAPE DESIGN/TURF MANAGEMENT

HRT 100 Careers in the Horticulture Industry 1 credits

This introductory course is designed to expose students to career opportunities available within the local and regional horticulture industry. **12** (1 lecture hours)

HRT 102 Plant Science 3 credits

This course deals with the anatomy, physiology and growth of economically important seed-producing plants such as grasses, annuals, woody plants and vegetables used

in horticulture. Included is the interaction of the plant with soil, the basic requirements for plant growth such as heat, light, water, nutrients and support. Their interaction of heat, light, water, nutrients and support with one another and how they may be modified by cultural practices is studied. **12** (3 lecture hours and 1 laboratory hour)

HRT 103 Turf Management I 3 credits

This course studies the practicals in construction, renovation and maintenance of turf area. Included are identification, growth requirements and use of more commonly available grass types. The advantages of seeding, sodding, sprigging and plugging are presented. **12** (2 lecture hours and 3 laboratory hours)

HRT 106 Soils and Fertilizers 3 credits

This course is designed to give students a basic understanding of soils and growing media used in the horticulture industry. Nutrient needs and fertilizers used for turf, landscape, vegetable and greenhouse crops are also covered. Use of organic soil amendments and fertilizers are covered. **12** (2 lecture hours and 2 laboratory hours)

HRT 109 Turf Management II 3 credits

This course is a continuation of Turf Management I. It covers certain topics related to care and production of fine turf. Among the topics are irrigation systems, weed control and the more advanced aspects of cultural needs and practices for the growth of fine turf grass. **12** (2 lecture hours and 3 laboratory hours)

HRT 202 Pest and Pest Management 4 credits

This course provides instruction and practice in the identification and control of common lawn pests and diseases. It includes instruction in identification, pesticide use and safety and legal aspects of pest control. Integrated pest management practices are stressed. **12** (3 lecture hours and 2 laboratory hours)

HRT 206 Tree and Shrub Identification 3 credits

This course studies the identification of commonly used hardy ornamental trees, shrubs and vines. In addition, their special growth and maintenance requirements along with their uses in the landscape are presented. **12** (2 lecture hours and 3 laboratory hours)

HRT 207 Landscape Construction 3 credits

This course is designed to introduce students to current practices for installing plants and materials in a landscape. Operation and care for commonly used power equipment is also covered. **12** (2 lecture hours and 2 laboratory hours)

HRT 208 Landscape Maintenance 3 credits

This is an applied course on the basics of woody plant care in the landscape. Topics include watering, fertilization, pest control and pruning and maintaining structures. **12** (2 lecture hours and 2 laboratory hours)

HRT 215 Landscape Design I 2 credits

This course is an applied course that intended to present the basic theory and principles of landscape design. Included is the preparation of plans on selected design problems. **12** (1 lecture hour and 2 laboratory hours)

HRT 216 Landscape Design II 3 credits

This course is a continuation of Landscape Design I. Students develop complete landscape plans using appropriate symbols and terminology. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: HRT 215

HRT 217 Landscape Design III 2 credits

This course is a continuation of Landscape Design I and II. It is intended to improve students' skills in creating designs. This capstone class reinforces students' abilities in making functional attractive outdoor spaces. **12** (1 lecture hour and 2 laboratory hours)

HRT 218 Herbaceous Plant Identification 2 credits

This course is designed to introduce students to annual and perennial non-woody plants. Students learn to correctly identify and use these plants in the landscape. **12** (1 lecture hour and 2 laboratory hours)

HRT 219 Landscape Sales 3 credits

This course introduces students to skills needed to evaluate, estimate and prepare bids for landscape projects. Marketing, bidding and sales presentations are also covered. **12** (3 lecture hours)

HRT 220 Golf Course Operations 3 credits

This capstone course is designed to introduce students to current industry practices used to run a golf course. **12** (2 lecture hours and 2 laboratory hours)

HOSPITALITY MANAGEMENT AND SERVICES

HSP 107 Food Service Sanitation 1 credit

This course is designed to prepare food managerial personnel for the certification examination required by the Illinois Department of Public Health. Topics included are microbiology, food-borne diseases, laws, rules and regulations; food storage, preparation and equipment design and construction; personal hygiene; cleaning and sanitizing procedures; and temperatures, HACCP and rodent and insect control. An introduction to management procedures regarding self-inspection, motivation and personnel training are provided. To qualify for the examination, students must attend 16 clock hours of class. In extraordinary cases, no more than four (4) hours of class may be makeup work. **12** (1 lecture hour)

HSP 115 Restaurant Management 3 credits

This course is an overview of the various challenges of operating a financially successful food service operation. Emphasis is placed on food and beverage cost controls, kitchen controls, menu planning and dining room operations. Realizing that service is often the reason customers come to a particular food service establishment the importance of developing strong customer service skills is emphasized. **12** (3 lecture hours)

HSP 116 Nutrition for Food Service Professionals 2 credits

This course is for students and employees in food service. The course focuses on personal nutrition, selected nutrition topics and nutrition in food service. The course is for those who need to use nutritional principles to evaluate and develop menus and recipes, as well as respond knowledgeably to customers' questions and needs. **12** (2 lecture hours)

HSP 120 Hospitality Internship I 3 credits

A directed work experience is provided in this course in which students earn credit while working a minimum of 225 hours at approved hospitality sites. Students are able to apply classroom theories to actual performances. Students are graded on participation, skill levels and written reports which describe their experiences. **12** (15 laboratory hours)

Corequisite: CLA 132 with a minimum grade of C and HSP 115 with a minimum grade of C

HSP 124 Topics in Tourism .5-1 credit

Topics in Tourism covers various topics and points of interest in regard to tourism. It provides information regarding tourism and the relationship to the historical development of Illinois and the United States. It explores the modern-day economic impact on the economy. **12** (1 lecture hour)

HSP 138 Food Service Purchasing and Mathematics 3 credits

This course provides a working knowledge of procurement methods and basic math used in food service operations. The procedures for purchasing, receiving and storing food, equipment and non-food supplies are covered. Special emphasis is given to writing specifications, determining order quantities, evaluating product quality and selecting suppliers. **12** (3 lecture hours)

HSP 201 Beverage Management 3 credits

This course is an overview of the beverage service industry, including laws pertaining to alcohol service and understanding responsible alcohol service. In addition, it teaches a variety of alcohol characteristics in beverages such as wine, liquor and beer in order to successfully pair them with foods. Proper service of alcoholic beverages in addition to coffees and teas is also discussed. **12** (3 lecture hours)

Prerequisite: HSP 115 with a minimum grade of C

HSP 210 Dining Room Operations 4 credits

This course allows students to participate in the operation of the student-run restaurant with an emphasis on operations and financial. By acting as the front of house manager, students gain practical experience in a restaurant setting. This includes customer service, understanding labor and food costs, how to operate smoothly with the back of house and what it truly means to manage a restaurant. Emphasis is on providing diners with industry standard levels of high quality service in order to create a successful dining experience. **12** (4 lecture hours)

Prerequisite: CLA 132 with a minimum grade of C and HSP 115 with a minimum grade of C

HUMANITIES

HUM 101 Introduction to Humanities 3 credits

Literature, music, philosophy and the fine arts are integrated in this course, which is focused on the creative aspects of Western culture. Significant works reflecting the complexities in the development of the human spirit, are examined in depth. Documents, records, films, slides, reproductions and local resources are concrete examples of the materials covered in the course. **R, W1, 11** (3 lecture hours) IAI: HF 900

HUM 102 Introduction to Women's Studies 3 credits

This interdisciplinary humanities course is designed to provide an introduction to women's studies. The subject matter explores the varied disciplines of the humanities, such as literature, communications and art, in light of women's own experiences and realities, both historical and current. **R, W1, 11** (3 lecture hours) IAI: HF 907D

HUM 112 Leadership Development 3 credits

The course is a multi-disciplinary humanities approach which applies the principles of good composition using experiential learning exercises to weave together behavioral science principles, classic works of literature and contemporary multi-cultural writing with the goal of promoting a deeper understanding of leadership. It is designed to foster the development of leadership abilities in students by providing a basic understanding of the historical perspectives of leadership and group dynamics theory, by raising awareness of the ethical responsibilities of leadership and by assisting the student in developing personal philosophies of leadership which help them gain insight into their own leadership styles. A key component of the course is the development of student communication skills through the use of writing assignments, personal journals, oral presentations and the Leadership Service Project. **R, W1, 11** (3 lecture hours) IAI: H9 900

HUM 201 Cultural Values in the Eastern World 3 credits

This course provides an interdisciplinary survey of the significant intellectual and artistic achievements of several Asian cultures through selected works of literature, philosophy, visual art and music, as well as a comparative examination of their values, motifs, and aesthetics with those of Western cultural expression. **R, 11** (3 lecture hours) IAI: HF 904N

Prerequisite: EGL 102 or its equivalent

HUM 299 Special Topics in the Humanities 1-4 credits

This course is an in-depth study of different areas in the Humanities presented using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skills building. Credit is variable (1-4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **R, W1, 11** (4 lecture hours and 4 laboratory hours)

Prerequisite: Varies by topic

INDEPENDENT STUDY

IND 199 Independent Study 1-4 credits

An independent study is designed to permit a student to pursue a study in an area of individual interest. The area of study cannot be included within courses for college credit listed in the current catalog. A minimum of 45 hours of combined classroom/laboratory and study time is required for each semester hour of credit. **R, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Recommendation by departmental administrator and official sponsorship by a faculty member

ITALIAN

ITA 101 Elementary Italian I 4 credits

This introductory course, the first in a four-semester sequence, is designed to provide a general introduction to the Italian language. Its developmental emphasis lies in the areas of listening, speaking, reading and writing skills within the context of basic grammatical structures and cultural patterns of communication and overall expression. **R, 11** (3 lecture hours and 2 laboratory hours)

ITA 102 Elementary Italian II 4 credits

This course is the second in a four-semester sequence. A continuation of ITA 101, it is designed to continue and expand the development of the basic language skills already introduced. Reading, writing and conversational skills are emphasized. Italy and the Italian culture serve as the focal points in both reading and writing. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: ITA 101 or equivalent

ITA 201 Intermediate Italian I 4 credits

This course is the third in a four-semester sequence and is designed to develop the basic language skills to a more advanced level of overall competence. Course emphases lie in the areas of aural-oral drill, conversation, language analysis, reading and writing in Italian. Only Italian is spoken in class. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: ITA 102 or equivalent

ITA 202 Intermediate Italian II 4 credits

This course is the fourth course in the four-semester sequence designed to teach the Italian language. Emphasis is upon strong conversation and communication skills, composition and reading. Only Italian is spoken in class. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: H1 900

Prerequisite: ITA 201 or equivalent

JAPANESE

JPN 101 Elementary Japanese I 4 credits

This is the first course in a four-course sequence that develops understanding, speaking, reading and writing of Japanese. Students are introduced to the basic Japanese sound system and basic grammar, including sentence structure, verb and

adjective conjugation and idioms. In addition to the strong emphasis on oral communication, the course introduces reading and writing, and acquaints students with the culture of Japan. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

JPN 102 Elementary Japanese II 4 credits

This is the second course in a four-course sequence that develops understanding, speaking, reading and writing of Japanese. Students further their understanding of Japanese grammar and a variety of expressions. In addition to the strong emphasis on oral communication, the course includes reading and writing, and continues familiarizing students with the culture of Japan. **R, W1, 11** (2 lecture hours and 2 laboratory hours)

Prerequisite: JPN 101 with a minimum grade of C

JPN 201 Intermediate Japanese I 4 credits

This is the third course in a four-course sequence that develops understanding, speaking, reading and writing of Japanese. Students further their development of grammar and a variety of useful expressions. This course emphasizes reading comprehension. In addition to the strong emphasis on oral communication, the course includes reading and writing, and continues familiarizing students with the culture of Japan. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: JPN 102 with a minimum grade of C

JPN 202 Intermediate Japanese II 4 credits

This is the final course in a four-course sequence that develops understanding, speaking, reading and writing of Japanese. Students further their development of grammar and a variety of useful expressions. This course emphasizes reading comprehension. In addition to the strong emphasis on oral communication, the course includes reading and writing and continues familiarizing students with the culture of Japan. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: JPN 201 with a minimum grade of C

JPN 205 Fundamentals of Kanji 4 credits

This course is for students who have studied Japanese language and want to improve their ability of reading and gain a deeper understanding through learning Kanji (Chinese alphabet), which is one of the Japanese written alphabets. Students develop a deeper understanding of the basic elements and system of Kanji, stroke order and sound that each Kanji has. Students also understand how to use a Kanji dictionary and to operate a Kanji dictionary while reading Japanese passages (newspaper, magazine, etc.) independently. **R, W1, 11** (3 lecture hours and 2 laboratory hours)

Corequisite: JPN 202

JOURNALISM

JRN 101 Beginning Newswriting 3 credits

This course is designed primarily for students who wish to develop news-writing skills. Utilizing Associated Press writing guidelines, news articles for print and online media are developed. Emphasis is placed on the form and organization of news stories, writing leads, conducting interviews and how to write a variety of stories utilizing

effective research skills while under deadline pressure. Attention is given to reporters as professionals and citizens, followed by emphasis on the meaning of news, the right to know, the qualities of news and its evaluation and selection. Students are encouraged to work on the student newspaper. **R, W1, 11** (3 lecture hours) IAI: MC 919

JRN 210 Principles of News Editing 3 credits

This is a course that covers the techniques of editing. Included in this course are the study of staff organization, editing theory and techniques, editing wire services copy, picture editing and headline function and writing. The problems of libel receive attention, and emphasis is placed upon taste and ethics. This course also gives attention to production methods, layout design and copy flow. **R, W2, 11** (3 lecture hours) IAI: MC 920

Prerequisite: JRN 101 or equivalent

JRN 222 Mass Media and Society 3 credits

This course looks at all forms of media and how they fit in a society, as well as our dependence on them. Students look at how they interact with the various media and how the various media interact with each other. The future of journalism is also discussed. **R, 11** (3 lecture hours)

JRN 299 Special Topics in Journalism 4 credits

This course provides an in-depth study of a variety of journalism topics beyond what is presented in other course offerings. It uses a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skill building. Credit is variable depending on the topic and requirements. **R, W1, 11** (4 lecture hours)

Prerequisite: Varies by area of instruction

Corequisite: Varies by area of instruction

MATHEMATICS

MAT 081 Developmental Arithmetic I 2 credits

This course provides students with a review of basic arithmetic concepts in preparation for further studies in college-level mathematics courses. Topics studied include arithmetic operations on whole numbers, fractions and decimals; ratio and proportion; and percent. This course is not designed for transfer credit, and credit will not be given toward the associate degree. **14** (2 lecture hours)

MAT 082 Developmental Arithmetic II and Prealgebra 2 credits

This course provides students with a review of basic arithmetic concepts and an introduction to algebra. The course completes the study of percent applications first initiated in MAT 081, develops unit conversion skills necessary for studies in chemistry and other sciences, and introduces students to methods of solving simple linear equations, applying linear equations to story problems and graphing linear equations. This course is not designed for transfer credit, and credit will not be given toward the associate degree. **14** (2 lecture hours)

Prerequisite: MAT 081 with grade of C or better or appropriate placement score

MAT 087 Preparatory Math for General Education Math I 3 credits

This is the first part of a two-part course for non-math and non-science majors that integrates numeracy, proportional reasoning, algebraic reasoning, and functions. Students are introduced to conceptual and procedural tools that build a numeric base and that establish algebraic thinking. Throughout the course, college success content is integrated with mathematical topics. Credit earned does not count toward any degree, nor does it transfer. Upon successful completion of the course, students may take Preparatory Math for Gen Ed Math II **14** (3 lecture hours)

Prerequisite: MAT 082 with grade of C or better or appropriate placement score

MAT 088 Developmental Beginning Algebra I 2 credits

This course in introductory algebra of the real number system is designed for students who have little to no background in algebra. Topics covered include linear equations and inequalities, functions, graphing linear equations and solving systems of linear equations. This course is not designed for transfer credit, and credit will not be given toward an associate degree. **14** (2 lecture hours)

Prerequisite: MAT 082 with a minimum grade of C or appropriate placement score

MAT 092 Developmental Beginning Algebra II 2 credits

This course in introductory algebra of the real number system is designed for students who have little to no background in algebra. Topics covered include operations on polynomials, factoring, graphing and the algebra of functions. **14** (2 lecture hours)

Prerequisite: MAT 088 with a minimum grade of C or appropriate placement score

MAT 093 Developmental Geometry 3 credits

This is a course in the fundamental concepts of geometry for students whose background does not include the one year of high school geometry necessary for the pursuit of college-level courses in mathematics. Undefined terms, axioms and postulates, theorems, the properties of congruence and similarity, ratio and proportion, area, perimeter and volume are examined in the appropriate context of plane or solid geometry with attention given to inductive, deductive and indirect proofs and problem-solving. This course is not designated for transfer credit, nor will credit be given toward an associate degree. **14** (3 lecture hours)

Prerequisite: MAT 091 with a minimum grade of C or appropriate placement score

MAT 094 Developmental Intermediate Algebra I 2 credits

This course in intermediate algebra of the real number system is designed for students who have some background in algebra, either high school algebra or MAT 092, but who still lack the preparation needed to study math courses beyond MAT 096. Topics covered include the algebra of rational expressions, radicals and rational exponents, and the complex number system. This course is not designed for transfer credit, nor will credit be given toward an associate degree. **14** (2 lecture hours)

Prerequisite: MAT 092 with a minimum grade of C or appropriate placement score

MAT 096 Developmental Intermediate Algebra II 2 credits

This course in intermediate algebra of the real number system is designed for students who have some background in algebra, either high school algebra or MAT 094, but who still lack the preparation needed to study math courses beyond MAT 096. Topics covered include absolute value equations and inequalities, quadratic functions and their graphs and exponential and logarithmic functions. This course is not designed for transfer credit, nor will credit be given toward an associate degree.

14 (2 lecture hours)

Prerequisite: MAT 094 with a minimum grade of C or appropriate placement score

MAT 097 Preparatory Math for General Education Math II 3 credits

This course is the second part of a two-part course for non-math and non-science majors that integrates numeracy, proportional reasoning, algebraic reasoning, and functions. Students continue to develop conceptual and procedural tools that extend numeric ideas into algebraic and graphical representations, that further algebraic concepts, and that utilize statistics and modeling. Throughout the course, college success content is integrated with mathematical topics. Credit earned does not count toward any degree, nor does it transfer. Upon successful completion of the course, students may take MAT 094, MAT 104, MAT 105 or MAT 141. **14** (3 lecture hours)

Prerequisite: MAT 087 with grade of C or better or appropriate placement score

MAT 104 General Education Mathematics 3 credits

This course focuses on mathematical reasoning and the general mathematical skills needed to solve real-life problems. The course includes an in-depth study of the nature of problem solving, set theory, the mathematics of finance and counting techniques and probability. This course is not a prerequisite for any other college mathematics course. **11** (3 lecture hours) IAI: M1 904

Prerequisite: MAT 096 with a minimum grade of C or MAT 097 with a minimum grade of C or appropriate placement score AND one year of high school geometry or MAT 093 with a minimum grade of C

MAT 105 Quantitative Literacy 3 credits

This course provides the basic numeracy needed by a college graduate to estimate and reason about quantities, their magnitudes and their interrelationships. Topics include representing and analyzing data using graphs, descriptive statistics and regression analysis and using polynomial, exponential and logistic functions and systems of equations and inequalities to model and solve real-world problems. Graphing calculators and/or computers are utilized as tools. This course is not a prerequisite for any other college mathematics course. **11** (3 lecture hours) IAI: M1 901

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score AND one year of high school geometry or MAT 093 with a minimum grade of C

MAT 113 College Algebra 4 credits

This course centers on the exploration of various algebraic functions, including polynomial, rational, exponential and logarithmic functions. The properties, graphs and inequalities of these functions are analyzed and applications of their use are studied. Other topics include systems of equations, matrices, conic sections, sequences and series. **11** (4 lecture hours)

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score AND one year of high school geometry or MAT 093 with a minimum grade of C

MAT 120 Trigonometry 3 credits

In this course the trigonometric functions are defined, important relationships between them are established and their graphs are studied in detail. The inverse trigonometric functions are defined, trigonometric equations are solved and identities are proved. The course material will be applied to solve a variety of problems. **11** (3 lecture hours)

Prerequisite: MAT 113 with a minimum grade of C or appropriate placement score

MAT 130 Calculus for Business and Social Science 4 credits

This course is an introduction to the calculus of polynomial, exponential and logarithmic functions with emphasis on applications relative to business management, economics and social science. **11** (4 lecture hours) IAI: M1 900-B

Prerequisite: MAT 113 with a minimum grade of C or appropriate placement score

MAT 131 Calculus and Analytic Geometry I 5 credits

This is the first course of a three-semester sequence. Topics may include (but are not limited to): limits and continuity; definition of derivative; derivatives of polynomial and rational functions; the chain rule; implicit differentiation; approximation by differentials; higher order derivatives; Rolle's Theorem; Mean Value Theorem; derivative applications; anti-derivatives; definite integrals; the Fundamental Theorem of Calculus; area, volume and other applications of the integral. **11** (5 lecture hours) IAI: M1 900-1; MTH 901

Prerequisite: MAT 113 and MAT 120 with minimum grades of C or appropriate placement score

MAT 132 Calculus and Analytic Geometry II 5 credits

This continuation of MAT 131 is the second course in a three-semester sequence. Topics include (but are not limited to): arc length, surface area and physics applications of the integral; the calculus of trigonometric, logarithmic, exponential and hyperbolic functions; logarithmic differentiation; techniques of integration including integration by parts, by partial fractions, by trigonometric substitution, by tables, by computer algebra systems and by numerical methods; improper integrals; introduction to differential equations; conic sections; rotation of axes; polar coordinates; the calculus of polar functions; infinite sequences and series; convergence tests; power series, with special emphasis on the Taylor Series; and applications of power series. **11** (5 lecture hours) IAI: M1 900-2; MTH 902

Prerequisite: MAT 131 with a minimum grade of C

MAT 140 Finite Mathematics 4 credits

This course is a study of elementary set theory, partitions and counting, probability, vectors and matrices, linear programming, Markov chains and other applications. **11** (4 lecture hours) IAI: M1 906

Prerequisite: MAT 113 with a minimum grade of C or appropriate placement score

MAT 141 Introductory Statistics 4 credits

This introductory course in statistics focuses on statistical reasoning and its use in solving real-world problems and in interpreting results reported in journals and through popular media. The content includes the following: basic descriptive statistics, basic probability theory, random variables and probability distributions, sampling distributions for statistics, statistical inferences involving confidence interval estimation and hypotheses testing for means, standard deviations and proportions, correlation and regression. **R, 11** (4 lecture hours) IAI: M1 902; BUS 901

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score AND one year of high school geometry or MAT 093 with a minimum grade of C

MAT 161 Computer Programming and Applications for Engineers 4 credits

This is a beginning course in problem solving using computers, covering problem formulation, algorithm development and coding in a high level structured programming language. Sources of error in numerical computations and fundamental numerical algorithms are discussed. Among the algorithms are those for numeric integration, numeric differentiation, root finding, the solving of systems of linear equations and solving differential equations. **11** (3 lecture hours and 2 laboratory hours)

Prerequisite: MAT 131 with a minimum grade of C

MAT 215 Introduction to Linear Algebra 3 credits

This course explores the topics of systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. This course is intended for mathematics majors and is a field elective for engineering students. This course is not intended to replace a more complete junior-senior-level linear algebra course. **11** (3 lecture hours) IAI: MTH 911

Prerequisite: MAT 132 with a minimum grade of C

MAT 220 Discrete Structures 3 credits

This is an introductory course in the concepts and methods of discrete mathematics. Included are discussions of sets, relations, functions, mathematical induction and combinatorial enumeration, as well as an algorithm-oriented introduction to graph theory and linear recurrence relations. **11** (3 lecture hours) IAI: M1 905

Prerequisite: MAT 113 with a minimum grade of C

MAT 233 Calculus and Analytic Geometry III 4 credits

This continuation of MAT 132 completes the three-semester calculus sequence. Topics include (but are not limited to) the development and discussion of functions whose domain and/or range involve multiple variables; vector-valued functions and their derivatives and integrals, including calculations of arc length, curvature, and

velocity and acceleration along a curve; real-valued functions of several variables and their derivatives and integrals, including partial and directional derivatives, tangent planes, gradients, Lagrange multipliers and double and triple integrals with applications to mass and center of gravity; and conservative and non-conservative vector fields with associated line and surface integral calculations and Green's Theorem. **11** (4 lecture hours) IAI: M1 900-3; MTH 903

Prerequisite: MAT 132 with a minimum grade of C

MAT 235 Differential Equations 4 credits

This is a study of techniques and applications of ordinary differential equations. Methods for solving first-order equations of type separable, exact and homogeneous are presented. Higher-order linear differential equations are treated using reduction of order, undetermined coefficients, variation of parameters, Laplace transforms and power series. Systems of differential equations with applications are also included. **11** (4 lecture hours) IAI: MTH 912

Prerequisite: MAT 233 with a minimum grade of C

MAT 242 Mathematical Probability and Statistics 4 credits

This course provides a calculus-based approach to theories of probability and statistics, while reinforcing mathematical reasoning and problem solving skills. Topics discussed include descriptive methods; basic probability theory; discrete random variables and their probability distributions; continuous random variables and their probability distributions; sampling distributions for statistics; development of estimators and confidence intervals; hypotheses testing for means, proportions and standard deviations; one-way analysis of variance; correlation and simple linear regression. **11** (4 lecture hours) IAI: M1 902

Prerequisite: MAT 130 or MAT 132 with a minimum grade of C

MAT 251 Mathematics for Elementary Teachers I 3 credits

This is the first course of a two-semester sequence. The sequence is a systematic study of the mathematics content basic to contemporary mathematics programs in the elementary schools. Topics in the first semester include NCTM standards, sets, logic, problem solving, systems of numeration, whole numbers, integers, rational numbers and real numbers, sentences in one and two variables, geometry, measurement, introduction to statistics, introduction to probability and the use of technology. **11** (3 lecture hours)

Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score AND one year of high school geometry or MAT 093 with a minimum grade of C

MAT 252 Mathematics for Elementary Teachers II 3 credits

This course is a continuation of MAT 251. Topics in the second course include: ratios and proportions, sentences in one and two variables, geometry, measurement, an introduction to probability and statistics and the appropriate use of technology. **11** (3 lecture hours) IAI: M1 903

Prerequisite: MAT 251 with a minimum grade of C

MEDICAL CODING SPECIALIST

MCS 110 Health Information Management 3 credits

This course gives students the basis for learning about all hospital and ancillary records and how those records are applied to the coding department. Students pull documentation from medical records and apply the information to the coding department for charge billing. They verify information and query physicians regarding outstanding documentation. Students learn the rules and regulations regarding HIPAA and compliance. **R, 12** (3 lecture hours)

Prerequisite: Admission to the Medical Coding Specialist program and HLT 109 with a minimum grade of C

MCS 125 Anatomy and Physiology for Coders 3 credits

This course presents anatomy in its proper context relating to coding professionals. Topics include all organ systems and how they relate to the coding environment. All major body systems are identified and examined as they relate to disease processes. **12** (3 lecture hours)

Prerequisite: Admission to the Medical Coding Specialist program and HLT 109 with a minimum grade of C

MCS 140 HIM for Electronic Health Records 3 credits

This course presents an electronic health records system used by the medical profession. This system is utilized for all documentation from financial information sheets to lab results. Students learn to use, manage and update the system in order to input documentation and complete chart auditing through electronic health records. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: MCS 110 with a minimum grade of C

MCS 152 Pharmacology for Coders 3 credits

This course is an interdisciplinary approach to pharmacology for health professionals. Basic concepts pertaining to drug regulation and use are discussed. In addition, drugs utilized for various body systems and diseases are discussed. **R, 12** (3 lecture hours)

Prerequisite: MCS 125 with a minimum grade of C

MCS 160 Pathophysiology for Coders 3 credits

This course covers the concepts and processes of pathophysiology as they relate to health information professionals. The pathophysiology of specific diseases and disorders are identified and related to their specific anatomic body system. This course covers the co-relation of body systems and organs to their various disease processes. **R, 12** (3 lecture hours)

Prerequisite: MCS 125 with a minimum grade of C

MCS 213 CPT Coding I 3 credits

This course is an introduction to Current Procedural Terminology (CPT) coding. CPT coding is the means in which written medical documentation is converted to a five-digit numeric code. This course focuses on modifier assignments and Evaluation and Management Coding. **R, 12** (3 lecture hours)

Prerequisite: MCS 125 with a minimum grade of C
Corerequisite: MCS 219

MCS 219 ICD-10-Coding I 3 credits

This course introduces students to ICD-10-Coding I and documentation. Students become proficient in interpreting the physician's written documentation and converting said documentation to diagnosis codes. Students learn the guidelines for coding diseases and medical procedures. **R, 12** (3 lecture hours)

Prerequisite: MCS 110 with a minimum grade of C and MCS 125 with a minimum grade of C.

MCS 221 Evaluation and Management Coding 3 credits

Students are introduced to Evaluation and Management coding concepts and procedures. Students gain skills in different components of E and M in accordance with CPT coding. Reimbursement and proper documentation are also discussed. **R, 12** (3 lecture hours)

Prerequisite: MCS 223 with a minimum grade of C

MCS 223 CPT Coding II 3 credits

This course is a continuation of MCS 213. Students learn to convert surgical, radiology, pathological, laboratory and medical procedures into five-digit numeric codes. Students are also introduced to HCPCS coding and their place in Medicare coding and billing. **R, 12** (3 lecture hours)

Prerequisite: MCS 213 with a minimum grade of C

Corequisite: MCS 229

MCS 229 ICD-10-Coding II 3 credits

This course is a continuation of MCS 219. It teaches students methods to accurately code diseases and injuries. Students convert the physician's written diagnosis into a three to seven-digit numeric code. Students learn advanced guidelines for the acute care environment. **R, 12** (3 lecture hours)

Prerequisite: MCS 219 with a minimum grade of C

MCS 232 Medical Insurance Billing and Reimbursement 3 credits

This course introduces students to the billing process. It allows students to apply coding knowledge to billing strategies. Also, this course teaches students to analyze claim forms and Explanation of Benefits forms (EOBs). **R, 12** (3 lecture hours)

Corequisite: MCS 223 and MCS 229

MCS 250 Hospital – Medical Coding Internship 3 credits

This course provides students with the opportunity to intern in a hospital. It provides supervised work experience coordinated with a health care systems related employer. A minimum of 225 hours of internship time is required for three credit hours. **R, 12** (15 laboratory hours)

Prerequisite: MCS 223 with a minimum grade of C and MCS 229 with a minimum grade of C

Corequisite: MCS 232

MCS 251 Certificate Internship 3 credits

This course allows students to experience the coding world in the health care environment. Students intern at both hospital and clinical locations for a total of 225 hours. This course should be taken by students seeking the Medical Coding Specialist certificate. **12** (15 laboratory hours)

Prerequisite: MCS 223 with a minimum grade of C and MCS 229 with a minimum grade of C

MCS 252 Clinic – Medical Coding Internship 3 credits

This course provides students with the opportunity to intern in a clinic setting. It provides supervised work experience coordinated with a health care systems related employer. A minimum of 225 hours of internship time is required for three credit hours. **R, 12** (15 laboratory hours)

Prerequisite: MCS 223 with a minimum grade of C and MCS 229 with a minimum grade of C

Corequisite: MCS 232

MUSIC

MUS 100 Fundamentals of Music 3 credits

This course provides the background to interpret and understand the language of music. It consists of a study of notation of melody, rhythm and meter, simple harmony and musical terminology. It is designed for music majors with insufficient background in music theory and for non-music majors. **M1, 11** (3 lecture hours)

MUS 101 Music Theory I 4 credits

Music Theory I is a study of the fundamentals of music and musicianship. Written harmony, analysis, sight singing, ear training, diction and keyboard skills are studied. Topics include scales and key signatures, intervals, rhythmic notation and meter, clefs, construction of melodic lines, triads, non-harmonic tones and voice leading in four-part writing. **M1, 11** (4 lecture hours)

Prerequisite: MUS 100, MUS 120 or equivalent

MUS 102 Music Theory II 4 credits

Music Theory II is the second course in the Theory sequence. This course includes written harmony, Roman numeral analysis, harmonic progressions, modulations, the dominant 7th chord, non-dominant 7th chords, secondary dominant chords of all types and song forms. Aural skills (sight singing, melodic and harmonic dictation, keyboard experience) continue to be developed. **M1, 11** (4 lecture hours)

Prerequisite: MUS 101 or equivalent

MUS 104 Music Appreciation 3 credits

This course is designed to promote an appreciation of music and the habit of intelligent listening. Basically designed for students with little or no previous musical experience, students begin by learning musical terms, definitions, etc. Music is then presented in a historical perspective with an emphasis on prominent composers and musical periods/styles. Ideas, customs and political climates in relation to each musical period are examined. Outside classroom concert attendance is required. Students study each period of music history by reading, recordings, films, concerts and live class performances. **R, W1, 11** (3 lecture hours) IAI: F1 900

MUS 108 Music in America 3 credits

The course presents major musical achievements and significant works by American composers and musicians, spanning a wide range of styles including but not limited to classical music, country, blues, jazz, soul and rock. Music in America is an overview

of how our diverse heritage has shaped our music and how our unique music reflects our history as well as American culture. The course is available to all students with an interest in American music and would also be appropriate for pop musicians as well as classical musicians who wish to expand their knowledge of American musical styles. Concert attendance outside of class time is required. **R, W1, 11** (3 lecture hours) IAI: FI 904

MUS 110 College Choir 1 credit

The college choir is open to anyone with some singing ability. Emphasis is placed upon improving musicianship as well as quality performance. Many varied styles of choral literature are studied and performed at the end of each semester. This course may be repeated for a maximum of four semester hours. An audition is required during the first week of class. **11** (3 laboratory hours)

MUS 111 Madrigal Singers 1 credit

This is a selected mixed vocal ensemble which studies and presents quality madrigal and entertainment literature. Several public performances are given during the semester. This course may be repeated for a maximum of four semester hours. An audition is required during the first week of class. **11** (3 laboratory hours)

MUS 112 Band 1 credit

This is an instrumental ensemble intended to provide an opportunity for students to continue their instrumental pursuits through contact with the highest quality of music. The ensemble performs publicly whenever possible as well as for various activities. This course may be repeated for a maximum of four semester hours. **11** (3 laboratory hours)

Prerequisite: Open to all concert band instrumentalists

MUS 113 Jazz Band 1 credit

This is a select instrumental ensemble. The ensemble rehearses and performs a variety of big band arrangements, both jazz and rock. The jazz band performs publicly several times each year. The jazz band performs several times a year at various public venues. This course may be repeated for a maximum of four semester hours. **11** (3 laboratory hours)

*Prerequisite: Open to all performers on trumpet, trombone and saxophone.
Rhythm performers (piano, guitar, bass, drums) by permission of the instructor*

MUS 114 Orchestra 1 credit

This is a string, wind and percussion ensemble intended to provide an opportunity for members of the college community to continue their instrumental pursuits through contact with the highest quality orchestral literature. The orchestra stresses performances of 17th- through 20th-century compositions. This course may be repeated for a maximum of four semester hours. It is open to all orchestral instrumentalists. **11** (3 laboratory hours)

MUS 115 Improvisational Jazz 1 credit

This course is a select instrumental/vocal ensemble. Musicians who wish to develop and improve their improvisational skills will enjoy this course. This ensemble strives to

develop a high degree of professionalism and perform publicly several times in the semester. Students who wish to develop their skills to a higher level may enroll in this course four times. **11** (3 laboratory hours)

Prerequisite: Open to all performers by permission of the instructor

MUS 120 Class Piano I 2 credits

Class Piano I involves group instruction for those who have little or no previous experience playing the piano, including non-keyboard music majors and elementary education majors as well as others. Materials are structured to correlate those keyboard skills, techniques and understandings basic to comprehensive keyboard musicianship at the early level of study. Classes will be held in LLCC's Yamaha Clarinova lab. **11** (2 lecture hours)

MUS 121 Class Piano II 2 credits

This course is a continuation of Class Piano I. Topics include using the pedals, dotted rhythm patterns, intervals through the octave, building major scales and key signatures, compound meter, minor five finger patterns and triads and more harmonization with primary chords. Materials are structured to correlate those keyboard skills, techniques and understanding basic to comprehensive keyboard musicianship at this early level of study. **M1, 11** (2 lecture hours)

Prerequisite: MUS 120 or equivalent

MUS 128 Class Guitar 1 credit

This course is designed to introduce students to correct hand positions, reading simple music at sight, playing chord accompaniments, developing knowledge of rhythm, meter and music fundamentals. Students learn skills which they may apply to the music of their choice. **M1, 11** (2 laboratory hours)

MUS 131 Private Applied Music – Instrumental 1 credit

This course provides instruction for those desiring to improve their instrumental skills whether for personal enrichment or as a music major's secondary performance area. The course consists of a one-half hour (30-minute) lesson per week. A minimum of five hours practice per week is required. A recital performance is suggested; a juried exam is required for music majors and for those desiring to advance to the 231 level as a music major. **11** (2 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities

Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 132 Private Applied Music – Vocal 1 credit

This course provides instruction for those desiring to improve their vocal skills whether for personal enrichment or as a music major's secondary performance area. The course consists of a one-half hour (30-minute) lesson per week. A minimum of five hours practice per week is required. A recital performance is suggested; a juried exam is required for music majors and for those desiring to advance to the 232 level as a music major. **11** (2 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 133 Private Applied Music – Keyboard 1 credit

This course provides instruction for those desiring to improve their keyboard skills whether for personal enrichment or as a music major's secondary performance area. The course consists of a one-half hour (30-minute) lesson per week. A minimum of five hours practice per week is required. A recital performance is suggested; a juried exam is required for music majors and for those desiring to advance to the 233 level as a music major. **11** (2 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 201 Music Theory III 4 credits

This course is an advanced study of the fundamentals of music and musicianship. Students continue to develop their skills in sight singing, ear training, diction, keyboard, analysis, written harmony and original composition. Topics include borrowed chords, ninth, eleventh and thirteenth chords, the neopolitan sixth chord, augmented sixth chords, altered dominant chords and chromatic mediant chords. **M1, 11** (4 lecture hours)

Prerequisite: MUS 102 or equivalent

MUS 202 Music Theory IV 4 credits

Music Theory IV is the fourth course in the Theory sequence. This course is an advanced study of the fundamentals of music. Topics include an introduction to 18th century counterpoint including the two-part invention, the fugue, 19th century classical forms and 12th century writing techniques. Aural skills (sight singing, melodic and harmonic dictation, keyboard experience) continue to be developed. This course also includes musical composition. **M1, 11** (4 lecture hours)

Prerequisite: MUS 201 or equivalent skills

MUS 204 Survey of Music History and Literature 3 credits

This course is designed as an introduction to the standard concert repertory, through intensive guided listening and elementary score-reading. Representative selections by major composers of each era are chosen to illustrate the characteristics styles, techniques, forms and performance practices of vocal and instrumental music. The course covers principally Western Civilization music from the Renaissance to the present. **R, M1, 11** (3 lecture hours)

Prerequisite: MUS 101 or equivalent

MUS 220 Class Piano III 2 credits

This course is a continuation of Class Piano II. Topics include sixteenth notes, triplets, cut time, scale fingering, triads in inversion and dominant seventh chords. Materials are structured to correlate those keyboard skills, techniques and understandings basic to comprehensive keyboard musicianship at this intermediate level of study. **M1, 11** (2 lecture hours)

Prerequisite: MUS 121 or equivalent

MUS 221 Class Piano IV 2 credits

This course is a continuation of Class Piano III. Topics include syncopation, the "jazz feel," augmented and diminished triads, substitute chords, major and minor seventh chords and chromatic, pentatonic, whole tone and blues scales. Materials are structured to correlate those keyboard skills, techniques and understandings basic to comprehensive keyboard musicianship at this late elementary level of study. **M1, 11** (2 lecture hours)

Prerequisite: MUS 220 or equivalent

MUS 231 Private Applied Music – Instrumental 2 credits

This course provides instrumental instruction for music majors planning to continue music studies at a baccalaureate institution. A one-hour lesson is scheduled each week. Students are expected to practice a minimum of ten hours per week. Jury examination and recital performance are required. Faculty assessment takes place at the first lesson to determine if the student has the skills necessary for baccalaureate study. **11** (4 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities

Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 232 Private Applied Music – Vocal 2 credits

This course provides vocal instruction for music majors planning to continue music studies at a baccalaureate institution. A one-hour lesson is scheduled each week. Students are expected to practice a minimum of ten hours per week. Jury examination and recital performance are required. Faculty assessment takes place at the first lesson to determine if the student has the skills necessary for baccalaureate study. **11** (4 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities

Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 233 Private Applied Music – Keyboard 2 credits

This course provides keyboard instruction for music majors planning to continue music studies at a baccalaureate institution. A one-hour lesson is scheduled each week. Students are expected to practice a minimum of ten hours per week. Jury examination and recital performance are required. Faculty assessment takes place at the first lesson to determine if the student has the skills necessary for baccalaureate study. **11** (4 laboratory hours)

Prerequisite: Arrangements must be made with the Arts and Humanities

Office prior to registration in the course by calling 217.786.2318 between 8 a.m. and 5 p.m. on weekdays.

Note: In addition to tuition, this course requires a fee of \$250 per credit hour.

MUS 299 Special Topics in Music 1-4 credits

This course is an in-depth study of different areas of music presented using a variety of methods with an emphasis upon methods that use student-centered learning

including discussion, projects, problem solving and performance. Credit is variable (1 to 4 credits) depending on the topic and requirements. This course may be lecture, laboratory or a combination. **Varies by course, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by topic

BASIC NURSE ASSISTANT

NAS 101 Basic Nurse Assistant 6.5 credits

This course is designed to prepare students seeking employment as assistants to nurses in nursing homes, hospitals and home health care settings. It includes both classroom instruction and clinical experience. Students successfully completing the program will have met state requirements for working in long-term nursing facilities and are eligible to take the required IDPH Nurse Aide Competency exam. **12** (5.5 lecture hours and 2 laboratory hours)

Prerequisite: A minimum Accuplacer placement Reading test score of 60.

Note: Students are required to have a physical exam and two negative TB skin tests before they are allowed into the clinical area. Students must be present the first day of class.

NEURODIAGNOSTIC TECHNOLOGY

NDT 101 Introduction to Neurodiagnostics 4 credits

This course provides the foundation necessary for entry into healthcare and an orientation to the NDT program. Students learn basic patient care skills and principles of NDT. Students also have an introduction to neurological disorders. **R, W1, 12** (3.5 lecture hours and 1 laboratory hour)

Prerequisite: Admission to the program

Corequisite: NDT 102 and NDT 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 102 Basic NDT Techniques 3 credits

This course focuses on the fundamentals of neurodiagnostics, specifically EEG. The recognition of normal, abnormal and artifactual patterns are emphasized. Students learn to complete basic EEG recordings, including activation and monitoring procedures. **R, W1, 12** (3 lecture hours)

Prerequisite: Admission to the program

Corequisite: NDT 101 and NDT 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

NDT 103 NDT Instrumentation 3 credits

This course is designed to provide a detailed overview of digital EEG equipment. Basic electrical concepts are discussed as well as digital filtering and polarity convention. Students also learn how to use instrumentation to alter the EEG. **R, W1, 12** (3 lecture hours)

Prerequisite: Admission to the program

Corequisite: NDT 101 and NDT 102

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

NDT 104 Clinical Correlations in NDT 4 credits

This course focuses on neurological disorders and the EEG correlates. Medications and various conditions that affect the nervous system are covered. Emphasis is placed on pattern recognition, problem solving and record evaluation. **R, W1, 12** (4 lecture hours)

Prerequisite: NDT 101 with a minimum grade of C, NDT 102 with a minimum grade of C and NDT 103 with a minimum grade of C

Corequisite: NDT 109 and NDT 205

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 109 NDT Clinical Practice I 3 credits

This course focuses on application of skills learned in the classroom setting. Students receive one-on-one supervision by a clinical instructor. Emphasis is on EEG recordings following ACNS Guidelines and lab protocols. Students are in a clinical setting two days for 16 hours a week for a minimum total of 256 hours. **R, W1, 12** (6 laboratory hours)

Prerequisite: NDT 101 with a minimum grade of C, NDT 102 with a minimum grade of C and NDT 103 with a minimum grade of C

Corequisite: NDT 104 and NDT 205

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 110 NDT Clinical Practice II 4 credits

This course focuses on clinical EEG skills and application of information learned in the classroom setting. Emphasis is on pattern recognition and decision-making during the recording. Students receive one-on-one supervision by a clinical instructor. Students are in a clinical setting for 32 hours a week, for a minimum of 256 hours. **R, W1, 12** (15 laboratory hours) This course focuses on clinical EEG skills and application of information learned in the classroom setting. Emphasis is on pattern recognition and decision-making during the recording. Students receive one-on-one supervision by a clinical instructor. Students are in a clinical setting for 32 hours a week, for a minimum of 256 hours. **R, W1, 12** (8 laboratory hours)

Prerequisite: NDT 104 with a minimum grade of C and NDT 109 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 203 NDT Capstone 2 credits

This course emphasizes preparation for the national registry exam in EEG. An oral/practical exam and comprehensive exams are completed. The course prepares NDT students to be successful and productive members of the allied health workforce. **R, W1, 12** (2 lecture hours)

Prerequisite: NDT 209 with a grade of pass

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 205 NDT Neuroanatomy 3 credits

This course provides basic knowledge of the anatomy and physiology of the human nervous system. Emphasis is on neuroanatomical structures, cranial nerves and the cerebrospinal fluid. Neuropathology as it relates to neurodiagnostics is also covered.

R, W1, 12 (3 lecture hours)

Prerequisite: NDT 101 with a minimum grade of C, NDT 102 with a minimum grade of C and NDT 103 with a minimum grade of C

Corequisite: NDT 104 and NDT 109

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 206 Electrodiagnostics 4 credits

This course focuses on recording information utilizing specific electrodiagnostic techniques. It provides introductory level information about the various procedures required to perform in a clinical neurodiagnostic setting. This includes evoked potentials, intra-operative monitoring and polysomnography. **R, W1, 12** (3.5 lecture hours and 1 laboratory hour)

Prerequisite: NDT 110 with a grade of pass

Corequisite: NDT 209

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 209 NDT Clinical Practice III 3 credits

This course focuses on additional clinical experience opportunities. Students record routine and bedside EEGs with minimal supervision. Students gain clinical experience in polysomnography and evoked potentials. Opportunities are presented for students to observe and perform a variety of diagnostic procedures. Students are in a clinical setting 16 hours a week, with a minimum of 256 hours. **R, W1, 12** (15 laboratory hours)

Prerequisite: NDT 110 with a grade of pass

Corequisite: NDT 206

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

NDT 210 NDT Clinical Practice IV 5 credits

This course focuses on a variety of clinical experience opportunities. Students record EEGs with minimal supervision. Bedside recordings are performed with another student. Opportunities for EP, LTM, and IOM are incorporated. Students are in a clinical setting 16 hours a week with a minimum 256 total hours. **R, W1, 12** (6 laboratory hours)

Prerequisite: NDT 206 with a minimum grade of C and NDT 209 with a grade of pass

Corequisite: NDT 203

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

OCCUPATIONAL THERAPY ASSISTANT

OTA 101 Introduction to Occupational Therapy 2 credits

This course provides an introduction to the profession of occupational therapy. The history and philosophy of the profession are presented with a focus on professional roles and responsibilities and standards of practice within a variety of treatment settings. Students are introduced to the Official Documents of the American Occupational Therapy Association and legislative acts that influence the practice of occupational therapy. **R, W2, M2, 12** (2 lecture hours)

Prerequisite: Admission to Occupational Therapy Assistant program

Corequisite: BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate and must show evidence of current CPR Certification for Healthcare Providers.

OTA 102 Therapeutic Media 3 credits

Students are introduced to occupational therapy media and its application to specific life tasks. Activity analysis and occupational activities are defined and explored. Students are introduced to assistive living technology and devices for activities of daily living. Students explore the fundamentals of treatment planning and activity adaptation. **R, W2, M2, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: Admission to the Occupational Therapy Assistant program

Corequisite: OTA 101 and BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 103 Occupational Therapy Assistant Theory I 4 credits

Students explore the occupational therapy process in relation to psychosocial concerns. Foundational skills for the evaluation and treatment of individuals in occupational therapy practice settings are developed through exploration of psychosocial dysfunction and problem based learning exercises. Students are introduced to assessment and treatment techniques utilized by occupational therapy assistants. **R, W2, M2, 12** (3 lecture hours and 2 laboratory hours)

Prerequisite: OTA 107 with a minimum grade of C

Corequisite: OTA 104, OTA 106 and BIO 176

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 104 Occupational Therapy Assistant Fieldwork I 3 credits

This course introduces occupational therapy assistant students to the clinical requirements of fieldwork experiences. Students participate in a variety of learning experiences to prepare them for observation and participation opportunities in clinical and community settings. Principles and practice of safety techniques in community and clinical settings are introduced. Students are required to complete a professional development evaluation and develop learning goals for the second year of coursework and field experiences. Students also participate in a community service project with Level II occupational therapy assistant students. **R, W2, M2, 12** (1 lecture hour and 4 laboratory hours)

Prerequisite: OTA 107 with a minimum grade of C

Corequisite: OTA 103, OTA 106 and BIO 176

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 105 Kinesiology 3 credits

This course provides students with an understanding of movement as a necessary component of much of human occupation. The course presents the active and passive structures involved in movement. Students explore biomechanical analysis, with application to biomechanical evaluation and intervention techniques used by occupational therapy practitioners. **R, W2, M2, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: OTA 103 with a minimum grade of C, OTA 104 with a minimum grade of C, OTA 106 with a minimum grade of C and BIO 176 with a minimum grade of C

Corequisite: OTA 200, OTA 201 and OTA 202

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 106 Sensory-Motor Function Across the Life Span 1 credit

Students learn about the various human body systems as they influence sensory and motor function, from the pre-natal period through old age. Implications for occupation throughout the life cycle are addressed. **R, W2, M2, 12** (1 lecture hour)

Prerequisite: OTA 107 with a minimum grade of C

Corequisite: OTA 103 and OTA 104

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 107 Documentation for OTAs 2 credits

This course provides the first-year occupational therapy assistant student with information and opportunities for the application of basic documentation skills and procedures used in the delivery of occupational therapy services. **12** (1 lecture hour and 2 laboratory hours)

Prerequisite: OTA 101 with a minimum grade of C and OTA 102 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 200 Occupational Therapy Assistant Clinical Skills 2 credits

This course presents problem-based learning cases to allow students to apply the Occupational Therapy Practice Framework to simulated practice situations. Students develop essential clinical reasoning skills and professional behaviors in preparation for participation in Level II fieldwork. This course also introduces students to equipment and procedures used in health care settings. **R, W2, M2, 12** (1 lecture hour and 2 laboratory hours)

Prerequisite: OTA 103 with a minimum grade of C, OTA 104 with a minimum grade of C, OTA 106 with a minimum grade of C and BIO 176 with a minimum grade of C

Corequisite: OTA 105 and OTA 201

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 201 Occupational Therapy Assistant Theory II 4 credits

Students study the principles and practices of occupational therapy for adults with physical disabilities. Students learn to apply various frames of reference and practice models relevant to occupational therapy for adults with physical disabilities. Additionally, this course presents the pathophysiology, etiology, clinical signs and implications for evaluation and intervention for various conditions seen in adult physical disabilities practice settings. **R, W2, M2, 12** (3 lecture hours and 2 laboratory hours)

Prerequisite: OTA 103 with a minimum grade of C, OTA 104 with a minimum grade of C, OTA 106 with a minimum grade of C and BIO 176 with a minimum grade of C

Corequisite: OTA 105, OTA 200 and OTA 202

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 202 Occupational Therapy Assistant Fieldwork II/Practicum I 4 credits

This course is the first in a sequence of three Level II placements; each of these placements provides supervised clinical experience in a different occupational therapy setting. It offers opportunities for occupational therapy assistant students to apply concepts and skills learned in prior and concurrent coursework. Students are expected to participate in all aspects of the occupational therapy process, including intervention planning, intervention implementation and documentation. Students are in a clinical setting for eight hours per day, three days per week. **R, W2, M2, 12** (8 laboratory hours)

Prerequisite: OTA 200 with a minimum grade of C

Corequisite: OTA 105 and OTA 201

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 203 Occupational Therapy Assistant Theory III 4 credits

This course covers the principles and practices of occupational therapy in acute care, out-patient and community-based settings. Students will become knowledgeable about the pathophysiology, etiology, clinical signs, assessment and therapeutic management of pediatric conditions, emphasizing a client-centered and occupation-based approach. **R, W2, M2, 12** (3 lecture hours and 2 laboratory hours)

Prerequisite: OTA 210 with a minimum grade of C

Corequisite: OTA 204

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 204 Occupational Therapy Assistant Fieldwork II/Practicum II 4 credits

This course is the second in a sequence of three Level II placements; each of these placements provides supervised clinical experience in a different occupational therapy setting. It offers opportunities for occupational therapy assistant students to apply concepts and skills learned in prior and concurrent coursework. Students are expected to participate in all aspects of the occupational therapy process, including intervention planning, intervention implementation and documentation. Students are in a clinical setting for eight hours per day, three days per week. **R, W2, M2, 12** (12 laboratory hours)

Prerequisite: OTA 210 with a grade of pass

Corequisite: OTA 203

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 205 Occupational Therapy Assistant Fieldwork III/Practicum III 6 credits

This course is the third in a sequence of three Level II placements; each of these placements provides supervised clinical experience in a different occupational therapy setting. It offers opportunities for occupational therapy assistant students to apply concepts and skills learned in prior and concurrent coursework. Students are expected to participate in all aspects of the occupational therapy process, including intervention planning, intervention implementation and documentation. Students are in a clinical setting for 8 hours per day, 4 days per week. **R, W2, M2, 12** (13 laboratory hours)

Prerequisite: OTA 204 with a grade of pass

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

OTA 210 Service Management 2 credits

This course provides second-year occupational therapy assistant students with essential information regarding the service management aspects of occupational therapy practice. The course covers both Standards of Practice from an occupational therapy perspective as well as requirements from external sources that affect the delivery of occupational therapy services, such as credentialing bodies and reimbursement sources. This course assists in preparing students for their final fieldwork experiences and the transition from school to employment. **R, W2, M2, 12** (2 lecture hours)

Prerequisite: OTA 105 with a minimum grade of C and OTA 201 with a minimum grade of a C and OTA 202 with a grade of pass

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

PRACTICAL NURSING

PCN 101 Practical Nursing I 8 credits

This course provides an introduction to the role of the practical nurse as a member of the health care team. The concepts of quality, safety, patient-centered care, evidence-based practice and technology are introduced. Basic therapeutic communication and the nursing process are presented and applied in the clinical setting. Consideration is given to the sociocultural, psychological and physical implications of illness for patients of various age groups with a focus on the adult. Theory, laboratory and clinical practice are correlated to prepare students to provide basic patient care. **R, W2, M1, 12** (3 lecture hours and 10 laboratory hours)

Corequisite: BIO 175 and EGL 101

PCN 102 Practical Nursing II 8 credits

This course continues to utilize the nursing process to care for patients with common health problems throughout the life span. The concepts of quality, safety, patient-

centered care, evidence-based practice, and technology are further developed. Theory, laboratory and clinical practice are correlated to prepare the student to provide safe, quality nursing care. **R, W2, M1, 12** (3 lecture hours and 10 laboratory hours)

Prerequisite: PCN 101 with a minimum grade of C

Corequisite: PSY 101 and BIO 176

PCN 103 Practical Nursing III 6 credits

This course further utilizes the nursing process with a focus on maternal/child nursing care and patients with mental health issues. Delegation, collaboration, professionalism and prioritization skills are emphasized. Opportunities are provided for supervised clinical experience as a member of the health care team, assuming the role of the practical nurse. **R, W2, M1, 12** (4 lecture hours and 4.5 laboratory hours)

Prerequisite: PCN 102 with a minimum grade of C, BIO 176 with a minimum grade of C, EGL 101 and PSY 101

Note: In addition to tuition, this course requires an additional testing fee of \$41.

PHILOSOPHY

PHI 201 Introduction to Logic 3 credits

Logic is the study of arguments, which are attempts to try to persuade someone to accept a given conclusion. English language arguments are translated into symbolic form, then using various rules and technical means, the arguments are tested to determine if the conclusion is justified given the available premises. These technical analyses include use of such tools as Venn diagrams, truth tables and deductive proofs. Three areas of logic are explored in detail: categorical logic, truth-functional logic and formal deduction. In addition, informal fallacies are studied in some detail, as well as some relevant aspects of language generally. This is primarily, though not exclusively, a technical course designed to improve ability to evaluate both deductive and inductive arguments. **R, 11** (3 lecture hours) IAI: H4 906

PHI 204 Introduction to Philosophy 3 credits

This is an introductory survey course in Western philosophy, from the ancient Greeks to contemporary thinking. The course explores numerous sub-disciplines within philosophy, including but not limited to metaphysics (study of reality), epistemology (study of knowledge), religion and belief in God, ethical theories of moral right and wrong, existentialism, political philosophy, and a section of Eastern thought (Hinduism, Buddhism, Taoism). This course deals with fairly high level abstraction on a routine basis. **R, 11** (3 lecture hours) IAI: H4 900

Prerequisite: EGL 101

PHI 205 Ethics: Morality and Contemporary Values 3 credits

Ethics is the study of morality, meaning various and competing views regarding right and wrong behavior. The first half of the course explores Western theories of morality from a secular (non-religious) perspective. The second half of the course is an application of those various moral theories to such diverse contemporary issues as abortion, euthanasia, death penalty, war, economic justice, stem cell research, sexual

behavior, the environment, animal rights and globalization. **R, 11** (3 lecture hours) IAI: H4 904

Prerequisite: EGL 101

PHI 210 World Religions 3 credits

This introductory course places heavy emphasis on Eastern religions, particularly Hinduism, Buddhism, Taoism and Confucianism. In each case, the central beliefs of each system are explored. In addition, given contemporary world events Islam is also examined in detail. Judaism and Christianity are explored in lesser detail. The course is not intended to compare these faiths, but rather to expose students to world views substantially different from that in mainstream U.S. religious thought. **R, 11** (3 lecture hours) IAI: H5 904N

Prerequisite: EGL 101

PHI 299 Special Topics in Philosophy 1-4 credits

This course is an in-depth study of different areas in Philosophy using a variety of methods with an emphasis upon methods that use student-centered learning including discussion, projects, problem solving and skills building. Credit is variable (1-4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **R, W1, 11** (4 lecture hours and 4 laboratory hours)

Prerequisite: Varies by topic

PHYSICS

PHY 100 Conceptual Physics 3 credits

This course is a one-semester course designed to introduce students to a wide range of topics in physics. Emphasis is on gaining conceptual understanding of the most important principles of the major areas of both classical and modern physics. Some quantitative problem solving also requires using mathematics at the level of high school algebra. **R, 11** (3 lecture hours)

Prerequisite: High school algebra or MAT 092 or appropriate placement score

PHY 101 General Physics I 4 credits

This is a non-calculus physics course designed primarily for students in general education and the life sciences curricula (biology, pre-medical, pre-dentistry, pre-veterinary, etc.). Mechanics, waves and heat are presented by lectures, demonstrations, films and laboratory experiments. **R, 11** (3 lecture hours and 3 laboratory hours) IAI: P1 900L

Prerequisite: Two years of high school algebra and high school trigonometry

PHY 102 General Physics II 4 credits

A continuation of PHY 101, the topics covered in this course include electricity, magnetism, optics and modern physics. **11** (3 lecture hours and 3 laboratory hours)

Prerequisite: PHY 101 or equivalent

PHY 201 Physics I 4 credits

This calculus-based course is designed to help fulfill the physics requirements for students pursuing advanced studies in engineering, mathematics or any analytic science. Mechanics constitutes the major part of the material covered. Emphasis is placed on problem-solving and conceptual understanding. **R, 11** (3 lecture hours and 3 laboratory hours) IAI: P2 900L

Prerequisite: MAT 131

PHY 202 Physics II 4 credits

This calculus-based course is designed to help fulfill the physics requirements for students pursuing advanced studies in engineering, mathematics or any analytic science. Heat, electricity and magnetism constitute the major parts of the material covered. Emphasis is placed on problem-solving and conceptual understanding. **11** (3 lecture hours and 3 laboratory hours) IAI: BIO 904; EGR 912

Prerequisite: PHY 201 or equivalent

PHY 203 Physics III 4 credits

This calculus-based course is designed to help fulfill the physics requirements for students pursuing advanced studies in engineering, mathematics or any analytic science. Waves, light, relativity, quantum mechanics and nuclear physics constitute the major parts of the material covered. **11** (3 lecture hours and 3 laboratory hours) IAI: EGR 914

Prerequisite: PHY 202 or equivalent

POLITICAL SCIENCE**POS 101 Introduction to American Politics 3 credits**

This is an overview of the American political system including the structure, functions and processes of our federal government. Emphasis is placed on current illustrations of the continuing interplay of forces which constitute our political system and the role of citizens within it. Successful completion of this course meets statutory requirements for teacher certification. **R, W1, 11** (3 lecture hours) IAI: S5 900, PLS 911

POS 102 Practical Politics 3 credits

This course is designed to bring students into more extensive contact with the American political system. Major emphasis is placed upon the decision making process at the various levels of the government and the input process at the various levels of the political system. The course is designed to provide students the opportunity to investigate and study in greater depth the input and output processes of the American political system. **R, W1, 11** (3 lecture hours)

POS 164 The United Nations 3 credits

This course is based around preparation for and participation in the regionally, nationally and internationally recognized Model United Nations simulation. Students become part of the LLCC delegation and conduct in-depth research into the assigned country and specific topic area. On the basis of this research, they write detailed

policy papers and participate in at least one major simulation where they present these proposals orally and participate in negotiations. This class has intensive reading and writing elements. **R, W1, 11** (3 lecture hours)

Prerequisite: POS 101 and permission of instructor

POS 165 Model Illinois Government 3 credits

Students prepare for the annual Model Illinois Government (MIG) simulation held in the Illinois Senate and House chambers. MIG is a role playing simulation that builds upon student preparation in parliamentary procedure, bill analysis, policy research, drafting legislation and debate. Examples of roles are senator, representative, lobbyist, journalist, legislative staff, leadership roles and budget analyst. This class has intensive reading and writing elements. **R, W1, 11** (3 lecture hours)

Prerequisite: POS 101 and permission of instructor

POS 201 State and Local Government 3 credits

POS 201 is a comparative study of state and local political systems with an emphasis on Illinois politics. Special attention is given to contemporary problems facing state and local governments, including federalism, education, crime, revenue, welfare and capacity to meet these issues. **R, W1, 11** (3 lecture hours) IAI: S5 902

POS 202 International Relations 3 credits

This course examines the factors shaping and influencing the relations among nation states and other transnational actors in the international system. Attention is given to crucial problems of contemporary international and transnational politics. **R, W1, 11** (3 lecture hours) IAI: S5 904N; PLS 912

POS 210 Principles of Political Science 3 credits

This course is an introduction to the scope and method of political science. This course familiarizes students with the subject matter of the discipline (and sub-disciplines) and the methodology of empirical research. It is a particularly valuable introduction for those students intending to major (or minor) in Political Science at a senior institution where courses of this nature are frequently a requirement. **R, W3, 11** (3 lecture hours)

POS 211 Introduction to Political Philosophy 3 credits

This course is designed as an introduction to Political Theory/Philosophy. The course is organized topically rather than being a chronological survey of "great thinkers." The course is organized into three main sections: great ideas, justifications for government and ideologies. Although a survey of great thinkers is not the primary intention of this course, students are introduced to numerous important philosophers in the Western canon from the classical to the very modern. Students gain sufficient familiarity with these thinkers to provide a foundation for further study. **R, W1, 11** (3 lecture hours) IAI: PLS 913

POS 220 Introduction to Comparative Political Systems 3 credits

A comparative examination of the political systems of selected countries in the Western and non-Western areas of the world is given. The course is designed as an

introduction to the study of comparative government and the application of techniques of political analysis. **R, W1, 11** (3 lecture hours) IAI: S5 905, PLS 914

POS 230 Introduction to Public Administration 3 credits

This course is an analysis of American public bureaucracy as a democratic institution. The theory and practice of public administration in the executive, legislative and judicial branches of government is examined. Decision-making in governmental bureaucracies is examined by viewing both the internal and external forces affecting public bureaucracies and their policies and structures. **R, W1, 11** (3 lecture hours)

POS 296 Independent Study in Political Science 1-4 credits

This course is for students with unique capabilities and unusual interests. It is designed cooperatively between students and the faculty advisor to guide students and evaluate progress. Project topics vary according to student interests and desires. Credit varies depending on such criteria as student needs, topic complexity, research strategies and depth and expected final project sophistication. **W1, 11** (4 lecture hours)

Prerequisite: Permission of instructor

POS 299 Problems in Political Science 1-4 credits

This course is an in-depth study of different areas of political science presented by discussion, individual research and reading. Topics vary each semester. Credit varies depending on such criteria as student needs, problem complexity, teaching strategies, student research depth and final paper or project sophistication. **W1, 11** (4 lecture hours)

Prerequisite: Permission of instructor

PHYSICAL SCIENCE

PSI 101 Physical Science 4 credits

This is a lecture-laboratory course for the non-science majors. The course includes the study of the terminology and basic concepts of the physical sciences such as chemistry, physics and astronomy. **R, W1, 11** (3 lecture hours and 2 laboratory hours) IAI: P9 900L

Prerequisite: MAT 092 or equivalent or appropriate placement score

PSYCHOLOGY

PSY 101 Introduction to Psychology 3 credits

Covering a wide range of content, this is an introductory course whereby human and animal behavior are explored from a scientific, psychological perspective. This includes examining behavior and its influences from a theoretical and applied basis. Perspectives include (but are not limited to) cognitive, emotional, social and biological domains. **R, W1, 11** (3 lecture hours) IAI: S6 900

PSY 147 Psychology of Women 3 credits

This course is a psychological approach to the study of the female, with emphasis on female psychobiology, sex-role acquisition, personality theories concerning women, and contemporary issues relating to women and their interaction with men. **R, W1, 11** (3 lecture hours)

PSY 201 Industrial Organizational Psychology 3 credits

An introduction to the field of Industrial Organizational Psychology, this course applies the science of psychology to study people at work. Course content relates to topics such as vocational selection and success, hiring and training procedures, job performance, motivation and leadership. Tools, theories and research methods used by industrial/organizational psychologists are examined, along with their relevance to the working lives of students, whatever their stage of career development may be. **R, W1, 11** (3 lecture hours)

Prerequisite: PSY 101 or equivalent introductory course to psychology

PSY 205 Biological Bases of Behavior 3 credits

Human and animal behavior are examined from a biological point of view. Behaviors such as emotions, memory, biological rhythms, depression and reactions to psychoactive drugs are viewed in terms of both their dependence on brain function and their adaptive significance for survival and reproductive success. Special attention is given to the evolution of social behavior. **R, W1, 11** (3 lecture hours)

Prerequisite: PSY 101

PSY 208 Personality Theory and Adjustment 3 credits

Focusing on the topic of personality, this course explores psychological theory and research related to thoughts, feelings and behaviors in humans, both adaptive and maladaptive. Personal characteristics are examined in terms of their development, stability and change across the life span. Biological, social, emotional and cognitive influences upon personality are studied. **R, W1, 11** (3 lecture hours)

Prerequisite: PSY 101

PSY 210 Educational Psychology 3 credits

This course examines psychological research and theory underlying educational practice. Theories and research concerning cognitive and social development, intelligence and exceptionalities, human learning and motivation, thinking and memory and assessment and testing are studied with emphasis on application for instruction and implications for educational reform. Emphasis is also placed on instructional techniques and diversity. **R, W1, 11** (3 lecture hours)

Prerequisite: PSY 101

PSY 211 Psychology of Social Behavior 3 credits

Studying the social factors that influence an individual's behavior and thoughts, this course takes a scientific perspective. A wide range of topics are examined, such as intrapersonal and interpersonal relationships, attitude formation and change,

aggression and altruism, prejudice and discrimination, and group processes. Theories and research are applied with relevance to students' lives and experiences. **R, W1, 11** (3 lecture hours)

Prerequisite: PSY 101

PSY 212 Human Sexuality 3 credits

This course is a study of psychological aspects of human sexual development, cultural influences, motivation and emotion, sex-role identification, values and decision making. **R, W1, 11** (3 lecture hours)

PSY 214 Introduction to Child Psychology 3 credits

This course is a scientific survey of child development from conception to adolescence. Biological, social and cultural factors that influence the development of behavior are studied with special emphasis on how these factors interact with each other. Theories of cognitive, emotional, and social development are also examined and evaluated. **R, W1, 11** (3 lecture hours) IAI: S6 903

Prerequisite: PSY 101

PSY 220 Human Development 3 credits

Biological, psychological and social aspects of human development throughout the life span are reviewed, from conception through death. Psychological theories and research on physical, emotional, cognitive and social development are used to understand the growth of the individual. Emphasis is placed on practical application of developmental principles and theories to explain human behavior. This course is designed as a foundation course for careers in educational, social, psychological and health care fields. **R, W1, 11** (3 lecture hours) IAI: S6 902

Prerequisite: PSY 101

PSY 250 Abnormal Psychology 3 credits

This course is designed to acquaint the student with the various forms of mental illnesses as well as the etiology, clinical picture, treatment modes currently in use, and preventative measures as applicable. Also covered are the current research in the field. **R, W1, 11** (3 lecture hours) IAI: PSY 905

Prerequisite: PSY 101

PSY 299 Special Topics in Psychology 1-4 credits

This course is an in-depth study of psychology topics beyond what is presented in other course offerings. It uses a variety of methods of instruction based on topic. Credit is variable (1-4 credits) depending on the topic and requirements. This course may be lecture, lab or a combination. **W1, 11** (4 lecture hours and 2 laboratory hours)

Prerequisite: Permission of instructor

ASSOCIATE DEGREE RADIOGRAPHY

RAD 100 Clinical Internship I 3 credits

This course provides clinical opportunities for students to practice patient care and radiographic procedures under the supervision of an ARRT-registered radiographer. Students practice radiographic and fluoroscopic procedures at a clinical site two full days per week for a total of 240 hours and begin clinical competency testing of procedures learned in class. **R, W1, 12** (6 laboratory hours)

Prerequisite: RAD 101 with a minimum grade of C and RAD 102 with a minimum grade of C and RAD 103 with a minimum grade of C

Corequisite: RAD 104 and RAD 110

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 101 Foundations of Radiologic Technology 2 credits

Students become oriented to the profession of radiologic technology and the imaging process. Primary topics emphasized in this course include patient relations and communication, the basic principles of radiography and radiation safety. Also addressed are basic medicolegal issues, the history of radiography and the current health care environment. Pre-clinical preparation covers the transition from classroom to clinic. **R, W1, M2, 12** (2 lecture hours)

Prerequisite: Admission to the RAD program

Corequisite: RAD 102 and RAD 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 102 Introduction to Patient Care and Clinical Practice 2 credits

This course presents basic patient care in preparation for clinical education. Communication topics include patient interactions, history taking, and the legal aspects of patient care. The technical aspects of patient care are also presented, including infection control, body mechanics, vital signs, aseptic technique, and CPR. Also presented is care of patients with special needs. **R, W1, M2, 12** (2 lecture hours)

Prerequisite: Admission to the RAD program

Corequisite: RAD 101 and RAD 103

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 103 Radiographic Procedures I 3 credits

This course presents an introduction to radiographic positioning and procedures. It covers patient care as provided during procedures. Covered are imaging of the chest, abdomen and upper and lower extremities. Emphasis is placed on patient positioning, anatomy, proper exposure technique, pathology and image evaluation. **R, W1, M2, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: Admission to the RAD program

Corequisite: RAD 101 and RAD 102

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 104 Radiographic Procedures II 6 credits

This course presents the next series of imaging procedures. It covers patient care as provided during procedures. Covered are imaging of the GI system, urinary/reproductive systems, shoulder region, pelvis and hip and lumbosacral spine. Emphasis is placed on patient positioning, anatomy, proper exposure technique, pathology and image evaluation. **R, W1, M2, 12** (4 lecture hours and 4 laboratory hours)

Prerequisite: RAD 101 with a minimum grade of C, RAD 102 with a minimum grade of C and RAD 103 with a minimum grade of C

Corequisite: RAD 100

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 105 Radiographic Procedures III 6 credits

This course presents a study of patient care during radiographic procedures of the cervical and thoracic spine, bony thorax, and cranium. It also covers pediatric and trauma radiography. Emphasis is placed on patient positioning, anatomy, proper exposure technique, pathology and image evaluation. **R, W1, M2, 12** (4 lecture hours and 4 laboratory hours)

Prerequisite: RAD 104 with a minimum grade of C

Corequisite: RAD 125

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 110 Principles of X-Ray Production 2 credits

This course covers the multiple energy transformations required for the production of x-radiation in medical imaging. Current radiographic equipment and emerging technology are discussed in detail. The properties of electromagnetic radiation, its control, and interaction with the body are included. **R, W1, M2, 12** (1 lecture hour and 2 laboratory hours)

Prerequisite: RAD 101 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 111 X-Ray Image Acquisition and Evaluation 2 credits

This course covers concepts involved with digital x-ray imaging. It includes image acquisition and the evaluation of image characteristics. Focus is placed on the correlation between total x-ray exposure and the effect on image quality. **R, W1, M2, 12** (1 lecture hour and 2 laboratory hours)

Prerequisite: RAD 110 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 125 Clinical Internship II 3 credits

This course provides clinical opportunities for students to complete their initial experiences with radiographic and fluoroscopic procedures. Students practice at a

clinical site two full days per week under the supervision of an ARRT-registered radiographer. Clinical competency testing continues on additional procedures learned in class. **R, W1, M2, 12** (6 laboratory hours)

Prerequisite: RAD 100 with a minimum grade of C and RAD 104 with a minimum grade of C

Corequisite: RAD 105 and RAD 111

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 200 Clinical Internship III 3 credits

This course provides clinical opportunities for students to practice patient care and radiographic procedures under the supervision of an ARRT-registered radiographer five full days per week. Students assume greater responsibility during exams, continue competency testing and begin working toward mastery of clinical practice. Students move to a new clinical site at mid-term. **R, W1, M2, 12** (7 laboratory hours)

Prerequisite: RAD 105 with a minimum grade of C and RAD 125 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 210 Radiation Biology 2 credits

This course provides students with an understanding of ionizing radiation and its effects on human beings. It includes the study of background radiation, biological effects of irradiation and methods of protecting both patient and radiographer from unnecessary exposure. Units of radiation measurement, dose-response relationships, dose limits and government regulations are covered in depth. **R, W1, M2, 12** (2 lecture hours)

Prerequisite: RAD 200 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 220 Comprehensive Patient Care in Imaging I 2 credits

This is the first of a two-course sequence providing an in-depth study of patient care required of a radiographer. Students participate in case studies involving patient assessment and communication, pathology, trauma, advanced imaging modalities, pharmacology and medical technology. Emphasis is placed on the integration of patient care and imaging. **R, W1, M2, 12** (1 lecture hour and 2 laboratory hours)

Prerequisite: RAD 200 with a minimum grade of C

Corequisite: RAD 210 and RAD 225

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 221 Comprehensive Patient Care in Imaging II 2 credits

This is the second of a two-course sequence providing an in-depth study of patient care required of a radiographer. Building on RAD 220, students learn to manage a wide-range of clinical scenarios by integrating knowledge of patient care, pathology,

imaging and medical technology. **R, W1, M2, 12** (1 lecture hour and 2 laboratory hours)

Prerequisite: RAD 220 with a minimum grade of C

Corequisite: RAD 250 and RAD 295

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 225 Clinical Internship IV 4 credits

This course provides clinical opportunities for students to provide patient care and perform radiographic procedures with minimal supervision from an ARRT-registered radiographer three full days per week. Students assume greater responsibility during exams, continue competency testing and document progress toward mastery of clinical practice. Clinical experience in other specialized imaging modalities and evening rotation are included. **R, W1, M2, 12** (9 laboratory hours)

Prerequisite: RAD 200 with a minimum grade of C

Corequisite: RAD 210 and RAD 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in district tuition rate.

RAD 250 Clinical Internship V 4 credits

This course provides clinical opportunities for the student to provide patient care and perform radiographic procedures with minimal supervision from an ARRT-registered radiographer three full days per week. Students assume maximum responsibility during exams, complete competency testing, and document mastery of clinical practice. Clinical experience in other advanced imaging modalities and evening rotation are included. **R, W1, M2, 12** (9 laboratory hours).

Prerequisite: RAD 225 with a minimum grade of C

Corequisite: RAD 221 and RAD 295

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RAD 295 Career Development 3 credits

Students prepare for their professional roles and employment by mastering the skills of career planning, resume and portfolio writing, and interviewing. The impact of medicolegal considerations on the practice of radiography is covered in detail. Also included are the health care delivery system, management of the radiology department, working with students, quality assurance, professional organizations and credentialing. **R, W1, M2, 12** (3 lecture hours)

Prerequisite: RAD 210 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RESPIRATORY CARE

RCP 112 Cardiopulmonary Anatomy and Physiology 2 credits

This course prepares students to identify and interpret the structures and functions of the respiratory and cardiovascular systems. Primary emphasis is placed on the

respiratory system. Students learn to identify and apply principles relating to mechanics of ventilation, diffusion, gas transport, control of breathing, deadspace and shunting. **R, W1, 12** (2 lecture hours)

Prerequisite: Admission to the Respiratory Care program

Corequisite: RCP 113, RCP 114, RCP 115 and RCP 119

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 113 Respiratory Care Practices and Procedures I 3 credits

This course presents a study of medical gas administration, aerosol therapy and humidity therapy. Students learn the therapeutic application and monitoring of oxygen and specialized gas mixtures. Also included are the principles and application of resuscitation devices. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: Admission to the Respiratory Care program

Corequisite: RCP 112, RCP 114, RCP 115 and RCP 119

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 114 Respiratory Care Practices and Procedures II 2 credits

This course presents a study of various respiratory disease states to include; anatomic alterations, etiology, clinical manifestations, treatment and diagnosis. Students learn the basics of patient assessment skills. Emphasis is placed on treatment modalities appropriate for each pathophysiologic state. **R, W1, 12** (2 lecture hours)

Prerequisite: Admission to the Respiratory Care program

Corequisite: RCP 112, RCP 113, RCP 115 and RCP 119

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 115 Respiratory Care Practices and Procedures III 3 credits

This course presents a study of basic principles of respiratory care. Students learn the therapeutic application and monitoring of respiratory aerosol drugs. Also included are the principles and application of basic patient care skills, airway management, basic cardiac life support, bronchial hygiene therapy and isolation procedures. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: Admission to the Respiratory Care program

Corequisite: RCP 112, RCP 113, RCP 114 and RCP 119

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 119 Clinical Practice I 2 credits

This course provides clinical opportunities for students in the hospital setting. It includes documented and supervised hands-on patient care experience in a variety of non-critical care areas, using the fundamental skills required of a respiratory care practitioner. Students are in a clinical setting for a total of 96 hours. **R, W1, 12** (4 laboratory hours)

Prerequisite: Admission to the Respiratory Care program

Corequisite: RCP 112, RCP 113, RCP 114 and RCP 115

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 121 Applied Sciences for Respiratory Care 3 credits

This course provides a study of the fundamental principles and concepts of basic science material. It includes chemistry, microbiology and physics. These topics are then related to the clinical practice of respiratory therapy. **R, W1, 12** (3 lecture hours)

Prerequisite: RCP 115 with a minimum grade of C

Corequisite: RCP 122, RCP 123 and RCP 129

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 122 Advanced Respiratory Care Practices and Procedures I 3 credits

This course covers arterial blood gas analysis and interpretation and electrocardiography procedure and interpretation. There is a thorough study of drugs, their properties and their effects on the human body. Special emphasis is given to drugs that affect the cardiopulmonary and renal systems. **R, W1, 12** (3 lecture hours)

Prerequisite: RCP 115 with a minimum grade of C

Corequisite: RCP 121, RCP 123 and RCP 129

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 123 Advanced Respiratory Care Practices and Procedures II 3 credits

This course is a comprehensive course covering mechanical ventilation and hyperinflation therapy. Basic pulmonary function tests (to include pulmonary mechanics, respiratory monitoring, airway resistance, lung compliance and work of breathing determinations) are covered. Cardiopulmonary complications, disease states and traumatic pathology seen in the Intensive Care Unit are also covered. Included is a lab module for arterial blood gas puncture and venipuncture training. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

Prerequisite: RCP 115 with a minimum grade of C

Corequisite: RCP 121, RCP 122 and RCP 129

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 129 Clinical Practice II 3 credits

This course is a documented hands-on patient care experience in a variety of settings using the fundamentals skills required of a respiratory care practitioner. This course includes supervised clinical practice on basic and advanced respiratory care procedures. Students will be in a clinical setting for 144 hours. **R, W1, 12** (6 laboratory hours)

Prerequisite: RCP 119 with a grade of pass

Corequisite: RCP 121, RCP 122 and RCP 123

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 230 Advanced Respiratory Care Practices and Procedures III 4 credits

This course covers theories and techniques of advanced skills and resuscitation for respiratory care practitioners to include Cardiac Life Support training. It covers the study of various disease states to include anatomic alterations, clinical manifestations, diagnosis, forms of treatment and therapy. Also covered are the basic study of physiological, psychological, behavioral and cognitive aspects of aging and the integration of pathology, pathophysiology, diagnostic techniques and therapeutic modalities through the use of patient case studies. **R, W1, 12** (4 lecture hours)

Prerequisite: RCP 123 with a minimum grade of C

Corequisite: RCP 239

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 239 Clinical Practice III 3 credits

This course is a documented hands-on patient care experience in a variety of settings using the fundamental skills required of a respiratory care practitioner. This course includes supervised clinical practice in basic and advanced respiratory care procedures. Students are in a clinical setting for a total of 144 hours. **R, W1, 12** (6 laboratory hours)

Prerequisite: RCP 129 with a grade of pass

Corequisite: RCP 230

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 241 Advanced Cardiopulmonary Diagnostics and Monitoring 2 credits

This course provides an intensive study of diagnostic testing and monitoring techniques used in the clinical evaluation of the cardiac and pulmonary systems. Students learn to apply and evaluate the fundamentals and principles of pulmonary function testing, and to correctly perform pulmonary function testing procedures and interpret results. Critical care monitoring is also covered and includes methods, normal values and significance of measuring invasive and noninvasive patient data. Students learn normal values, calculation, and significance of cardiac output. **R, W1, 12** (1.5 lecture hours and 1 laboratory hours)

Prerequisite: RCP 230

Corequisite: RCP 242 and RCP 249

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 242 Neonatal/Pediatric Advanced Life Support and Respiratory Care 2 credits

This course presents a study of the fundamentals, principles and effects of therapeutic and diagnostic modalities in the neonatal and pediatric population.

Students analyze information to determine the patient's pathophysiologic state and determine the appropriateness of the prescribed therapy and goals. Emphasis is placed on technical proficiency in all skills necessary for respiratory care in the pediatric and neonatal population. Treating cardiopulmonary collapse according to Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Program (NRP) is also covered. **R, W1** (1.5 lecture hours and 1 laboratory hour)

Prerequisite: RCP 230

Corequisite: RCP 241 and RCP 249

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 249 Clinical Practice IV 3 credits

This course is a documented hands-on patient care experience in a variety of settings using the fundamental skills required of a respiratory care practitioner. It includes supervised clinical practice in basic and advanced respiratory care procedures and specialty areas. Students will be in a clinical setting for 144 hours. **R, W1, 12** (6 laboratory hours)

Prerequisite: RCP 239 with a grade of pass

Corequisite: RCP 241 and RCP 242

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 251 Critical Thinking Skills for Respiratory Care 3 credits

This course examines the use of critical thinking to analyze and evaluate patient data. Decisions are made covering the scope of respiratory care practice. Case studies are utilized to provide the data required for students to make appropriate decisions. **R, W1, 12** (3 lecture hours)

Prerequisite: RCP 242 with a minimum grade of C

Corequisite: RCP 252 and RCP 259

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 252 Respiratory Care Seminar 1 credit

This course covers delivery of respiratory care in alternate sites, patient education and discharge planning. Contemporary ethical and legal issues affecting the practice of respiratory care are also examined. Students gain practice in resume preparation and other job search skills. **R, W1, 12** (1 lecture hour)

R, W1, 12 (1 lecture hour)

Prerequisite: RCP 242 with a minimum grade of C

Corequisite: RCP 251 and RCP 259

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

RCP 259 Clinical Practice V 6 credits

This course is a documented hands-on patient care experience in a variety of settings using the fundamental skills required of a respiratory care practitioner. It includes supervised clinical practice in advanced respiratory care procedures and specialty

areas. Students are in a clinical setting for a total of 288 hours. **R, W1, 12** (12 laboratory hours)

Prerequisite: RCP 249 with a grade of pass

Corequisite: RCP 251 and RCP 252

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

READING

RDG 098 Basic Reading Skills (2-4 credits)

This course has been created to encourage and facilitate growth in reading comprehension. It is designed to develop basic reading and study skills. Placement is determined by the college reading policy. This course is graded on a pass-fail basis and will not be included in determining academic grade point average. Upon successful completion of this course, students should enroll in RDG 099. Course credit is not transferable and does not apply toward satisfying the requirements for degrees and certificates at the college. **14** (4 lecture hours)

RDG 099 Reading/Study Techniques (2-4 credits)

The purpose of this course is to provide professional assistance to students wanting to improve their reading rate and comprehension, vocabulary, pronunciation and study skills. This course is graded on a pass-fail basis and is not included in determining academic grade point average. All students (transfer, occupational and general studies) can benefit from completing RDG 099. However, course credit is not transferable and does not apply toward satisfying the requirements for degrees and certificates at the college. **14** (4 lecture hours)

Prerequisite: RDG 098 or appropriate placement score

SURGICAL TECHNOLOGY

SGT 101 Introduction to Surgical Technology 3 credits

Introduction to Surgical Technology is designed to introduce the students to the field of Surgical Technology. The role of the surgical technologist, the environment of the surgical suite, bio-psychosocial needs of patients along with ethical, moral and legal issues are explored. This course also introduces the concepts of patient care within the surgical suite. **12** (3 lecture hours)

Prerequisite: BIO 101 with a minimum grade of C, HLT 109 with a minimum grade of C and acceptance into the Surgical Technology program

Corequisite: BIO 175

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 105 Principles of Asepsis 2 credits

This course discusses microorganisms and how they relate to infection. It also discusses the principles of asepsis, sterilization and disinfection and surgical conscience. Wound healing is also presented. **12** (2 lecture hours)

Prerequisite: SGT 101 with a minimum grade of C, BIO 175 with a minimum grade of C, HLT 109 with a minimum grade of C

Corequisite: SGT 108, SGT 112, BIO 176, BIO 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 108 Pharmacology for the Surgical Technologist 2 credits

This course introduces students to the field of pharmacology as it pertains to surgical technology. Basic concepts pertaining to medication regulation, preparation for administration as well as the care and handling of medications are introduced. In addition, anesthesia administration, medications and complications are discussed. **12** (2 lecture hours)

Prerequisite: SGT 101 with a minimum grade of C, BIO 175 with a minimum grade of C, HLT 109 with a minimum grade of C

Corequisite: SGT 105, SGT 112, BIO 176, BIO 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 112 Practices of Surgical Technology 8 credits

This course focuses on the practice of surgical technology. The perioperative roles of the surgical technologist in the circulator and first scrub role are thoroughly examined. Students demonstrate the creation and maintenance of a sterile field, identify surgical instrumentation and how they relate to specific surgical procedures, prepare various surgical supplies and surgical equipment. Suture materials, needle handling and the draping of the surgical patient are also discussed. A laboratory setting is used to reinforce material taught didactically. Students are required to successfully complete a clinical readiness exam at the end of this course. **12** (4 lecture hours and 8 laboratory hours)

Prerequisite: SGT 101 with a minimum grade of C, BIO 175 with a minimum grade of C, HLT 109 with a minimum grade of C

Corequisite: SGT 105, SGT 108, BIO 176, BIO 220

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 200 Surgical Procedures I 4 credits

This course is the first of three courses introducing the students to clinical surgical procedures. Pathophysiology of the human body is discussed. Surgical anatomy along with instrumentation and procedural steps are discussed and combined with a consistent method of reinforcement at the clinical site. Topics include general surgery, obstetrics and gynecological surgery, vascular surgery and orthopedic surgery. Students are assigned a clinical site where they apply theoretical knowledge while gaining aptitude, skills and proficiency. **12** (4 lecture hours)

Prerequisite: SGT 105 with a minimum grade of C, SGT 108 with a minimum grade of C, SGT 112 with a minimum grade of C, BIO 176 with a minimum grade of C; BIO 220 with a minimum grade of C

Corequisite: SGT 201

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 201 Clinical Internship I 5 credits

This course provides supervised clinical experience in an operating room where students apply theoretical knowledge learned in prior and concurrent coursework while gaining aptitude, skills and proficiency. Students are expected to participate in all aspects of surgical technology practice including surgical case preparation, intra-operative case management and postoperative case duties. Students are in a clinical setting for eight hours a day, three days a week. **12** (25 laboratory hours)

Prerequisite: SGT 105 with a minimum grade of C, SGT 108 with a minimum grade of C, SGT 112 with a minimum grade of C, BIO 176 with a minimum grade of C; BIO 220 with a minimum grade of C

Corequisite: SGT 200

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 202 Surgical Procedures II 4 credits

This course continues to build on the concepts gained in SGT 200. The surgical anatomy, instrumentation and procedural steps for each case continue to be reinforced. Topics include genitourinary surgery, ear, nose and throat surgery, oral surgery and the endocrine system. Students function as part of the surgical team in the operating room setting while developing the necessary skills and proficiency to function in simple and more advanced surgical procedures. **12** (4 lecture hours)

Prerequisite: SGT 200 with a minimum grade of C and SGT 201 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 203 Clinical Internship II 2 credits

This course provides supervised clinical experience where students function as part of the surgical team in the operating room setting while developing the necessary skills and proficiency to function in simple and more advanced surgical procedures. Students are expected to continue to participate in all aspects of surgical technology practice at the clinical site. Students are in a clinical setting for eight hours a day, three days a week. **12** (10 laboratory hours)

Prerequisite: SGT 200 with a minimum grade of C and SGT 201 with a minimum grade of C

Corequisite: SGT 202

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 204 Surgical Procedures III 4 credits

This course is the final course in Surgical Procedures. Surgical anatomy along with instrumentation and procedural steps are discussed. Topics include neurosurgery, cardiothoracic surgery, plastic surgery and ophthalmic surgery. Students continue to function as part of the surgical team in the operating room setting while developing the necessary skills and proficiency to function in simple to complex surgical procedures. **12** (4 lecture hours)

Prerequisite: SGT 202 with a minimum grade of C and SGT 203 with a minimum grade of C

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

SGT 205 Clinical Internship III 5 credits

This course provides supervised clinical experience. Students continue to function as part of the surgical team in the operating room setting while developing the necessary skills and proficiency to function in simple to complex surgical procedures. Students are in a clinical setting for eight hours a day, three days per week. **12** (25 laboratory hours)

Prerequisite: SGT 202 with a minimum grade of C, SGT 203 with a minimum grade of C

Corequisite: SGT 204

Note: In addition to tuition, this course requires an additional tuition rate of 1.75 times the current in-district tuition rate.

APPLIED SECURITY PRACTICES

SLP 100 Security Officer Training: Classroom 2 credits

This course partially meets the state training requirements for security officers. Topic areas are mandated by statute. Successful completion of this course and SLP 101 qualifies students for the Department of Registration and Education Official Certificate of Course Completion and for an Armed Guard Training Card. **12** (2 lecture hours)

Prerequisite: Admission to Sangamon County Sheriff's Department Training program and a valid Illinois Firearm Owner's Identification card

SLP 101 Security Officer Training: Firearms 2 credits

This course is designed to partially meet the state training requirement for security officers. Topic areas are mandated by statute. Completion of this course qualifies persons for the Department of Registration and Education Official Certificate of Course Completion and an Armed Guard Training Card. **R, 12** (2 lecture hours)

Prerequisite: Admission to Sangamon County Sheriff's Department Training program

SLP 102 Introduction to Security 3 credits

The historical, philosophical and legal basis of security is covered. The role of security and the security individual in modern society, the concept of professionalism and a survey of the administrative, personnel and physical aspects of the security field is explored. **12** (3 lecture hours)

Prerequisite: Admission to Sangamon County Sheriff's Department Training program

SLP 208 Applied Security Operations 3 credits

This course is the introduction to the technical and applied practice of security. Major emphasis is on procedures, policies and practices of personnel in the security role,

the theoretical uses of alarms, locks and surveillance equipment and application of safety practices. **R, 12** (3 lecture hours)

Prerequisite: Admission to Sangamon County Sheriff's Department Training program

SOCIOLOGY

SOC 101 Introduction to Sociology 3 credits

This course provides a study of the principles of human interaction and association and institutions and organizations which result in human grouping. Primary focus is on human behavior in group situations such as society, family, religion, communities and bureaucracies. Emphasis is also placed on human interpretations of situations. This involves culture, the process of socialization, education, group membership (voluntary or involuntary), social stratification and racial and ethnic groups. **R, W1, 12** (3 lecture hours) IAI: S7 900

SOC 110 Social Problems 3 credits

This course provides an analysis of representative social problems in contemporary America. Such societal problems as the following are considered: crime, alcoholism, drug addiction, mental diseases, minority group relations, gender inequality and poverty in America. **R, W1, 11** (3 lecture hours) IAI: S7 901

Prerequisite: SOC 101 or equivalent

SOC 201 Sociology of the Family 3 credits

Sociology of the Family is both a specialized topic within the discipline of sociology as well as a good survey course in the area. This course provides students with a general understanding of the nature and diversity of the American family. **R, W1, 11** (3 lecture hours) IAI: S7 902

SOC 202 Sociology of Aging 3 credits

This course examines the process of aging at an individual and societal level to give a basic understanding of aging as a social process. It begins with a demographic study of the older population and discusses sociological research methods and theoretical perspectives used to study aging. After establishing the sociological perspective, the course focuses on life course transitions, health problems associated with the elderly, support systems, adaptations to aging, retirement, inequality, social policy and death and dying. **R, W1, 11** (3 lecture hours)

Prerequisite: SOC 101 or equivalent

SOC 203 Sociology of Work 3 credits

Sociology of Work shows students what the world of work is like for them through examples of worker' experiences. It begins with the history of work and then focuses on five major areas: technology, globalization, gender, class relations and race and ethnicity. **R, W1, 11** (3 lecture hours)

Prerequisite: SOC 101 or equivalent

SOC 211 Social-Psychology 3 credits

The study of social psychology is based upon the exploration of social behavior using the scientific method. It is concerned with connections between group experience and the psychology of the individual. The course gives students an opportunity to gain an understanding of important social-psychological theories and to develop some knowledge of the methods used to test these theories. To aid students in understanding the influence of the group on individual behavior and personality, the course emphasizes the study of social roles, the emergence of personality in social interaction, the analysis of attitudes, investigation of small groups and the study of group structure and process. **R, W1, 11** (3 lecture hours) IAI: S8 900

Prerequisite: SOC 101 or PSY 101 or equivalent

SOC 220 Sociology of Deviance 3 credits

This course looks at deviance from a sociological perspective focusing on both the behaviors that are considered "not normal" as well as the process through which deviance is socially created or "constructed." Various theoretical perspectives are examined regarding why some behaviors are considered deviant, how people become deviant, how deviance affects the perception of those labeled and how deviance is controlled. **R, W1, 11** (3 lecture hours)

SOC 299 Special Topics in Sociology 1-4 credits

This course is an in-depth study of different areas of sociology presented in a variety of manners with an emphasis on methods that use student-centered learning including discussion, projects and problem solving. Credit is variable depending on the topics and requirements. **W1, 11** (4 lecture hours)

Prerequisite: Permission of instructor

SPANISH

SPA 101 Elementary Spanish I 4 credits

This is the first course in a four-course sequence that develops understanding, speaking, reading and writing of the Spanish language. This course is intended for students who have little or no previous instruction in Spanish. In addition to a strong emphasis on oral communication, the course acquaints students with the culture and contemporary life in the countries where Spanish is spoken. Also stressed is grammar as the foundation of sentence structure, verb conjugation and idioms. Correct pronunciation is necessary for comprehension and is stressed. **R, 11** (3 lecture hours and 2 laboratory hours)

SPA 102 Elementary Spanish II 4 credits

This is the second course in a four-course sequence that develops understanding, speaking, reading and writing of the Spanish language. The course is intended for students who have the skill equivalency of students who have completed SPA 101. In

addition to the strong emphasis on oral communication, the course acquaints students with the culture and contemporary life in the countries where Spanish is spoken. Correct pronunciation is necessary for comprehension and is stressed. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: SPA 101 or equivalent

SPA 201 Intermediate Spanish I 4 credits

This course, taught in Spanish, is designed to develop the basic language skills at a higher level of competence than in the Elementary Spanish sequence. Conversational skills are enhanced by continued practice and vocabulary development, while basic structures are studied in review. Current forms of oral and written communication are studied. Readings include current periodicals, a literary anthology, current media presentations and a 20th century play. Class work is reinforced by the language-lab program. **R, 11** (3 lecture hours and 2 laboratory hours)

Prerequisite: SPA 102 or equivalent

SPA 202 Intermediate Spanish II 4 credits

All four basic language skills (aural-oral, reading and composition) are brought to a high level of development through continued practice and advancement in this course. Reading and composition are based on the cultural contributions made by the Hispanic countries. Advanced vocabulary and structural aspects of the language are presented and drilled. Readings include selected poetry, a major novel, a major Spanish drama and a selection of Cervantes' writings. The language-lab program reinforces class work. **R, 11** (3 lecture hours and 2 laboratory hours) IAI: H1 900

Prerequisite: SPA 201 or equivalent

SPA 299 Special Topics in Spanish 1-4 credits

This course is an in-depth study of different areas in the Spanish language presented in a variety of methods with an emphasis on methods that use student-centered learning including discussion, projects, problem solving and skill building. Credit is variable (1-4 credits) depending on the topics and requirements. This course may be lecture, lab or a combination. **R, W1, 11** (4 lecture hours and 4 laboratory hours)

Prerequisite: Varies by topic

TRUCK DRIVER TRAINING

TDS 154 CDL Basic Truck Driving 7 credits

This course is designed to prepare students for the Class A, Commercial Driver's License Test, which includes general knowledge, air brakes, combination, tankers, doubles and triples and hazardous materials. Also included in this course is logbook preparation and over-the-road trip planning. The hands-on portion of the course provides experience in backing and maneuvering, pre-trip inspection and drop and hook. Additionally, this course includes driving and shifting on interstates, two-lane highways and city streets. **12** (3 lecture hours and 8 laboratory hours)

Prerequisite: A minimum of 18 years old; possess a valid Illinois Driver's License; privileges cannot be suspended, revoked, cancelled or disqualified at any location in the United States; must pass a Department of Transportation physical and drug scan prior to starting class.

Note: In addition to tuition: \$123.00 for physical/drug scan, \$50.00 for permit payable to SOS, and if students choose to get Hazmat on their license, an additional \$86.50 for fingerprinting/background check.

TECHNICAL MATHEMATICS

TEM 103 Vocational-Technical Math 3 credits

This course covers the math skills necessary for solving occupational problems. Topics included are whole numbers, fractions and decimals; percents; measurement; formulas and equations; lines, angles and shapes; positive and negative numbers; and ratios and proportions. Problems focus on applying these principles to occupational settings. **12** (3 lecture hours)

TECHNICAL SCIENCE

TES 103 Blueprint Reading 3 credits

This course provides training in reading industrial, architectural, and civil related drawings. Identification of symbols, terms, abbreviations, linetypes, terminology, dimensioning procedures and visualizing from different perspectives are general topics that are supplemented by interpreting designed drawings. **12** (2 lecture hours and 2 laboratory hours)

TES 104 Principles of Technology 3 credits

This course is designed to help prepare technicians and technologists who will produce, install and maintain state-of-the-art equipment and train and supervise industries' skilled workers. **12** (2 lecture hours and 2 laboratory hours)

TES 121 Technical Shop Physics 3 credits

This course deals with the basic principles of physics and their applications to various vocational and technical areas. Motion, forces, work, energy, electricity, temperature and heat transfer and the properties of solids, liquids and gases are presented by lectures and laboratory experiments. **12** (2 lecture hours and 2 laboratory hours)

Prerequisite: TEM 103

TES 206 Mechanics of Materials 3 credits

This course introduces basic concepts concerning force systems applied to bodies in static equilibrium and utilizes those concepts in the solution of problems. **12** (3 lecture hours)

TES 207 Applied Structural Steel 3 credits

This course presents the fundamentals of steel structure design using various software packages. The basics of strength calculations, framing design and analysis are covered as well. A variety of software packages are used to show the advantages and disadvantages of each for structural steel detailing. **12** (3 lecture hours)

THEATRE**THE 101 Theatre Appreciation 3 credits**

This is an introductory survey of theatre/drama as a performing art form. It includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. **R, W2, 11** (3 lecture hours) IAI: F1 907

THE 105 Acting I 3 credits

This course teaches the fundamentals of acting theory that include concentration, observation, playing actions, given circumstances, objectives and physical manifestations of character. These are introduced through acting exercises. Students develop skills utilizing activities such as improvisation, scene study and monologues. Major acting approaches are used as the basis for analyzing and creating characters. Emphasis is on demonstrating the actor's process evident through rehearsal and script work. **R, W2, 12** (2 lecture hours and 2 laboratory hours) IAI: TA 914

THE 108 Improvisation for the Theatre 3 credits

This course is designed to teach students collaboration for improvisation. Students construct scenes and create characters by synthesizing information created during exercises, games and improvisations. Students learn to incorporate given circumstances, character, objectives and relationships into ongoing improvisations that ultimately constitute performance structures. Further, students acquire the language and concepts necessary to provide analysis and evaluation of scenes. **R, W2, 12** (2 lecture hours and 2 laboratory hours)

THE 110 Theatre Practicum -- Acting 1–4 credits

This course is designed to provide practical experience in acting using performance activities within the context of a production. Emphasis is placed on the development of a role within a genre-specific and style-specific context. Students are required to participate in production activities and meet scheduled rehearsals and performances. This course may be repeated for a maximum of three times. **12** (4 lecture and 6 laboratory hours)

Prerequisite: Permission of instructor

Note: Arrangements must be made with the Arts and Humanities office prior to registration in this course by calling 217.786.2318 between 8 am and 5 pm weekdays.

THE 111 Practicum: Stage Management 1-4 credits

This course teaches the processes relevant to the duties of a working stage manager in a theatre. Skills such as effectively maintaining rehearsal records, running

rehearsals, communicating with theatre personnel in the rehearsal process and running of a show are taught. Emphasis is on practical application of skills, demonstration of processes and overall organizational effectiveness. **12** (4 Lecture and 6 laboratory hours)

Prerequisite: Permission of instructor

THE 112 Theatre Practicum: Technical 1-4 credits

This course teaches practical application of backstage support of theatrical productions. Techniques of technical operation and maintenance of production materials in support of the artistic vision are learned. Organization and skillful execution of tasks in a changing environment is emphasized. Credit varies dependent on role and commitment. **12** (4 lecture hours and 6 laboratory hours)

THE 113 Theatre Practicum: Directing 1-4 credits

This course is a practical execution of directing a scripted dramatic text. Skills developed include: conducting rehearsals and monitoring the evolution of the process into performance. Emphasis is placed on framing a concept and the methodology of rehearsing with actors. **12** (4 lecture and 6 laboratory hours)

Prerequisite: THE 210 with a minimum grade of C and permission of instructor

THE 114 Theatre Practicum: Improv Ensemble 1-4 credits

This course is designed to teach students how to encourage the development of an improvisation ensemble through collaborative methods. Students construct live performances based upon thematic suggestions from the audience. Further, students adapt and develop techniques that are audience-aware, incorporating contemporary, cultural references. Students manage the project in a hands-on method that mirrors the actual running of a performance ensemble including: conducting auditions, rehearsals, defining aesthetic considerations, scheduling and promoting performances. **12** (4 lecture hours and 6 laboratory hours)

Prerequisite: Permission of instructor

THE 120 Movement and Voice for the Theatre 3 credits

This course teaches the fundamentals of alignment, flexibility and centering, as well as action as it relates to the creation of genre-specific or character-specific movement for the theatre. Vocal work teaches the foundation of breathing, articulation and resonance and vocal centering. Physical work also expands the movement-based repertoire and enhances the actor's versatility. **12** (2 lecture hours and 2 laboratory hours)

THE 121 Stage Combat: Rapier and Dagger 3 credits

This course teaches students to combine rapier and dagger attacks, defenses, avoidances and footwork into choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of genre-specific fighting style. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 122 Stage Combat: Broadsword 3 credits

This course teaches students to combine broadsword defenses, avoidances and footwork into choreographed fights using a hand and a half broadsword. Students learn to reveal character and the nature of the weapon form within the context of genre-specific fighting style. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture and 2 laboratory hours)

THE 123 Stage Combat: Small Sword 3 credits

This course teaches students to combine attacks, defenses, avoidances and footwork into choreographed small sword fights. Students learn to reveal character and the nature of the weapon form within the context of genre-specific fighting style. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture and 2 laboratory hours)

THE 124 Stage Combat: Broadsword and Shield 3 credits

This course teaches students to combine broadsword and shield defenses, avoidances and footwork into choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of the genre-specific fighting style in broadsword and shield. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 125 Stage Combat: Knife 3 credits

This course teaches students to combine knife and unarmed defenses, avoidances and footwork into choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of the fighting style of knife. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 126 Stage Combat: Single Sword 3 credits

This course teaches students to apply attacks, defenses, avoidances and footwork to choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of the genre-specific fighting style characterized by Hollywood single sword. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 127 Stage Combat: Quarterstaff 3 credits

This course teaches students to employ quarterstaff attacks, defenses, avoidances and footwork in both long and short forms in choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of the genre-specific fighting style of quarterstaff. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 128 Stage Combat: Unarmed 3 credits

This course teaches students to execute safe and realistic punches, holds, falls, kicks, defenses, avoidances and footwork in choreographed unarmed fights. Students learn to reveal character within the context of unarmed stage combat. Emphasis is on

safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 129 Stage Combat: Sword and Buckler 3 credits

This course teaches students to combine sword and buckler defenses, avoidances and footwork into choreographed fights. Students learn to reveal character and the nature of the weapon form within the context of the genre-specific fighting style in sword and buckler. Emphasis is on safety skills enabling the combatants to work effectively with other combatants. **12** (2 lecture hours and 2 laboratory hours)

THE 130 Theatre Dance 3 credits

This course is an introduction to theatre dance. Students learn the elements of the principle styles of dance used in theatrical productions. These include modern, jazz, tap, and period styles. Emphasis is placed on balance, flexibility and centering. **12** (2 lecture hours and 2 laboratory hours)

THE 140 Stage Management 3 credits

This course teaches the terminology and processes used by a working stage manager in a theatre. Skills necessary for the creation and running of a show are taught, including effectively recording and running rehearsals and communicating with theatre personnel. Emphasis is on practical application of skills and overall organizational effectiveness. **R, W2, 12** (2 lecture and 2 laboratory hours)

THE 151 Theatrical Makeup 3 credits

This course provides students with practical techniques to create and construct character-specific and genre-specific makeup designs for the theatre. Emphasis is on selective use and application of materials related to design. Design elements focus on stage makeup for use in live theatre. **12** (2 lecture hours and 2 laboratory hours)

THE 156 Private Applied Costume I 3 credits

This course provides instruction in the area of costume with emphasis on history, practice, techniques and materials related to creating costumes for theatrical productions. Periods and styles of history are studied and skills needed for rendering, drawing, and patterning costumes are learned. Organization and skillful execution of tasks in a changing environment are emphasized. It consists of two one-hour sessions per week with an accompanying four additional lab hours/study and practice required. **12** (6 laboratory hours)

Note: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

THE 161 Private Applied Sound I 3 credits

This course teaches the fundamentals necessary to understand and operate sound equipment within a theatrical context. Elements of physical design, sound reinforcement and amplification as well as creation of a soundscape, musical palette, cues and design concepts are introduced. Development of skills in planning, choosing, editing, and responding to various sources of creative input, as well as working in an organized and skillful manner in a dynamic environment are emphasized. **12** (6 laboratory hours)

Note: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

THE 203 Directing I 3 credits

This course provides an introductory exploration of scripted dramatic text and its directorial evolution into performance. Emphasis is placed on terminology and methodology of rehearsing with actors with complex/non-naturalistic text. Work is framed in a production concept and is manifest in the process of rehearsal and performance. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

THE 204 Acting II 3 credits

This course is designed to explore the advanced study of acting. Study includes vocal and movement skills, playing action, objectives, obstacles and given circumstances in the context of non-naturalistic texts. Emphasis is on integration with rehearsal and taking direction. **R, W2, 12** (2 lecture hours and 2 laboratory hours)

THE 205 Performance of Literature 3 credits

This course is the study and performance of literature, such as essays, letters, novels, poetry and short stories. Attention is paid to finding narrative and character voices and action within the text. Material is adapted by students and performed with an emphasis on using voice and movement to interpret the works in a theatrical style. **R, 12** (2 lecture hours and 2 laboratory hours)

THE 206 History of Theatre I 3 credits

This first course in the theatre history sequence teaches the historical development of theatre and drama from its earliest ritual beginnings to the end of the eighteenth century. Material studied includes representative periods and styles, genres, key playwrights and plays as well as aspects of technical production. Students place significant artifacts within their developmental, cultural and historical context. **R, W2, 11** (3 lecture hours)

THE 207 History of Theatre II 3 credits

The second course in the theatre history series, this course teaches the historical development of theatre and drama from the nineteenth century to contemporary drama. Material studied includes representative periods and styles, genres, key playwrights, plays and aspects of technical production. Students place significant artifacts within their developmental, cultural and historical context. **R, W2, 11** (3 lecture hours)

Prerequisite: THE 206

THE 210 Play Analysis for Production 3 credits

This course is an introductory exploration of the relationships between dramatic text and the play in performance. Representative plays are studied in their genre, historical and social contexts. Emphasis is placed on the relationship between thematic constructs and conceptual manifestations. **R, W1, 11** (2 lecture hours and 2 laboratory)

THE 258 Private Applied Costume II 3 credits

This course teaches practical application of costume construction and maintenance for the theatre within genre/historical contexts. Techniques in patterning, draping, pinning, cutting, stitching, finishing, embellishing, and maintaining costume pieces are learned. Organization and skillful execution of tasks in a changing environment is emphasized. **12** (6 laboratory hours)

Prerequisite: Permission of instructor

Note: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

THE 261 Private Applied Sound II 3 credits

This course blends an approach to the history/genre, practice, techniques and resources related to developing sound and music palettes and full designs for theatrical productions. Focus shifts to the technical, physical and esoteric aspects of successful execution of design and its effect on the audience and actors. Organization and skillful execution of tasks in a changing environment is emphasized. **12** (6 laboratory hours)

Prerequisite: Permission of instructor

Note: Arrangements must be made with the Arts and Humanities Office prior to registration in the course by calling 217.786.2318 between 8 am and 5 pm on weekdays.

THE 299 Special Topics in Theatre 1-4 credits

This course is an in-depth study of different areas of theatre, using a variety of methods. Emphasis is placed on student-centered learning, including the use of discussion, projects, problem-solving and performance. Credit is variable (1 to 4 credits) depending on the topic and requirements. It may be lecture, lab or a combination. **Varies by course, 11** (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by course

WELDING**WEL 101 Basic Shielded Metal Arc Welding 3 credits**

This course is designed to provide students with an understanding of arc welding fundamentals, welding safety, arc welding machines, electrode classifications and electrode selection. Students learn skills that are necessary to make high quality shielded metal arc welds in the flat and horizontal positions, single pass, utilizing single and multiple pass, fillet and groove welds. Students are also introduced to oxyacetylene cutting. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 102 Welding Blueprint Reading 4 credits

This course is designed to develop students' skills necessary to interpret working sketches and prints used in the metalworking field. Emphasis is placed upon welding symbols, including auxiliary views, sectional views, dimensions, fasteners, material

symbols and basic shop math. Students also perform welds based on the blueprints. **12** (3 lecture hours and 2 laboratory hours)

Prerequisite: Enrolled in a WEL course or previous Welding experience

WEL 103 Advanced Metal Arc Welding 3 credits

This course is designed to provide students with an understanding of advanced arc welding fundamentals, welding safety, arc welding machines, electrode classifications and electrode selection. Students learn skills that are necessary to make high quality shielded metal arc welds in the vertical and overhead positions utilizing single and multiple-pass fillet and groove welds. Students are introduced to plasma arc cutting process. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: WEL 101 or equivalent skills

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 104 MIG Welding 3 credits

This course focuses on developing students' proficiency in the operation of the gas metal arc welding process. An overview of shielding gases and the types of metal transfer associated with gas metal arc welding that include metals of 16 gauge through 3/8" in various positions and configurations and highlighting an understanding of safety precautions is presented. Students are trained to meet commercial quality welding standards. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 105 TIG Welding 3 credits

This course is designed to provide students with a basic understanding and application of gas tungsten arc-welding processes. It also provides training to develop the manual skill necessary to make high quality gas tungsten arc welds in all positions on mild steel stainless steel. Students develop hand and eye coordination. They also develop skills necessary to produce high quality welds. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 106 Welding Fabrication 4 credits

This course is designed to develop student skills in the areas of fabrication and application using SMAW, GMAW and GRAW processes. Emphasis is placed upon specific student needs regarding various metals, techniques and procedures. Fabrication projects are dependent on industry requirements and subject to instructor approval. **12** (2 lecture hours and 4 laboratory hours)

Prerequisite: WEL 103, WEL 104 and WEL 105

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 107 Entry Level Welder Certification 4 credits

This course covers skills and knowledge necessary for qualification and registration as a Level I Entry Level Welder with the American Welding Society. This standard specifies practical knowledge and performance tests. **12** (2 lecture hours and 4 laboratory hours)

Prerequisite: WEL 103 and WEL 104

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 108 Pipe Welding 3 credits

This course provides students with a thorough technical understanding of gas tungsten and shielded metal arc welding fundamentals for welding pipes and pipe welding defects. Emphasis is placed on schedule 40 steel pipe in various positions. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: WEL 104 and WEL 105

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 109 Aluminum Welding 3 credits

This course is designed to provide students with a thorough technical understanding of welding safety, gas metal arc and gas tungsten arc welding of aluminum, including basic fundamentals, types of equipment and metal transfers. It also provides training to develop the manual skills necessary to make high quality welds using aluminum. **12** (2 lecture hours and 3 laboratory hours)

Prerequisite: WEL 104 and WEL 105

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

WEL 299 Special Topics in Welding 1-4 credits

This is an in-depth study of different areas of welding, using a variety of methods. Emphasis is placed on student-centered learning, including the use of discussion, projects, problem-solving and performance. Credit is variable (1 to 3 credits) depending on the topic and requirements. It may be lecture, lab or combination. Varies by course (4 lecture hours and 6 laboratory hours)

Prerequisite: Varies by course

Note: In addition to tuition, this course requires an additional tuition rate of 1.5 times the current in-district tuition rate.

VOCATIONAL STUDIES COURSES

The following vocational courses are offered on a pass/fail basis for persons wishing to upgrade job skills and/or meet current employer requirements to maintain their employment. The courses are also of great value to those persons seeking a new employment direction.

Students may specialize in vocational studies and pursue a Certificate of Personal Development. The certificate is awarded upon successful completion of a minimum of eight semester hours of vocational studies coursework. Vocational studies course work completed before the effective date may also apply toward the certificate.

Certificate students should apply to the Admissions and Registration Office when they have completed the minimum number of semester hours.

Credit earned for vocational studies courses is intended for use only in earning a Certificate of Personal Development and does not apply toward degree or certificate requirements in the transfer or vocational-technical areas.

Laboratory fees will be charged for certain courses. Courses are offered on and off campus. Employers can request that courses be offered at their locations by contacting the Academic Services Coordinator at 786-2276, toll-free outside of Springfield at 1-800-727-4161, ext. 62276. When offered through an employer the courses can be custom tailored to meet the time and location requirements of the employees.

For a current list of courses being offered, please check the latest college schedule of classes.

ADULT BASIC EDUCATION

Credit earned for ABE, ASE and ESL courses is intended for adult education credit only and does not apply toward any certificate or degree program requirements.

ABE 050 Career/Job Preparation/Beginning .5-3 credits

This course provides guidance-oriented, pre-employment skills to help prepare individuals who have limited or no previous work experience to make career choices. Students are introduced to relevant topics leading to job preparation. Students are administered assessments of personal and career interests. Students are exposed to basic career information.

ABE 051 Adult Basic Education/Beginning .5-4 credits

This course is designed to offer low-level readers the background and instruction necessary to begin preparation for the GED exam. Emphasis is placed on increasing reading capabilities, understanding and recognizing the parts of speech, composing complete sentences within given topical areas and organizing and sequencing information. Students receive instruction in basic mathematical concepts with an emphasis on computational skills and an introduction to fractions.

ABE 061 Orientation to Adult Basic Education .5 credits

This course is designed to introduce basic education students to adult education and vocational courses. Learners in this introductory course begin to grasp the

importance of eliminating barriers to educational success and understanding their own learning style. They understand their level of academic skills and begin to plan for their participation and success in adult basic education courses.

ABE 070 Career/Job Preparation – Intermediate .5-3 credits

This course is designed to provide continuing skills in career/job preparation. Career exploration is supplemented with an introduction to educational and training opportunities. Students are introduced to the different methods of searching for a job. Basic information regarding applications and interviews is presented.

ABE 071 Adult Basic Education/Intermediate .5-4 credits

Students enrolled at this level of instruction will receive continuing assistance in preparation for the GED exam. A strong emphasis is placed on developing comprehension skills, identifying factual data, making inferences and drawing conclusions. Effective paragraph construction and essay format techniques are presented. Mathematical focus continues with fractions and introduces both decimal and percent calculations. Informational and comparative graphing are introduced. Social studies, science and literature topics are covered with an overview of the basic principles, concepts, definitions and vocabulary presented.

ABE 085 Citizenship Test Preparation .5-4 credits

Citizenship Test Preparation is a multi-level class designed to prepare qualified immigrants and refugees for the written and oral sections of the USCIS (United States Citizenship & Immigration Services) citizenship test administered in English.

Prerequisite: Ability to read and write English, understand and communicate basic oral communication and read and write common sight words and basic personal information.

Note: If skills are at or above the 9th grade reading level from the TABE (Test of Adult Basic Education) test, students will be advised to enroll in a short-term citizenship workshop. Although this is an open-entry class, students are advised to attend class from the beginning session for best results.

ALLIED HEALTH AND HUMAN SERVICES

AHH 013 Child Abuse Prevention .5-1 credit

This course examines child abuse issues within Illinois compared to the national child abuse concerns/initiatives. It provides an overview of the child-abuse syndrome including neglect, physical/sexual abuse, infant and child death research. It examines the symptoms and epidemiology of the child abuse/neglect along with available assistance and support agencies.

AHH 014 Clinical Genetic Training .5-2.5 credits

This course provides basic and updated information related to clinical genetics.

Prerequisite/Corequisite: Must be nurse, social worker or other health professional.

AHH 015 Current Issues in Mental Health/Addictions .5-1 credit

This course addresses the codependency movement as it relates to mental health/addiction treatment.

AHH 016 Topics in Nursing Issues and Practices .5-1 credit

This course provides study and instruction designed to update nurses and other health care professionals on various issues, practices and trends in nursing practice.

AHH 017 Topics on the Cardiovascular System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to cardiovascular nursing practices.

AHH 018 Topics on the Respiratory System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to respiratory nursing practices.

AHH 019 Topics on the Nervous System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to neurological nursing practices.

AHH 020 Topics on the Musculoskeletal System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to musculoskeletal nursing practices.

AHH 021 Topics on the Digestive System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to digestive nursing practices.

AHH 022 Topics on the Endocrine System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to endocrinology nursing practices.

AHH 023 Topics on the Reproductive System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to obstetric and gynecologic nursing practices.

AHH 024 Topics on the Urinary System .5-1 credit

This course is designed to update nurses and other health care professionals on various issues and trends in regard to urological nursing practices.

AHH 026 Topics in Emergency Medical Services 0.5-1 credit

This course is designed to update practitioners in emergency medical services and other health care professionals on various issues and trends regarding emergency medicine.

Prerequisite: Must be licensed EMT

AHH 027 Topics in Fire Science Technology .5-1 credit

This course is designed to introduce or update practitioners in various issues, techniques and practices in fire and emergency services.

AHH 100 Care and Understanding of the Alzheimer Patient .5 credit

This course is designed for nursing and other health care personnel who have limited background in caring for persons with Alzheimer disease. It is also intended for the in-home caregiver. Content includes definition, causes and signs and symptoms. The difference between normal aging and Alzheimer disease is addressed. Home care of the patient, dealing with behavioral problems, communication with family, coping measures for the caregiver and family and current research are addressed.

AHH 110 Introduction to Health Professions 2 credits

Students explore opportunities available in the health professions. Educators and employers will share the history, philosophy, scope of practice and educational and professional requirements of pursuing a career as: Emergency Medical Technician, Licensed Practical Nurse, Nursing Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Radiographer and Registered Nurse. **R**

ADULT SECONDARY EDUCATION

Credit earned for ABE, ASE and ESL courses is intended for adult education credit only and does not apply toward any certificate or degree program requirements.

ASE 070 Career/Job Preparation/Advanced .5-3 credits

This course is designed to review and exceed basic competencies needed to formulate career plans and actively pursue a job. Emphasis is placed on assessing skills and aggressively marketing oneself through the unlisted job market, resume writing and pro-active interviewing techniques. Communication skills related to job performance are presented.

ASE 071 Adult Secondary Education/Advanced .5-4 credits

This course emphasizes critical thinking and analytical skills. Advanced grammar, sentence structure, language use and vocabulary are studied. Persuasive-writing techniques are practiced, as well as both journal and free-style exercises. Advanced reading formats include an introduction to fiction, non-fiction, poetry and drama. Students are required to evaluate the validity and accuracy of information in the areas of social studies and science. Mathematical instruction focuses on developing conceptual skills. Both algebra and geometry are introduced and include the real

number systems, linear equations and inequalities, exponents, spatial relationships, coordinate graphing and probability.

ASE 081 Orientation to Adult Secondary Education .5 credit

This course is designed to introduce students to adult education and prepare them for success in adult secondary education and vocational courses. This advanced course prepares learners to fully understand the importance of good study methods, assess academic skills and plan for success through short-term and long-term goal setting.

ASE 082 Basic Employability Skills Enhancement 3 credits

This program is designed to provide pre-employment and/or first-time employment skills training to students looking to begin work or to re-enter a working environment at the entry level after having been absent from the work force for many years. Students receive an introduction to specific fields of employment based on identified needs within a community. Course options include, but are not limited to: clerk/cashier training, fast food services, housekeeping/ maintenance, health and patient care and retail sales. Classroom and work-based learning are scheduled. The course may be repeated as students choose to orient to different fields of employment.

ASE 085 Citizenship Test Preparation .5-4 credits

Citizenship Test Preparation is a multi-level class designed to prepare qualified immigrants and refugees for the written and oral sections of the USCIS (United States Citizenship & Immigration Services) citizenship test administered in English.

Prerequisite: A minimum TABE (Test of Adult Basic Education) reading score of 9.0 or higher, ability to read and write English, understand and communicate basic oral communication and read and write common sight words and basic personal information.

Note: Students at this reading level, with instructor permission, will be advised to enroll in a short-term citizenship workshop. Although this is an open-entry class, students are advised to attend class from the beginning session for best results.

ASE 089 Spanish GED .5-4 credits

This course is designed for students who speak Spanish as their primary language, and who intend to take the Spanish version of the GED exam. The course emphasizes critical thinking and analytical skills. All five subject areas of the Spanish version GED exam are covered. This includes Language Arts Reading, Language Arts Writing, Social Studies, Science and Math. Students also prepare for the U.S. and Illinois Constitution exam in Spanish.

Prerequisite: Student must speak Spanish as their primary language.

ASE 104 Business English Review 1 credit

Designed for adults who want to review and further develop skills in business English. Learners in this course will review grammar, punctuation, capitalization, sentence

structure and common English errors. Skills are developed to improve written business communication in letters, memos and other business documents.

ASE 105 Business Math Review 1 credit

Designed for adults who want to review and further develop skills in business mathematics, learners in this course review basic math skills in business applications. Topics covered include whole number and decimal operations, fractions, percents and simple and compound interest. Skills are applied in such business simulations as banking, buying merchandise, payroll, taxes and insurance.

ENGLISH AS A SECOND LANGUAGE**ESL 050 English as a Second Language Beginning I .5-4 credits**

This course in Basic English for students with minimal English usage and little or no school experience in their native languages integrates basic listening, speaking, reading and writing skills with emphasis on comprehension, pronunciation, sound-letter correlation, alphabet and numbers.

ESL 051 English as a Second Language Beginning II .5-4 credits

This is a basic English course for students with some previous experience and/or instruction in English. Course integrates basic listening, speaking, reading and writing skills with emphasis on comprehension, pronunciation, vocabulary building and basic grammar and structure.

ESL 052 English as a Second Language Beginning III .5-4 credits

This course in basic English for students with some previous experience and/or instruction in English integrates basic listening, speaking, reading and writing skills with emphasis on comprehension, pronunciation, vocabulary building and basic grammar and structure.

ESL 060 Cross Cultural Explorations for Speakers of English as a Second Language .5-4 credits

This is conversational-based, English-language instruction for beginning or intermediate learners with foci on differences and similarities between American and other cultures. Course explores social and business etiquette, personal relationships, body language, holidays, customs and traditions, citizenship requirements, history and geography. It is for those who want to know more about the United States and improve their English listening and speaking skills.

ESL 070 English as a Second Language Intermediate I .5-4 credits

This course in English for students with experience and/or previous instruction in English integrates basic listening, speaking, reading and writing skills with more emphasis on vocabulary building, reading and writing, grammar and idioms. It has an

emphasis on review and refinement of skills for meaningful communication in employment, educational and social settings.

ESL 071 English as a Second Language Intermediate II .5-4 credits

This course in English for students with experience and/or previous instruction in English integrates listening, speaking, reading and writing skills with more emphasis on vocabulary building, reading and writing, grammar and idioms. The emphasis is on review and refinement of skills for meaningful communication in employment, educational and social settings.

ESL 080 Beginning Writing for Citizenship .5-4 credits

This is a beginning course in English as a Second Language reading and writing skills intended for those students with very little background in English literacy. Students first will learn directionality involved in writing the alphabet and progress to writing and recognizing English words. The content used to practice English emphasizes the information and skills needed to prepare for the INS (Immigration and Naturalization Service) citizenship test. Students also practice listening and oral skills in English. Skill Level Advisory.

Prerequisite: Students need a BEST (Basic English Skills Test) Literacy score no higher than 21 points or permission of the teacher to enter this class.

ESL 085 Citizenship Test Preparation .5-4 credits

This is a multi-level class designed to prepare qualified immigrants and refugees for the written and oral sections of the INS (Immigration and Naturalization Service) citizenship test administered in English.

Prerequisite: Ability to read and write English at a student performance level (SPL) of 3 or more demonstrated by ability to understand and communicate basic oral communication and the ability to read and write common sight words and basic personal information; permission by the teacher or a minimum BEST (Basic English Skills Test) oral score of 29 and BEST Literacy score of 22, or a CELSA (Combined English Language Skills Assessment) score of 26 or other similar test determined by the program required; if skills are at SPL (Student Performance Level) 7 or higher on the BEST test, students will be advised to enroll in a short-term citizenship workshop. Although this is an open-entry class, students are advised to attend class from the beginning session for best results.

ESL 090 English as a Second Language Advanced I .5-4 credits

This course provides English for students with considerable experience and/or previous instruction in English. Course integrates basic listening, speaking, reading and writing skills with more emphasis on creative production of new texts in speaking and writing, reading non-simplified texts, complex grammar and idioms. The primary objective is to provide opportunities for students to develop confidence to use English proficiently in everyday life.

ESL 098 English as a Second Language Advanced/Professional I .5-4 credits

This course provides English for students with considerable experience in English and advanced education in their native languages. Course integrates basic listening, speaking, reading and writing skills with more emphasis on reading non-simplified and academic texts, writing for specific purposes, grammar and idioms. The primary objective is to refine English proficiency to enable students to participate confidently in academic and business environments. This course may be repeated three times.

NURSING CONTINUING EDUCATION**NUR 280 Homemaker/Chorehousekeeper 1 credit**

This course provides students with the basic information necessary to work as a choreworker/housekeeper for agencies associated with the Illinois Department on Aging. The course meets the 15-hour, pre-service training requirements as specified by the Department on Aging.

NUR 281 Rehabilitation/Restorative Nursing 4 credits

This course is designed to meet the requirements and guidelines of Illinois Department of Public Health Standard 300.1220. Registered professional nurses and licensed practical nurses who work in long-term care facilities, hospitals and home health agencies have the opportunity to evaluate and update their knowledge of rehabilitative/restorative nursing care. The course provides participants with lecture-discussion and practice time covering topics such as philosophy of restorative nursing care, principles and skills of body mechanics, positioning, use of orthotics, prosthetics and writing and evaluating nursing care plans. The importance of teaching activities of daily living and use of therapeutic communications is discussed.

Prerequisite: Student must be registered nurse or licensed practical nurse

NUR 282 Nursing Update (RN Refresher) 6.5 credits

NUR 282 is a didactic and clinical nursing course designed for the registered nurse who has not practiced professionally for five or more years. This course focuses primarily on the delivery of nursing services in a hospital setting, but also provides exposure to other developments in nursing and healthcare delivery systems.

Prerequisite: Current or previous licensure as a Registered Nurse.

NUR 283 ADN Transition for the Licensed Practical Nurse (LPN) 5 credits

This course is designed to transition LPNs into the second year of the ADN program. It provides concepts taught in ADN 101 and ADN 102. NUR 283 focuses upon the LLCC ADN philosophy and the nursing process. Under supervision in the nursing practice lab and hospital, students are provided with opportunities to demonstrate their knowledge and their abilities to perform skills. This course is four weeks in length.

Prerequisite: Admission to the program, BIO 220, BIO 176 and PSY 220

NUR 284 Cardiac Medications .5 credit

This course covers cardiac anatomy and physiology, cardiac medication classifications and methods of administration of currently used cardiac medication. Patient desired outcomes and nursing interventions are studied. (.5 lecture hour)

Prerequisite: Student must be an RN or LPN.

NUR 286 CNA Instructor Course for RNs 2 credits

This course, which is approved by the Illinois Department of Public Health, covers adult learning principles, curriculum development, teaching methods, instructional techniques, communication in the classroom and teaching care of the Alzheimer's patient.

Prerequisite: Must be RN licensed in Illinois. Must have had two years' experience in nursing practice, one of which must be caring for the elderly or for the chronically ill of any age through employment in a nursing facility, extended care unit, geriatrics department, chronic care unit, hospice or other long-term care setting.

NUR 287 Legal Issues for RN and LPNs .5 credit

This course provides in-depth study of select portions of the Illinois Nursing Act of 1987 and the rules and regulations which govern it. (.5 class hours per week)

Prerequisite: Must be RN or LPN.

NUR 288 Writing Restorative Programs in Long-Term Care .5 credit

This course addresses how to write select patient restorative programs following Illinois Department of Public Aid guidelines.

Prerequisite: Must be RN or LPN. May be applicable to licensed social workers.

NUR 289 Rehabilitation Nursing Update .5-1 credit

This course addresses federal and state regulations pertinent to Rehabilitation/Restorative Nursing. The function of rehab nursing skills acting on body systems is examined. Guided skill practice is provided.

Prerequisite: Must be RN or LPN.

NUR 290 Physical Assessment .5-1 credit

This course is a study, guided practice and demonstration of physical assessment.

Prerequisite: Student must be an RN.

NUR 291 Diet and Disease Implications .5 credit

This course covers diet and disease relative to the cardiovascular system, respiratory system, immune system, nervous system, genitourinary system, diabetes, G.I. tract, osteoporosis and cancer.

NUR 292 I.V. Therapy for Nurses 1 credit

This course covers legalities and purposes of I.V. therapy, fluid and electrolyte assessments, I.V. solutions, anatomy and physiology of skin and peripheral veins, selection of I.V. sites, complications of therapy, drugs and solutions, administration sets, infection control, I.V. infusion and nursing responsibilities. Demonstration of venipuncture techniques and guided practice on anatomical models are included.

Prerequisite: Student must be an RN or LPN. The LPN must be sponsored by an agency which will provide RN guided clinical experience following the LPN's successful completion of the course.

NUR 293 Advanced Diabetes Topics .5 credit

This course addresses current advances in diabetes research, treatments and technologies. Emphasis is given to the team approach for optimal care of the person with diabetes. Psychologic impact of diabetes through life stages is studied.

Prerequisite: For nurses, dietitians and related health professionals.

NUR 294 Behavior Therapy in Long-Term Care .5 credit

This course addresses behavior management strategies for the health care team for problems caused by dementia in nursing home residents, and to address federal regulations related to psychotropic drug use in the elderly.

Prerequisite: Students must be a nurse, social worker or nursing home administrator.

NUR 295 The School Nurse: Critical Issues in Care of the Child in School .5 credit

This course provides an update on critical healthcare issues in schools.

Prerequisite: Students must be a nurse or emergency medical personnel.

NUR 296 Respiratory Care - Current Concepts .5 credit

This course covers respiratory anatomy and physiology, current treatments, equipment, medications, arterial blood gases and patient teaching.

Prerequisite: Student must be a nurse, respiratory therapy personnel or EMTs.

NUR 297 Physical Rehabilitation Aide Training Program 1 credit

This course consists of three training modules: purpose, philosophy and terminology; common functional duties associated with the provision of services; and disease process. The physical therapy aides promote restorative care by encouraging residents to function at their maximum level, stressing the importance of using abilities remaining, and serving as a resource for the employment situation they are involved with in the delivery of health care services.

NUR 298 Occupational Rehabilitation Aide Training Program 1 credit

This course fulfills the requirements established by the Illinois Department of Public Aid (IDPA) for a Occupational Rehabilitation Aide Training Program. After completing

the course and passing the IDPA examination, qualified students will be prepared to provide occupational rehabilitation programs in eligible health care settings.

Prerequisite: Certification as a Nurse Assistant (C.N.A.), Developmental Disabilities Aide, Basic Child Care/Habilitation Aide, Registered Nurse (R.N.) or Licensed Practical Nurse (L.P.N.)

OFFICE AND INFORMATION TECHNOLOGIES

The OIT courses in this section are Adult Education courses. Students must meet eligibility requirements to enroll in these courses. Please contact the Adult Education office at 217.786.2349 for additional information or visit the website at www.lcc.edu/adulted.

OIT 019 Small Office and Home Computers 1 credit

This course is designed to introduce students to the use of a microcomputer as well as the concepts involved in word processing. Students learn to start up a computer and insert a disk to start a program. Students enter text, save text, edit text and print text. Special word processing features such as search and replace and moving blocks of text are introduced to the students.

OIT 100 Keyboarding .5-2 credit

This introductory course is designed to develop basic skills on a standard keyboard. Students learn to operate the keyboard with increasing accuracy and speed. Students begin basic skill applications. This course is repeatable three times, providing an opportunity for students to master skills at increasing levels of difficulty.

OIT 120 Money Management .5-1 credit

This course is designed to provide students with knowledge and skills necessary to organize and manage their personal finances. Focus of this course includes budgeting; tracking income and expenses; financial planning; and managing debt.

Prerequisite: CAS 101

OIT 121 Career Development .5-1 credit

This course is designed to provide students with the knowledge necessary to identify and market their skills, experience and accomplishments to various industries of interest for employment. Focus of this course includes exploring potential jobs or careers and developing a personal marketing plan.

Prerequisite: CAS 101

OIT 122 Internet Job Search .5-1 credit

This course is designed to provide students with the knowledge and skills necessary for online job searches. Focus of this course includes marketing yourself online, resources for your electronic job searches, Internet basics and job search vocabulary.

Prerequisite: CAS 101

OIT 290 Filing 1 credit

This course covers the application of the principles of filing and indexing; including alphabetical, numerical, geographical and subject filing. The student becomes familiar with the use of cross referencing in alphabetical, numerical, geographical and subject filing.

OIT 291 Business Forms and Letters/Formatting I 1 credit

This course provides practice in typing personal letters, simple business forms, manuscripts and centering problems. At the end of the course, students should be able to type 30 words per minute for five minutes with five or fewer errors.

Prerequisite: OIT 100 or permission of instructor.

OIT 292 Business Forms and Letters/Formatting II 1 credit

This course provides practice to improve techniques that build students' speed and accuracy. The course covers typing of basic and problem-related skills, formatting letters with special features, formatting simplified forms of communications, formatting administrative communications and measuring basic production skills. At the end of the course, students should be able to type at 35 words per minute for five minutes with five or fewer errors.

Prerequisite: OIT 100 and OIT 291 or permission of instructor.

OIT 293 Business Forms and Letters/Formatting III 1 credit

This course provides continuing practice to improve techniques that build the student's speed and accuracy. This course covers building skills on tables, business forms, reports and employment communications, with more emphasis on production skills. At the end of the course, students should be able to type at 40 words per minute for five minutes with five or fewer errors.

Prerequisite: OIT 100, OIT 291 and OIT 292 or permission of the instructor

OIT 294 Basic Journal and Ledger Systems I 1 credit

In this course students learn about accounting careers and basic accounting concepts. Students also will learn the steps in the accounting cycle for a service business organized as a proprietorship.

OIT 295 Basic Journal and Ledger Systems II 1 credit

In this course students learn the procedures for converting from a manual to an automated accounting system. The accounting cycle for a merchandising business organized as a partnership is presented.

Prerequisite: OIT 294

PERSONNEL

PRESIDENT EMERITUS

Robert L. Poorman

Served the college with distinction from 1967 through 1988

FACULTY EMERITI

The honorary title of "emeritus" has been conferred upon the following retired faculty members of Lincoln Land Community College. These faculty members, all having served a minimum of 20 full-time years at LLCC, were selected based on their high levels of competency in the following areas: effective classroom teaching; leadership and service to the college; and leadership and service to the community and profession.

<u>Faculty Member</u>	<u>Discipline</u>	<u>Dates of service at LLCC</u>
Donald C. Anderson	History	1969-1993
Marcia Bagg	Nursing	1985-2006
Donald M. Bertram	Business	1975-1995
Edwin R. Booher	English/Literature	1969-1996
Ed Castelloe	Accounting	1980-1999
Anthony P. J. Cerniglia	Theatre/Speech	1970-1992
Michael D. Cortelyou	Chemistry	1970-1996
Alicia Craigmiles	Reading	1971-2007
Richard E. Dhabalt	Physical Education	1968-1993
Ben Dolbeare	Biology	1972-2001
Don Ecklund	Psychology	1970-2003
Dave Fleming	English	1971-2003
Anne Fyans	Counselor	1969-1991
Mary Ann Gatten	English	1971-2006
John Giavaras	History/Political Science	1971-1992
Eugene Haas	Music	1972-2001
James Hajek	Mathematics	1969-2001
Lois Jirgal	Nursing	1979-1999
Claude Kracik	Physical Education	1969-2002
James W. Jackson	Learning Resource Center	1971-1999
Jean LaRue	Nursing	1979-2003
Joan Lewis	Nursing	1976-2006
Arthur Lindsay	Sociology	1968-2002
George R. Long, Jr.	Chemistry	1970-1996
Richard Lyons	Agriculture	1975-2002
Jack Madura	Art	1970-2002
Warren Martin	Biology	1975-2002
Mildred (Mike) Meyer	Counselor	1973-1993
Robert Muller	Health	1971-2001
James S. Murray	Art	1968-2000
John D. Parker	Biology	1970-1993
Peggy Pavlisin	English	1970-2002
Lynn Pfannkuche	English	1970-2000
Carol Schmidt	Mathematics	1990-2010
Elijah Singley	Librarian	1971-2000
Thurman Smith	History	1969-2001
John Squibb	Political Science	1970-2007
Kevin Staley	Department Chair, Counselor	1970-2003

Richard R. Williams	English	1970-1997
Thomas S. Woolsey	Geology/Physical Science	1970-1994
B. Howard Wooters	Music	1968-1997

ADMINISTRATION

PRESIDENT'S OFFICE

Joni Bernahl, 08/99

Director, IT Service and Support
A.A.S., Lincoln Land Community College
B.A., Western Illinois University

Esteban Cruz, 07/07

Chief Information Officer
B.A., National Autonomous University of Mexico
M.B.A., DePaul University

Ben Roth, 06/98

Director, Systems and IT Infrastructure
A.A.S., Lincoln Land Community College
A.S., Lincoln Land Community College
B.A., University of Illinois Springfield

Karen Sanders, 07/03

Executive Director, Foundation
A.A., Lakeland Community College
B.A., University of Illinois Springfield

Susan Simpson, 09/99

Director, Institutional Research
B.S., Western Illinois University

Charlotte J. Warren, Ph.D., 05/06

President
B.S., Virginia Commonwealth University
M.S., Medical College of Virginia
Ph.D., University of Virginia

A. Lynn Whalen, 02/05

Executive Director, Public Relations and Marketing
B.A., Illinois College
M.A., University of Illinois Springfield

ACADEMIC SERVICES

William Bade, 07/01

Dean, Mathematics and Sciences
B.S., Concordia College
M.A., Sangamon State University

Ruth Bixby, 07/97

Program Director, Occupational Therapy Assistant
A.A., Thornton Community College
B.S., Western Michigan University
M.A., University of Illinois Springfield

Victor Broderick, 08/02

Dean, Social Sciences
B.A., University of Southern California
M.S., Pennsylvania State University
Ph.D., Pennsylvania State University

David Green, 08/94

Dean, Business and Technologies
A.A.S., John Logan Community College
B.S., Southern Illinois University
M.S., Southern Illinois University

Wendy Howerter, 01/02

Dean, District Learning Resources
B.A., Southern Illinois University, Carbondale
M.A., University of Illinois Springfield
M.A., University of Illinois Springfield
Ed.D., University of Illinois Champaign

Leslie Johnson, 07/11

Director, LLCC Litchfield
M.Ed., Southern Illinois University Carbondale

Tamara Kuhn-Schnell, 02/02

Associate Dean, Library
B.A., Indiana University
M.A., Indiana University

Barry Lamb, 07/07

Director, Instructional Technology Services
A.A., Lincoln Land Community College

B.S. Eastern Illinois University
M.A., University of Illinois Springfield

Diane Liesen, 07/12

*Program Director,
Neurodiagnostic Technology*
M.A., University of Illinois Springfield

Janice Lovekamp, 02/11

*Program Director, Surgical
Technology*
A.A.S., Metropolitan Community
College

Cynthia Maskey, 08/88

Dean, Health Professions
B.S., Northern Illinois University
M.S., University of Illinois
Ph.D., Indiana University

Rebecca Parton, 10/94

*Associate Dean, Instructional
Technology and Distance Education*
A.A.S., Lincoln Land Community
College
B.A., University of Illinois Springfield

Cynthia Reese, 08/99

Associate Dean, Nursing
B.S., University of Cincinnati
M.S., University of Illinois Chicago
Ph.D., Indiana University

Laura Rhodes, 04/98

Director, Child Development Center
A.S., Lincoln Land Community
College
B.A., Kendall College

Scott Stallman, 12/10

*Executive Director, Educational
Service Area*
LLCC Taylorville, Litchfield, Hillsboro
B.S., University of Missouri, Columbia
M.Ed., University of Missouri, St.
Louis

Jan Szoke, 07/13

Program Director, Respiratory Care

B.A., University of Illinois Springfield

Eileen Tepatti, 07/95

Vice President, Academic Services
A.A., Springfield College
B.A., Sangamon State University
M.A., Sangamon State University
Ed.D., University of Illinois
Champaign

Janet Terry, 01/96

*Executive Director, Education Service
Area*
LLCC Jacksonville, Beardstown
B.S., Illinois State University
M.A., Webster University

Jim Van Kleek, 11/07

Program Director, Aviation

Jared Wellman, 07/11

*Director, Library Technical Services
and Electronic Resources*
M.L.S., Indiana University

ADMINISTRATIVE SERVICES

Andrew Blaylock, 08/12

Director, Campus Services
B.S., University of Tennessee
Chattanooga

Dave Bretscher, 12/07

Director, Facilities

Hugh Garvey, 11/07

Assistant Vice President, Construction

Brad Gentry, 01/96

Police Chief
A.A. Black Hawk College
B.A. Sangamon State University

Karie Longhta, 11/98

Associate Vice President, Finance
A.A.S., Lincoln Land Community
College
B.S., Illinois State University
Certified Public Accountant

Rachel Patarozzi, 01/08

Director, Budget and Fiscal Services
 A.A., Lincoln Land Community College
 B.B.A., University of Illinois Springfield
 M.B.A., Walden University

Nicole Ralph, 05/96

Director, Employment & Benefits
Equal Opportunity Compliance Officer
 B.A., University of Illinois Champaign-Urbana
 Professional in Human Resources (PHR)

Junell Ransdell, 12/97

Associate Vice President, Human Resources
 B.S., Eastern Illinois University

STUDENT SERVICES
Christopher Barry, 05/12

Director, Student Success and Retention
 B.A., University of Nevada
 M.A., University of Nevada

Sharon Beler, 03/97

Director, Student Rights and Responsibilities
 A.A., Lincoln Land Community College
 B.A., University of Illinois Springfield

Julie Clevenger, 10/98

Executive Director, Learning Lab
 B.S., University of Illinois Springfield
 M.S., University of Illinois Springfield

Lisa Collier, 08/13

Associate Vice President, Financial Aid
 B.S., Greenville College
 M.S., Capella University

Lesley Frederick, 12/10

Vice President, Student Services

B.S., Missouri Western State University
 M.S., University of Central Missouri

Tricia Kujawa, 12/03

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 A.S., Rend Lake College
 B.S., Southern Illinois University Carbondale
 M.S.E.d., Southern Illinois University Carbondale
 M.S.E.d., Eastern Illinois University
 Ph.D., Colorado State University

Mary Beth Ray, 03/02

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 A.A., Lincoln Land Community College
 B.A., Western Illinois University
 M.A., University of Illinois Springfield

Ron Riggle, Jr., 10/90

Director, Athletics
Head Coach, Baseball
 A.A.S., Lincoln Land Community College
 B.A., Coastal Carolina College

WORKFORCE DEVELOPMENT
Lyn Buerkett, 02/98

Director, Adult Education and Literacy
 B.S., Eastern Illinois University

Robert Howard, 12/99

Director, Truck Driver Training Center
 B.A., Sangamon State University

Judy Jozaitis, 07/07

Vice President, Workforce Development and Community Education
 B.S., Northern Illinois University
 M.Ed., National Louis University
 Ed.D., National Louis University

Jay Kitterman, 08/95

*Director, Culinary Institute and
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B.A., Northern Illinois University
M.S., Northern Illinois University

Paula Luebbert, 11/89

*Assistant Vice President,
Corporate/Government
Training & Economic Development*
B.S., Southern Illinois University

Kevin Lust, 08/05

*Director, Small Business
Development Center*
B.A., Illinois Wesleyan University

Julie Rourke, 03/97

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FACULTY

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Professor, Computer Programming
A.S., Lakeland College
B.S., Eastern Illinois University
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Sara Bachmann, 08/12

Nursing Instructor
A.A.S., Lincoln Land
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M.S., University of Illinois

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B.S., Sangamon State University
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Pam Bradley, 08/06

Professor, Nursing
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M.S.N., Southern Illinois University
D.N.P., Rush University

Deborah Brothers, 08/00

Professor, English
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M.A., University of Illinois
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Jeri Buckner, 08/89

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M.A., Eastern New Mexico University

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M.S., University of Illinois

Dean Butzow, 08/03

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B.A., Valparaiso University

M.A., Western Michigan University

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B.S.N., Marquette University
M.S.N., Marquette University

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Professor, Biology

B.S., University of Illinois
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Professor, Nursing

A.A.S., Illinois Valley Community
College
B.S.N., Sangamon State University
M.S.N., Southern Illinois University
Edwardsville

Claire B. Gordon, 08/93

Professor, Speech

B.A., Miami University
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Ph.D., Ohio State University

Christa Gorman, 08/12

Instructor, Nursing

A.A.S., Lincoln Land Community
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Angela Gum, 08/96

Professor, Mathematics

B.S., Northeast Missouri State
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M.S., Texas Woman's University

Mark Hardiman, 08/09

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B.A., University of California
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M.F.A., Ohio University

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M.A.T., Indiana University
M.A., Indiana University

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M.A., Sangamon State University

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Refrigeration and Heating*
HVAC Certificate, John Wood
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Carbondale
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M.Ed., University of Arkansas

Ph.D., University of Arkansas

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B.B.A., Western Michigan University

M.M.A., Nazareth College

M.A., Western Michigan University

M.B.A., University of Illinois

D.Mgt., Webster University

J. Tim Humphrey, 08/03

Professor, Education

B.A., Murray State University

M.A., Murray State University

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R. James Johnson, 08/98

*Professor, Architectural and
Construction Technology*

A.A.S., Illinois Central College

B.S., Illinois State University

M.S., Illinois State University

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M.A., Eastern Illinois University

Chad Jones, 08/02

*Associate Professor, Physical
Education*

Head Coach, Men's Basketball

B.S., Western Illinois University

M.S., Western Illinois University

Donald R. Jones, 08/98

Professor, Chemistry

A.A.S., Navarro College

B.S., Montana State University,
Northern

Ph.D., South Dakota State University

Tracy Kesinger, 08/04

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B.S., Iowa Wesleyan College

M.S., University of Illinois Chicago

Kevin Kirsch, 08/98

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M.S., Western Illinois University

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B.S.N., Southern Illinois University

M.S.N., Southern Illinois University

Russ Kuster, 01/87

Professor, Electronics

A.A.S., Erie County Technical Institute

B.S.E.E., Western Michigan University

Patricia Lager, 08/06

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B.A., St. Louis University

M.S., University of Missouri, St. Louis

Terry Logsdon, 08/04

Professor, Philosophy

B.A., Quincy College

M.A., University of Illinois, Springfield

M.A., University of Illinois,

Champaign-Urbana

Frank Marsaglia, 01/00

Professor, Computer Networking

A.S., Lincoln Land Community
College

B.S., Florida Atlantic University

M.S., University of Illinois Springfield

Katie McAfee, 08/05

Associate Professor, Accounting

B.S., Eastern Illinois University
M.S., Illinois State University
Certified Public Accountant

Susan McClintock, 08/01

Professor, Mathematics
B.S., Illinois State University
M.S., University of Illinois,
Champaign-Urbana

Christopher J. McDonald, 08/98

Professor, Political Science
B.A., University of Lancaster
M.A., University of Georgia
Ph.D., University of Georgia

Hugh W. McNiece, 08/94

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B.S., Oklahoma State University
M.A., University of Pittsburgh
M.S., University of Pittsburgh

Jeffrey Mehan, 10/88

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B.A., University of Illinois

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M.S., University of Arkansas
Ph.D., University of Arkansas

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B.S., Southern Illinois University
M.S., Southern Illinois University
Ed.D., Illinois State University

Rebecca Miller-McGrath, 08/09

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B.S., Western Illinois University
M.S., Western Illinois University

Richard Monke, 08/96

Professor, Mathematics
B.S., University of Illinois
M.A., Eastern Illinois University
Ph.D., Capella University

Janet Moulton, 01/12

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M.S.N., Southern Illinois University
Edwardsville

Gregory B. Murray, 08/98

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A.A., Carl Sandburg College
B.A., Western Illinois University
M.A., Western Illinois University

Judy Nichols, 08/05

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B.S., Carroll College
M.S., University of North Texas
Ph.D., University of North Texas

Jennifer O'Malley, 08/12

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B.S., McKendree University
M.S., Southern Illinois University
Edwardsville
Ph.D., St. Louis University

James Pierce, 08/01

Professor, Engineering
B.S., University of Illinois Champaign-
Urbana
M.S., University of Illinois Chicago

Brenda Protz, 08/06

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B.A., University of Illinois Springfield
M.A., University of Illinois Springfield

Jennifer C. Ramm, 08/93

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B.A., Carleton College

M.S., University of Wisconsin

Michael Ramm, 08/96

Professor, Chemistry

B.S., University of Illinois

M.S., University of Wisconsin Madison

Ph.D., University of Wisconsin

Samantha Reif, 08/07

Assistant Professor, Geosciences

B.S., University of Wyoming

M.S., Michigan Technological

University

David Reynolds, 08/05

Professor, Sociology

A.A., Lincoln Land Community

College

B.A., Sangamon State University

M.A., Southern Illinois University

Leslie Rios, 1/08

Instructor, Librarian

A.A., Richland Community College

B.A., Eastern Illinois University

M.L.S., University of Illinois,

Champaign

John E. Roberts, Jr., 08/70

Professor, History

B.A., Colorado State University

M.A., University of Wisconsin

C.A.S., Northern Illinois University

D.A., Illinois State University

Ryan Roberts, 08/00

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B.A., University of Illinois

M.S., University of Illinois

C.A.S., University of Illinois

Mark Roehrs, 08/01

Professor, History

B.S., Concordia University

M.A., University of Wisconsin,

Milwaukee

Ph.D., University of Tennessee
Knoxville

Elmer Richard Rogers, 08/98

Professor, Automotive Technology

A.A.S., Lincoln Land Community
College

B.S., Southern Illinois University

Anthony Rothering, 08/01

Professor, Biology

A.S., Lincoln Land Community
College

B.S., Eastern Illinois University

M.S., Western Illinois University

Randal Rue, 04/05

Assistant Professor, Law Enforcement

A.A.S., Illinois Eastern Community
Colleges

B.A., McKendree College

M.P.A., University of Illinois
Springfield

Mary Russo, 08/99

Professor, Nursing

B.S. Loyola University

M.S., DePaul University

David Sack, 08/87

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B.A., Concordia College

M.A., Indiana University

M.A., Sangamon State University

Phillip Schaefer, 08/07

Professor, Accounting

B.A., Millikin University

M.S., Fontbonne University

Matt Shaver, 07/99

Professor, Computer Applications

B.A., Drury College

M.S., Southwest Missouri State
University

Alfred Shull, 08/00

Professor, Art

B.F.A., Culver Stockton College

B.S., Culver Stockton College
M.F.A., Southern Illinois University

Liesl Smith, 08/95

Professor, English

B.A., University of Illinois

J.D., University of Illinois

Cynthia Smock, 08/12

*Instructor, Neurodiagnostic
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College

Alison Stachera, 08/03

Professor, English

B.A., Ohio State University

M.A., Miami University

Ph.D., New Mexico State University

J. Eric Stachera, 08/03

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B.A., Indiana University

M.A., Miami University

Leslie Stalter, 08/04

Professor, Art

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M.F.A., San Jose State University

Cara Swafford, 08/09

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B.A., San Francisco State University

M.A., Rhode Island University

Colin Suchland, 08/13

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B.A., Culver Stockton College

M.A., University of Missouri Columbia

Gary Swee, 08/90

Professor, Anthropology

B.A., University of California

M.A., Michigan State University

Ph.D., Michigan State University

David Sykes, 08/86

Professor, Physics

B.A., Drake University

M.S., Drake University

Keven Tait, 08/12

Instructor, HVAC

ACRH Certificate, Lincoln Land
Community College

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Carbondale

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Theresa Till, 01/92

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M.S.N., Southern Illinois University

Ed.D., Illinois State University

Allan Tomnitz, 08/12

Instructor, Welding

A.S., Moraine Valley Community
College

Natasha Trame, 08/06

Assistant Professor, Psychology

B.S., Western Illinois University

M.S., Western Illinois University

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Professor, English

B.A., University of California

M.A., University of California

George Vaughn, 08/04

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 Ph.D., Southern Illinois University
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Julie McKinney, 09/08

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Suzanna Merrick, 05/04

Clinical Observation Coordinator

Jennifer Meyer, 02/10

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Josh Meyer, 03/13

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M.A., Western Illinois University

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Eli Miller, 01/12

Custodial Operations Supervisor

Tisha Miller, 09/99

Operations Analyst
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Maryjane Million, 11/08

Operations Analyst

Alison Mills, 07/00

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Keri Mounce, 10/00

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Barbara Mustered, 08/00

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Soudabeh Nassirpour, 12/05

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Wayne "Mac" Warren, 09/01
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M.S., Illinois State University

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