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# **LINCOLN LAND COMMUNITY COLLEGE CATALOG 2016-2018**

## **COMMUNITY COLLEGE DISTRICT 526 VOLUME XLV (JULY 2017 UPDATE)**

### **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](http://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](http://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](http://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**

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Commission on the Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. 727.210.2350

**Candidate for Accreditation of the Licensed Practical Nursing Program**

Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000  
[www.acenursing.org](http://www.acenursing.org)

**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.

**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](http://police.llcc.edu)). Individual copies are available in the Police Department located in Sangamon Hall South. Further information concerning 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 [www.llcc.edu/board-policy](http://www.llcc.edu/board-policy). 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 2016-2017

### **No Class Days for Students:**

*September 5, 2016 - Labor Day, (college closed)*

*October 7, 2016 - Institutional Improvement Day for college employees*

*November 1, 2016 - Professional Development Day for college employees*

*November 23-27, 2016 - Thanksgiving Recess (college closed)*

*December 16, 2016-January 6 2017 - Winter Recess (college offices closed December 17, 2016 through January 1, 2017; college offices will reopen on January 2, 2017).*

*January 16, 2017 - Martin Luther King Jr. Day (college closed)*

*March 4-12, 2017 - Mid-semester break (college closed)*

*March 28, 2017 - Professional Development Day for college employees*

*May 29, 2017 - Memorial Day (college closed)*

*July 4, 2017 - Independence Day (college closed)*

### **Fall, Mod I, Mod II and Short Semester 2016 Academic Calendars**

	Fall Semester Aug 20 - Dec 15, 2016	Fall Module I Aug 20 - Oct 14, 2016	Fall Mod II Oct 15 - Dec 15, 2016	Short Semester Sept 17 - Dec 15, 2016
New faculty orientation	Aug 18, 2016			
Convocation (all college employees)	Aug 19, 2016			
Saturday classes begin	Aug 20, 2016	Aug 20, 2016	Oct. 15, 2016	Sept 17, 2016
Late registration begins	Aug 20, 2016	Aug 20, 2016	Oct. 15, 2016	Sept 17, 2016
Audit period	Aug 20-25, 2016	Aug 20-23, 2016	Oct 15-18, 2016	Sept 17-21, 2016
Weekday classes begin	Aug 22, 2016	Aug 22, 2016	Oct 17, 2016	Sept 19, 2016
Last withdrawal date for tuition refund	Aug 25, 2016	Aug 23, 2016	Oct. 18, 2016	Sept 21, 2016
Last day for adding classes (end of late registration)	Aug 26, 2016	Aug 24, 2016	Oct 19, 2016	Sept 22, 2016
Labor Day (college closed)	Sept 5, 2016	Sept 5, 2016		

Institutional Improvement Day (no classes)	Oct 7, 2016	Oct 7, 2016		Oct 7, 2016
Mid-semester or mid-module	Oct 14, 2016	Sept 16, 2016	Nov 11, 2016	Oct 28, 2016
Professional Development Day (no classes)	Nov 1, 2016		Nov 1, 2016	Nov 1, 2016
Thanksgiving recess (college closed)	Nov 23-27, 2016		Nov 23-27, 2016	Nov 23-27, 2016
Classes resume	Nov 28, 2016		Nov 28, 2016	Nov 28, 2016
Last withdrawal date for W grade	Dec 2, 2016	Sept 30, 2016	Dec 2, 2016	Dec 2, 2016
Classes end	Dec 9, 2016	Oct 14, 2016	Dec 9, 2016	Dec 9, 2016
Final examinations	Dec 10 - 15, 2016	Oct 8-14, 2016 (last 2 hours class meets)	Dec 10 - 15, 2016	Dec 10 - 15, 2016
Final grades due (noon)	Dec 19, 2016	Oct 1, 2016	Dec 19, 2016	Dec 19, 2016

### Spring, Mod III, Mod IV, and Short Semester 2017 Academic Calendars

	Spring Semester Jan 7 - May 11, 2017	Spring Module III Jan 7 - Mar 3, 2017	Spring Module IV Mar 13 - May 11, 2017	Short Semester Feb 4 - May 11, 2017
College offices open	Jan 2, 2017			
Saturday classes begin	Jan 7, 2017	Jan 7, 2017		Feb 4 2017
Late registration begins	Jan 7, 2017	Jan 7, 2017	Mar 13, 2017	Feb 4, 2017
Audit period	Jan 7-12, 2017	Jan 7-10, 2017	Mar 13-15, 2017	Feb 4-8, 2017
Weekday classes begin	Jan 9, 2017	Jan 9, 2017	Mar 13, 2017	Feb 6, 2017
Last withdrawal date for tuition refund	Jan 12, 2017	Jan 10, 2017	Mar 15, 2017	Feb 8, 2017
Last day for adding classes (end of late registration)	Jan 13, 2017	Jan 11, 2017	Mar 16, 2017	Feb 9, 2017
Martin Luther King, Jr. Day (college closed)	Jan 16, 2017	Jan 16, 2017		

Mid-semester or mid-module	Mar 3, 2017	Feb 3, 2017	Apr 7, 2017	Mar 24, 2017
Mid-semester break (college closed)	Mar 4-12, 2017			Mar 4-12, 2017
Classes resume	Mar 13, 2017			Mar 13, 2017
Professional Development Day (no classes)	Mar 28, 2017		Mar 28, 2017	Mar 28, 2017
Last withdrawal date for W grade	Apr 28, 2017	Feb 17, 2017	Apr 28, 2017	Apr 28, 2017
Classes end	May 5, 2017	Mar 3, 2017	May 5, 2017	May 5, 2017
Final examinations	May 6-11, 2017	Feb 25-Mar 3, 2017 (last 2 hours class meets)	May 6-11, 2017	May 6-11, 2017
Commencement	May 12, 2017		May 12, 2017	May 12, 2017
Final grades due (noon)	May 15, 2017	Mar 13, 2017	May 15, 2017	May 15, 2017
Memorial Day (college closed)	May 29, 2017		May 29, 2017	May 29, 2017

### Summer Session, Mod V and Mod VI 2017 Academic Calendars

	Summer Session Jun 8 - July 30, 2017	Mod V Jun 8 - July 2, 2017	Mod VI July 6 - July 30, 2017
Classes begin	Jun 5, 2017	Jun 5, 2017	Jul 3, 2017
Late registration begins	Jun 5, 2017	Jun 5, 2017	Jul 3, 2017
Audit period	Jun 5-7, 2017	Jun 5-6, 2017	Jul 3-5, 2017
Last withdrawal date for tuition refund	Jun 7, 2017	Jun 6, 2017	Jul 5, 2017
Last day for adding classes (end of late registration)	Jun 8, 2017	Jun 7, 2017	Jul 6, 2017
Mid-session or mid-module	Jun 29, 2017	Jun 15, 2017	Jul 13, 2017
Independence Day (college closed)	Jul 4, 2017	Jul 4, 2017	
Last withdrawal date for W grade	Jul 18, 2017	Jun 21, 2017	Jul 19, 2017
Classes end	Jul 25, 2017	Jun 28, 2017	Jul 26, 2017
Final examinations	Jul 26-27, 2017	Jun 29, 2017	Jul 27, 2017



Final grades due (noon)	Jul 31, 2017	Jul 3, 2017	July 31, 2017
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## ACADEMIC CALENDAR 2017-2018

### **No Class Days for Students:**

*September 4, 2017 - Labor Day, (college closed)*

*October 6, 2017 - Institutional Improvement Day for college employees*

*November 7, 2017 - Professional Development Day for college employees*

*November 22-26, 2017 - Thanksgiving Recess (college closed)*

*December 15, 2017-January 12, 2018 - Winter Recess (college offices closed December 16, 2017 through January 1, 2018; college offices will reopen on January 2, 2018)*

*January 15, 2018 - Martin Luther King Jr. Day (college closed)*

*March 10-18, 2018 - Mid-semester break (college closed)*

*March 27, 2018 - Professional Development Day for college employees*

*May 28, 2018 - Memorial Day (college closed)*

*July 4, 2018 - Independence Day (college is closed)*

### **Fall, Mod I, Mod II and Short Semester 2017 Academic Calendars**

	Fall Semester Aug 19 - Dec 14, 2017	Fall Module I Aug 19 - Oct 13, 2017	Fall Mod II Oct 14 - Dec 14, 2017	Short Semester Sept 16 - Dec 14, 2017
New faculty orientation	Aug 17, 2017			
Convocation (all college employees)	Aug 18, 2017			
Saturday classes begin	Aug 19, 2017	Aug 19, 2017	Oct. 14, 2017	Sept 16, 2017
Late registration begins	Aug 19, 2017	Aug 19, 2017	Oct. 14, 2017	Sept 16, 2017
Audit period	Aug 19-24, 2017	Aug 19-22, 2017	Oct 14-17, 2017	Sept 16-20, 2017
Weekday classes begin	Aug 21, 2017	Aug 21, 2017	Oct 16, 2017	Sept 18, 2017
Last withdrawal date for tuition refund	Aug 24, 2017	Aug 22, 2017	Oct. 17, 2017	Sept 20, 2017
Last day for adding classes (end of late registration)	Aug 25, 2017	Aug 23, 2017	Oct 18, 2017	Sept 21, 2017

Labor Day (college closed)	Sept 4, 2017	Sept 4, 2017		
Institutional Improvement Day (no classes)	Oct 6, 2017	Oct 6, 2017		Oct 6, 2017
Mid-semester or mid-module	Oct 13, 2017	Sept 15, 2017	Nov 10, 2017	Oct 27, 2017
Professional Development Day (no classes)	Nov 7, 2017		Nov 7, 2017	Nov 7, 2017
Thanksgiving recess (college closed)	Nov 22-26, 2017		Nov 22-26, 2017	Nov 22-26, 2017
Classes resume	Nov 27, 2017		Nov 27, 2017	Nov 27, 2017
Last withdrawal date for W grade	Dec 1, 2017	Sept 29, 2017	Dec 1, 2017	Dec 1, 2017
Classes end	Dec 8, 2017	Oct 13, 2017	Dec 8, 2017	Dec 8, 2017
Final examinations	Dec 9 - 14, 2017	Oct 7-13, 2017 (last 2 hours class meets)	Dec 9 - 14, 2017	Dec 9 - 14, 2017
Final grades due (noon)	Dec. 18, 2017	Oct. 18, 2017	Dec. 18, 2017	Dec. 18, 2017

### Spring, Mod III, Mod IV, and Short Semester 2018 Academic Calendars

	Spring Semester Jan 13 - May 17, 2018	Spring Module III Jan 13 - Mar 9, 2018	Spring Module IV Mar 19 - May 17, 2018	Short Semester Feb 10 - May 17, 2018
College offices open	Jan 2, 2018			
Saturday classes begin	Jan 13, 2018	Jan 13, 2018		Feb 10, 2018
Late registration begins	Jan 13, 2018	Jan 13, 2018	Mar 19, 2018	Feb 10, 2018
Audit period	Jan 13-18, 2018	Jan 13-17, 2018	Mar 19-21, 2018	Feb 10-14, 2018
Weekday classes begin	Jan 16, 2018	Jan 16, 2018	Mar 19, 2018	Feb 12, 2018
Martin Luther King, Jr. Day (college closed)	Jan 15, 2018	Jan 15, 2018		
Last withdrawal date for tuition refund	Jan 18, 2018	Jan 17, 2018	Mar 21, 2018	Feb 14, 2018

Last day for adding classes (end of late registration)	Jan 19, 2018	Jan 19, 2018	Mar 22, 2018	Feb 15, 2018
Mid-semester or mid-module	Mar 9, 2018	Feb 9, 2018	Apr 13, 2018	Mar 30, 2018
Mid-semester break (college closed)	Mar 10-18, 2018			Mar 10-18, 2018
Classes resume	Mar 19, 2018			Mar 19, 2018
Professional Development Day (no classes)	Mar 27, 2018		Mar 27, 2018	Mar 27, 2018
Last withdrawal date for W grade	May 4, 2018	Feb 23, 2018	May 4, 2018	May 4, 2018
Classes end	May 11, 2018	Mar 9, 2018	May 11, 2018	May 11, 2018
Final examinations	May 12-17, 2018	Mar 3-9, 2018 (last 2 hours class meets)	May 12-17, 2018	May 12-17, 2018
Commencement	May 18, 2018		May 18, 2018	May 18, 2018
Final grades due (noon)	May 21, 2018	Mar 19, 2018	May 21, 2018	May 21, 2018
Memorial Day (college closed)	May 28, 2018		May 28, 2018	May 28, 2018

### Summer Session, Mod V and Mod VI 2018 Academic Calendars

	Summer Session Jun 4 - July 26, 2018	Mod V Jun 4 - 28, 2018	Mod VI Jul 2 - July 28, 2018
Classes begin	Jun 4, 2018	Jun 4, 2018	Jul 2 2018
Late registration begins	Jun 4, 2018	Jun 4, 2018	Jul 2, 2018
Audit period	Jun 4-6, 2018	Jun 4-5, 2018	Jul 2-3, 2018
Last withdrawal date for tuition refund	Jun 6, 2018	Jun 5, 2018	Jul 3, 2018
Last day for adding classes (end of late registration)	June 7, 2018	Jun 6, 2018	Jul 5, 2018
Mid-session or mid-module	Jun 28, 2018	Jun 14, 2018	Jul 12, 2018

Independence Day (college closed)	Jul 4, 2018		
Last withdrawal date for W grade	Jul 17, 2018	Jun 20, 2018	Jul 18, 2018
Classes end	Jul 24, 2018	Jun 27, 2018	Jul 25, 2018
Final examinations	Jul 25-26, 2018	Jun 28, 2018	Jul 26, 2018
Final grades due (noon)	Jul 30, 2018	Jul 2, 2018	Jul 30, 2018

## MESSAGE FROM OUR PRESIDENT

Welcome to the Lincoln Land Community College online catalog. This resource is your "go-to" guide for all that LLCC has to offer.

The online catalog is updated four times per year and contains the most current listing of academic information, degrees and requirements, course descriptions and much more.

As you consider your academic pathway by exploring this catalog, please know that we have many individuals offering personalized services to assist you, from academic advisors and career services personnel to the caring professionals in the Center for Academic Success.

We truly believe that LLCC is your best choice to "Go Near. Go Far." Explore your options and choose your path; we are here to support you every step of the way.

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

## LINCOLN LAND COMMUNITY COLLEGE TRUSTEES

**Craig Findley**, Chair  
906 West State St.  
Jacksonville, IL 62650  
782.7273  
Trustee District 6

**Jerry Wesley**, Vice Chair  
PO Box 391  
Witt, IL 62094  
594.2273  
Trustee District 7

**Dennis Shackleford**,  
Secretary  
36 Maplehurst Dr  
Rochester, IL 62563  
498.9030  
Trustee District 2

**Jeff Fulgenzi**  
413 Aintree Chase  
Sherman, IL 62684  
741.3905  
Trustee District 5

**Kent Gray**  
2116 Illini Rd  
Springfield, IL 62704  
546.0340  
Trustee District 3

**Justin Reichert**, Chair  
920 N. 7th St  
Springfield, IL 62702  
528.2183  
Trustee District 1

**Wayne Rosenthal**  
209 South Monroe St,  
Morrisonville, IL 62546  
526.3140  
Trustee District 4

**Brandon Lewis**  
Student Trustee

*As of February 2016*

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](http://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.

### **II. Cultural and Global Awareness**

Students will develop a set of skills that support effective and appropriate interaction on a variety of cultural contexts. Students will be able to critically analyze and engage with complex global systems.

### **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.

### **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 LLCC Outreach Centers in Beardstown, Hillsboro, Jacksonville, Litchfield and Taylorville; the Levi, Ray and Shoup, Inc. Aviation Center at LLCC; 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 LLCC Outreach Centers 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 Adult Basic Education (ABE), High School Equivalency (GED), English Language Acquisition (ELA), 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/adult-education](http://www.llcc.edu/adult-education).

### **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 outreach 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 40, visit [www.LLCCFoundation.org](http://www.LLCCFoundation.org).

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.

## **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 4 p.m. or by appointment

To schedule a Museum tour, please contact the Museum Coordinator at 217.786.4510, or LLCC Foundation at 217.786.2217, or email [LLCC.Foundation@llcc.edu](mailto: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](http://www.llcc.edu/alumni) and completing the short registration form. For more information, call 217.786.4612.

## **LLCC OUTREACH CENTERS**

To better serve students off campus, LLCC maintains Outreach Centers 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 Outreach Centers 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, 217.786.2754, 800.572.5448

### **LLCC - Litchfield**

#1 Lincoln Land Drive, Litchfield, 217.786.3401, 800.858.9193

### **LLCC - Hillsboro**

102 N. Main Street, Hillsboro, 217.532.2148

1200 East Tremont Street, Hillsboro, 217.532.2004

### **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](http://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 77.

**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 53.

**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, Records and Registration; Advising, Counseling and Career Services; Center for Academic Success; Placement and Testing; Athletics; Financial Aid; Retention and Student Success; Student Life, TRIO/Student Support Services; Institutional Research; and Institutional Effectiveness.

**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 forms are available online at [www.llcc.edu](http://www.llcc.edu). A paper copy of the admission form 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 forms are also available at LLCC Outreach Centers. Completed forms should be submitted to the Admission and Registration Office. There is no fee.

Prospective students must submit an admission form 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 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 ADMISSION**

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 Admission 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 additional \$75 fee.
- LLCC admission form and International Student application, available from the Records Office and online at [www.llcc.edu/international-students](http://www.llcc.edu/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 550 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 [www.llcc.edu/tuition-and-fees](http://www.llcc.edu/tuition-and-fees) 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 16 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 admission, placement and registration procedures as required of all students new to LLCC. This includes submitting an admission form (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**

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.

Students will be assigned an academic advisor based on their declared program, or if a student attends classes at an Outreach Center, they will be assigned to that respective advisor. 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-counseling>

## **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 Outreach Centers. For information, contact the Placement and Testing Office, 217.786.2211 or visit [www.llcc.edu/testing](http://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 Center for Academic Success 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. Those who score below 60 on the placement test in arithmetic will begin the sequence in MAT 081/08.

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. Students who score below 60 on the algebra placement test will start in MAT 088/092, while those with a score between 60 and 84 place into MAT 094/096.

Students who achieve a score of 85 or above in the algebra placement exam can start in MAT 104, MAT 105, MAT 113, MAT 141 or MAT 251. Students who score a 22 or higher on the ACT and/or 480 or higher on the SAT in math do not need to take math placement tests.

### **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. Students who score a 22 or higher on the ACT in reading or a 480 or higher on the SAT verbal section do not need to take the reading placement test. Those who score below 60 will be placed in RDG 098. For scores that fall between 60 and 75, students will be placed in RDG 099. No reading courses are required if a student achieves a reading score of 76 or above.

### **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 EGL 099 prior to enrolling in a Writing-1 course is strongly recommended. Those who score in range 1 on the placement test will begin in EGL 098. If the score range is 2, the student will begin the writing sequence in EGL 099.

Students are advised that successful completion of EGL 101 prior to enrolling in a Writing-2 course is strongly recommended. Students who place in range 3 begin with EGL 101 or EGL 104.

Students are advised that successful completion of EGL 102 prior to enrolling in a Writing-3 course is strongly recommended. Students who score a 22 or higher on the ACT in English or a 480 or higher on the SAT verbal section do not need to take the writing placement tests.

## **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 contact Admission and Registration in Menard Hall at LLCC-Springfield or call 217.786.2292. You may also call or visit your nearest LLCC location to schedule the next 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 at [www.llcc.edu/registration](http://www.llcc.edu/registration) or obtained from the Admission and Registration Office in Menard Hall and each Outreach Center.

### **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 Outreach Center.

### **LLCC Outreach Centers**

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

#### **LLCC-Taylorville**

217.786.2754 800.572.5448

#### **LLCC-Litchfield**

217.786.3401 800.858.9193

**LLCC-Hillsboro**

217.786.3401 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 32.

**TUITION AND FEES**

**TUITION**

Please reference [www.llcc.edu/tuition-and-fees](http://www.llcc.edu/tuition-and-fees) for tuition costs. Some courses have a variable tuition rate in excess of the standard in-district rate.

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 <a href="http://www.llcc.edu/tuition-and-fees">www.llcc.edu/tuition-and-fees</a>
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In-district residents, age 65 or older	No activity fee charge
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Classroom support/technology fee — See [www.llcc.edu/tuition-and-fees](http://www.llcc.edu/tuition-and-fees).

**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
Commencement	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 in full or have not been awarded financial aid of any kind 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/payment-plan](http://www.llcc.edu/payment-plan).

## **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 and the appropriate dean, 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 Outreach Centers during the regular business hours of each location or by using WebAdvisor.

**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 31", and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, "Grades Given Upon Withdrawal , see page 59" (Board Policy 5.42).

Withdrawing from courses may be done in person or by phone at the Springfield campus or at any Outreach Centers 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 the non-resident portion of tuition at 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 office of Admission, Records and Registration. 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. Chargebacks are not approved to colleges outside of the Comprehensive Agreement regarding the Expansion of Educational Resources (CAREERS) agreement if a college within the CAREERS agreement offers the program. 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. (Board Policy 5.17)



## **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 207. 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 Admission, Records and Registration 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, Records and Registration 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: Students will be notified of the SAP Appeals Committee's decision within 30 days of the submission of the appeal. Students may have to pay tuition, fees and books out of pocket while awaiting the outcome of the appeal.

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

Submission of appeals that have been previously denied two times will be reviewed at the discretion of the 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/financial-aid](http://www.llcc.edu/financial-aid).

## **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 AND OPPORTUNITY ACT (WIOA) PROGRAM**

Students eligible for WIOA (economically disadvantaged or dislocated – laid off) receive services from the Financial Aid Office. Orientation, workshops, employment assistance and follow-up services are available. Eligibility for the WIOA is determined at each county WIOA office. LLCC is a certified training provider for WIOA 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](http://www.llccfoundation.org), stop by the LLCC Foundation in Menard Hall, or call 217.786.4502.

## **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 Outreach Center or at [www.llccfoundation.org](http://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 Center 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 Outreach Centers. 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.

### TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services (SSS) is a federally-funded program that provides targeted academic support for students. The TRIO Program offers a number of resources, including one-on-one assistance in areas related to student success. The aim of the program is to guide and encourage students to persevere along their academic path, maintain good or excellent academic standing, graduate from LLCC with a degree, and transfer to a four-year college or university to earn a bachelor's degree. TRIO programming addresses key areas such as academic advising, tutoring, career counseling, financial aid application assistance, financial literacy workshops, transfer assistance and cultural enrichment activities.

In order to participate in the program, students must be a U.S. citizen or permanent resident who meets the eligibility requirements. One or more of these statements must be true:

- first in the family to complete a college degree
- qualify for the Pell Grant
- documented disability
- plan to transfer to a four-year college or university
-

The TRIO Program office is located on the main level of Menard Hall, in the Student Services Center across from the Admission and Registration Office. For more information, visit the TRIO office, call 217.786.4986 or visit [www.llcc.edu/trio](http://www.llcc.edu/trio).

## **CAREER SERVICES**

Career Services offers a wide variety of career and job search services for students and community members, as described below. The office is located in the Advising, Counseling, and Career Services Office 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 at [www.llcc.edu/career-development-services](http://www.llcc.edu/career-development-services).

### **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 Career Services office receives job postings from major companies and corporations in Springfield and the surrounding areas. These jobs are listed in the College Central Network, a job search database. Students may visit [collegecentral.com/llcc](http://collegecentral.com/llcc) to set up a free account to access jobs and internships and post their resume for employers to view. Available jobs are also posted on the bulletin board in the Student Services hallway in Menard Hall outside Advising, Counseling and Career Services. The office also provides assistance with cover letter and resume writing techniques, interviewing skills, job search techniques and proper business etiquette. A computer lab is available for job search activities and resume writing.

## **COOPERATIVE EDUCATION PROGRAM**

Cooperative education (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, employer, Career Services staff and 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.

## CENTER FOR ACADEMIC SUCCESS

Located on the lower level of Sangamon Hall, the Center for Academic Success consists of a full assortment of academic support services: the Math Center, Accessibility Services Office, Academic Success professionals, 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.llcc.edu/cas](http://www.llcc.edu/cas) or stop by the Center for Academic Success 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 Center for Academic Success 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 a.m. to 6 pm, Monday through Wednesday; 10 a.m. to 7 p.m. 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.

## **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, assistance with lecture notes, e-text and career transitioning.

Contact the special populations coordinator in the Center for Academic Success, Sangamon Hall, 217.786.2828 or 217.786.2869.

## **ACCESSIBILITY 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, assistance with lecture notes, extended test time and e-texts. Contact the Accessibility Services professional at 217.786.2828, 217.786.2869 or toll-free outside Springfield at 800.727.4161, ext. 62828.

## **ACADEMIC SUCCESS PROFESSIONALS**

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 are 8 a.m. to 7 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 Center for Academic Success 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 Center for Academic Success 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](http://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 outside Cass Gym, Logan Hall, Menard Hall, Sangamon Hall, Workforce Careers Center and on the walkway between the Trutter and Millennium Centers.

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/clery.aspx](http://police.llcc.edu/clery.aspx). 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**

Pursuant to the Smoke Free Campus Act (110 ILCS 64), smoking and the use of tobacco products as defined by the Act is prohibited on any College owned or operated property. Smoking and the use of tobacco products as defined by the Act is only permissible in a personal vehicle. All smoking material must be extinguished and disposed of inside the vehicle.

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 Student Life Office provides numerous opportunities for LLCC students to get involved outside of the classroom and become engaged in campus life. The programs and services include leadership opportunities, student clubs and organizations, Student Government Association, Logger Activities Board, various campus activities, Logger Lair Gaming Center, student awards and recognition ceremony, and Student Development Transcript.

If you're interested in getting involved, contact the Student Life Office at 217.786.2241, visit the website at [www.llcc.edu/student-life/](http://www.llcc.edu/student-life/) 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**

Please see Bookstore for information.

## **STUDENT AWARDS AND RECOGNITION**

LLCC values the contributions and accomplishments of students. Therefore, the Student Life Office coordinates an annual event to recognize student leaders at all LLCC locations. In addition, Student Life provides a Student Development Transcript, an official listing of an individual student's involvement on campus, which can be utilized when applying for scholarships, to other institutions or to for employment.

## **STUDENT INSURANCE**

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

## **STUDENT CLUBS AND ORGANIZATIONS**

There are approximately 40 student clubs and organizations on campus addressing a variety of interests. Clubs and organizations fall under the following categories: academic excellence, academic and professional, arts and entertainment, cultural and religious, general interest, political involvement and social issues and community service. Students can also 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 Improvisational 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 both on and off campus. Although the choir is open to any student, 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 Student Government Association (SGA) is the official governing council for the college student body and provides recognition for all student clubs and organizations on campus. SGA is comprised of 12 representatives, five officers and one student trustee. Members attend various leadership conferences and retreats each year. They also represent the student body on various institutional committees and participate in advocacy efforts for community college students. If you are interested in becoming a member of SGA or want to express any student concerns, comments or questions, call 217.786.2320, visit their website at [www.llcc.edu/student-government-association](http://www.llcc.edu/student-government-association) or visit their office located in the Logger Lair Gaming Center (lowest level of A. Lincoln Commons).

**STUDENT NEWSPAPER**

The college produces a student newspaper, The Lamp. Students interested in being involved in the newspaper should contact The Lamp advisor at 217.786.4656 or the dean of Arts and Humanities at 217.786.2240.

**STUDENT UNION**

This area features 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 15 provides bus service to the LLCC campus every half hour from 6:46 a.m. to 6:16 p.m., Monday through Saturday. Buses leave campus for downtown Springfield every half hour from 7:08 a.m. to 5:38 p.m., Monday through Saturday.

Route 905 provides bus service to and from the LLCC campus every hours from 7:15 p.m. to 11:15 p.m., Monday through Friday. More information about the bus service is available from the Information Desk located in A. Lincoln Commons.

**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 Center for Academic Success 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 obtain a Petition for Proficiency form from the Records Office. A \$20 exam fee, submitted with the form, is required for each test taken by a student, including retests. A period of one semester is required between retests.

Once a student has earned credit by proficiency examination, a fee of \$50 per course is due to the Records Office before 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 \$50 processing fee per course is required.

<b>National, State or Regional Granting Organization</b>	<b>Name of License, Certification or Registry</b>	<b>LLCC Program/ Course Area</b>
<b>Business and Technologies 217.786.2406</b>		
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) Core Certified	CAS course prefixes

International Association of Administrative Professionals	Office Systems and Technology	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
	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; EGL 098, EGL 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 EGL 098, EGL 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

**AP** Advanced Placement [Equivalent to a minimum grade of C]

**CL** CLEP Note: does not satisfy the lab science requirement for BIO 101, CHE 101, PSI 101

**PR** Proficiency

**TR** Transfer Credit [Equivalent to a minimum grade of C]

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

<b>Grade</b>	<b>Grade Point</b>
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, EGL 100, 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 and MAT 082. 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 and MAT 082. 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  $3 \times 4$  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](http://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 315), 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 the student repeats a course which is not identified as Repeatable for Credit, the higher grade will be automatically recorded on the student's permanent scholastic record. The system identifies the original class repeated with an "R" and will maintain the grade history. Courses identified as Repeatable for Credit will have the grade replaced automatically only if the original grade is failing (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 60 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](http://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 78, 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<br>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<br>Credit must be earned in at least two of the following areas and must be selected from the list of General Education Core Curriculum, see page 78 courses: political science, economics, sociology, psychology, history (except western civilization), anthropology, GEG 102 and GEG 104. |
| Group III | Humanities and fine arts—9 semester hours<br>Select one course from Humanities, one course from Fine Arts, and one course from either Humanities or Fine Arts and must be selected from the list of General Education Core Courses, see page 78  |

- Group IV Science and mathematics—10 semester hours
- A. Mathematics—3 semester hours  
Three semester hours of credit must be selected from the list of General Education Core Curriculum , see page 78 courses.
  - B. Science—7 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 Curriculum , see page 78 courses 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—23 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—6 semester hours  
Credit must be earned in at least two of the following areas and must be selected from the list of General Education Core Curriculum , see page 78 courses: political science, economics, sociology, psychology, history, (except western civilization), anthropology, GEG 102 or GEG 104.
- Group III Humanities and fine arts—6 semester hours  
Select one course from "Humanities" and select one course from "Fine Arts"; these must be selected from the list of General Education Core Curriculum , see page 78 courses:
- Group IV Science and mathematics—16 semester hours
- A. Mathematics—6 semester hours  
Six semester hours of credit must be selected from the list of General Education Core Curriculum , see page 78 courses
  - B. Science—10 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 Curriculum , see page 78 courses and must include one laboratory course.  
*Life science:* Biological science  
*Physical science:* Astronomy, chemistry, geography (except GEG 102 and GEG 104), physics, physical science, geology
- Group V Electives—23 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 Curriculum , see page 78

courses: 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 281 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 78 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 Core Curriculum, see page 78 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 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<br>EGL 101, EGL 102 (with a minimum grade of C in each course) are required. CMN 101 is required.  |
| Group II  | Social science—3 semester hours for Music majors - 6 semester hours for Art majors<br>PSY 101 recommended. Courses must be chosen from the list of General Education Core courses. If taking six or more credits, at least one course should be from social science and one course from behavioral science.<br>Social science: Anthropology, Economics, History, Political Science, Sociology<br>Behavioral science: Psychology |
| Group III | Humanities and fine arts—6 semester hours<br>Choose one course from either Humanities A or Humanities C from the list of General Education Core Curriculum, see page 78 courses.  |
| Group IV  | Science and mathematics—10-11 semester hours<br>General Education Mathematics (MAT 104) recommended—3 semester hours<br>Science—7-8 semester hours<br>Credit must be earned in both the Life Science and the Physical Science areas, must be selected from the list of General Education Core Curriculum, see page 78 courses and must include one laboratory course.   |
| Group V   | Required courses in major area —32-34 semester hours  |

### **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<br>EGL 101, EGL 102, and EGL 103; CMN 101 and CMN 104   |
| Group II | Social science<br>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: CHI 101; EGL 109, EGL 110, EGL 111, EGL 112, EGL 113, EGL 120, EGL 147, EGL 150, EGL 151, EGL 201, EGL 202, EGL 210, EGL 211, EGL 220, EGL 221 and EGL 222; 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; ASD 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

AES — Associate in Engineering Science

AAS—Associate in Applied Science

AS—Associate in Science

AFA— Associate in Fine Arts

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	6	3	3	**	6
Group III: Humanities/Fine Arts	9	6	0-3	6	**	3
Group IV: Science and Math	10	16	22	10-11	**	6
<b>Minimum Gen Ed Hours</b>	<b>38</b>	<b>37</b>	<b>31-34</b>	<b>32</b>	<b>15</b>	<b>21</b>
Group V: Electives	23	23	34-35	32-34	45+***	39
<b>TOTAL CREDIT HOURS</b>	<b>60</b>	<b>60</b>	<b>65</b>	<b>62</b>	<b>60+</b>	<b>60</b>

\* 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 78 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 78. For "codes assigned by the IAI for the General Education Core Curriculum and for majors" , see page 208 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 and GEG 104; POS 101, POS 201, POS 202 and POS 220; PSY 101, PSY 214 and PSY 220; SOC 101, SOC 110 and SOC 201; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Group III    Humanities: EGL 109, EGL 110, EGL 111, EGL 112, EGL 113, EGL 120, EGL 147, EGL 201, EGL 202, EGL 210, EGL 211, EGL 220, EGL 221 and EGL 222; FRE 202; HIS 101 and HIS 102; HUM 112, ITA 202; PHI 201, PHI 204, PHI 205, and PHI 210; and SPA 202; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Fine Arts: ART 101, ART 204, ART 205, and ART 208; EGL 114; FLM 101 and FLM 201; HUM 101, HUM 102 and HUM 201; MUS 104 and MUS 108; THE 101; and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Humanities C: 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 252 and other courses acceptable as General Education Core Courses by the Illinois Articulation Initiative
- Life Science: BIO 101, BIO 104 and BIO 107 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, and GEG 201; GEO 101 and GEO 102; PHY 101 and PHY 201; ASD 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 LLCC will apply to requirements of the senior institution to which the student wishes to transfer by contacting that institution or by seeing a LLCC 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 Center for Academic Success, 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 AA , see page 83  
 Accounting Specialist AAS , see page 83  
 Advanced Emergency Medical Technician CC , see page 137  
 Advanced Technician Firefighter CC , see page 145  
 Agri-Business Management AAS , see page 215  
 Agricultural Watershed Management Tech I CC , see page 245  
 Agricultural Watershed Management Tech II CA , see page 87  
 Agriculture AS , see page 85  
 Airframe & Powerplant Aviation Mechanics AAS , see page 101  
 Architecture AA , see page 89  
 Architecture and Construction CC , see page 90  
 Architecture and Construction Technology AAS , see page 90  
 Art AA , see page 94  
 Associate Degree Nursing AAS , see page 176  
 Associate Degree Radiography AAS , see page 194  
 Associate Degree Surgical Technology AAS , see page 199  
 Associate in Engineering Science AES , see page 139  
 Associate in Fine Arts-Art AFA , see page 93  
 Audio Production CC , see page 173  
 Auto Body Repair CA , see page 96  
 Auto Heating & Air Conditioning CC , see page 99  
 Automotive Technician CC , see page 98  
 Automotive Technology AAS , see page 98  
 Aviation Airframe Technician CA , see page 102  
 Aviation Management AAS , see page 101  
 Aviation Powerplant Technician CA , see page 103  
 Baking & Pastry CC , see page 161  
 Basic Nurse Assistant CC , see page 180  
 Basic Operations Fire Fighter CC , see page 145  
 Biology AS , see page 105  
 Brakes CC , see page 99  
 Business AAS , see page 107  
 Business Administration AS , see page 107

Central Sterile Service Technician CC , see page 201  
 Certified Production Technician CC , see page 164  
 Chemistry & Chemical Engineering AS , see page 110  
 CISCO Network Administer Training CC , see page 116  
 Collision Repair Technology AAS , see page 96  
 Commercial Electrical Maintenance AAS , see page 134  
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 Computer Aided Drafting Technician CC , see page 91  
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 Computer Information Systems AA , see page 113  
 Computer Systems AAS  
 Construction Occupations AAS , see page 118  
 Cosmetology CA , see page 120  
 Criminal Justice AAS , see page 122  
 Criminal Justice AA , see page 121  
 Culinary Arts AAS , see page 159  
 Culinary Manager CA  
 Customized Applied Technology AAS , see page 124  
 Digital App Design & Development CA  
 Digital Media Design AA , see page 125  
 Digital Multimedia Design CA  
 Digital Web Design & Development CA  
 Early Childhood Care & Education AAS , see page 131  
 Early Childhood Education AA , see page 128  
 Early Childhood Education Credential Level II CC , see page 132  
 Early Childhood Education Credential Level III CC , see page 132  
 Electrical Distribution Lineman AAS , see page 133  
 Electrical Distribution Lineman CA , see page 133  
 Emergency Medical Responder CC , see page 138  
 Emergency Medical Services AAS , see page 136  
 Emergency Medical Technician CC , see page 138

English AA , see page 141  
Entrepreneurship CA , see page 108  
Exercise & Sports Science AA  
Fertilizer CC , see page 88  
Fire Apparatus Engineer CC , see page 147  
Fire Prevention Principles CC , see page 147  
Fire Science Technology AAS , see page 144  
Fire Service Instructor I CC , see page 147  
Fire Service Instructor II CC , see page 148  
Fire Service Vehicle Operator CC , see page 148  
Fire Tactics & Strategy I CC , see page 146  
First Cook CC , see page 160  
Geography AA , see page 151  
Geology AS , see page 152  
Graphic Design Technology AAS , see page 153  
Green Facilities Management CC , see page 154  
Hazardous Materials for the First Responder CC , see page 147  
Heating, Ventilation, Air Conditioning & Refrigeration CA , see page 155  
Help Desk CC , see page 156  
History AA , see page 157  
Horticulture AAS , see page 166  
Hospitality Management & Services AAS , see page 158  
Industrial Technologies CC , see page 164  
Journalism AA , see page 111  
Landscape Design/Turf Management CC , see page 167  
Liberal Arts AA , see page 168  
LPN to ADN Transition , see page 177  
Management CC , see page 109  
Manufacturing Maintenance Technology CA , see page 163  
Mathematics AS , see page 169  
Mechatronics CA , see page 163  
Medical Coding Specialist CA , see page 170  
Music AA , see page 172  
Music Performance AFA , see page 171  
Neurodiagnostic Technology AAS , see page 174  
Occupational Therapy Assistant AAS , see page 181  
Office Professional AAS , see page 183  
Office Support Specialist CC , see page

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Paramedic CA , see page 136  
Philosophy AA , see page 186  
Physical Education AA , see page 130  
Physics AS , see page 187  
Political Science AA , see page 188  
Practical Nurse CA , see page 178  
Pre-Clinical Laboratory Science AS , see page 190  
Pre-Medical Professions AS , see page 191  
Precision Agronomy/Fertilizer AAS , see page 86  
Psychology AA , see page 192  
Residential Construction CA , see page 118  
Respiratory Care AAS , see page 196  
Screen Graphics CC , see page 94  
Secondary Education AA , see page 129  
Secured Software Programming AAS , see page 114  
Sociology AA , see page 198  
Speech Communications AA , see page 111  
Steering & Alignment CC , see page 100  
Technical Rescue Awareness CC , see page 146  
Theatre AA , see page 202  
Tire Service & Suspension CC , see page 100  
Transition to AAS in Surgical Technology AAS , see page 200  
Truck Driver Training CDL Basic CC , see page 204  
Value-Added Local Food CA , see page 161  
Vehicle/Machinery Operations CC , see page 146  
Welding Operator CC , see page 205  
Welding Specialist CA , see page 205  
World Languages AA , see page 149

## ACCOUNTING PROGRAMS

Accounting, Associate in Science  
Accounting, Associate in Applied Science

### Accounting • Associate in Arts

#### TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.ACCT

Curriculum Code: AAD 100

#### Recommended Course Sequence:

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

**Second Semester:** ACC 104, MAT 130 or MAT 140, EGL 102, Life Science Selection

**Third Semester:** ACC 201, CAS 121, CMN 101, ECO 131, Fine Arts Selection

**Fourth Semester:** ECO 132, MAT 141, BUS 204, Humanities or Fine Arts 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 ITBS prior to transferring to an upper-division institution. Please contact the Education program at 217.786.9101 or 217.786.2391.

#### 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

#### Recommended General Education Courses (27-30 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 or	
	MAT 140 Finite Mathematics	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Fine Arts Selection		3-4 credits
<input type="checkbox"/> Humanities Selection		3-4 credits
<input type="checkbox"/> Humanities or Fine Arts 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 (9 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

### Accounting Specialist • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 61

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, CMN 101, General Education Science Selection

**Third Semester:** ACC 201, BUS 101, BUS 204, ECO 131 or ECO 132, Program Support Course Selection

**Fourth Semester:** ACC 105, ACC 108 or ACC 110,  
BUS 102, CWE 101, ESI 101

**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.

**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 (19-21 credits)**

<input type="checkbox"/>	EGL 104	Career communications I	
		<i>or</i>	
	EGL 101	Composition I	3 credits
<input type="checkbox"/>	CMN 101	Public Speaking Fundamentals	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"/>	General Education Science Selection		4 credits
<input type="checkbox"/>	Social Science selection		3 credits

**Required Program Courses (19 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	
<input type="checkbox"/>	ACC 108	Governmental Accounting	3 credits
		<i>or</i>	
	ACC 110	Federal Income Tax	3 credits
<input type="checkbox"/>	ACC 201	Intermediate Accounting I	3 credits

**Required Program Support Courses (23 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"/>	CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/>	ESI 101	Employability Skills	2 credits
<input type="checkbox"/>	CAS 121	Computer Systems and Business Applications	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  
 Agricultural Watershed Management Tech I, Certificate of Completion  
 Agriculture Watershed Management Tech II, Certificate of Achievement  
 Fertilizer, Certificate of Completion

### 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, EGL 101, Social Science Selection, Fine Arts Selection

**Second Semester:** Agriculture Program Course, Agriculture Program Course, CMN 101, EGL 102, Mathematics Selection

**Third Semester:** Agriculture Program Course, Agriculture Program Course, CHE 101, Humanities Selection, Social Science Selection

**Fourth Semester:** Agriculture Program Course, CHE 102, 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 217.786.2378 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 (9 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

#### Recommended General Education Courses (31-34 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"/> Fine Arts Selection		3-4 credits
<input type="checkbox"/> Humanities Selection		3-4 credits
<input type="checkbox"/> Mathematics Selection		3-5 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 (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 credits
<input type="checkbox"/> Agriculture Program Course		3 credits
<input type="checkbox"/> Agriculture Program Course		3 credits

#### Recommended Program Support Course (4 credits)

<input type="checkbox"/> CHE 102	General Chemistry II	
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#### 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 Mechanics	3 credits

<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
<input type="checkbox"/>	ESI 101	Employability Skills	2 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: 62

Colleague Code: AAS.AGBUS

Curriculum Code: ABM 212

#### Recommended Course Sequence:

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

**Second Semester:** ABM 103, AGR 109 OR AGR 208, BIO 101 OR CHE 101, CMN 101

**Third Semester:** ABM 201, ABM 202, ABM 212, AFO 208, ESI 101, ECO 110

**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"/>	CHE 101	General Chemistry I	4 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 104	Career Communications	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

ESI 101 may be taken any semester.

### Precision Agronomy/Fertilizer • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 61

Colleague Code: AAS.AGFER  
Curriculum Code: ABM 213

**Recommended Course Sequence:**

**First Semester:** ABM 103, ABM 105, ABM 201, TEM 103

**Second Semester:** ABM 104, ABM 205, AGR 208, CHE 100, CMN 101, EGL 105 *or* EGL 102

**Third Semester:** ABM 212, ECO 110

**Fourth Semester:** ABM 118, ABM 202, AFO 250 *or* AGR 109, ESI 101

**Fifth Semester:** ABM 207, ABM 212, AFO 106, AFO 208

**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"/> CMN 101	Public Speaking Fundamentals	3 credits

<input type="checkbox"/> ECO 110	Elements of Economics	3 credits
<input type="checkbox"/> EGL 104	Career Communications I	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 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"/> AFO 250	Plant Operations <i>or</i>	
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

ESI 101 may be taken any semester.

**Agricultural Watershed Management Tech I • Certificate of Completion**

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 13

**Colleague Code:** CC.AWM

**Curriculum Code:** AWM 101

**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 LLCC academic advisor.

**Required Program Courses (13 credits)**

<input type="checkbox"/> AWM 101	Conservation Practice Systems I	4 credits
<input type="checkbox"/> AWM 102	Conservation Practice Systems II	3 credits
<input type="checkbox"/> AWM 103	Agricultural Nutrient Use Efficiency	3 credits
<input type="checkbox"/> AWM 107	Agricultural Watershed Management	3 credits

**Agricultural Watershed Management Tech II • Certificate of Achievement**

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 30

**Colleague Code:** CA.AWM

**Curriculum Code:** AWM 102

**Recommended Course Sequence:**

**First Semester:** AWM 101, AWM 102, AWM 103, AWM 107, ESI 101

**Second Semester:** AFO 208, AGR 208, AWM 104, AWM 105, AWM 106

**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 LLCC academic advisor.

**Required Program Courses (30 credits)**

<input type="checkbox"/>	AFO 208	Applied Skills in Agricultural Mechanization	3 credits
<input type="checkbox"/>	AGR 208	Intro to Agricultural Mechanics	3 credits
<input type="checkbox"/>	AWM 101	Conservation Practice Systems I	4 credits
<input type="checkbox"/>	AWM 102	Conservation Practice Systems II	3 credits

<input type="checkbox"/>	AWM 103	Agricultural Nutrient Use Efficiency	3 credits
<input type="checkbox"/>	AWM 104	Agriculture Readiness for Change	2 credits
<input type="checkbox"/>	AWM 105	Agricultural Big Data Management	3 credits
<input type="checkbox"/>	AWM 106	Agricultural Watershed Management	4 credits
<input type="checkbox"/>	AWM 107	Agricultural Watershed Management	3 credits
<input type="checkbox"/>	ESI 101	Employability Skills	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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caawm/01.0308-Gedt.html>  
<http://ww3.llcc.edu/ge/caawm/01.0308-Gedt.html>

**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

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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccabm/01.0301-gedt.html>  
<http://ww3.llcc.edu/ge/ccabm/01.0301-gedt.html>



## 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

### 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 technologies 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 217.786.2378 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>	
<input type="checkbox"/> EGL 104	Career Communications I	3 credits
<input type="checkbox"/> EGL 102	Composition II <i>or</i>	
<input type="checkbox"/> 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>	
<input type="checkbox"/> 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
<input type="checkbox"/> CAD 153	Architectural Computer-Aided Drafting	3 credits

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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/caartcn/15.1303-gedt.html>  
<http://ww3.llcc.edu/ge/caartcn/15.1303-gedt.html>

## 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
<input type="checkbox"/> TES 103	Blueprint Reading	3 credits

<input type="checkbox"/> Track Selection	3 credits
<input type="checkbox"/> Track Selection	3 credits

**Architectural Track Selection(choose 6 credits)**

<input type="checkbox"/> CAD 153	Architectural Computer-Aided Drafting	3 credits
<input type="checkbox"/> CAD 210	3D Modeling with CAD	3 credits

**Mechanical Track Selection (choose 6 credits)**

<input type="checkbox"/> CAD 152	Advanced Computer-Aided Drafting	3 credits
<input type="checkbox"/> CAD 222	Mechanical Drafting/Design II	3 credits

**Civil Engineering Track Selection (choose 6 credits)**

<input type="checkbox"/> CAD 154	Microstation Computer Aided Drafting and Design	3 credits
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**Structural Steel Track Selection (choose 6 credits)**

- |                          |         |                                |           |
|--------------------------|---------|--------------------------------|-----------|
| <input type="checkbox"/> | CAD 156 | Structural Steel CAD Documents | 3 credits |
| <input type="checkbox"/> | 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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cccad1/15.1302-gedt.html>  
<http://ww3.llcc.edu/ge/cccad1/15.1302-gedt.html>

# ART PROGRAMS

Studio Art, Associate in Fine Arts  
 Art, 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 217.786.2378 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 (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>	
HIS 102	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>	
POS 201	State and Local Government	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 217.786.2378 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 Government	3 credits

**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, EGL 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

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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/ccsilk/50.0407-gedt.html>  
<http://ww3.llcc.edu/ge/ccsilk/50.0407-gedt.html>

## AUTO BODY PROGRAMS

Collision Repair Technology, Associate in Applied Science  
Auto Body Repair, Certificate of Achievement

### Collision Repair Technology • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 62.5

**Colleague Code:** AAS.ABODT

**Curriculum Code:** AUB 210

#### Recommended Course Sequence:

**First Semester:** AUB 110, AUB 155, AUT 101, EGL 104

**Second Semester:** AUB 200, AUB 215, EGL 105, POS 101 or POS 201

**Third Semester:** AUB 130, AUB 140, AUT 109, AUT 121, ESI 101, TEM 103

**Fourth Semester:** AUB 210, AUB 250, AUT 208, CWE 101, TES 121

#### 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)

<input type="checkbox"/> EGL 104	Career Communications I	3 credits
<input type="checkbox"/> EGL 105	Career Communications 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 (49 credits)

<input type="checkbox"/> AUB 110	Basic Auto Body Repair	5 credits
<input type="checkbox"/> AUB 130	Glass Service and Accessories	2.5 credits
<input type="checkbox"/> AUB 140	MIG and Spot Resistant Welding	2.5 credits
<input type="checkbox"/> AUB 155	Auto Body Refinishing I	5 credits
<input type="checkbox"/> AUB 200	Auto Body Refinishing II	5 credits
<input type="checkbox"/> AUB 210	Advanced Auto Body Repair	4 credits
<input type="checkbox"/> AUB 215	Unibody Frame Repair	4 credits
<input type="checkbox"/> AUB 250	Estimating	2 credits
<input type="checkbox"/> AUT 101	Fundamentals of Automotive Technologies	3 credits
<input type="checkbox"/> AUT 109	Auto Business Management	3 credits
<input type="checkbox"/> AUT 121	Basic Automotive Electronics	3.5 credits
<input type="checkbox"/> AUT 208	Heating and Air Conditioning	3 credits
<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits

### Auto Body Repair • Certificate of Achievement

#### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 30

**Colleague Code:** CA.ABOD

**Curriculum Code:** AUB 207

#### Recommended Course Sequence:

**First Semester:** AUB 110, AUB 130, AUB 140, AUB 155

**Second Semester:** AUB 200, AUB 210, AUB 215, AUB 250

#### 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 110	Basic Auto Body Repair	5 credits
<input type="checkbox"/>	AUB 130	Glass Service and Accessories	2.5 credits
<input type="checkbox"/>	AUB 140	MIG and Spot Resistant Welding	2.5 credits
<input type="checkbox"/>	AUB 155	Auto Body Refinishing I	5 credits
<input type="checkbox"/>	AUB 200	Auto Body Refinishing II	5 credits
<input type="checkbox"/>	AUB 210	Advanced Auto Body Repair	4 credits
<input type="checkbox"/>	AUB 215	Unibody Frame Repair	4 credits
<input type="checkbox"/>	AUB 250	Estimating	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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/caabod/47.0603-gedt.html>  
<http://ww3.llcc.edu/ge/caabod/47.0603-gedt.html>

AUTOMOTIVE PROGRAMS

Automotive Technology, Associate in Applied Science  
Automotive Technician, Certificate of Achievement  
Auto Heating and Air Conditioning, Certificate of Completion  
Brakes, Certificate of Completion  
Steering and Alignment, Certificate of Completion  
Tire Service and Suspension Systems, Certificate of Completion

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, TES 121

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

Fourth Semester: AUT 105, AUT 217, EGL 102, ESI 101, POS 101 *or* POS 201

Program Information:

- 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 (51.5 credits)

- |                                  |   |             |
|----------------------------------|---|-------------|
| <input type="checkbox"/> AUT 101 | Fundamentals of Automotive Technologies | 3 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 |
|----------------------------------|----------------------|-----------|

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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caaut/47.0604-gedt.html> <http://ww3.llcc.edu/ge/caaut/47.0604-gedt.html>

### Auto Heating and Air Conditioning • Certificate of Completion

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 9

**Colleague Code:** CC.AUTHA

**Curriculum Code:** AUT 106

**Recommended Course Sequence:**

**First Semester:** AUT 101, AUT 109, and AUT 208

**Program Information:**

- This certificate program provides students with the technical knowledge and skills required of auto technicians who work on automotive heating and air conditioning.
- 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 (32 credits)**

<input type="checkbox"/>	AUT 101	Fundamentals of Automotive Technologies	3 credits
<input type="checkbox"/>	AUT 109	Auto Business Management	3 credits
<input type="checkbox"/>	AUT 208	Heating and Air Conditioning	3 credits

### Auto Heating and Air Conditioning • Certificate of Completion

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 9

**Colleague Code:** CC.AUTHB

**Curriculum Code:** AUT 108

**Recommended Course Sequence:**

**First Semester:** AUT 101, AUT 109, and AUT 106

**Program Information:**

- This certificate program provides students with the technical knowledge and skills required of auto technicians who work on automotive brake systems.
- 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 (32 credits)**

<input type="checkbox"/>	AUT 101	Fundamentals of Automotive Technologies	3 credits
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<input type="checkbox"/>	AUT 109	Auto Business Management	3 credits
<input type="checkbox"/>	AUT 106	Brakes	3 credits

**Steering and Alignment • Certificate of Completion**

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 9

**Colleague Code:** CC.AUTST

**Curriculum Code:** AUT 102

**Recommended Course Sequence:**

**First Semester:** AUT 101, AUT 107, and AUT 109

**Program Information:**

- This certificate program provides students with the technical knowledge and skills required of auto technicians who work on automotive steering and alignment systems.
- 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 (32 credits)**

<input type="checkbox"/>	AUT 101	Fundamentals of Automotive Technologies	3 credits
<input type="checkbox"/>	AUT 107	Steering and Alignment	3 credits
<input type="checkbox"/>	AUT 109	Auto Business Management	3 credits

**Tire Service and Suspension Systems • Certificate of Completion**

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 9

**Colleague Code:** CC.AUTTS

**Curriculum Code:** AUT 104

**Recommended Course Sequence:**

**First Semester:** AUT 101, AUT 109, and AUT 112

**Program Information:**

- This certificate program provides students with the technical knowledge and skills required of auto technicians who work on automotive tire service and suspension systems.
- 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 (32 credits)**

<input type="checkbox"/>	AUT 101	Fundamentals of Automotive Technologies	3 credits
<input type="checkbox"/>	AUT 109	Auto Business Management	3 credits
<input type="checkbox"/>	AUT 112	Suspension and Tires	3 credits

# 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.
- 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> 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"/> 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: 81

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.

**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 103	Career Communications	
	<u>or</u>	
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> CMN 104	Interpersonal Communication <u>or</u>	
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/>	Social Science Selection	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 (66 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

**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, 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 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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caatech/47.0607-gedt.html>  
<http://ww3.llcc.edu/ge/caatech/47.0607-gedt.html>

**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**

Gainful Employment Information is located at  
<http://ww3.ilcc.edu/ge/capptch/47.0608-gedt.html>  
<http://ww3.ilcc.edu/ge/capptch/47.0608-gedt.html>



# BIOLOGY

## Biology, Associate in Science

### Biology • Associate in Science

#### TRANSFER PROGRAM

**Total Credit Hours:** 61

**Colleague Code:** AS.BIOL

**Curriculum Code:** ASD 101

#### Recommended Course Sequence:

**First Semester:** BIO 111, CHE 101, EGL 101, Fine Arts Selection

**Second Semester:** BIO 112, CHE 102, EGL 102, MAT 141

**Third Semester:** Program Course Selection, CHE 201 *or* PHY 101, CMN 101, Humanities Selection

**Fourth Semester:** Biology Elective, IAI Approved Mathematics Selection, Social Science Selection\*, Social Science Selection\*

**\*Social science credits must be earned in at least two areas; see catalog or advisor for options.**

#### 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.
- IMPORTANT NOTE** – If you intend to complete the first half of a sequenced science offering {such as CHE 201/202 or PHY 101/102} at LLCC, and the second half at your transfer school, you run the risk of having to repeat the course at your transfer school, IF the content split in the sequence at LLCC varies enough from the content split at the transfer school. Therefore, it might be in your best interest to finish out the sequence or not start the sequence before transferring.
- Pre-Medical, Pre-Dental, Pre-Veterinary Students – A regular program of study in one of the established academic fields is generally recommended as best preparation. Although a major in any academic field is usually acceptable, majors in biology and chemistry are especially suitable since major requirements in these fields overlap with pre-professional requirements. Students considering taking the MCAT should take PHI 204 or 205 as their

humanities course, PSY 101 and SOC 101 as their social science selections, and PHY 101 as one of their program support courses.

- Natural Resources Students – Students interested in Natural Resources Management should consider taking POS 101, or ECO 110 as one of their social science selections and BIO 230, 240 and/or 209 as their program support courses.

#### 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 (9 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

#### Recommended General Education Courses (31-34 credits)

<input type="checkbox"/> BIO 111	Principles of Biology I	4 credits
<input type="checkbox"/> BIO 112	Principles of Biology II	4 credits
<input type="checkbox"/> CHE 101	General Chemistry I	4 credits
<input type="checkbox"/> MAT 141	Introductory Statistics	4 credits
<input type="checkbox"/> Fine Arts Selection		3-4 credits
<input type="checkbox"/> Humanities Selection		3-4 credits
<input type="checkbox"/> IAI approved Mathematics Selection		3-5 credits
<input type="checkbox"/> Social Science Selection		3 credits
<input type="checkbox"/> Social Science Selection		3 credits

#### General Biology Track Selections (20 credits)

<input type="checkbox"/> CHE 102	General Chemistry II	4 credits
<input type="checkbox"/> CHE 201	Organic Chemistry	5 credits
<input type="checkbox"/> Program Course Selection		
<input type="checkbox"/> Program Course Selection		
<input type="checkbox"/> Program Course Selection		

#### Natural Resources Management Track Selections (20 credits)

<input type="checkbox"/> CHE 102	General Chemistry II	4 credits
<input type="checkbox"/> BIO 150	Introduction to Prairie Restoration	2 credits
<input type="checkbox"/> BIO 180	Invasive Plants	1 credit
<input type="checkbox"/> BIO 202	Environmental Biology	4 credits
<input type="checkbox"/> BIO 204	Botany	4 credits
<input type="checkbox"/> Program Course Selection*		
<input type="checkbox"/>	Program Course Selection**	

#### Program Courses Selections

<input type="checkbox"/>	BIO 150	Introduction to Prairie Restoration	2 credits
<input type="checkbox"/>	BIO 180	Invasive Plants	1 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
<input type="checkbox"/>	CHE 201	Organic Chemistry I	5 credits
<input type="checkbox"/>	CHE 202	Organic Chemistry II	5 credits
<input type="checkbox"/>	PHY 101	General Physics I	4 credits
<input type="checkbox"/>	PHY 102	General Physics II	4 credits

Social science credits must be earned in at least two areas; see catalog or advisor for options.

**\*\*Please see your advisor and contact your intended transfer school for suggestions, when planning program support courses.**

## BUSINESS PROGRAMS

Business Administration, Associate in Science  
 Business, Associate in Applied Science  
 Entrepreneurship, Certificate of Achievement  
 Management, Certificate of Completion

### Business Administration • Associate in Arts

#### TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.BUSAD

Curriculum Code: ADD 100

#### 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, Social Sciences Selection

**Third Semester:** ECO 131, MAT 141, Humanities Selection, Fine Arts Selection, Physical Science Selection

**Fourth Semester:** ECO 132, CAS 121, PSY 101 or SOC 101, Humanities or Fine Arts 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 ITBS prior to transferring to an upper-division institution. Please contact the Education program at 217.786.9101 or 217.786.2391.
- This program has been articulated with Greenville College, Benedictine 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 (9 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 |

#### Recommended General Education Courses (33-36 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"/> PSY 101                           | Introduction to Psychology <u>or</u>               |             |
| SOC 101  | Introduction to Sociology                          | 3 credits   |
| <input type="checkbox"/> Fine Arts Selection               |  | 3-4 credits |
| <input type="checkbox"/> Humanities Selection              |  | 3-4 credits |
| <input type="checkbox"/> Humanities or Fine Arts Selection |  | 3-4 credits |
| <input type="checkbox"/> Social Science Selection          |  | 3 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 (7 credits)

- |                                  |  |           |
|----------------------------------|--|-----------|
| <input type="checkbox"/> CAS 121 | Computer Systems and Business Applications | 3 credits |
| <input type="checkbox"/> MAT 141 | Introductory Statistics                    | 4 credits |

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:** 61**Colleague Code:** AAS.BMGT**Curriculum Code:** BUS 206**Recommended Course Sequence:****First Semester:** CMN 101, BUS 121, ACC 100 or ACC 103, EGL 104 or EGL 101**Second Semester:** Specialization Requirement, CAS 121, ACC 104, Mathematics Selection, Elective**Third Semester:** ECO 131 or ECO 132, BUS 202, BUS 230, BUS 231**Fourth Semester:** BUS 101, BUS 204, Specialization Requirement, General Education Science Selection, 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.

**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 (16-18 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"/> ECO 110	Elements of Economics <u>or</u>	
ECO 131	Principles of Economics I (Microeconomics) <u>or</u>	
<input type="checkbox"/> ECO 132	Principles of Economics II (Macroeconomics)	3 credits
<input type="checkbox"/> General Education Science Selection	Mathematics Selection	4 credits
		3-5 credits

**Required Program Courses (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		3 credits
<input type="checkbox"/> Specialization requirements		3 credits

**Required Program Support Courses (15-16 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"/> ACC 104	Managerial Accounting	3 credits
<input type="checkbox"/> Elective		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 130	Human Resource Management	3 credits
<input type="checkbox"/> BUS 221	Global Business	3 credits
<input type="checkbox"/> PSY 201	Industrial Organizational Psychology	3 credits
<input type="checkbox"/> HUM 112	Leadership Development	3 credits

**Entrepreneurship (12 credits)**

<input type="checkbox"/> ACC 105	Computerized Accounting Applications	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 Service	3 credits

**E-Business (12 credits)**

<input type="checkbox"/> ACC 105	Computerized Accounting Applications	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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caentpr/52.0201-gedt.html>  
<http://ww3.llcc.edu/ge/caentpr/52.0201-gedt.html>

**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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccbgmt/52.0201-gedt.html>  
<http://ww3.llcc.edu/ge/ccbgmt/52.0201-gedt.html>

# CHEMISTRY AND CHEMICAL ENGINEERING

Chemistry and Chemical Engineering, Associate in Science

## Chemistry and Chemical Engineering • Associate in Science

### TRANSFER PROGRAM

Total Credit Hours: 61

Colleague Code: AS.CHEM

Curriculum Code: ASD 101

### Recommended Course Sequence:

**First Semester:** CMN 101, CHE 101, EGL 101, MAT 131

**Second Semester:** CHE 102, EGL 102, MAT 132, PHY 201

**Third Semester:** CHE 201, PHY 202, Fine Arts Selection, Social Sciences Selection

**Fourth Semester:** BIO 101, CHE 202, Social Science Selection, Humanities 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 217.786.2378 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 (9 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 |

### Recommended General Education Courses (33-34 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"/> Fine Arts Selection      |                                   | 3-4 credits |
| <input type="checkbox"/> Humanities 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 |

### Recommended Program Support Courses (8 credits)

- |                                  |            |           |
|----------------------------------|------------|-----------|
| <input type="checkbox"/> PHY 201 | Physics I  | 4 credits |
| <input type="checkbox"/> PHY 202 | Physics II | 4 credits |

Chemical Engineering majors should take MAT 235. Please refer to the Engineering program.

## 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, EGL 210 *or* EGL 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 (9 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 |

#### Recommended General Education Courses (29-31 credits)

- |                                  |  |           |
|----------------------------------|--|-----------|
| <input type="checkbox"/> ECO 110 | Elements of Economics  | 3 credits |
| <input type="checkbox"/> EGL 210 | Survey of American Literature: Colonial Era to Civil War <i>or</i> |           |
| EGL 211                          | Survey of American Literature: Civil War to present                | 3 credits |

- |   |   |             |
|---|---|-------------|
| <input type="checkbox"/> PHI 201                    | Introduction to Logic                       | 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"/> Fine Arts Selection        |   | 3-4 credits |
| <input type="checkbox"/> Life Science Selection     |   | 4 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"/> 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 |
| <input type="checkbox"/> Track Selection |  | 3 credits |

#### Journalism Track Selection (choose 15 credits)

- |                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> ART 106 | Introduction to Computer Art         |  |
| <input type="checkbox"/> ART 116 | Introduction to Graphic Design       |  |
| <input type="checkbox"/> ART 124 | Digital Photography I                |  |
| <input type="checkbox"/> DGM 110 | Digital Media Product and Management |  |
| <input type="checkbox"/> JRN 205 | Introduction to Public Relations     |  |

#### Broadcasting Track Selection (choose 15 credits)

- |                                  |                                  |  |
|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> DGM 100 | Introduction to Digital Media    |  |
| <input type="checkbox"/> DME 130 | Film Production I                |  |
| <input type="checkbox"/> ART 106 | Introduction to Computer Art     |  |
| <input type="checkbox"/> ART 124 | Digital Photography I            |  |
| <input type="checkbox"/> JRN 205 | Introduction to Public Relations |  |

### 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 217.786.2378 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 Government	3 credits

**Recommended General Education Courses (27 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 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"/>	CMN 201	Advanced Public Speaking	3 credits
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**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 SCIENCE PROGRAMS

Computer Information Systems, Associate in Science  
 Computer Systems, Associate in Applied Science  
 Secured Software Programming, Associate in Applied Science  
 Computer Administration, Certificate of Achievement  
 CISCO Network Administrator Training, Certificate of Completion

### Computer Information Systems• Associate in Arts

#### TRANSFER PROGRAM

Total Credit Hours: 60

Colleague Code: AA.CSCI

Curriculum Code: AAD 100

#### Recommended Course Sequence:

**First Semester:** EGL 101, CSC 175, Fine Arts Selection, Social Science Selection, Track Program Course

**Second Semester:** EGL 102, MAT 141, CSC 176, Life Science Selection, Track Program Course

**Third Semester:** ECO 110 *or* ECO 131 *or* ECO 132, Humanities or Fine Arts Selection, Physical Science Selection, Track Program Course

**Fourth Semester:** CMN 101, Humanities Selection, Social Science Selection, Track Program Course, Mathematics Selection

#### Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- This program is appropriate for students wishing to utilize computer science in a business setting.
- 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.

#### 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 (9 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 |

#### Recommended General Education Courses (30-32 credits)

- |                                  |                       |           |
|----------------------------------|-----------------------|-----------|
| <input type="checkbox"/> ECO 110 | Elements of Economics | 3 credits |
|                                  | <i>or</i>             |           |

ECO 131 Principles of Economics I (Micro) *or*

ECO 132 Principles of Economics II (Macro)

- |  |                         |             |
|--|-------------------------|-------------|
| <input type="checkbox"/> MAT 141                           | Introductory Statistics | 4 credits   |
| <input type="checkbox"/> Fine Arts Selection               |                         | 3-4 credits |
| <input type="checkbox"/> Humanities Selection              |                         | 3-4 credits |
| <input type="checkbox"/> Humanities or Fine Arts Selection |                         | 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 (21-24.5 credits)

- |   |                     |               |
|---|---------------------|---------------|
| <input type="checkbox"/> CSC 175                | Computer Science I  | 3 credits     |
| <input type="checkbox"/> CSC 176                | Computer Science II | 3 credits     |
| <input type="checkbox"/> Track Program Course   |                     | 3 credits     |
| <input type="checkbox"/> Track Program Course   |                     | 3 credits     |
| <input type="checkbox"/> Track Program Course   |                     | 3 credits     |
| <input type="checkbox"/> Track Program Course   |                     | 3-4.5 credits |
| <input type="checkbox"/> Mathematics Selection* |                     | 3-5 credits   |

#### Programming Track Program Courses (choose 13.5 credits)

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> CAS 121 | Computer Applications and Concepts            |
| <input type="checkbox"/> CDD 120 | Systems Analysis                              |
| <input type="checkbox"/> CNC 142 | Introduction to Ethics, Security and Networks |
| <input type="checkbox"/> CPC 115 | Computer Programming Concepts                 |

#### Networking Track Program Courses (choose 13.5 credits)

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> CNC 115 | CISCO Academy I                               |
| <input type="checkbox"/> CNC 142 | Introduction to Ethics, Security and Networks |
| <input type="checkbox"/> CNC 240 | Introduction to Microsoft Server              |
| <input type="checkbox"/> CSC 115 | Understanding Technology Today                |

#### Database Track Program Courses (choose 13.5 credits)

- ☐ CAS 121 Computer Applications and Concepts
- ☐ CNC 142 Introduction to Ethics, Security and Networks
- ☐ CPC 175 Database Design
- ☐ CPC 275 Advanced Database

#### CISCO Track Program Courses (choose 12 credits)

- ☐ CNC 115 CISCO Academy I
- ☐ CNC 125 CISCO Academy II
- ☐ CNC 215 CISCO Academy III
- ☐ CNC 225 CISCO Academy III

#### Computer Science Track Program Courses (choose 13.5 credits)

- ☐ CNC 115 CISCO Academy I
- ☐ CNC 142 Introduction to Ethics, Security and Networks
- ☐ CSC 115 Understanding Technology Today or
- CAS 121 Computer Applications and Concepts
- ☐ CSC 275 Data Structures and Algorithms

#### Security Track Program Courses (choose 13.5

#### credits)

- ☐ CNC 142 Introduction to Ethics, Security and Networks
- ☐ CNC 241 Security Plus
- ☐ CNC 244 Cybersecurity
- ☐ CSC 115 Understanding Technology Today

#### Electronics Track Program Courses (choose 13.5 credits)

- ☐ CNC 142 Introduction to Ethics, Security and Networks
- ☐ ELT 111 Mechatronics Circuits I
- ☐ ELT 116 Mechatronics Circuits II
- ☐ ELT 222 PC Troubleshooting

#### Mathematics Selection (Choose 4 - 5 hours)

- ☐ MAT 105 Quantitative Literacy
- ☐ MAT 130 Calculus for Business and Social Science
- ☐ MAT 131 Calculus & Analytic Geometry I

### Secured Software Programming • Associate in Applied Science (pending ICCB approval)

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 60

Colleague Code: AAS.CISPR

Curriculum Code: CPC 125

#### Recommended Course Sequence:

**First Semester:** CAS 121, CSC 115, CTC 125, EGL 101, MAT 104

**Second Semester:** CPC 115, CDD 120, CSC 175, CNC 142, EGL 102

**Third Semester:** CNC 115, CPC 160, CPC 175, CTC 165, CSC 176

**Fourth Semester:** CPC 265, CPC 275, CNC 241, CMN 101, Humanities Elective

#### Program Information:

- This degree program provides technical skills necessary to prepare students for a job in the computer programming area.
- 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 General Education Courses (15

#### credits)

- ☐ CMN 101 Public Speaking Fundamentals 3 credits
- ☐ EGL 101 Composition I 3 credits
- ☐ EGL 102 Composition II 3 credits
- ☐ Humanities Elective 3 credits
- ☐ MAT 104 General Education Mathematics 3 credits

#### Required Program Courses (45credits)

- ☐ CAS 121 Computer Applications & Concepts 3 credits
- ☐ CSC 115 Understanding Technology Today 3 credits
- ☐ CTC 125 CISCO IT Essentials I 3 credits
- ☐ CPC 115 Coputer Programming Concepts 3 credits
- ☐ CDD 120 Systems Analysis 3.5 credits
- ☐ CSC 175 Computer Science I 3 credits
- ☐ CNC 142 Intro to Ethics, Security & Networks 4.5 credits
- ☐ CNC 115 CISCO Academy I 3 credits
- ☐ CPC 175 Database Design 3 credits
- ☐ CPC 160 Secure Coding 3 credits
- ☐ CTC 165 Intro to Linux Operating System 1 credits
- ☐ CSC 176 Computer Science II 3 credits
- ☐ CPC 275 Advance Database 3 credits

<input type="checkbox"/>	CNC 241	Security Plus	3 credits
<input type="checkbox"/>	CPC 265	Intro to Assured Software Engine	3 credits

### Computer Systems • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 60

Colleague Code: AAS.CISNT

Curriculum Code: CNC 130

#### Recommended Course Sequence:

**First Semester:** EGL 101, CNC 115, CNC 142, CTC 123, Track Program Course

**Second Semester:** EGL 102, CPC 170, CSC 175, CTC 125, Track Program Course

**Third Semester:** Mathematics Selection, CDD 120, CMN 101, CSC 176, Track Program Course

**Fourth Semester:** CMN 104, MAT 141, Track Program Course, CNC 260 or CPC 260

#### 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 (19-21 credits)

<input type="checkbox"/>	CMN 101	Public Speaking Fundamentals	3 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 141	Introductory Statistics	4 credits
<input type="checkbox"/>	Mathematics Selection		3-5 credits

#### Required Program Courses (38 credits)

<input type="checkbox"/>	CDD 120	Systems Analysis	3.5 credits
<input type="checkbox"/>	CNC 115	Cisco Academy I	3 credits
<input type="checkbox"/>	CNC 142	Introduction to Ethics, Security and Networks	4.5 credits
<input type="checkbox"/>	CPC 170	Introduction to Database	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"/>	CTC 123	Microsoft Windows Operating System	3 credits
<input type="checkbox"/>	CTC 125	CISCO IT Essentials I	3 credits
<input type="checkbox"/>	Track Program Course		3 credits
<input type="checkbox"/>	Track Program Course		3 credits
<input type="checkbox"/>	Track Program Course		3 credits
<input type="checkbox"/>	Track Program Course		3 credits

#### Required Work-Based Learning Course (3 credits)

<input type="checkbox"/>	CNC 260	Networking Internship <u>or</u>	
<input type="checkbox"/>	CPC 260	Programming Internship	3 credits

#### Programming Track Program Courses (choose 12 credits)

<input type="checkbox"/>	CAS 121	Computer Applications and Concepts	
<input type="checkbox"/>	CPC 115	Computer Programming Concepts	
<input type="checkbox"/>	CPC 140	Visual Basic Programming Level I	
<input type="checkbox"/>	CPC 240	Visual Basic Programming Level II	

#### Networking Track Program Courses (choose 12 credits)

<input type="checkbox"/>	CNC 125	CISCO Academic II	
<input type="checkbox"/>	CNC 240	Introduction to Microsoft Server	
<input type="checkbox"/>	CNC 241	Security Plus	
<input type="checkbox"/>	CSC 115	Understanding Technology Today	

#### Database Track Program Courses (choose 12 credits)

<input type="checkbox"/>	CAS 121	Computer Applications and Concepts	
<input type="checkbox"/>	CPC 115	Computer Programming Concepts	
<input type="checkbox"/>	CPC 175	Database Design	
<input type="checkbox"/>	CPC 275	Advanced Database	

**CISCO Track Program Courses (choose 12 credits)**

- ☐ CNC 125     CISCO Academy II
- ☐ CNC 215     CISCO Academy III
- ☐ CNC 225     CISCO Academy IV
- ☐ CSC 115     Understanding Technology Today

**Computer Science Track Program Courses (choose 12 credits)**

- ☐ CNC 125     CISCO Academy II
- ☐ CPC 175     Database Design
- ☐ CSC 115     Understanding Technology Today *or*
- CAS 121     Computer Applications and Concepts
- ☐ CSC 275     Data Structures and Algorithms

**Security Track Program Courses (choose 12 credits)**

- ☐ CNC 240     Introduction to Microsoft Server
- ☐ CNC 241     Security Plus
- ☐ CNC 244     Cybersecurity
- ☐ CSC 115     Understanding Technology Today

**Electronics Track Program Courses (choose 12 credits)**

- ☐ ELT 110     DC and AC Circuits
- ☐ ELT 115     Analog and Digital Devices and Circuits
- ☐ ELT 222     Microcomputer Applications
- ☐ ELT 250     PC Troubleshooting and Repair

**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)**

- ☐ CNC 115     Cisco Academy Discovery I     3 credits
- ☐ CNC 125     Cisco Academy Discovery II     3 credits
- ☐ CNC 215     Cisco Academy Discovery III     3 credits
- ☐ CNC 225     Cisco Academy Discovery IV     3 credits

**Computer Administration • Certificate of Achievement**

**OCCUPATIONAL PROGRAM**

Total Credit Hours: 34.5

Colleague Code: CA.NTWA

Curriculum Code: CPC 125

**Recommended Course Sequence:**

**First Semester:**

**Second Semester:**

**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)**

- ☐ CNC 115     CISCO Academy I     3 credits
- ☐ CNC 125     CISCO Academy II     3 credits
- ☐ CNC 142     Introduction to Ethics, Security and Networks     4.5 credits
- ☐ CPC 115     Computer Programming Concepts     3 credits
- ☐ CPC 170     Introduction to Database     3 credits
- ☐ CSC 115     Understanding Technology Today     3 credits
- ☐ CSC 175     Computer Science I     3 credits

- ☐ CTC 125 CISCO IT Essentials I 3 credits
- ☐ Track Program Course 3 credits
- ☐ Track Program Course 3 credits

**Programming Track Program Courses (choose 9 credits)**

- ☐ CAS 121 Computer Application and Concepts
- ☐ CPC 140 Visual Basic Programming Level I
- ☐ CPC 240 Visual Basic Programming Level II

**Networking Track Program Courses (choose 9 credits)**

- ☐ CNC 240 Introduction to Microsoft Server
- ☐ CNC 241 Security Plus
- ☐ CSC 115 Understanding Technology Today

**Database Track Program Courses (choose 9 credits)**

- ☐ CAS 121 Computer Applications and Concepts
- ☐ CPC 175 Database Design
- ☐ CPC 275 Advanced Database

**CISCO Track Program Courses (choose 9 credits)**

- ☐ CNC 125 CISCO Academy II
- ☐ CNC 215 CISCO Academy III
- ☐ CNC 225 CISCO Academy IV

**Computer Science Track Program Courses (choose 9 credits)**

- ☐ CSC 115 Understanding Technology Today
- ☐ CSC 176 Computer Science II
- ☐ CSC 275 Data Structures and Algorithms

**Security Track Program Courses (choose 9 credits)**

- ☐ CNC 241 Security Plus
- ☐ CNC 244 Cybersecurity

**Electronics Track Program Courses (choose 9 credits)**

- ☐ ELT 110 DC and AC Circuits
- ☐ ELT 115 Analog and Digital Devices and Circuits
- ☐ ELT 250 PC Troubleshooting and Repair

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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cantwa/11.0901-gedt.html>  
<http://ww3.llcc.edu/ge/cantwa/11.0901-gedt.html>

# 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* EGL 101, POS 101 *or* POS 201, TEM 103  
**Second Semester:** BDM 106, BDM 110, BDM 120, 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 <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 (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, ESI 101, TEM 103

**Second Semester:** BDM 106, BDM 108, BDM 110

**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**

Gainful Employment Information is located at  
<http://www3.llcc.edu/ge/carcnst/46.0401-gedt.html>  
<http://www3.llcc.edu/ge/carcnst/46.0401-gedt.html>

# COSMETOLOGY

Cosmetology, Certificate of Achievement

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## 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

#### Recommended Course Sequence:

**First Semester:** CRJ 100, CRJ 114, EGL 101, Humanities A Selection, Physical Science Selection

**Second Semester:** CRJ 101, MAT 104, EGL 102, CMN 101, Program Course Selection

**Third Semester:** PHI 205, PSY 101, Life Science Selection, Program Course Selection

**Fourth Semester:** POS 101 or POS 201, SOC 101, Humanities A Selection, Program Course Selection, Program Course 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"/> 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
----------------------------------	------------

#### Law Enforcement/Investigation Courses (11 credits)

<input type="checkbox"/> CRJ 130	Introduction to Police Service
<input type="checkbox"/> CRJ 139	Introduction to Law Enforcement
<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)

- ☐ CRJ 264 Courts and Victim 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:** 60

**Colleague Code:** AAS.SCJ

**Curriculum Code:** CRJ 226

**Recommended Course Sequence:**

**First Semester:** EGL 101, CRJ 100, CRJ 114, CRJ 130

**Second Semester:** EGL 102, CRJ 101, CRJ 139, CRJ 140

**Third Semester:** CMN 101, PHI 205, CRJ 211, CRJ 240, CRJ 260

**Fourth Semester:** CRJ 221, CRJ 239, CRJ 264, CRJ 275, Social Science 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 (15 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"/> PHI 205                  | Ethics: Morality and Contemporary Values | 3 credits |
| <input type="checkbox"/> Social Science Selection |  | 3 credits |

**Required Program Courses (41 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"/> CRJ 130 | Introduction to Police Service          | 4 credits |
| <input type="checkbox"/> CRJ 139 | Introduction to Law Enforcement         | 4 credits |
| <input type="checkbox"/> CRJ 140 | Introduction to Corrections             | 4 credits |
| <input type="checkbox"/> CRJ 211 | Substance Abuse                         | 3 credits |
| <input type="checkbox"/> CRJ 221 | The Juvenile Offender                   | 3 credits |
| <input type="checkbox"/> CRJ 239 | Introduction to Forensic Science        | 3 credits |
| <input type="checkbox"/> CRJ 240 | Community Based Corrections             | 4 credits |
| <input type="checkbox"/> CRJ 260 | Criminal Law                            | 4 credits |
| <input type="checkbox"/> CRJ 264 | Courts and Victim Services              | 3 credits |

**Work-Based Learning Courses (4 credits)**

- |                                  |            |           |
|----------------------------------|------------|-----------|
| <input type="checkbox"/> 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)**

- ☐ SLP 100 Security Officer Training: 2 credits  
Classroom
- ☐ SLP 101 Security Officer Training: 2 credits  
Firearms
- ☐ SLP 102 Introduction to Security 3 credits
- ☐ SLP 208 Applied Security 3 credits  
Operations

# 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.

## DIGITAL MEDIA PROGRAMS

Digital Media Design, Associate in Arts  
 Digital App Design and Development, Certificate of Achievement  
 Digital Multimedia Technology, Certificate of Achievement  
 Digital Web Design and Development, Certificate of Completion

### Digital Media Design • Associate in Arts

#### TRANSFER PROGRAM

Total Credit Hours: 62

Colleague Code: AA.DMD

Curriculum Code: AAD 100

#### Recommended Course Sequence:

**First Semester:** CMN 101, EGL 101, POS 101, ART 101, DGM 100

**Second Semester:** EGL 102, Life Science Selection, ART 102, ART 106, DGM 110

**Third Semester:** MAT 104, Social Science Selection, ART 116, Specialization Requirement

**Fourth Semester:** PHI 205, Humanities A Selection, Physical Science Selection, Social Science Selection, Specialization Requirement

#### Program Information:

- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- This program is appropriate for students wishing to utilize computer science in a business setting.
- 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.

#### 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 (9 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 |

#### Recommended General Education Courses (29-30 credits)

- |                                  |                               |           |
|----------------------------------|-------------------------------|-----------|
| <input type="checkbox"/> ART 101 | Art Appreciation              | 3 credits |
| <input type="checkbox"/> MAT 104 | General Education Mathematics | 3 credits |

- |  |                                       |             |
|--|---------------------------------------|-------------|
| <input type="checkbox"/> PHI 205                           | Ethics: Morality & Contemporary Value | 3 credits   |
| <input type="checkbox"/> POS 101                           | Introduction to American Politics     | 3 credits   |
| <input type="checkbox"/> Humanities or Fine Arts 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 106                    | Introduction to Computer Art            | 3 credits |
| <input type="checkbox"/> ART 116                    | Introduction to Graphic Design          | 3 credits |
| <input type="checkbox"/> DGM 100                    | Introduction to Digital Multimedia      | 3 credits |
| <input type="checkbox"/> DGM 110                    | Digital Media Production and Management | 3 credits |
| <input type="checkbox"/> Specialization Requirement |   | 3 credits |
| <input type="checkbox"/> Specialization Requirement |   | 3 credits |
| <input type="checkbox"/> Specialization Requirement |   | 3 credits |

#### Web Design Specialization Requirements (choose 9 credits)

- |                                  |                   |           |
|----------------------------------|-------------------|-----------|
| <input type="checkbox"/> DWD 110 | Website Design I  | 3 credits |
| <input type="checkbox"/> DWD 210 | Website Design II | 3 credits |
| <input type="checkbox"/> DME 130 | Film Production I | 3 credits |

#### Multimedia Design Specialization Requirements (choose 9 credits)

- |                                  |                   |           |
|----------------------------------|-------------------|-----------|
| <input type="checkbox"/> DME 130 | Film Production I | 3 credits |
| <input type="checkbox"/> DME 145 | Digital Animation | 3 credits |
| <input type="checkbox"/> DME 150 | Motion Graphics I | 3 credits |

#### App Design Specialization Requirements (choose 9 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 |

## 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

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

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cadap/11.0801-gedt.html>  
<http://ww3.llcc.edu/ge/cadap/11.0801-gedt.html>

## 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
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<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

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

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cadmt/11.0801-gedt.html>  
<http://ww3.llcc.edu/ge/cadmt/11.0801-gedt.html>

## Digital Web Design and Development • Certificate of Achievement

### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 30

**Colleague Code:** CA.DWD

**Curriculum Code:** DWD 101

### Recommended Course Sequence:

**First Semester:** ART 106, DGM 100, DWD 100, DWD 110, DWD 210

**Second Semester:** ART 116, DGM 110, DME 130, DME 145, DME 150

### 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 106	Introduction to Computer Art	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"/>	DGM 110	Digital Media Product and Management	3 credits
<input type="checkbox"/>	DME 130	Film Production I	3 credits
<input type="checkbox"/>	DME 145	Digital Animation	3 credits
<input type="checkbox"/>	DME 150	Motion Graphics 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

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

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cadwd/11.0801-gedt.html>  
<http://ww3.llcc.edu/ge/cadwd/11.0801-gedt.html>

# 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 217.786.2378 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

<input type="checkbox"/>	EDU 201	Introduction to Education	4 credits
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**Option 2****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 214, ART 101, BIO 101, EGL 102, SOC 101**Third Semester:** EDU 215 or EDU 220, MAT 251, PSY 210, HIS 101 or HIS 102, POS 101 or POS 201**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 Illinois College and MacMurray College as a 2 + 2 program if taken in its entirety.

**For Program Information Contact:**

Please contact the Education program at 217.786.2378 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 214	Introduction to Child 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"/>	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:** 62-65**Colleague Code:** AA.SECED**Curriculum Code:** AAD 100**Recommended Course Sequence:****First Semester:** ART 101, CMN 101, EGL 101, SOC 101, EDU 201

**Second Semester:** EGL 102, BIO 101, ASD 101, EDU 210

**Third Semester:** EDU 215, MUS 104, PSY 210, Social Science Selection, Mathematics Selection

**Fourth Semester:** EDU 220, PSI 101, PSY 216, HIS 101 or HIS 102

**Program Information:**

- Designed for students planning to complete a baccalaureate program in Secondary Education.
- 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 may vary.
- It is strongly recommended that all students successfully complete the Test of Academic Proficiency (formerly known as the Illinois Test of Basic Skills) before continuing to a senior institution.
- EDU 201 includes 30 hours (1 credit hour) of pre-clinical observation.

**For Program Information Contact:**

Social Sciences Department at 217.786.9101 or 217.786.2391 or see an LLCC academic advisor see an LLCC academic advisor

**Required General Education Courses (9 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
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**Recommended General Education Courses (30-32 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 <i>or</i>	
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"/> ASD 101	Physical Science	4 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> Mathematics Selection		3-5 credits
<input type="checkbox"/> Social Science Selection		3 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	3 credits
<input type="checkbox"/> EDU 220	Diversity of Schools and Society	3 credits

**Recommended Program Support Courses (9-10 credits)**

<input type="checkbox"/> PSY 210	Educational Psychology	3 credits
<input type="checkbox"/> PSY 216	Adolescent Psychology	3 credits
<input type="checkbox"/> Science Selection		3-4 credits

## Physical Education • Associate in Arts

**TRANSFER PROGRAM**

**Total Credit Hours:** 64

**Colleague Code:** AS.PHED

**Curriculum Code:** ASD 101

**Recommended Course Sequence:**

**First Semester:** ESS 150, Physical Education Program Course, EGL 101, HIS 101, MAT 104, SOC 101

**Second Semester:** ESS 220, Physical Education Program Course, EMS 100, BIO 111, EGL 102, POS 101 *or* POS 201

**Third Semester:** EDU 201, MAT 141, PSY 101, CMN 101, Humanities A Selection, Physical Education Program Course

**Fourth Semester:** Physical Education Program Course, HLT 201, PSY 210, ASD 101, Humanities 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 (9 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

**Recommended General Education Courses (30 credits)**

<input type="checkbox"/>	ART 101	Art Appreciation	3 credits
<input type="checkbox"/>	BIO 107	Human Biology	4 credits
<input type="checkbox"/>	HIS 101	History of Western Civilization I <u>or</u>	4 credits
	HIS 102	History of Western Civilization II	
<input type="checkbox"/>	MAT 104	General Education Mathematics	3 credits
<input type="checkbox"/>	MUS 104	Music Appreciation	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"/>	PSI 101	Physical Science	4 credits
<input type="checkbox"/>	ASD 101	Introduction to Psychology <u>or</u>	3 credits
	SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/>	Social Science Selection		3 credits
<b>Recommended Program Courses (8 credits)</b>			
<input type="checkbox"/>	ESS 220	Introduction to Coaching	2 credits
<input type="checkbox"/>	ESS 250	Introduction to Physical Education	2 credits
<input type="checkbox"/>	Exercise Science Selection		1 credit
<input type="checkbox"/>	Exercise Science Selection		1 credit

<input type="checkbox"/>	Exercise Science Selection	1 credit
<input type="checkbox"/>	Exercise Science Selection	1 credit

#### Recommended Program Support Courses (8 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 Program Courses (choose 4 credits)

<input type="checkbox"/>	ESS 103	Bowling	1 credit
<input type="checkbox"/>	ESS 107	Golf	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 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:

Early Childhood Education program at 217.786.4679 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 <u>or</u>	
	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 204	Creative Activities	3 credits
<input type="checkbox"/> ECE 124	Language and Literature Development in Early Childhood	2 credits	<input type="checkbox"/> ECE 212	Practicum I	2 credits
<input type="checkbox"/> ECE 201	Science and Math	3 credits	<input type="checkbox"/> ECE 213	Seminar I	1 credits
<input type="checkbox"/> ECE 202	Role of Learning Environments and Play in Early Childhood Education	3 credits	<input type="checkbox"/> ECE 214	Practicum II	4 credits
			<input type="checkbox"/> ECE 215	Seminar II	2 credits
<input type="checkbox"/> ECE 203	Home, School and Community Relations in Early Childhood	3 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: 18

Colleague Code: CC.ECEL2

Curriculum Code: ECE 101

#### For Program Information Contact:

Please contact the Education program at 217.786.2378 or 217.786.2391.

#### Required Program Courses (12 credits)

<input type="checkbox"/> ECE 105	Curriculum and Planning	3 credits
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<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
<input type="checkbox"/> ECE 203	Home, School and Community Relations	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 217.786.2378 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"/> CMN 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

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

Gainful Employment Information is located at <http://ww3.llcc.edu/GE/CCECEL3/19.0709-Gedt.html> <http://ww3.llcc.edu/ge/ccecel3/19.0709-gedt.html>

## ELECTRONICS PROGRAMS

Electrical Distribution Lineman, Associate in Applied Science  
 Electrical Distribution Lineman Maintenance, Certificate of Achievement  
 Commercial Electrical Maintenance, Associate in Applied Science  
 Commercial Electrical Maintenance, Certificate of Completion

### 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

☐ TEM 103 Vocational-Technical Math 3 credits

☐ TES 121 Technical Shop Physics 3 credits

#### Required Program Courses (36.5 credits)

☐ CWE 101 Cooperative Education Work Experience 3 credits

☐ EDL 130 Electrical Lineman Climbing Training 3.5 credits

☐ EDL 131 Electrical Distribution 2 credits

☐ EDL 132 Electrical Distribution Hardware Safety and Use 2 credits

☐ EDL 133 Electrical Distribution Hand Tools and Devices 2 credits

☐ EDL 134 Lineman Electrical Rubber Gloving 2 credits

☐ EDL 135 Underground Residential Electrical Distribution 2 credits

☐ ELM 103 Principles of Electricity, Batteries and DC Circuits 4 credits

☐ ELM 105 Principles of Transformers and AC Circuits 4 credits

☐ ELM 107 Motors and Generators 4 credits

☐ ELM 109 Electrical System Designs 4 credits

☐ ELM 114 A.C. Industrial Controls 4 credits

#### Required Program Support Courses (12 credits)

☐ EMS 100 Emergency Medical Responder 3 credits

☐ ESI 101 Employability Skills 2 credits

☐ 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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caedlmm/47.0105-gedt.html>  
<http://ww3.llcc.edu/ge/caedlmm/47.0105-gedt.html>

## Commercial Electrical Maintenance • Associate in Applied Science

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 60.5

**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 114, WIT 208, TES 103, EGL 105 or EGL 102

**Third Semester:** CWE 101

**Fourth Semester:** ELM 117, WIT 210, ELT 111, ESI 101

**Fifth Semester:** CSC 115 or WIT 109 and WIT 209, 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 <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 (27 credits)**

<input type="checkbox"/> CSC 115	Understanding Technology Today <i>or</i>	3 credits	<input type="checkbox"/> WIT 208	Mechatronics Circuits II	4 credits
WIT 109	Programmable Logic Controls I <i>and</i>		<input type="checkbox"/> WIT 210	Industrial Wiring	4 credits
WIT 209	Programmable Logic Controls II		<b>Required Program Support Courses (18.5 credits)</b>		
<input type="checkbox"/> ELM 103	Principles of Electricity, Batteries and DC Circuits	4 credits	<input type="checkbox"/> ACT 100	Architectural Drafting Principles	3 credits
<input type="checkbox"/> ELM 105	Principles of Transformers and AC Circuits	4 credits	<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> ELM 107	Motors and Generators	4 credits	<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	3 credits
<input type="checkbox"/> ELM 114	AC Industrial Controls	4 credits	<input type="checkbox"/> ELT 111	Mechatronics Circuits I	4.5 credits
<input type="checkbox"/> ELM 115	Residential and Light Commercial Electric Wiring	4 credits	<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> ELM 117	Electrical Troubleshooting and Preventive Maintenance of Electrical Equipment	4 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: WIT 208, WIT 210

#### 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](http://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"/> WIT 208	Mechatronics Circuits II	4 credits
<input type="checkbox"/> WIT 210	Industrial Wiring	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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/cccem/47.0105-Gedt.html>  
<http://ww3.llcc.edu/ge/cccem/47.0105-Gedt.html>

# EMERGENCY MEDICAL SERVICES PROGRAMS

Emergency Medical Services, Associate in Applied Science  
Emergency Medical Technician - Paramedic, Certificate of Achievement  
Advanced Emergency Medical Technician, Certificate of Completion  
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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caemp/51.0904-gedt.html>  
<http://ww3.llcc.edu/ge/caemp/51.0904-gedt.html>

## Advanced Emergency Medical Technician • Certificate of Completion

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 16

**Colleague Code:** CC.EMTA

**Curriculum Code:** EMS 210

**Prerequisite:**

Current and valid EMT license (documentation required)

**Program Information:**

- 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.
- Students need to be present on the first day of class to be seated.
- Students will be involved in numerous hours of field internship and clinical rotations 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 an Advanced EMT requires graduates to pass the examination administered by the Illinois Department of Public Health
- Students must pass a urinalysis drug screening and criminal background check prior to the start of the clinical field internship rotations once the course starts.
- 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.
- No late registrations are allowed due to IDPH attendance regulations.

**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 110 , see page 295	Advanced EMT - Medical/Trauma	10 credits
<input type="checkbox"/> EMS 111 , see page 295	Advanced EMT - Special Populations	6 credits

**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 |
|----------------------------------|------------------------------|-----------|

**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 (3 credits)**

- |                                  |                             |           |
|----------------------------------|-----------------------------|-----------|
| <input type="checkbox"/> EMS 100 | Emergency Medical Responder | 3 credits |
|----------------------------------|-----------------------------|-----------|

# 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	credits
<input type="checkbox"/> ENG 220	Statics	credits
<input type="checkbox"/> ENG 221	Dynamics	credits
<input type="checkbox"/> ENG 240	Mechanics of Materials	credits
<input type="checkbox"/> MAT 161	Computer Programming and Applications for Engineers <u>or</u>	credits
<input type="checkbox"/> CSC 175	Computer Science I	credits
<input type="checkbox"/> MAT 235	Differential Equations	credits
<input type="checkbox"/> PHY 202	Physics II	credits
<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	credits
<input type="checkbox"/> CSC 176	Computer Science II	credits
<input type="checkbox"/> MAT 235	Differential Equations	credits
<input type="checkbox"/> PHY 202	Physics II	credits
<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	credits
<input type="checkbox"/> ENG 220	Statics	credits
<input type="checkbox"/> ENG 221	Dynamics	credits
<input type="checkbox"/> ENG 240	Mechanics of Materials	credits
<input type="checkbox"/> MAT 161	Computer Programming and Applications for Engineers <u>or</u>	credits
<input type="checkbox"/> CSC 175	Computer Science I	credits
<input type="checkbox"/> MAT 235	Differential Equations	credits
<input type="checkbox"/> PHY 202	Physics II	credits
<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)**

- |                          |                                  |   |         |
|--------------------------|----------------------------------|---|---------|
| <input type="checkbox"/> | ENG 101                          | Engineering Graphics  | credits |
| <input type="checkbox"/> | ENG 220                          | Statics   | credits |
| <input type="checkbox"/> | ENG 221                          | Dynamics  | credits |
| <input type="checkbox"/> | ENG 240                          | Mechanics of Materials  | credits |
| <input type="checkbox"/> | ENG 270                          | Circuit Analysis  | credits |
| <input type="checkbox"/> | MAT 161                          | Computer Programming and Applications for Engineers <u>or</u> | credits |
| <input type="checkbox"/> | CSC 175                          | Computer Science I  | credits |
| <input type="checkbox"/> | MAT 235                          | Differential Equations  | credits |
| <input type="checkbox"/> | PHY 202                          | Physics II  | credits |
| <input type="checkbox"/> | Program Support Course Selection |   |         |
| <input type="checkbox"/> | Program Support Course Selection |   |         |

**Chemical Engineering Program Course Selections (credits34 credits)**

- |                          |                                  |   |         |
|--------------------------|----------------------------------|---|---------|
| <input type="checkbox"/> | CHE 102                          | General Chemistry II  | credits |
| <input type="checkbox"/> | CHE 201                          | Organic Chemistry I   | credits |
| <input type="checkbox"/> | CHE 202                          | Organic Chemistry II  | credits |
| <input type="checkbox"/> | MAT 161                          | Computer Programming and Applications for Engineers <u>or</u> | credits |
| <input type="checkbox"/> | CSC 175                          | Computer Science I  | credits |
| <input type="checkbox"/> | MAT 235                          | Differential Equations  | credits |
| <input type="checkbox"/> | PHY 202                          | Physics II  | credits |
| <input type="checkbox"/> | Program Support Course Selection |   |         |
| <input type="checkbox"/> | Program Support Course Selection |   |         |
| <input type="checkbox"/> | Program Support Course Selection |   |         |

**Program Support Courses (choose appropriate number of credits)**

- |                          |                      |  |         |
|--------------------------|----------------------|--|---------|
| <input type="checkbox"/> | BIO 101**            | General Biology                        | credits |
| <input type="checkbox"/> | CHE 102              | General Chemistry II                   | credits |
| <input type="checkbox"/> | CMN 101              | Public Speaking Fundamentals           | credits |
| <input type="checkbox"/> | CSC 176              | Computer Science II                    | credits |
| <input type="checkbox"/> | ECO 131              | Principles of Economics (Micro)        | credits |
| <input type="checkbox"/> | ECO 132              | Principles of Economics (Macro)        | credits |
| <input type="checkbox"/> | MAT 215              | Introduction to Linear Algebra         | credits |
| <input type="checkbox"/> | MAT 242              | Mathematics Probability and Statistics | credits |
| <input type="checkbox"/> | PHY 203              | Physics III                            | credits |
| <input type="checkbox"/> | 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:** CMN 101, EGL 101, POS 101 or POS 201, Humanities A Selection, EGL 201

**Second Semester:** EGL 102, HUM 101, Social Science Selection, EGL 202, Program Course Selection

**Third Semester:** MAT 141, Life Science Selection, EGL 210, Program Course Selection

**Fourth Semester:** HIS 111 or HIS 112, PHI 204, Physical Science Selection, EGL 211, Program Course Selection

### Program Information:

- This program is appropriate for transfer students.
- Meets general education requirements.
- Meets beginning course requirements for English majors.
- 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 217.786.2378 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"/> 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 (12 credits)

<input type="checkbox"/> EGL 201	Survey of British Literature I	3 credits
<input type="checkbox"/> EGL 202	Survey of British Literature II	3 credits
<input type="checkbox"/> EGL 210	Survey of American Literature: Colonial to Civil War	3 credits
<input type="checkbox"/> EGL 211	Survey of American Literature: Civil War to present	3 credits
<input type="checkbox"/> Program Course Selection*		3 credits
<input type="checkbox"/> Program Course Selection		3 credits
<input type="checkbox"/> Program Course Selection		3 credits

### Recommended Program Support Selections (choose 9 credits)

<input type="checkbox"/> EGL 109	Introduction to Literature - Multi Genre	
<input type="checkbox"/> EGL 110	Introduction to Literature - Poetry	
<input type="checkbox"/> EGL 111	Introduction to Literature - Novel	
<input type="checkbox"/> EGL 112	Introduction to Literature - Drama	
<input type="checkbox"/> EGL 113	Introduction to Literature - Heritage Studies in Ethnic Literature	
<input type="checkbox"/> EGL 114	Introduction to Film as Literature	
<input type="checkbox"/> EGL 120	Introduction to Children's Literature	
<input type="checkbox"/> EGL 147	Women in Modern Literature	
<input type="checkbox"/> EGL 150	Creative Writing: Fiction	
<input type="checkbox"/> EGL 151	Creative Writing: Poetry	
<input type="checkbox"/> EGL 220	Literary Masterpieces I	
<input type="checkbox"/> EGL 221	Literary Masterpieces II	
<input type="checkbox"/> EGL 222	Shakespeare	
<input type="checkbox"/> Humanities Selection		3 credits

\* If the foreign language graduation requirement that many upper-division colleges and universities have has not been met through high school courses, students should consider using the program course selections for that purpose.

# EXERCISE AND SPORTS SCIENCE

## Exercise and Sports Science • Associate in Arts

### TRANSFER PROGRAM

Total Credit Hours: 60 - 64

Colleague Code: AA.ESS

Curriculum Code: AAD 100

### Program Information:

- This program is appropriate for transfer students.
- Meets general education requirements.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.

### For Program Information Contact:

Social Sciences Department at 217.786.2318 or 217.786.2240 or see an LLCC academic advisor.

### Required General Education Courses (9 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

### Recommended General Education Courses (29 credits)

<input type="checkbox"/> BIO 107	Human Biology	4 credits
<input type="checkbox"/> PSY 101	Intro to Psychology	3 credits
<input type="checkbox"/> SOC 101	Intro to Sociology	3 credits
<input type="checkbox"/>	Humanities Selection	3-4 credits
<input type="checkbox"/>	Fine Arts Selection	3 credits
<input type="checkbox"/>	Humanities <u>or</u> Fine Arts Selection	3-4 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 (10 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"/>	Exercise and Sports Science Selection	1 credit
<input type="checkbox"/>	Exercise and Sports Science Selection	1 credit
<input type="checkbox"/>	Exercise and Sports Science Selection	1 credit
<input type="checkbox"/>	Exercise and Sports Science Selection	1 credit
<input type="checkbox"/>	Exercise and Sports Science Selection	1 credit
<input type="checkbox"/>	Exercise and Sports Science Selection	1 credit

### Recommended Program Support Selections (12 credits)

<input type="checkbox"/> EMS 100	Emergency Medical Responder	3 credits
<input type="checkbox"/> BUS 121	Introduction to Business	3 credits
<input type="checkbox"/> CAS 121	Computer Applications and Concepts	3 credits
<input type="checkbox"/> HLT 201	Health in Today's Society	3 credits

### Exercise and Sports Selections (choose 4 credits)

<input type="checkbox"/> ESS 103	Bowling	0 credits
<input type="checkbox"/> ESS 107	Golf	0 credits
<input type="checkbox"/> ESS 112	Physical Conditioning	0 credits
<input type="checkbox"/> ESS 113	Strength Training	0 credits
<input type="checkbox"/> ESS 115	Basketball	0 credits
<input type="checkbox"/> ESS 119	Jogging	0 credits
<input type="checkbox"/> ESS 126	Ultimate Frisbee	0 credits
<input type="checkbox"/> ESS 230	Personal Training	0 credits

## 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  
 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 *or* MAT 105,

FST 100 *or* FST 160, FST 109, FST 110, FST 111

**Second Semester:** EGL 102, FST 112, FST 201,  
 Program Support Course, Program Support Course

**Third Semester:** CHE 100, 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.

#### 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 <i>or</i>	
	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"/> FST 100	Fundamentals of Emergency Services* <i>or</i>	3 credits
<input type="checkbox"/> FST 160	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 credit
<input type="checkbox"/> FST 110	Technical Rescue Awareness	.5 credit
<input type="checkbox"/> FST 111	Basic Operations Fire Fighter I***	5 credit
<input type="checkbox"/> FST 112	Basic Operations Fire Fighter II	5 credit
<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



☐ Program Support Course 3 credits

**Recommended Program Support Courses  
(choose 15 credits)**

☐ EMS 100 Emergency Medical Responder 3 credits

☐ EMS 101 Emergency Medical Technician - Basic 8 credits

☐ FST 160 Introduction to Emergency Management or FST 100 Fundamentals of Emergency Services 3 credits

☐ EST 299 Special Topics in Emergency Services 0.5-4 credits

☐ FST 200 Advanced Technician Firefighter 3 credits

☐ FST 204 Fire Tactics and Strategy II 3 credits

☐ FST 205 Pump, Automatic Sprinkler and Standpipes 4 credits

☐ FST 207 Building Construction for Fire Protection 3 credits

☐ FST 218 Fire Instructor I 3 credits

☐ FST 219 Fire Instructor II 3 credits

☐ FST 236 Fire Service Leadership I 3 credits

☐ FST 237 Fire Service Leadership II 3 credits

☐ FST 238 Fire Service Leadership III 3 credits

☐ FST 239 Fire Service Leadership IV 3 credits

☐ 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

☐ CWE 101 Cooperative Education Work Experience .5 - 3 credits

\*Those students new to the career field should take FST 100 in their first semester in the degree program as an introductory course. FST 160 may then be taken as a Program Support Course.

\*\*It is recommended that FST 160 be taken during the third semester if this is the course chosen. Active practitioners in the career field should choose this course as the degree requirement over FST 100.

\*\*\*Students may substitute CFF 101, CFF 102 and CFF 103 in their entirety for FST 111 and FST 112 until December 2015.

### 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)**

☐ EMS 100 Emergency Medical Responder 3 credits

☐ FST 109 Fire Service Vehicle .5 credits

☐ FST 110 Technical Rescue Awareness .5 credits

☐ FST 201 Hazardous Materials Operations 3 credits

☐ Basic Operations Fire Fighter Option or Certified Firefighter II Option 4-5 credits

☐ Basic Operations Fire Fighter Option or Certified Firefighter II Option 5-8 credits

**Basic Operations Fire Fighter Option**

☐ FST 111 Basic Ops Fire Fighter I 5 credits

☐ FST 112 Basic Ops Fire Fighter II 5 credits

**Certified Firefighter II Option**

☐ CFF 101 Certified Firefighter Training II Module A 4 credits

☐ CFF 102 Certified Firefighter Training II Module B 4 credits

☐ 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 or Certified Firefighter III Option 6.5-9 credits

**Advanced Technician Firefighter Option**

- ☐ FST 105 Vehicle/Machinery Operations 3 credits
- ☐ FST 109 Fire Service Vehicle Operator .5 credit
- ☐ 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 credit

### 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 |
|----------------------------------|-------------------------|-----------|

### 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 |
|----------------------------------|---|-----------|

### 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 |
|----------------------------------|----------------------------|-----------|

### 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)

- |                                  |                           |           |
|----------------------------------|---------------------------|-----------|
| <input type="checkbox"/> 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 credit

# WORLD LANGUAGES

World Languages, Associate in Arts

## World Languages • 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:** EGL 201, MAT 104, Life Science Selection, Intermediate Foreign Language I, Elective

**Fourth Semester:** CMN 101, Physical Science Selection, Intermediate Foreign Language II

### 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 217.786.2378 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"/> 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 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"/> EGL 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"/> Elective                         | 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 |
| <input type="checkbox"/> Elective |                        | 3 credits |

#### German Sequence (19 credits)

- |                                  |                       |           |
|----------------------------------|-----------------------|-----------|
| <input type="checkbox"/> GER 101 | Elementary German I   | 4 credits |
| <input type="checkbox"/> GER 102 | Elementary German II  | 4 credits |
| <input type="checkbox"/> 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      4 credits

**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
- ☐ Elective      3 credits

## GEOGRAPHY PROGRAMS

Geography, Associate in Arts

### Geography • Associate in Arts

#### TRANSFER PROGRAM

**Total Credit Hours:** 60

**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 (9 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 |

#### Recommended General Education Courses (30-33 credits)

- |                                  |                          |           |
|----------------------------------|--------------------------|-----------|
| <input type="checkbox"/> BIO 104 | Life in the Environment  | 4 credits |
| <input type="checkbox"/> GEG 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"/> Fine Arts Selection               | 3-4 credits |
| <input type="checkbox"/> Humanities Selection              | 3-4 credits |
| <input type="checkbox"/> Humanities or Fine Arts Selection | 3-4 credits |
| <input type="checkbox"/> Social Science Selection          | 3 credits   |
| <input type="checkbox"/> Social Science Selection          | 3 credits   |

#### Recommended Program Courses (13 credits)

- |                                  |   |           |
|----------------------------------|---|-----------|
| <input type="checkbox"/> GEG 104 | Human Geography                                   | 3 credits |
| <input type="checkbox"/> GEG 105 | Intro to Geographic Information Systems           | 3 credits |
| <input type="checkbox"/> GEG 201 | Introduction to Weather and Climate               | 4 credits |
| <input type="checkbox"/> GEG 206 | Advanced Geographic Information Systems <u>or</u> |           |
| GEG 299                          | Special Topics in Geography                       | 3 credits |

#### Recommended Program Support Courses (8 credits)

- |   |           |
|---|-----------|
| <input type="checkbox"/> Program Support Course Selection | 4 credits |
| <input type="checkbox"/> Program Support Course Selection | 4 credits |

#### Recommended Program Support Course Selections (choose 8 credits)

- |                                   |                     |
|-----------------------------------|---------------------|
| <input type="checkbox"/> CHE 101  | General Chemistry I |
| <input type="checkbox"/> GEO 101  | Physical Geology    |
| <input type="checkbox"/> MAT 113* | College Algebra     |
| <input type="checkbox"/> PHY 101  | General Physics I   |

#### Social Science Selections (choose 6 credits)

- |                                  |                              |
|----------------------------------|------------------------------|
| <input type="checkbox"/> ANT 101 | Introduction to Anthropology |
| <input type="checkbox"/> ECO 110 | Elements of Economics        |
| <input type="checkbox"/> SOC 101 | Introduction to Sociology    |

\* Students completing the SIUE 2 + 2 must take MAT 113.

# GEOLOGY

Geology, Associate in Science

## Geology • Associate in Science

**TRANSFER PROGRAM**

**Total Credit Hours:** 60  
**Colleague Code:** AS.GEO  
**Curriculum Code:** GEO 101

**Recommended Course Sequence:**

**First Semester:** EGL 101, GEG 102, GEO 101, MAT 131

**Second Semester:** EGL 102, MAT 141, GEO 102, PHY 201

**Third Semester:** CMN 101, CHE 101, GEG 105, Fine Arts Selection, Humanities Selection

**Fourth Semester:** BIO 101, POS 101 or POS 201, Social Science Selection, CHE 102

**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

**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"/>	GEO 101	Physical Geology	4 credits
<input type="checkbox"/>	MAT 131	Calculus and Analytic Geometry I	5 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"/>	Fine Arts Selection		3-4 credits
<input type="checkbox"/>	Humanities Selection		3-4 credits
<input type="checkbox"/>	Social Science Selection		3 credits

**Recommended Program Courses (7 credits)**

<input type="checkbox"/>	GEO 102	Historical Geology	4 credits
<input type="checkbox"/>	GEG 105	Introduction to Geographic Information Systems	3 credits

**Recommended Program Support Courses (8 credits)**

<input type="checkbox"/>	CHE 102	General Chemistry II	4 credits
<input type="checkbox"/>	PHY 201	Physics I	4 credits



# GRAPHIC DESIGN

Graphic Design Technology, Associate in Applied Science

## Graphic Design Technology • Associate in Applied Science

### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 60

**Colleague Code:** AAS.GRDST

**Curriculum Code:** ART 150

### Recommended Course Sequence:

**First Semester:** DGM 100, ART 102, ART 106, EGL 101, CMN 101

**Second Semester:** ART 103, ART 116, DGM 110, EGL 102, MAT 104

**Third Semester:** ART 112, ART 113, DAP 120, DAP 150, DME 130, DME 145

**Fourth Semester:** ART 110, ART 124, BUS 125, DME 150, 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 (16 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"/>	Physical Science Selection		4 credits

### Required Program Courses (42 - 48 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 112	Silkscreen Graphics Pre-Production	3 credits
<input type="checkbox"/>	ART 113	Silkscreen Practice Seminar	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"/>	BUS 125	Entrepreneurship	3 credits
<input type="checkbox"/>	DAP 120	Video Game Design I	3 credits
<input type="checkbox"/>	DAP 150	iOS App Production I	3 credits
<input type="checkbox"/>	DGM 100	Introduction to Digital Media	3 credits
<input type="checkbox"/>	DGM 110	Digital Media Product & Management	3 credits
<input type="checkbox"/>	DME 130	Film Production I	3 credits
<input type="checkbox"/>	DME 145	Digital Animation	3 credits
<input type="checkbox"/>	DME 150	Motion Graphics I	3 credits

# GREEN FACILITIES MANAGEMENT

Green Facilities Management, Certificate of Achievement

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## Green Facilities Management • Certificate of Achievement

### OCCUPATIONAL PROGRAM

Total Credit Hours: 30

Colleague Code: CA.GFCMT

Curriculum Code: WGF 101

### Recommended Course Sequence:

**First Semester:** TEM 103, TES 103, WGF 101, WGF 102

**Second Semester:** ESI 101, WGC 106, WGF 103, WGF 104, WGF 105

**Third Semester:** WGF 107

### For Program Information Contact:

Workforce Development Division at 217.786.4616 or 217.786.2407 or see an academic advisor.

### Required Program Courses (30 credits)

<input type="checkbox"/>	ESI 101	Employability Skills	2 credits
<input type="checkbox"/>	TES 103	Blueprint Reading	3 credits
<input type="checkbox"/>	TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/>	WGC 106	OSHA 10	1 credit
<input type="checkbox"/>	WGF 101	Fundamentals-Green Facilities Management	3 credits
<input type="checkbox"/>	WGF 102	Technical Aspects of Energy/Resource	3 credits
<input type="checkbox"/>	WGF 103	Exterior Environmental Management	3 credits
<input type="checkbox"/>	WGF 104	Sustainable Building/Facility	3 credits
<input type="checkbox"/>	WGF 105	Energy System Fundamentals	3credits
<input type="checkbox"/>	WGF 106	Indoor Environmental Quality	3 credits
<input type="checkbox"/>	WGF 107	Facility Lighting/Electrical Systems	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

Gainful Employment Information is located at  
<http://www3.llcc.edu/ge/cagfcm/15.0503-gedt.html>  
<http://www3.llcc.edu/ge/cagfcm/15.0503-gedt.html>

# 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](http://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"/>	ARH 101	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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caacr/47.0201-gedt.html>  
<http://ww3.llcc.edu/ge/caacr/47.0201-gedt.html>

# HELP DESK PROGRAM

Help Desk Certificate of Completion

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## Help Desk • Certificate of Completion

**OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 22.5

**Colleague Code:** CC.HPDK

**Curriculum Code:** CNC 200

**Recommended Course Sequence:**

**First Semester:** EGL 101 or EGL 104, CTC 125,  
CAS 121, ELT 222

**Second Semester:** CNC 142, CPC 170, CTC 145

**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 (21 credits)**

<input type="checkbox"/>	EGL 101	Composition I <u>or</u>	
	EGL 104	Career Communications I	3 credits
<input type="checkbox"/>	CAS 121	Computer Applications & Concepts	3 credits
<input type="checkbox"/>	CNC 142	Intro to Ethics, Security & Networks	4.5 credits
<input type="checkbox"/>	CPC 170	Intro to Database	3 credits
<input type="checkbox"/>	CTC 125	Cisco IT Essentials I	3 credits
	CTC 145	Help Desk	3 credits
	ELT 222	PC Troubleshooting	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 217.786.2378 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 <i>or</i>	
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  
 Culinary Manager, Certificate of Achievement  
 First Cook, Certificate of Completion  
 Baking and Pastry, Certificate of Completion  
 Value-Added Local Food, Certificate of Achievement

### 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, CLA 141, HSP 115, EGL 105 or EGL 102, CAS 121

**Third Semester:** HSP 116, HSP 200, HSP 201, BUS 202, CMN 101

**Fifth Semester:** HSP 120, HSP 210, BUS 130 MAT 104 or MAT 105, 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 (15 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 (30 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 | Culinary Purchasing and Food Cost Control | 3 credits |
| <input type="checkbox"/> | HSP 200 | Cafe Sales and Management                 | 4 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 |
|--------------------------|---------|--------------------------|-----------|

### 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, CLA 141, HSP 107, HSP 115, EGL 104 or EGL 101,

**Second Semester:** CLA 132, CLA 136, HSP 138, EGL 105 or EGL 102, CAS 121

**Third Semester:** MAT 104 or MAT 105, CLA 200, CLA 231, BUS 121, BUS 130

**Fourth Semester:** CLA 232, HSP 116, HSP 120, CMN 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 (15 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 200 | Cafe Production and Management            | 4 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 | Culinary Purchasing and Food Cost Control | 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 |
|----------------------------------|--------------------------|-----------|

### Culinary Manager • Certificate of Achievement

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 39

Colleague Code: CA.CULMGR

Curriculum Code: CLA 110

#### Recommended Course Sequence:

**First Semester:** CLA 100, CLA 131, HSP 107, HSP 115, HSP 116

**Second Semester:** CLA 132, CLA 136, CLA 141

**Third Semester:** CLA 200, CLA 231, HSP 138

**Fourth Semester:** BUS 121, CAS 121, CLA 232

#### 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 (39 credits)**

<input type="checkbox"/> BUS 121	Introduction to Business	3 credits
<input type="checkbox"/> CAS 121	Computer Applications & Concepts	3 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 200	Cafe Production & Management	4 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 & Math	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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caculmgr/12.0504-gedt.html>  
<http://ww3.llcc.edu/ge/caculmgr/12.0504-gedt.html>

**First Cook • Certificate of Completion****OCCUPATIONAL PROGRAM**

**Total Credit Hours:** 25

**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 (22 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	2 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**

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccfrstc/12.0504-gedt.html>  
<http://ww3.llcc.edu/ge/ccfrstc/12.0504-gedt.html>



### 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   |

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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccpstry/12.0504-gedt.html>  
<http://ww3.llcc.edu/ge/ccpstry/12.0504-gedt.html>

### Value-Added Local Food • Certificate of Achievement

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 33

Colleague Code: CA.VALF

Curriculum Code: WVA 101

#### Recommended Course Sequence:

**First Semester:** BUS 125, CLA 100, CLA 131, HSP 107, HSP 138, WVA 101, WVA 102, WVA 105

**Second Semester:** BUS 202, CAS 121 OR AGR 109, CLA 132, WVA 103, WVA 104, WVA 106, WVA 110

#### For Program Information Contact:

Business and Technologies Department at 217.786.2772 or 217.786.2381 or see an academic advisor.

#### Required Program Courses (33 credits)

- |                                  |                         |           |
|----------------------------------|-------------------------|-----------|
| <input type="checkbox"/> BUS 125 | Entrepreneurship        | 3 credits |
| <input type="checkbox"/> BUS 202 | Principles of Marketing | 3 credits |

- |                                  |  |           |
|----------------------------------|--|-----------|
| <input type="checkbox"/> CAS 121 | Computer Applications & Concepts <u>OR</u> | 3 credits |
| AGR 109                          | Microcomputer Skills for Agriculture       | 3 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"/> HSP 107 | Food Service Sanitation                    | 1 credit  |
| <input type="checkbox"/> HSP 138 | Food Service Purchasing & Math             | 3 credits |
| <input type="checkbox"/> WVA 101 | Local Food Cuisine                         | 2 credits |
| <input type="checkbox"/> WVA 102 | Food Preservation Methods                  | 2 credit  |
| <input type="checkbox"/> WVA 103 | Fermentation                               | 2 credits |
| <input type="checkbox"/> WVA 104 | Sauces, Condiments & Dressings             | 2 credits |
| <input type="checkbox"/> WVA 105 | Value-Added Herbs                          | 2 credits |
| <input type="checkbox"/> WVA 106 | Local Food in Institutions                 | 2 credits |

❏ WVA 110 Local Food Regulations 1 credit

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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cavalf/12.0503-Gedt.html>  
<http://ww3.llcc.edu/ge/cavalf/12.0503-Gedt.html>

## INDUSTRIAL TECHNOLOGY

Manufacturing Maintenance Technology, Certificate of Achievement  
 Mechatronics, Certificate of Achievement  
 Industrial Technologies, Certificate of Completion  
 Certified Production Technician, Certificate of Completion

### Manufacturing Maintenance Technology • Certificate of Achievement

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 44.5

Colleague Code: CA.MMT

Curriculum Code: WIT 110

#### Recommended Course Sequence:

First Semester: TEM 103, WEL 101, WIT 101, WIT 104, WIT 107, ELT 111

Second Semester: ARH 101, WEL 104, WIT 105, WIT 106, ELT 116

Third Semester: ACT 203, WIT 205, WIT 210

#### For Program Information Contact:

Workforce Development Division at 217.786.4616 or 217.786.2407 or see an academic advisor.

#### Program Information:

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

#### Required Program Courses (42 credits)

<input type="checkbox"/> ELT 111	Mechatronics Circuits I	4.5 credits
<input type="checkbox"/> ELT 116	Mechatronics Circuits II	4 credits
<input type="checkbox"/> ACT 203	Architectural Specifications & Mechanical-Electrical Systems	3 credits
<input type="checkbox"/> ARH 101	Basic Refrigeration	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/> WEL 101	Basic Shielding Metal Arc Welding	3 credits
<input type="checkbox"/> WEL 104	MIG WELDING	3 credits

<input type="checkbox"/> WIT 101	Intro. to Manufacturing and Safety	3 credits
<input type="checkbox"/> WIT 104	Intro. to Manufacturing Maintenance	2 credits
<input type="checkbox"/> WIT 105	Mechanical Drive Systems I	3 credits
<input type="checkbox"/> WIT 106	Pneumatic and Hydraulic Systems	3 credits
<input type="checkbox"/> WIT 107	Mechatronics Blueprint Reading	3 credits
<input type="checkbox"/> WIT 205	Mechanical Drive Systems II	3 credits
<input type="checkbox"/> WIT 210	Industrial Wiring	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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/caacr/47.0201-gedt.html> <http://ww3.llcc.edu/ge/caacr/47.0201-gedt.html> 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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/cammt/47.0303-gedt.html> <http://ww3.llcc.edu/ge/cammt/47.0303-gedt.html>

### Mechatronics • Certificate of Achievement

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 39.5

Colleague Code: CA.MECHT

Curriculum Code: WIT 120

#### Recommended Course Sequence:

First Semester: TEM 103, ELT 111, WIT 101, WIT 104, WIT 107

Second Semester: ELT 116, WIT 105, WIT 106, WIT 109

Third Semester: WIT 205, WIT 209, WIT 211

#### For Program Information Contact:

Workforce Development Division at 217.786.4616 or 217.786.2407 or see an academic advisor.

#### Program Information:

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

#### Required Program Courses (42 credits)

<input type="checkbox"/> ELT 111	Mechatronics Circuits I	4.5 credits
<input type="checkbox"/> ELT 116	Mechatronics Circuits II	4 credits
<input type="checkbox"/> WIT 101	Intro. to Manufacturing and Safety	3 credits
<input type="checkbox"/> WIT 104	Intro. to Manufacturing Maintenance	2 credits
<input type="checkbox"/> WIT 105	Mechanical Drive Systems I	3 credits
<input type="checkbox"/> WIT 106	Pneumatic and Hydraulic Systems	3 credits
<input type="checkbox"/> WIT 107	Mechatronics Blueprint Reading	3 credits
<input type="checkbox"/> WIT 109	Programmable Logic Controls I	4 credits

<input type="checkbox"/> WIT 205	Mechanical Drive Systems II	4 credits
<input type="checkbox"/> WIT 209	Programmable Logic Controls II	3 credits
<input type="checkbox"/> WIT 211	Introduction to Robotics	4 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/comecht/14.4201-gedt.html>  
<http://ww3.llcc.edu/ge/comecht/14.4201-gedt.html>

### Industrial Technologies • Certificate of Completion

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 20

Colleague Code: CC.WIT

Curriculum Code: WIT 101

#### Recommended Course Sequence:

First Semester: TEM 103, WIT 101, WIT 104, WIT 107

Second Semester: WIT 105, WIT 106, WIT 108

#### For Program Information Contact:

Workforce Development Division at 217.786.4616 or 217.786.2407 or see an academic advisor.

#### Program Information:

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

#### Required Program Courses (20 credits)

<input type="checkbox"/> WIT 101	Intro. to Manufacturing and Safety	3 credits
<input type="checkbox"/> WIT 104	Intro. to Manufacturing Maintenance	2 credits
<input type="checkbox"/> WIT 105	Mechanical Drive Systems I	3 credits
<input type="checkbox"/> WIT 106	Pneumatic and Hydraulic Systems	3 credits
<input type="checkbox"/> WIT 107	Mechatronics Blueprint Reading	3 credits
<input type="checkbox"/> WIT 108	Mechatronics Circuits I	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits

### Certified Production Technician • Certificate of Completion

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 10

Colleague Code: CC.CPT

Curriculum Code: WIT 100

#### Recommended Course Sequence:

First Semester: ESI 101, WIT 101, WIT 102, WIT 103, WIT 104

#### For Program Information Contact:

Workforce Development Division at 217.786.4616 or 217.786.2407 or see an academic advisor.

#### Program Information:

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

#### Required Program Courses (10 credits)

<input type="checkbox"/> ESI 101	Employability Skills	2 credits
<input type="checkbox"/> WIT 101	Intro. to Manufacturing & Safety	3 credits
<input type="checkbox"/> WIT 102	Quality and Measurement	1 credit
<input type="checkbox"/> WIT 103	Manufacturing Processes	2 credits
<input type="checkbox"/> WIT 104	Intro. to Manufacturing Maintenance	2 credits



## LANDSCAPE DESIGN PROGRAMS

Landscape Design/Turf Management, Associate in Applied Science  
Landscape Design/Turf Management, Certificate of Completion

### Horticulture • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 60

Colleague Code: AAS.LDTM

Curriculum Code: HRT 215

#### Recommended Course Sequence:

**First Semester:** HRT 100, HRT 102, HRT 202, AGR 109, two Specialization Requirements

**Second Semester:** ESI 101, CHE 100, EGL 104 or EGL 101, two Specialization Requirements

**Third Semester:** HRT 106, AWM 102, two Specialization Requirements

**Fourth Semester:** CMN 104, TEM 103, CWE 101, one General Education selection, one Specialization Requirement, and a Specialization Requirement (Landscape Specialization only)

**Fifth Semester:** HRT 208

#### 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"/> CMN 104	Interpersonal Communication	3 credits
<input type="checkbox"/> EGL 104	Career Communications I <u>or</u>	
EGL 101	Composition I	3 credits
<input type="checkbox"/> TEM 103	Vocational-Technical Math	3 credits
<input type="checkbox"/>	General Education Elective	3 credits

#### Required Program Courses (31-34 credits)

<input type="checkbox"/> AWM 102	Conservation Practice Systems II	3 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 208	Landscape Maintenance	3 credits
<input type="checkbox"/>	Specialization Requirement	3 credits
<input type="checkbox"/>	Specialization Requirement	3 credits
<input type="checkbox"/>	Specialization Requirement	3 credits
<input type="checkbox"/>	Specialization Requirement	1-2 credits
<input type="checkbox"/>	Specialization Requirement	3-4 credits
<input type="checkbox"/>	Specialization Requirement	3-4 credits
<input type="checkbox"/>	Specialization Requirement	2-4 credits
<input type="checkbox"/>	Specialization Requirement (Landscape Specialization only)	0-2 credits

#### Required Program Support Courses (11 credits)

<input type="checkbox"/> AGR 109	Microcomputer Skills for Agriculture	3 credits
<input type="checkbox"/> ESI 101	Employability Skills	2 credits

#### Landscape Specialization (choose 22 credits)

<input type="checkbox"/> CWE 101	Cooperative Education Work Experience	1 credit
<input type="checkbox"/> HRT 206	Tree and Shrub Identification	3 credits
<input type="checkbox"/> HRT 207	Landscape Construction <u>OR</u>	3 credits
<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits
<input type="checkbox"/> HRT 208	Landscape Maintenance	3 credits
<input type="checkbox"/> HRT 215	Landscape Design I	2 credits
<input type="checkbox"/> HRT 216	Landscape Design II	3 credits
<input type="checkbox"/> HRT 217	Landscape Design III	2 credits
<input type="checkbox"/> HRT 218	Herbaceous Plant Identification	2 credits
<input type="checkbox"/> HRT 219	Landscape Sales	3 credits

#### Turf Management Specialization (choose 19 credits)

<input type="checkbox"/> ESS 107	Golf	1 credit
<input type="checkbox"/> HRT 103	Turf Management I	3 credits
<input type="checkbox"/> HRT 109	Turf Management II	3 credits
<input type="checkbox"/> HRT 220	Golf Course Operation <u>OR</u>	3 credits
<input type="checkbox"/> ABM 212	Agri-Business Internship	3 credits

<input type="checkbox"/>	WLM 101	Landscape Lake Ecology	3 credits
<input type="checkbox"/>	WLM 102	Landscape Lake Sampling	3 credits

<input type="checkbox"/>	WLM 103	Landscape Lake Management	3 credits
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### Landscape Design/Turf Management • Certificate of Completion

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 26

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 208	Landscape Maintenance	3 credits
<input type="checkbox"/>	Specialization Requirement		2-3 credits
<input type="checkbox"/>	Specialization Requirement		2-3 credits
<input type="checkbox"/>	Specialization Requirement		3-4 credits
<input type="checkbox"/>	Specialization Requirement		3-4 credits
<input type="checkbox"/>	Specialization Requirement		3-4 credits
<input type="checkbox"/>	Specialization Requirement (Landscape Design only)		3 credits

#### Landscape Design Specialization (26 credits)

<input type="checkbox"/>	HRT 206	Tree & Shrub Identification	0 credits
<input type="checkbox"/>	HRT 207	Landscape Construction	0 credits
<input type="checkbox"/>	HRT 215	Landscape Design I	0 credits
<input type="checkbox"/>	HRT 216	Landscape Design II	0 credits
<input type="checkbox"/>	HRT 217	Landscape Design III	0 credits
<input type="checkbox"/>	HRT 218	Herbaceous Plant Identification	0 credits

#### Turf Management Specialization (28 credits)

<input type="checkbox"/>	HRT 103	Turf Management I	0 credits
<input type="checkbox"/>	HRT 109	Turf Management II	0 credits

<input type="checkbox"/>	WLM 101	Landscape Lake Ecology	0 credits
<input type="checkbox"/>	WLM 102	Landscape Lake Sampling	0 credits
<input type="checkbox"/>	WLM 103	Landscape Lake Management	0 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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccldtm/01.0605-Gedt.html>  
<http://ww3.llcc.edu/ge/ccldtm/01.0605-Gedt.html>

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



MATHEMATICS

Mathematics, Associate in Science

Mathematics • Associate in Science

TRANSFER PROGRAM

Total Credit Hours: 60  
Colleague Code: AS.MATH  
Curriculum Code: ASD 101

Recommended Course Sequence:

First Semester: MAT 131, CMN 101, EGL 101, CSC 175

Second Semester: MAT 132, EGL 102, PHY 201, Humanities Selection

Third Semester: MAT 215, MAT 233, ECO 131 or ECO 132, General Education Science Selection

Fourth Semester: MAT 235, Fine Arts Selection, Life Science Selection, Social Science Selection, Program Support Course 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 217.786.2378 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 (9 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 |

Essential General Education Courses (35 credits)

- |                          |         |                                    |           |
|--------------------------|---------|------------------------------------|-----------|
| <input type="checkbox"/> | ECO 131 | Principles of Economics (Micro) OR | 3 credits |
|                          | ECO 132 | Principles of Economic II (Macro)  |           |

- |                          |                                     |                                   |             |
|--------------------------|-------------------------------------|-----------------------------------|-------------|
| <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"/> | Fine Arts Selection                 |                                   | 3-4 credits |
| <input type="checkbox"/> | General Education Science Selection |                                   | 3 credits   |
| <input type="checkbox"/> | Humanities Selection                |                                   | 3-4 credits |
| <input type="checkbox"/> | Life Science Selection              |                                   | 4 credits   |
| <input type="checkbox"/> | Social Science Selection            |                                   | 3 credits   |

Essential 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   |
| <input type="checkbox"/> | PHY 202                          | Physics II         | 4 credits   |
| <input type="checkbox"/> | Program Support Course Selection |                    | 3-4 credits |

# MEDICAL CODING SPECIALIST

Medical Coding Specialist, Certificate of Achievement

## Medical Coding Specialist • Certificate of Achievement

### OCCUPATIONAL PROGRAM

Total Credit Hours: 33

Colleague Code: CA.CODE

Curriculum Code: MCS 160

### Recommended Course Sequence:

First Semester: MCS 121, see page 324, MCS 125

Second Semester: MCS 110, MCS 160, MCS 213, MCS 219

Third Semester: MCS 152, MCS 223, MCS 229, MCS 232

Fourth Semester: MCS 251

### Program Information:

- There is a part-time paradigm option for some students in the MCS program; however, this is not the recommended pathway as it causes the program to become nearly 3 years in length. This option will only be explored on a case by case basis for any student wishing to go this direction with their MCS certificate. Any student wanting the part-time pathway will have to meet directly with the MCS program coordinator before being allowed to proceed.
- This applied science program of study must be taken in its entirety to meet certificate requirements.
- Students will be required to show proof of current and past immunizations prior to beginning their internship. Students will be subject to drug testing and a background check prior to their internship. Students will also be required to have a valid CPR card prior to their internship.

### Admission Requirements:

- Attend a mandatory informational session on the main campus.
- Submit the LLCC Admissions Worksheet.
- Be a high school graduate or have a GED certificate.
- Complete HLT 109 with a minimum grade of C within the last five years.
- 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](http://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 (33 credits)

<input type="checkbox"/> MCS 110	Health Information Management	3 credits
<input type="checkbox"/> MCS 121, see page 324	Evaluation and Management Coding	3 credits
<input type="checkbox"/> MCS 125	Anatomy and Physiology for Coders	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 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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/cacode/51.0713-gedt.html>  
<http://ww3.llcc.edu/ge/cacode/51.0713-gedt.html>

## MUSIC PROGRAMS

Music Performance, Associate in Fine Arts  
 Music, Associate in Arts  
 Audio Production, Certificate of Completion

### Music Performance • Associate in Fine Arts

#### TRANSFER PROGRAM

**Total Credit Hours:** 64 - 66

**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, Social Science selection

**Second Semester:** MUS 102, Music Ensemble, Applied Music, Class or Private Piano, EGL 102, Humanities Selection

**Third Semester:** MUS 201, Music Ensemble, Applied Music, MAT 104, Fine Arts Selection, Physical Science Selection

**Fourth Semester:** MUS 202, MUS 204, Music Ensemble, Applied Music, CMN 101, Life Science Selection, PSY 101

#### 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 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 217.786.2378 or 217.786.2391.
- Students planning to transfer are recommended to verify senior-institution requirements, which vary.
- 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 must demonstrate MUS 100 proficiency through course completion or passing of the music placement exam.
- Students must complete an entrance audition for the music faculty to apply for admission to the AFA program within the fall semester of the freshman year. The audition will require the performance of two solo works in contrasting styles as well as sight reading. All-State audition music is acceptable. To set up the audition, contact the Arts and Humanities office.

#### 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"/> PSY 101	Psychology 101	3 credits
<input type="checkbox"/> Psychology 101		3 credits
<input type="checkbox"/> Humanities Selection		3-4 credits
<input type="checkbox"/> Fine Arts 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 (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 Selection		2 credits
<input type="checkbox"/> Applied Music Selection		2 credits
<input type="checkbox"/> Applied Music Selection		2 credits
<input type="checkbox"/> Applied Music Selection		2 credits
<input type="checkbox"/> Class or Private Piano Selection**		2 credits
<input type="checkbox"/> Class or Private Piano Selection		2 credits
<input type="checkbox"/> Music Ensemble Selection		1 credit
<input type="checkbox"/> Music Ensemble Selection		1 credit
<input type="checkbox"/> Music Ensemble Selection		1 credit
<input type="checkbox"/> Music Ensemble Selection		1 credit

#### Applied Music Selections (choose 8 credits)

- ☐ MUS 231 Private Applied Music - Instrumental
- ☐ MUS 232 Private Applied Music - Vocal
- ☐ MUS 233 Private Applied Music - Keyboard

**Class or Private Piano Selections\*\* (choose 4 credits)**

- ☐ MUS 120 Class Piano I
- ☐ MUS 121 Class Piano II
- ☐ MUS 220 Class Piano III
- ☐ MUS 221 Class Piano IV

- ☐ MUS 233 Private Applied Music - Keyboard

**Music Ensemble Selections (choose 4 credits)**

- ☐ MUS 110 College Choir
- ☐ MUS 112 Band
- ☐ MUS 113 Jazz Band
- ☐ MUS 114 Orchestra
- ☐ MUS 115 Improvisational Jazz

\*\*Students should contact the Music or Arts and Humanities Offices for assistance in selecting music selections.

## Music • Associate in Arts

### TRANSFER PROGRAM

Total Credit Hours: 65-68

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, Humanities Selection, Fine Arts or Humanities Selection

**Third Semester:** MUS 201, Ensemble, Applied Music, CMN 101, Life Science Selection, Fine Arts Selection

**Fourth Semester:** MUS 202, Ensemble, Applied Music, MAT 104, ASD 101, Social Science Selection

### 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 217.786.2378 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 regarding a placement exam.

### 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 (9 credits)

- ☐ CMN 101 Public Speaking Fundamentals 3 credits
- ☐ EGL 101 Composition I 3 credits
- ☐ EGL 102 Composition II 3 credits

### Recommended General Education Courses (28-31 credits)

- ☐ MAT 104 General Education Mathematics 3 credits
- ☐ PSY 101 Introduction to Psychology 3 credits
- ☐ ASD 101 Physical Science 4 credits
- ☐ Fine Arts Selection 3 credits
- ☐ Fine Arts or Humanities Selection 3-4 credits
- ☐ Humanities Selection 3-4 credits
- ☐ Life Science Selection 3-4 credits
- ☐ Social Science Selection 3 credits
- ☐ Social Science Selection 3 credits

### Recommended Program Courses (28 credits)

- ☐ MUS 101 Music Theory I 4 credits
- ☐ MUS 102 Music Theory II 4 credits
- ☐ MUS 201\* Music Theory III 4 credits
- ☐ MUS 202 Music Theory IV 4 credits
- ☐ Ensemble 1 credits
- ☐ Ensemble 1 credits
- ☐ Ensemble 1 credits
- ☐ Ensemble 1 credits
- ☐ Applied Music 2 credits
- ☐ Applied Music 2 credits
- ☐ Applied Music 2 credits
- ☐ Applied Music 2 credits

### Applied Music Electives (choose 6 credits)

- ☐ MUS 231 Private Applied Music - Instrumental
- ☐ MUS 232 Private Applied Music - Vocal

- ☐ MUS 233 Private Applied Music -  
Keyboard

**Ensemble Electives (choose 4 credits)**

- ☐ MUS 110 College Choir  
☐ MUS 112 Band  
☐ MUS 113 Jazz Band  
☐ MUS 114 Orchestra

- ☐ MUS 115 Improvisational Jazz

\*MUS 204 is strongly recommended to ensure admission to an upper-division music program.

## Audio Production • Certificate of Completion

### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 25

**Colleague Code:** CC.AUDPR

**Curriculum Code:** MUS 100

**Program Information:**

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

**For Program Information Contact:**

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

**Required Program Courses (22 credit hours)**

- |                                  |                                     |           |
|----------------------------------|-------------------------------------|-----------|
| <input type="checkbox"/> MUS 101 | Music Theory I                      | 4 credits |
| <input type="checkbox"/> MUS 102 | Music Theory II                     | 4 credits |
| <input type="checkbox"/> MUS 120 | Class Piano I <u>or</u>             | 2 credits |
| <input type="checkbox"/> MUS 133 | Private Applied<br>Music-keyboard   | 1 credits |
| <input type="checkbox"/> MUS 121 | Class Piano <u>or</u>               | 2 credits |
| <input type="checkbox"/> MUS 133 | Private Applied<br>Music-Keyboard   | 1 credits |
| <input type="checkbox"/> MUS 150 | Introduction to Music<br>Technology | 3 credits |
| <input type="checkbox"/> MUS 151 | Digital Audio &<br>Sound Design I   | 3 credits |
| <input type="checkbox"/> MUS 160 | Songwriting                         | 3 credits |
| <input type="checkbox"/> MUS 161 | Digital Audio &<br>Sound Design II  | 3 credits |

**Recommended Program Support Courses (3 credits)**

- |                                  |                  |           |
|----------------------------------|------------------|-----------|
| <input type="checkbox"/> BUS 121 | Entrepreneurship | 3 credits |
|----------------------------------|------------------|-----------|

# NEURODIAGNOSTIC TECHNOLOGY

Neurodiagnostic Technology, Associate in Applied Science

## Neurodiagnostic Technology • Associate in Applied Science

### GENERAL PROGRAM

**Total Credit Hours:** 60

**Colleague Code:** AAS.NDT

**Curriculum Code:** NDT 101

### Recommended Course Sequence:

**First Semester:** NDT 111, NDT 112, EGL 101, BIO 101 or BIO 107 or BIO 111

**Second Semester:** NDT 121, NDT 122, NDT 129, EGL 102, BIO 175

**Third Term:** NDT 131, NDT 139

**Fourth Semester:** NDT 241, NDT 242, NDT 243, NDT 244, NDT 249

**Fifth Semester:** NDT 251, NDT 252, NDT 259, PSY 101

### Program Information:

- Neurodiagnostic Technology is the scientific field devoted to the recording and study of the electrical activity of the brain and nervous system pathways.
- This program prepares a student to work independently as an ND technologist. Graduates are eligible 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 at St. John's Hospital, 800 East Carpenter Street, Springfield. Those portions include the required program courses.
- Students are involved in approximately 700 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.

- 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 a separate procedure from application and admission to LLCC.

### For Program Information Contact:

- Health Professions advisor at 217.786.2224 or the Health Professions Department at 217.757.2436 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 Admissions and Records Office.
- Possess one of the following:
  1. A high school graduate within the past five years with a minimum GPA of 2.5
  2. A GED certificate and have completed:
    - PSY 101 and
    - EGL 101 and
    - BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 with a minimum grade of C
  3. A high school graduate of longer than five years must have completed:
    - PSY 101 and
    - EGL 101 and
    - BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 with a minimum grade of C
  4. 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 and
    - EGL 101 and
    - BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 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 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

### Readmission

Students have the right to apply for readmission to the program based on space availability. Only one readmission is allowed.

### Required General Education Courses (17 credits)

<input type="checkbox"/>	BIO 101	General Biology <u>or</u>	4 credits
	BIO 107	Human Biology <u>or</u>	4 credits
	BIO 111	Principles of Biology	4 credits
<input type="checkbox"/>	BIO 175	Human Anatomy and Physiology I	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	3 credits

### Required Program Courses (43 credits)

<input type="checkbox"/>	NDT 111	Basic EEG	3 credits
<input type="checkbox"/>	NDT 112	EEG Skills Lab	5 credits
<input type="checkbox"/>	NDT 121	Electronics and Instrumentation	3 credits
<input type="checkbox"/>	NDT 122	EEG Record Review I	2 credits
<input type="checkbox"/>	NDT 129	Clinical Practicum I	3 credits
<input type="checkbox"/>	NDT 131	Neuroanatomy for EEG	2 credits
<input type="checkbox"/>	NDT 139	Clinical Practicum II	2 credits
<input type="checkbox"/>	NDT 241	Advanced EEG I	3 credits
<input type="checkbox"/>	NDT 242	Neonate and Pediatric EEG	2 credits
<input type="checkbox"/>	NDT 243	EEG Record Review II	2 credits

<input type="checkbox"/>	NDT 244	Neurodiagnostic Procedures	3 credits
<input type="checkbox"/>	NDT 249	Clinical Practicum III	3 credits
<input type="checkbox"/>	NDT 251	Advanced EEG II	3 credits
<input type="checkbox"/>	NDT 252	EEG Capstone	2 credits
<input type="checkbox"/>	NDT 259	Clinical Practicum 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, BIO 175

Second Semester: ADN 120, ADN 121, BIO 176, PSY 101

Third Semester: ADN 232 BIO 220, EGL 101

Fourth Semester: ADN 243, EGL 102, SOC 101

#### Program Information:

- This program is designed for students interested in becoming registered nurses. The ADN Program has the specific mission of educating individuals to carry out the role of the Registered Professional Nurse.
- 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, and PSY 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.
- 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 who are current LPNs should refer to the LPN to ADN Transition Requirements, see page 177 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, Chamberlain College of Nursing, Indiana Wesleyan, 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:

Nursing Department at 217.786.2445 or 217.786.4913 or see an LLCC academic advisor.

#### Admission to the Program:

1. Submit the LLCC admission application.
2. Be a high school graduate or have a GED certificate.
3. Have a minimum of Basic or higher (TEAS scores are valid for 5 years and may be accepted from any location offering TEAS testing).
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 096 or MAT 097 must be satisfactorily completed with a minimum grade of C.

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 and microbiology courses must have been taken within the last five years.
13. Be a current Certified Nursing Assistant and be listed on the state Healthcare Worker Registry.

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 TEAS 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/associate-degree-nursing>

#### 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	7 credits
<input type="checkbox"/> ADN 111	Introduction to Pharmacology	3 credits
<input type="checkbox"/> ADN 120	Nursing II	8 credits
<input type="checkbox"/> ADN 121	Nursing Leadership	2 credits
<input type="checkbox"/> ADN 232	Adult Health Nursing	10 credits
<input type="checkbox"/> ADN 243	Healthcare Populations	10 credits

### LPN to ADN Transition

#### Total Credit Hours: 15

##### 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 176.
- An applicant must meet all the prerequisites to enter the second year of the LLCC ADN program, see page 176.
- All science courses must have been completed with a minimum grade of C within the last five years.
- 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.
- 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 TEAS score of Basic or higher (TEAS scores are valid for 5 years and may be accepted from any

- location offering the TEAS testing).
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 or MAT 087 and MAT 097 must be completed with a minimum grade of C.
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. 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 TEAS 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/lpn-adn-transition>.

#### Required Courses (15 credits)

<input type="checkbox"/> ADN 105	ADN Transition for the Licensed Practical Nurse (LPN)	6 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II	3 credits
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 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.

- All science courses must have been completed with a minimum grade of C within the last five years.
- 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/academics/academic-departments/health-professions/practical-nurse/>  
<http://www.llcc.edu/academics/academic-departments/health-professions/practical-nurse/>

**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**

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/capm/51.3901-gedt.html>  
<http://ww3.llcc.edu/ge/capm/51.3901-gedt.html>

## 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 proof of negative tuberculosis status (negative 2-step TB skin tests, Quantiferon blood test or chest x-ray) 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. A fingerprint-based criminal background check is required by law for all nurse aide students and must be completed prior to the first day of the course. Students will need to complete the Authorization and Disclosure form and turn it in to the CNA Office, Montgomery Hall 1102, or local Education Service Area. Once the disclosure form is processed, students will be given a livescan form to take to an approved vendor for fingerprinting. The student will be issued a receipt by the vendor that will need to be turned in to the CNA Office. Fingerprints must be completed in order to attend the CNA course. NO EXCEPTIONS.
- 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)

- ☐ NAS 101 Basic Nurse Assistant 6.5 credits

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:** 61

**Colleague Code:** AAS.OTA

**Curriculum Code:** OTA 100

#### Program Information:

- 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, to remain in the program. Students leaving the program before completing it may apply for readmission based on space availability and in accordance with guidelines as determined by the Dean, Program Director and faculty. 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 testing are mandatory prior to entering the program.
- Prior to the start of the end of the first semester of OTA classes, all students accepted into the program must show evidence of current CPR certification for healthcare providers (Must be CPR for adults and infants with first-aid training).
- This applied science program of study must be taken in its entirety, and in sequence, to meet degree requirements. There is no part time option, at this time.
- This course is conducted on a limited-enrollment basis. Admission to this program involves additional procedures, as described, herein.

#### For Program Information Contact:

Health Professions Department at 217.786.2872 or 217.786.2449 or see an LLCC academic advisor.

#### Admission to the Program:

##### *Pre-application requirements:*

1. Completion of the OTA Program Admissions Seminar; or completion of HLT 100 or OTA 100 for those that took the courses when they were available
2. Completion of the Health Occupations

Aptitude Test through the LLCC testing center

3. Institutional GPA of 2.5 or higher
4. Attendance at an OTA information session

##### *Admission requirements:*

1. Completion of program application
2. HS transcript with proof of graduation or GED certificate or college degree with documentation to Admissions and Records
3. Background and drug screening
4. Completion of or placement into EGL 101 OR complete all appropriate developmental courses
5. Two years of high school lab sciences or two semesters of college lab sciences (BIO 101, BIO 175, etc.) with grades of "C" or above
6. Official transcripts from all colleges ever attended evaluated by Admissions & Records Office
7. Overall GPA of 2.5 or higher for all previous college courses
8. 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)
9. Two years of high school lab sciences or 8 credits of college lab sciences
10. \*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 depending on course grades as well as professional and continuing education activities since the courses were taken.
11. Upon acceptance to the program, students must complete and document that they have shadowed an occupational therapy practitioner and then sign a final commitment to the program, before the first semester begins.
12. *Health Physical*

13. Students must show proof of CPR training for healthcare providers prior to end of the first semester. Training is provided at orientation for students who do not have previous training or need renewal of current certification.
14. *Re-Application*
15. If a prospective student is not selected for admission to the program, they may re-apply, at a later date. The Health Occupations Aptitude exam score, required for admission, is valid for two years from the date of the exam. However, students may re-take the exam, at any time, if they choose. The exam is provided at student expense, in the LLCC testing center, though the cost is reasonable. Students who re-apply must attend the one-day OTA Seminar.
16. *Re-Admission*
17. If a student enrolled in the program withdraws or is dismissed from the program, the student may apply for re-admission one time. The application will be reviewed by the Dean, Program Director and faculty.
18. *Transfer Students*
19. The program does not waiver any coursework previously taken in other occupational therapy assistant programs. All enrolled students must complete all required OTA courses through LLCC OTA program. However, many students transfer general education credits that will apply to the OTA degree plan and this is acceptable.

#### Recommended Course Sequence:

**First Semester:** OTA 101, OTA 102, OTA 111, EGL 101, BIO 175

**Second Semester:** OTA 103, OTA 104, OTA 106, OTA 107, OTA 112, BIO 176, PSY 101

**Third Semester:** OTA 105, OTA 200, OTA 201, OTA 202, PSY 220

**Fourth Semester:** OTA 210

**Fifth Semester:** OTA 204, OTA 205, OTA 206, OTA 208, SOC 101

#### Required General Education Courses (20 credits)

- |                          |         |                                 |           |
|--------------------------|---------|---------------------------------|-----------|
| <input type="checkbox"/> | EGL 101 | Composition I                   | 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"/> | 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   | 2 credits |
| <input type="checkbox"/> | OTA 103 | Occupational Therapy Assistant Theory I                   | 3 credits |
| <input type="checkbox"/> | OTA 104 | Occupational Therapy Assistant Fieldwork I                | 1 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                  | 3 credits |
| <input type="checkbox"/> | OTA 202 | Occupational Therapy Assistant Fieldwork II/Practicum I   | 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 206 | Developmental Interventions                               | 2 credits |
| <input type="checkbox"/> | OTA 208 | Developmental Theory                                      | 1 credits |
| <input type="checkbox"/> | OTA 210 | Service Management  | 1 credits |

Graduates of the program are eligible to apply to take 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 Support Specialist, Certificate of Completion  
Computer Applications Specialist, Certificate of Completion

### 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
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#### 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 credit

#### 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 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)

q	CAS 121	Computer Applications and Concepts	3 credits
q	EGL 104	Career Communications I or	
	EGL 101	Composition I	3 credits
q	COS 111	Office Procedures	3 credits
q	COS 200	Office Correspondence	3 credits

q	COS 220	Records Management	3 credits
q	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.

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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccoss/52.0408-gedt.html>  
<http://ww3.llcc.edu/ge/ccoss/52.0408-gedt.html>

### Computer Application Specialist • Certificate of Completion

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 28-29

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.

#### For Program Information Contact:

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

#### Required Program Courses (28-29 hours credits)

<input type="checkbox"/>	CAS 102	Microsoft Windows	2 credits
<input type="checkbox"/>	CAS 103	Computer Concepts	1 credit
<input type="checkbox"/>	CAS 110	Internet Effectiveness	2 credits
<input type="checkbox"/>	CAS 130	Word Processing Apps - MS Word	3 credits
<input type="checkbox"/>	CAS 140	Spreadsheet Applications - MS Excel	3 credits
<input type="checkbox"/>	CAS 170	Marketing w/Social Media Apps	2 credits
<input type="checkbox"/>	CAS 210	Forms Design Applications	2 credits
<input type="checkbox"/>	COS 100	Introduction to Keyboarding	2 credits
<input type="checkbox"/>	COS 101	Advanced Keyboarding	2 credits
<input type="checkbox"/>	COS 115	Customer Service	2 credits
<input type="checkbox"/>	COS 226	Professional Development	2 credits

<input type="checkbox"/>	CAS 121	Computer Applications & Concepts OR	3 credits
<input type="checkbox"/>	CAS 104	Introduction to Microsoft Word AND	0.5 credits
<input type="checkbox"/>	CAS 106	Introduction to Microsoft Excel AND	0.5 credits
<input type="checkbox"/>	CAS 107	Introduction to Microsoft Access	0.5 credits
<input type="checkbox"/>	CAS 108	Introduction to Microsoft PowerPoint	0.5 credits
<input type="checkbox"/>		Program Course Selection	3 credits

Program Course Selection (choose 3 hours)

CAS 109	Microcomputer Software Apps Topics	0 credits
CAS 150	Database Applications - MS Access	0 credits
CAS 160	Presentations & Email - MS PPT/Outlook	0 credits
CAS 224	Desktop Publishing	0 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

Gainful Employment Information is located at <http://ww3.llcc.edu/ge/ccwpgs/52.0407-gedt.html>  
<http://ww3.llcc.edu/ge/ccwpgs/52.0407-gedt.html>





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, Associate in Science

## Physics • Associate in Science

### TRANSFER PROGRAM

Total Credit Hours: 60

Colleague Code: AS.PHYS

### Recommended Course Sequence:

**First Semester:** CHE 101, MAT 131, CMN 101, EGL 101

**Second Semester:** PHY 201, CHE 102, MAT 132, EGL 102

**Third Semester:** PHY 202, MAT 233, Social Science Selection, Social Science Selection, Fine Arts Selection

**Fourth Semester:** PHY 203, Humanities Selection, Life 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.
- 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.

### Required General Education Courses (9 credits)

- |                                  |                            |           |
|----------------------------------|----------------------------|-----------|
| <input type="checkbox"/> CMN 101 | Public Speaking            | 3 credits |
| <input type="checkbox"/> EGL 101 | Fundamentals Composition I | 3 credits |
| <input type="checkbox"/> EGL 102 | Composition II             | 3 credits |

### Recommended General Education Courses (35 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"/> Fine Arts Selection |                                   | 3-4 credits |

- |   |             |
|---|-------------|
| <input type="checkbox"/> Humanities Selection     | 3-4 credits |
| <input type="checkbox"/> Life Science Selection   | 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"/> PHY 202 | Physics II  | 4 credits |
| <input type="checkbox"/> PHY 203 | Physics III | 4 credits |

### Recommended Program Support Courses (9 credits)

- |                                  |                        |           |
|----------------------------------|------------------------|-----------|
| <input type="checkbox"/> CHE 102 | General Chemistry II   | 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 217.786.2378 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
----------------------------------	--------------------	-----------

- ☐ POS 202 International Relations 3 credits
- ☐ POS 211 Introduction to Political Philosophy 3 credits
- ☐ 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:** 60

**Colleague Code:** AS.MEDT

**Curriculum Code:** ASD 101

### Recommended Course Sequence:

**First Semester:** BIO 111, CHE 101, Humanities A Selection

**Second Semester:** CHE 102, POS 101 *or* POS 201, CMN 101, Social Science Selection, Humanities B Selection

**Third Semester:** BIO 175, CHE 201, EGL 101, 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 (9 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 |

### Recommended General Education Courses (31-33 credits)

- |   |                            |             |
|---|----------------------------|-------------|
| <input type="checkbox"/> BIO 111                  | Principles of Biology I    | 4 credits   |
| <input type="checkbox"/> BIO 112                  | Principles of Biology II   | 4 credits   |
| <input type="checkbox"/> CHE 101                  | General Chemistry I        | 4 credits   |
| <input type="checkbox"/> MAT 141                  | Introductory Statistics    | 4 credits   |
| <input type="checkbox"/> PSY 101                  | Introduction to Psychology | 3 credits   |
| <input type="checkbox"/> Fine Arts Selection      |                            | 3-4 credits |
| <input type="checkbox"/> Humanities Selection     |                            | 3-4 credits |
| <input type="checkbox"/> Mathematics Selection    |                            | 3-5 credits |
| <input type="checkbox"/> Social Science Selection |                            | 3 credits   |

### Recommended Program Courses (21 credits)

- |   |                         |             |
|---|-------------------------|-------------|
| <input type="checkbox"/> BIO 201                  | Human Anatomy           | 4 credits   |
| <input type="checkbox"/> 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   |
| <input type="checkbox"/> Program Course Selection |                         | 3-5 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: 60

Colleague Code: AS.PMED

Curriculum Code: ASD 101

#### Recommended Course Sequence:

**First Semester:** BIO 111, CHE 101, EGL 101, MAT 141

**Second Semester:** BIO 112, CHE 102, EGL 102, Mathematics Selection,

**Third Semester:** CHE 201, PHY 101, PHI 204 or PHI 205, SOC 101

**Fourth Semester:** CMN 101, PSY 101, Fine Arts Selection, Program Course Selection, Program Course 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 (9 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 |

#### Recommended General Education Courses (34-38 credits)

- |                                  |                         |           |
|----------------------------------|-------------------------|-----------|
| <input type="checkbox"/> BIO 111 | Principles of Biology I | 4 credits |
|----------------------------------|-------------------------|-----------|

- |   |  |             |
|---|--|-------------|
| <input type="checkbox"/> BIO 112                  | Principles of Biology II                 | 4 credits   |
| <input type="checkbox"/> CHE 101                  | General Chemistry I                      | 4 credits   |
| <input type="checkbox"/> MAT 141                  | Introductory Statistics                  | 4 credits   |
| <input type="checkbox"/> PHI 204                  | Introduction to Philosophy <i>or</i>     | 3 credits   |
| PHI 205   | Ethnics: Morality and Contemporary Value | 3 credits   |
| <input type="checkbox"/> PSY101                   | Introduction to Psychology               | 3 credits   |
| <input type="checkbox"/> SOC 101                  | Introduction to Psychology               | 3 credits   |
| <input type="checkbox"/> Fine Arts 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 (18 credits)

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

#### Recommended Program Support Courses (18 credits)

- |                                  |                      |           |
|----------------------------------|----------------------|-----------|
| <input type="checkbox"/> CHE 102 | General Chemistry II | 4 credits |
| <input type="checkbox"/> CHE 201 | Organic Chemistry I  | 5 credits |
| <input type="checkbox"/> PHY 101 | General Physics I    | 4 credits |

#### Program Courses Selections (choose 7 credits)

- |                                  |                         |
|----------------------------------|-------------------------|
| <input type="checkbox"/> BIO 201 | Human Anatomy           |
| <input type="checkbox"/> BIO 203 | Vertebrate Zoology      |
| <input type="checkbox"/> BIO 204 | Botony                  |
| <input type="checkbox"/> BIO 225 | Microbiology for Majors |
| <input type="checkbox"/> CHE 201 | Organic Chemistry I     |
| <input type="checkbox"/> PHY 102 | General Physics II      |

\* 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 217.786.2378 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:** 64

**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 radiographers in hospitals, clinics or imaging centers; registered CT technologists, registered MRI technologists, registered nuclear medicine technologist; registered radiation therapists; registered diagnostic medical sonographers, registered mammographers, registered interventional technologists, registered cath lab technologists, clinical or didactic instructors, clinical supervisors and department administrators.
- 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.
- Radiography students must earn a grade of C or higher in all courses with a prefix of RAD
- All general education courses must be completed prior to beginning of second year studies.
- Radiography students must earn a grade of C or higher in all required courses with a prefix of BIO, EGL, CMN, or PSY. Students who earn below a C in any of these courses will be immediately dropped from the program if there is no opportunity to retake the course prior to the start of their second year.

- Students have the right to apply for readmission to the program based on likelihood of success 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.
- For Program Information, contact:
- Health Professions Department at 217-786-2408 or 217-786-2449 or see an LLCC academic advisor

#### Admission to the Program:

1. HS transcript with proof of graduation or GED certificate on file in the Admissions and Records Office.
2. Attend an information session given on campus by the Radiography Director.
3. TEAS score of Basic or higher (TEAS scores are valid for 5 years and may be accepted from any location offering TEAS testing). or ACT composite of 20 (with no section below 15) or have an Associate's degree or higher.
4. Place into the college level math portion of the placement test, or have a 22 or higher on the math portion of the ACT, or complete MAT 096 or higher with a grade of "C" or above within the last 5 years, or score a 520 or better on the math portion on SAT.
5. Placement into EGL 101 or complete all appropriate developmental courses or ACT of 22 or above on English and Reading portions or score a 520 or better on English and Reading portions of SAT.
6. Two years high school lab sciences or two semesters of college lab sciences (BIO 101, CHE 100, PHY 100, BIO 175, BIO 176) with grades of "C" or above within the last 5 years.
7. Official transcripts from all colleges ever attended by Admissions & Records Office. Students that neglect to do this,

or delay doing this, may jeopardize their ability to apply to, be accepted to, or remain enrolled in a health professions program at LLCC.

8. GPA of 2.5 or higher for all previous college courses.
9. Submit the Radiography program application (Students can submit the Radiography application after the ACT requirement is met but the application will not be submitted for review until all of the above are completed).

#### Health Physical

1. Physical exam and documentation of all immunizations required.

#### Re-Application

1. Re-application is permitted

#### Readmission

1. If a previously enrolled student requests readmission, the Program Director and Clinical Coordinator will make the decision based upon the reason for withdrawal, available space, and likelihood of success. Consultation with clinical instructors and clinical staff may affect the decision, as appropriate. Requesting readmission does not in any way guarantee return to the program. The request for readmission must be initiated in writing to the Program Director within six months of the drop or withdrawal date.

#### Transfer Students

1. N/A

#### Program Requirements

1. Passage of all required courses

#### Program Calendar

1. Program begins each June

#### Recommended Course Sequence:

**First Semester:** RAD 101, RAD 102, RAD 103, EGL 101

**Second Semester:** RAD 100, RAD 104, RAD 110, BIO 175, EGL 102 or CMN 104

**Third Semester:** RAD 105, RAD 111, RAD 125, BIO 176, PSY 101

**Fourth Semester:** RAD 200

**Fifth Semester:** RAD 210, RAD 220, RAD 225

**Sixth Semester:** RAD 221, RAD 295, RAD 250

**Note - It is strongly recommended for any student interested in successfully completing the RAD program to complete ALL general**

**education requirements prior to applying to the program.**

#### For Program Information Contact:

Health Professions Department at 217.786.2408 or see a health professions advisor.

#### Required General Education Courses (17 credits)

<input type="checkbox"/> EGL 101	Composition I	3 credits
<input type="checkbox"/> EGL 102	Composition II <u>or</u>	3 credits
CMN 104	Interpersonal Communication	
<input type="checkbox"/> PSY 101	Introduction to Psychology	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 (47 credits)

<input type="checkbox"/> RAD 100	Clinical Internship I	3 credits
<input type="checkbox"/> RAD 101	Foundations of Radiologic Technology	1 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	5 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

# RESPIRATORY CARE

Respiratory Care, Associate in Applied Science

## Respiratory Care • Associate in Applied Science

### GENERAL PROGRAM

**Total Credit Hours:** 64

**Colleague Code:** AAS.RCP

**Curriculum Code:** RCP 100

### Recommended Course Sequence:

**First Semester:** BIO 175, RCP 110, RCP 111, RCP 119

**Second Semester:** BIO 176, RCP 120, RCP 121, RCP 122, RCP 129

**Third Semester:** RCP 231, RCP 239

**Fourth Semester:** EGL 101 PSY 101 or SOC 101, RCP 241, RCP 242, RCP 249

**Fifth Semester:** EGL 102, RCP 250, 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, ventilator 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.
- All science courses must be completed with a minimum grade of C within the last five years.
- 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 or complete the online information session at <http://www.llcc.edu/respiratory-care>. Due to limited enrollment, student selection criteria are covered in detail. Dates of information sessions may be obtained from the Admissions and Records Office or at the link above.

#### Admission Requirements:

- Possess one of the following:
  - A high school graduate within the past five years with a minimum minimum GPA of 2.5.
  - A GED certificate and have completed PSY 101 or SOC 101, EGL 101 and BIO 175 each with a minimum grade of C.
  - A high school graduate of longer than five years must have completed PSY 101 or SOC 101, EGL 101 and BIO 175 each with a minimum grade of C.
- Possess a minimum college GPA of 2.5 on a 4.0 scale.
- 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 096. If this ability is not demonstrated, the courses MAT 094 and MAT 096 or MAT 087 and MAT 097 must be completed with a minimum grade of C.
- 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	
	<u>or</u>	
<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits

#### **Required Program Courses (48 credits)**

<input type="checkbox"/> RCP 110	Respiratory Care Pathology, Anatomy and Physiology	4 credits
<input type="checkbox"/> RCP 111	Basic Therapeutic Practices	6 credits
<input type="checkbox"/> RCP 119	Clinical Practice I	2 credits
<input type="checkbox"/> RCP 120	Mechanical Ventilation	3 credits
<input type="checkbox"/> RCP 121	Applied Sciences for Respiratory Care	2 credits
<input type="checkbox"/> RCP 122	Advanced Respiratory Care Practices and Procedures I	3 credits
<input type="checkbox"/> RCP 129	Clinical Practice II	3 credits
<input type="checkbox"/> RCP 231	Advanced Respiratory Care Practices and Procedures II	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	Respiratory Care Capstone	4 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 217.786.2378 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  
Transition to AAS in Surgical Technology  
Central Sterile Service Technician, Certificate of Completion

## 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: EGL 101, PSY 101, SGT 200, SGT 201

Fourth Semester: SGT 202, SGT 203

Fifth Semester: SGT 204, SGT 205, SOC 101, CMN 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 BIO and SGT. 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.
- All science courses must be completed with a minimum grade of C within the last five years.
- 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.

- Students must give evidence of satisfactory physical and emotional health required of practitioners to carry out the tasks of this occupation.

### For Program Information Contact:

Health Professions Department at 217.786.2447 or 217.786.4693 or see a health professions advisor.

### Admission to the Program:

1. Submit the LLCC admission worksheet.
2. Be a high school graduate (with proof of graduation) or have a GED certificate on file in the Admissions and Records office.
3. Have a composite ACT score of 19 or higher, OR SAT total scores of 980, OR achieve an overall score of proficient on the TEAS test (ACT/SAT/TEAS waived if student has a Bachelor's degree or higher). Have the 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. Meet the requirements needed to enroll in BIO 175.
8. Attend an informational session given on campus by the Surgical Technology

- director or complete the online information session located at <http://ww3.llcc.edu/surgical-technology>  
<http://ww3.llcc.edu/surgical-technology>.
9. Have a 2.5 GPA or higher for all previous college courses.
  10. Have an internal GPA of 2.0 or higher for all courses previously taken at LLCC.
  11. Official transcripts from all colleges ever attended must be evaluated by the Admissions and Records office. Students that neglect to do this, or delay doing this, may jeopardize their ability to apply to, be accepted to, or remain enrolled in the program.
  12. Submit the Surgical Technology application.

#### Required General Education Courses (24 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"/> 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

### Transition to AAS in Surgical Technology • Associate in Applied Science

#### OCCUPATIONAL PROGRAM

**Total Credit Hours:** 15

**Colleague Code:** AAS.ADST

**Curriculum Code:** WIT 101

#### Program Information:

- This program is designed for students who are currently a Certified Surgical Technologist (CST) interested in obtaining their Associate of Applied Science (AAS) degree in Surgical Technology.
- Career cluster includes Certified Surgical Technologists in hospital operating rooms, delivery rooms, ambulatory care centers, physician offices and central sterilizing departments.
- All CST's seeking a pathway to the AAS degree must complete the Communication (EGL 101, CMN 101 or CMN 104) and Social Science (PSY 101, SOC 101) general education courses, as well as the surgical technology course which are part of the program of study.
- Students will be required to apply for proficiency credit for all Surgical Technology and science courses that are part of the AAS degree.

#### Admission Requirements:

1. Submit the LLCC admission worksheet and any college transcripts to: Records

- Office, Lincoln Land Community College, 5250 Shepherd Road, P.O. Box 19256, Springfield, IL 62794-9256.
2. Possess the Certified Surgical Technologist (CST) credential. The certification must be in good standing with the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and not revoked.
3. Possess a Certificate of Completion/Diploma in Surgical Technology and a copy of the certificate is required.
4. Employed as a Surgical Technologist with a minimum of 1 year of current operating room experience. A letter of employment verification must be provided by the employer.
5. Complete the admission application by meeting with a Health Professions Academic Advisor.

#### For Program Information Contact:

Health Professions Department at 217.786.2447 or 217.786.4693 or see a health professions advisor.

#### Required Program Courses (19 credits)

<input type="checkbox"/> CMN 101	Public Speaking Fundamentals <u>or</u>
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CMN 104	Interpersonal Communications	3 credits	<input type="checkbox"/> SGT 220	Professional Development in SGT	3 credits
<input type="checkbox"/> EGL 101	Composition I	3 credits	<input type="checkbox"/> SOC 101	Introduction to Sociology	3 credits
<input type="checkbox"/> PSY 101	Introduction to Psychology	3 credits			

### Central Sterile Service Technician • Certificate of Completion

#### OCCUPATIONAL PROGRAM

Total Credit Hours: 8.5

Colleague Code: CC.CSST

Curriculum Code: SGT 100

<input type="checkbox"/> SGT 100	Central Sterile Service Technician	5.5 credits
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#### Program Information:

- This one-semester Certificate of Completion program provides students with the basic fundamentals in central sterile processing.
- This program is designed to provide students with didactic instruction in cleaning, sterilizing and assembling surgical instruments; infection control and decontamination; distribution of hospital instrumentation, equipment and supplies; record-keeping; anatomy and physiology; and medical terminology
- Career cluster includes Central Sterile Processing Technician, Sterile Processing Technician, Instrument Technician, Sterilization Coordinator, Central Supply Technician, and Materials Management employees

#### For Program Information Contact:

Health Professions Department at 217.786.2447 or 217.786.4693 or see a health professions advisor.

#### Admissions Requirements:

- 
- Students may enroll in the Central Sterile Service Technician program after applying to Lincoln Land Community College and meeting one of the following criteria:
- Take the reading portion of the placement test and scoring a 76 or higher
- OR
- Hold a degree at a bachelor's level or above
- OR
- Have achieved grades of a C or better in a college-level English course (EGL 101, its equivalent or above) from any accredited college or university
- OR
- Have earned an ACT score of 22 or better in Reading

#### Required Program Courses (8.5 credits)

<input type="checkbox"/> HLT 109	Medical Terminology	3 credits
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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 Selection

**Second Semester:** EGL 102, HIS 101, THE 108, THE 206, Math Selection

**Third Semester:** EGL 112, SOC 101, Physical Science Selection, Elective, THE 207, Stage Combat and Movement Selection

**Fourth Semester:** POS 101 *or* POS 201, PSY 101, Life Science Selection. THE 203 *or* THE 204, Practicum Selection

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 217.786.2378 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	4 credits
<input type="checkbox"/>	EGL 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 Selection	3 credits
<input type="checkbox"/>		Stage Combat and Movement Selection	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

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## 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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## 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](http://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 | Shielded Metal Arc Welding | 3 credits |
|----------------------------------|----------------------------|-----------|

- |                                  |                                    |           |
|----------------------------------|------------------------------------|-----------|
| <input type="checkbox"/> WEL 102 | Welding Blueprint Reading          | 4 credits |
| <input type="checkbox"/> WEL 103 | Shielded Metal Arc Welding II      | 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 | Welding Capstone Pre-Certification | 4 credits |
| <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

Gainful Employment Information is located at  
<http://ww3.llcc.edu/ge/cawelsp/48.0508-gedt.html>  
<http://ww3.llcc.edu/ge/cawelsp/48.0508-gedt.html>

### 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 | Shielded Metal Arc Welding    | 3 credits |
| <input type="checkbox"/> WEL 102 | Welding Blueprint Reading     | 4 credits |
| <input type="checkbox"/> WEL 103 | Shielded Metal Arc Welding II | 3 credits |
| <input type="checkbox"/> WEL 104 | MIG Welding                   | 3 credits |
| <input type="checkbox"/> WEL 105 | TIG Welding                   | 3 credits |

## 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:

<b>Black Hawk College</b>	6600 34th Avenue, Moline, IL 61265-5899, 309.796.5000
<b>Carl Sandburg College</b>	2400 Tom L. Wilson Blvd., Galesburg, IL 61401 309.344.2518
<b>Danville Community College</b>	2000 East Main Street, Danville, IL 61832-5199 217.433.3222
<b>Elgin Community College</b>	1700 Spartan Drive, Elgin, IL 60123 847.697.1000
<b>Heartland Community College</b>	1500 West Raab Road, Normal, IL 61761 309.268.8000
<b>Highland Community College</b>	2998 West Pearl City Road, Freeport, IL 61032-9341 815.235.6121
<b>Illinois Central College</b>	1 College Drive, East Peoria, IL 61635-0001 309.694.5011
<b>Illinois Valley Community College</b>	815 North Orlando Smith Ave., Oglesby, IL 61348-9692 815.224.2720
<b>John Wood Community College</b>	1301 South 48th Street, Quincy, IL 62305 217.224.6500
<b>Joliet Junior College</b>	1215 Houbolt Road, Joliet, IL 60431-8938 815.729.9020
<b>Kankakee Community College</b>	PO Box 888, River Road, Kankakee, IL 60901 815.802.8100
<b>Kaskaskia College</b>	27210 College Road, Centralia, IL 62801 618.532.1981
<b>Kishwaukee Community College</b>	21193 Malta Road, Malta, IL 60150-9699 815.825.2086
<b>Lake Land College</b>	South Route 45, Mattoon, IL 61938 217.235.3131
<b>Lewis &amp; Clark Community College</b>	5800 Godfrey Road, Godfrey, IL 62035-2466 618.466.341
<b>McHenry Community College</b>	8900 U.S. Highway 14, Crystal Lake, IL 60012-2761 815.455.3700
<b>Morton College</b>	3801 South Central Avenue, Cicero, IL 60804 708.656.8000
<b>Prairie State College</b>	202 South Halsted Street, Chicago Heights, IL 60411 708.709.3500
<b>Richland Community College</b>	One College Park, Decatur, IL 62521 217.875.7200
<b>Rock Valley College</b>	3301 North Mulford Road, Rockford, IL 61114-5699 815.921.7821
<b>Sauk Valley Community College</b>	173 IL Route 2, Dixon, IL 61021 815.288.5511
<b>South Suburban College</b>	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 &amp; 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 &amp; 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  
Waubensee 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**

Neurodiagnostic 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 High School Equivalency examination. English Language Acquisition (ELA) 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 ELA 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 Outreach Centers.

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;
- Outreach Centers 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 27.

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 Transferology (<https://www.transferology.com>) 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.

### **Index to Course Descriptions (By Prefix)**

<b>Course Prefix</b>	<b>Subject, Page</b>
ABE	Adult Basic Education , see page 383
ABM	Agri-Business Management , see page 215
ACC	Accounting , see page 218
ACT	Architecture and Construction Technology , see page 219
ADN	Associate Degree Nursing , see page 221
AFO	Agri-Fertilizer Operations , see page 225
AGR	Agriculture , see page 225
AHH	Allied Health and Human Services , see page 384
ANT	Anthropology , see page 227
APS	Applied Psychology , see page 227
ARH	Air Conditioning, Refrigeration and Heating , see page 228
ART	Art , see page 93
ASE	Adult Secondary Education , see page 385
AST	Astronomy , see page 235
AUB	Auto Body Repair , see page 235
AUT	Automotive Technology , see page 237
AVI	Airframe and Powerplant Aviation Mechanics , see page 241
AVM	Aviation Management , see page 244
AWM	Agricultural Watershed Management , see page 245
BDM	Building Maintenance (Construction Occupations) , see page 246
BIO	Biology , see page 248
BUS	Business , see page 251
CAD	Computer-Aided Drafting , see page 253
CAS	Computer Applications , see page 255
CDD	Computer Design , see page 259
CHE	Chemistry , see page 259
CLA	Culinary Arts , see page 260
CMN	Communication , see page 263
CMT	Cosmetology , see page 120
CNC	Computer Networking , see page 264
COS	Computer Office Systems , see page 267
CPC	Computer Programming , see page 269
CRJ	Criminal Justice , see page 272
CSC	Computer Science , see page 274
CSS	College Success Skills , see page 275
CTC	Computer Technical , see page 275
CWE	Cooperative Education Work Experience , see page 276
DAP	Digital Applications , see page 276
DGM	Digital Media , see page 278
DME	Digital Multimedia , see page 278
DWD	Digital Web Design , see page 280

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ECE	Early Childhood Education , see page 281
ECO	Economics , see page 284
EDU	Education , see page 286
EDL	Electrical Distribution Lineman , see page 285
EGL	English , see page 287
ELM	Commercial Electrical Maintenance , see page 292
ELT	Electronics Technology , see page 293
EMS	Emergency Medical Services , see page 294
ENG	Engineering , see page 296
ESI	Employability Skills , see page 297
ESL	English as a Second Language , see page 383
ESS	Exercise and Sports Science , see page 297
EST	Emergency Services Technology , see page 299
FLM	Film , see page 299
FRE	French , see page 300
FST	Fire Science Technology , see page 300
GEG	Geography , see page 151
GEO	Geology , see page 152
GER	German
HIS	History , see page 307
HLT	Health , see page 309
HRT	Horticulture/Landscape Design/Turf Management , see page 310
HSP	Hospitality Management and Services , see page 312
HUM	Humanities , see page 314
IND	Independent Study , see page 315
ITA	Italian , see page 315
JPN	Japanese
JRN	Journalism , see page 317
MAT	Mathematics , see page 318
MCS	Medical Coding Specialist , see page 170
MUS	Music , see page 324
NAS	Basic Nurse Assistant , see page 330
NDT	Neurodiagnostic Technology , see page 331
NUR	Nursing Continuing Education , see page 388
OIT	Office and Information Technologies , see page 389
OTA	Occupational Therapy Assistant , see page 337
PCN	Practical Nursing , see page 342
PHI	Philosophy , see page 342
PHY	Physics , see page 343
POS	Political Science , see page 345
PSI	Physical Science , see page 347
PSY	Psychology , see page 347
RAD	Associate Degree Radiography , see page 349
RCP	Respiratory Care , see page 353
RDG	Reading , see page 359
SGT	Surgical Technology , see page 360
SOC	Sociology , see page 363
SPA	Spanish , see page 365
TDS	Truck Driver Training , see page 366
TEM	Technical Mathematics , see page 366
TES	Technical Science , see page 366
THE	Theatre , see page 367
WEL	Welding , see page 373
WGC	Workforce Green Construction , see page 375

WGF	Workforce Green Facilities , see page 375
WIT	Workforce Industrial Technologies , see page 377
WLM	Workforce Lake Management , see page 331
WVA	Workforce Value-Added Local Foods , see page 380

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### DEPARTMENT OF BUSINESS AND TECHNOLOGIES

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Agri-Fertilizer Operations , see page 225	AFO
Agriculture , see page 225	AGR
Agricultural Watershed Management , see page 245	AGR
Air Conditioning, Refrigeration & Heating , see page 228	ARH
Airframe and Powerplant Aviation Mechanics , see page 241	AVI
Architecture and Construction Technology , see page 219	ACT
Auto Body Repair , see page 235	AUB
Automotive Technology , see page 237	AUT
Aviation Management , see page 244	AVM
Building Maintenance (Construction Occupations) , see page 246	BDM
Business , see page 251	BUS
Commercial Electrical Maintenance , see page 292	ELM
Computer-Aided Drafting , see page 253	CAD
Computer Applications , see page 255	CAS
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Computer Office Systems , see page 267	COS
Computer Programming , see page 269	CPC
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Cosmetology , see page 120	CMT
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## DEPARTMENT OF HEALTH PROFESSIONS

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Neurodiagnostics Technology , see page 331	NDT
Nursing Continuing Education (vocational) , see page 388	NUR
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## DEPARTMENT OF MATHEMATICS AND SCIENCES

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**WORKFORCE DEVELOPMENT**

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**ADULT EDUCATION**

Adult Basic Education , see page 383	ABE
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**CENTER FOR ACADEMIC SUCCESS**

College Success Skills , see page 275	CSS
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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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**AFO 250 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)

*Prerequisite: ABM 103 with a minimum grade of C, ABM 104 with a minimum grade of C and ABM 105 with a minimum grade of C*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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. Additional emphasis on pricing and marketing livestock. **12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**ABM 150 Livestock Selection & Evaluation 2 credits**

This course covers basic 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. Students travel to competitions and practice is mandatory. **12** (1 lecture hour and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**ABM 202 Agri-Business Sales and Management 3 credits**

This course covers basic knowledge and skills necessary in agricultural sales. Included is a discussion of buying patterns, marketing and advertising. Communication and interaction with customers is discussed and practiced. **R, 12** (3 lecture hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.



**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**ABM 205 Crop Scouting 3 credits**

This is a course designed to give students an in-depth study of crop scouting procedures. Topics include 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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**ABM 212 Agri-Business Internship 3 credits**

Students are placed in an internship according to their career objectives in selected agri-businesses for a minimum of 225 hours. This allows students to experience actual working conditions and on-the-job training. Students also develop relationships that often lead to future employment. **12** (15 laboratory hours)

*Prerequisite: 15 hours of AGR, ABM and/or HRT courses*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

## 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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

## ASSOCIATE DEGREE NURSING

### **ADN 105    ADN Transition for the LPN    6 credits**

This course is designed to assist the licensed practical nurse transition into the role of the registered nurse with a focus on understanding the nursing process to provide safe, quality, patient-centered care throughout the lifespan. The course provides the pharmacological principles needed by the professional nurse and introduces the health assessment component of patient-centered care. Focus is on the recognition of appropriate nursing interventions based on best current evidence through utilization of teamwork and collaboration and informatics. Successful completion of this course allows students to apply for proficiency credit for ADN 110 and ADN 120. **12** (5 lecture hours and 2 laboratory hours)

*Prerequisite:* Admission to the program, BIO 176 with a minimum grade of C, BIO 220 with a minimum grade of C and PSY 101 with a minimum grade of C. *Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **ADN 110    Nursing I    7 credits**

This course introduces nursing as a profession. A foundation for health care delivery, clinical reasoning, and physiologic and psychosocial health is established. The course introduces elements of a basic health assessment by developing communication skills, differentiating normal and abnormal findings, and appropriately documenting assessment findings. 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** (3.5 lecture hours and 9.5 laboratory hours)

*Prerequisite:* Admission to the Associate Degree Nursing program

*Corequisite:* ADN 111 and BIO 175

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **ADN 111    Introduction to Pharmacology    3 credits**

This course develops a foundation in the concepts of pharmacotherapeutics and establishes a knowledge base that applies to patient care and education regarding medication administration. At the completion of this course, the student understands the major drug classifications through the use of prototypes. Students use the nursing process to prepare for safe medication administration including the ability to accurately calculate drug dosages. **12** (3 lecture hours)

*Prerequisite:* Admission to the Associate Degree Nursing program

*Corequisite:* ADN 110 and BIO 175

*Note:* In addition to tuition, this course requires an additional variable tuition rate..

*Prerequisite: Admission to the program*

*Corequisites: ADN 110, ADN 112 and BIO 175*

*Note: In addition to tuition, this course requires an additional variable 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 variable tuition rate.*

### **ADN 120 Nursing II 8 credits**

This course uses the nursing process to provide safe, quality, patient-centered care to patients with psychosocial and behavioral health concerns throughout the lifespan. This course includes an emphasis on the basic principles of mental illness, immunity, fluid and electrolyte balance, acid-base balance, movement, glucose regulation, cellular regulation, and perioperative nursing. 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 laboratory hours).

*Prerequisite: ADN 110 with a minimum grade of C and ADN 111 with a minimum grade of C, and BIO 175 with a minimum grade of C*

*Corequisite: BIO 176 and PSY 101*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **ADN 230 Adult Health Nursing I 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 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 variable 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 variable tuition rate.*

### **ADN 232 Adult Health Nursing 10 credits**

This course uses the nursing process to provide safe, quality, patient-centered care to individuals and groups of patients. Emphasis is placed on complex health alterations such as oxygenation, ventilation, perfusion, metabolic concerns, blood dyscrasias, ingestion, digestion, elimination, cognition, and perception. Focus is on the application of nursing interventions based on best current evidence through utilization of teamwork and collaboration, and informatics. **12** (6 lecture hours and 12 laboratory hours).

*Prerequisite: ADN 120 with a minimum grade of C, ADN 121 with a minimum grade of C, BIO 176 with a minimum grade of C, PSY 101 with a minimum grade of C*

*Corequisite: BIO 220*

*Note: In addition to tuition, this course requires an additional variable 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 variable 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 variable 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 variable tuition rate.

#### **ADN 243 Healthcare Populations 10 credits**

This course uses the nursing process to provide safe, quality, patient-centered care to unique healthcare populations including women, children, community, and critical care patients. The course emphasis is placed on clinical reasoning, technology, informatics, prioritization, psychomotor and communication skills in women's health, obstetrics, pediatrics, community health, and critical care. Focus is on the application of nursing interventions based on best current evidence and inter-professional collaboration. **12** (6 lecture hours and 12 laboratory hours)

*Prerequisite:* ADN 232 with a minimum grade of C, BIO 220 with a minimum grade of C, and PSY 101 with a minimum grade of C,

*Note:* In addition to tuition, this course requires an additional variable tuition rate.



## AGRI-FERTILIZER OPERATIONS

### **AFO 106 Agri-Business Management 3 credits**

This course is the study of the economical organization and operation of agri-businesses. Students learn the four functions of management, which include planning, organizing, controlling and directing. Also discussed are personnel and tax management. **12** (3 lecture hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **AFO 250 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)

*Prerequisite: ABM 103 with a minimum grade of C, ABM 104 with a minimum grade of C and ABM 105 with a minimum grade of C*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

## AGRICULTURE

### **AGR 101 Introduction to Agricultural Economics 3 credits**

This course provides an introduction to the principles of economics including production principles, production costs, supply and revenue, profit maximization, consumption and demand, price elasticity, market price determination and competitive versus non-competitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics may include a survey of the world food situation, natural human and capital resources, commodity product marketing and agriculture problems and policies. **R, 11** (3 lecture hours) IAI: AG 901

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **AGR 105 Crop Science 4 credits**

The course focuses on the study of crop production. Topics include water use, weed control, nutrition, growth and reproduction. Environmental factors such as climate, pests and soil conditions are examined. Current production practices for major central Illinois crops are discussed. **11** (3 lecture hours and 2 laboratory hours) IAI: AG 903

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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, care and companion animal selection. Special emphasis is placed on industry regulations and laws that accompany companion animal husbandry. **11** (3 lecture hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

## 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 variable 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 variable 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 variable 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)

*Corequisite: ARH 105 or equivalent*

*Note: In addition to tuition, this course requires an additional variable 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 variable 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 variable 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 lecture portion covers proper sizing, start up and operating costs. 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 variable 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. Emphases are on installation procedures, troubleshooting, service and repair. Students are properly trained on refrigerant charging techniques utilizing required technology. **12** (2 lecture hours and 3 laboratory hours)

*Corequisite: ARH 101 with a minimum grade of C and ARH 107 with a minimum grade of C or equivalent*

*Note: In addition to tuition, this course requires an additional variable 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. Students achieve a thorough understanding of various duct system configurations and their purposes. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional variable 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 is examined. Students also determine proper heat load and cooling load calculations using typical manual J methods. **12** (3 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable 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.*

## **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) IAI: ART 907

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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) IAI: ART 904

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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) IAI: ART 905

*Prerequisite:* ART 103

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **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)

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **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

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **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 with a minimum grade of C

*Corequisite:* ART 113

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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) IAI: ART 908

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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 with a minimum grade of C or equivalent experience*

*Note: It is recommended that ART majors take ART 102 before taking this course. In addition to tuition, this course requires an additional variable tuition rate.*

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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. In addition to tuition, this course requires an additional variable tuition rate.

### **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 with a minimum grade of C*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**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 with a minimum grade of C or equivalent

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**ART 221 Printmaking I 3 credits**

This course introduces basic printmaking processes and techniques. Students are introduced to print media through intaglio processes and equipment. Studio practice is emphasized including development of content and technique with an emphasis on health and safety. **11** (6 laboratory hours)

*Prerequisite:* ART 103 with a minimum grade of C or equivalent

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**ART 222 Printmaking II 3 credits**

This course is a continuation of studio work in the print media processes of intaglio. Students are further introduced to the print processes of relief, serigraphy and lithography. This course emphasizes the use of color as it relates to print media. **11** (6 laboratory hours)

*Prerequisite:* ART 221 with a minimum grade of C or equivalent

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**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

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

## 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 110 Basic Auto Body Repair 5 credits**

This course covers the fundamentals of damage repair. It discusses the properties of the various types of metals used in vehicle construction and details how the shape of the various panels and structural components influence the way they react when damaged. It also explains the factors that determine the amount of damage that occurs when a vehicle is involved in a collision and finally the types of damage that occur in full frame and unibody vehicles. Also included is the usage of various types of hand tools, power tools and equipment, the application of metal straightening and shrinking techniques. Practical application involves students' working on vehicles with minor panel damage. **12** (2 lecture hours and 6 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **AUB 130 Glass Service and Accessories 2.5 credits**

This course begins with a detailed discussion on the types of glass used in late model automobiles and how glass plays an important part in the structural integrity of the unibody vehicle. Students learn how servicing glass correctly is important to the overall repair of the automobile and its safety; students receive instructions on the techniques, tools and materials used to service fixed and movable glass. Also associated with glass service are doorskin panel removal and installation. **12** (2 lecture hours and 1 laboratory hour).

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **AUB 140 MIG and Spot Resistant Welding 2.5 credits**

Students discuss the various types of weld positions and joint types commonly used in a collision repair shop. The course also highlights the importance of proper fit up and explains how to prepare metal for welding. Fixed panel removal and installation using industry standards for the type of weld and welding equipment is also covered. **12** (2 lecture hours and 1 laboratory hour).

Note: In addition to tuition, this course requires an additional variable tuition rate.

**AUB 155 Auto Body Refinishing I 5 credits**

This course teaches students the basics of how to paint a vehicle. It begins with a discussion on paint technology and contamination control and defects, as well as the various ways to apply single stage and base coat clear coat systems. Finally students are shown the basic strategy for blending within a panel and multiple panels; along with the procedure for baking a newly applied paint finish. Students are also given basic instructions in masking, sanding, mixing, spray gun handling techniques and applying undercoats. **12** (2 lecture hours and 6laboratory hour).

*Prerequisite:* AUB 110

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**AUB 200 Auto Body Refinishing II 5 credits**

Students receive advance training in application of today's Automotive Coating Technology featuring Sherwin-Williams Automotive Finishes. Instruction includes: Introduction to paint, Preparation Systems, Primer-Surfacers, Sealers & Adhesion Promoters, Single Stage Fleet, Basecoat Clearcoat Solventborne, Waterborne paint systems and finally custom Pearl Coating and Candy applications. Students complete the course by refinishing an entire vehicle in system's finish selected by the instructor. **12** (2 lecture hours and 6 laboratory hours)

*Prerequisite:* AUB 155

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**AUB 210 Advanced Auto Body Repair 4 credits**

This course covers how a vehicle's structural members are subjected to shocking, twisting and deforming forces when involved in a collision impact. These forces cause damage that must be reversed first and panels repaired or replaced to restore the vehicle to a pre-collision condition. Advanced Auto Body repair focuses on giving students more experience through practical application on major repair jobs. Fitting, aligning, straightening, removing and replacing of hoods, doors, deck lids and other components are emphasized. **12** (8 laboratory hours)

*Prerequisite:* AUB 110 with a minimum grade of C, AUB 130 with a minimum grade of C, and AUB 155 with a minimum grade of C

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**AUB 215 Unibody Frame Repair 4 credits**

This course is a continuation from the advanced Auto-Body repair. Students learn unibody inspection, computerized measurement and damage correction. The course is also designed to give students exposure to state-of-the-art frame straightening/measuring equipment and repair techniques currently used in modern collision shops throughout the country. Vehicles to be used are provided by the State Farm Insurance Company. Our course features Car-O-Liner frame correction and measuring system. **12** (2 lecture hours and 4 laboratory hours)

*Prerequisite: AUB 110 with a minimum grade of C and AUB 210 with a minimum grade of C*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **AUB 250 Estimating 2 credits**

This course includes how to develop a well written Estimate Report on a collision damaged vehicle using CCC Information Services software and/or Audatex; vehicles to be used and repaired have been donated by State Farm Insurance Company and/or Sherwin-Williams Finishes Corporation. Emphasis is placed on the relationship between the insurance company and body shop. Consideration is given to the different types of damage, damage inspection and the order of repair. **12** (1.5 lecture hours and 1 laboratory hour)

*Prerequisite: AUB 110*

*Note: In addition to tuition, this course requires an additional variable 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 3 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** (2 lecture hours and 3 laboratory hours).

*Note: Students should purchase department-approved goggles and required tools. In addition to tuition, this course requires an additional variable tuition rate.*

### **AUT 103 Basic Engine Performance 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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*

### **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 variable tuition rate.*



## 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 variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

**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 2.5 times the current in-district tuition rate.*

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**AVI 119 Hydraulic, Pneumatic, Landing Gear and Fuel Systems 3 credits**

This course covers the theory behind hydraulic and pneumatic power, systems and components, troubleshooting and repair. Students develop a working knowledge of aircraft fuel systems and associated tanks, lines, pumps, valves, selectors and quantity indicating systems. Students will also develop a working knowledge of the hydraulic

and pneumatic power systems on aircraft. The theory and operation of landing gear systems are also presented. Students study the servicing techniques, troubleshooting and repair methods for landing gear systems. **R, 12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **AVI 120 Airframe Inspection 2 credits**

The required inspections of the airframe and their associated equipment in accordance with applicable Federal Aviation Regulations and manufacturer's specifications are presented. Students perform airworthiness and conformity inspections of the airframe. **R, 12** (2 lecture hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

### **AVI 123 Engine Systems 3 credits**

This is the study of engine systems, such as baffles, carburetor heat, superchargers, instrumentation and fire protection. **R, 12** (1 lecture hour and 4 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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 variable tuition rate.

### **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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

## **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 2 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*

**AGRICULTURAL WATERSHED MANAGEMENT****AWM 101 Conservation Practice Systems I 4 credits**

This course uses surface agricultural conservation activities to effect nutrient loss reduction and soil retention strategies. Techniques covered include integral cover crops, minimum and no-tillage practices, biomass energy crop culture and companion plantings and other long-term practices. Focus is on long term agricultural watershed health based on best current evidence through utilization of open-source informatics, teamwork and collaboration within a given agricultural boundary. **12** (3 lecture hours and 2 laboratory hours)

**AWM 102 Conservation Practice Systems II 3 credits**

This course uses sub-surface agricultural water conservation activities to effect nutrient loss reduction and soil retention strategies. Techniques covered include various tile layouts, drainage water management, erosion and run-off control, integration of saturated buffers and bioreactors in nutrient management, and other long-term practices. Focus is on long term agricultural watershed health based on best current evidence through utilization of open-source informatics, teamwork and collaboration within a given agricultural boundary. **12** (3 lecture hours and 2 laboratory hours)

**AWM 103 Agricultural Nutrient Use Efficiency 3 credits**

This course examines agricultural nutrient use efficiencies under various farm systems. Topics covered include all 17 crop-essential nutrient cycles, water cycle, green manures, soil health, animal manures and waste water, soil Cation Exchange (CEC) and pH effects on plant nutrients and management practices, all with the purpose of reducing nutrient loss and retaining soils. Focus is on long term agricultural watershed health based on best current evidence through utilization of open-source informatics, teamwork and collaboration within a given agricultural watershed boundary. **12** (3 lecture hours and 2 laboratory hours)

**AWM 104 Agriculture Readiness for Change 2 credits**

This course is designed to facilitate role transition from student to beginning agricultural watershed leader in an ever-changing agricultural watershed ecosystem. The concepts of leadership and participatory management, with a focus on power of place and advocacy of agriculture's change, are further developed. Students are encouraged to

view agricultural watershed management from very differing backgrounds and perspectives. **12** (2 lecture hours)

**AWM 105 Agricultural Big Data Management 3 credits**

This course introduces agricultural data management and best management practices. The concepts and integrative practices of voluminous agricultural data management in various hardware and software environments are a major focus of the course. Integrative properties of the individual and collective software are stressed to arrive at validation. **12** (2 lecture hours and 2 laboratory hours)

**AWM 106 Agricultural Sediment Fundamentals 4 credits**

This course encompasses agricultural sediments from their beginning through utilization, harm, and retention. It trains individuals to optimize soil productivity by minimizing erosion and reducing physical harm from compaction, pollution, and flora losses. The course focus is on long term agricultural watershed health based on best current evidence through utilization of open-source informatics, teamwork, and collaboration within a given agricultural boundary. **12** (3 lecture hours and 2 laboratory hours)

**AWM 107 Agricultural Watershed Management 3 credits**

This course focuses on a roadmap to the agricultural nutrient and sediment rules, regulations and guidelines and Best Management Practices (BMPs) of agricultural watershed management. The course introduces students to the agencies to help the student understand how to practice good stewardship. The concepts of BMPs are discussed as they pertain to nutrient loss reduction and sediment retention within a given agricultural boundary. **12** (3 lecture hours)

## **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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.

**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 hour and 7 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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 variable tuition rate.

**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 variable tuition rate.*

**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) IAI: L1904L

**BIO 108 Animal Biology 3 credits**

This is an introductory course in which the organisms of study are animals. Concepts include organization, function, heredity, evolution, and ecology of animals. A variety of contextual social and personal issues are explored. The course meets the general education requirements for a life science course. **R, 11** (3 lecture 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 general cytology and histology. The systems covered include: integumentary, skeletal, muscular, and nervous, including the special senses. Laboratory dissections of mammalian specimens 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 107 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. Student dissections of preserved adult cats and other mammalian specimens 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.

Emphases are 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 and 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 equivalent*

#### **BIO 203 Vertebrate Zoology 4 credits**

This course provides an overview of vertebrate classification, evolution, morphology, behavior, ecology and natural history. The focus of the course is on Illinois species. The laboratory component includes dissection of preserved specimens. **R, 11** (3 lecture hours and 2 laboratory hours)

*Prerequisite: BIO 111 or 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 or BIO 107 with a minimum grade of C or BIO 111 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 in the field of ecology. Emphasis is upon the interactions of plants and animals in both aquatic and terrestrial habitats. The course is delivered through field trips that permit first-hand observation. **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 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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**CAD 152 Advanced Computer-Aided Drafting 3 credits**

This course is designed as a follow-up to CAD 151. Improving the capability and productivity of a CAD user who is familiar with the basic 2D commands but desires a better understanding of the more advanced operations available is the main goal of this course. 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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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.*

*In addition to tuition, this course requires an additional variable tuition rate.*

## **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 0.5-3 credits**

This course provides an overview of operating system terminology, features and navigation. Students learn about and use the Microsoft Windows operating system. Students gain practical application related to organizing and protecting files and information. Additionally, students learn and apply strategies to safely search the Internet and to maintain a computer system. **R, 12** (2 lecture hours and 2 laboratory hours)

### **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 Concepts 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) IAI: 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

## 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) IAI: 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) IAI: 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*

## **CULINARY ARTS**

### **CLA 100 Culinary Essentials 1 credit**

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. **R, 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. **R, 12** (1 lecture hour and 4 laboratory hours)

*Corequisite: CLA 100 and HSP 107*

*Note: In addition to tuition, this course requires an additional variable 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) **R, 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 variable 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. **R, 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 variable 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, **R, 12** (2 lecture hour and 2 laboratory hours)

*Prerequisite: Varies by topic*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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. **R, 12** (2 lecture hours and 3 laboratory hours)

*Corequisite: CLA 100 and HSP 107*

*Note: In addition to tuition, this course requires an additional variable 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. **R, 12** (2 lecture hours and 3 laboratory hours)

*Corequisite: CLA 100 and HSP 107*

*Note: In addition to tuition, this course requires an additional variable 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. **R, 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 variable tuition rate.*

**CLA 200 Café Production and Management 4 credits**

This hands-on course introduces students to a la minute cooking as part of the back of house for a take-away café and bakery. Students plan and prepare a daily menu while also focusing on understanding proper purchasing and storing. Students also are introduced to employee orientations, evaluations and terminations. 12 (1 lecture hour and 6 laboratory hours). Note: In addition to tuition, this course requires an additional variable tuition rate.

**CLA 231 Food Production III 3 credits**

This course is the third in a four-course series. This advanced cooking course prepares students for the next course where they cook in the restaurant. Emphasis is on fish and seafood cookery and American regional cooking. Ala minute cooking is introduced and practiced as well. **R, 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 variable 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. **R, 12** (8 laboratory hours)

*Prerequisite:* CLA 231 with a minimum grade of C and HSP 115 with a minimum grade of C

*Note:* In addition to tuition, this course requires an additional variable 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. **R, 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 variable tuition rate.

**CLA 253 Cake Decorating and Artisan Breads 3 credits**

This course focuses on creating iced cakes and more advanced techniques of bread. Cake preparation, structure and support are taught, in addition to various icings,

techniques and tools. Bread production focuses on artisan breads and quantity bread making. Costing is a theme throughout. **R, 12** (1 lecture hours and 4 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 variable tuition rate.

## 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.lcc.edu/speechsurvey/](http://www.lcc.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 142 with a minimum grade of C*

*Note: Students may substitute CNC 115 and CTC 125 for CNC 142*

### **CNC 241 Security Plus 3 credits**

This course is designed for students wanting to enter the workforce as secure IT professionals. The course uses the framework and objectives of the CompTIA Security+ exam to prepare students and professionals for certification. Students explore attacks against networks and computer systems along with necessary defense mechanisms, such as end user tools, tips and techniques to counter attackers. Hands on projects and case studies are used in this course to master the security concepts. A basic knowledge of computers and networks is required. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: CNC 142*

### **CNC 244 Cybersecurity 3 credits**

This course introduces students to cybersecurity. It presents the relationship cybersecurity has with business, countries, homes and municipalities. Students are exposed to cybersecurity technologies, processes and procedures and learn how to analyze the threats and vulnerabilities. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: 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 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 208 Legal Correspondence and Transcription 3 credits**

This course teaches legal terminology necessary to transcribe or to prepare legal documents, as well as the correct filing procedures for various courts. Legal terms are defined and used as they apply in a legal context. Correct pronunciation is reinforced through recorded dictation that students transcribe using a foot pedal. Online resources are used to locate case documents and/or case proceedings. The duties and responsibilities of the legal office professional are explained. **R, 12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: CAS 121 with a minimum grade of C*

### **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 generally 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 160 Secure Coding 3 credits**

This course covers security vulnerabilities in unsecure programs in C like languages and in more modern Java like languages. Common weaknesses exploited by attackers are discussed, as well as mitigation strategies to prevent those weaknesses. Students practice programming and analysis of software systems through testing and static analysis. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: CSC 175 with a minimum grade of C*

**CPC 170 Introduction to Database 3 credits**

This course is an introduction to database language. It gives students with some background in computers an idea of how databases and programming works. Basic programming skills and file management are explored. **12** (2 lecture hours and 2 laboratory hours)

**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 265 Intro to Assured Software Engine 3 credits**

This course covers the basic principles and concepts of assured software engineering; system requirements; secure programming in the large; modeling and testing; object-oriented analysis and design using the UML; design patterns; frameworks and API's; client-server architecture; user interface technology; and the analysis, design and programming of extensible software systems. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: CSC 176 with a minimum grade of C*

**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*

## 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 Law Enforcement 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 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 145 Corrections Practices 3 credits**

This course covers safety and compliance practices at a correctional facility, including security officer training, firearms, security theory, and applied security operations. The legal definitions of various criminal acts, detainee rights and privileges, and dealing with liability are discussed. Basic investigation procedures are covered. Issues with detainee interactions are explored. This course is provided by the Sangamon County Corrections department only to its employees. **12** (6 laboratory hours)

*Prerequisite: Employee of Sangamon County Corrections Department*

**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 placed on social and ethical issues pertaining to the web, e-commerce and distributed computing. Students study system analysis, programming and database creation 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. These skills also help students become successful in their professional life. 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 123 Microsoft Windows Operating System 3 credits**

This introductory class provides training in using the operating system currently used in the majority of businesses. This course is intended for students who have some computer experience, but are new to the Microsoft operating system. Students learn the 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 Microsoft operating system. **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 145 Help Desk 3 credits**

This course provides information to students on different career opportunities in the Help Desk field. It examines strategies and tools to evaluate computer products and provides the skills necessary to analyze and access computer hardware and software to address end user needs. A help desk environment is simulated to provide practice in training and supporting the end users. Students are exposed to typical processes that affect the help desk environment. **12** (2 lecture hours and 2 laboratory hours)

### **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 165 Intro to Linux Operating System 1 credits**

This course covers the basic principles and concepts of the Linux operating System. It will provide the student with information on command line interface and how to move around the operating system. **12** (.5 lecture 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*

**CTC 299 Special Topics in Computer Technology 3 credits**

This courses addresses an emerging computer system technology. System software is selected based on business and industry needs. The course offerings can vary from term to term. A variety of methods emphasizes hands on training. **R, 12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: Varies by topic*

## **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 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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

#### **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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

#### **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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

#### **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: DAP 120*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

#### **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 220*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**DAP 299 Special Topics in Digital App Design 2-3 credits**

This course is a study of currently used or leading edge app design technology. A specific application package and/or design technique is studied. Selection of the application package is based upon current needs of business and industry. The application package studied may vary each semester. **12** (2 lecture and 6 laboratory hours)

*Prerequisite: May vary by course*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**DGM 110 Digital Media Product and Management 3 credits**

Students in this course learn the necessary skills to understand, plan and manage the production of a digital media project. Further, this course introduces time and project management skills, professional workflow processes and cooperative decision-making. Further, this course focuses on effective communication through a variety of methods and the skills to create a positive team-based work environment. Although this course focuses on preproduction of digital media and design, students gain information on developmental, technical requirements and specifications of all current digital media formats. **12** (6 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**DME 145 Digital Animation 3 credits**

Digital Animation teaches students the fundamental principles of both two-dimensional and three-dimensional animation. Students learn how to transition their work from hand-drawn storyboards and animatics into 2D and 3D digital realms. Emphasis in this course range from creative workflow processes to tapping into both entry and intermediate techniques within various software tools. Upon completion, students will have a thorough understanding of basic and intermediate animation principles, character and environment modeling. **12** (6 laboratory hours)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **DME 299 Special Topics in Digital Multimedia 2-3 credits**

This course is a study of currently used or leading edge digital multimedia technology. A specific application package and/or design technique is studied. Selection of the application package is based upon current needs of business and industry. The application package studied may vary each semester. **12** (2 lecture hours and 6 laboratory hours)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

## **DIGITAL WEB DESIGN**

### **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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*



**DWD 299 Special Topics in Digital Web Design 2-3 credits**

This course is a study of a currently used web 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 6 laboratory hours)

*Prerequisite: May vary by course*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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 course provides an overview of the theory and principles of human growth and development from conception through adolescence. Content includes an in-depth study of the inter-relatedness of physical, cognitive, social and emotional aspects of

development. Development is studied in the context of family, gender, culture, language, ability, socioeconomics, diversity and society. Special emphasis is placed on the theories of Piaget, Vygotsky, Erikson and Gardner. Four field observations are required outside of class time in addition to at least two during class sessions. **R, W1, 11** (3 lecture hours)

**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 the 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. It focuses on developmentally and culturally appropriate materials, equipment and technological resources. The importance of play as the primary vehicle through which young children learn is stressed. 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 205 Guidance and Discipline 3 credits**

This course is designed to provide the student with an understanding of children's behavior. The student will identify underlying causes of problem behavior and ways to incorporate the environment to display appropriate behavior. Positive child guidance techniques will be emphasized ages birth to 8. The student will have an opportunity to observe in a classroom setting to view behavior and behavior modification techniques. **12** (3 lecture hours)

### **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 credit**

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**

This course must be taken concurrently with ECE 214. It provides continued opportunity for professional development. Students engage in discussion of work-setting situations and issues. They also analyze and discuss 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 school-age children who are enrolled in child care programs. Exploration of developmentally appropriate practices that meet the needs of school-aged children are covered. Program curriculum and high quality environmental design in school-age child care are of primary emphasis for this course. **R, W1, 12** (2 lecture hours)

### **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. Students also use assessment tools to help guide their administration of an early childhood program. **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 ten feet crossarms and other pole hardware are taught. **12** (1.5 lecture hours and 4 laboratory hours)

In addition to tuition, this course requires an additional course fee.

### **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)

In addition to tuition, this course requires an additional course fee.

### **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)

In addition to tuition, this course requires an additional course fee.

### **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)

In addition to tuition, this course requires an additional course fee.

### **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)

In addition to tuition, this course requires an additional course fee.

**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)

In addition to tuition, this course requires an additional course fee.

## 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 \$50 (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. Issues related to race, ethnicity, class, gender, sexual orientation, religion, culture and other core concepts will be examined through empirical and normative approaches to explore how schooling might be structured in ways that build equity and justice. 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 and 1 laboratory hour)

**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 100 Introduction to Composition 1 credit**

This pass/fail course must be taken in conjunction with EGL 101. Students learn to write well-defined and clearly organized essays through a "process-based" instruction method. Rhetorical skills, such as developing an awareness of audience and purpose, are emphasized as well as the use of awareness of standard formal English. This course is not designed for transfer credit, nor will credit be given towards an associate's degree. Students who do not successfully complete the course must enroll in EGL 099.

**14** (1 lecture hour)

*Prerequisite: EGL 099 with a minimum grade of C or two of the following three: appropriate placement scores, 20 or higher on the ACT English portion, or earned an "A" in high school English or an "A" or "B" in AP high school English within the past five years.*

**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 103 Career Communications 3 credits**

This course is designed to provide occupational students with the opportunity for practical application of oral and written skills necessary for on-the-job communications. Fundamentals of effective written and verbal communication are explored through the study and practice of business letters, memoranda, instructional documents, resumes, letters of application, job interview skills, informal and formal reports, proposals, summaries, web-based writing, research, collaboration, visuals, presentation and document design. This course is not intended to fulfill the communications requirement for transfer to a senior institution. **12** (3 lecture hours)

*Prerequisite: EGL 099 and RDG 099 with a minimum grade of a C or appropriate placement scores*

### **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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 111 Mechatronics Circuits I 3 credits**

This is the first of a three-course sequence. Topics include introduction to DC and AC circuit fundamentals, analysis, theorems, laws, components, measuring devices and equipment. The course consists of lectures and Lab-Volt FACET trainers simulation.

**12** (3 lecture hours)

*Prerequisite: ELT 100 with a minimum grade of C or MAT 096 with a minimum grade of C or appropriate placement scores*

**ELT 116 Mechatronics Circuits II 4 credits**

The last of a three-course sequence continues with an introduction to analog and digital devices. The analog portion covers diodes, zener diodes, 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, logic gates and other more digital advanced devices, the fundamentals and application of electronic test equipment. Devices such as signal generators, oscilloscopes, digital instruments, signal analyzers and electronic voltmeters are used throughout, concluding with an introduction to control instrumentation and signals used in a control system. **12** (3 lecture hours and 2 laboratory hours)

*Prerequisites: ELT 111 with a minimum grade of C or ELM 105 with a minimum grade of C*

**ELT 222 PC Troubleshooting 3 credits**

This is a course to provide students with the knowledge and tools necessary to design and upgrade as well as repair PC type computers. Troubleshooting techniques including hardware component, Operating System and Software are covered. The laboratory experiments provide students with the familiarity required to repair by replacing subsystems. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: ELT 220 or equivalent*

## **EMERGENCY MEDICAL SERVICES**

**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 hours)

*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. **R, 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 110 Advanced EMT – Medical Trauma 10 credits**

This is the initial course of two required to complete the Advanced EMT program. Students develop proficiency in the roles, responsibilities and skill level required by state and national standards for licensing as an Advanced EMT. Emphasis is placed on medical-legal considerations, airway management, cardiac management, pathophysiology and patient assessment. **R, 12** (5 lecture hours, 6 laboratory hours, and 4 clinical)

*Prerequisite: Current EMT license (documentation required)*

*Notes: 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 111 Advanced EMT – Special Populations 6 credits**

This course is the last of two required courses to complete the Advanced EMT program. Students master the roles, responsibilities and skill level required for licensing as an Advanced EMT. Emphasis is placed on special considerations that include terrorism and hazardous materials management. This course also addresses special populations, assessment-based management and rescue operations. **R, 12** (4 lecture hours, 2 laboratory hours, and 2 clinical)

*Prerequisite: EMS 110, see page 295 with a grade of B or higher and minimum of 80% on the EMS 110 final exam.*

**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. A design build project involving problem solving skills and teamwork make up a portion of the course. **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 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)

In addition to tuition, this course requires an additional course fee.

**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)

In addition to tuition, this course requires an additional course fee.

**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)

In addition to tuition, this course requires an additional course fee.

**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*

*In addition to tuition, this course requires an additional course fee.*

**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 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 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**

The History of Film 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) IAI: F2 909

## 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 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*

## FIRST-YEAR EXPERIENCE

### **FYE 101 First-Year Experience 3 credits**

The first-year experience course helps students successfully transition to college. Students will experience, discuss, write about and apply knowledge, skills, behaviors, strategies and mindsets that help them succeed in college. This course empowers students to develop inner qualities that assist in making wise decisions, which result in the outcomes and experiences they desire. Students learn how to think critically about and prepare for their academic and career pathways. **11** (3 lecture hours)

## FIRE SCIENCE TECHNOLOGY

Significant changes are being implemented to the Fire Science curriculum. Students should check the online catalog for up-to-date information regarding the FST courses at LLCC.

**FST 160 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 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)

**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. Students are acquainted with the legal aspects, vehicle aspects and maintenance. **12** (.5 lecture hours)

*Corequisite: FST 111*

**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 120 Incident Safety Officer 3 credits**

This course prepares students who may be designated as the incident safety officer (ISO) during an emergency response. This course will teach students how to monitor the various types of incidents including Fire, EMS, Technical Rescue, and Hazardous Materials scenes. Students will learn how to report to the Incident Commander the status of conditions, hazards, and risks present. This course will also cover accident investigation and review procedures as well as how to develop and participate in a post-incident analysis. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: FST 111 and MAT 092 or higher level math course*

**FST 100 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)

**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 3 credits**

This course is a study of fire pumps, the various types of sprinkler and standpipe systems, their operation, maintenance and testing. Mathematical calculation of water flow in these systems is addressed within this course. Codes covering installation, water supply requirements and design criteria are covered to some extent. **R, W1, M2, 12** (3 lecture 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 credit**

This course deals with the anatomy, physiology and growth of the economically important seed-producing plants such as grasses, annuals, woody plants and vegetables used in horticulture. Included are the interaction of the plant with soil, the basic requirements for plant growth such as heat, light, water, nutrients and support. The interaction of heat, light, water nutrients and support with one another and how they may be modified by cultural practices is studied. **12** (1 lecture hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**HRT 102 Plant Science 3 credits**

This course deals with the anatomy, physiology and growth of the economically important seed-producing plants such as grasses, annuals, woody plants and vegetables used in horticulture. Included are the interaction of the plant with soil and water; and the basic requirements for plant growth such as heat, light, water, nutrients' availability and support. The interaction of heat, light, water nutrients and support with one another and how they may be efficiently modified by cultural practices is studied. **12** (3 lecture hours and 1 laboratory hour)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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, including site retention of sediments and fertilizers. Use of organic soil amendments and fertilizers is covered. **12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**HRT 109 Turf Management II 3 credits**

This course is a continuation of Turf Management I. Turf Management II expands on pest control, renovation, and maintenance of turf. Design and installation of irrigation systems is covered. Specialty turf applications for athletics and ornamental uses of grasses are introduced. **12** (2 lecture hours and 2 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**HRT 202 Pest and Pest Management 4 credits**

This course provides instruction and practice in the identification and control of common ornamental 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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**HRT 206 Tree and Shrub Identification 3 credits**

This course studies the identification of commonly used hardy ornamental trees, shrubs and vines. The growth and maintenance requirements for each species are discussed. Appropriate use of each species in the landscape is presented. **12** (2 lecture hours and 3 laboratory hours)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

### **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

## **HOSPITALITY MANAGEMENT AND SERVICES**

### **HSP 107 Food Service Sanitation .5 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 8 clock hours of class. **12** (.5 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. **R, 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 with lab demonstrations. 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. **R, 12** (2.5 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. **R, 12** (15 laboratory hours)

*Corequisite: CLA 132 with a minimum grade of C and HSP 115 with a minimum grade of C.*

### **HSP 138 Culinary Purchasing and Food Cost Control 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. **R, 12** (3 lecture hours).

### **HSP 200 Café Sales and Management 4 credits**

This hands-on course introduces students to operating a working café. Students work all aspects of the front-of house for a take-away café and bakery. Skills such as interviewing, employee orientations, evaluations and terminations are discussed. In addition, students focus on marketing, promotions and customer service. **12** (1 lecture and 6 laboratory 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. **R, 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. **R, 12** (1 lecture hour and 6 laboratory hours)

*Prerequisite: CLA 132 with a minimum grade of C, HSP 115 with a minimum grade of C, and HSP 200 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, DVDs, CDs, multiple-media presentations 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**

Literature, music, philosophy and the fine arts are integrated in this course. Students focus on the creative aspects of Eastern culture and complexities in the development of the human spirit. It serves as a counterpart to the western imagination. **R, 11** (3 lecture hours) IAI: HF 904N

**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. **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 newswriting skills, but it is useful for any student seeking a career in writing, editing, broadcasting, public relations or social media. This course teaches Associated Press writing guidelines and how formats differ in print, online, broadcast and social media. Emphasis is placed on organizing stories, writing leads, interviewing sources, researching/fact-checking and writing well under deadline pressure. The course also focuses on journalistic ethics, journalists' role in society, the public's right to know, what constitutes news and how to select news stories. Students work on the student newspaper as part of the course. **R, W1, 11** (3 lecture hours) IAI: MC 919

### **JRN 205 Introduction to Public Relations 3 credits**

This course introduces students to the history, theory and practice of public relations. Students learn about the work performed by public relations professionals in various organizations. Students explore the differences between external and internal communication; the operation of public relations professional within an organization; interaction with journalists and society; and how to use traditional and social media to further an organization's agenda. Various cases are discussed to examine ethics and how public relations professionals communicate for the benefit of an organization. **11** (3 lecture hours)

### **JRN 210 Principles of News Editing 3 credits**

This course covers the techniques of editing. Included in this course is the study of staff organization, editing theory and techniques, editing wire service copy, photo editing, outline writing and headline function and writing. The problems of libel receives 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 Introduction to Mass Communication 3 credits**

American society, including the function, nature, and responsibilities of the media. Students discuss the future of journalism. This course examines all forms of media and how society and individuals depend upon them. Students critically interact with various media and examine how various media interact with one another. **R, 11** (3 lecture hours)

### **JRN 299 Special Topics in Journalism 4 credits**

This course provides an in-depth study of a variety of different areas 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 a minimum grade of C*

### **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. This course is not designed for transfer credit, and credit will not be given toward an associate degree. **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 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 092 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. Emphasis is placed on the 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*

### **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*

### **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 in a three-semester sequence. The mathematical limit is defined intuitively and rigorously. Limits are evaluated. The derivative is defined, derivatives are determined and applications are studied. The definite integral is defined, anti-derivatives are determined and applications are studied. **11** (5 lecture hours) IAI: 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 is the second course in a three-semester sequence. The material covered includes applications of the definite integral, calculus applied to transcendental functions, techniques of integration and an introduction to differential equations. Sequences, series and power series are studied in depth. Finally, calculus is applied to polar functions and graphs. **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 designed especially for students in business, economics, social sciences and life sciences. Topics studied include systems of linear equations, determinants, matrices and matrix algebras well as systems of inequalities. Linear programming is covered, which includes the simplex method. Set theory, counting and probability theory are examined. Stochastic processes, game theory, Markov chain methods, mathematical modeling and the mathematics of finance are reviewed. **11** (4 lecture hour) 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 statistical reasoning. It 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 hypothesis testing for means, standard deviations and proportions; correlation and regression; and ANOVA. **R, 11** (4 lecture hours) IAI: M1 902; BUS 901

*Prerequisite: MAT 096 with a minimum grade of C or appropriate placement score or MAT 097 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 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*

### **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 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 by 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*

*Corequisite: 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 121 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: Admission to the Medical Coding Specialist program and HLT 109 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 251 Certificate Internship 3 credits**

This course allows students to experience the coding world in the health care environment. It provides supervised work experience coordinated with health care system related employer. 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)

*Prerequisites: MCS 223 with a minimum grade of C and MCS 229 with a minimum grade of C*

## 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. **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 with a minimum grade of C or MUS 120 with a minimum grade of C 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 with a minimum grade of C or equivalent*

### **MUS 104 Music Appreciation 3 credits**

This course is designed to promote an appreciation of music and the habit of intelligent listening. Designed for students with little or no previous musical experience, students begin by learning musical terms, definitions, etc. Music is then presented from an 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 through readings, 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 112 Band 1 credit**

This is an instrumental ensemble intended to provide an opportunity for students to continue their instrumental pursuits through rehearsal/performance utilizing repertoire of the highest quality. The ensemble performs concerts several times during the semester. This course may be repeated for a maximum of four semester hours. **11** (3 laboratory hours)

*Prerequisite: Open to all concert band instrumentalists. Students must have a working instrument and/or accessories.*

**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.

**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. Students are required to have a working instrument and accessories.*

**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 is open to all orchestral instrumentalists. **11** (3 laboratory hours)

*Prerequisite: Students are required to have a working instrument and accessories.*

**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)

**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. Students develop basic music reading skills and playing techniques. 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 with the experienced beginner.

**M1, 11** (2 lecture hours)

*Prerequisite: MUS 120 with a minimum grade of C or equivalent*

**MUS 128 Class Guitar 1 credit**

This course is designed to introduce students to beginning guitar performance. Students study correct hand positions, music notation, chord accompaniments, while developing knowledge of rhythm, meter and music fundamentals. Students learn skills which they may apply to the music of their choice. **11** (2 laboratory hours)

*Prerequisite: The student is required to have a working guitar and accessories.*

**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: Each student will be assessed by the music faculty according to specific performance capabilities. 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.*

*In addition to tuition, this course requires an additional course fee.*

**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: Each student will be assessed by the music faculty according to specific performance capabilities. 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.*

*In addition to tuition, this course requires an additional course fee.*

**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: Each student will be assessed by the music faculty according to specific performance capabilities. 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.*

*In addition to tuition, this course requires an additional course fee.*

**MUS 150 Introduction to Music Technology 3 credits**

This course is designed to introduce students to music technology software and hardware used to create, prepare, record and perform digital music. Topics focus on acoustics, digital audio, MIDI and MIDI sequencing and notation software. Emphases are on the operation and components of the typical MIDI and digital audio lab (hardware and software). Students complete projects in areas such as music notation, MIDI sequencing and digital audio. Students learn to identify and use the basic studio

methods of music composing, recording, editing, arranging and orchestration. **12** (3 lecture hours)

*Note: It is highly recommended that students know how to manage files, install software and use the internet.*

### **MUS 151 Digital Audio and Sound Design 3 credits**

This course introduces sound designers to the application of sound in various mediums. Students develop a basic understanding of the workflow and practices associated with sound development in the music studio. This course seeks to promote Digital Audio and Sound Design in Virtual and Real environments as students apply knowledge and skills in the development of sound for commercial projects. There are several face-to-face meetings on campus and possibly at the Hoogland Center for Performing Arts using Live sound. Hardware, software, samples, plugins, recording techniques, acoustics, and arranging are some of the topics covered. **12** (3 lecture hours)

*Note: It is highly recommended that students know how to manage files, install software and use the internet.*

### **MUS 160 Songwriting 3 credits**

This course is designed to give students the technological skills used to create, prepare, record and perform digital music. The course focuses on the songwriting process from start to finish, ending with at least one professional demo song. Topics include the setting up of a personal, as well as a professional, music recording and editing Studio, and the development of more advanced arranging, orchestration, vocal and instrumental recording techniques and song forms. **12** (3 lecture hours)

*Note: It is highly recommended that students know how to manage files, install software and use the internet.*

### **MUS 161 Digital Audio and Sound Design II 3 credits**

This course is a continuation of Digital Audio and Sound Design I. This course seeks to promote digital audio and sound design in virtual and real environments. Students continue to develop a basic understanding of the workflow and practices associated with sound development in the music studio. There are several face-to-face meetings on campus and possibly at the Hoogland Center for Performing Arts using live sound. Students apply knowledge and skills in the development of sound for commercial projects, specifically for end-use in interactive media, game creation, web, motion graphics and video creation. **12** (3 lecture hours)

*Prerequisite: MUS 151 with a minimum grade of C.*

### **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, dictation, keyboard, analysis, written harmony and original composition. Topics include borrowed chords, extended harmony, the neapolitan chord, augmented sixth chords, altered dominant chords and chromatic mediant chords. **M1, 11** (4 lecture hours)

*Prerequisite: MUS 102 with a minimum grade of C 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 as well as a review of Music Theory I, II,



and III. Topics include an introduction to 18th century counterpoint including the two-part invention, the fugue, 19th century classical forms and 20th 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 with a minimum grade of C 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 with a minimum grade of C 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 keyboard skills, techniques and concepts basic to comprehensive musicianship at this late elementary level of study. **M1, 11** (2 lecture hours)

*Prerequisite: MUS 220 with a minimum grade of C 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.*

*In addition to tuition, this course requires an additional course fee.*

### **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.*

*In addition to tuition, this course requires an additional course fee.*

### **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.*

*In addition to tuition, this course requires an additional course fee.*

### **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.*

## WORKFORCE LAKE MANAGEMENT

### **WLM 101 Landscape Lake Ecology 3 Credits**

This course introduces students to cultural landscape lake and basin ecology. Specific aquatic indices such as impacts from organic wastes, industrial chemicals and point/non-point source pollutants are covered. Students identify a healthy cultural landscape lake. This coursework involves extensive student participation, along with supplemental reading materials and lab presentations. **12** (2 lecture hours and 2 laboratory hours)

### **WLM 102 Landscape Lake Sampling 3 Credits**

This course prepares students in a variety of sampling protocols for landscape aquatic settings. Toxicity tests and field sampling are taught, discussed and practiced. Once lake water sampling protocols are mastered, students learn how to interpret results. This course has an in-class and in-field setting. Extensive student participation is required. **12** (2 lecture hours and 2 laboratory hours)

### **WLM 103 Landscape Lake Management 3 credits**

This course teaches cultural treatment of landscape lakes, basins and other impounded water bodies for both adequate enjoyment and environmental protection. Students demonstrate their knowledge of indicator issues (algae, pond weeds, invasive species, etc.), sampling protocols and verification of cultural thresholds, and how to properly manage such urban-suburban landscape bodies of water. This course prepares students to take and pass their Illinois Department of Agriculture aquatic pest control applicator license. **12** (2 lecture hours and 2 laboratory hours)

## NEURODIAGNOSTIC TECHNOLOGY

### **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 variable 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 variable 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 variable tuition rate.*

**NDT 111 Basic EEG 3 credits**

This course provides the basic foundation necessary for entry into healthcare and an orientation to the NDT program. Students learn basic patient care skills and principles of EEG including history, infection control and patient care techniques. A medical/EEG terminology unit is incorporated. **12, R, W1** (3 lecture hours) **R, W1, 12** (3 lecture hours)

*Pre-requisite: Admission to the program*

*Co-requisite: EGL 101, NDT 112, and BIO 101 or BIO 107 or BIO 111.*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 112 EEG Skills Lab 5 credits**

This course provides the foundation for skills needed to obtain a technically adequate electroencephalogram (EEG). Students learn to set up and perform basic EEG procedures. Students observe the workplace environment and perform basic patient care skills during the clinical experience. **R, W1, 12** (1 lecture hour and 7 laboratory hours)

*Prerequisite: Admission to the program*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 121 Electronics and Instrumentation 3 credits**

This course provides a comprehensive foundation related to digital EEG equipment. Basic electrical concepts are discussed. Emphasis is placed on ensuring electrical safety, localization techniques for bipolar and referential montages, digital filtering and polarity convention and troubleshooting for malfunctions. Students learn how to use instrumentation to alter the EEG. **R, W1, 12** (3 lecture hour)

*Prerequisite: BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 with a minimum grade of C; EGL 101; NDT 111 with a minimum grade of C; NDT 112 with a minimum grade of C.*

*Corequisite: BIO 175, EGL 102, NDT 122, and NDT 129.*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 122 EEG Record Review I 2 credits**

Students build on fundamental concepts learned in previous courses by reviewing and presenting EEG's, using correct terminology. Students critique the EEG's being presented or reviewed. Emphasis is placed on independent critical thinking skills in order to enhance decision making in the clinical setting. **R, W1, 12** (2 lecture hours)

*Prerequisite:* BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 with a minimum grade of C; EGL 101; NDT 111 with a minimum grade of C; and NDT 112 with a minimum grade of C.

*Corequisite:* BIO 175, EGL 102, NDT 121 and NDT 129.

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 129 Clinical Practicum I 3 credits**

This course provides supervised clinical experiences where students apply theoretical knowledge learned in prior and concurrent coursework while gaining aptitude, skills and proficiency. Students perform EEG recordings following ACNS Guidelines and lab protocols. Students are in a clinical setting one day a week for a total of 128 hours and begin clinical competency testing of procedures learned in class. **R, W1, 12** (9 laboratory hours)

*Prerequisite:* BIO 101 with a minimum grade of C or BIO 107 with a minimum grade of C or BIO 111 with a minimum grade of C and EGL 101 and NDT 111 with a minimum grade of C and NDT 112 with a minimum grade of C.

*Corequisite:* BIO 175, EGL 102, NDT 121 and NDT 122.

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 131 Neuroanatomy for EEG 2credits**

This course provides basic knowledge of the anatomy and physiology of the human nervous system. Emphases are on the anatomy of the central nervous system, peripheral nervous system, cranial nerves and the cerebrum as they relate to neurodiagnostics. This course provides a foundation for a better understanding of neurological diseases and disorders. Neuropathology as it relates to neurodiagnostics is also covered. **R, W1, 12** (2 lecture hours)

*Prerequisite:* BIO 175 with a minimum grade of C, EGL 102, NDT 121 minimum grade of C, NDT 122 minimum grade of C, and NDT 129 minimum grade of C.

*Corequisite:* NDT 139.

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 139 Clinical Practicum II 2 credits**

This course provides supervised clinical experience where students apply theoretical knowledge learned in prior and concurrent coursework while gaining aptitude, skills and proficiency. Students perform EEG recordings following ACNS Guidelines and lab protocols and effects on instrumentation changes. Students are in a clinical setting two days a week for eight weeks for a total of 108 hours. Clinical competency testing continues on concepts and procedures learned in class. **R, W1, 12** (3.5 lecture hours and 1 laboratory hour)

*Prerequisite:* BIO 175 with a minimum grade of C; EGL 102; NDT 121 with a minimum grade of C; NDT 122 with a minimum grade of C; and NDT 129 with a minimum grade of C.

*Corequisite:* NDT 131.

*Note:* In addition to tuition, this course requires an additional variable 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 variable 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 variable 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 variable 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 variable 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 variable tuition rate.*

**NDT 241 Advanced EEG I 3 credits**

This course focuses on the fundamentals of neurodiagnostics, specifically EEG. Emphases are placed on the pattern recognition of abnormal adult awake and asleep patterns, medication effects, normal variants, EEG patterns of questionable significance and seizure classifications. It examines the anatomy of the central nervous system with focus on the fundamental aspect of the brain stem, cerebellum, basal ganglia and cerebrum as they relate to neurodiagnostics. **R, W1, 12** (3 lecture hours)

*Prerequisite: NDT 131 with a minimum grade of C and NDT 139 with a minimum grade of C.*

*Corequisite: NDT 242, NDT 243, NDT 244, NDT 249.*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 242 Neonate and Pediatric EEG 5 credits**

This course correlates EEG patterns with varying disease processes including infectious, toxic and metabolic disorders of neonates and children. Students also examine the effects of trauma, cerebral vascular accidents, genetic disorders and differential diagnosis with the use of EEG. Students study the brain from premature infants to older children and correlations on the EEG. **R, W1, 12** (2 lecture hours)

*Prerequisite: NDT 131 with a minimum grade of C and NDT 139 with a minimum grade of C.*

*Corequisite: NDT 241, NDT 243, NDT 244 and NDT 249.*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 243 EEG Record Review II 2 credits**

Students continue to build on fundamental concepts of neurological subjects covered in previous and concurrent courses. Emphasis is placed on identification and classification of abnormal EEG patterns with correlation to clinical disorders. Students critique and discuss abnormal EEG's being presented or reviewed. **R, W1, 12** (2 lecture hours)

*Prerequisite: NDT 131 with a minimum grade of C and NDT 139 with a minimum grade of C*

*Corequisite: NDT 241, NDT 242, NDT 244 and NDT 249*

*Note: In addition to tuition, this course requires an additional variable tuition rate*

**NDT 244 Neurodiagnostic Procedures 3 credits**

This course provides introductory-level information about the various advanced procedures within the clinical neurodiagnostic setting. Basic information and techniques are covered to give students the foundation needed as an entry-level technologist. This course focuses on the modalities of polysomnography (PSG), evoked potentials (EP), intraoperative neurophysiologic monitoring and nerve conduction studies (NCS). **R, W1, 12** (1.5 lecture hours and 3 laboratory hours)

*Prerequisite:* NDT 131 with a minimum grade of C and NDT 139 with a minimum grade of C

*Corequisite:* NDT 241, NDT 242, NDT 243 and NDT 249

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 249 Clinical Practicum III 3 credits**

This course provides supervised clinical experience where students apply theoretical knowledge learned in prior and concurrent coursework while gaining aptitude, skills and proficiency. Emphases are on pattern recognition, clinical correlations and decision-making during the recordings. Students are expected to participate in all aspects of neurodiagnostic procedures. Students are in a clinical setting one day a week for a total of 128 hours. Clinical competency testing continues on concepts and procedures learned in the course. **R, W1, 12** (3.5 lecture hours and 1 laboratory hour)

*Prerequisite:* NDT 131 with a minimum grade of C and NDT 139 with a minimum grade of C

*Corequisite:* NDT 241, NDT 242, NDT 243, and NDT 244

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 251 Advanced EEG II 3 credits**

This course focuses on neurological disorders and the EEG correlates. Emphases are placed on the effect of neurological disorders on the EEG, pattern recognition and problem solving. Introduction to basic LTM procedures, ambulatory EEG and continuous EEG in the intensive care setting is incorporated. **R, W1, 12** (3 lecture hours)

*Prerequisite:* NDT 241 with a minimum grade of C; NDT 242 with a minimum grade of C; NDT 243 with a minimum grade of C; NDT 244 with a minimum grade of C; and NDT 249 with a minimum grade of C

*Corequisite:* PSY 101, NDT 252 and NDT 259

*Note:* In addition to tuition, this course requires an additional variable tuition rate

**NDT 252 EEG Capstone 2 credits**

Students prepare for their professional roles and employment as a neurodiagnostic technologist. This course emphasizes preparation for the national registry exam in EEG. Also included are topics on resume writing, professional development, credentialing and management of a NDT department. **R, W1, 12** (2 lecture hours)

*Prerequisite:* NDT 241 with a minimum grade of C; NDT 242 with a minimum grade of C; NDT 243 with a minimum grade of C; NDT 244 with a minimum grade of C; NDT 249 with a minimum grade of C

*Corequisite:* PSY 101, NDT 251 and NDT 259

*Note:* In addition to tuition, this course requires an additional variable tuition rate



**NDT 259 Clinical Practicum IV 5 credits**

This course provides supervised clinical experience where students apply theoretical knowledge learned in prior and concurrent coursework while gaining aptitude, skills and proficiency. Students perform EEG recordings with minimal supervision. Students are scheduled for a rotation in the Sleep Lab for a minimum of two nights. Clinical competency testing continues on concepts and procedures learned in the course. **R, W1, 12** (15 laboratory hours)

*Prerequisite:* NDT 241 with a minimum grade of C; NDT 242 with a minimum grade of C; NDT 243 with a minimum grade of C; NDT 244 with a minimum grade of C; and NDT 249 with a minimum grade of C

*Corequisite:* PSY 101, NDT 251 and NDT 252

*Note:* In addition to tuition, this course requires an additional variable 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 variable tuition rate.

**OTA 102 Therapeutic Media 2 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** (4 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 variable tuition rate.

**OTA 103 Psychosocial Interventions 3 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** (1 lecture hours and 4 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 variable tuition rate.

### **OTA 104 Introduction to Field Work 1 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, 0 lab 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 variable 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 variable 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 variable 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 variable tuition rate.

### **OTA 111 Conditions Affecting Occupations 3 credits**

This course provides an overview of pathology commonly affecting recipients of occupational therapy services, across the lifespan. It covers a broad basis of topics including conditions affecting mental and physical health as well as developmental issues. Students learn important concepts to disease process, stages of diseases and conditions and anticipated trajectories of studied conditions. Preliminary implications for occupational performance are introduced to be more thoroughly investigated in later intervention courses. **R, W2, M2, 12** (3 lecture hours)

*Note:* In addition to tuition, this course requires an additional variable 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 variable tuition rate.

### **OTA 201 Physical Interventions 3 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** (1 lecture hours and 4 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 variable 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 variable 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 variable 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 variable 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 variable tuition rate.

### **OTA 206 Developmental Occupations 2 credits**

This course covers the assessment for and the creation of interventions common in the practice of developmental therapy and pediatric practice. Settings include acute care, out-patient, in-home and other community-based settings. This course builds on prior course content emphasizing occupation-based activity analysis, disease process, motor planning, developmental theory and client centeredness. **R, W2, M2, 12** (1 lecture hour and 2 laboratory hours)

*Prerequisite:* OTA 208 with a grade of C and OTA 210 with minimum grade of C

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **OTA 208 Developmental Theory 1 credits**

This course covers the theoretical constructs central to the practice of developmental and pediatric therapy. Theories include both Models of Practice and Frames of Reference commonly used in the developmental settings. This course builds on prior course content emphasizing occupation-based activity analysis, disease process, motor planning, developmental theory and client centeredness. **12** (1 lecture hour)

*Coequisite:* OTA 210

*Note:* In addition to tuition, this course requires an additional tuition rate of twice that of normal rates per credit hour AND must show evidence of current CPR certification for Healthcare Providers.

### **OTA 210 Service Management 1 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** (1 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 variable 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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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, and has an additional variable tuition rate.*

## 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, as well as informal fallacies. 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 with a minimum grade of C*

**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. Half of the course explores Western theories of morality from a secular (non-religious) perspective. The other half of the course is an application of those various moral theories to such diverse contemporary issues such 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 with a minimum grade of C*

**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 with a minimum grade of C*

**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: EGL 101 with a minimum grade of C*

## PHYSICS

**PHY 100 Conceptual Physics 3 credits**

*This course examines the concepts and methods of physics, with topics selected from mechanics, fluids, heat, electricity and magnetism, optics, waves and modern 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 require using mathematics at the level of high school algebra. R, 11 (3 lecture hours)IAI: P1900 Prerequisite: MAT 092 with a minimum grade of C 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: P1900L

*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 is an examination of the factors shaping and influencing the relations among nation-states and other transnational actors in the International System. The course provides an introduction to the field of International Relations and the application of the social-scientific method to global issues such as war and peace, diplomacy, global economics, international organizations and human rights. 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 simply 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**

This course is a comparative examination of the political systems of selected countries in the Western and non-Western areas of the world. It is designed as an introduction to the study of comparative government and the application of techniques of political analysis. The course examines such topics as institutions, electoral systems, principles of governance and causes of political instability and revolution. **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

### **ASD 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**

This is an introduction to the anatomical brain structures and physiological processes that influence behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction), as well as the basic functioning of the nervous system. **11** (3 lecture hours)

**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) IAI: PSY 908

*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 216 Adolescent Psychology 3 credits**

An introduction to the psychological development of adolescents is provided. Specific research methods, principles and theories of adolescent development are applied to explain the physical, social, cognitive and emotional changes experienced during adolescence. Special emphasis is placed on gene-environment interplay, examining individual differences and cultural norms. **R, W1, 11** (3 lecture hours)

*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, and current CPR/AED Certification*

*Corequisite: RAD 104 and RAD 110*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**RAD 101 Foundations of Radiologic Technology 1 credit**

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** (1 lecture hours)

*Prerequisite: Admission to the RAD program*

*Corequisite: RAD 102 and RAD 103*

*Note: In addition to tuition, this course requires an additional variable 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 terminology used and technical aspects of patient care are also presented, including infection control, body mechanics, vital signs and aseptic technique. 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 variable 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 variable 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 variable tuition rate.*

**RAD 105 Radiographic Procedures III 5 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** (3 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 variable 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 variable 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. 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** (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 variable 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 variable 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 four 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** (6 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 variable 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 variable 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** (2 lecture 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 variable 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** (2 lecture 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 variable 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** (8 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 variable tuition rate.*

### **RAD 250 Clinical Internship V 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 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** (8 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 variable 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 variable tuition rate.*

## **RESPIRATORY CARE**

**RCP 110 Respiratory Care Pathology, Anatomy and Physiology 4 credits**

This course prepares students to identify and interpret the structures and functions of the respiratory and cardiovascular systems with a primary emphasis placed on the respiratory system. This course includes a study of various respiratory disease states, including anatomic alterations, etiology, clinical manifestations, treatment and diagnosis. Students learn the basics of patient assessment skills. **R, W1, 12** (4 lecture hours)

*Prerequisite: Admission to the Respiratory Care Program*

*Corequisite: RCP 111 and RCP 119*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**RCP 111 Basic Therapeutic Practices 6 credits**

This course presents a study of basic principles, therapeutic application and monitoring of respiratory care. Topics covered include; medical gas administration, aerosol therapy, humidity therapy, airway management, bronchial hygiene therapy, resuscitation devices and isolation procedures. Also includes basic patient care skills. **12** (4 lecture hours and 4 laboratory hours)

*Prerequisite: Admission to the Respiratory Care Program*

*Corequisite: RCP 110 and RCP 119*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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 variable 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 variable 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 variable 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 variable 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. Students use the fundamental skills required of a respiratory care practitioner. **R, W1, 12** (4 laboratory hours)

*Prerequisite: Admission to the Respiratory Care program*

*Corequisite: RCP 110 and RCP 111*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **RCP 120    Mechanical Ventilation    3 credits**

A comprehensive course covering mechanical ventilation. 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. **R, W1, 12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: Admission to the Respiratory Care program*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **RCP 121 Applied Sciences for Respiratory Care 2 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** (2 lecture hours)

*Prerequisite: RCP 111 with a minimum grade of C*

*Corequisite: RCP 120, RCP 122, RCP 123 and RCP 129*

*Note: In addition to tuition, this course requires an additional variable 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 111 with a minimum grade of C*

*Corequisite: RCP 120, RCP 121 and RCP 129*

*Note: In addition to tuition, this course requires an additional variable 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 variable tuition rate.*

### **RCP 129 Clinical Practice II 3 credits**

This course is a documented hands-on patient care experience in a variety of settings. Students will use the fundamental skills required of a respiratory care practitioner. It includes supervised clinical practice on basic and advanced respiratory care procedures. **R, W1, 12** (6 laboratory hours)

*Prerequisite: RCP 119 with a minimum grade of C*

*Corequisite: RCP 120, RCP 121 and RCP 122*

*Note: In addition to tuition, this course requires an additional variable 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 variable tuition rate.*

### **RCP 231    Advanced Respiratory Care Practices and Procedures II    4 credits**

This course covers advanced theories and techniques of resuscitation for respiratory care practitioners including Advanced Cardiac Life Support (ACLS). Also covered is a study of various disease states encountered by the respiratory care practitioner and a basic study of the various aspects of aging. Case studies are incorporated in order to improve critical thinking skills. **12** (4 lecture hours)

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **RCP 239    Clinical Practice III    3 credits**

This course is a documented hands-on patient care experience in a variety of settings. Students use fundamental skills required of a respiratory care practitioner. This course includes supervised clinical practice in basic and advanced respiratory care procedures. **R, W1, 12** (6 laboratory hours)

*Prerequisite: RCP 129 with a minimum grade of C*

*Corequisite: RCP 231*

*Note: In addition to tuition, this course requires an additional variable 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 including 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 231 with a minimum grade of C

*Corequisite:* RCP 242 and RCP 249

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **RCP 242 Neonatal/Pediatric Advanced Life Support and Respiratory Care 3 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** (2 lecture hours and 2 laboratory hour)

*Prerequisite:* RCP 231 with a minimum grade of C

*Corequisite:* RCP 241 and RCP 249

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **RCP 249 Clinical Practice IV 3 credits**

This course is a documented hands-on patient care experience in a variety of settings. Students will use fundamental skills required of a respiratory care practitioner. It includes supervised clinical practice in basic and advanced respiratory care procedures and specialty areas. **R, W1, 12** (6 laboratory hours)

*Prerequisite:* RCP 239 with a minimum grade of C

*Corequisite:* RCP 241 and RCP 242

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

### **RCP 250 Respiratory Care Capstone 4 credits**

In this course students analyze and critically evaluate patient data. Respiratory care decisions are developed using case studies. This course covers the delivery of respiratory care in alternate sites, patient education, discharge planning, and contemporary ethical and legal issues. Students gain practice in resume preparation and other job search skills. (4 lecture hours)

*Prerequisite:* RCP 242 with a minimum grade of C

*Corequisite:* RCP 259

*Note:* In addition to tuition, this course requires an additional variable 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 variable 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 variable tuition rate.

**RCP 259 Clinical Practice V 6 credits**

This course is a documented hands-on patient care experience in a variety of settings. Students use fundamental skills required of a respiratory care practitioner. It includes supervised clinical practice in advanced respiratory care procedures and specialty areas. **R, W1, 12** (12 laboratory hours)

*Prerequisite:* RCP 249 with a minimum grade of C

*Corequisite:* RCP 250

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**READING****RDG 098 Basic Reading Skills (2-4 credits)**

This course is designed to help students improve their literal reading comprehension to general vocabulary use. Also, basic study skills such as goal setting, time management and organization are part of the curriculum. This course is not designed for transfer credit nor will credit be given toward a degree or certificate. Students earning a minimum grade of C will be allowed to enroll in RDG 099. **14** (4 lecture hours)

**RDG 099 Reading/Study Techniques (2-4 credits)**

This course is designed to help students improve their literal and critical thinking and reading skills, develop academic vocabulary and study skills to support academic

success. Academic and real-world texts are used for practice of discreet reading/thinking skills. Textbook reading methods as well as test taking tips are included in the curriculum. This course is not designed for transfer credit nor will credit be given toward a degree or certificate. **14** (4 lecture hours)

*Prerequisite: RDG 098 with a minimum grade of C or appropriate placement score*

## **SURGICAL TECHNOLOGY**

### **SGT 100 Central Sterile Service Technician 5.5 credits**

This course is designed to prepare students for a career as a Central Sterile Service Technician. Students are provided instruction in the roles, responsibilities and skills required of this profession to include cleaning, sterilizing and assembling surgical instruments, infection control, decontamination, record-keeping and the distribution of instrumentation, supplies and equipment in health care facilities. **12** (5 lecture hours and 1 laboratory hour)

*Prerequisite: A minimum Accuplacer placement Reading test score of 76*

*Corequisite: HLT 109*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

### **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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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 variable 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*

*Corequisite: SGT 205*

*Note: In addition to tuition, this course requires an additional variable 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 variable tuition rate.

**SGT 220 Professional Development in SGT 3 credits**

This course is for students who have earned a Certificate in Surgical Technology from an accredited program, hold the Certified Surgical Technologist (CST) credential and are seeking to earn an AAS degree in Surgical Technology. It is designed to both encourage participation in the professional national organization for surgical technology and to guide the student through the development of a manuscript in surgical technology. Students are required to use various resources, such as computer software programs, research materials and an academic library to complete their manuscript. Students have the option to submit their manuscript for publication to the professional organization for surgical technology. **12** (3 lecture hours)

*Prerequisite:* Admission to the program

*Note:* In addition to tuition, this course requires an additional variable tuition rate.

**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, 11** (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 Growing Old in America 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 Social Organization of Work & Employment 3 credits**

This course examines the past, present and future of work to give a basic understanding of the analysis of occupational activities from several sociological perspectives. The course focuses on such areas as: implications for gender, class and race, technology, globalization, industries, professions, organizations and future trends. Students exam work from a societal, organizational and individual point of view. **R, W1** (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)

*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 is designed to help students improve their ability to read, speak, write and understand the Spanish language. Students practice the language through the negotiation of written, visual and oral texts. These texts represent a wide variety of linguistic contexts. **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**

This course, the fourth and final course in a four-course sequence, is designed to allow students to improve the ability to read, speak, write and understand the Spanish language. Students practice the language through the negotiation of written, visual and oral texts. These texts explore both the historical and contemporary cultural constructs of Spanish-speaking countries. **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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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*

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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)

Note: In addition to tuition, this course requires an additional variable tuition rate.

**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

Students must supply their own hand tools and and PPE.

### **WEL 101 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 variable 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 Shielded Metal Arc Welding II 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 variable 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 variable 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 variable tuition rate.*

**WEL 106 Welding Fabrication 4 credits**

This course is designed to further develop and improve student skills in the area of fabrication and applying proper welding processes. Emphases are placed upon print reading, following instructions and performing tasks in a timely and professional manner. Various welding and cutting skills are required. Students sketch, print and fabricate projects. If students do not have a project, one will be provided. Students are required to provide their own metal for this project. **12** (2 lecture hours and 4 laboratory hours)

*Prerequisite:* WEL 102 with a minimum grade of C or equivalent skills. *Note: In addition to tuition, this course requires an additional variable tuition rate.*

**WEL 107 Welding Capstone Pre-Certification 4 credits**

This course introduces the basic skills required for qualification and registration as a Level I Entry Level Welder with the American Welding Society. Students learn how to weld in accordance with AWS D1.1 code in the vertical and overhead positions utilizing the SMAW process and welding on various coupons used in certification. Students prepare coupons for and perform bend tests. Discussion centers on preparing students for employment. **12** (2 lecture hours and 4 laboratory hours)

*Prerequisite:* WEL 103 or equivalent skills with a minimum grade of C.

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**WEL 108 Pipe Welding 3 credits**

This course provides students with a thorough technical understanding of various welding processes utilized on pipe. Students learn basic fundamentals for welding on pipes, which includes pipe preparation, fit up and inspection. The weld is performed in various positions according to AWS and API welding codes. **12** (2 lecture hours and 3 laboratory hours)

*Prerequisite:* WEL 103 or equivalent skills.

*Note: In addition to tuition, this course requires an additional variable tuition rate.*

**WEL 109 Aluminum Welding 3 credits**

This course is designed to provide students with a thorough technical understanding of various welding processes while welding aluminum. It also provides training to develop the manual skills necessary to make high quality welds on aluminum. Students also learn how to prepare metal and make various types of weldments. The best processes to use on various thicknesses of metal is covered. All welds are performed according to AWS standards. **12** (2 lecture hours and 3 laboratory hours)

*Prerequisite:* WEL 105 with a minimum grade of C or equivalent skills

*Note:* In addition to tuition, this course requires an additional variable 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 variable tuition rate.

## **WORKFORCE GREEN CONSTRUCTION**

**WGC 106 OSHA 10 1 credit**

The OSHA 10 Hour Construction Industry course provides construction workers with an entry-level awareness on recognizing and preventing hazards on a construction site. The course consists of modules discussing various safety tips and procedures to follow while in the workplace. Upon completion of the course, students will earn an OSHA 10 certification card from the U.S. Department of Labor. **12** (1 lecture hour)

## **WORKFORCE GREEN FACILITIES**

**WGF 101 Fundamentals-Green Facilities Management 3 credits**

This course prepares students for a continuing knowledge of green facility operation/maintenance. Students are introduced to the complexity of site/building systems. The course focuses on energy conservation in operation and maintenance systems study. **12** (2 lecture hours and 2 laboratory hours)

**WGF 102 Technical Aspects of Energy/Resource 3 credits**

This course is an introductory course on the principles of fossil, renewable and alternative energy technologies and installation concepts. It distinguishes between energy sources in large-scale, industrial/commercial settings and those intended for smaller structures. It also covers the utilization of renewable sources (solar, wind, geothermal, biomass, etc.) as well as alternatives in building operations (micro turbines, fuel cells, combined, heat and power). The course is designed to prepare students for a career in the application of these technologies in building construction and retrofits. **12** (2 lecture hours and 2 laboratory hours)

**WGC 103 Exterior Environmental Management 3 credits**

Exterior environments are embraced in this introductory green course. Energy saving site opportunities from the building exterior and hardscape management to maintaining water-efficient landscaping to storm water run-off is addressed. Use of native plants, water reduction and gray-water recycling, low-impact development, rainwater harvesting, mitigating heat islands, exterior cooling opportunities and much more are covered. **12** (2 lecture hours and 2 laboratory hours)

**WGF 104 Sustainable Building/Facility 3 credits**

This course focuses on setting baselines of ever-changing best management practices (BMPs) for operations and maintenance (O&M) that create and sustain green or high-performance buildings/facilities. National green building rating systems such as LEED and tools through ENERGY STAR for evaluating the sustainability of the existing buildings/facilities are discussed. Students learn to identify and apply specific O&M practices for specific performance of existing buildings and newly designed green buildings and facilities. **12** (2 lecture hours and 2 laboratory hours)

**WGF 105 Energy System Fundamentals 3 credits**

The basics of building envelopes, HVAC, lighting, insulation, glazing, plumbing and electrical systems, construction materials and environment are introduced. The course focuses on construction engineering concepts. It introduces LEED and ENERGY STAR environmental, health and safety principles and their regulatory implications. The course provides an overview of energy use and efficiency in structures and why it matters. **12** (2 lecture hours and 2 laboratory hours)

**WGF 106 Indoor Environmental Quality 3 credits**

This course introduces students to the basic causes of indoor air quality problems, and they begin to develop a method of diagnosis and solution. Students gain an understanding of the dynamic components of indoor air quality in relation to source control, occupant sensitivity and ventilation. Emphasis is placed on communications with the building occupants for reliable investigations without aggravating existing issues. **12** (2 lecture hours and 2 laboratory hours)



**WGF 107 Facility Lighting/Electrical Systems 3 credits**

Students develop an understanding of how electricity is distributed in a facility and common electrical distribution problems. This course emphasizes the fundamentals of electricity and its application to the workplace. Lighting fundamentals and types of lighting for economical and energy-efficient lighting systems are covered. Participants learn the principles of efficient indoor and outdoor lighting including evaluation of lighting levels, quality, and maintenance opportunities. Other topics include lighting fixture and control technologies, common upgrades, retrofit and redesign options and lighting management strategies as they apply to space, use and function. **12** (2 lecture hours and 2 laboratory hours)

**WORKFORCE INDUSTRIAL TECHNOLOGIES****WIT 101 Introduction to Manufacturing and Safety 3 credits**

This course is an introduction to manufacturing with specific instruction to facilitate safe work practices in industry. It introduces students to mechatronics, precision machining and welding. Upon completion of the course, students will receive an OSHA 10 General Industry Safety Certification. **12** (3 lecture hours)

**WIT 102 Quality and Measurement 1 credit**

This course provides an introduction to controlling and improving quality in manufacturing. This is accomplished by use of systems data and analysis of manufacturing methods. Students have the opportunity to earn the Quality and Measurement Certification (MSSC). **12** (1 lecture hour)

**WIT 103 Manufacturing Processes 2 credits**

This course provides the basics of how manufacturing transforms materials into products. Students learn about the varying types of manufacturing production and materials. The course presents types of processes used in manufacturing including machining, casting and assembly. **12** (2 lecture hours)

**WIT 104 Introduction to Manufacturing Maintenance 2 credits**

This course provides a basic understanding of tools and equipment used in manufacturing. Knowledge of how to improve productivity through predictive and preventive maintenance is emphasized. Students are trained on safety systems, sensors and maintenance house keeping procedures. **12** (2 lecture hours)

**WIT 105 Mechanical Drive Systems I 3 credits**

This is the first in a two-course sequence covering the fundamental knowledge and practical application of mechanical drive systems and their individual components. This first course begins with an introduction to mechanical drive systems. It then proceeds with belt drives, chain drives, gear drives and lubrication. **12, M2** (2 lecture hours and 2 laboratory hours)

**WIT 106 Pneumatic and Hydraulic Systems 3 credits**

The course covers theory, fundamentals and application of hydraulic and pneumatic systems. Emphasis is placed on practical application of fundamental fluid power principles. Students learn through lecture and hands-on lab experience the topics of fluid power circuits, terminology, symbols and calculations for force, velocity, and horsepower. In addition, students apply circuit fundamentals in the design of manufacturing, construction or transportation models using software tools. **M2, 12** (2 lecture hours and 2 laboratory hours)

**WIT 107 Mechatronics Blueprint Reading 3 credits**

This course presents an overview of methods used in presenting and interpreting a variety of industrial blueprints and schematics focusing on manufacturing and automation. Students learn to interpret dimensions and tolerances, sectional views, pictorial drawings and specifications, welding prints, instrumentation and control fluid power diagrams, tables and symbols used in industrial mechanical maintenance. In addition, students learn to interpret electrical drawings, schematics, symbols, abbreviations, ladder logic and control diagrams. **12** (3 lecture hours)

**WIT 108 Mechatronics Circuits I 3 credits**

This is the first of a three-course sequence. Topics include introduction to DC and AC circuit fundamentals, analysis, theorems, laws, components, measuring devices and equipment. The course consists of lectures and Lab-Volt FACET trainers simulation. **12** (3 lecture hours)

*Prerequisite: ELT 100 with a minimum grade of C or MAT 096 with a minimum grade of C or appropriate placement scores*

**WIT 109 Programmable Logic Controls 3 credits**

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers and interfacing of controllers with pneumatic, hydraulic, and motor control equipment. Upon completion,

students should be able to install PLCs and create simple programs. **12** (3 lecture hours and 2 laboratory hours)

*Prerequisite: WIT 108 with a minimum grade of C or ELT 110 with a minimum grade of C and WIT 106 with a minimum grade of C*

### **WIT 205 Mechanical Drive Systems II 3 credits**

This course is a continuation on the topic of Mechanical Drive Systems. Topics covered are alignment and couplings; bearings, gaskets and seals; clutches and breaks; ball screws and linear Bearings; vibration analysis; and laser alignment of mechanical drive systems. Students construct, diagnose and troubleshoot drive systems. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: WIT 105 with a minimum grade of C*

### **WIT 208 Mechatronics Circuits II 4 credits**

This course is the second of a three-course sequence offering an introduction to industrial control systems. It involves a study of AC motor and DC motor theory. Topics include control devices and symbols, ladder diagrams, common motor control circuits, sensors and transducers, closed-loop process control, synchro components and servo systems. **12** (3 lecture hours and 2 laboratory hours)

*Prerequisite: WIT 108 with a minimum grade of C or ELT 110 with a minimum grade of C*

### **WIT 209 Programmable Logic Controls II 3 credits**

This course presents advanced applications of programmable logic controllers as used in industrial environments. This includes concepts of programming, industrial applications, troubleshooting ladder logic and interfacing to equipment. Students learn to develop ladder logic to utilize advanced PLC functions; compose a ladder logic program to demonstrate an advanced industrial control application; and apply advanced programming techniques for specialized applications. **12** (2 lecture hours and 2 laboratory hours)

*Prerequisite: WIT 109 with a minimum grade of C*

### **WIT 210 Industrial Wiring 4 credits**

The Industrial Wiring course is an introduction into the application of electric circuits and common components of an industrial setting. Students fabricate working electrical systems in compliance with the National Electrical Code (NEC) and OSHA safety regulations. Wiring of main panel boards, conduit installation and motor wiring and control is the main emphasis. The importance of performing the work in a neat, workman-like manner at all times is stressed as an integral part of maintenance and troubleshooting electrical systems. **12** (3 lecture hours and 2 laboratory hours)

*Prerequisite: ELT 111 with a minimum grade of C*

**WIT 211 Introduction to Robotics 4 credits**

This is an introductory course in robotics utilizing the FANUC Robotics System and software. The objective of this course is to introduce students to basic programming as well as problem solving strategies in automation. Topics may include motor control, gear ratios, torque, friction, sensors, timing, program loops, logic gates, decision-making, timing sequences, propulsion systems and binary number systems. Students successfully completing this course will receive the FANUC CERT certification. **12** (3 lecture hours and 2 laboratory hours)

*Prerequisite: WIT 105 with a minimum grade of C and WIT 209 with a minimum grade of C*

## **WORKFORCE LAKE MANAGEMENT**

**WLM 101 Landscape Lake Ecology 3 Credits**

This course introduces students to cultural landscape lake and basin ecology. Specific aquatic indices such as impacts from organic wastes, industrial chemicals and point/non-point source pollutants are covered. Students identify a healthy cultural landscape lake. This coursework involves extensive student participation, along with supplemental reading materials and lab presentations. **12** (2 lecture hours and 2 laboratory hours)

**WLM 102 Landscape Lake Sampling 3 Credits**

This course prepares students in a variety of sampling protocols for landscape aquatic settings. Toxicity tests and field sampling are taught, discussed and practiced. Once lake water sampling protocols are mastered, students learn how to interpret results. This course has an in-class and in-field setting. Extensive student participation is required. **12** (2 lecture hours and 2 laboratory hours)

**WLM 103 Landscape Lake Management 3 credits**

This course teaches cultural treatment of landscape lakes, basins and other impounded water bodies for both adequate enjoyment and environmental protection. Students demonstrate their knowledge of indicator issues (algae, pond weeds, invasive species, etc.), sampling protocols and verification of cultural thresholds, and how to properly manage such urban-suburban landscape bodies of water. This course prepares students to take and pass their Illinois Department of Agriculture aquatic pest control applicator license. **12** (2 lecture hours and 2 laboratory hours)

## **WORKFORCE VALUE-ADDED LOCAL FOODS**

**WVA 101 Local Food Cuisine 2 credits**

This course explores the local food system to better understand opportunities for local food business growth. The course focuses on utilizing local foods to create value-added cuisine for small scale producers such as direct marketing or restaurants. Farmers'

market shopping trips and local farm visits help students connect to the local food supply. **12** (1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 102 Food Preservation Methods 2 credits**

This course introduces students to the commercial practice of food preservation to make local foods available throughout the year and to make use of seasonal food products, while adding diversity and value to local farm foods. The hands-on portion of the course teaches a variety of preservation methods and techniques that can be used in commercial settings in ways that maintain food safety, flavor and nutrition. The art, science, principles and practices of food preservation are covered. Topics include drying, dehydrating, pickling, canning and more. **12** (1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 103 Fermentation 2 credits**

This course focuses on the principles and practices of fermentation through hands-on food and beverage production of a variety of fermented foods. Students participate in various product tastings to inspire the creation of a potentially marketable handcrafted fermented beverage or food product. Foods used in fermentation processes utilize local, organic and sustainable foods from area farms and growers to create value-added products. **12** (1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 104 Sauces, Condiments & Dressings 2 credits**

This course focuses on using abundant local foods to create value-added sauces, dressings and condiments. The course experiments with production of different foods and methods of processing while encompassing seasonality and sustainability of products. Foods used in the preparation of sauces, dressings and condiments utilize local, organic and sustainable products from area farmers and growers to create value-added products. **12** (1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 105 Value-Added Herbs 2 credits**

This course introduces students to a foundational use of herbs for culinary and other healthful purposes. Hands-on application methods for a variety of value-added herbs and herb products are covered. Course includes herbal growing practices and product

development for commercial sale which prepares students with seed to market skills.  
(1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 106 Local Food in Institutions 2 credits**

This course focuses on utilizing and expanding the availability of local farm foods served in institutional food service operations. This course examines a variety of institutional food service operations to see how organic, local and sustainable foods can be added to these operations to strengthen local food systems and local economies. Operational systems based on menu development are highlighted to show how local and organic foods can be added to many types of institutional food service operations such as schools, stadiums, government agencies, corporations and hospitals. **12** (1 lecture hour and 2 laboratory hours)

*Corequisite: CLA 100 or equivalent experience*

### **WVA 110 Local Food Regulations 1 credits**

In this course, students examine the principles, practices and regulations governing and ensuring the safety of local and value-added food product manufacturing. This class focuses on risk assessment and management strategies that help the student to enter the value-added foods marketplace. Students are introduced to applicable local, state and federal regulations as they relate to value-added food products and producers. This course provides students with an overview of the national, state and local food regulations needed for meeting food processing standards and guidelines. Students identify and examine methods that insure best practices and applications for food safety in processing, supply chain and distribution as it relates to Illinois laws and regulations. **12** (1 lecture hour)

## 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 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 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.

**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.*

## **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 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 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 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 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 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 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.

**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.llcc.edu/adulted](http://www.llcc.edu/adulted).

**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 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 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>
James Addington	Automotive Technology	1981-2006
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
Leslie Dickson	Nursing	1990-2012
Ben Dolbeare	Biology	1972-2001
Tom Donaldson	Automotive Technology	1973-1995
Don Ecklund	Sociology	1970-2003
Dave Fleming	English	1971-2003
Mary Fortner	English	1982-2014
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
Maria Teresa Holcolmb	Spanish	1985-2011
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
Art Meyer	Economics	1985-2012
Mildred (Mike) Meyer	Counselor	1973-1993
Mary Ellen Monroe-White	Early Childhood Education	1975-2012
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
Lyndell Robinson	Biology	1993-2013
Carol Schmidt	Mathematics	1990-2010
Elijah Singley	Librarian	1971-2000
Thurman Smith	History	1969-2001
Tom Snyder	Mathematics and Physics	1987-2012
John Squibb	Political Science	1970-2007
Kevin Staley	Department Chair, Counselor	1970-2003
Joel Tjelmeland	Automotive Technology	1971-1998
Mary Wheeler	English	1978-2013
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

**Soudabeh Nassirpour, 12/05**

*Director, Administrative Computing*

**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

**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**

*Associate Vice President, Academic Innovation and Effectiveness*  
B.A., Southern Illinois University, Carbondale  
M.A., University of Illinois Springfield  
M.A., University of Illinois Springfield  
Ed.D., University of Illinois Champaign

**J. Tim Humphrey, 08/03**

*Dean, Arts and Humanities*  
B.A., Murray State University  
M.A., Murray State University

**Don Kallembach, 07/15**

*Program Director, Occupational Therapy Assistant*  
B.A., Illinois Wesleyan University  
M.S., Springfield College  
Ph.D., Chatham University

**Debra Krueger, 10/92**

*Director, LLCC Taylorville*  
A.G.E., Lincoln Land Community College  
B.A., University of Illinois Springfield

**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

**Keri Mason, 06/08***Director, LLCC Jacksonville*

B.A., Truman State University

**Lorie McDonald, 08/13***Director, LLCC-Litchfield, Hillsboro*

B.A., University of Illinois Springfield

M.P.A., University of Illinois

Springfield

**Janelle Murphy, 06/14***Program Director, Associate Degree Radiography*

A.A.S., Lincoln Land Community College

B.S., University of St. Francis

M.S., University of St. Francis

**Rebecca Parton, 10/94***Dean, Academic Innovation and eLearning*

A.A.S., Lincoln Land Community College

B.A., University of Illinois Springfield

**David Pietrzak, 09/09***Program Director, Aviation*

B.S., Southern Illinois University

**Laura Rhodes, 04/98***Director, Child Development Center*

A.S., Lincoln Land Community College

B.A., Kendall College

M.S., University of North Dakota

**Scott Stallman, 12/10***Associate Vice President, LLCC Outreach*

B.S., University of Missouri, Columbia

M.Ed., University of Missouri, St. Louis

**Nancy Sweet, 01/12***Director, Culinary Program and Operations*

B.S., University of Illinois Champaign

M.S., University of Illinois Champaign

**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

**Valarie Wright, 01/15***Associate Dean, Nursing*

B.S.N., Mennonite College of Nursing

M.S.N., Milliken University

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**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

**Todd McDonald, 05/14***Vice President, Administrative  
Services*

B.S., Northern Illinois University  
M.Ed., Northern Illinois University

**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

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**STUDENT SERVICES**

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**Christopher Barry, 05/12***Director, Student Success and  
Retention*

B.A., University of Nevada  
M.A., University of Nevada

**Deanna Blackwell 11/15***Director, Student Support Services***Shanda Byer, 06/98***Director, Admissions, Records and  
Registration*

B.S., Illinois College  
M.S., University of South Dakota

**Julie Clevenger, 10/98***Executive Director, Center for  
Academic Success*

B.S., University of Illinois Springfield  
M.S., University of Illinois Springfield

**Lisa Collier, 08/13***Associate Vice President, Enrollment  
Services*

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  
Ed.D., Ferris State University

**Leslie Johnson, 07/11***Assistant Vice President, Student  
Success*  
M.Ed, Southern Illinois University  
Carbondale**Tricia Kujawa, 12/03***Director, Institutional Effectiveness*

A.S., Rend Lake College  
B.S., Southern Illinois University  
Carbondale  
M.S.Ed., Southern Illinois University  
Carbondale

M.S.Ed., Eastern Illinois University  
Ph.D., Colorado State University

**Mary Beth Ray, 03/02**

*Director, Advising, Counseling and  
Career Services*

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

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**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

**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**

*Director, Workforce Development*

**Jamie Stout, 08/14**

*Director, Community Learning*

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**FACULTY**

**Carmen Allen, 08/96**

*Professor, Computer Programming*

A.S., Lakeland College

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M.S., University of Illinois Springfield

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M.A., University of Illinois Chicago

Ph.D., University of Illinois Chicago

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B.S., University of Illinois Champaign-  
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D.N.P., Rush University

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Normal School of Radiology Technology

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M.A., Northern Illinois University

M.F.A., Northern Illinois University

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M.S., Bowling Green State

Ph. D., University of Toledo

**Gretchen Conway, 09/15**

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B.A., St. Ambrose University

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**Gerry Dalano, 08/97**

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M.S., Southern Illinois University

**Sandy Davidson, 08/16**

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**Nancy Derrig, 08/12**

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B.S.N., University of Wisconsin  
M.S., University of Illinois Chicago

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B.A., Eastern Illinois University  
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Ph.D., Illinois State University

**Brian Early, 01/13**

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**Marlene Emmons, 01/01**

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M.A., University of Illinois

**Sharon Evans, 08/03**

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M.S., Western Illinois University

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B.S.N., Marquette University  
M.S.N., Marquette University

**Peggy Goetsch, 08/83**

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M.Ed., University of Illinois

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Edwardsville

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Carbondale

**Angela Gum-Miller, 08/96**

*Professor, Mathematics*

B.S., Northeast Missouri State  
University  
M.S., Texas Woman's University

**Mark Hardiman, 08/09**

*Professor, Theatre*

B.A., University of California  
M.A. Northern Illinois University  
M.F.A., Ohio University

**William Harmon, 08/97**

*Professor, Agronomy*

A.S., Lincoln Land Community  
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B.S., University of Illinois  
M.S., University of Illinois

**Jane Hartman, 08/01**

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A.A., Lincoln Land Community  
College  
B.A., University of Illinois Springfield  
M.M., Southern Illinois University  
Edwardsville

**John M. Henry, 01/92**

*Professor, Mathematics*

B.A., Wheaton College

M.A.T., Indiana University

M.A., Indiana University

**John P. Henry, 08/98**

*Professor, Mathematics*

B.A., Sangamon State University

M.A., Sangamon State University

**Joseph Hoenes, 08/08**

*Professor, Air Conditioning,*

*Refrigeration and Heating*

HVAC Certificate, John Wood

Community College

A.L.S., Lake Land College

**Joseph Hoff, 08/11**

*Professor, Spanish*

B.A., Southern Illinois University

Carbondale

M.A., Southern Illinois University

Carbondale

Ph.D., St. Louis University

**Beth Hoffmann, 01/94**

*Professor, Communication*

A.A., Richland Community College

B.A., Sangamon State University

M.A., University of Illinois

**Taiebeh Hosseinali, 08/07**

*Professor, Education*

B.S.E., University of Arkansas

M.Ed., University of Arkansas

Ph.D., University of Arkansas

**Christine Hovey, 08/97**

*Professor, Computer Applications*

B.S., Illinois State University

M.S., University of Illinois

**Paul Hudson, 08/02**

*Professor, Business*

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

**John Paul Jaramillo, 08/05**

*Professor, English*

B.A., University of Southern Colorado

M.F.A., Oregon State University

**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

**Tameka Johnson-Tillman, 08/13**

*Instructor, English*

B.A., Eastern Illinois University

M.A., Eastern Illinois University

**Chad Jones, 08/02**

*Professor, Exercise and Sports*

*Science*

*Head Coach, Men's Basketball*

B.S., Western Illinois University

M.S., Western Illinois University

**Tracy Kesinger, 08/04**

*Professor, Practical Nursing*

B.S., Iowa Wesleyan College

M.S., University of Illinois Chicago

**Kevin Kirsch, 08/98**

*Professor, Auto CAD*

A.A.S., Rend Lake College

B.S., Southern Illinois University

M.S., Western Illinois University

**Rebecca Klatt, 08/07**

*Associate Professor, Reading*

B.A., University of Illinois Springfield

M.S., Western Illinois University

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*Assistant Professor, English*

B.A., University of Illinois Champaign

M.A., Southern Illinois University

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**Terry Logsdon, 08/04**

*Professor, Philosophy*

B.A., Quincy College

M.A., University of Illinois, Springfield

M.A., University of Illinois,  
Champaign-Urbana

**Britta Lothary, 01/15**

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B.S.N., University of Missouri  
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M.S.N., Maryville University

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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*

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B.A., University of Lancaster

M.A., University of Georgia

Ph.D., University of Georgia

**Timothy McKenzie, 08/14**

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B.A., Greenville College

M.A., Texas A&M University

M.S., University of Illinois Champaign

**Hugh W. McNiece, 08/94**

*Professor, Mathematics*

B.S., Oklahoma State University

M.A., University of Pittsburgh

M.S., University of Pittsburgh

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A.A., Lincoln Land Community  
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B.A., University of Illinois

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B.S., Teachers Training University-  
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M.S., University of Arkansas

Ph.D., University of Arkansas

**Michael Meyers, 08/13**

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B.S., Southern Illinois University

M.S., Southern Illinois University

Ed.D., Illinois State University

**Rebecca Miller-McGrath, 08/09**

*Assistant Professor, Psychology*

B.S., Western Illinois University

M.S., Western Illinois University

**Richard Monke, 08/96**

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B.S., University of Illinois

M.A., Eastern Illinois University

Ph.D., Capella University

**Janet Moulton, 01/12**

*Associate Professor, Nursing*

B.S.N., Truman State University

M.S.N., Southern Illinois University

Edwardsville

**Gregory B. Murray, 08/98**

*Professor, English*

A.A., Carl Sandburg College

B.A., Western Illinois University

M.A., Western Illinois University

**Judy Nichols, 08/05**

*Professor, Psychology*

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

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B.A., Carleton College  
M.S., University of Wisconsin

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B.S., University of Illinois  
M.S., University of Wisconsin Madison  
Ph.D., University of Wisconsin

**Adrienne Range, 08/15**

*Instructor, Biology/Anatomy and  
Physiology*  
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M.S., University of Saint Joseph

**Samantha Reif, 08/07**

*Assistant Professor, Geosciences*  
B.S., University of Wyoming  
M.S., Michigan Technological  
University

**David Reynolds, 08/05**

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B.A., Sangamon State University

M.A., Southern Illinois University

**Leslie Rios, 1/08**

*Associate Professor, 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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A.S., Lincoln Land Community  
College  
B.A., University of Illinois  
M.S., University of Illinois  
C.A.S., University of Illinois

**Amanda Roche, 08/16**

*Instructor, Nursing*

**Mark Roehrs, 08/01**

*Professor, History*  
B.S., Concordia University  
M.A., University of Wisconsin,  
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Ph.D., University of Tennessee  
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B.S., Eastern Illinois University  
M.S., Western Illinois University

**Randal Rue, 04/05**

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A.A.S., Illinois Eastern Community Colleges

B.A., McKendree College

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M.S., DePaul University

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M.A., Indiana University

M.A., Sangamon State University

**Phillip Schaefer, 08/07**

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B.A., Millikin University

M.S., Fontbonne University

**Matt Shaver, 07/99**

*Professor, Digital Media*

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

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**Gregory Snyder, 08/15**

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B.S., University of Kentucky

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**Alison Stachera, 08/03**

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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**

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M.A., Rhode Island University

**Gary Swee, 08/90**

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M.A., Michigan State University

Ph.D., Michigan State University

**David Sykes, 08/86**

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M.S., Drake University

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*Instructor, HVAC*

ACRH Certificate, Lincoln Land Community College

A.A.S., Lincoln Land Community College

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**Anthony Tate, 08/14**

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**Richard Teeter, 08/04**

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**Theresa Till, 01/92**

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Ed.D., Illinois State University

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A.S., Moraine Valley Community  
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M.S., Western Illinois University

**Cassandra Troxell, 08/16**

*Instructor, Surgical Technology*

**Paul VanHeuklom, 08/96**

*Professor, English*

B.A., University of California

M.A., University of California

**George Vaughn, 08/04**

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M.A., Morehead State University

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Ph.D., Southern Illinois University

Carbondale

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B.M., Millikin University

M.M., Illinois State University

**Tara Walk, 08/06**

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B.A., University of Illinois Springfield

M.A., University of Illinois Springfield

**Nancy Walton, 08/05**

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R.N., St. John's Hospital

B.S.N., University of Illinois

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**Danyle Watkins, 08/10**

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**Grace Ellen Watkins, 08/02**

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M.A., Southern Illinois University

Carbondale

Ph. D., Southern Illinois University

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M.F.A., University of Kansas

**Roberta Wiediger, 08/08**

*Professor, Psychology*

B.S., Eastern Oregon University

M.S., Washington State University

Ph.D., Washington State University

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*Assistant Professor, Auto Body*  
M. A., Marygrove College

**Peggy Wisdom, 08/08**

*Professor, Basic Nurse Assistant*  
B.S.N., MacMurray College

**Kirk Yenerall, 08/97**

*Professor, Mathematics*  
B.S. Carnegie Mellon University  
M.A., University of Kentucky

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**OFFICE, PROFESSIONAL, AND  
SERVICE PERSONNEL**

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*Student Accounts Manager*  
A.A., Lincoln Land Community  
College  
B.A., University of Illinois Springfield

**Jolene Adams, 08/15**

*Culinary Institute Coordinator*

**Jerald Akers, 01/12**

*Building Custodian*

**Gary Albert, 04/09**

*Head Coach, Women's Basketball*

**Shawn Allen, 11/04**

*Student Records Evaluator*  
A.G.E., Lincoln Land Community  
College  
B.A., University of Illinois Springfield

**Tiffany Andrews, 03/13**

*Human Services Assistant*

**Anne Armbruster, 01/05**

*Student Development Professional*  
B.A., Eastern Illinois University  
M.S., National-Louis University

**Gary Armour, 08/13**

*Lab Safety Coordinator*

**Dennis Armstrong, 09/12**

*Building Custodian*

**Lisa Avendano, 08/02**

*Writing Center Specialist*

**Vanessa Avery, 08/01**

*Administrative Assistant*  
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**Gary Bach, 05/12**

*Instructional Technology Specialist*  
B.A., Southern Illinois University  
Carbondale  
M.A., University of Illinois Springfield

**Celena Bardwell, 10/09**

*Duplication and Mail Center*  
Technician

**James Bast, 11/15**

*Mechanical Maintenance Technician*

**Michael Bates, 05/15**

*Public Safety Assistant*

**William Beaty, 09/07**

*Coordinator, Fire Science Technology*  
Program

**Shelby Bedford, 10/15**

*Program Assistant*

**Amber Berman, 12/12**

*Program Assistant*

**Jessie Blackburn, 08/14**

*Academic Success Professional*

**Martha Blackwell, 10/10**

*Finance Assistant*

**Sandra Bonn, 03/06**

*Library Monograph Specialist*

**David Bowman, 08/12**

*Workforce Development Program*  
Coordinator  
B.S., University of Illinois Champaign  
M.B.A., University of Illinois  
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**Nichole Brachear, 10/10**

*Finance Assistant*

A.A.S., Lincoln Land Community College

**Ira Bradley, 10/93**

*Building Custodian*

**Samuel Bras, 06/14**

*Systems Administrator II*

**Laurel Bretz, 09/13**

*Workforce Development Program Coordinator*

**Brad Brickey, 11/13**

*Mechanical Maintenance Technician*

**Kenneth Bridgeford, 02/03**

*Grounds Maintenance Worker*

**Helena "Dawn" Burch, 03/13**

*Financial Aid Advisor*

A.A.S., Robert Morris University

B.B.A., Robert Morris University

**Richard Burge, 12/99**

*Truck Driver Training Specialist*

**Cindy Burger, 10/16**

*Administrative Assistant to the Dean*

**Michelle Burger, 12/09**

*Career Development Professional*

A.A., Lincoln Land Community College

B.A., University of Illinois Springfield

M.A., University of Illinois Springfield

**Cathy Burke, 01/12**

*Construction Support Specialist*

**Philip Burnett, 01/10**

*Facilities Maintenance Technician*

**Elyse Calhoun, 01/14**

*Accounts Receivable Collections Technician*

**Linda Carman, 05/07**

*Custodial Shift Supervisor*

**Paul Carpenter, 01/06**

*Public Safety Assistant*

**Gaye Catlin, 07/12**

*Assistant to the Dean, Health Professions*

**Katerina Chamberlain, 11/15**

*Financial Aid Assistant*

**Amy Chernowsky, 01/08**

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A.S., Lincoln Land Community College

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**Shannon Chizmar, 11/01**

*Child Development Teacher*

**Tammy Chrisler, 07/86**

*Data Centralization Specialist*

B.S., Western Illinois University

**Linda Chriswell, 08/92**

*Accessibility Services Professional*

**Sandra Chvala, 09/08**

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B.S., Greenville College

M.Ed., University of Illinois Champaign

**Brittany Clark, 09/14**

*Retention Specialist*

**Laurie Clemons, 12/94**

*Academic Advisor*

B.A., University of Illinois Springfield

**Kevin Cline, 08/14**

*Grounds Maintenance Worker*

**Darla Cochran, 08/97**

*Assistant to the Vice President*

**Stephanie Coleman, 07/90**

*Webstore Technician*

**Robert Collins, 01/12**

*Building Custodian*

**Matthew Combs, 01/02**

*Facilities Services Support Specialist*

**Christina Courier, 08/14***Program Assistant, Aviation***Lyndsey Craigmiles-Brooks, 06/98***Administrative Assistant***Jeris Creasey, 03/00***Open Computing Center Coordinator**A.G.E., Lincoln Land Community College**A.A.S., Lincoln Land Community College***Stephanie Cummings, 07/03***Placement and Testing Coordinator**A.A., Lincoln Land Community College**B.A., Fontbonne University**M.Ed. Colorado State University***Dwayne Curry, 12/97***Purchasing Manager***Maureen Curry, 11/99***Facilities Office Coordinator***Pamela Daniel, 03/16***Curriculum Development Specialist**A.A.S., South Suburban College**B.S., University of Central Missouri**M.S., Purdue University - Calumet**M.A., Purdue University - Calumet***Mary Dellert, 07/13***Executive Assistant**Secretary to the Board of Trustees***Andrea DeRosa, 04/15***Admissions and Registration Services Representative***Jim Dietz, 08/06***Head Coach, Volleyball***Gailyn Draper, 08/15***Assistant to the Vice President, Student Services***Shawn Dunas, 02/13***Head Coach, Soccer***Barbara Eades, 12/13***Assistant Director, Foundation**A.A.S., Lincoln Land Community College**B.S., Southern Illinois University Carbondale***Julie Eason, 09/15***Assistant to the Vice President, Administrative Services**B.B.A., University of Illinois Springfield***Scott Ebbing, 03/07***Library Access Services Specialist**M.L.I.S., University of Illinois Urbana-Champaign***Kim Eddings, 02/15***Accessibility Specialist***Robin Eddington, 08/97***Child Development Assistant***Sean Edmondson, 02/14***Bookstore Stockroom Technician***Libby Elder, 10/05***Accounting Specialist**A.F.A., Lincoln Land Community College**B.A., University of Illinois, Springfield***Kimberly Elder, 01/05***Employee Benefits and Retention Coordinator***Ronda Ellinger, 12/01***Administrative Assistant to the Dean***Tiffany-Anne Elliott, 08/07***Writing Center Specialist**A.A., Lincoln Land Community College**B.A., University of Illinois Springfield**M.A., University of Illinois Springfield***Randall Emery, 06/08***Police Officer***Clester "Neci" Faine, 01/94**

*Duplication and Mail Center  
Technician*

**Dennis Farrand, 05/10**  
**Mechanical Maintenance  
Technician**

Truck Driver Training Certificate,  
Lincoln Land Community College

**Nick Ferreira, 09/07**  
*EMS and Medical Coding Coordinator*

**David Ferrill, 11/09**  
*Information Technology Specialist*  
A.S., Robert Morris University

**Aaron Finigan, 12/13**  
*Police Officer*

**Ada Fleeaharty, 11/09**  
*Career Development Specialist*

**Shawn Floyd, 11/08**  
*General Merchandise Technician*

**Amy Flynn, 03/16**  
*Public Relations and Marketing  
Assistant*

**Melissa Franzen, 07/13**  
*Student Development Professional*

**Adrienne Frazier, 06/14**  
*Education Service Representative*

**Mark Freeman, 10/15**  
*Public Safety Assistant*

**Sharon Fritts, 11/11**  
*Education Service Representative  
Program Assistant*

**Patricia Gallagher, 07/06**  
*Adult Education Coordinator*

**John Gaston, 04/01**  
*Mechanical Maintenance Technician*

**Angela Gerberding, 07/10**  
*Adult Education Coordinator*  
M.A., Southeast Missouri State  
University

**Holly Gietl, 04/99**  
*Academic Advisor*

**David Gleeson, 03/94**  
*Grounds Maintenance Worker*

**Jamie Glick, 05/11**  
*Education Services Representative*

**Melissa Glossop, 09/07**  
*Nursing Skills Lab Professional*  
B.S.N., Illinois Wesleyan University

**Anita Glydewell, 12/03**  
*Child Development Teacher*

**Charles Goodin, 02/16**  
*Utility Worker, LLCC Taylorville*

**Sarah Goodman, 11/12**  
*Budget Specialist*

**William Goyke, 07/12**  
*Switchboard Receptionist*

**Andrew Graeff, 04/16**  
*Systems Administrator I*

**Scott Grundy, 10/06**  
*Utility Worker*

**Danny Guthals, 11/99**  
*Building Custodian*

**Elaine Guthals, 01/84**  
*Academic Effectiveness Manager*  
A.A., Lincoln Land Community  
College  
B.S., Southern Illinois University  
Carbondale  
M.S., Capella University

**Kevin Hackwith, 01/06**  
*Building Custodian*

**Misty Hagstrom, 09/04**  
*Graphic Design Specialist*  
B.S., Western Illinois University

**Lindy Hall, 01/02**  
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**Steve Handy, 02/12**

*Grounds Maintenance Supervisor*

**Mike Hanson, 09/05**

*Police Sergeant*

**Tricia Hardway, 11/05**

*Academic Success Professional*

**Jordan Harling, 08/16**

*General Merchandise Technician*

**Richard Hayes, 01/00**

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**Claire Heffron-McKinney, 11/05**

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**Bobette Henry, 10/00**

*Programmer Analyst*

**Carrie Henry, 01/10**

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**Elaine Higgason, 01/03**

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**Debbie Hines, 10/08**

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**Terri Hinrichs, 03/07**

*Recruitment Coordinator*

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**Valarie Howse, 11/04**

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**Jennifer Hylton, 11/10**

*Computer Programs Lab Specialist*

**Jessica Ingold, 01/09**

*Youth Programmer*

**Carrie Jacobs, 09/05**

*Testing Assistant*

**Daniel Jett, 07/01**

*Building Custodian*

**Leon Johnson, 01/06**

*Building Custodian*

**Sylvester "Chad" Jones, 01/96**

*Building Custodian*

**Sean Keeley, 06/14**

*Culinary Specialist*

**Anita Kerr, 08/13**

*Adult Education Coordinator*

**Amee Kesky, 06/09**

*Administrative Assistant*

**Justin Knoedler, 08/12**

*Assistant Coach, Baseball*

**Nina Koch, 11/92**

*Registration and Records Technician*

**Marcy Koches, 03/02**

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**Samantha Kost, 02/16**

*Academic Advisor*

**Kyla Kruse, 06/17**

**Assistant Director, Public Relations**

**Rick Lashbrook, 01/97**

*Utility Worker*

**Tavis Lawson, 06/16**



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*Operations Analyst*

A.A.S., Lincoln Land Community  
College

**Maryjane Million, 11/08**

*Operations Analyst*

**Alison Mills, 07/00**

*Financial Aid Advisor*

**Mark “Andy” Mitkos, 08/01**

*Learning Management Systems  
Coordinator*

**Richard Mohler, 01/96**

*Building Custodian*

**James Montgomery, 08/04**

*Police Officer*

**John Moore, 10/11**

*Central Receiving Assistant*

**Andres Morales, 04/15**

*Building Custodian*

**Barbara Mustered, 08/00**

*Administrative Assistant to the Dean*

**Laurie Myers, 01/01**

*Writing Center Specialist*

**Sandy Niemann, 05/01**

*Budget Coordinator*

**Craig Norman, 01/05**

*Truck Driver Training Specialist*

**Theresa Olson, 06/15**

*Police Officer*

**Lucas Ostendorf, 06/15**

*Police Officer*

**Matthew Parnell, 07/13**

*Building Custodian*

**Laura Payne, 08/13**

*Assistant Coach, Volleyball*

**Chelsea Peddycoart, 03/16**

*Police Officer*

**Robert Perry, 11/15***Building Custodian*

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**Samuel Penning, 07/98**

*System Administrator II*

**Tamie Penning, 08/99**

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B.S., Capella University

**Patty Petersen, 06/15**

*Program Assistant*

**Michael Phelon, 08/16**

*Open Door Mentorship Program  
Coordinator*

**Rhonda Phillips, 09/85**

*Administrative Assistant to the Dean*

**Colleen Pittman, 10/12**

*Marketing and Communication  
Coordinator*

**Mary Beth Ponser, 12/03**

*Child Development Teacher*

**Karrie Prescott, 10/07**

*Administrative Assistant to the Dean*

**Meagan Raison, 07/16**

*Educational Services Representative*

**Claire Reardon, 11/12**

*Bookstore Operations Manager*

**Marnie Record, 09/12**

*Workforce Specialist*  
B.S., Indiana University  
M.S., Antioch University

**Karen Riddell, 09/09**

*Program Assistant*

**Teresa Rigney, 01/03**

*Program Assistant*

**Sarah Roberts, 06/15**

*Human Resources Assistant***Curt Robinson, 01/05***Truck Driver Training Specialist*

Ryan Roettgers, 02/08

*Utility Worker***Alexis Rogers, 02/06***Library Assistant II***Joanie Rogers, 03/02***Alumni Services and Foundation  
Office Coordinator***Leanne Roseberry, 03/93***Library Acquisitions Specialist***Tim Roth, 07/13***Building Custodian***John Ryan, 09/99***Building Custodian***Denese Schaljo, 12/12***Program Assistant***Sarah Scheufele, 09/16***Academic Support Specialist***Janet Semanik, 10/01***Development Specialist*

B.A., Drake University

**Suzanne Shear, 12/05***Program Assistant***Casey Siddens, 10/10***Assistant Coach, Women's Basketball***Irene Siewert, 11/15***Program Assistant***Lori Smith, 07/98***Scholarship Program Coordinator*B.S., Southern Illinois University  
Carbondale**Marcus Smith, 07/13***Building Custodian***Michael Smith, 08/02***Police Officer***Shelly Smothers, 04/16***Admissions and Registration Services  
Representative***Tera Spellbrink, 08/11***Human Resources Assistant*B.A., American Intercontinental  
University

Jennifer Stallman, 05/10

*Instructional Designer*B.A., Eastern Illinois University  
M.S., Eastern Illinois University**Richard Stillman, 07/13***Aviation Mechanics Training  
Specialist***Lawrence Strubhart, 01/96***Horticulturist*B.S., Southern Illinois University  
Carbondale**Kegan Sullivan, 01/16***Program Assistant***Martin Swan, 04/94***Construction Occupations Coordinator***Kirsten Taylor, 08/05***Employee Recruitment and HRIS  
Coordinator*A.S., Lincoln Land Community  
College

B.A., University of Illinois Springfield

B.B.A., University of Illinois Springfield

**JoAnne Thomas, 08/14***Child Development Assistant***Jennifer Thornton, 10/11***Education Services Representative***Carola "CeCe" Tientjen St. Magnus, 08/08***Academic Success Professional***Skylar Tierny, 07/11***Assistant Coach, Men's Basketball***Dawn Townsend, 06/14**

*Administrative Assistant to the Dean*

**Renee Troppa, 07/11**

*Assistant Coach, Soccer*

**John Turley, 01/14**

*Service Desk Coordinator*

**Brian Tweryon, 01/14**

*Police Officer*

**Chelsea Vance, 01/16**

*Admissions and Registration Services  
Representative*

**Leonard Veith, 01/06**

*Building Custodian*

**Heather Voyles, 10/02**

*Assistant to the Police Chief*

**Greg Walbert, 02/06**

*Graphic Design Manager*

**Jud Walker, 08/12**

*Facilities Maintenance Technician*

**Stacy Wallace, 08/02**

*Child Development Assistant*

**Holly Walton, 05/09**

*Purchasing Assistant*

*A.S., Lincoln Land Community  
College*

**Vickie Ward, 07/97**

*Administrative Assistant to the Dean*

**Shirley Warfield-Jones, 03/00**

*Child Development Teacher*

**Wayne "Mac" Warren, 09/01**

*Assistant Director, Recruitment and  
Response Response  
M.P.A., University of Illinois  
Springfield*

**Travis Watret, 09/14**

*Building Custodian*

**Marie Watson, 09/14**

*Student Engagement Coordinator*

**Gary Wendt, 10/96**

*Utility Worker*

**Laura Wethington, 02/89**

*Financial Aid Advisor*

**Douglas Whitaker, 03/09**

*Mechanical Maintenance Supervisor*

**Duane Whitney, 12/92**

*Systems Administrator I  
A.S., Lincoln Land Community  
College*

**Jill Whitney, 12/86**

*Accounts Payable Technician  
A.A., Lincoln Land Community  
College*

**Amanda Wisenhofer, 04/05**

*Electronic Resources and Library  
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B.A., Illinois Wesleyan University  
M.L.I.S., University of Wisconsin  
Milwaukee*

**Karla Wilham, 10/00**

*Information Technology Specialist*

**Amy Williams, 01/02**

*Assistant to the Vice President,  
Academic Services*

**Bobby Williams, 10/16**

*Building Custodian*

**Doris Williams, 02/09**

*Program Specialist*

**Marina Wirsing, 07/16**

*Program Assistant*

**John Wolf, 04/08**

*Utility Worker*

**Bradley "Scott" Woodrum, 10/95**

*Grounds Maintenance Worker*

**Dallas Woomer, 03/16**

*Information Technology Specialist*

**Joe Zimmerman, 08/09**

*Assistant Coach, Softball*

## PHONE DIRECTORY OF SERVICES

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Academy of Lifelong Learning (ALL)	786.2477
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Adult Education and Literacy	786.2349
Advising and Counseling Center	786.2224
Allied Health (Health Professions)	786.2449
Alumni Association	786.4612
Athletics	786.2426
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Fire Science	786.2498
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Illinois Small Business Development Center at LLCC	544.7232
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LLCC - Taylorville	287.7081
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