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Richland Community College

# **COURSE CATALOG**

## 2019-2020





## 2019 – 2020 Course Catalog

Community College District 537

One College Park | Decatur, Illinois 62521  
Telephone: 217.875.7200

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Campus tours available

Disclaimer: This Catalog should not be considered a contract. The College reserves the right to change at any time, without notice, tuition, fees, programs, graduation requirements, policies, procedures, and other such matters as may be within its control.

Nondiscrimination Policy (Board Policy 5.12): Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students; recruitment, employment, and retention of faculty and staff; and access to and treatment in the College's programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Alex Berry, Title IX Coordinator, Room N117, 217.875.7211, Ext. 6314, [aberry@richland.edu](mailto:aberry@richland.edu)  
Leanne R. Brooks, Section 504 Coordinator, Room C138, 217.875.7211, Ext. 6379, [lbrooks@richland.edu](mailto:lbrooks@richland.edu)  
Richland Community College, One College Park, Decatur, IL 62521-8513



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Jessica Pickel, Liberal Arts  
Andy Hynds, Mathematics, Science, and Business



## Welcome to Richland Community College.



On behalf of the faculty, staff, I am pleased that you have chosen Richland for your education.

I have long considered community colleges as a place where students can dream and realize those dreams. As you continue your higher education journey, allow me to provide you with reasons to consider our college. When you choose Richland, I believe your experience will be similar to mine. Since I began working at Richland in fall 2016, I have found the College to be extremely welcoming and filled with energy and opportunity. Innovative learning opportunities are available, and current students become connected to faculty and staff.

For more than 45 years Richland Community College has proudly and successfully served the citizens of Central Illinois via a strong mix of transfer education in the Liberal Arts and Sciences including strong and growing post-secondary dual credit options, while providing top quality instruction in traditional and cutting edge workforce education including non-credit courses for training and retraining. Our main campus is nestled on a pristine 155-acre campus in Decatur, and we have grown to include a center in Clinton. Our strong partnerships with the region's communities, businesses and industry have afforded both locations with pioneering facilities, equipment and technology.

You can also find opportunities to lead and learn through serving as a Student Trustee or a Student Senator and participating in a club or organization. Information about these groups is available in this *Catalog*, and you can learn about activities in the *Student Handbook*, on bulletin boards, and on the College website, [www.richland.edu](http://www.richland.edu).

Of course, the best asset at Richland is its people. Faculty, staff and administrators are extremely dedicated to learning and service. Collectively, we are all steadfast and holistic in assisting all students to become successful learners and leaders. We strive diligently to meet the academic, personal, and professional needs of all our students.

It has been my experience and it is now my - and all of Richland's - commitment to provide you a positive personal experience and a rewarding education during your time at Richland.

Sincerely,

Cristobal 'Cris' Valdez, President



# About Richland Community College

## College Calendar:

A detailed calendar is available on myRichland at <https://jics.richland.edu/ICS/> and as part of the Richland Student Handbook <http://www.richland.edu/sites/rcc.richland.edu/files/campuslife/student%20handbook%.pdf>

(This Calendar is Subject to Change after Board of Trustees Action)

### SUMMER 2019

June 3	M	Classes Begin
June 27	Th	Midterm
July 4	Th	Independence Day (College Closed)
July 23	Tu	Last Day for Withdrawal with "W" for 8-Week Classes*
July 24-25	W-Th	Finals
July 29	M	Official End of Term
July 29	M	Grades Due by 11:00 a.m.

College Closed on Fridays from May 31 through July 26.

### FALL 2019

Aug. 15	Th	Classes Begin
Aug. 17	S	Saturday Classes Begin
August 27-28	T, W	Farm Progress Show (No Classes)
Sept. 2	M	Labor Day (College Closed)
Oct. 10	Th	Midterm (16-week classes)*
Oct. 11	F	Fall Break (College Closed)
Nov. 11	M	Veterans Day (College Closed)
Nov. 27	W	College Closes at 5:00 p.m.
Nov. 28-30	Th-S	Thanksgiving (College Closed)
Dec. 6	F	Last Day for Withdrawal with "W" for 16-Week Classes*
Dec. 7	S	Saturday Final Exams
Dec. 9-12	M-Th	Final Exams
Dec. 13	F	Official End of Term
Dec. 16	M	Grades Due by 11:00 a.m.
Dec. 24-31		Holiday Break

### SPRING 2020

Jan. 1	Tu	New Year's Day (College Closed)
Jan. 2	W	Registration Resumes
Jan. 15	W	Classes Begin
Jan. 18	S	Saturday Classes Begin
Jan. 20	M	Martin Luther King, Jr., Day Observance (College Closed)
Mar. 6	F	Women in Agriculture Conference (No Classes)
Mar. 5	Th	Midterm (16-week classes)*
Mar. 8-14	M-S	Spring Break (No Classes)
Mar. 13-14	F-S	Spring Break (College Closed)
Apr. 10	F	Spring Holiday (College Closed)
May 8	F	Last Day for Withdrawal with "W" for 16-Week Classes*
May 9	S	Saturday Finals
May 11-14	M-Th	Final Exams
May 15	F	Official End of Term
May 15	F	Graduation
May 18	M	Grades Due by 11:00 a.m.
May 27	M	Memorial Day (College Closed)

\* For all other classes, contact the Registrar at [registrar@richland.edu](mailto:registrar@richland.edu) for alternate withdrawal dates.



## Introduction to Richland

Richland Community College was founded in 1971. At that time, its mission statement identified it as a comprehensive community college, which required that it offer baccalaureate, technical, continuing education, and community service programs. For almost 45 years, that is what the College has done. The people of the District have benefited and prospered from the services the College has offered.

Since its founding, the basic purpose and mission have not dramatically changed. What have changed, however, are the scope of activities and the manner in which they occur. The 21st Century places demands on Richland that are far different than the demands in 1971. Today's new economy retains the elements of mass production but adds new standards for quality, variety, sustainability, innovation, convenience, and timeliness. Yesterday's community colleges measured their success by how many students they served. Today's community colleges measure their successes by how well they serve. For a college to serve well, it must commit to improving standards of quality. It must commit to providing education, programs, and services in a variety of ways to diverse people at ever-changing times and places. It must commit to assisting students in completing their educational goals.

Richland's faculty and staff are committed to meeting the challenges of the new economies and technologies. They are committed to providing the leadership and education required to create a talented pool of people who will help Central Illinois grow and prosper in an increasingly complex world. The statement of purpose, mission, vision, and goals outline the blueprint, the plan, and the process by which Richland will meet the challenges of the 21st Century.

As Richland Community College works to serve residents of the College District, it looks forward to meeting new challenges and fulfilling its most important mission – student success.

## Governance

The College is governed by an eight-member Board of Trustees. Seven of the members are elected on staggered, six-year terms by the registered voters living within the District. The eighth, a student member, is elected for a one-year term by the College student body. The Student Trustee may cast an advising vote to show position and can make and second motions.

The Trustees meet on the third Tuesday of every month in the College Board Room. Special meetings are also called as required. All meetings of the Board and its committees are open to the public except for discussion of certain exempt matters including those relating to employment, land acquisition, and pending litigation. The general public is invited to attend all Board meetings, and time is set aside during these meetings for citizens to address the Board and to make their opinions known.

## Accreditation

Richland Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
(312) 263-0456  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Richland earned its Reaffirmation of Accreditation from the Higher Learning Commission in Spring 2015. Accreditation has been extended to 2022-2023.

## Recognition

Richland Community College is recognized by the following organizations and agencies:

Illinois Board of Higher Education  
Illinois Community College Board under the provision of the Community College Act  
Illinois State Board of Education  
U.S. Department of Education  
Veterans' Administration  
Illinois Student Assistance Commission  
National Council for State Authorization Reciprocity Agreements (SARA)

## Statement of Purpose

The primary purpose of Richland Community College is to improve the quality of life in Central Illinois by actively serving the educational needs of the people, organizations, and institutions it serves. The College pledges to provide equal access to education and training for all citizens regardless of race, age, sex, religion, national origin, ethnic background, or disability.

## College Vision

In March 2019, the Board of Trustees adopted a new vision statement for Richland Community College: *To be the best and first choice for education.*





## College Mission

The Board of Trustees adopted a new mission statement in March 2019: *To empower individuals through learning and to forge partnerships that grow communities.* Richland Community College achieves its mission and purpose by offering the following programs:

1. The first two years of a baccalaureate education;
2. Technical courses, certificates, and degrees designed to provide job training, retraining, and upgrading of skills;
3. Basic educational skills designed to prepare students to engage in college-level study;
4. Continuing and community education courses and programs designed to provide and encourage opportunities for lifelong learning;
5. Student development programs and services designed to help students identify educational and career goals, set realistic career paths, and develop skills necessary to achieve intellectual and personal growth;
6. Academic programs and services that provide supplemental support to both teaching and learning;
7. Community education activities and programs that complement, enhance, and contribute to the growth and enrichment of students and the community, both inside and outside of the classroom; and
8. Community service activities and programs that promote linkages with business, industry, and governmental agencies designed to meet the changing needs of the market place and promote economic growth in Central Illinois.

## Ethics and Leadership

In September 1989, the staff of Richland Community College developed tenets to guide its leaders and managers. The Tenets of Community College Trusteeship, prepared at the request of the Board of Trustees, provide a framework for good trusteeship. The tenets were adopted by the Board of Trustees in March 1990 and reaffirmed in 2007. In 2008, the Board of Trustees amended the Tenets by adding Creating a Culture of Sustainability.

Also in 1989, an Administrator's Creed was developed to establish a viewpoint, framework, and tone from which the College's leaders would lead. The Administrator's Creed was reviewed in 2008; at that time, the Values and Tenets for Richland Community College Employees, utilizing the College's Core Values, definitions, and affirmation statements, replaced the Administrator's Creed.

# The Tenets of Community College Trusteeship

The community college is an egalitarian institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all who then can serve to build a better society.

The primary task of the Board of Trustees is to serve as a regenerative force, always expanding and improving the College's service to people. Given this basic condition, the activities and deliberations of the Board of Trustees will be governed by the following tenets:

### About Allegiance

Trustees have but one allegiance; that is to the institution and its mission. Representing special constituencies dilutes trust and undermines institutional mission.

### About Commitment

To achieve distinction requires commitment, and commitment requires the devotion of time, thought, energy, effort, and ability whenever needed.

### About Creating a Culture of Sustainability

When the Board of Trustees weaves the core values into sustainable concepts with a perspective measured by the Triple Bottom Line (Environment, People, Economics), the College becomes values-driven, exceeding its mission.

### About Distinction

The Board of Trustees has the authority and the autonomy to be original, creative, and regenerative; that is its responsibility. If the College is to become an institution of distinction, it will be because the Board demonstrates and requires distinctive service.

### About Evaluation

Purpose achieved with distinction does not occur in a vacuum. It occurs because of a Board desire for distinction and willingness to measure how well it is achieved.

### About Power

Power rests mostly with the Board of Trustees but also extends far beyond it. Trustee power and influence well used will result in staff power and influence well used; students will be served.

### About Purpose

The purpose of an educational institution is more than a Board decision. It is a Board responsibility. Defining the institution is a critical task that requires continuing review.

### About Service

All activities in which the College engages – teaching, serving, and guiding – must be evaluated by their effect upon students and community. How the College serves its community and how it serves and prepares its students are fundamental criteria by which the College must be measured.

### About Teamwork

The Board consists of individuals with differing values and beliefs, and debate is expected and natural. Although there are individual expressions, there are no individual decisions. Board decisions must be team decisions.



## Core Values and Tenets for Richland Community College Employees

The moral character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching, it is imperative that both teachers and leaders demonstrate a strong commitment to good principle and ethical behavior.

The fundamental contributions of education to society demand commitment to exemplary values. At Richland Community College, these values are embodied in our Core Values, which were adopted by the Board of Trustees in 2003. In 2008, the Core Values replaced the Administrator's Creed. The Core Values were reaffirmed by the Board of Trustees in April 2015.

These Core Values serve as the guiding principles for Richland Community College and its employees.

### Commitment

We are dedicated to meeting the needs of the communities we serve.

I/We will

- Strive and maintain a quality educational experience.
- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Utilize a shared decision-making process.

### Respect

We recognize the expertise of all members of the College community and encourage individual contributions.

I/We will

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through truthfulness, professional courtesy, and fair treatment.
- Recognize and support employee and student contributions.
- Demonstrate faith in and reliance on the integrity and abilities of others.

### Excellence

We strive to develop and pursue higher standards.

I/We will

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- Support risk-taking and view setbacks as learning experiences.

### Accountability

We assume and demonstrate responsibility for our actions.

I/We will

- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives.
- Establish and communicate clearly the standards and expectations of staff.
- Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

### Diversity

We believe that our similarities and differences are opportunities for establishing a common bond and strengthening the College.

I/We will

- Employ a College workforce that reflects the community we serve.
- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diversity topics in the classroom.
- Seek and consider multiple points of view.



## Facilities

Richland Community College District 537 includes all of Macon County and parts of Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby Counties, serving approximately 7,600 students annually at its main campus in Decatur, at its Clinton Higher Education Center, and at several other locations throughout the District.

Richland offers students a more complete educational experience through the use of a variety of on-campus and off-campus facilities.

### Main Campus

Richland moved into its permanent home during the fall of 1988. This 154,071-square-foot facility houses 54 classrooms and 39 laboratories, located on a site of 155 acres.

A 12,000-square-foot Horticulture/Agriculture/Maintenance Facility was completed during the summer of 1990. Through the generous donation of Paul Weidenbacher, an 800-square-foot greenhouse was added to the Agriculture building during the spring of 1991.

The Shilling Community Education Center, completed in January 1993, was made possible by a \$750,000 bequest from the Shilling Trust administered by the Main Street Bank and Trust. The Shilling Center features a 325-seat auditorium, banquet room with seating for 300, conference rooms, and several classrooms available for use by students, faculty, staff, and the community. The 44,607-square-foot facility is available for public and business use for meetings, programs, performances, and other events.

The Kitty Lindsay Learning Resources Center (Library), located next to the Mueller Student Center, provides a variety of resource materials, quiet and group study spaces, Wi-Fi access, and computers and a professional staff trained to help students locate and use materials.

The Richland Bookstore, operated by Follett Higher Education Group, is located next to the Mueller Student Center. It carries textbooks and materials for all Richland courses and a variety of school supplies and Richland gear. VISA, MasterCard, Discover, and American Express are accepted by the Bookstore. The Bookstore can be contacted at 217.875.7211, Ext. 6231, or <http://www.bkstr.com/richlandccstore/home>.

The Richland Coffee House, opened in September 2011, is a student-operated laboratory for the Culinary Arts Institute. The Coffee House offers hot, cold, and frozen beverages as well as pastries produced by students. With advanced notice, beverages and pastries may be purchased for groups on campus. Contact Chef Brian Tucker, 217.875.7211, Ext. 6291, for more information.

Bistro Five Thirty Seven is a full-service restaurant located on the Richland Community College campus. Fully operated by the Richland Culinary Arts Institute, the restaurant is a working laboratory for students seeking national certification by the American Culinary Federation. The menu selections at Bistro Five Thirty Seven will change regularly, incorporating unique cuisine and comprehensive cooking techniques. This entrepreneurial student experience is the capstone course of the Culinary Arts Institute and ensures that graduates have the competencies and skills necessary to be successful in the culinary field. Bistro Five Thirty Seven is open Tuesdays and Thursdays for lunch from 11 a.m.-1 p.m. and dinner from 6 p.m.-8 p.m. Reservations are preferred and can be placed by calling 217.875.7211, Ext. 6537.

The Scherer Industrial Technology Center, adding 23,550 square feet to the east wing and dedicated in August 2002, is the location of many technology programs including Drafting and Design, HVAC, and Engineering Technology. State-of-the-art equipment allows integrated training opportunities for students in these programs.

The Schrodtt Health Education Center offers training opportunities for health professions through realistic replications of hospital rooms and surgical rooms. General classrooms, laboratories, and computer labs are also available in this 25,570-square-foot wing, dedicated in January 2003.

The Dwayne O. Andreas Agribusiness Education Center, a 15,000-square-foot addition to the east wing, was dedicated in Fall 2007 and open for classes in Spring 2008. This space includes general classrooms, a biology laboratory, and a drive-in technology laboratory space.

The Student Success Center, located north of the Mueller Student Center, was renovated and reopened in January 2018. Student Success Coaching, Financial Aid and Veterans' Affairs, Student Records, Career Services, and Testing Services are located here.

Administrative offices are also located in the new space north of the Student Success Center, including the office of the President, Richland Foundation, Business Services, Administrative Information Systems, and the Board Room. This new addition opened in January 2018.

The Carroll Center for Innovative Learning opened in January 2018, the result of a donation from the Del and Evelyn Carroll Foundation and a campaign led by the Richland Foundation. The remodeled south wing of the second floor of the main campus building highlights active learning, collaborative spaces, and quiet study areas.

The Café offers a variety of sandwiches, wraps, fried foods, drinks, and daily specials. It is located next to the Mueller Student Center and is run by the Culinary Arts Institute. Hours of operation are posted, with no service on Saturday. The Coffee House has extended hours in the evening with grab and go options for a quick dinner or snack. Vending machines are located in the cafeteria, in the lounge adjacent to the Library, in the Scherer Industrial Technology Center, in the Workforce Development Institute, and in the Shilling Center, just south of the lobby. The Café also offers on-campus catering for groups. Contact the Café, 217.875.7211, Ext. 6275, for more information.

A series of television monitors mounted throughout the College offers access to information concerning student activities, registration and scheduling updates, meeting times, daily events, seminars and workshops, and special announcements. Contact Marketing, Room W118A, for additional information.

Located north of the Main Campus, the Center for Sustainability and Innovation is a facility designed and constructed to achieve the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) platinum designation. The facility is a full demonstration of sustainable building technologies and methodologies that reduce Richland's carbon footprint. The University of Illinois Extension is located on the first floor. The second floor is home to Richland's Innovations Lab. The Lab's unique learning environment supports applications of innovative thinking, entrepreneurial exploration and discovery, and creative problem solving.

The wind turbine is the sole source of electrical power for the Center for Sustainability and Innovation. It is Richland Community College's innovation signature and is iconic for the College's campus and new programs as well as serving as the gateway to the Agribusiness Applied Technology Park. Standing at 125 feet high and resting on a 10-foot round base of concrete poured 16 feet into the earth, the Northwind 100 wind turbine is the first on any Illinois community college campus. The tower was installed in 3 sections each weighing 13,000 pounds. Each of the three blades weighs 850 pounds. The wind turbine will generate approximately 200,000 kwh per year.



The National Sequestration Education Center, funded through a grant from the U.S. Department of Energy, is a training and demonstration site for a joint project of the U.S. Department of Energy, the Illinois Geological Survey, Archer Daniels Midland Co., and Richland Community College. The building opened for use in Fall 2012.

The Workforce Development Institute, located east of the main campus, opened in Fall 2014. This facility houses technical programs including automotive technology, diesel mechanics, and auto collision repair.

Richland's Fitness Center, located in the Workforce Development Institute (WDI), includes aerobic conditioning equipment, weight machines, and free weights. Richland District residents may use the Fitness Center by registering for the appropriate Physical Education class or multiple non-credit options.

**Off-campus Facilities**

The Decatur Public Library is the site of Project Read Plus, whose goal is to provide educational services for adult students reading below the ninth-grade level. Services include recruiting, training, and placing volunteers in locations where they can be effective tutors for those adult students. Prospective students and volunteers may call for appointments or further information at 217.423.7323.

The Clinton Higher Education Center, which opened in Fall 2013 at 140 Sunrise Court, offers admissions, advising, registration, placement testing, virtual testing, financial aid, and many other services. Credit classes, non-credit workshops, and General Educational Development (GED) classes are scheduled in Clinton and other communities throughout the Richland District. Call 217.935.6791 for additional information.

Area schools also provide classrooms for off-campus credit classes and non-credit workshops. Dual credit classes are provided to area high school students at their high schools and on Richland's main campus.



# Admissions

## Admission to the College

Richland Community College is open to all people who

- Have graduated from high school, or
- Have received a High School Equivalency Certificate based on the GED test, or
- Intend to enroll in a GED course, or
- Are high school or gifted students who have principal/administrator approval to enroll.

Students enrolling at Richland Community College are required to submit all transcripts. High school and college transcripts should be sent directly from the appropriate schools to Richland's Student Records Office. Transcripts hand-delivered to the Student Success Center will only be accepted in a sealed, tamper-free envelope from the institution.

## GED Placement Program

Students without a high school diploma will be required to participate in the Richland GED placement program and enroll in the appropriate GED course. Students will then be eligible for further study at Richland upon successful completion of the GED test and receipt of the High School Equivalency Certificate.

## Admission to a Program or Course

Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement.

## Admission to a Program of Study

Each program of study (for example, Nursing, Accounting) has specific requirements for admission. These requirements are based on the student's previous education, work experience, and levels of achievement. See "Programs of Study" on page 43 for complete list of prerequisites for each program. Information that may be used in admission to a program includes

1. A transcript of the student's high school and college records. The student should request a transcript from the school(s) to be sent to the Records Office at Richland. High school seniors applying for admission should also include a list of courses in progress. High school and college transcripts should be sent directly from the appropriate schools to Richland's Records Office. Transcripts hand-delivered to the Student Success Center will only be accepted in a sealed, tamper-free envelope from the institution.
2. Test scores. Richland generally uses the ACT and the SAT. Other comparable test results may be submitted as appropriate.
3. Application and personal interview, including related experiences since leaving high school or college.

Students may be provisionally admitted to a program even though they fail to meet all the requirements. Students provisionally admitted may be required to enroll in developmental courses, take a reduced load, complete further testing, and/or receive career counseling. Similar procedures may also apply to students enrolling in individual courses only.

## Selective Admission to Health Professions Programs

Students who wish to declare a major in some health professions programs must meet specialized criteria under the instructional program section of this [Catalog](#). Admission to some health programs is selective due to availability and limitations of practicum sites and limitations in the number of students who can be accommodated in clinical groups. The selective admissions procedures also apply to readmission students, advanced placement students, and transfer students. Admission to Richland Community College does not guarantee admission to selective admissions programs. The following programs require selective admission:

- AAS Dental Hygiene – cooperative agreements with Lakeland Community College and Parkland College
- AAS Nursing
- AAS Occupational Therapy Assistant – cooperative agreement with Parkland Community College
- AAS Physical Therapy Assistant – cooperative agreement with Lakeland College
- AAS Radiography
- AAS Respiratory Care – cooperative agreement with Parkland College
- AAS Surgical Technology
- Certified Nurse Assistant Certificate
- Medical Assisting Certificate
- Practical Nursing Certificate

## Evaluation of Specialized Courses

Students who would like to request evaluation of specialized coursework from another college must obtain a Request for Evaluation of Specialty Credit Form from the Health Professions Office, submit a weekly outline for the completed course, and pay a fee for each course evaluated. Nursing course credit may be earned by students who wish to transfer core nursing courses from approved programs in the United States. Advanced placement into the ADN Program is possible based upon successful results of the HESI tests for the appropriate course and available space. All admission and graduation requirements must be met, and in order to graduate from Richland's ADN program, transfer students must complete a minimum of two semesters of core nursing courses at Richland. Interested students must complete a Richland Information Form and an Associate Degree Nursing Program Application for Transfer available at [www.richland.edu/health](http://www.richland.edu/health).



## Evaluation of Clinical Courses

Students who wish to transfer credit for clinical courses may be required to have their skills evaluated. Additional lab fees are required depending on the extent of the evaluation needed. See the appropriate Health Professions program director for the evaluation of the lab time and fees required.

## Credit Equivalency by Licensure or Certification

If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the declared program of study. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled.

## Minimum Subject Admission of High School Requirements for Transfer Programs

The Illinois Board of Higher Education has established minimum subject requirements for baccalaureate degree programs. These subject requirements, which will be in addition to the admissions requirements and procedures currently in place at Richland, became effective in the 1993 Fall Semester.

Students entering a transfer program with subject deficiencies will be admitted provisionally and will be required to make up these deficiencies by graduation. The minimum subject requirements are listed below:

### Units/Subjects

- 4 English (emphasizing written and oral communications and literature)
- 3 Social studies (emphasizing history and government)
- 3 Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 Science (laboratory sciences)
- 2 Foreign language, music, art, or vocational education

For further information, please contact your high school counselor or the Registrar at Richland Community College, [registrar@richland.edu](mailto:registrar@richland.edu).

## Transfer of College Credit to Richland

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken at a regionally accredited postsecondary institution, as recognized by the Higher Education Directory, and which meet the course objectives of his or her academic program required for graduation at Richland Community College.

Students who wish to transfer credit earned at another accredited college or university must request an official transcript from the college attended. The transcript should be sent directly from the college or university to Richland's Student Records Office. Transcripts hand-delivered to the Student Success Center will only be accepted in a sealed, tamper-free envelope from the institution. The student requesting a transfer of credit must pay any applicable transcript fees.

Approved credit hours will be applied toward the total number of hours needed for the degree or certificate, provided the average grade for all such work is "C" or better.

Transfer credit will not be included in computing the student's grade point average at Richland. Approved credit hours will be recorded on the student's academic record after a formal evaluation of the transfer work.

## Admission of High School Students and "Gifted" High School Students

High school students may take Richland courses for either application toward a high school diploma or for college credit. Eligibility for enrollment as a high school student is decided as follows:

- The student is a high school student.
- The student's high school principal submits the appropriate form stating the student is taking the course(s) for high school, dual credit or college credit and has the principal's approval.
- A high school transcript is submitted to Richland.
- Tuition may be determined by course and delivery.
- Both student and parent/guardian must complete the parental form.

Final approval for enrollment is then determined by Richland. College credit for classes taken by high school students will be held in escrow and awarded to the student upon completion of high school (as verified by an official high school transcript).

"Gifted" students are students with exceptionally high academic ability as determined by the student's high school and the College.



## Dual Credit

High school students who rank above average in academic achievement and who meet all College course prerequisites may enroll in selected college classes at Richland Community College and receive both high school and college credit simultaneously. Students enrolling for dual credit must have appropriate academic qualifications and approval from their high school principal and parent or guardian. Upon the request of school officials, a dual credit information session will be offered.

Students enrolling for dual credit should follow the application procedures previously listed for the admission of high school students. Students are encouraged to contact the Admissions Office of the university or college they are interested in to ensure that dual credit courses will be accepted.

## Registration

Registration for classes at Richland takes place at scheduled times before the beginning of each semester. Class schedules, including a list of all courses offered and registration dates, are available online before the start of the term. Students must complete any required placement tests in the Testing Center prior to registration.

- Enrollment in any 16-week course or courses that follow the typical semester schedule must be completed before the Friday of the start of the semester. Otherwise, only late-start classes may be available.
- At the time of application, students are assigned a Success Coach based on the academic program chosen on their Admission Information Form. Students should meet with their Success Coach to develop goals, receive advice on course selection each semester, and learn what information a student can access on myRichland, etc.
- Students must have their Drop/Add Registration form approved by a Success Coach or faculty advisor before registering, unless eligible to self-register.
- Success Coaches are available throughout the year during posted hours. Students are encouraged to register early.
- Under certain conditions students may register without seeing an advisor. See the Records Office for details.

## Credit Evaluation Programs

### College Credit for Experience Outside the Classroom

Richland realizes that many people who attend school have knowledge gained through work, military service, independent study, and other learning experiences. Richland may grant credit for this knowledge through the programs listed below. Credit earned in this way will be recorded on the student's transcript without a grade and will not be used in computing the student's grade point average. The programs include the following:

- 1. Advanced Placement Program (APP)**  
The APP is an organized instructional and/or testing program offered in high school in cooperation with the College Entrance Examination Board. High school courses may be offered through the program for college credit, or credit may be given for course areas not offered by the APP if the student passes an AP examination given by the College Board. College credit granted through an APP examination will be recorded as "AP" and will not be used in computing a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at Richland. High school students interested in the Advanced Placement Program should contact their high school counselor.
- 2. International Baccalaureate Program (IB)**  
The International Baccalaureate program offers college preparatory coursework. Course credit is awarded based on appropriate scores. Students who have participated in the International Baccalaureate® Diploma Programme should have his or her official IB transcript sent to Richland Community College.
- 3. College Level Examination Program (CLEP) and DSST Prometrics Exam**  
Richland participates in the College Level Examination Program (CLEP) and the DSST Prometrics Examination Program, which allow students to obtain college credit based on their learning outside the classroom. CLEP examinations are available in over 30 areas, including Social Science, Natural Science, Humanities, and Mathematics. DSST Prometrics exams are available in areas such as education, criminal justice, finance, business, and world religions. Credit through a CLEP or DSST Prometrics examination may be applied to a degree or certificate as general education or elective(s). No credit will be awarded for ENGL 102 or COMM 101 at Richland through either the CLEP or the DSST Prometrics Exam. Credit granted through a CLEP or DSST Prometrics examination will be recorded as credit and will not be used in computing a grade point average. Credit will be recorded after completion of eight (8) semester hours toward an associate's degree or certificate program. Students should check with the Registrar, [registrar@richland.edu](mailto:registrar@richland.edu), to verify how CLEP will be applied. Students who have enrolled in college study before attempting a CLEP or DSST Prometrics examination will not be granted credit if they attempt an examination after they have received a grade for that specific course or for prior college study that is directly related to an exam taken. For more information or to register to take a CLEP or DSST Prometrics examination, contact the Testing Center, 217.875.7211, Ext. 6238, or the Academic Success Center, 217.875.7211, Ext. 6419. Payment for exams is made at the time of registration; the fee is not refundable.
- 4. Proficiency Examination**  
Students with wide varieties of educational experience may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel and standards set by the College in those areas and courses deemed appropriate. To take an exam, students must be currently enrolled at Richland and not enrolled in the course in which they are requesting to be tested. They should obtain the appropriate form and obtain permission from the division involved, pay the required fee, and successfully pass the examination. A proficiency examination for a given course may be taken only once. A fee of one-half the in-district or out-of-district tuition normally charged for the course must be paid before the exam. The fee is not refundable. The student must receive a score of 80% or better to earn credit by proficiency. Credit hours earned through proficiency examination are posted on the student's permanent record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. The credit is not included in the calculation of the grade point average and may not be used to establish enrollment status (i.e., full-time, part-time).
- 5. Proficiency by Advanced Course**  
Some courses are organized in sequence so that completion of an advanced course depends on knowledge gained from a previous course. Students who satisfactorily complete the advanced course at Richland without taking the previous course may be eligible for college credit for the previous course. Course sequences in which students may apply for proficiency by advanced course are listed below, along with the minimum grade required in the advanced course to earn credit for the lower course:

Advanced Course	Proficiency Credit	Required Grade
CS 105	CIS 101	B
CHIN 202	CHIN 101, 102, 201	B
CHIN 201	CHIN 101, 102	B
CHIN 102	CHIN 101	B



CIS 110	CIS 101	B
GERM 202	GERM 101, 102, 201	B
GERM 201	GERM 101, 102	B
GERM 102	GERM 101	B
IT 116	CIS 101	B
IT 282	IT 153	B
MATH 221	MATH 116, 117, 121, 122	B
MATH 122	MATH 116, 117, 121	B
MATH 121	MATH 116, 117	B
NURS 203	NURS 112, 152, 155	B
SIGN 202	SIGN 101, 102, 201	B
SIGN 201	SIGN 101, 102	B
SIGN 102	SIGN 101	B
SPAN 202	SPAN 101, 102, 201	B
SPAN 201	SPAN 101, 102	B
SPAN 102	SPAN 101	B

Students desiring credit by advanced course must apply officially for such credit within four years following completion of the advanced course. Exceptions to this policy must be approved by the Dean of the appropriate division.

To apply for proficiency credit, students must obtain a "Required for Proficiency Credit by Advanced Course" form from the Student Success Center. A fee of \$20.00 per semester hour will be charged for consideration of the student's request and may be refunded only if the student is not eligible to receive such college credit. Contact the Registrar, registrar@richland.edu, for additional information.

#### 6. **Armed Forces Health and Physical Education**

Any veteran who has completed a minimum of six (6) months' active duty in the armed forces and presents evidence of an honorable or general "under honorable conditions" discharge from the service is eligible for a maximum of four (4) semester hours of physical education activity course credit. Approved credit will not be used to compute a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. Veterans may apply for credit by submitting a copy of their DD-214 or military transcript to the Student Records Office in the Student Success Center.

#### 7. **Credit for Military Service & Training**

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken while serving in the military, if the courses meet the objectives of his/her academic program as required for graduation from Richland Community College. Consideration for the awarding of credit for military experience and training will be guided by the college credit recommendations developed by the American Council on Education. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. Contact the Registrar, registrar@richland.edu, for further information.

#### 8. **Credit Equivalency by Licensure or Certification**

**If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the declared program of study. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled. A fee will be assessed.**

#### 9. **Credit Equivalency for Professional Training**

Academic course credit for professional training events in some disciplines and technical fields may be granted if the event is offered by Richland Community College and/or one or more of the College's training partners. A training partner is a professional organization or other authorized training provider recognized by the College. This partner ensures that the training meets predetermined standards. In some instances, training must be delivered by certified instructors as dictated by program/curricular requirements. The training must meet all objectives of the relevant course(s) in order to receive credit, as determined by faculty responsible for the content area. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at Richland. A fee will be assessed.

#### 10. **Credit Equivalency for Professional Experience**

Students with wide varieties of experience may develop a portfolio of these experiences and apply for course credit. A portfolio is a collection of documentation of learning, which may include samples of actual work, and is submitted for evaluation in consideration of course credit. The portfolio must meet all objectives of the course in order to receive credit, as determined by faculty responsible for the course. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. There is a fee associated with this option. A student interested in this credit should contact the Dean of the division responsible for the course.

#### 11. **State Seal of Biliteracy**

**The State Seal of Biliteracy Program recognizes public high school graduates who have attained a high level of proficiency in one or more languages in addition to English. To receive credit at Richland, a student must provide a high school transcript with the seal and submit a request to Student Records within three academic years of graduating from high school. Credit will be granted without a grade and may be used to fulfill graduation requirements.**

## Course Placement

Students come to Richland with a wide variety of education, achievement, experience, and training. To help determine the student's level of learning for best placement in appropriate courses and to maintain academic standards, Success Coaches and students will review the student's academic transcripts and other records and identify appropriate placement using one or more of the following:

- Sufficient ACT or SAT scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.
- A high school cumulative Grade Point Average (GPA) of 2.75 or higher for placement in English or courses with a prerequisite of eligibility for ENGL 101.
- A high school cumulative GPA of 2.75 or higher with successful completion of a 4<sup>th</sup> year of mathematics.





- An appropriate high school transition course in mathematics with a grade of C or higher.
- A GED score of 165 or compatible score on other high school equivalency tests.
- Successful completion of English and/or mathematics course(s) at an accredited college or university, as recognized by the Higher Education Directory. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible.
- Completion of appropriate developmental course in mathematics, English, and/or reading at another accredited college or university
- Results of mathematics, Reading, or Sentence Skills placement tests administered at Richland. Placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Scores are valid for the length of time determined administratively.
- Results of a placement exam identical to Richland Community College's exam taken at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

## Course Placement Testing

Students may need to complete placement testing in mathematics, English, and reading before registering for credit courses. Placement testing may be completed in the Testing Center, Room N114, or at the Clinton Higher Education Center. These test results, which are valid for the length of time determined administratively, are used to determine a student's eligibility for courses with prerequisites and/or placement in developmental courses (courses numbered through 099). These placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Individual programs may offer a proficiency exam to alter the sequence of courses required.

Classroom instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time.

Some of these tests are administered on a computer, and some are untimed. Photo identification is required for all testing. Review materials for the mathematics and English sentence skills tests are on the College website at [www.richland.edu/testing](http://www.richland.edu/testing). Other review options are available by asking in the Academic Success Center (Tutoring), Room C148. Retesting for some placement tests for a fee is possible if a student meets certain guidelines. If a student requires accommodations for a placement test, prior to taking the test the student must visit the [Academic Success Center – Accommodations](#) page to learn more about how to apply. The student may also contact the Academic Success Center by calling the Academic Success Center at 217. 875.7211, Ext. 6379, emailing [accom@richland.edu](mailto:accom@richland.edu), or visiting Room C148.

## English-Reading

Each student will receive an English placement report based on his/her transcripts and/or ACT test scores. ACT and SAT scores are valid for three years. The report advises in which English class (ENGL 088, 090, 095, 097, or 101) the student is to enroll. In some cases, students may be required to take English and Reading Placement Tests to help determine their level of competence. The English and Reading Placement Tests are also used to determine eligibility in some college-level courses. See the course description to determine prerequisites for courses.

Students unsure about their placement into reading/writing courses should work with their Success Coach in the Student Success Center or the Dean of Liberal Arts, Room C162.

## Foreign Language

Students who have not studied a specific foreign language are to begin their college study with the course numbered 101. Students whose most recent prior study of the language occurred more than five years ago should also start their college study with the course numbered 101.

Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned quality points. Quality points are computed on the basis of full years of high school study and are assigned on the basis of the grade earned for each semester divided by two. (A = 4.00, B+ = 3.50, B = 3.00, C+ = 2.50, C = 2.00, D+ = 1.50, D = 1.00, F = 0)

Example: A student who studied a foreign language for one year and received an "A" for both semesters would have earned four quality points, (i.e.,  $4.00 + 4.00 = 8.00$  divided by 2 = 4.00). Another student who completed one year with a "B" for one semester and an "A" for one semester would have earned three and one-half quality points (i.e.,  $4.00 + 3.00 = 7.00$  divided by 2 = 3.50).

Earned Quality Points	Start With Course
0 to 4	101
5 to 11	102
12 to 14	201
15 or more	202

Any person who wishes to register for a specific foreign language with course placement different from that shown above should consult with the Dean of Liberal Arts, Room C162, regarding appropriate placement.

## Mathematics

Some mathematics and science courses require prerequisites for enrollment. In some cases, students will be required to take a placement test. Students may also use ACT and SAT scores in mathematics to place in certain courses. Students seeking clarification regarding their math placement should meet with their Success Coach in the Student Success Center or the Dean of Mathematics, Science, and Business, Room S119.



# Financial Information

## Tuition, Fees, and Charges

Tuition, fees, and other charges paid by a student to Richland Community College cover a portion of the actual expenses of a student's education. The balance of the cost is paid by the public through local property taxes assessed within District 537 (or, in some cases, the student's own community), state financial support, and federal financial assistance.

Tuition, fees, and other charges are due and payable at designated times each registration session. The College reserves the right to change the rate of tuition, any fees, or any charges without notice.

### Residents of Richland Community College District (and Out-of-District Students with Charge-Back Authorization)

Tuition Per Credit Hour	\$129.00*
Academic/Technology Fee	\$10.00*
Registration Fee Per Credit Hour	\$2.00*
Total	\$141.00

### Tuition and Fees for Online Courses

Online Tuition Per Credit Hour	\$163.00*
Academic/Technology Fee	\$10.00*
Registration Fee Per Credit Hour	\$2.00*
Total	\$173.00

Students enrolling in courses offered via the Internet will pay \$173.00 per credit hour. This charge applies to all students; out-of-district and out-of-state tuition charges will be waived.

### Tuition and Fees for Associate Degree Nursing, Emergency Medical Technology, Health, Practical Nursing, Radiography, and Surgical Technology (In-District Students)

Health Professions Per Credit Hour Tuition	\$155.00*
Academic/Technology Fee	\$10.00*
Registration Fee Per Credit Hour	\$2.00*
Total	\$167.00

**Out-of-District Students of Richland Community College pay \$202.00\* per credit hour plus fees.**

**Out-of-State and International Students pay \$476.00\* per credit hour plus fees.**

\* Subject to change with Board approval.

## Fees

Course fees may be assessed for certain course and programs to offset the costs of consumable supplies. The amount of the fee is listed on the College website, [www.richland.edu/tuition](http://www.richland.edu/tuition), or a listing is available in the Business Services Office.

The Academic/Technology Fee includes the following services and privileges: use of the computer labs, both for computer-based classes and for open lab use; updated technology for students; and student enrichment programs, including student clubs and organizations, student handbooks, entertainment, and events.

## Payment Information

By registering for classes at Richland Community College, students are accepting financial responsibility for the costs their tuition and fees. Full payment (100%) of tuition and fees is due the start of classes. Payment dates for each semester are published online and are also available at the cashier's window, located in the Student Success Center. Students are not required to pay at the time of registration unless the date of registration is less than one week before the start of classes. A student payment plan is available. Details of the payment plan are listed in the section below. All students are encouraged to apply for financial aid and should apply as early as possible. Failure to pay for classes by the due date may result in the student being dropped from class but NOT from his or her obligation to pay. NON-attendance or NEVER attending also does not release a student from the obligation to pay tuition charges. Refunds or adjustments are only made when classes are officially dropped within the refund period. Official drops are processed by the Student Success Center and must be initiated by the student.

## Tuition Payment Plan

For students desiring additional time for payment, the College offers an online tuition payment plan through Nelnet Business Solutions. The plan does not add interest or finance charges, and there is no credit check. For a fee of \$30 per semester, tuition payments will be automatically deducted from the designated bank account or credit card on a predetermined monthly schedule. Enrollment and additional information is available online at [www.richland.edu/cashier/facts](http://www.richland.edu/cashier/facts). Informational brochures are also available at the cashier's window.

## Tuition Discount for Senior Citizens

District 537 residents who are 65 or older or who will become 65 years old during the calendar year are eligible to enroll without payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition-paying students enrolling constitute the minimum number required for the course. Such waiver does not apply to all other fees associated with enrollment in such a course. For more information, call Business Services, 217.875.7211, Ext. 6227.



## Proficiency Examination

The fee for a proficiency exam is one-half of the tuition normally charged for a course and should be paid before the exam is taken. See page 14 for information about the process of proficiency.

## Transcripts

Students order official transcripts electronically at <http://www.parchment.com>. For questions, please contact the Records Office at Ext. 6255 or [transcripts@richland.edu](mailto:transcripts@richland.edu).

## Refund Policy

Richland Community College's refund policy is based on full payment of tuition, fees, and other charges. Students who register and then officially withdraw from any or all classes at the College will have their tuition returned according to the schedule determined by the Business Services Office and posted in Business Services and online.

All withdrawals and drops must be initiated by the student and must be processed through the Student Records Office to be eligible for a refund. Course fees and all other fees are non-refundable after classes begin. A full refund of tuition and fees will be made if the College cancels a course. Non-attendance is not considered an official drop.

Refunds will be determined utilizing the following schedule:

Length of Class	Refund Period	%
16-Week Class	First 9 school days of term	100%
	Thereafter	0%
12-Week Class	First 5 school days of class	100%
	Thereafter	0%
4-8-Week Class	First 5 school days of class	100%
	Thereafter	0%
2-3-Week Class	First 3 school days of class	100%
	Thereafter	0%
Less than 2 Weeks	Prior to day 1	100%
	Thereafter	0%

Students receiving the Federal Pell Grant will receive refunds computed in accordance with Federal regulations.

All refunds for cancelled/dropped classes and Financial Aid will be paid according to the refund method selected by the student. Students will be mailed a refund selection kit to the address on file with the College. Students must choose their refund preference at [www.RefundSelection.com](http://www.RefundSelection.com) to receive their refund. For more information about refunds, please contact the College cashier at 217.875.7211, Ext. 6227.

## Residency

A student is considered a resident of Richland Community College District 537 if the student establishes a permanent residence in the District for at least 30 days prior to enrollment. The College is authorized to require such written documents, affidavits, verifications or other evidence as are deemed necessary to determine residency.

## Cooperative Agreements

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that allow Richland District residents to enroll in a degree and/or certificate program in a vocational-technical program not available at Richland. Cooperative Agreements between Richland Community College and the community colleges are listed on page 44. These agreements provide a student with the opportunity to attend another Illinois community college for programs not offered at Richland. Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. Cooperative Agreement applications must be completed prior to the start of each academic year the student is attending the other community college, regardless of any prior year's approval. Under the agreements, no Charge-Backs or out-of-district fees are required of students enrolling in the designated programs of study listed on page 43. A Cooperative Agreement form must be completed by Richland and submitted to the college that the student plans to attend. Students are encouraged to contact the Office of Academic Services, Room W141, 217.875.7211, Ext. 6224, for further information prior to completion of a form.

### Out-of-District or Out-of-State Students Planning to Attend Richland

A resident of another community college district who plans to attend Richland Community College and wants to avoid out-of-district fees should request an application for charge-back from the community college located in the district of residence. It must be completed and returned to that college no later than 30 days prior to the beginning of the term for which application for charge-back is being made.

Applicants who reside in another community college district may be granted an out-of-district or out-of-state tuition waiver if they are employed at least 35 hours per week by an entity located in Richland's District or if they are enrolled in a course that is being provided under the terms of an agreement between the employing entity and Richland. If employed for less than 35 hours per week, the course must be work-related.

Applicants who are attending an educational institution located within the College district will be charged in-district tuition. Verification of attendance will be required.



## Financial Aid

All students seeking state or federal financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA) for each academic year. This application may be obtained online at [www.fafsa.gov](http://www.fafsa.gov). Early application is important for consideration for State funding. The FAFSA is accepted until June 30 in the academic year.

## Grants

### Federal Pell Grant

The Federal Pell Grant is awarded to help degree-seeking undergraduates pay for their college-related expenses. The Federal Pell Grant, based on financial need, is the largest federal student aid program. For many students, these grants provide a "foundation" of financial aid to which aid from other programs may be added. Unlike loans, grants do not have to be paid back. Richland adheres to the standards and requirements set by the U.S. Department of Education. Eligibility is determined through the Free Application for Federal Student Aid (FAFSA). Richland verifies students as required by the U.S. Department of Education. Any person required to register with the Selective Services who fails to register is ineligible for federal and state financial aid. Richland complies with all U.S. Department of Education regulations.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to help pay for education after high school and is available only to undergraduates who receive Federal Pell. This federal grant is awarded to students who demonstrate exceptional financial need determined through the submission of the Free Application for Federal Student Aid (FAFSA) and does not need to be paid back.

### Illinois – Monetary Award Program (MAP)

The MAP provides tuition and fees to students who qualify on the basis of financial need, U.S. citizenship, Illinois residency, and other requirements. Eligibility is determined through the FAFSA and the Illinois Student Assistance Commission. Students must be taking a minimum of 3 credit hours in a degree-seeking program and provide proof of Illinois residency. Application should be submitted early for consideration. Students at the community college level are allowed up to 75 MAP paid credits.

## Scholarships and Grants

### Illinois National Guard Grant (ING)

Funds are available to enlistees and officers to the rank of captain in either of these services for the equivalent of eight (8) semesters or twelve (12) quarters of undergraduate study. The award pays tuition and certain fees. Eligible students should apply at [www.isac.org](http://www.isac.org). ING recipients must maintain a 2.0 GPA. Applicants must apply each academic year within the Illinois Student Assistance Commission deadlines. Veterans must inform the Coordinator of Veterans' Affairs, Room N118, that they want to use ING each semester.

### Grant Program for Dependents of Police/Fire/Correctional Officers

These grants provide tuition and mandatory fees for the children or spouse of Illinois police, fire, or correctional officer who was killed in the line of duty or permanently disabled in the line of duty. Interested students should apply directly to the Illinois Student Assistance Commission at [www.isac.org](http://www.isac.org).

### MIA/POW Scholarship

This scholarship pays the cost of tuition and fees for spouses and children of veterans who have been declared missing in action, were prisoners of war, died as a result of a service-connected disability, or have a permanent and total disability as a result of military service. The veteran must have been a resident of Illinois prior to entering military service. Eligible dependents are entitled to use the scholarship for up to 120 semester hours. Children must begin using the scholarship prior to their 26th birthday, and spouses must begin using the scholarship no later than ten (10) years from the effective date of the veterans' eligibility. The scholarship may be used for twelve (12) years from the initial term of study. For additional information, please contact the Financial Aid Office in the Student Success Center, Room N117.

### Illinois Veteran Grant (IVG)

The IVG pays the cost of tuition and certain fees for veterans who were residents of Illinois before military service and who returned to Illinois within six (6) months after discharge from service. Anyone who served honorably in the U.S. Armed Forces may be entitled, subject to the following requirements: any veteran who was separated after August 11, 1967, must have served at least one year or have been separated for a disability directly related to such service. The grant may be used for a maximum of 120 semester hours. IVG recipients must meet the Standards of Academic Progress for Financial Aid Recipients. Applications are available online at [www.isac.org](http://www.isac.org). Veterans must inform the Coordinator of Veterans' Affairs that they want to use IVG each semester.

### Military Tuition Assistance

Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application process and restrictions. This money is usually paid directly to the institution by the individual services.

### Department of Human Services Program

The Department of Human Services provides financial assistance for post-secondary education for physically or mentally handicapped Illinois residents who have financial need. Interested individuals should apply to the local Office of Rehabilitation Services.

### Richland Foundation Scholarships

Richland Community College Foundation offers hundreds of scholarships to students at Richland Community College. Scholarships are available for both full-time and part-time students. Some are need-based, while others are based on GPA, merit, declared major, and other criteria.

Students who wish to be considered for a Richland scholarship must first complete the Free Application for Federal Student Aid (FAFSA). The online scholarship application is available in myRichland under "My Student Information."

Contact Tricia Cordulack, Director of Scholarships and Alumni Relations, in the Foundation Office, Room N179, call 217.875.7211, Ext. 6203, or e-mail [tcordulack@richland.edu](mailto:tcordulack@richland.edu) for assistance.



## Student Employment

### Federal Work-Study

This financial aid program authorizes part-time employment for eligible students who are enrolled at least half-time (6 semester hours or more), who are in good standing as defined by the Financial Aid Satisfactory Academic Progress Policy, and who have an unmet financial need. Eligibility is determined by filing the Free Application for Federal Student Aid (FAFSA) and completing a financial aid file. Student employment applications are available online through myRichland. Federal Work-Study funding is limited.

### Institutional Student Employment

The College offers part-time, on-campus employment for students who are enrolled at least half time (6 semester hours or more). Students are limited to 20 hours per week while classes are in session and up to, but less than 28 hours per week during the semester breaks. Student employment applications are available online through myRichland.

### Off-Campus Employment

The Career Center, Room N117, maintains a current list of job openings within the Richland District. Many Richland students are employed on a part-time basis by local places of business while attending college full- or part-time. See the job and employment announcements on College bulletin boards or on Richland's web page [www.richland.edu/career](http://www.richland.edu/career), or visit the Career Center, Room N117.

Students wanting to see how their degree relates to careers in the Richland Community College District along with current job opportunities, wage information, and job descriptions can visit <https://richland.emsicc.com>. Career Coach is supported through a partnership of the City of Decatur, the Economic Development Corporation of Decatur and Macon County, and Richland providing local employment data, education and training. This resource links Richland programs to the local job market in the Decatur area.

## Student Loans

Richland participates in the Direct Loan Program, which includes the Direct Subsidized Loan, the Direct Unsubsidized Loan, and Direct PLUS. These are low-interest loans to students made by the Department of Education. In order to receive a loan, students must apply for financial aid by filling out the Free Application for Federal Student Aid (FAFSA) and completing their financial aid file prior to submitting a loan request. Students must be enrolled in 6 or more credit hours and not be on financial aid suspension to receive a loan. Loan counseling and Master Promissory Note are required for all applicants. Eligibility for a Direct Subsidized loan is calculated prior to calculating the Direct Unsubsidized and/or Direct PLUS eligibility. For more information, contact the Financial Aid Office, Room N117.

## Transfer Students

Students who wish to apply for financial aid when transferring from another college to Richland can submit a Free Application for Federal Student Aid (FAFSA) and academic transcript(s) from all colleges previously attended.

Transfer students who have not submitted a copy of their transcript from a prior school or were not meeting Satisfactory Progress at the last school attended may be placed on financial aid warning or financial aid suspension according to the Standards of Academic Progress. After a successful appeal, transfer students may be taken off financial aid suspension. Appeal forms are available in the Financial Aid Office, Room N117.

## Satisfactory Academic Progress for Financial Aid Recipients

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, Richland Community College is required to establish satisfactory academic progress standards 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 Satisfactory Academic Progress (SAP) Policy is subject to change without notice to comply with federal or state regulations.

### 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 Educational Opportunity Grant (SEOG), Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award Program (MAP) grant, Illinois Veterans Grant (IVG), Illinois National Guard Grant (ING), and the Illinois MIA/POW Scholarship.

(NOTE: IVG, ING, and the MIA/POW Scholarship only require students to meet the cumulative GPA requirements of this policy).

### Evaluation of Progress

Academic Progress will be evaluated at the end of the fall, spring, and summer semesters. At the time of evaluation, students will be placed in good standing, warning, or suspension.

The SAP policy measures a student's academic progress in three ways: grade point average (GPA), completion rate, and maximum time frame. Students must meet all three progress standards. Students will be notified via Richland Community College (Student) email if they are placed on warning or suspension; however, students are responsible for knowing their SAP status.

### Standards for Satisfactory Academic Progress

#### 1. Grade Point Average Standard

To remain in good standing, students must have a 2.0 semester GPA and a cumulative GPA of 2.0 once they have 31 credit hours. Students with less than 31 credit hours must meet the cumulative GPA standards listed below.



Cumulative Hours Attempted	GPA Required
1-15 hours	1.70
16-30 hours	1.85
31 + hours	2.00

Students receiving IVG, ING, and the MIA/POW Scholarship are required to maintain a 2.0 cumulative GPA. Students who do not meet that standard will have one warning semester to improve their GPA. If the cumulative GPA does not meet the standards at the end of the warning semester, the student will not be eligible for IVG, ING, or MIA/POW. Students will have the option of attempting an appeal.

Grades for development course (courses below 100 level) will count towards the semester GPA requirement but will not be calculated in the cumulative GPA requirement.

## 2. Completion Rate Standard

To remain in good standing, students must complete 67% of the credit hours that they attempt each semester and maintain an overall completion rate of 67% for classes attempted at Richland Community College. Attempted credit hours are the credit hours that the student is enrolled in after the drop with a refund period.

Grades of A, B, C, D, and P are considered successful completion of a course for financial aid purposes. Grades of I, W, and F are NOT considered as successful completion.

## 3. Maximum Credit Hour Standard

To remain in good standing, students cannot exceed 150% of the credit hours needed to complete the program. For example, if a student is completing a program that requires 60 credit hours, they will reach the 150% maximum credit hours standards when they have attempted 90 credit hours.

IVG, ING, and MIA/POW do not have a maximum credit hour standard because the amount of benefits is set by the Illinois Student Assistance Commission or the Illinois Department of Veterans' Affairs or the U.S. Department of Veterans' Affairs.

Students who have completed an associate's degree and are returning for a second degree will be eligible for aid unless they have met the maximum credit hour standard. Students who have met the standard may attempt a financial aid appeal.

## Scope of Evaluation

A student's total academic record including courses that financial aid did not pay for, dual credit courses, transfer work showing on the Richland Community College transcript, and development coursework\* will be evaluated for SAP.

\*Developmental courses are counted in the semester GPA standard (but not the cumulative GPA standard), in the semester and cumulative completion rate standard, and in the 150% calculation as attempted credits. Student are allowed to receive financial aid for 30 credit hours of developmental coursework.

Courses that are not evaluated for SAP include Adult Education courses, noncredit course, audited courses, and English as a Second Language courses.

## Repeat Credit Hours

Students may receive financial aid for repeating a course where a passing grade was not earned (F or W). Students who have successfully completed a course (grade of D or higher), may receive financial aid for one repeat of the course. Grades for repeated courses supplant the previous grade. All course repeats are used in determining SAP.

## Financial Aid Warning and Suspension

Students who do not meet the GPA or completion rate standard will be placed on Financial Aid Warning for one semester. Students on Warning are eligible to receive federal and state financial aid. Students who do not return to good standing after their Warning semester will be placed on Financial Aid Suspension. Students who meet the maximum credit hour standard will be placed on Suspension.

Students on Financial Aid Suspension are not eligible to receive federal or state financial aid.

## Financial Aid Appeal

Students who are placed on Financial Aid Suspension may request an appeal. Students wishing to appeal will complete a Financial Aid Appeal Form and include an explanation of the mitigating circumstances that caused or contributed to the student's inability to meet SAP standards along with documentation to support the explanation.

Students who are placed on Financial Aid Suspension for meeting the maximum credit hours standard can also appeal using the Financial Aid Appeal Form.

Students who appeal successfully on placed on Financial Aid Probation. Students on Probation must maintain a 2.0 semester GPA, 100% semester completion rate, and only take courses that count towards their degree. Progress will be reviewed each semester. Students who meet those requirements may be placed on Continued Probation until they meet SAP standards or complete their degree. Students who fail to meet those standards will return to Financial Aid Suspension status.

Once a student has met the SAP standards they will be notified via Richland (Zimbra) email that they have returned to good standing.

## Regaining Eligibility

A student who has been on financial aid suspension can regain eligibility through the appeal process or by returning to SAP standards through improving their GPA and completion rate. The SAP standards that bring a student back to good standing are the same as the standards listed above to remain in good standing.

## Other Financial Aid Policies

Federal financial aid applicants must have a high school diploma or GED. A student must be attending classes on a regular basis. Any student reported as not attending classes will have his/her financial aid adjusted accordingly.



A student must be enrolled in an eligible program as approved by the U.S. Department of Education, leading to a certificate or degree. All courses taken must be applicable to that certificate or degree. Veterans receiving benefits from the Department of Veterans' Affairs must be taking courses in degree programs approved by the State of Illinois Approving Agency for Veterans' Education.

Financial aid will not cover audited courses.

Students should submit a Special Circumstances form for a possible adjustment to the Expected Family Contribution for unusual financial circumstances such as loss of employment.

### Disbursement

The dates for disbursing Federal Pell and/or Federal loan refunds are published prior to the beginning of each academic year. An enrolled student's award will be determined by his/her hours of enrollment and attendance. For more information, see the Financial Aid Disbursement Schedule in myRichland.

### Return to Title IV Policy

The Higher Education Amendment of 1998 requires institutions to calculate the amount of Title IV aid earned by students who completely withdraw from the institution before completing 60% of the enrollment term. Richland Community College must calculate the amount of Title IV funds the student earned for the period enrolled before withdrawing. This process requires Richland to determine whether any Title IV funds received by or on behalf of that student must be returned or if the student is entitled to further disbursements of awarded Title IV funds. A student who attended more than 60% of the payment period will earn 100% of aid.

The last date of attendance is determined in one of two ways. If a student officially withdraws from the institution, the student's last date of attendance is the date the student began the withdrawal process or notified the institution of withdrawal. An unofficial withdrawal occurs when a student stops attending classes but does not notify the institution of the withdrawal. The Financial Aid Office will research to find the last date of attendance by contacting Instructors, using Canvas, and receiving drop reports. If a student has ceased to attend all classes, the latest date of attendance in all classes will be used in the calculation.

The return of Title IV funds formula calculates the amount of Title IV aid to which a withdrawn student is entitled in direct proportion to the percentage of the period that the student attended. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Richland Community College will return funds in the following order:

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

Richland will notify the student within 30 days if the student is required to repay a portion of financial aid for the term. Richland will return funds within 45 days to the U.S. Department of Education.

### Verification

All federal and state financial aid students are required to sign a Policies and Procedures Statement. Students selected for verification by the Department of Education Central Processing System are required to submit certain financial documents that verify the financial information reported on the Free Application for Federal Student Aid (FAFSA) and a Verification Worksheet.

### Veterans' Affairs

Veterans may be eligible for federal and/or state benefits to assist them in completing a certificate, associate's degree, or transportation courses. Information is available in the Financial Aid and Veterans' Affairs Office, Room N117, at [www.richland.edu/veterans](http://www.richland.edu/veterans) or on the web at [www.vets.gov](http://www.vets.gov) and [www.isac.org](http://www.isac.org). Richland offers the following veterans' programs:

- Chapter 30 – Montgomery GI Bill – Active Duty Educational Assistance Program
- Chapter 31 – Disabled Veterans – Vocational Rehabilitation
- Chapter 32 – Veterans' Educational Assistance Program (VEAP)
- Chapter 33 – Post 9/11 GI Bill
- Chapter 35 – Survivors and Dependents' Educational Assistance Program
- Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance Program
- Chapter 1607 – Reserve Educational Assistance Program (REAP)
- Illinois Veteran Grant – [www.isac.org](http://www.isac.org)
- Illinois National Guard Grant – [www.isac.org](http://www.isac.org)
- MIA/POW Scholarship – [www.isac.org](http://www.isac.org)
- Tuition Assistance

Veterans must first apply for VA benefits online at [www.vets.gov](http://www.vets.gov).

Veterans requesting benefits from the US Department of Veterans' Affairs are expected to inform the Coordinator, Veterans' Affairs, of their enrollment each semester. When applying for benefits, a veteran should submit a certified Member 4 copy of the DD214 or a Notice of Basic Eligibility (NOBE). An official academic transcript from all colleges or universities previously attended must be submitted to the Student Records Office for evaluation of transfer credits. If all transcripts are not evaluated, benefits may be suspended.

Veterans receiving benefits from the VA must inform the Coordinator, Veterans' Affairs, each semester that they want to be certified for benefits. Only courses needed for the educational program will be certified. Veterans receiving benefits from the VA are encouraged to complete all credit hours certified each semester. If a veteran stops attending any course, even without formally withdrawing, the veteran is responsible to report the last date of attendance to the Coordinator of Veterans' Affairs.

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



"Accelerated" courses or independent study courses may affect monthly benefits, so veterans are advised to see the Coordinator of Veterans' Affairs before enrolling in these courses.

Veterans who receive benefits from the Federal Department of Veteran Affairs must meet the same Satisfactory Academic Progress guidelines for financial aid recipients. Each type of military benefit has its own limit. Student receiving military benefits will be placed on warning and suspension in the same manner as other financial aid students.

Students who receive the Illinois Veteran Grant, Illinois National Guard Grant, or the MIA/POW Scholarship must meet the College's GPA standard of 2.0. Veterans receiving these benefits should inform the Coordinator, Veterans' Affairs, each semester.

**Veteran Tutorial Assistance**

The Academic Success Center, Room C148, offers tutoring for students who need extra help in courses.





# Student and Academic Support Services

## Success Coaches/Academic Advising

The role of a Success Coach is important for a student's success at Richland Community College. A Success Coach will serve as an advocate to help students form educational strategies and make the most of their time at Richland. Success Coaches will help students develop their goals, give advice on course selection each semester, and show students what information they can access on myRichland, among other tasks. As a result, students are assigned a Success Coach based in part on the academic program noted on their Admission Information Form. A student's assigned coach's contact information is found within Academic Information on the My Student Info tab in myRichland. Most coaches' offices are located within the Student Success Center, Room N117. Appointments or walk-in assistance is available at designated times. For more information about Success Coaching, students should contact 217.875.7211, Ext. 6267, or [www.richland.edu/advising](http://www.richland.edu/advising).

## Academic Success Center (Accommodations, Testing, Tutoring, Mathematics Enrichment Centers)

Hours vary by semester. ASC office hours are 8:00 a.m. to 5:00 p.m. Monday-Friday.

### Accommodations

Richland Community College offers support to students with documented disabilities by providing individualized academic and testing accommodations. All campus facilities are accessible. If a student believes they are eligible for testing accommodations, the student should contact the Academic Success Center/Accommodations Office prior to taking any placement test(s). Documentation of disability(ies) is required for all services.

For more information, students should contact the Academic Success Center/Accommodations Office by calling 217.875.7211, Ext. 6379, browsing [www.richland.edu/accommodations](http://www.richland.edu/accommodations), e-mailing [accom@richland.edu](mailto:accom@richland.edu), or visiting Room C148.

### Testing

The Testing Center, located in Room N114, Ext. 6238, provides testing services for placement in reading, writing, mathematics, and health courses. Also administered are exams from other universities, GED, ILTS, tests for online/hybrid classes, and make-up tests for Richland classes. Photo identification is required for all students completing any test in the Testing Center. Students completing tests for other universities, CLEP, DSST, or MSSC testing may need to pay an additional fee. Students who believe they are eligible for testing accommodations should contact the Academic Success Center/Accommodations Office, Room C148, or 217.875.7211, Ext. 6379, prior to testing. For more information, visit the Richland Testing Center online at [www.richland.edu/testing](http://www.richland.edu/testing), or contact by e-mail at [testingcenter@richland.edu](mailto:testingcenter@richland.edu).

### Tutoring

The Academic Success Center/Tutoring (ASC), Room C148, 217.875.7211, Ext. 6379, offers tutoring to students who may need help with classes or programs. Both peer and faculty tutors are available on an appointment or walk-in basis for many areas including math, biology, chemistry, reading comprehension, study skills, vocabulary building, research, and specific written assignments. Computers with tutorial software and word processing programs are available for student use any time the ASC is open. For more information, visit the Academic Success Center online at [www.richland.edu/tutoring](http://www.richland.edu/tutoring) or contact by e-mail at [tutoring@richland.edu](mailto:tutoring@richland.edu).

### Mathematics Enrichment Centers

The Mathematics Enrichment Centers exist to assist students in their study of mathematics so that they can find college success. Twenty-five computer learning stations are accessible on a walk-in basis for mathematics assistance. The Mathematics Enrichment Center is fully staffed with faculty tutors, and students receive personalized one-on-one assistance as needed. Contact 217.875.7211, Ext. 6383, Room S118, [www.richland.edu/mec](http://www.richland.edu/mec).

Fall and Spring Semester Hours (Summer hours vary; please call to confirm. Closed during holiday breaks according to the College calendar.)

Mondays, Tuesdays, Wednesdays, and Thursdays	9:00 a.m. – 6:00 p.m.
Fridays	9:00 a.m. – 3:00 p.m.

## Campus Safety

The Department of Public Safety works to ensure the safest, friendliest, and most secure environment for all to work and learn. Students, employees, and visitors should be safe and feel safe while on the campus. Officers are stationed on campus around the clock.

Emergency plans exist to offer protection to staff, students, and visitors in times of emergencies. College emergency response plans have been developed and are under constant review. The preservation of life is the top priority during an emergency.

Richland is committed to continuing the process of making the campus learning environment as safe as possible. Emergency procedures can be found on the College's website, [www.richland.edu/security/plan/procedures](http://www.richland.edu/security/plan/procedures). Contact the Department of Public Safety at 217.875.7211, Ext. 6555, if you have questions or concerns.

## Career Services

Career Services can assist individuals in exploring career interests, connecting with area employers, identifying internship opportunities, conducting a job search and preparing for the world of work. College Central Network (CCN) is an online tool that facilitates connections between job-seekers and employers. Job-seekers (students, alumni and community members) can access this FREE tool by creating an account at [www.collegecentral.com/richlandcc](http://www.collegecentral.com/richlandcc). Job seekers can use the résumé builder, post a résumé, search jobs and obtain job search advice through articles and podcasts. Students are also encouraged to utilize [www.richland.emsicc.com](http://www.richland.emsicc.com) to obtain local wage, job demand, and descriptions for a variety of careers. Students who are looking for information on the job search and application process, résumé review and preparing for interviews can schedule an appointment during regular business hours or attend one of the regularly scheduled workshops. Visit Room N117 in the Student Success Center.



## Scherer Honors Program

Students receiving a Scherer Honors Scholarship become members of the Scherer Honors Program. The Program is designed to offer students an added dimension to their studies through small class seminars, special lectures, programs, and field trips.

Students must take one Honors-designated class per semester or, under specially determined circumstances, complete an Honors project in a non-Honors course. For all details contact one of the Directors of the Honors Program: Dr. Laurie Hughes at 217.875.7211, Ext. 6373, [lhughes@richland.edu](mailto:lhughes@richland.edu), or Professor Rosemarie King at 217.875.7211, Ext. 6349, [rking@richland.edu](mailto:rking@richland.edu).

## Internships

A wide variety of internships or work practical are available for students desiring to gain relevant work experience and make connections in professional fields they are considering for career pathways. Students enroll in the appropriate work experience and practicum seminar or internship course, which lasts eight (8) to sixteen (16) weeks.

Interested students should consult with the appropriate Dean or faculty member along with Career Services. The following programs include internships as part of the curricula:

- Accounting
- Administrative Assistant
- Agribusiness
- American Sign Language
- Automotive Technology
- Business
- Collision Repair Technology
- Criminal Justice
- Culinary Arts
- Desktop Support Technician
- Diesel Medium/Heavy Truck Technology
- Drafting & Design Engineering
- Early Childhood Education
- Engineering Technology
- Graphic Arts
- Health Information Technology
- Healthcare Documentation
- Heating, Ventilation, Air Conditioning & Refrigeration
- Horticulture
- Hospitality Management
- Medical Office Specialist
- Network Technology
- Programmer/Analyst
- Welding Technology

## Kitty Lindsay Learning Resources Center (Library)

The mission of the Kitty Lindsay Learning Resources Center (Library) is to enhance the learning experience with quality resources and services and to collaborate in teaching and learning. The Library supports and expands classroom instruction by gathering print and electronic resources for students, faculty, and the broader College community. Library staff offer personal research assistance, information literacy sessions, course reserves, and individual and group study areas. Visit the Richland Kitty Lindsay Learning Resources Center at [www.richland.edu/lrc](http://www.richland.edu/lrc).

## myRichland

myRichland is Richland's campus information portal for students, faculty, staff, and alumni. Users can access a wide variety of web-based services, including online registration, academic information, Richland e-mail, the Canvas Learning Management System, and the Library research databases. Academic information available includes current semester schedule, unofficial transcripts, enrollment certification, official transcript requests, grade point average projection, financial aid information review, online payment services, and degree auditing to see how much of a degree is completed. Student grades are posted only via myRichland. Grades will not be mailed to students unless requested. Visit <http://my.richland.edu>

Students with a "hold" placed on their records due to a financial obligation to the College or other unmet requirement will be unable to view academic records.

## Off-Campus Centers

### Clinton Higher Education Center

The Clinton Higher Education Center offers admissions, advising, registration, placement testing, virtual testing, financial aid, and many other services. Credit classes, non-credit workshops, and General Education Development (GED) classes are scheduled in Clinton and other communities throughout the Richland District. The Clinton Higher Education Center is located at 140 Sunrise Court, Clinton, IL. Call 217.935.6791 for information.

## Online Learning Support

Richland Community College's Online Learning Department is devoted to developing and providing programs and services for faculty, staff, and students that enhance the teaching and learning process through the use of technology. Department staff are committed to working with all members of the College community while harnessing technology to fulfill the charge of preparing intellectually and technically competent students for success.

Students enrolling in online or hybrid classes should already be able to create folders, browse for files, save files to other drives, save files as different file types, rename or delete files, cut, copy and paste, drag and drop, basic word processing, install plug-ins, attach and download files, send e-mails (with and without attachments), and post messages to discussion boards.

Staff assist students with a variety of technical queries such as login questions, e-mail account sign-in, navigation in an online course, access and navigation in the student information system, and technical questions regarding personal computer systems requirements and troubleshooting. Staff provide technical support through e-mail, telephone, and walk-in inquiries.

The Online Learning Help Desk staff may be contacted by e-mail at [ochelp@richland.edu](mailto:ochelp@richland.edu), by calling 217.875.7211, Ext. 6376, or by walk-in, Room W143. Appointments are also available. Visit the Online Learning page at [www.richland.edu/online](http://www.richland.edu/online) for more information.



## Orientation

### Online Learning Orientation to Canvas

Students enrolling in a course that uses Canvas, Richland's Online Learning Management System, need to become familiar with the program and how to use it effectively. To ensure success, all students enrolled in a course utilizing Canvas are required to complete a one-time online introduction to Canvas. This self-paced orientation is available in Canvas within 24 hours of a student registering for a course and is available throughout the semester. On average the orientation should take between 1-2 hours. Students can access their courses that use Canvas on the first day of class if orientation has been completed and passed. After the start of the semester, students will not be able to access their courses in Canvas until the Orientation has been completed and passed.

Failure to satisfactorily complete the Orientation by the end of the first week of classes may result in students being dropped from an online or hybrid class. Students should check with their instructors for more information. In addition, more information about the Orientation can be found by going to [www.richland.edu/online/orientation](http://www.richland.edu/online/orientation) or by contacting the Online Learning Help Desk at [www.richland.edu/online/helpdesk](http://www.richland.edu/online/helpdesk).

### New Student Orientation

New Student Orientation should be attended by all new degree- or certificate-seeking students. A new student is defined as someone who has not previously completed any college courses at Richland Community College or had taken college courses only as part of a dual credit program. Orientation will assist new students in getting acquainted with Richland's technology and student services as well as with student rights and responsibilities and College expectations. New Student Orientation is provided through the Office of Student Engagement, Room C133.

## Parking

Parking is available on a first-come, first-served basis with the exception of handicapped parking spaces, which require a handicapped sticker/license issued only by the Secretary of State's Office; contact the Driver's License Facility.

## Perkins Program

The Carl D. Perkins Career and Technical Education Improvement Act offers federal funding that supports rigorous Career and Technical Education (CTE) programs that prepare students for high-skill, high-tech, high-demand careers. Each semester a limited amount of *Perkins CTE Student Support Grant* funds may be available to help Richland students overcome specific barriers to success. These funds are contingent upon federal and state allocations.

To be eligible, students must meet all of the following qualifications:

1. Be enrolled in a CTE program for at least 12 hours in the academic year;
2. Be a member of one or more of the following federally defined underserved populations
  - a. Students with disabilities
  - b. Students who are economically disadvantaged
  - c. Students preparing for careers that are non-traditional for their gender (where their gender comprises less than 25% of those employed in that field)
  - d. Students who are single parents, including single pregnant women
  - e. Students who are displaced homemakers
  - f. Students with limited English proficiency
3. Face immediate barriers that put them at risk of dropping out of college

Students who met these requirements should speak with their Success Coach about the services available to them. Students will need to complete the *Perkins CTE Student Support Grant* application, available on myRichland→My Student Info. Applications are due on or before the 10<sup>th</sup> day of each semester.

For more information, students should contact their Success Coach or call the Career Program Support Coordinator at 217.875.7211, Ext. 6295.

## Self-Registration

Students may register themselves if they have completed twelve (12) semester hours at Richland, have a 2.00 grade point average, and are eligible for ENGL 101. Students eligible for self-registration are sent a notification by Richland e-mail approximately 3 weeks prior to the start of registration.

## Student Employment

Job search assistance is available in Career Services, Room N117. Part-time and full-time job openings available in the community are posted in the Center and online at [www.richland.edu/career/resources](http://www.richland.edu/career/resources).

Students may also request résumé writing assistance, as well as other job search assistance, by making an appointment with the Career Services staff. A computer, printer, and special résumé software are also available for student use. All services are free.

Educating students is the primary objective of Richland Community College. Student employment will support and supplement the academic mission and process. Students must be enrolled for at least six (6) semester hours and in "good academic standing" as defined by the College's Academic Standard Policy. Students are limited to twenty (20) hours per week while classes are in session and up to, but less than twenty-eight (28) hours during semester breaks and will receive minimum wage.

All Richland students who work for Richland Community College as College work study employees must fill out an application and be authorized to work by Career Services. In order to be approved for federal work study, students must complete the application and be authorized to work by Career Services and the Office of Financial Aid.

Visit Richland Career Services online at [www.richland.edu/career](http://www.richland.edu/career) for more information.



## Student IDs

Photo student identification cards are required and available at no cost to registered students. Students must show a photo ID to access services such as the computer lab or Testing Center and for students to receive student discounts where applicable. There is a fee for replacement of a lost ID card. ID cards should be kept from year to year. Photo IDs will be taken throughout the semester.

Photo IDs are taken in the Student Success Center, Room N117.

## Student Support Services/TRiO

Student Support Services/TRiO (a federally funded program from the U.S. Department of Education) is a student-oriented program that provides a variety of free support services to Richland Community College students. The services provided are designed to help program participants maximize their effectiveness as students to successfully complete a transferable degree at Richland. The successful graduate will then transfer to a four-year college/university to complete a baccalaureate degree.

From enrollment to graduation, the Student Support Services/TRiO staff offers assistance that will help enhance the academic, personal, and professional growth of student participants.

SSS/TRiO offers loaner equipment, transfer trips, cultural events, financial literacy, job shadowing, and student clubs.

### Program Eligibility

Richland Community College students working to complete a two-year degree with the intentions of transferring to a four-year college/university upon graduating from Richland may be eligible for the SSS/TRiO program if they meet any one of the following criteria:

- Be a first-generation college student (neither parent graduated from a four-year college/university)
- Demonstrate a financial need according to federal guidelines
- Have a documented disability

Individuals are invited to stop by the SSS/TRiO office, Room C143, or call 217.875.7211, Ext. 6440, to discover how the SSS/TRiO staff can help students meet their academic goals. All services for SSS/TRiO participants are free. Applications to the SSS/TRiO program are accepted throughout the year.

## Retention/Completion and *Richland Thrive*

*Richland Thrive* is an early alert identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest that a student may be experiencing difficulties that may negatively impact academic success, Richland staff may raise a referral flag that

1. Encourages the student to discuss the matter with the instructor
2. Notifies the student of concern through the student's Richland email
3. Requests a Student Success Coach or staff member contact the student to discuss and follow up on the issue

Direct questions about *Richland Thrive* to the Director of Student Development, Room N117, 217.875.7211, Ext. 6314, or e-mail [aberry@richland.edu](mailto:aberry@richland.edu).

## Transfer Assistance

Students planning to transfer to other colleges or universities should contact their assigned Success Coach in the Student Success Center, Room N117, 217.875.7211, Ext. 6267. Success Coaches provide a wide range of services to assist students in the transfer process, including preparation of a Transfer Academic Plan and ensuring that Richland courses transfer to the college or university of the student's choice. Success Coaches can also provide information on the transfer process, including admission requirements, financial aid, housing, and campus visits.



# Student Engagement Program

Student Engagement celebrates the unique talents of all students and enhances their educational experience through engagement in social, cultural, intellectual, wellness, leadership, service and governance programs. These experiences include regularly scheduled student activities, leadership development programs and conference opportunities, Safe Zone, student clubs and organizations including Student Government Association, student awards and recognition and support for service-learning.

Student Engagement promotes a safe and welcoming atmosphere for students that fosters personal development, an engaged community and a sense of connection to Richland. For more information on how to get involved, contact the Office of Student Engagement, Room C133, or visit [www.richland.edu/engagement](http://www.richland.edu/engagement).

For an updated listing of College activities and events, refer to the online College calendar available at [www.richland.edu](http://www.richland.edu).

## Clubs and Organizations

A variety of professional, honorary, and social clubs and organizations are part of Richland Community College.

- **Alpha Delta Nu** – This Honor Society recognizes the academic excellence of students in the study of Nursing. The society encourages the pursuit of advanced degrees in the profession of Nursing as well as continuing education as a life-long professional responsibility.
- **Black Student Association (BSA)** – The purpose of the BSA is to create unity among African-American students by promoting political, social, and economic awareness among Black students at Richland Community College and within the Black community. Some goals are to help African-American students become better acquainted with the social and academic activities of the College; to sponsor educational and political forums and activities; to sponsor cultural and recreational activities; to promote self-reliance among African-American students; to promote academic success among African-American students at Richland Community College.
- **Communicatur** – The Communicatur is the student newspaper at Richland Community College. Funded by student auxiliary fees, the paper is published four to six times a semester and is staffed by student reporters, photographers, and students from Richland's journalism classes. Story and picture ideas and contributions in the form of commentaries and/or letters to the editor are always welcome. The newspaper is distributed at various locations on and off campus.
- **Delta Alpha Pi** – Delta Alpha Pi is an honor society for students with disabilities. The organization's goals are to encourage academic excellence for students with disabilities and to broaden the understanding of and support for students with disabilities.
- **H.O.P.E. (Helping Out People Everywhere)** – The purpose of H.O.P.E. is to provide a forum to discuss the social, educational, and developmental needs of people around the global community. Students will work on projects and perform volunteer work to help make an impact.
- **Intervarsity Christian Fellowship** – The purpose of Intervarsity Christian Fellowship is to establish and advance witnessing communities of students and faculty who follow Jesus Christ as Savior and Lord; growing in God's love, strengthened in unity, encouraging fellowship, promoting a basic understanding of God's Word and the Biblical truths which provide the foundation of Christianity to people of every ethnicity and culture, and pursuing God's purposes in the world through spiritual, intellectual, physical, and social activities.
- **Media Club** – The purpose of the Media Club is to expose students who are interested in media and/or media careers to various aspects of media including television, radio and journalism. Students will gain hands-on experience in various aspects of media-related careers.
- **Nursing Club** – The purpose of the Nursing Club is to promote the advancement and education of those individuals in the Nursing Programs of Richland Community College. The secondary purpose is to create a more community-involved body of healthcare servers.
- **Phi Theta Kappa (PTK)** – This organization, an international two-year college honor society, supports four hallmarks – leadership, fellowship, scholarship and service. Activities to meet these hallmarks are developed by student members. Students with a 3.5 GPA in at least twelve (12) hours at the 100 level courses of transferable credit during a specific semester are invited to join. Phi Theta Kappa initiates new members each fall and spring.
- **P.R.I.D.E. (People Respecting Individual Differences in Everyone)** – The purposes of People Respecting Individual Differences in Everyone (P.R.I.D.E.) are to provide education surrounding LGBTQ+ issues, to foster a greater awareness and tolerance for gay, lesbian, and bisexual persons and issues, and to furnish social and emotional support to LGBTQ+ persons and allies on campus.
- **Student Government Association (SGA)** – The purpose of the SGA includes representing the student rights, interests and opinions to faculty, staff and administration; promoting the development of students' skills in leadership, program organization, promotion, communication, initiative and self-reliance; promoting the core values of Richland Community College of Commitment, Respect, Excellence, Accountability and Diversity; supporting student clubs and organizations activities and programs that benefit the student body academically, socially, intellectually, spiritually, physically and culturally; and supporting the development of community spirit and student involvement on campus and within the community. Students are elected each Spring Semester to the 12-member board. Petitions are available in the Office of Student Engagement. The Student Trustee is elected each Spring Semester by the student body to serve as an advisory voting member of the Board of Trustees. The Student Trustee may make and second motions during the Board meetings, and the Student Trustee also serves on the Student Government Association.
- **Student Leaders in the Community (SLIC)** – SLIC's mission is to get Richland students involved in the community through volunteer opportunities, event hosting, and fundraising.
- **Surgical Technology Club** – The purpose of this club is to provide a forum to explore the education and vocation of surgical technology. Membership in this club is open to anyone with an interest in surgical technology and/or surgical technology education.
- **X-Ray Vision** – X-Ray Vision promotes its profession by community service events and fundraising to attend the Annual ISSRT Conference. Membership is open to all who have an interest in the radiography profession and all radiography program students.

Contact the Office of Student Engagement, Room C133, or the club's current advisor for more information.



## Student Policies and Procedures

### Student Records and Confidential Information

The Family Educational Rights and Privacy Act of 1974 and its accompanying regulations establish the rights of students, including rights pertaining to their educational records. All information received by the College becomes a part of the student's education record except for information specifically exempted under FERPA. Student education records are classified as follows:

1. **Directory Information** – Name, address, telephone listing; electronic mail address; photograph; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance; degrees, honors, and awards received; most recent educational institution or agency attended; student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A Social Security Number in whole or in part cannot be used for this purpose). Directory information may be released by the College to any person or organization without the student's consent. If a student does not want directory information released, a form must be filed with the Records Office.
2. **Confidential Information** – All information other than directory information is considered confidential. Examples of confidential items include class schedule, daily attendance, academic record, grade reports, progress reports, high school and college transcripts, and test results; correspondence, including letters of recommendation and comments from counselors and faculty; and application information for financial aid and veterans' educational benefits.

### Access to Confidential Information by Students

Students may have access to the confidential information in their own educational records by submitting a written request to the Records Office, subject to exceptions under the law. The College will comply with the request within 45 days.

On request, the College will provide students with a list of the types of education records kept, including directory and confidential information.

Richland may provide copies of education records to students at the students' expense and will respond to reasonable requests for explanations and interpretations of their records. Copies of transcripts from high schools or other colleges that are on file cannot be provided. Students also have the right to a hearing to challenge any portion of their education records. Requests for a hearing should be directed to the Vice President of Student Success.

### Access to Confidential Information by Others

Confidential information contained in a student's records will not be released to other parties without the student's written consent. Written requests must specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student. Exceptions are listed below, and information is given only with the understanding that such information may not be passed on to a third party without the student's written consent.

The College will maintain a record of all persons other than College personnel who have obtained access to a student's records. The College record will include the legitimate reason that the outside party has for reviewing the student's education record.

Persons and agencies who may review student records without student consent including the following:

1. College personnel having a legitimate need for information as a result of their College duties;
2. Colleges, universities, and other academic institutions at which the student wishes to enroll;
3. Agencies and their representatives requesting financial aid information in connection with students' application for or receipt of financial aid;
4. State and local officials to whom the College must release information as required by a state statute or administrative regulation adopted before November 19, 1974;
5. State and federal officials for auditing and evaluating federally-supported education programs or enforcing legal requirements related to these programs;
6. Organizations conducting studies for the College, including the development, validation, or administration of student aid programs, and improvement of instruction;
7. Persons acting pursuant to a judicial order or subpoena, providing the College notifies the student before complying;
8. Appropriate persons if necessary to protect the health or safety of the student or others; and
9. Parents of an eligible student who is claimed as a dependent for income tax purposes.

### Withholding Student Information

The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has unmet obligations, including financial obligations, to the College.

## Student Rights and Responsibilities

Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry, assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to teaching and learning. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Further, Richland Community College strives to maintain an educational environment that supports the academic, professional and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Richland Community College has established a "Statement of Student Rights" and a "Statement of Student Responsibilities" to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

### Statement of Student Rights

As members of Richland's learning community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know the following:



- College's admissions requirements
- Degrees and certificates offered
- Types of career and personal development resources available
- When classes are offered
- Course requirements
- Policy on class attendance and participation
- Grading policies and procedures
- Cost of attendance
- Financial aid and veterans' educational benefits available
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- College and financial aid satisfactory academic progress requirements and their implications
- College refund policy
- College policies and procedures
- Academic and other support services available
- Student activities available
- Campus crime statistics
- Graduation rates
- Job placement rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

#### Statement of Student Responsibilities

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have responsibility to

- Read the [College Catalog](#) and [Student Handbook](#)
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and procedures
- Join/seek out groups and individuals that will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors
- Assist the College in fulfilling its administrative responsibilities

#### Student Grievance Policy

When a student believes that a condition exists which is in violation of a person's rights, College policies, rules, standards, and procedures, that individual has the right to file a grievance. Refer to the student resolution chart in the [Student Handbook](#) and/or the "Student Rights and Responsibilities Guide" located in the Student Success Center, Room N117, and in Division offices.

A grievance may be categorized as follows:

1. Academic Concerns
  - a. Academic Dishonesty
  - b. Academic Suspension
  - c. Educational Guarantee
  - d. Grade Appeals
  - e. Graduation Requirements
  - f. Other Academic Concerns



2. Americans With Disabilities Act (accommodations)
3. Discrimination (age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act (confidentiality)
6. Sexual Harassment (by students, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution.

Formal hearings are conducted by the College's Judicial Board or by a Special Committee appointed by the President.

The College student grievance process, although encouraged in resolving grievance issues, is not mandatory. Students may seek alternatives in resolving grievances. Procedures for filing a grievance are available in the Student Success Center, Room N117, the "Student Rights & Responsibilities and Grievance & Disciplinary Proceedings Guide," Student Handbook, and the College Catalog.

## Student Conduct Policy

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations which the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College's Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success.

Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College District. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

## Initiation of Grievance or Disciplinary Proceedings

If a student, faculty, or staff member feels that a condition exists in which a student's behavior is unsatisfactory or is in violation of College policies, rules, standards, or procedures, that individual may file a grievance against a student. Every attempt will be made to resolve grievances or problems at the point of origin. With the exception of a complaint of discrimination or harassment, including sexual harassment, the following process should be followed. Complaints alleging discrimination and/or harassment, including sexual harassment, must be filed with the Human Resources Office. The process for investigating a complaint of discrimination or sexual harassment may be obtained from the Student Success Center, Room N117, or the Office of Human Resources, Room N171

### Informal Resolution Process

- First: Contact the faculty or staff member involved at the point of origin or the appropriate administrator to resolve the matter.
- Second: Contact the coordinator, director, dean or other appropriate administrator responsible for the area to resolve the matter.
- Third: Contact the Vice President over the area. In all cases where appropriate, grievances/complaints will be investigated by the appropriate administrators or third party.

If resolution of the grievance or disciplinary charge is reached informally, a written agreement (if deemed appropriate) must be signed by the student. The agreement shall outline the provisions of the resolution and indicate that the student was aware of, but waived the right to, a formal hearing.

In cases of sexual harassment or discrimination, a student has the right to bypass the informal process and request a formal hearing. In cases of academic dishonesty and academic suspension, the College has the right to bypass the informal process.





If a student grievance or disciplinary problem cannot be resolved at the informal level, a formal hearing of the Judicial Board or Special Committee appointed by the President may be convened.

#### **Formal Resolution Process**

A formal hearing before the Judicial Board or Special Committee appointed by the President may occur at the request of a student, faculty, or staff member. Formal hearings must be coordinated through a Vice President or Director of Human Resources. The Vice President of Academic Services will convene the Judicial Board. The President or designee will convene the Special Committee. Students are encouraged to meet with the campus Ombudsperson in Campus Life, Room C133, in preparation of requesting a formal hearing.

### **Academic Integrity Policy**

Each student is expected to be honest in his/her class work or in the submission of information to the College. The College regards dishonesty in classroom and laboratories and on assignments and examinations and the submission of false and misleading information to the College as a serious offense.

A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

### **Removal from a Class or the College**

The College reserves the right to remove any individual from a class or the College for the following reasons:

1. For physically or verbally disrupting a class or disturbing the peace.
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College.

### **Chronic Communicable Disease Policy**

A student with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease or the risk of further injury to the student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or a designee, the student's physician, public health personnel, the student, and the student's parents or guardians.

The student's placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations that can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student's placement.

The student shall be re-evaluated periodically, at least once a year, by the placement committee to determine whether the student's placement continues to be appropriate. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The College President may establish additional rules and regulations designed to implement this policy.

If the student is handicapped, special arrangements may be made as required by Section 504 of the U.S. Rehabilitation Act of 1973.

Numerous pamphlets are available throughout the College dealing with chronic communicable diseases. Counselors available in the Student Success Center, Room N117, can make referrals for psychological counseling through the Heritage Behavioral Health Center.

### **Substance Abuse – Intoxicant Use**

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on College property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale, or use of drugs on College property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

Possession and use of intoxicants on College property is prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

Numerous pamphlets are available throughout the College dealing with drug, substance, and alcohol use and addiction. Staff in the Student Success Center, Room N117, can make referrals to appropriate agencies.

### **Possession of Weapons Policy**

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is an authorized law enforcement official/officer in the performance of his or her duty. The College may request current/valid identification authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities.



A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices used in a threatening manner toward another individual on College property. The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis. Legal defensive devices, such as pepper sprays, etc., will be permitted, unless used in an offensive manner. Any exceptions to this policy must be preapproved through the President's Office.

Individuals who are found to be in violation this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

## Responsible Use of Information Technology Policy

In support of its mission and vision, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at Richland Community College shall be adhered to by all College units as well as all individuals who operate or use the information technology resources of the College. In addition, this policy applies to use of information technology resources that are entrusted to the institution by other organizations. In case of conflict, local, state, or federal laws supersede this policy.

Access to the College's information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College's mission and vision, policy, and guidelines.

All users of the technology systems are bound by applicable local, state, and federal laws and regulations, including but not limited to Red Flag Regulations and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College's information technology resources. All users of College information systems must respect the rights of other users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail, documents, and file transfer), image (graphics), and video (recorded and streaming). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College.

This policy provides general guidance and may be supplemented by additional regulations governing particular subsystems of the College information technology resources. The Board of Trustees charges the administration with the responsibility, and the Board delegates to the administration the authority to develop appropriate guidelines, regulations, and procedures to implement the policy. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College's information technology staff will be immediately reported to law enforcement authorities.

## Prohibition of Sexual Harassment, Sexual Discrimination, Sexual Violence, and Gender-Based Discrimination

Employees and students are prohibited from sexually harassing other employees or students.

It is the policy of Richland Community College to provide an educational and employment environment free from all forms of Sexual Discrimination of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of sexual discrimination or for participating in a sexual discrimination investigation is also prohibited. Through this policy, it is the intent of the Board of Trustees to comply with the Elementary and Secondary Schools Act of 1972 (Title IX) and the Illinois Compiled Statute 155 Preventing Sexual Violence in Higher Education Act.

Richland provides for a number of definitions based on statutes or existing law. They include the following:

*Sexual Discrimination:* Discrimination on the basis of sex, sexual orientation or gender-related identity. Sexual discrimination includes sexual harassment, sexual misconduct and sexual violence.

*Sexual Harassment:* Unwelcome conduct of a sexual nature which denies or limits, on the basis of sex, gender identity or sexual orientation, a student's ability to participate in or to receive benefits, services, or opportunities in the College's programs or activities. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

- Submission of such conduct is made, either explicitly or implicitly, a term or condition of employment or education, or
- submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

*Sexual Misconduct* includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual violence, and sexually based stalking.



**Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

**Domestic Violence:** A violent misdemeanor or felony committed by the victim's current or former spouse or intimate partner, current or former cohabitant, or by a person with whom the victim shares a child in common.

**Dating Violence:** Violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Gender-Based Discrimination:** Discrimination based on a person's gender or sex, including identity; transgender or sexual orientation.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Consent:** at a minimum, recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- The person is incapacitated due to the use of influence of alcohol or drugs;
- The person is asleep or unconscious;
- The person is under age; or
- The person is incapacitated due to mental disability.

**Confidential advisor** means a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities described in Section 20 of the ILCS 155 Act.

This policy applies to all Richland staff, students, and third party vendors. Several methods of reporting violations are available; the College's Title IX coordinator shall serve as the first contact for filing a complaint; a complainant may directly contact the Coordinator, or fill out the Title IX Complaint Form available on the Richland website. Violations may also be reported to campus security, Human Resources, or any responsible employee of the College; who are then mandated to report to the Title IX Coordinator. Options are also available for students to report anonymously a violation and/or confidentially report a violation through several selected "Confidential Advisors."

Upon notice of a violation the College will respond to the report with information and a list of available resources (within 12 hours).

### **Prohibition of Other Forms of Harassment**

"Harassment" is also defined as conduct that has a purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

Harassment prohibited by this policy includes both verbal and physical conduct. The College will not tolerate conduct in any form that is intended to cause or contribute or has the effect of causing or contributing to the humiliation, embarrassment or discomfort of reasonable employees or students because of their protected status.

Harassment does not include oral or written expressions that are academic in nature and purpose or that are relevant and appropriately related to course subject matter or curriculum. This policy shall not be used to abridge academic freedom or to interfere with the College's educational mission.

Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure.

If a student has a complaint about sexual harassment, sexual discrimination, sexual violence or gender based discrimination, she or he should submit that complaint to the College's Title IX Coordinator.

If a student has a complaint about other types of discrimination and /or harassment as defined in this policy, the student should submit that complaint to the Director of Human Resources.

If an employee has a complaint about sexual harassment, sexual discrimination, sexual violence, gender based discrimination or other harassment, that person should submit the complaint to the Director of Human Resources.

If the student or employee is not comfortable making the complaint to the designated individual, the complaint may be made to any Human Resources representative or to any College Vice President.

**Any employee who believes this policy has been violated has an obligation to report it immediately to one of the College representatives listed above.**

### **Tobacco Policy**

It is the policy of Richland Community College to disallow the use of tobacco products on College-owned property, in College vehicles or at events sponsored by the College. Use of electronic cigarettes is prohibited. Smoking of cannabis is prohibited on property controlled by the College, at events sponsored by the College, or at events attended while on College business.



# Community Outreach

## Adult Education and GED Preparation

Adult Education offers a variety of courses to help meet the diverse needs of the community. Adult Secondary Education courses prepare students for passing the GED test. Passing the test demonstrates eligibility for a high school equivalency certificate. Adult Basic Education courses are available to students who need to review basic skills in reading, writing, and mathematics for personal development or advancement to higher-level courses. Job skills courses help students improve opportunities for employment, and parenting classes are provided at selected sites.

To enroll in the program, students must first attend an orientation. Orientation for most classes will last about 2.5 hours. The session is free. Individuals interested in enrolling in the program must be at least 16. All classes for the program are free to eligible students. For more information, visit the Adult Education Office, Room SC08, or call 217.875.7211, Ext. 6355.

## English as a Second Language Program

English as a Second Language (ESL) courses are for individuals who are native speakers of another language and who need to improve their English speaking, reading, and writing skills for academic or employment purposes. Courses are offered at the pre-beginning, beginning, intermediate, and advanced levels. Persons interested in enrolling in these classes should contact the Adult Education Office, 217.875.7211, Ext. 6355, for further information. All classes and textbooks for this program are free.

## Project Read Plus

Project Read Plus is an adult literacy program that helps students improve their basic reading and math skills through free one-on-one tutoring provided by trained volunteers. The central tutoring center is located at the Decatur Public Library, 2nd floor, 130 N. Franklin, Decatur, IL. For more information call 217.423.7323 or visit the website at <http://projectread.richland.edu>.

## Richland Foundation

The Richland Community College Foundation was established in 1980 to encourage and receive contributions in support of the College. Foundation funds are designated for scholarships, facilities and equipment, technological innovations, educational and developmental programs, and community service projects. For information, call 217.875-7211, Ext. 6350.

## Alumni Association

The Richland Alumni Association was created in 1985 to offer opportunities for alumni to connect with one another and to enjoy events and other activities of mutual interest. Goals include promoting the personal, educational, and professional development of alumni and establishing and encouraging a mutually beneficial relationship between the College and its alumni. For information call 217.875.7211, Ext. 6203, or visit [www.richland.edu/alumni](http://www.richland.edu/alumni).

## Workforce Development

Richland Community College provides a variety of professional training and community education opportunities in formats ranging from full-day classes to short-term workshops held in the evening, during the day, or on Saturdays. Richland can provide customized training that fits the specific needs of any business, industry, or individual. Richland's priority is to serve the needs of the District's varied population.

**Professional Development:** Business and corporate training options to update knowledge and theory in order to fulfill job responsibilities, find a new career, or upgrade one's current position are offered in areas such as occupational safety, workforce training for specific applications, commercial truck driver training and supervisory management skills.

**Personal Development:** Opportunities for self-growth and development of new skills are available in non-credit topics ranging from technology and dance to culinary.

**Shilling Community Education Center:** The Center features a 325-seat auditorium, banquet room with seating for 300, conference rooms, and several classrooms available for use. The facility is available for meetings, programs, teleconferences, performances, and other events. Call 217.875.7211, Ext. 6240.

## Richland Discover

A variety of summer classes are offered for youth and include hands-on academic opportunities.

## Fitness Center

Fitness Center coaches are available to help each person establish a fitness program based on individual fitness goals and abilities. The fitness program uses elliptical cross trainers, stationary bikes, treadmills, stair climbers, rowing machines, free weights, and Hammer Strength weight machines to provide a combined aerobic/muscle-toning workout. We also offer cross training, which ensures maximum results in a shorter 20-30 minute workout session.

The Fitness Center also offers fitness testing. Regular fitness testing can objectively measure the effectiveness of a fitness program and can possibly save months or even years of hard work. If progress is not significant, immediate changes can be made to the program.



Students are encouraged to use the Fitness Center on a daily basis. The Fitness Center is available on a first-come, first-serve basis; usually, there is no waiting to use the equipment. Locker room and shower facilities are available. The Fitness Center is located in Room 116 in the Workforce Development Institute. For more information, call 217-875-7211, Ext. 6324 or 6290. [www.richland.edu/fitness](http://www.richland.edu/fitness).

### **Off-Campus Programming**

Credit classes and non-credit workshops and seminars are scheduled in communities throughout Richland's District. General Education Development (GED) and English as a Second Language (ESL) classes are also provided. Course and workshop locations are listed in the class schedules and on the Richland website. Call 217.875.7211, Ext. 6267, for location information.



# Academic Information and Regulations

## Student Status and Classification

- First-time enrollee: one who has never attended a college or university.
- Transfer student: one who has attended another college before enrolling at Richland.
- Re-entering student: one who has attended classes at Richland but has not registered for one or more terms (including the most recent) and has not attended another college since that time. Re-entering students must reapply by completing an application for admission in order to activate their files.
- Freshman: one who has earned 30 or fewer semester hours (or 45 quarter hours) toward a degree or certificate at Richland.
- Sophomore: one who has earned more than 30 semester hours (or 45 quarter hours) toward completion of a program at Richland.
- Unclassified student: one who has reached junior standing at a college or university or who has earned a degree and is enrolled in elected courses rather than a program of instruction.
- High school student: one who is attending high school but who has also enrolled in courses at Richland.

## Full-Time Academic Load

An academic load of 12-17 semester hours is considered normal for a full-time student during regular semesters. During the summer session, 6-8 semester hours are considered a full load.

Part-time students are those students enrolled for less than the normal full load. Students with jobs or other outside commitments should limit their credit loads accordingly.

Students planning an overload of courses (more than 17 semester hours) must have at least a "B" average for 12 or more hours during the previous semester. All such overloads must be approved by a Success Coach or the Registrar before registration. Success Coaching/advising and the Registrar are located in the Student Success Center, Room N117.

## Study Time Required

Two hours or more of outside study for each class hour of lecture/discussion is usually needed for satisfactory performance, although this amount may vary from student to student.

Two-hour laboratories giving one credit hour usually demand an hour of outside work to complete assignments. If three (3) hours or more of laboratory work are required for one credit hour, students should be able to complete assignments during the laboratory period.

Students who plan to work at outside jobs while attending Richland should take study time into consideration when planning their schedules.

## Academic Standards

### Graduation

A cumulative grade point average (GPA) of 2.00 or higher, depending on the program, is required to receive an Associate's Degree or certificate. Specific programs may require a higher program GPA for graduation. Courses numbered below 100 are excluded in the cumulative grade point average but will be included in the semester grade report beginning Spring 2000.

### Probation

A student may be placed on academic probation for failure to achieve the minimum cumulative GPA required for good standing as shown below:

Cumulative hours attempted	GPA required
1 – 15 hours	1.70
16 – 30 hours	1.85
31+ hours	2.00

A student on academic probation is required to meet with his or her assigned Success Coach in the Student Success Center to discuss career and educational goals. The Success Coach may suggest a reduced number of courses to improve chances for success, a different program of study, or repeating courses previously taken with a grade of "D" or "F." The student may wish to utilize the Academic Success Center, Room C148, for tutorial assistance.

The student must achieve at least a 2.00 GPA during the following semesters after being placed on academic probation until being placed on good standing as illustrated in the previous chart.

### Suspension

Failure to achieve a 2.00 GPA will result in academic suspension from the College for one or more semesters, excluding the Summer term. An appeals procedure is available through the Judicial Board. See the Student Resolution Process Chart in the Student Handbook.

## Health Professions GPA Requirements

Many Health Profession programs have higher GPA requirements than the minimum 2.0 required by the College. The specific requirements are listed in the Instructional Program portion of this Catalog under the "Other Graduation Requirements" section of each health program or on the Health Profession web pages, which can be accessed at [www.richland.edu/health](http://www.richland.edu/health).



## Grading Policy

The following letter grades are used at Richland to represent the student's level of performance in courses numbered 080 or above in this Catalog:

A	Superior or excellent
B	Very good or above average
C	Good or average
D	Barely passing or below average
F	Failure or unsatisfactory
AU	Audit (For more information, see "Other Instruction Options" in this section.)
CR	Completed course requirements. Grade only applicable for vocational skills courses and adult education courses
X	Did not complete course requirements. Grade only applicable for vocational skills courses and adult education courses.
I	Incomplete (For more information, see "Other Instruction Options" in this section.)
P	Pass (not used for courses in a degree sequence or for transfer courses)
W	Withdrawn
AC	Advanced Course
AP	Advanced Placement
CE	Proficiency Exam
CL	CLEP
DA	DSST Prometrics Exam
IB	International Baccalaureate
JO	Journeyman Card
LI	Licensure
PT	Professional Training
PO	Portfolio

### Grade Point Average Calculation

A grade point average (GPA) for each student who has received a grade of A, B, C, D, or F will be calculated by term and by cumulative total. Each grade listed above is assigned a quality point value (A = 4, B = 3, C = 2, D = 1, and F = 0). The grades AU, I, W, CR, and X do not have point values and are not used to calculate a GPA.

The point value of the grade received is multiplied by the number of credit hours given for the course. The results for each course during a term are totaled, and that sum is divided by the number of semester hours attempted.

If, for example, a student received an A for a 3-hour course and a B for a second 3-hour course, the grade point average would be figured as follows:

A = 4 quality points and 4 x 3 hours = 12

B = 3 quality points and 3 x 3 hours = 9

9 + 12 = 21 total points

21 divided by 6 (attempted credit hours) = 3.5, the grade point average for that term.

\* Developmental Courses (below 100) are not calculated in the cumulative grade point average.

### Semester Academic Honors

The Semester Academic Honors List includes the names of students who have

Completed 12 or more cumulative semester hours; and

Completed 6 or more semester hours for the current term; and

Attained 3.50 GPA or higher for the current term.

### Appealing a Grade

Students who feel they have received an unfair or inaccurate grade may appeal through the Student Grievance Policy found in the *Student Rights & Responsibilities and Grievance & Disciplinary Proceedings*.

### Alternative Delivery of Instruction

To meet changing student needs, Richland Community College offers alternatives to the traditional classes on campus. For those courses offered through the Internet, students must be self-directed, have Internet access and general computer skills, and have sufficient time to complete the work for these sections.

### Methods of Online Instruction

Students are expected to possess the computer skills necessary to type papers, browse and search the Web, access College information, and communicate through e-mail. Beyond these basic expectations, online, hybrid, and web-enhanced sections offer alternatives to traditional face-to-face classroom instruction. Additional information is available on the Online Learning at [www.richland.edu/online](http://www.richland.edu/online).

#### Online Classes

In an online class, all of the instruction is provided online and no face-to-face classroom instruction is required. Students are required to complete and pass a one-time online orientation before being allowed access to their online class. Students may also be required to take proctored exams on campus or at an approved location near the student; please refer to the course schedule for more information.



### Hybrid Classes

A hybrid class is a combination of face-to-face classroom instruction and online instruction. A portion of the instruction is provided online, but some regular face-to-face instruction is still required. Face-to-face time requirements will vary between hybrid courses and sections; please refer to the course schedule for more information. Students are required to complete and pass a one-time online orientation before being allowed access to their hybrid class.

### Web-Enhanced Classes

In a Web-enhanced class, all of the instruction is provided in a face-to-face classroom setting. However, students are expected to supplement their learning through the use of technology. Examples include sections with online assessments, homework, or discussions.

Note: Students in Web-enhanced classes are required to complete a one-time Online Student Orientation to Canvas. More information about the Orientation can be found by going to [www.richland.edu/online/orientation](http://www.richland.edu/online/orientation) or by contacting the Online Learning Help Desk at [www.richland.edu/online/helpdesk](http://www.richland.edu/online/helpdesk).

## Other Instruction Options

Participation in a classroom setting is an important part of college education. However, Richland realizes that sometimes scheduling or other conflicts make attending a particular class difficult. An **independent study** option is generally available for students meeting the following conditions: the course must be required for graduation or professional certification, and the requested term for independent study and the term of graduation must be the same. Students must complete the Independent Study form with their Success Coach, who will then forward the request to the appropriate Dean. If the request is granted, regular meetings in person or online between the student and instructor are held during the arranged term of the course. Only those courses included in the Richland [Catalog](#) are available for Independent Study.

A **course audit** is another alternative for enrollment. Any credit class offered by Richland may be taken as an audit unless otherwise specified. Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in the Student Success Center, Room N117, by the 10th day of the Fall/Spring semester. Change to the grading status cannot be made after the 10th day, and a grade of AU will be assigned. No credit will be awarded for auditing a course. If auditing Summer term courses, the form must be filed within the first 3 days of the term.

An **incomplete** grade may be assigned as a temporary final grade if a faculty member and student complete an Incomplete Grade Agreement form. The faculty member will provide a description of work to be completed and a completion deadline (All coursework must be finished by the end of each term, unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term). Failure to complete coursework within the 60-day grace period will result in the grade the student would earn without completing the coursework. A grade of "W" or "AU" is not allowed on an incomplete. Incomplete Grade Agreements are filed electronically, and a copy of the agreement is sent to the student's Richland e-mail address.

## Degree Audit

Students can check the progress they are making towards their educational goal by running a degree audit on myRichland. Go to the My Student Info tab. Students can also view how their courses would fulfill other program requirements by selecting "Major Exploration."

## Dropping a Course

### Administrative Drop

Prior to submitting a final grade roster, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

### Withdrawing from a Course or the College

Students dropping after the ninth day (or equivalent) of traditional session classes each term will have a grade of W recorded on their permanent academic record. Students are responsible for submitting the withdrawal to the Student Success Center. All withdrawals must be filed no later than 7 days prior to the end of the course (inclusive of finals). Students are advised to contact their instructor and financial aid before dropping a course. A grade of "W" will be given for current courses if the courses are officially withdrawn.

## Repeating a Course

Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower. Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated.

## Class Attendance

Regular attendance is necessary for satisfactory college work. Richland faculty will take attendance at least through the midterm of the semester.

At midterm, the College may administratively drop students who have failed to meet the attendance standard as certified by the instructor. See Dropping a Course, for more information.

During the allotted timeframe as determined by the President of the College or the President's designee, an instructor may drop a student who had failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.





## Attendance for Online Courses

Online students are subject to the same attendance policy and procedures as traditional students, yet participation must be defined in a different manner. Student attendance in an online course is defined as active participation in that course as described in the course syllabus. This participation may be documented by any or all of the following methods:

- Posting to discussion forums
- Submission of assignments through drop boxes
- Completion of exams or quizzes
- Other communication with the instructor

In addition, students who do not contact (by e-mail, phone, or in person) their instructor within seven calendar days after the start of the semester may be dropped from the course. See "Dropping a Course" in the Student Handbook.

## Changing Program of Study

All program changes must be processed through the student's myRichland account or with a Success Coach in the Student Success Center, Room N117. Students who want to change their course of study are encouraged to discuss their plans with their assigned Success Coach or with an instructor in the new program.

## Graduation

### Graduation Day

Public commencement ceremonies for students who have earned a degree or certificate from Richland are held once a year at the end of the spring semester.

Students who have completed the graduation requirements and received the certificate or degree in the fall semester or current spring semester or who will complete requirements in the following summer session are invited to participate in the graduation ceremony.

### Applying for Graduation

When a student has met the requirements for graduation from a program of study (or is registered for any remaining courses needed), the student can follow the procedure outlined below to apply for graduation:

- The student should review the requirements for graduation through myRichland for the program of study, including courses taken or in progress, grade point average, and other requirements. The student may contact their assigned Success Coach to assist with the review.
- The student must complete an Application for Graduation, which may be obtained on myRichland (My Student Info -> My Degree Info -> Application for Graduation). The form should be completed during the term immediately preceding the term in which the student expects to graduate.
- A review of the student's graduation application will be provided to the student 2-4 weeks after submission. The student is encouraged to review the returned copy with his/her assigned Success Coach to discuss completion of any unmet requirements.
- If the student is unable to complete the requirements before the anticipated graduation date, contact [graduation@richland.edu](mailto:graduation@richland.edu) to update the graduation record.

The Registrar, Success Coach, or the Vice President of Student Success can answer questions regarding the application for graduation process.

### Graduating With Multiple Certificates or Degrees

Richland students may work toward completion of more than one program of study.

Students may receive all certificates and AAS degrees for which they have completed the requirements. Only the highest award will be announced at the commencement ceremony. In areas where there are multiple concentrations or specialties (e.g. Business, Engineering Technology), only one AAS degree may be earned.

In order to receive a second transfer/baccalaureate associate's degree, a student must

1. Complete all graduation requirements for the second degree; and
2. Complete at least an additional ten (10) hours of applicable credit beyond the first degree.

A student may earn only one AA degree, one AS degree, one AFA degree, and one AES degree.

### Graduating Transfer Students

Many students enter Richland after completing courses at other institutions. In order to give these students credit for previous college work and, at the same time, maintain Richland's standards for graduation, students must complete a total of 15 semester hours of an associate's degree or half of the credit for a certificate program (up to 15 hours) at Richland.

If a transfer student completes a course at Richland that is substantially the same as a course for which the student received transfer credit, the hours of transfer credit will be replaced by the hours earned at Richland. Transfer credit will be posted to the student's transcript upon evaluation.

### Earning Graduation Honors

When a student applies for graduation, all 100-level course work and above will be evaluated for graduation academic honors. Students must have earned at least one-half of the credits needed for their degree or certificate at Richland Community College. In addition, students must have met Richland's residency requirement, which means completing no fewer than 15 hours for a degree or half of the certificate requirements at Richland.

Graduation academic honors are based on the student's cumulative grade point average, as follows:

Cumulative GPA	
3.50-3.74	Honors
3.75-3.99	High Honors
4.00	Highest Honors



### Effect of Changes in Program on Graduation

Up to the end of the summer session 1977, Richland used a quarter system and awarded quarter hours of credit instead of the current method of semesters and semester hours of credit. Students who attended class at Richland before the Fall Semester 1977 should contact the Student Records Office ([transcripts@richland.edu](mailto:transcripts@richland.edu)) for an evaluation of the quarter hours earned.

Because of licensing criteria, legal requirements, or other conditions, graduation from certain programs (including selective admissions programs), such as those in the Health Professions Division, may fall under different guidelines as determined by the Registrar in consultation with the appropriate Dean. In such cases, the student must follow the program in existence at the time of admission to or re-entry into the program.

If a student wished to graduate under program provisions other than those above, the Registrar will review the student's Application for Graduation and will consult with the appropriate Dean regarding clearance for graduation.

### Health Professions Graduation

Many Health Profession programs have additional graduation requirements as dictated by state and national accreditation standards. The specific requirements are listed in the Instructional Program portion of this Catalog under the "Other Graduation Requirements" section of each health program or on the Health Profession web pages, which can be accessed at [www.richland.edu/health](http://www.richland.edu/health).

## Transfer of Credits to Other Colleges

Many Richland students continue their education at a senior college or university. In fact, the academic records of Richland transfer students at other institutions are often as good as the academic records of students who began at the senior school.

Illinois senior colleges and universities have cooperated with Richland in transferring Richland students and credit hours earned.

Many Illinois institutions (with the exception of the University of Illinois) have made a "General Education Compact," which states that community college students who have earned an Associate in Arts (AA) or Associate in Science (AS) Degree will meet all lower-division (freshman-sophomore) general education requirements. (Please note that the State of Illinois is currently revising the requirements for the AS Degree. For more information, please contact the Registrar's Office.)

Thus, Richland students are guaranteed that their AA or AS Degree will receive full recognition from the schools that have subscribed to the agreement. (Some "compacts" are under review, and departmental requirements at the senior college or university level may affect some courses that the student transfers in.)

For those colleges without such an agreement, Richland students should follow the guidelines for transfer credits listed in that senior college's transfer guide or handbook. Richland recommends that students planning to transfer meet with his/her assigned advisor for up-to-date information on transferring Richland credits. Students who plan to transfer to out-of-state schools or schools not covered by the General Education Compact should also contact an advisor at the transfer school.

## Illinois Articulation Initiative

Richland 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's 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 or thereafter.

The following codes are used to identify the general education requirement that a qualifying course satisfies: IAI C (Communications), IAI F (Fine Arts), IAI H, HF (Humanities), IAI L, LP (Life Science), IAI M (Mathematics), IAI P, LP (Physical Science), IAI S (Social & Behavioral Sciences). Check the Course Description section of this Catalog as to whether a specific Richland course qualifies. IAI information may also be found online at [www.itransfer.org](http://www.itransfer.org).

The following codes are used to identify the courses that transfer into specific baccalaureate majors:

- AG – Agriculture
- ART -- Art
- BIO – Biological Sciences
- BUS – Business
- CHM – Chemistry
- CS – Computer Science
- CRJ – Criminal Justice
- Early Childhood Education (ECE)
- EGL – English
- EGR – Engineering
- HST- History
- MC – Mass Communication
- MTH – Mathematics
- PHY – Physics
- PLS – Political Science
- PSY – Psychology
- SOC – Sociology
- TEC – Technology
- TA – Theatre Arts



## **Guarantee of Transfer of Credit**

Richland Community College guarantees to those earning an appropriate transfer degree beginning May 1993 that their courses will transfer to Illinois state colleges or universities as identified in the most currently published transfer information or equivalency guide.

The graduate, under the agreement to enact this guarantee, will still be responsible for all costs other than the tuition specified.

### **Qualifying Conditions for the Guarantee:**

1. Transfer of a course means the acceptance of credits for entrance at a senior institution.
2. Classes must have been taken at Richland Community College no earlier than two (2) years before the attempt to transfer.
3. Any refund request must be made no later than two (2) years after Richland Community College graduation.



# Instructional Programs

## Programs of Study

Richland Community College's "Open Door" policy allows individuals who believe they may benefit from study at the College to enroll. Once students enroll, they have two possible routes.

First, students with diversified needs and interests who are not seeking degrees may take courses in a variety of areas. While these courses may also be part of particular programs, students may select courses that best fit their goals.

Another direction for students is a program of study. A program of study leads to the awarding of appropriate degrees or certificates. Admission to a program of study requires that a student has earned a high school diploma or a High School Equivalency Certificate based on the GED Test or meets the "ability to benefit" criteria through a recognized test approved by the U.S. Department of Education. A student enrolling in a program of study would have several options:

The **Associate in Arts (AA)**, **Associate in Science (AS)**, **Associate in Fine Arts (AFA)**, and **Associate in Engineering Science (AES)** degree programs are designed for students planning to continue their formal education at a four-year university or upper-division college to obtain a baccalaureate degree. Those planning to pursue any majors within STEM or possibly education generally follow the AS program, while those in humanities or fine arts will generally seek the AA degree. Those planning to major in social science may select either the AA or AS curriculum.

If the freshman and sophomore requirements cannot be satisfied within the framework of the AA or AS degree requirements for Richland Community College, Richland will consider the individual's eligibility for the appropriate associate's degree if a prior agreement has been made with the college/university to which the student plans to transfer into the program of study.

Other programs are based on Career and Technical Education offerings and lead to Certificates in those fields or the **Associate in Applied Science (AAS) Degree**.

General Studies programs are individually structured by each student to meet specific interests or needs and lead to the awarding of a Certificate in a particular field or the **Associate in Liberal Studies (ALS) Degree**.

All programs are designed to stimulate personal growth by offering a basic and/or advanced understanding of the concepts essential to competence in a particular field.

All programs are also designed to provide a broad education by making students aware of the world around them, by opening and stimulating students' minds to initiate and welcome new ideas and techniques, and by providing a solid introduction to a marketable skill. To achieve these goals, all programs include courses of general interest as well as courses in an area of concentration.



## Cooperative Educational Programs with Other

### Community Colleges

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that allow Richland District residents to enroll in a vocational/technical degree and/or certificate not available at Richland. Students are able to enroll in such a program at the cooperating college's in-district tuition rate. The colleges are listed below.

Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. The cooperating college issues all degrees or certificates for successful completion of the programs. Additional information is available from the Director of Admissions at the college offering the program.

The following community colleges have cooperative educational program agreements for Richland District residents for all Career and Technical Education Certificates and Degrees not offered by Richland Community College:

- Black Hawk College, Moline
- Carl Sandburg College, Galesburg
- College of DuPage, Glen Ellyn
- College of Lake County, Grayslake
- Danville Area Community College, Danville
- Elgin Community College, Elgin
- Heartland Community College, Bloomington
- Highland Community College, Freeport
- Illinois Central College, East Peoria
- Illinois Eastern Community College, Olney
- Illinois Valley Community College, Oglesby
- John A. Logan, Carterville
- John Wood Community College, Quincy
- Joliet Junior College, Joliet
- Kankakee Community College, Kankakee
- Kaskaskia Community College, Centralia
- Kishwaukee College, Malta
- Lake Land College, Mattoon
- Lewis and Clark Community College, Godfrey
- Lincoln Land Community College, Springfield
- McHenry County College, Crystal Lake
- Moraine Valley Community College, Palos Hills
- Morton College, Cicero
- Oakton Community College, Des Plaines & Skokie
- Parkland College, Champaign
- Prairie State College, Chicago Heights
- Rend Lake College, Ina
- Rock Valley College, Rockford
- Sauk Valley College, Dixon
- Shawnee Community College, Ullin
- South Suburban College of Cook County, South Holland
- Southwestern Illinois College, Belleville
- Spoon River College, Canton
- Waubonsee Community College, Sugar Grove
- William Rainey Harper College, Palatine

Richland Community College has cooperative educational program agreements with the following community colleges for students in their districts for Career and Technical Education Certificates and Degrees offered by Richland Community College but not offered at their respective community college:

- Black Hawk College, Moline
- College of DuPage, Glen Ellyn
- Danville Area Community College, Danville
- Heartland Community College, Bloomington
- Highland Community College, Freeport
- Illinois Central College, East Peoria
- Illinois Valley Community College, Oglesby
- John Wood Community College, Quincy
- Joliet Junior College, Joliet
- Kankakee Community College, Kankakee
- Kishwaukee College, Malta
- Lake Land College, Mattoon
- Lincoln Land Community College, Springfield
- McHenry County College, Crystal Lake
- Moraine Valley Community College, Palos Hills
- Morton College, Cicero
- Parkland College, Champaign
- Prairie State College, Chicago Heights
- Rock Valley College, Rockford
- Sauk Valley College, Dixon
- South Suburban College of Cook County, South Holland
- Spoon River College, Canton
- Waubonsee Community College, Sugar Grove



## Certified Programs

### Health Professions Division

- EMT – Illinois Department of Public Health
- AEMT – Illinois Department of Public Health
- Paramedic – Illinois Department of Public Health
- Certified Nurse Aide Program – Illinois Department of Public Health
- AAS Nursing is granted accreditation by the Accreditation Commission for Education in Nursing (ACEN)
- Healthcare Documentation - Association for Healthcare Documentation Integrity (AHDl)
- Health Information Technology - Commission on Accreditation for Health Informatics and Information Management (CAAHIM)
- Radiography Program is a recognized educational program by the American Registry of Radiologic Technologists (ARRT) and accredited by Joint Review Committee in Education in Radiologic Technology (JRCERT)
- Surgical Technology Program is granted accreditation by the Commission on Accreditation of Allied Health Educational Programs  
CAAHEP, 25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.CAAHEP.org](http://www.CAAHEP.org)

### Liberal Arts Division

- American Culinary Federation Education Foundation

### Mathematics, Science, and Business Division

- Cisco Certified Network Associate (CCNA) Academy
- National Institute for Automotive Service Excellence (ASE)
- Evaluated by the National Automotive Technicians Education Foundation (NATEF)
- Manufacturing Skills Standards Certification



## Baccalaureate/Transfer Programs

### Associate in Arts (AA) Degree

The Associate in Arts (AA) degree is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Arts degree.

1. Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.):
  - a. Communications 9 semester hours
  - b. Fine Arts/Humanities (at least one course selected from each area) 9-10 semester hours
  - c. Social Science (selected from 2 or more disciplines) 9-10 semester hours
  - d. Life/Physical Science (at least one course selected from each area) 7-8 semester hours
  - e. Mathematics 3-4 semester hours
2. Area of Concentration:
3.
  - a. Two (2) or more courses completing one or more sequences in a specified subject area such as accounting, English, French, history, psychology, physical education, OR
  - b. Four (4) or more courses in a broad field such as business, humanities, or social science for the student who does not desire to pursue a specific subject area.
4. General Education – 39-43 semester hours (Courses in the student's area of concentration do not count toward those requirements.)
5. Total Credits Required – 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)
6. Cumulative Grade Point Average – 2.00 ("C") or better for all work applicable toward the degree that was completed at Richland.



### Associate in Arts (AA) Degree

Area of Concentration: \_\_\_\_\_

Designed to provide two academic years of college study for transfer toward a Bachelor of Arts degree at \_\_\_\_\_

(College or University)

General Education Requirements – 39-43 Hours	Course & Number	RCC	Semester & Year	Transfer	Total
<b>Communications: 3 courses (9 Hours)</b> ENGL 101 or 110, 102; COMM 101 (required) ("C" or better required in both ENGL 101 and 102)					
<b>Social and Behavioral Sciences: 3 courses (9-10 Hours)</b> (Selected from two or more disciplines) ANTHRO 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120; PSYCH 110, 145, 150, 210; SOCIO 110, 150, 200, 225					
<b>Humanities/Fine Arts: 3 courses (9-10 Hours)</b> (Select at least one course from humanities and at least one course from fine arts.) <u>Humanities:</u> AFAM 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 240, 251, 252, 253, 261, 270, 280; CHIN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 112, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202 <u>Fine Arts:</u> AFAM, 103, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107 201; MUSIC 100, 180, 190; THTRE 150, 210					
<b>Life/Physical Science: 2 courses (7-8 Hours)</b> (Select at least one course from life science and at least one course from physical science including at least one laboratory course). <u>Life Science:</u> BIOL 101, 106, 210 <u>Physical Science:</u> ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHY S 105; PHYS 100, 101, 151; SCI 101, 102 (both must be completed to meet degree/transfer requirements)					
<b>Mathematics: 1 courses (3-4 Hours)</b> MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221					
<b>Area of Concentration</b> (See <u>College Catalog</u> for Area of Concentration Suggestions)					
Electives: Must be transfer courses. (Hours vary)					
<b>Total Hours</b> – 60 Required. Minimum of 15 credit hours at Richland.					

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with the assigned Success Coach at Richland and with an academic advisor at their transfer institution. While not part of the Core Curriculum, foreign language competency may be required for Bachelor of Arts degrees.

### Associate in Science (AS) Degree





The Associate in Science (AS) degree is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Science degree.

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.):

- |    |   |                      |
|----|---|----------------------|
| a. | Communications  | 9 semester hours     |
| b. | Fine Arts/Humanities (at least one course selected from each area)  | 6-7 semester hours   |
| c. | Social Science (selected from 2 or more disciplines)                | 6-7 semester hours   |
| d. | Life/Physical Science (at least one course selected from each area) | 10-11 semester hours |
| e. | Mathematics   | 7-8 semester hours   |

Area of Concentration:

- a. Two (2) or more courses completing one or more sequences in a specified subject area such as accounting, geography, psychology, physical education, physics, or any other specific subject area except those listed in "b" and "c" below; OR
- b. Four (4) or more courses, completing one or more sequences, in the specific subject areas of biology, chemistry, or mathematics; OR
- c. Four (4) or more courses in a broad field, other than those listed in "b" above, such as business, general science, or social science for the student who does not desire to pursue a specific subject area.

General Education - 38-42 semester hours (Courses in the student's area of concentration do not count toward those requirements.)

Total Credits Required - 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

Cumulative Grade Point Average - 2.00 ( "C" ) or better for all work applicable toward the degree that was completed at Richland.



## Associate in Science (AS) Degree

Area of Concentration: \_\_\_\_\_

Designed to provide two academic years of college study for transfer toward a Bachelor of Science degree at \_\_\_\_\_  
(College or University)

General Education Requirements – 38-42 Hours	Course & Number	RCC	Semester & Year	Transfer	Total
<b>Communications: 3 courses (9 Hours)</b> ENGL 101 or 110, 102; COMM 101 (required) ("C" or better required in both ENGL 101 and 102)					
<b>Social and Behavioral Sciences: 2 courses (6-7 Hours)</b> (Selected from two or more disciplines) ANTHR 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120; PSYCH 110, 145, 150, 210; SOCIO 110, 150, 200, 225					
<b>Humanities/Fine Arts: 2 courses (6-7 Hours)</b> (Select one course from humanities and one course from fine arts.) (Select at least one course from humanities and at least one course from fine arts.) <u>Humanities:</u> AFAM 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 240, 251, 252, 253, 261, 270, 280; CHIN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 112, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202 <u>Fine Arts:</u> AFAM 103, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107 201; MUSIC 100, 180, 190; THTRE 150, 210					
<b>Life/Physical Science: 3 courses (10-11 Hours)</b> (Select at least one course from life science and at least one course from physical science including at least one laboratory course). <u>Life Science:</u> BIOL 101, 106, 210; <u>Physical Science:</u> ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHY S 105; PHYS 100, 101, 151; SCI 101, 102 (both must be completed to meet degree/transfer requirements)					
<b>Mathematics: 2 courses (7-8 Hours)</b> MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221					
<b>Area of Concentrations</b> (See <a href="#">College Catalog</a> for Area of Concentration Suggestions)					
<b>Electives:</b> Must be transfer courses.					
<b>Total Hours – 60 Required.</b> Minimum of 15 credit hours at Richland.					

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with a Success Coach at Richland and with an academic advisor at their transfer institution.

***Associate in Fine Arts (AFA) Degree***

The Associate in Fine Arts (AFA) is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Fine Arts degree..

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.):

- a. Communications 9 semester hours
- b. Fine Arts/Humanities 6 semester hours
- c. Social Science (selected from 2 or more disciplines) 6 semester hours
- d. Life/Physical Science 7-8 semester hours
- e. Mathematics 3-4 semester hours

Required Art Courses – ART 101, 102, 111, 112, 113, 171, 172, and 173.

Art Electives – 9 semester hours selected from ART 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 252

General Education – 40-42 semester hours (Courses in the student's area of concentration do not count toward those requirements.)

Total Credits Required – 64-66 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

Cumulative Grade Point Average – 2.00 ( “C” ) or better for all work applicable toward the degree that was completed at Richland.

**Associate in Fine Arts (AFA) Degree**

Area of Concentration: \_\_\_\_\_

Designed to provide two academic years of college study for transfer toward a Bachelor degree at \_\_\_\_\_  
(College or University)

General Education Requirements – 40-42 Hours	Course & Number	RCC	Semester & Year	Transfer	Total
<b>Communications: 3 courses (9 Hours)</b> ENGL 101 or 110, 102; COMM 101 (required) ("C" or better required in both ENGL 101 and 102)					
<b>Social and Behavioral Sciences: 6 Hours</b> (Selected from two or more disciplines) ANTHR 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120; PSYCH 110, 145, 260, 210; SOCIO 110, 150, 200, 225					
<b>Humanities: (6 Hours)</b> AFAM 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 240, 251, 252, 253, 261, 270, 280; CHIN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 112, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202					
<b>Life/Physical Science: 2 courses (7-8 Hours)</b> (Select at least one course from life science and at least one course from physical science including at least one laboratory course.) <u>Life Science:</u> BIOL 101, 106, 210 <u>Physical Science:</u> ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHY S 105; PHYS 100, 101, 151; SCI 101, 102 (both must be completed to meet degree/transfer requirements)					
<b>Mathematics: 1 course (3-4 Hours)</b> MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221					
<b>Required Art Courses:</b> ART 101, 102, 111, 112, 113, 171, 172, 173					
<b>Electives: (9 hours selected from the following)</b> ART 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 252, 261					
<b>Total Hours – 64-66 Required.</b> Minimum of 15 credit hours at Richland.					

**2.0 GPA required for all Richland degrees.**

It is strongly recommended that students consult with a Success Coach at Richland and with an academic advisor at their transfer institution. While not part of the Core Curriculum, foreign language competency may be required for Bachelor of Arts degrees.



### ***Associate in Liberal Studies (ALS) Degree***

The ALS curriculum is designed for students who desire up to two years of college study for their personal development. It is also designed to provide students an initial opportunity to pursue various areas of interest and subsequently to select a more specific educational objective, such as a particular career and technical education program or a baccalaureate-oriented associate degree.

Both baccalaureate-oriented and career and technical education-oriented courses may be taken as a part of this program. Not all courses may transfer.

Graduation requirements for the Associate in Liberal Studies (ALS) degree are completion of the following:

Group requirements:

- |    |                                 |                   |
|----|---------------------------------|-------------------|
| a. | Communication Skills            | 9 semester hours  |
| b. | Humanities                      | 10 semester hours |
| c. | Social Sciences                 | 10 semester hours |
| d. | Natural Science and Mathematics | 10 semester hours |

General Electives                      10 semester hours (May include career and technical education-oriented courses)

Total Credits Required - 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

Cumulative Grade Point Average - 2.00 ( "C" ) or better for all work applicable toward the degree that was pursued at the College.



## Associate in Liberal Studies (ALS) Degree

Area of Concentration: \_\_\_\_\_

Designed to provide two academic years of college study for transfer toward a Bachelor degree at \_\_\_\_\_  
(College or University)

General Education Requirements – 39 Hours	Course & Number	RCC	Semester & Year	Transfer	Total
<b>Communications: 9 Hours</b> ENGL 101 or 110, 102; COMM 101 (required) ("C" or better required in both ENGL 101 and 102)					
<b>Natural/Life/Physical Science and Math: 10 hours</b> AGRIC 130; ASTRO 105; BIOL 101, 102, 106, 130, 201, 202, 210, 220; CHEM 100, 110, 131, 132, 201, 202; EASCI 210, 220, 230; HORT 100; MATH 104, 106, 110, 111, 112, 113, 116, 117, 121, 122, 160, 170, 171, 190, 210, 221, 230, 240; PHYS 100, 101, 102, 151, 152, 153; PHY S 105					
<b>Social Science: 10 hours</b> ANTHR 101, 110, 120, 130; ECON 225, 231, 232; ED 101, 108, 199, 200, 205; HIST 101, 102; P REL 100, 110, 120, 200; POL S 100, 110, 120; PSYCH 100, 110, 145, 150, 200, 210, 250, 260, 280; SOCIO 100, 105, 110, 125, 130, 135, 141, 150, 200, 210, 225; SOC S 199, 280					
<b>Humanities/Fine Arts: 10 hours</b> <u>Humanities:</u> AFAM 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 240, 251, 252, 253, 261, 270, 280; CHIN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 112, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202 <u>Fine Arts:</u> AFAM 103, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107 201; MUSIC 100, 180, 190; THTRE 150, 210					
<b>Electives: 21 hours</b> May include any course numbered 100 or above.					
<b>Total Credit Hours – 60 Required</b> Minimum of 15 Credit Hours at Richland.					

2.0 GPA required for all Richland degrees.

*It is strongly recommended that students consult with a Success Coach at Richland and with an academic advisor at their transfer institution.*



### ***Associate in Engineering Science (AES) Degree***

The Associate in Engineering Science degree is designed to provide the student with the general education, math, science and engineering courses required by the College of Engineering (COE) at the University of Illinois Urbana-Champaign (UIUC) campus. Students who complete this sequence and are transferring to the COE at UIUC will be able to transfer as juniors. While the general education requirements listed will satisfy the requirements of most senior institutions, students should identify as early as possible the institutions to which they will be applying for transfer to determine the specific requirements of those institutions for the freshman and sophomore years. The sequence of courses should be carefully planned with assistance from an advisor with a specific four-year institution in mind.

**Note:** The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the AES Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will lead to junior status in a major field, but students may need to complete additional general education requirements to achieve official junior status at the senior institution of their choice.

#### **Suggested Full-Time Course Sequence:**

<u>Fall Semester</u>	<u>Credit Hours</u>
CHEM 131	4
ENGL 101	3
ENGR 110	3
MATH 121	5

<u>Spring Semester</u>	
CHEM 132	5
ENGL 102	3
MATH 122	4
PHYS 151	4
Humanities/Fine Arts	
Elective	3

<u>Fall Semester</u>	
ECON 231	3
ENGR 211	4
MATH 221	4
PHYS 152	4
*CS Elective	4

<u>Spring Semester</u>	
ECON 232	3
ENGR 212	4
MATH 230	4
PHYS 153	4

#### **Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame. A grade of “C” or better in ENGL 101 is required for the AES degree.

\*CS Elective (CS 251 or CS 281)



## Associate in Engineering Science (AES) Degree

Area of Concentration: \_\_\_\_\_

Designed to provide two academic years of college study for transfer toward a Bachelor of Arts degree at \_\_\_\_\_  
(College or University)

General Education Requirements – 53 Hours	Course & Number	RCC	Semester & Year	Transfer	Total
<b>Communications: 2 courses (6 Hours):</b> ENGL 101, 102 ("C" or better required in both ENGL 101 and 102)					
<b>Physical Science: 5 courses (21 Hours):</b> CHEM 131, 132; PHYS 151, 152, 153					
<b>Mathematics: 4 courses (17 Hours):</b> MATH 121, 122, 221, 230					
<b>Computer Science: 1 course (4 Hours):</b> CS 251 or CS 281  <b>Engineering: 3 courses (11 Hours):</b> ENGR 110, 211, 212					
<b>Social Science: 2 courses (6 Hours):</b> ECON 231, 232					
<b>Humanities/Fine Arts: 1 course (3 Hours)</b> <u>Humanities:</u> AFAM 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 240, 251, 252, 253, 261, 270, 280; CHIN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 112, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202 <u>Fine Arts:</u> AFAM 103, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107, 201; MUSIC 100, 180, 190; THTR 150, 210					
<b>Total Credit Hours – 68 Required</b> Minimum of 15 Credit Hours at Richland.					

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with a Success Coach at Richland and with an academic advisor at their transfer institution.





## Areas of Concentration

### Suggestions for Baccalaureate/Transfer Programs

Students planning to pursue a bachelor's degree with a major in one of the areas listed are offered the following suggestions regarding courses to be included during their first two years of study.

These suggestions are designed for students who have not yet selected a four-year college. In all cases, any student who has chosen a transfer college or university should consult that institution's Catalog or transfer handbook in planning a program.

For each area of concentration, the customary associate's degree is designated.

#### Accounting (AA or AS)

Area of Concentration: ACCT 101, 102; ECON 231, 232  
Other suggested courses: MATH 160, 170, 171, 190; CIS 110

#### African-American Studies (AA)

Area of Concentration: AFAM 100, 103, 104, 120, 140, 141

#### Agriculture (AS)

Area of Concentration: AGRIC 106, 130, 210; HORT 100

#### American Sign Language (AA)

Area of Concentration: SIGN 101, 102, 103, 104, 105, 201, 202, 203, 204, 205.  
Other suggested courses: ED 220, Psych 280, SOCIO 150, SOCIO 225

#### Anthropology (AA or AS)

Area of Concentration: ANTHR 101, 110, 120, 130

#### Art (AA)

Area of Concentration: ART 101, 102, 111, 112, and at least two courses from those listed below  
Other suggested courses: ART 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 129, 131, 145, 151, 152, 171, 172, 251, 252, 261, 264, 270, 273

#### Biology (AS)

Area of Concentration: BIOL 101, 102, 201, 202, 210, 220  
Other suggested courses: CHEM 131, 132, PHYS 101, MATH 121

#### Business (AA or AS)

Area of Concentration: ACCT 101, 102; BUS 231; ECON 231, 232;  
Other suggested courses: CS 105 or CIS 110; MATH 116, 160, 170/171, 190, and above; psychology

#### Business – International (AA or AS)

Area of Concentration: ACCT 101, 102; ECON 225, 231, 232; HIST 112, 202; CIS 110  
Other suggested courses: MATH 160, 170, 190

#### Chemistry (AS)

Area of Concentration: CHEM 131, 132, 201, 202  
Other suggested courses: MATH 121, 122

#### Communication (AA)

Area of Concentration: COMM 120, 130, 240, 250  
Other suggested courses: PHIL 100, 120; POL S 100

#### Computer Science (AS)

Area of Concentration: BIOL 101 or 210; CS 105, 230, 251, 281;  
MATH 121, 122, 210, 221; PHYS 151, 152, 153

#### Earth Science (AS)

Area of Concentration: EASCI 210, 220, 230

#### Economics (AA or AS)

Area of Concentration: ECON 231, 232  
Other suggested courses: ECON 225; MATH 160, 170/171, 190, plus courses in sociology and political science

#### Education

See Teacher Education.

#### Engineering (AES)

See Associate in Engineering Science.

#### English (AA)

Area of Concentration: (a selection of four of the following)  
ENGL 115, 124, 126, 128, 140, 150, 160, 162, 201, 202, 240, 241, 251, 252, 253, 260, 261, 270, 280

Other suggested courses: courses in economics, foreign language, history, or political science.

#### Foreign Language (AA)

Area of Concentration: two years of study in the chosen language  
Other suggested courses: one sequence in history, and literature and humanities related to the foreign language.

#### General Science (AS)

Area of Concentration: BIOL 101, 102 or CHEM 131, 132 or PHYS 101, 102 plus three or more science courses in addition to one of the one-year sequences listed above, selected from the fields of biology, chemistry, or physics

#### History (AA)

Area of Concentration: HIST 101, 102, and either HIST 111, 112; or HIST 201, 202  
Other suggested courses: courses in economics, foreign language, history, literature, or political science

#### Mathematics (AS)

Area of Concentration: MATH 121, 122, 221, plus one additional mathematics course  
Other suggested courses: CHEM 131, 132; PHYS 151, 152, 153

#### Media (AA)

Area of Concentration: MEDIA 101, 110, 130, 140, 280, 220, 221  
Other suggested courses: MEDIA 225

#### Medicine

See Pre-Medicine.

#### Music (AA)

Area of Concentration: MUSIC 103, 104, 180, 190

#### Philosophy (AA)

Area of Concentration: PHIL 100, 110, 120, 200, 210, 215, 220, 230  
Other suggested courses: humanities and/or history courses

#### Physics (AS)

Area of Concentration: PHYS 151, 152, 153  
Other suggested courses: CHEM 131, 132; MATH 121, 122, 221, 230

#### Political Science/Pre-Law (AA )

Area of Concentration: POL S 100, 110, 120  
Other suggested courses: ECON 231, 232; HIST 101, 102; PHIL 110, 130

#### Pre-Forestry (AS)

Area of Concentration: General Science, including BIOL 101, 102, 210; CHEM 131, 132  
Other suggested courses: MATH 117; PHYS 101; and courses in accounting, business, and economics. Since the study of special forestry courses generally comes during the third and fourth years of a bachelor degree program, students desiring a BS in forestry should select General Science as their area of concentration at Richland.

#### Pre-Medicine (AS)

Students planning to enter medical school should consult the entrance requirements of the institution they plan to enter.

#### Pre-Veterinary (AS)

For purposes of identifying an area of concentration at Richland, biology is recommended as an area of concentration.  
Other suggested courses: CHEM 131, 132

#### Psychology (AA or AS)

Area of Concentration: PSYCH 110, plus two or more from the following: PSYCH 145, 150, 200, 210, 250, 260, 280  
Other suggested courses: MATH 160, 170/171, or 190 and other social science

#### Sequestration (AS)

Area of Concentration: CCS 115, 275; MATH 116, 171, 190; EASCI 210; BIOL 210

#### Sociology (AA)

Area of Concentration: SOCIO 110, plus three or more from the following: SOCIO 125, 130, 135, 141, 150, 200  
Other suggested courses: MATH 170/171



### Teacher Education (AA or AS)

To teach in Illinois public schools, teachers must be certified by the State of Illinois. To transfer into an approved baccalaureate program as a junior in early childhood, elementary, secondary, or special education, students must complete a minimum of 60 semester credits (up to a maximum of 64 semester credits) as well as required classroom field experiences. Community college students are strongly encouraged to complete an Associate in Arts or an Associate in Science degree with electives in Education coursework prior to transfer. A minimum grade point average of 2.5 (on a 4.0 scale) is required.

In addition, it is strongly recommended that transfer students meet the Basic Skills requirement prior to applying to a four-year teacher education program by meeting the minimum passing rates on one of the following tests:

- **TEST of Academic Proficiency (TAP)**—minimum score of 240 per subtest (reading comprehension, language arts (grammar and writing), mathematics, and a constructed-response writing assignment); or
- **ACT**—completion of ACT Plus writing test with a minimum composite score of 22 and a minimum writing score of 6; or
- **SAT**—minimum composite scores of 1110 (Evidence-based Reading and Writing + Mathematics = 1110 or higher) and a minimum score of 26 on Writing and Language Test.

Students planning to earn a Bachelor of Arts degree or a degree from a college of arts and sciences should be alerted to the probable need to complete a foreign language and should complete their foreign language requirement before transfer. Additional coursework may be required by the transfer institution.

### Early Childhood Education (AA or AS)

Area of Concentration: ECE 221; ENGL 101; COMM 101; PSYCH 110, PSYCH 150, plus fine arts and math electives.

Other suggested courses: ECE 101, 110, 111, 203; ED 105, 220

### Elementary Education (AA or AS)

Area of Concentration: ED 205, 105, 200, 220; MATH 112; PSYCH 150; SOCIO 200; Literature Elective; and Non-Western History Elective  
Other suggested courses: ED 107, 108, 109 and ECE 111  
Some transfer institutions may require a foreign language course. Students should complete up to nine sophomore-level semester credits in one academic discipline (i.e., mathematics, science, English, or social science).

### Secondary Education (AA or AS)

Area of Concentration: ED105, 200, 205, 220; POL S110; PSYCH 145; SOCIO120 or 200; Literature Elective; and Non-Western History Elective. Some transfer institutions may require a foreign language course. Students should complete up to nine sophomore-level semester credits in one academic discipline.

### Theatre (AA)

Areas of Concentration: THRE 160 (3 credit hours), 170, 180, 210, 230  
Other suggested courses: THRE 150, 171, 181, 220; ENGL 128  
Students planning to transfer to a four-year theatre program should meet with the Theatre Program faculty.

## Articulated AAS Degree Programs

Articulated programs are designed for Richland students who intend to transfer to another institution to complete a four-year degree after earning an associate in applied science degree at Richland.

Success Coaches and other staff in the Student Success Center provide extensive transfer information on Richland's associate in applied science degree transfer curriculum (2+2) articulated agreements with various baccalaureate institutions.

**Benedictine University**  
Nursing

### Eastern Illinois University

Industrial Technology  
RN to BSN  
Surgical Technology  
Applied Engineering Technology (CNC, Drafting, Electrical Systems, Mechanical Systems)

### Franklin University, Columbus, Ohio

All AAS degrees

### Greenville University, Greenville, Illinois

All AAS degrees--Organizational Leadership

### Indiana Wesleyan University

Nursing

### Illinois State University

Health Information Technology

### Millikin University

Business

Nursing

### Robert Morris University

Drafting and Design Engineering

### Southern Illinois University, Carbondale

Automotive Technology  
Information Technology

### University of Illinois, Springfield

Accounting  
Clinical Lab Science

### University of Illinois, Chicago

Nursing

## Guaranteed Transfer Agreement

Richland Community College and the University of Illinois, Urbana-Champaign have formed a cooperative relationship through a guaranteed transfer agreement. Any student who has completed the prescribed Guaranteed Transfer Agreement at Richland (with the required 2.50 GPA and foreign language requirement) and submits required application and supporting documentation will automatically be admitted to UIUC at the junior level in the prescribed field of study in the College of Agricultural, Consumer, and Environmental Sciences (ACES).

**University of Illinois, Urbana-Champaign fields of study include the following:**

- Agricultural and Consumer Economics
- Agricultural and Environmental Education
- Animal Science
- Crop Science
- Food Science & Human Nutrition
- Horticulture
- Human Development & Family Studies
- Natural Resource and Environmental Sciences
- Technical Systems Management



## Career and Technical Education Programs

Richland Community College strives to provide educational opportunities to enable individuals to become contributing members of the workforce. The workplace has changed with new work hours and work patterns due to improved telecommunications and computer technologies. Over 65% of new jobs will require post-secondary education and training below the baccalaureate level, and 75% of the current workforce needs training. The information supply available doubles every five years.

The mission of the career and technical education programs at Richland is to provide students the opportunities to choose, prepare for, and advance in their careers and vocations. This mission is accomplished by integrating technical education and academic education to provide the skills and education needed for living in a global society, competing in the workforce, and being receptive to lifelong learning.

A number of the career and technical education programs are articulated with four-year institutions to allow for the completion of a four-year degree in an additional two years if desired. To meet the broad range of student objectives, Richland Community College offers several types of instructional programs:

### Basic Certificate

A Basic Certificate is an award for satisfactory completion of a series of courses totaling 30 semester credit hours or less. Those programs that have only a basic certificate are designed to provide the necessary skills to obtain an entry-level position. For programs that have a basic certificate as part of a degree, the certificate is an award for satisfactorily completing a series of courses.

### Advanced Certificate

An Advanced Certificate is awarded for satisfactory completion of a series of courses or curriculum totaling 50 semester credit hours or less. This certificate is designed to provide the technical skills that would prepare an individual for initial employment in the job setting or for those currently employed and in need of advanced study.

### Associate in Applied Science

An Associate in Applied Science (AAS) degree is an award for the satisfactory completion of a prescribed curriculum of 60 semester credit hours or more intended to prepare individuals for employment in a specific field. It also serves those persons already employed in the field who desire to improve their competencies and achieve an associate's degree. A number of the AAS degrees have been articulated (see page 62) and/or capstoned (see below) with four-year institutions for completion of a Bachelor's degree.

### Capstone Options

Some career and technical education programs and/or courses transfer to senior institutions although they are not designed specifically for transfer. Southern Illinois University at Carbondale, for example, offers the Capstone Option allowing students who have earned certain two-year career and technical education degrees the option of pursuing a bachelor's degree without losing credits already earned. Students planning to transfer should consult a Richland counselor or advisor for additional information.

## Graduation Requirements

Graduation requirements for the Basic Certificate or the Advanced Certificate in any career and technical education program are the completion of the program as outlined in this Catalog. (Students transferring credit to Richland should see regulations under Admissions.)

Cumulative Grade Point Average – 2.00 ("C" or better) for all work applicable toward the certificate or degree that was pursued at the College.

## Course Prerequisites

Many of the following programs are designed to serve students with no previous study or experience in the program area.

In order that students who have acquired knowledge in career and technical education program fields through high schools or whose work experience may benefit from that knowledge, the College recognizes such education through credit evaluation programs. Transfer of college credit to Richland is explained under Admissions.

If any student pursuing a career and technical education program has a background that makes any listed course(s) inappropriate, two options are recommended:

1. The student may earn credit for the course(s) through proficiency examination(s) or advanced placement in an approved sequence; if such proficiency credit is awarded, it will shorten the total time required to complete the program.
2. If a student needs to complete a sequence of courses so that proficiency credit for one or more courses will not reduce the total time required to complete the program, the student is encouraged to earn proficiency credit and enroll in other courses that would increase his or her competencies beyond the minimum requirements for the program.

## Course Sequences

All students enrolled in one of the certificate programs and part-time students in the AAS curriculum are encouraged to pursue their respective programs by taking general and related courses along with their special interest courses rather than taking all courses in the order listed. The appropriate prerequisite experiences should be completed prior to enrolling in a course having prerequisites.



## Group/General Education Requirements for Career and Technical Education Certificates and AAS Degrees

Several programs require some study in courses that satisfy certain Group Requirements. All AAS degrees include a required minimum of 15 general education credits.

Meets both General Education & Group Requirements

### Communications

ENGL **101, 102, 110, 120, 222**  
COMM **101, 110, 120, 130, 140, 201, 240, 250**

### Humanities

AFAM **103, 104, 105, 120, 130, 140, 141**  
CHIN **101, 102, 201, 202**  
ENGL **115, 124, 126, 128, 150, 160, 162, 201, 202, 240, 251, 252, 253, 260, 261, 270, 280**  
GERM **101, 102, 201, 202**  
HIST **111, 112, 201, 202, 270, 271**  
HUMAN **100, 104, 106, 107, 201, 280**  
PHIL **100, 106, 110, 120, 200, 210, 215, 220, 230**  
SIGN **101, 102, 105, 201, 202**  
SPAN **101, 102, 198, 201, 202**  
THTRE **230**

### Fine Arts

AFAM **103, 105, 120, 140, 141**  
ART **100, 171, 172, 173**  
ENGL **140, 240, 241**  
HUMAN **100, 104, 106, 107, 201, 280**  
SIGN **101, 102, 103, 104, 105, 202, 203, 204, 205**  
MUSIC **100, 180, 190**  
THTRE **150, 210, 230**

### Mathematics

MATH **104, 106, 110, 111, 112, 113, 116, 117, 121, 122, 160, 170, 171, 190, 221, 230**

### Natural/Life/Physical Science

AGRIC **130**  
ASTRO **105**  
BIOL **101, 102, 106, 130, 201, 202, 210, 220**  
CHEM **100, 106, 110, 131, 132, 201, 202**  
EASCI **210, 220, 230**  
HORT **100**  
PHY S **105**  
PHYS **100, 101, 102, 151, 152, 153**  
SCI **101, 102** (both must be completed to meet degree/transfer requirements)

### Social Science

ANTHR **101, 110, 120, 130**  
ECON **225, 231, 232**  
ED **101, 102, 105, 107, 108, 109, 199, 200, 205, 210**  
HIST **101, 102, 105, 203**  
P REL **100, 110**  
POL S **100, 110, 120**  
PSYCH **100, 110, 130, 145, 150, 200, 210, 220, 250, 260, 280**  
SOCIO **100, 105, 110, 125, 130, 135, 141, 142, 150, 155, 200, 210, 225**  
SLRN **293**  
SOC S **199, 280**

**Bold print indicates IAI-approved general education classes.**



# Career and Technical Education Program Degree Requirements

These are career and technical education training programs. Some of the courses may not transfer to four-year institutions.

## Accounting

**General description:** The Accounting AAS program prepares students for entry-level positions such as bookkeeper, accounting clerk, assistant auditor, or income tax preparer. These positions help companies manage their financial data. These positions exist in most companies, in bookkeeping and accounting firms, and in government organizations. In larger organizations, positions may be specialized such as payroll clerk, accounts receivable clerk, or accounts payable clerk.

**Sample of job titles with this degree:** Accounting Clerk, Accounting Assistant, Accounting Specialist, Bookkeeper.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ACCT 101	4
BUS 100	3
BUS 110 (or MATH 113)	3
CIS 110	3
ENGL 110 (or ENGL 101)	3

<u>Spring Semester</u>	
ACCT 102	4
ACCT 105	2
ACCT 107	2
IT 120	3
ECON 231	3

<u>Fall Semester</u>	
ACCT 201	4
ACCT 206	3
ACCT 210	3
BUS 231	3
Social Science Elective	3

<u>Spring Semester</u>	
ACCT 202	4
ACCT 290 (or ACCT 295)	3
BUS 232	3
COMM 120 (or COMM 101)	3
P REL100	3

### Additional Program Information:

**Social Science Recommended Electives:** ECON 232, SOCIO 110, PSYCH 110

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Accounting Courses		Credit Hours	Accounting AAS 0040	Acct. Spec. Cert. 035A	Adv. Acct. Cert. 035B	Basic Acct. Cert. 035C
ACCT 101	Financial Accounting	4	X	X	X	X
ACCT 102	Managerial Accounting Fundamentals	4	X	X	X	X
ACCT 105	Introduction to Nonprofit Accounting	2	X	X	X	
ACCT 107	Accounting for Payroll	2	X	X	X	X
ACCT 201	Intermediate Accounting 1	4	X	X	X	
ACCT 202	Intermediate Accounting 2	4	X	X		
ACCT 206	Computerized Accounting Applications	3	X	X	X	
ACCT 210	Tax Accounting	3	X	X	X	
ACCT 290	Work Experience Practicum & Seminar (or ACCT 295)	3	X			
BUS 100	Business Fundamentals	3	X	X	X	X
BUS 110	Business Mathematics (or MATH 113)	3	X	X	X	X
BUS 231	Business Law Principles	3	X	X		
BUS 232	Business Law & Ethics	3	X	X		
CIS 110	Computer Business Applications	3	X	X	X	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X			
ECON 231	Macroeconomics	3	X			
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X			
IT 120	Spreadsheet Applications	3	X	X	X	X
P REL 100	Human Relations	3	X			
Social Science Elective (ECON 232, SOCIO 110, or PSYCH 110)		3	X			
Total Hours			62	44	34	22



## Administrative Assistant

**General description:** The AAS Administrative Assistant is designed to prepare students for employment as administrative assistants and office support professionals. With today's technology, the role of the administrative assistant has broadened to include not only running an office efficiently but also possessing a solid background in the use of the technology that supports the office. The Administrative Assistant prepares students to produce business communications, use technologically advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations.

**Sample of job titles with this degree:** Administrative Assistant, Executive Assistant, Office/Facilities Manager, Human Resources Assistant, Sales Assistant, Marketing Assistant, Front Desk Coordinator, Data Entry Specialist, Customer Service Representative.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ACCT 101	4
BUS 231	3
IT 130	3
OT 114	3
OT 117	3

<u>Spring Semester</u>	
ACCT 105	2
ACCT 107	2
BUS 110	3
ENGL 110	3
IT 120	3
OT 230	3

<u>Fall Semester</u>	
ACCT 206	3
COMM 120 (or COMM 101)	3
IT 125	3
IT 231	3
P REL100	3

<u>Spring Semester</u>	
IT 135	3
OT 217	3
OT 290 (or OT 295)	3
General Education Electives	6

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Administrative Assistant Courses		Credit Hours	Administrative Assistant AAS 0044	Advanced Admin. Assistant Cert. 044C	Intermediate Admin. Assistant Cert. 044H	Basic Admin. Assistant Cert. 044G
ACCT 101	Financial Accounting	4	X	X	X	X
ACCT 105	Introduction to Nonprofit Accounting	2	X	X	X	
ACCT 107	Accounting for Payroll	2	X	X	X	
ACCT 206	Computerized Accounting Applications	3	X	X		
BUS 110	Business Mathematics	3	X	X	X	X
BUS 231	Business Law Principles	3	X	X		
COMM 120	Business & Professional Speaking (or COMM 101)	3	X	X		
ENGL 110	Professional & Technical Writing	3	X	X	X	X
IT 120	Spreadsheet Applications	3	X	X	X	X
IT 125	Presentation Graphics Applications	3	X	X	X	
IT 130	Word Processor Applications	3	X	X	X	X
IT 135	Data Management Applications	3	X	X		
IT 231	Office Management Software	3	X	X	X	
OT 114	Word Processing/Keyboarding	3	X	X	X	X
OT 117	Business Communication Fundamentals	3	X	X	X	X
OT 217	Advanced Administrative Office Applications	3	X	X	X	
OT 230	Legal Terminology and Writing	3	X	X	X	X
OT 290	Work Experience Practicum & Seminar (or OT 295)	3	X			
P REL 100	Human Relations	3	X			
General Education Electives		6	X			
<b>Total Hours</b>			<b>62</b>	<b>50</b>	<b>38</b>	<b>25</b>





## Agribusiness

General description: The Agribusiness degree provides opportunities for students to learn the skills needed to succeed in the diverse field of agricultural business. Students will learn skills in both lab-based coursework geared toward industry. There are two specialties – Agricultural Sales and Sustainable Agriculture. Upon completion of a degree in Agribusiness, students will have a diverse set of skills to contribute to the agricultural economy.

A degree may only be earned in one of the two specialties (Agricultural Sales and Sustainable Agriculture). Certificate options are available through the Horticulture degree.

These are career and technical education programs, Some courses may not transfer to four-year institutions.

### ***Agribusiness – Agricultural Sales Specialty***

General description: This specialty incorporates hands-on learning to provide a foundation of knowledge and skills for the vast career opportunities in the Agribusiness industry. Located literally in the middle of “America’s Agribusiness Center,” this program offers resources that are unique from those of any other college district.

**Sample of job titles with this degree:** Sales Representative, Grain Elevator Operations, Processing Plant Worker, Grain Farmer, Livestock Farmer, Farm Equipment Operator, Farm Manager.

#### **Suggested Full-Time Course Sequence:**

<u>Fall Semester</u>	<u>Credit Hours</u>
AGRIC 106	4
AGRIC 112	4
ENGL 110 (or ENGL 101)	3
MATH 104 (or MATH 110,116)	4

<u>Spring Semester</u>	
ACCT 101 (or ACCT 100)	3-4
AGRIC 130	4
Business Elective	3
COMM 120 (or COMM 101)	3

<u>Summer Semester</u>	
General Education Elective	3

<u>Fall Semester</u>	
AGRIC 135	3
AGRIC 210	4
Agriculture Elective	3-4
Business Elective	3
General Education Elective	3

<u>Spring Semester</u>	
AGRIC 232	3
AGRIC 235	3
AGRIC 290 (or AGRIC 295)	3
Agriculture Elective	3
General Education Elective	3

#### **Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Agribusiness - Agricultural Sales Specialty Courses		Credit Hours	Agribusiness AAS 2063
ACCT 101	Financial Accounting (or ACCT 100)	3-4	X
AGRIC 106	Animal Science	4	X
AGRIC 112	Computer Skills for Agriculture	4	X
AGRIC 130	Crop Science	4	X
AGRIC 135	Sales and Marketing of Agricultural Products	3	X
AGRIC 210	Soil Science	4	X
AGRIC 232	Agricultural Economics	3	X
AGRIC 235	Agriculture Business Management	3	X
AGRIC 290	Work Experience Practicum & Seminar (or AGRIC 295)	3	X
Agriculture Electives	Recommended: AGRIC 116, AGRIC 126, AGRIC 226, AGRIC 230, AGRIC 260, AGRIC 270, HORT 100, HORT 202, HORT 211	6-7	X
Business Electives	Recommended: BUS 100, BUS 200, BUS 225, BUS 228, BUS 231, BUS 240, BUS 245, BUS 283	6	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X
MATH 104	Technical Math (or MATH 110 or MATH 116)	4	X
General Education Electives		9	X
<b>Total Hours</b>			<b>62-64</b>



### ***Agribusiness – Sustainable Agriculture Specialty***

General description: Interest in local food systems including farmer's markets, community-supported agriculture, and direct sales from the farm has created a need for more local production of sustainable horticultural food crops. This field of study is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. Students will learn the fundamentals of sustainable agriculture, focusing on crop production, sustainable livestock production, and farm business with an emphasis on practical field training on the student farm located on the Richland campus.

**Sample of job titles with this degree:** Farm Manager, Urban Farm Assistant, Market Manager, Farm Educator, Animal Caretaker.

#### **Suggested Full-Time Course Sequence:**

##### Fall Semester                      Credit Hours

AGRIC 106	4
AGRIC 112	4
ENGL 110 (or ENGL 101)	3
MATH 104 (or MATH 110,116)	4

##### Spring Semester

ACCT 101 (or ACCT 100)	3-4
AGRIC 116	3
AGRIC 130	4
Agriculture Elective	3
COMM 120 (or COMM 101)	3

##### Summer Semester

General Education Elective	3
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##### Fall Semester

AGRIC 135	3
AGRIC 210	4
Agriculture Electives	6-8
General Education Elective	3

##### Spring Semester

AGRIC 235	3
AGRIC 290 (or AGRIC 295)	3
Agriculture Elective	3
General Education Elective	3

#### **Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Agribusiness – Sustainable Agriculture Specialty Courses		Credit Hours	Agribusiness AAS 2063
ACCT 101	Financial Accounting (or ACCT 100)	3-4	X
AGRIC 106	Animal Science	4	X
AGRIC 112	Computer Skills for Agriculture	4	X
AGRIC 116	Sustainable Agriculture Fundamentals	3	X
AGRIC 130	Crop Science	4	X
AGRIC 135	Sales and Marketing of Agricultural Products	3	X
AGRIC 210	Soil Science	4	X
AGRIC 235	Agriculture Business Management	3	X
AGRIC 290	Work Experience Practicum & Seminar (or AGRIC 295)	3	X
Agriculture Electives	Recommended: AGRIC 126, AGRIC 226, AGRIC 230, AGRIC 260, AGRIC 270, HORT 100, HORT 125, HORT 202, HORT 211, HORT 226, HORT 231	12-14	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X
MATH 104	Technical Math (or MATH 110 or MATH 116)	4	X
General Education Electives		9	X
<b>Total Hours</b>			<b>62-65</b>



## American Sign Language/Interpreting

**General description:** American Sign Language/Interpreting (ASL/I) AAS program/certificates develop competency and practice in ASL interpreting and Deaf Culture toward practical careers in a number of interpretive settings: education, public safety, the social services, or health professions. Individuals will develop skills to sign competently, be conversant with Deaf Culture issues, apply the intricacies of translating spoken language into signing, work professionally with ethical integrity, and prepare or work toward various state and national certifications. Skills from basic certification can boost employability for entry-level positions or enhance promotion prospects.

**Sample of job titles with this degree or in this field include:** Family and Consumer Science Educator, Early Childhood Teachers/Assistants, Nanny, Child Life Specialist, Special Education Teacher/Assistant, Elementary Teachers/Assistant, Adult Literacy Teacher, Social Worker/Technicians, Parent Educator, Counselor, Speech-Language Pathologist-Audiologist/Technician, Geriatric Service Worker, Personal and Home Care Aide, Consumer Advocate, Sales Consultant, Consumer Goods or Services Retail Representative, Health Service Professional, Patient Care Advocate, and more.

According to the Bureau of Labor Statistics, the demand for interpreters and translators is projected to have a growth rate of 46% from 2012 to 2022. This growth is attributable to various legislation mandating or expanding services, such as the Americans with Disabilities Act (ADA) and the Affordable Care Act (ACA). The 46% projection is much above the national average for other professions. Improvement of technology has also increased the use of video relay services opportunities. In Illinois, employment of the category of interpreters and translators is expected to increase much faster than average through 2020, making it one of the top 10 fastest growing occupations in Illinois.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
COMM 101	3
ENGL 101 (or ENGL 110)	3
SIGN 101	4
SIGN 103	3
SIGN 105	3

<u>Spring Semester</u>	<u>Credit Hours</u>
SIGN 102	4
SIGN 104	3
SIGN 203	3
SOCIO 110	3

<u>Summer Semester</u>	<u>Credit Hours</u>
SIGN 201	4
SIGN 204	3

<u>Fall Semester</u>	<u>Credit Hours</u>
HUMAN 104 (or SOCIO 225)	3
SIGN 202	4
SIGN 205	3
Directed Elective*	3

<u>Spring Semester</u>	<u>Credit Hours</u>
AFAM 100 (or AFAM 120)	3
BIOL 106	3
SIGN 290	3
Directed Elective*	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame. All AAS degrees include a required minimum of 15 general education credits.

Directed Electives: CRJ 110, ED 205, ED 220, HLTH 120, PSYCH 150, SOCIO 141, SOCIO 225



ASL/Interpreting Courses		Credit Hours	AAS 5000	ASL/Interp. Advanced Cert. 5005	ASL/Interp. - Intermediate Cert. 5004	ASL/Interp.- Basic Cert. 5003
AFAM 100	Introduction to African American Studies (or AFAM 120)	3	X			
BIOL 106	Issues in Human Biology	3	X			
COMM 101	Public Speaking	3	X	X		
ENGL 101	Composition 1 (or ENGL 110)	3	X	X		
HUMAN 104	Introduction to Latin Am. Culture & Civilization (or SOCIO 225)	3	X			
SIGN 101	American Sign Language 1	4	X	X	X	X
SIGN 102	American Sign Language 2	4	X	X	X	X
SIGN 103	Fingerspelling and Numbers	3	X	X	X	X
SIGN 104	Introduction to Interpreting	3	X	X	X	X
SIGN 105	Deaf Culture	3	X	X		
SIGN 201	American Sign Language 3	4	X	X	X	
SIGN 202	American Sign Language 4	4	X	x	X	
SIGN 203	Interpreting 1	3	X	X	X	X
SIGN 204	Interpreting 2	3	X	X	X	
SIGN 205	Interpreting 3	3	X	X	X	
SIGN 290	Practicum and Seminar	3	X	X		
SOCIO 110	Introduction to Sociology (or PSYCH 110)	3	X			
Directed Electives (CRJ 110, ED 205, ED 220, HLTH 120, PSYCH 150, SOCIO 141, SOCIO 225)		6	X			
<b>Total Hours</b>			<b>61</b>	<b>43</b>	<b>31</b>	<b>17</b>



## Automotive Technology

**General description:** The Automotive Technology Program provides students with an opportunity to obtain a solid foundation of knowledge, experience, and skills that will assist in job entry and career advancement in the automotive industry. Current automotive trends indicate that the automobile will continue to experience changes including expanded use of electronics and computerized controls for improving engine performance, fuel efficiency, on-board diagnostics, exhaust emissions, and passenger comfort and safety. These changes will require persons knowledgeable and highly skilled in specialized areas of automotive technology.

The Automotive Technology Program has achieved master certification by the National Institute for Automotive Service Excellence (NATEF). Instruction is offered in all eight (8) areas of ASE certification – engine repair, automatic transmission/transaxles, manual drive trains and axles, steering and suspension, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. All graduates are encouraged to complete the certification process by taking the ASE certification tests.

A uniform shirt and an approved set of tools are required for this program. Contact the Mathematics, Sciences and Business Division, 217.875.7211, Ext. 6344, for details.

**Sample of job titles with this degree:** Drivability Specialist, Transmission Specialist, HVAC Specialist, Driveline Specialist, Front End Specialist, Engine Rebuild Specialist, Line Technician.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

#### Fall Semester                      Credit Hours

AUTO 101	3
AUTO 102	4
ENGL 110 ( ENGL 105)	3
MATH 104 (or MATH 110)	4
General Education Elective	3

#### Spring Semester

AUTO 201	4
AUTO 207	4
CIS 110	3
COMM 120 (or COMM 101)	3

#### Summer Semester

AUTO 202	4
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#### Fall Semester

AUTO 203	4
AUTO 204	4
AUTO 208	4
P REL 100	3

#### Spring Semester

AUTO 205	4
AUTO 206	4
AUTO 209	4
AUTO 290	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Automotive Courses		Credit Hours	Auto Tech AAS 0071	Sr. Automotive Repair Technician Cert. 0069	Automotive Performance Specialist Cert. 071B	Auto. Brake, Steering, Suspension Spec. Cert. 071C	Automotive Trans. and Driveline Spec. Cert. 071F	Automotive HVAC Spec. Cert. 071D	Automotive Engine Rebuilder Cert. 071E	Automotive Service Specialist Cert. 071A
AUTO 101	Basic Theory	3	X	X	X	X	X	X	X	X
AUTO 102	Electrical Systems	4	X	X	X	X	X	X	X	X
AUTO 201	Suspension & Steering Alignment	4	X	X		X				
AUTO 202	Heating and Air Conditioning	4	X	X				X		
AUTO 203	Fuel and Emission Systems	4	X	X	X					
AUTO 204	Engine Repair	4	X	X					X	
AUTO 205	Manual Drive Train & Axles	4	X	X			X			
AUTO 206	Automatic Transmissions/ Transaxles	4	X	X			X			
AUTO 207	Advanced Automotive Electronics	4	X	X	X					
AUTO 208	Automotive Brakes	4	X	X		X				
AUTO 209	Adv. Drivability Problem Diagnosis	4	X	X	X					
AUTO 290	Automotive Internship	3	X							
CIS 110	Computer Business Applications	3	X							
COMM 120	Business & Professional Speaking (or COMM 101)	3	X							
ENGL 110	Professional & Technical Writing ( or ENGL 105)	3	X							
MATH 104	Technical Mathematics (or MATH 110)	4	X							
P REL 100	Human Relations	3	X							
General Education Elective		3	X	X						
<b>Total Hours</b>			<b>65</b>	<b>46</b>	<b>19</b>	<b>15</b>	<b>15</b>	<b>11</b>	<b>11</b>	<b>7</b>





## Business

**General Description:** The Business program provides students with both specialty and technical core courses in business and management that apply to either the certificates or the Associate in Applied Science (AAS) degree in Business. The program is versatile in its use, with most students seeking entry-level management and marketing positions in a variety of settings.

**Sample of Job Titles with this Degree:** Supervisor, Manager, Team Leader, Salesperson, Agent, Customer Service Representative

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ACCT 101	4
BUS 100	3
BUS 110 (or MATH 104)	3
ENGL 110 (or ENGL 101)	3
P REL 100	3

<u>Spring Semester</u>	
ACCT 102	4
BUS 200	3
BUS 283	3
COMM 120 (or COMM 101)	3
CIS 110	3

<u>Fall Semester</u>	
BUS 228	3
BUS 231	3
BUS 240	3
ECON 231	3
P REL 110	3

<u>Spring Semester</u>	
BUS 225	3
BUS 232	3
BUS 245	3
BUS 290 (or BUS 295)	3
ECON 232	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Business Courses		Credit Hours	Business AAS 038C	Management Cert. 038G	Marketing Cert. 038I	Entrepreneurship Cert. 038H	Basic Business Cert. 038K
ACCT 101	Financial Accounting	4	X	X	X	X	X
ACCT 102	Managerial Accounting Fundamentals	4	X	X			
BUS 100	Business Fundamentals	3	X	X	X	X	X
BUS 110	Business Mathematics (or MATH 104)	3	X	X	X	X	X
BUS 200	Customer Service Fundamentals	3	X	X			
BUS 225	Small Business Development	3	X		X	X	
BUS 228	Global Topics in Business	3	X		X	X	
BUS 231	Business Law Principles	3	X	X			
BUS 232	Business Law & Ethics	3	X				
BUS 240	Marketing Fundamentals	3	X		X		
BUS 245	Advertising and Sales Promotion	3	X		X		
BUS 283	Finance and Insurance (formerly Personal Finance)	3	X			X	
BUS 290	Work Experience Practicum & Seminar (or BUS 295)	3	X				
CIS 110	Computer Business Applications	3	X				
COMM 120	Business & Professional Speaking (or COMM 101)	3	X				
ECON 231	Macroeconomics	3	X				
ECON 232	Microeconomics	3	X				
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X	X	X	X	X
P REL 100	Human Relations	3	X	X	X	X	X
P REL 110	Supervision	3	X	X			
Total Hours			62	29	28	25	16



## Collision Repair Technology

**General description:** The Collision Repair Technology program prepares students for entry-level positions and career advancement in the collision repair industry. This program trains students to repair an automobile correctly, economically, and safely. The program includes diagnostic technologies, welding techniques, shop safety, metal straightening, panel replacement, interior trim and body refinishing, glass replacement, frame straightening, fiber glass repair, aluminum repair, surface preparation, painting techniques, refinishing, and damage estimation. Students will apply their knowledge and learn industry skills in a real-world shop environment equipped with the latest technologies and industry tools. Students pursuing the Associate in Applied Science (AAS) degree will also gain real-world experience through internship opportunities in various shop environments.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

**Sample of job titles with this degree:** Master Collision Repair Technician, Structural Repair Specialist, Mechanical Electrical Specialist, Paint & Refinish Specialist, Nonstructural Repair Specialist, Auto Glass Specialist, Preparation Detail Specialist

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
AUTO 102	4
CRT 100	4
CRT 135	2
ENGL 105 (or ENGL 110)	3
WELD 100	2
WELD 150	2

<u>Spring Semester</u>	
CRT 205	3
CRT 210	4
CRT 220	4
CRT 230	4
CRT 235	2

<u>Fall Semester</u>	
CRT 105	2
CRT 110	4
CRT 120	4
CRT 130	4
P REL 100	3

<u>Spring Semester</u>	
AUTO 201	4
COMM 120 (or COMM 101)	3
CRT 290	3
MATH 104	4
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

Students in CRT100 should be co-enrolled in CRT135.

All AAS degrees include a required minimum of 15 general education credits.



Collision Repair Courses		Credit Hours	Collision Repair Technology AAS 1010	Damage Analysis Specialist Cert. 101A	Structural Repair Specialist Cert. 101B	Mechanical Electrical Specialist Cert. 101C	Nonstructural Repair Specialist Cert. 101E	Paint and Refinish Specialist Cert. 101D	Collision Glass Specialist Cert. 101F	Preparation Detailer Specialist Cert. 101G
AUTO 102	Electrical Systems	4	X	X		X				
AUTO 201	Suspension & Steering Alignment	4	X		X	X				
COMM 120	Business & Professional Speaking (or COMM 101)	3	X							
CRT 100	Introduction to Collision Repair	4	X	X	X	X	X	X	X	X
CRT 105	Damage Estimating & Customer Service	2	X	X						
CRT 110	Painting & Refinishing 1	4	X	X				X		
CRT 120	Nonstructural Collision Repair 1	4	X	X		X	X			
CRT 130	Structural Collision Repair 1	4	X	X	X					
CRT 135	Paint Preparation & Detail	2	X					X	X	X
CRT 205	Mechanical Systems	3	X	X		X				
CRT 210	Painting & Refinishing 2	4	X					X		
CRT 220	Nonstructural Collision Repair 2	4	X				X			
CRT 230	Structural Collision Repair 2	4	X		X					
CRT 235	Stationary & Rolling Glass	2	X		X		X		X	
CRT 290	Collision Repair Internship	3	X							
ENGL 105	Technical Writing in the Workplace (or ENGL 110)	3	X							
MATH 104	Technical Mathematics	4	X							
P REL 100	Human Relations	3	X							
WELD 100	Welding Fundamentals	2	X		X	X	X			
WELD 150	Gas Metal Arc Welding for Auto Body	2	X		X	X	X			
General Education Elective		3	X							
Total Hours			68	25	22	19	18	14	8	6



## Computer Integrated Manufacturing (See Engineering Technology)

### Computer Science (See AAS Programmer/Analyst Degree and also Area of Concentration Suggestions for AS Degree)

## Criminal Justice

**General description:** The Criminal Justice Careers Program offers preparation for a broad range of career opportunities in the expanding Criminal Justice field. Careers in Criminal Justice offer interesting and intense work and provide high pay and excellent benefits and retirement programs. The Richland Criminal Justice Careers Program offers basic and advanced certificates as well as an AAS degree. There are four areas of concentration, each leading to a different criminal justice career path for individuals with different abilities, aptitudes, and/or interests. Areas of concentration include Patrol Officer, Correctional Officer, Probation and Parole Officer, and Emergency Telecommunications Specialist. Work in these specialized fields ranges from the delivery of emergency response and investigative services provided by the Emergency Telecommunications Specialist and Patrol Officer to the close monitoring and accountability systems for those accused or convicted of crimes managed by the Correctional Officer and Probation and Parole Officer.

**Sample of job titles with this degree:** Police Officer/K-9 Officer (department requirements vary, some departments, especially state agencies, do require a 4-year degree), State Police Officer, Court Security Officer, Correctional Officer, Private/Corporate Security Officer, Legal Assistant, Paralegal (some larger cities will only hire people with actual "paralegal" degrees), Loss Prevention Officer.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

#### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CIS 110	3
CRJ 110	3
CRJ 128	3
ENGL 110 (or ENGL 101)	3
SOCIO 110	3

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
CRJ 125	3
POL S 120	3
PSYCH 110	3
General Education Elective	3

<u>Fall Semester</u>	
CRJ 112	3
CRJ 114	3
CRJ 200	3
CRJ 210	3
General Education Elective	3

<u>Spring Semester</u>	
CRJ 113	3
CRJ 116	3
CRJ 290 (or CRJ 295)	3
HLTH 120	3
SOCIO 130	3

#### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame. Students planning to transfer to a college or university should enroll in ENGL 101 or COMM 101.

CRJ 290 & 295 are offered during the summer as needed. All AAS degrees include a required minimum of 15 general education credits.



Criminal Justice Courses		Credit Hours	Criminal Justice AAS 0020	Patrol Officer Adv. Cert. 0019	Correctional Officer Adv. Cert. 019B	Emer. Telecom. Specialist Cert. 019C	Patrol Officer Cert. 019F	Prob. and Par. Off. Cert. 019E	Correctional Officer Cert. 019D
CIS 110	Computer Business Applications	3	X	X	X	X	X	X	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X	X	X	X			
CRJ 110	Criminal Justice Fundamentals	3	X	X	X	X	X	X	X
CRJ 112	Investigative Report Writing	3	X	X	X	X	X	X	
CRJ 113	Fund of Investigations & Reporting	3	X	X	X	X	X	X	
CRJ 114	Criminal Law	3	X	X	X		X	X	X
CRJ 116	Probation/Parole	3	X	X	X			X	
CRJ 125	Patrol Procedures	3	X			X	X		
CRJ 128	Corrections Fundamentals	3		X	X				X
CRJ 200	Youth, the Law, & Police Intervention	3	X						
CRJ 210	Law Enforcement & Community Relations	3	X						
CRJ 290	Work Experience Practicum & Seminar (or CRJ 295)	3	X						
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X	X	X				
HLTH 120	Wellness & Healthful Living	3	X	X	X	X	X	X	X
POL S 120	Politics in States and Communities	3	X	X	X				
PSYCH 110	Introduction to Psychology	3	X	X	X				
SOCIO 110	Introduction to Sociology	3	X						
SOCIO 130	Criminology	3	X	X	X				X
AAS Group Requirements/Electives to be selected from areas of Communications, Humanities, Fine Arts, Mathematics, and/or Natural/Life/Physical Science		6	X						
<b>Total Hours</b>			<b>60</b>	<b>45</b>	<b>39</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>18</b>



## Criminal Justice – Corrections

The Criminal Justice – Corrections AAS has been suspended. Richland will not admit new students into this degree program. Students enrolled in the degree program prior to June 2017 will have until August 2020 to complete all program requirements. Interested students are encouraged to enroll in the Criminal Justice degree.

## Culinary Arts

**General description:** The Culinary Arts Program prepares individuals for an exciting career as a chef, cook, and/or food preparation worker for a variety of hospitality industries, including hotels, restaurants, convention centers, hospitals, and corporate dining facilities. The curriculum covers all aspects of culinary preparation including meats, poultry, fish, vegetables, sauces, soups, bread and pastry baking, desserts, specialty cooking, and international cuisine. Hands-on experience in all facets of culinary preparation and presentation is emphasized throughout the curriculum. Further, coursework emphasizing the development of supervisory and managerial responsibilities such as sanitation, menu planning, management, cost control, purchasing, cooking, baking, and restaurant operations are also provided. Specific skills aimed at creating recipes; managing the kitchen; ordering supplies; measuring, mixing, and cooking ingredients according to specified recipes; familiarity with the various types of kitchen equipment and instruments; knife skills, cutting, chopping, slicing, and dicing; and directing the duties of other kitchen employees are developed throughout the entire program of study.

Individuals who are not interested in working for restaurants or food service kitchens may also benefit from this program. For example, personal chefs, an emerging occupation, plan and prepare meals in private homes according to a client's personal preferences and dietary needs. Research chefs combine culinary skills with specific skills in food science to test new formulas, develop recipes, experiment with flavors and presentation, and test new products for chain restaurants, food growers, and manufacturers.

Students may pursue an Associate of Applied Science Degree or several career-focused certificates such as food preparation worker, baking & pastry, chef assistant, and/or culinary management.

Culinary Arts students are required to buy uniforms and a knife kit, which total approximately \$400. These are purchased through the Culinary Arts Director during the first week of class.

**Sample of job titles with this degree:** Small Business Owner, Research Chef, Private Chef, Caterer, Executive Chef, Sous Chef, Food Stylist, Dietary Advisor.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CA 101 2 (1st 8 weeks)	2
CA 105 (2nd 8 weeks)	4
CA 150 (1st 8 weeks)	3
ENGL 110 (or ENGL 101)	3
P REL100	3

<u>Spring Semester</u>	
CA 115 (1st 8 weeks)	4
CA 120 (2nd 8 weeks)	4
CA 200	3
HOSP 104	3
HOSP 202	3

<u>Summer Semester</u>	
CA 290	3

<u>Fall Semester</u>	
CA 210	3
CA 220	3
COMM 120 (or COMM 101)	3
HOSP 203	3
HOSP 204	3

<u>Spring Semester</u>	
CA 230	4
CA 250	5
HOSP 205	4
General Education Elective	3
General Education Elective	3

**Additional Program Information:** Students who begin in Spring may not finish in a two-year time frame. All AAS degrees include a required minimum of 15 general education credits.



Culinary Arts Courses		Credit Hours	Culinary Arts AAS 2200	Culinary Management Cert. 220A	Chef's Assistant Cert. 220B	Baking and Pastry Cert. 220C	Food Preparation Cert. 220D
CA 101	Intro to Culinary Arts	2	X	X	X	X	x
CA 105	Culinary Fundamentals	4	X	X	X	X	X
CA 115	Culinary Applications	4	X	X	X	X	X
CA 120	Baking and Pastry Fundamentals	4	X	X	X	X	
CA 150	Culinary Math	3	X	X	X	X	X
CA 200	Meat, Poultry, and Fish	3	X	X	X		
CA 210	Garde Manger	3	X		X		
CA 220	Advanced Baking and Pastry	4	X	X	X	X	
CA 230	International Cuisine	4	X		X		
CA 250	Restaurant Fundamentals	5	X	X	X		
CA 290	Work Experience Practicum & Seminar (or CA 295)	3	X				
COMM 120	Business & Professional Speaking (or COMM 101)	3	X				
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X				
HOSP 104	Purchasing & Product Identification	3	X	X			
HOSP 202	Hospitality Nutrition	3	X	X			
HOSP 203	Bar & Beverage Management	3	X	X			
HOSP 204	Dining Room Management	3	X	X			
HOSP 205	Cost Management	4	X	X		X	
P REL 100	Human Relations	3	X				
General Education Electives		6	X				
<b>Total Hours</b>			<b>70</b>	<b>45</b>	<b>36</b>	<b>25</b>	<b>13</b>





## Desktop Support Technician

Desktop Support Technician AAS and its certificates (Desktop Support Specialist and Microsoft Office Specialist Prep) have been suspended. Richland will not admit new students into this degree program. Students enrolled in the degree program prior to June 2019 will have until August 2020 to complete all program requirements. Interested students are encouraged to enroll in the Programmer/Analyst, Network Technology, or Administrative Assistant degree.

## Diesel Medium/Heavy Truck Technology

**General description:** The Diesel Medium/Heavy Truck Technology program prepares students for entry-level positions and career advancement in the diesel truck industry. The maintenance and repair of the modern, more sophisticated diesel engines require highly-skilled mechanics. This program provides students with the knowledge and skills needed to analyze, diagnose, maintain, and repair a variety of vehicular concerns related to diesel trucks, diesel driveability diagnosis, and the following diesel systems: electrical, fuel & emissions, engine & transmission, heating & air conditioning, drive train, suspension & steering, and brakes. Advanced diagnostic, maintenance, and repair tools are introduced. Students pursuing the AAS degree will gain real-world experience through internship opportunities in various shop environments.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

**Sample of Job titles for this Degree:** Senior Heavy Truck Technician, Steering & Suspension Specialist, Drive train Specialist, HVAC Specialist, Engine Repair Specialist, Performance Specialist, Transmission Specialist, Service Specialist.

### Suggested Full-Time Course Sequence:

#### Fall Semester      Credit Hours

DMHT 101	4
DMHT 110	4
DMHT 120	4
ENGL 105 (or ENGL 110)	3

#### Spring Semester

DMHT 115	4
DMHT 125	4
DMHT 130	4
DMHT 135	4

#### Summer Semester

DMHT 200	4
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#### Fall Semester

DMHT 210	4
DMHT 211	4
COMM 120 (or COMM 101)	3
P REL100	3

#### Spring Semester

DMHT 212	4
DMHT 290	3
MATH 104	4
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Diesel Medium/Heavy Truck Courses		Credit Hours	Diesel Medium/Heavy Truck Technology AAS 1000	Senior Diesel Tech. Cert. 100H	Steering & Suspension Specialist Cert. 100G	Diesel Drive Train Specialist Cert. 100F	Diesel HVAC Specialist Cert. 100E	Diesel Engine Rebuilder Cert. 100D	Diesel Performance Specialist Cert. 100C	Diesel Transmission Specialist Cert. 100B	Diesel Service Tech. Cert. 100A
COMM 120	Business & Professional Speaking (or COMM 101)	3	X								
DMHT 101	Truck Preventative Maintenance	4	X	X	X	X	X	X	X	X	X
DMHT 110	Basic Electrical Systems	4	X	X	X	X	X	X	X	X	X
DMHT 115	Advanced Electrical Systems	4	X	X					X		
DMHT 120	Diesel Fuel and Emissions	4	X	X					X		
DMHT 125	Diesel Drivability Diagnosis	4	X	X					X		
DMHT 130	Diesel Engine Repair	4	X	X							
DMHT 135	Diesel Truck Transmissions	4	X	X		X		X		X	
DMHT 200	Medium/Heavy HVAC	4	X	X			X				
DMHT 210	Truck Steering, Suspension & Alignment	4	X	X							
DMHT 211	Truck Drive Train System	4	X	X	X	X					
DMHT 212	Medium/Heavy Truck Brakes	4	X	X	X						
DMHT 290	Diesel Truck Internship	3	X								
ENGL 105	Technical Writing in the Workplace (or ENGL 110)	3	X								
MATH 104	Technical Mathematics	4	X								
P REL 100	Human Relations	3	X								
General Education Elective		3	X								
Total Hours			63	44	16	16	12	12	20	12	8



## Drafting & Design Engineering

**General description:** The Drafting & Design Engineering Program introduces students to fundamentals of drafting, working drawing production, various media used in the drafting room, manufacturing processes, and other specialties that will enhance employment opportunities. It is designed both for persons currently employed in industry and for those desiring initial employment as an industrial drafter. The work is done indoors at various manufacturing firms.

**Sample of job titles with this degree:** CAD Technician, CAD Specialist, Engineering Technician, Architectural Technician.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
DRAFT 101	3
DRAFT 103	3
ENGL 105 (or ENGL 101)	3
ENGR 110	3
MATH 104	4

<u>Spring Semester</u>	
DRAFT 104	3
DRAFT 110	3
DRAFT 190	4
DRAFT 195	4
P REL 100	3

<u>Fall Semester</u>	
COMM 120 (or COMM 101)	3
DRAFT 230	3
DRAFT 235	3
DRAFT 237	2
DRAFT 239	3

<u>Spring Semester</u>	
DRAFT 236	4
DRAFT 290 (or DRAFT 295)	3
ENGT 252	3
PHYS 100 (or PHYS 115)	4
Drafting Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Drafting & Design Engineering Courses		Credit Hours	Drafting & Design Engineering AAS 0113	Microstation Specialist Cert. 113B	Drafting & Design Intermediate Cert. 0112	AutoCad Specialist Cert. 0114	Drafting Fundamentals Cert. 113A
COMM 120	Business & Professional Speaking (or COMM 101)	3	X				
DRAFT 101	Drafting Fundamentals	3	X	X	X	X	X
DRAFT 103	AutoCAD, Introductory	3	X	X	X	X	X
DRAFT 104	AutoCAD, Intermediate	3	X	X	X	X	
DRAFT 106	Microstation, Introductory	3		X			
DRAFT 107	Microstation, Intermediate	3		X			
DRAFT 110	Technical Design	3	X	X	X	X	
DRAFT 190	Industrial Drafting	4	X	X	X		
DRAFT 195	Tool Design Drafting	4	X	X	X		
DRAFT 230	AutoCAD, Advanced	3	X			X	
DRAFT 232	Microstation, Advanced	3		X			
DRAFT 235	Solid Modeling 1	3	X				
DRAFT 236	Solid Modeling 2	4	X				
DRAFT 237	Graphical Design	2	X				
DRAFT 239	Intro to Structural, Civil, and Pipe	3	X				
DRAFT 290	Work Experience Practicum (or DRAFT 295)	3	X				
ENGL 105	Technical Writing in the Workplace (or ENGL 101)	3	X				
ENGR 110	Engineering Graphics	3	X	X	X	X	X
ENGT 252	CAM Applications	3	X				
MATH 104	Technical Mathematics	4	X	X	X		X
PHYS 100	Physics of the Modern World (or PHYS 115)	4	X				
P REL 100	Human Relations	3	X				
Drafting Electives: Select a minimum of 3 credit hours			X				
DRAFT 231	Introduction to Surveying	3					
DRAFT 242	Commercial Architecture	3					
DRAFT 243	Structural Steel Detailing	3					
DRAFT 245	Residential Architecture	3					
<b>Total Hours</b>			<b>64</b>	<b>36</b>	<b>27</b>	<b>18</b>	<b>13</b>



## Early Childhood Education

**General description:** Childcare, preschool, kindergarten, and elementary school teachers and workers play a vital role in the development of children. What children learn and experience during their early years can shape their views of themselves and the world and can affect their later success or failure in school, work, and their personal lives. Teachers and workers in these settings introduce children to mathematics, language, science, social studies, learning in general, and social and behavioral skills. They use games, music, artwork, films, books, computers, and other tools to teach basic skills.

Richland Community College is entitled by Gateways to Opportunities to offer the ECE Credential Levels 2, 3, and 4. The Illinois Gateways to Opportunity Credentials provide students with the education, work, and practical experience that Early Childhood Education employers seek in qualified staff. Please consult with the Early Childhood Education faculty for information about the credentials and required coursework.

**Sample of job titles with this degree:** ECE Child Care Center Director, ECE Child Care Center Assistant, ECE Teacher in a Child Care Center or Private School, ECE Assistant in Public Schools.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ECE 101	3
ECE 110	3
ECE 111	3
ECE 114	3
ECE 118	3

<u>Spring Semester</u>	
ECE 116	3
ECE 117	3
ECE 210	3
ENGL 101 (or ENGL 105,110)	3
PSYCH 110	3

<u>Fall Semester</u>	
COMM 101	3
ECE 113	3
ECE 215 (or PSYCH 150)	3
ED 105	3
ED 220	3

<u>Spring Semester</u>	
ECE 102	2
ECE 103	2
ECE 203	3
ECE 221	3
ECE 290	2-3
Fine Arts Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Early Childhood Education Courses		Credit Hours	ECE AAS 0011	ECE Basic Certificate 2135	ECE Intermediate Certificate 2136	ECE Advanced Certificate 2137
COMM 101	Public Speaking	3	X		X	X
ECE 101	Introduction to Early Childhood Education	3	X		X	X
ECE 102	School-Age Child Care	2	X			
ECE 103	Child Guidance	2	X			
ECE 110	Health, Nutrition, and Safety for Young Children	3	X		X	X
ECE 111	Teaching Children's Literature	3	X		X	X
ECE 113	Art, Music & Drama for Young Children	3	X	X	X	X
ECE 114	Play Activities for Young Children	3	X	X		X
ECE 116	Infant/Toddler Development	3	X	X	X	X
ECE 117	Math for Young Children	3	X			x
ECE 118	Science for Young Children	3	X	X	X	X
ECE 203	Child, Family and Community	3	X			
ECE 210	Curriculum Design for Early Childhood	3	X		X	X
ECE 215	Child Development (or PSYCH 150)	3	X			X
ECE 221	Teaching Strategies for Special Needs	3	X			
ECE 290	Work Experience Practicum & Seminar	2-3	X			
ED 105	Using Technology in the Classroom	3	X			X
ED 199	Topics in Education	1		X		
ED 220	Exceptional Child	3	X			X
ENGL 101	Composition 1 (or ENGL 105 or ENGL 110)	3	X	X	X	X
HLTH 100	First Aid Training	1				
HLTH 110	Cardiopulmonary Resuscitation	0.5				
PSYCH 110	Introduction to Psychology	3	X		X	X
Directed Electives: Fine Arts (ART 100 or MUSIC 100 recommended)		3	X			
<b>Total Hours</b>			<b>60-61</b>	<b>16</b>	<b>30</b>	<b>45</b>



## Electronics Systems (See Engineering Technology)

### Emergency Medical Services

**General description:** The Emergency Medical Services Program includes a series of emergency medical services (EMS) courses that lead either to a basic or advanced certificate or to an associate's degree in Emergency Medical Services at the Paramedic level. The curriculum meets the criteria established by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety. The program prepares individuals to provide emergency assistance and basic or advanced life support in out-of-the-hospital settings to critically ill and/or injured persons and to prepare the patient for transport to a medical facility. A combination of educational methods will be used including theory instruction, demonstration, and practice of life-saving skills for simulated and real emergency situations. Physicians specializing in emergency medicine, paramedics, and registered nurses who have advanced education in medical and trauma management provide instruction. An EMT license is required to advance in the EMS program. Also required for employment is successful completion of the Illinois Department of Public Health State Licensure Examination or National Registry of Emergency Medical Technicians Cognitive and Psychomotor Examinations.

**Sample of job titles with this degree:** Job opportunities for EMTs and Paramedics include hospitals, ambulance services, and fire or police rescue squad departments.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

#### Suggested Full-Time Course Sequence:

<u>Summer Semester</u>	<u>Credit Hours</u>
EMS 200	2
EMS 201	4
HLTH 140	3

<u>Fall Semester</u>	
EMS 210	4
EMS 215	1
EMS 220	4
EMS 225	1
BIOL 201	4

<u>Spring Semester</u>	
EMS 230	4
EMS 235	1.5
EMS 240	4
EMS 245	1
BIOL 202	4

<u>Summer Semester</u>	
EMS 250	4
EMS 255	1.5
ENGL 110	3

<u>Fall Semester</u>	
EMS 260	3
EMS 265	1.5
EMS 270	4
SOCIO 110	3
PSYCH 110	3

#### Additional Program Information:

Achieve "C" or better in all prerequisite and other program courses.

Students are required to complete the Health Professions' Health and Immunization Record form to demonstrate current immunizations and physical ability to perform program requirements. Students must also submit to a FEE APP fingerprint based background check. More information about these requirements can be directed to the Health Professions Office.

All AAS degrees include a required minimum of 15 general education credits.



Emergency Medical Services Courses		Credit Hours	Emergency Medical Services AAS 2071	Emergency Medical Services Cert. 2069	Emergency Medical Technology Cert. 2073
BIOL 201	Human Anatomy & Physiology 1	4	X		
BIOL 202	Human Anatomy & Physiology 2	4	X		
EMS 100	Emergency Medical Responder	3			
EMS 120	Emergency Medical Technology	6.5			X
EMS 125	EMT Clinical and Field Internship	0.5			X
EMS 200	Introduction to Prehospital Medicine	2	X	X	
EMS 201	Pathophysiology for the Paramedic	4	X	X	
EMS 210	Fundamentals of Clinical Care	4	X	X	
EMS 215	Paramedic Clinical	1	X	X	
EMS 220	Principles of Trauma	4	X	X	
EMS 225	Paramedic Clinical 2	1	X	X	
EMS 230	Cardiopulmonary Emergencies	4	X	X	
EMS 235	Paramedic Clinical 3	1.5	X	X	
EMS 240	Medical Conditions and Management	4	X	X	
EMS 245	Paramedic Clinical 4	1	X	X	
EMS 250	EMS Special Populations	4	X	X	
EMS 255	Paramedic Clinical 5	1.5	X	X	
EMS 260	EMS Operations and Certifications	3	X	X	
EMS 265	Paramedic Clinical 6	1.5	X	X	
EMS 270	Paramedic Capstone	4	X	X	
EMS 280	Critical Care Transport	7			
EMS 285	Critical Care Transport Clinical	1.5			
ENGL 110	Professional & Technical Writing	3	X		
HLTH 140	Medical Terminology	3	X		
PSYCH110	Introduction to Psychology	3	X		
SOCIO 110	Introduction to Sociology	3	X		
<b>Total Hours</b>			<b>60.5</b>	<b>40.5</b>	<b>7</b>





## Engineering Technology

**General description:** The Engineering Technology program is an integrated, cross-disciplinary degree program that prepares the student for a career as an engineering technician in a manufacturing or industrial environment. Due to the high level of integration in this program, the student may choose from several career paths (concentrations/specialties), including CNC Technology, Electrical Systems, Facilities Maintenance, Fluid Power Systems, Instrumentation Systems, Machine Repair, Manufacturing Engineering Technology, Mechanical Systems, and Sequestration. Students may earn a degree in any one of the following specialties: CNC Technology, Electrical Systems, Facilities Maintenance, Fluid Power Systems, Instrumentation Systems, Machine Repair, Manufacturing Engineering Technology, Mechanical Systems, and Sequestration. While each concentration contains a unique set of courses overall, each contains the same general education and technical core courses. Students interested in several specialties will earn only one Engineering Technology degree but may earn multiple certificates.

The classrooms and laboratories are equipped with modern and commonly used industrial components, tools, machines, and systems. While attention is given to classroom theory, hands-on skills required for success in this rapidly growing field are especially emphasized. Upon successful completion of this program, the student will be ready to install, maintain, troubleshoot, and repair modern industrial systems. Major employers are automated industrial plants, processing plants, contractors, field service centers, technical sales, and training centers.

These are career and technical education programs. Some courses may not transfer to four-year institutions.

### Engineering Technology – CNC Technology Specialty

**General description:** This specialty prepares the student for employment as a CNC operator or CNC Programmer. These skilled jobs require the ability to set up and operate high tech computer-controlled (CNC) machines. These computerized, highly automated machines cut, shape, drill, or otherwise modify metal or plastic parts for all segments of industry. CNC operators typically set up, tend, and perform minor maintenance on the machines. CNC programmers determine machining processes and tooling and fixturing requirements and write, modify, and adjust the programs that control the CNC machines. Technicians may also perform routine maintenance and repair the machines when they break down. In some environments, technicians may operate and program the machines as well.

**Sample of job titles with this degree:** CNC Operator, CNC Machinist, CNC Programmer, Machinist, Production Operator, Machine Operator, Metal Worker.

#### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 102	3
ENGT 105	3
ENGT 131	4
ENGT 160	3

<u>Spring Semester</u>	
DRAFT 236 (or DRAFT 103)	4
ENGT 103	3
ENGT 104	3
ENGT 150	2
ENGT 151	2
ENGT 200	3

<u>Fall Semester</u>	
MATH 104	4
ENGT 101	4
ENGT 213	3
ENGT 250	3
ENGT 251	3

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
ENGL 110 (or ENGL 101)	3
ENGT 252	3
ENGT 290 (or ENGT 295 or ENGT 299)	3
Social Science Elective	3
General Education Elective	3

#### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame. All AAS degrees include a required minimum of 15 general education credits.

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



Engineering Technology – CNC Technology Specialty Courses		Credit Hours	ENGT CNC Specialty AAS 3000	CNC Technology Cert. 300C	CNC Operator Cert. 300A	Certified Production Tech Prep Cert. 300R
COMM 120	Business & Professional Speaking (or COMM 101)	3	X			
DRAFT 236	Solid Modeling 2 (or Draft 103)	4	X	X		
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X			
ENGT 100	Manufacturing Processes	3	X	X		X
ENGT 101*	Motor Control Fundamentals	4	X	X		
ENGT 102*	Blueprint Reading (or DRAFT 101)	3	X	X	X	X
ENGT 103	Fluid Power Fundamentals	3	X	X		
ENGT 104	CNC Fundamentals	3	X	X	X	
ENGT 105	Occupational Safety	3	X	X	X	X
ENGT 131	Maintenance Fundamentals	4	X			X
ENGT 150	Machining Fundamentals	2	X	X	X	
ENGT 151	Cutting & Workholding	2	X	X	X	
ENGT 160	Metrology and Quality Control	3	X	X	X	X
ENGT 200	Industrial Materials	3	X	X	X	
ENGT 213	Robotic Fundamentals	3	X	X	X	
ENGT 250	CNC Turning	3	X	X	X	
ENGT 251	CNC Milling	3	X	X	X	
ENGT 252	CAM Applications	3	X	X		
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X			
MATH 104	Technical Mathematics (or MATH 110)	4	X			
WELD 195	Industrial Welding Fundamentals	3		X		
Social Science Elective		3	X			
General Education Electives (PHYS 101 or PHYS 115 recommended)		3	X			
<b>Total Hours</b>			<b>67 or 68</b>	<b>47 or 48</b>	<b>27</b>	<b>16 or 17</b>

\*For Certified Production Tech Prep Certificate:

ENGT 101 for Electrical Systems Tech Students

ENGT 102 for all other ENGT & Welding Tech Students



## Engineering Technology – Electrical Systems Specialty

**General description:** The Electrical Systems Specialty prepares the students to repair install, maintain, and fix complex electrical equipment found in the manufacturing environment. In addition, they help plan, install, and test the setup of new equipment. Many technicians may travel to customer sites to maintain and/or repair equipment.

**Sample of job titles with this degree:** Industrial Electrician, Electrical Maintenance, Electrical Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
DRAFT 103 (or ENGT 102/ DRAFT 236)	3
ENGL 110 (or ENGL 101)	3
ENGT 105	3
ENGT 111	3
ENGT 131	4

<u>Fall Semester</u>	
COMM 120 (or COMM 101)	3
ENGT 210	4
ENGT 212	4
ENGT 214	3
Social Science Elective	3

<u>Spring Semester</u>	
ENGT 211	3
ENGT 213	3
ENGT 215	3
ENGT 232	2
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Electrical Systems Specialty Courses		Credit Hours	ENGT Electrical Systems Specialty AAS 3000	Electrical Systems Cert. 300D	Ind. Maint. Cert. 300B	Certified Production Tech Prep Cert. 300R
COMM 120	Business & Professional Speaking (or COMM 101)	3	X			
DRAFT 103	AutoCAD, Introductory (or ENGT 102 or DRAFT 236)	3	X	X	X	
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	x			
ENGT 100	Manufacturing Processes	3	X	X	X	X
ENGT 101*	Motor Control Fundamentals	4	X	X	X	
ENGT 102*	Blueprint Reading (or DRAFT 101)	3				X
ENGT 103	Fluid Power Fundamentals	3	X	X	X	
ENGT 104	CNC Fundamentals	3	X	X	X	
ENGT 105	Occupational Safety	3	X	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X	
ENGT 131	Maintenance Fundamentals	4	X	X	X	X
ENGT 160	Metrology and Quality Control	3				X
ENGT 210	PLC Fundamentals	4	X	X		
ENGT 211	PLC Applications & Data Acquisition	3	X	X		
ENGT 212	Motor Control Systems	4	X	X		
ENGT 213	Robotic Fundamentals	3	X	X		
ENGT 214	Motion Control Applications	3	X	X		
ENGT 215	Motion Control Systems	3	X	X		
ENGT 232	Rigging & Cranes	2	X	X		
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X			
MATH 104	Technical Mathematics (or MATH 110)	4	X			
Social Science Elective		3	X			
General Education Electives (PHYS 101 or PHYS 115 recommended)		3	X			
<b>Total Hours</b>			<b>68</b>	<b>49</b>	<b>27</b>	<b>16 or 17</b>

\*For Certified Production Tech Prep Certificate:

ENGT 101 for Electrical Systems Tech Students

ENGT 102 for all other ENGT & Welding Tech Students



## Engineering Technology – Facilities Maintenance Specialty

**General description:** This comprehensive AAS Engineering Technology – Facilities Maintenance Specialty is designed to prepare students for work in the commercial maintenance area. Today's commercial facilities are high technology environments demanding a special set of skills. This program is a blend of courses taken from the electrical, mechanical, and HVAC disciplines designed to prepare students for success in this challenging environment.

**Sample of job titles with this degree:** Plant Maintenance, Facilities Maintenance, Building Maintenance.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 101	4
ENGT 103	3
HVAC 100	3
HVAC 130	3

<u>Spring Semester</u>	
ENGT 105	3
ENGT 111	4
ENGT 120	3
HVAC 107	3
HVAC 140	3

<u>Fall Semester</u>	
ENGL 110 (or ENGL 101)	3
ENGT 212	4
HVAC 132	3
HVAC 242	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
DRAFT 103 (or ENGT 102)	3
ENGT 232	2
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3
Social Science Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Facilities Maintenance Courses		Credit Hours	ENGT Maintenance Specialty AAS 3000	Facilities Maintenance Technician Cert. 300K	Building Maintenance Cert. 300J
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
DRAFT 103	AutoCAD, Introductory (or ENGT 102)	3	X	X	
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 120	Process Control Fundamentals	3	X	X	
ENGT 212	Motor Control Systems	4	X	X	
ENGT 232	Rigging & Cranes	2	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
HVAC 100	Refrigeration Fundamentals	3	X	X	X
HVAC 107	HVAC/R Installation	3	X	X	X
HVAC 130	Electricity Fundamentals	3	X		
HVAC 132	Control Applications	3	X		
HVAC 140	Troubleshooting Air Conditioning Systems	3	X		
HVAC 242	Residential Heating Systems	3	X	X	
MATH 104	Technical Mathematics (or MATH 110)	4	X		
Social Science Elective		3	X		
General Education Elective (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>63</b>	<b>35</b>	<b>20</b>



## Engineering Technology – Fluid Power Systems Specialty

**General description:** The Fluid Power Systems Specialty prepares the student for designing, assembling, testing, troubleshooting, servicing, and selling fluid power systems. Typically, students will find careers as mobile hydraulics technicians, industrial hydraulics technicians, or pneumatics technicians. Students completing this concentration will be especially attractive to employers who use a high degree of automation. Several professional certifications exist for individuals who are skilled in fluid power. This concentration is suited for students who want to integrate scientific principles and practical energy transmission systems.

**Sample of job titles with this degree:** Electromechanical Technician, Fluid Power Technician, Mobile Hydraulics Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
DRAFT 103 (or ENGT 102/ DRAFT 102)	3
ENGT 105	3
ENGT 111	4
ENGT 131	4
ENGT 240	3

<u>Fall Semester</u>	
ENGL 110 (or ENGL 101)	3
ENGT 212	4
ENGT 233	2
ENGT 234	2
ENGT 241	3
Social Science Elective	3

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
ENGT 120	3
ENGT 231	2
ENGT 242	3
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Fluid Power Systems Specialty Courses		Credit Hours	ENGT Fluid Power Specialty AAS 3000	Fluid Power Systems Cert. 300E	Industrial Maintenance Cert. 300B
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
DRAFT 103	AutoCAD, Introductory (or ENGT 102 or DRAFT 236)	3	X	X	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
ENGT 100	Manufacturing Processes	3	X	X	X
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 104	CNC Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 120	Process Control Fundamentals	3	X	X	
ENGT 131	Maintenance Fundamentals	4	X	X	X
ENGT 212	Motor Control Systems	4	X	X	
ENGT 231	Piping Fundamentals	2	X	X	
ENGT 233	Lubrication Systems	2	X	X	
ENGT 234	Pump Applications	2	X	X	
ENGT 240	Hydraulic Applications	3	X	X	
ENGT 241	Pneumatic Applications	3	X	X	
ENGT 242	Fluid Power Systems	3	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
MATH 104	Technical Mathematics (or MATH 110)	4	X		
Social Science Elective		3	X		
General Education Elective (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>68</b>	<b>49</b>	<b>27</b>





## Engineering Technology – Instrumentation Systems Specialty

**General description:** The Instrumentation Systems Specialty prepares the student to install, calibrate, maintain, tune, troubleshoot, and repair instrumentation, components, and control loops in such industries as food processing, pharmaceuticals, aluminum, chemical manufacturing, semiconductor manufacturing, petroleum refining, pulp and paper, and power generation.

**Sample of job titles with this degree:** Instrumentation Technician, Process Controls Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
DRAFT 103	
(or ENGT 102 or DRAFT 236)	3
ENGT 105	3
ENGT 111	4
ENGT 120	3
ENGT 131	4

<u>Fall Semester</u>	
ENGT 210	4
ENGT 212	4
ENGT 214	3
ENGT 220	3
Social Science Elective	3

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
ENGL 110 (or ENGL 101)	3
ENGT 211	3
ENGT 231	3
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Instrumentation Systems Specialty Courses		Credit Hours	ENGT Instrumentation Specialty AAS 3000	Instrumentation Cert. 300F	Industrial Maintenance Cert. 300B
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
DRAFT 103	AutoCAD, Introductory (or ENGT 102 or DRAFT 236)	3	X	X	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
ENGT 100	Manufacturing Processes	3	X	X	X
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 104	CNC Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 120	Process Control Fundamentals	3	X	X	
ENGT 131	Maintenance Fundamentals	4	X	X	X
ENGT 210	PLC Fundamentals	4	X	X	
ENGT 211	PLC Applications & Data Acquisition	3	X	X	
ENGT 212	Motor Control Systems	4	X	X	
ENGT 214	Motion Control Applications	3	X	X	
ENGT 220	Process Control Applications	3	X	X	
ENGT 231	Piping Fundamentals	2	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
MATH 104	Technical Mathematics (or MATH 110)	4	X		
Social Science Elective		3	X		
General Education Electives (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>68</b>	<b>49</b>	<b>27</b>



## Engineering Technology – Machine Repair Specialty

**General description:** The Machine Repair Specialty prepares students to maintain and repair machinery in a plant or factory. They are also responsible for situating and installing new machines. This concentration is suited for students who have an interest in monitoring, diagnosing, and repairing complex machine tools such as CNC machining centers, feedback control fabrication equipment, plastics molding equipment, and industrial robots. Machine repair technicians are skilled with hand tools and diagnostic instruments and consistently employ best maintenance practices.

**Sample of job titles with this degree:** Machine Tool Service Technician, Machine Repairman, Mechanic.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
ENGL 110 (or ENGL 101)	3
ENGT 102	
(or DRAFT 103 or DRAFT 236)	3
ENGT 105	3
ENGT 111	4
ENGT 131	4

<u>Fall Semester</u>	
COMM 120 (or COMM 101)	3
ENGT 214	3
ENGT 230	3
ENGT 233	2
WELD 195	3
Social Science Elective	3

<u>Spring Semester</u>	
ENGT 215	3
ENGT 231	2
ENGT 232	2
ENGT 235	2
ENGT 242	3
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Machine Repair Specialty Courses		Credit Hours	ENGT Machine Repair AAS 3000	Machine Repair Cert. 300G	Industrial Maintenance Cert. 300B
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
ENGT 100	Manufacturing Processes	3	X	X	X
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 102	Blueprint Reading (or DRAFT 103 or DRAFT 236)	3	X	X	x
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 104	CNC Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 131	Maintenance Fundamentals	4	X	X	X
ENGT 214	Motion Control Applications	3	X	X	
ENGT 215	Motion Control Systems	3	X	X	
ENGT 230	Power Transmission Applications	3	X	X	
ENGT 231	Piping Fundamentals	2	X	X	
ENGT 232	Rigging & Cranes	2	X	X	
ENGT 233	Lubrication Systems	2	X	X	
ENGT 235	Industrial Machinery Repair	2	X	X	
ENGT 242	Fluid Power Systems	3	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
MATH 104	Technical Mathematics (or MATH 110)	4	X		
WELD 195	Industrial Welding Fundamentals	3	X	X	
Social Science Elective		3	X		
General Education Elective (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>69</b>	<b>50</b>	<b>27</b>



## Engineering Technology – Manufacturing Engineering Technology Specialty

**General description:** The Manufacturing Engineering Technology Specialty prepares the students to work with engineers so that they may design, test, and assess products for purposes of making their company's products better, faster, safer, and less expensive. They make sketches and rough layouts, record data, make computations, analyze results, and write reports. Manufacturing Engineering Technicians work closely with production and engineering to set up, inspect, and troubleshoot production processes and machines. They identify and select materials based on production requirements and work closely with computer-aided design equipment (CAD/CAM). Further, they may conduct time studies, complete cost estimates, utilize computer software to aid in solving manufacturing problems, formulate plant layout requirements, understand management control systems, justify and select quality equipment and automated systems, and design a total product manufacturing system.

**Sample of job titles with this degree:** Manufacturing Engineer, Manufacturing Technician, Production Technician, Quality Technician, Robotics Technician, Systems Integrator, Industrial Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
ENGT 102	3
ENGT 105	3
ENGT 111	4
ENGT 131	4
ENGT 160	3

<u>Fall Semester</u>	
COMM 120 (or COMM 101)	3
DRAFT 236 (or DRAFT 103)	4
ENGL 110 (or ENGL 101)	3
ENGT 200	3
Social Science Elective	3

<u>Spring Semester</u>	
CIS 110	2
ENGT 213	3
ENGT 252	2
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Manufacturing Engineering Tech. Specialty Courses		Credit Hours	ENGT Man. Eng. Tech. AAS 3000	Man. Eng. Tech. Cert. 300H	Industrial Maintenance Cert. 300B
CIS 110	Computer Business Applications	3	X	X	
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
DRAFT 236	Solid Modeling 2(or DRAFT 103)	4	X	X	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
ENGT 100	Manufacturing Processes	3	X	X	X
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 102	Blueprint Reading (or DRAFT 101)	3	X	X	
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 104	CNC Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 131	Maintenance Fundamentals	4	X	X	X
ENGT 160	Metrology and Quality Control	3	X	X	
ENGT 200	Industrial Materials	3	X	X	
ENGT 213	Robotic Fundamentals	3	X	X	
ENGT 252	CAM Applications	3	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
MATH 104	Technical Mathematics (or MATH 110)	4	X		
Social Science Elective		3	X		
General Education Elective (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>64 or 65</b>	<b>45 or 46</b>	<b>27</b>



## Engineering Technology – Mechanical Systems Specialty

**General description:** The Mechanical Systems Specialty prepares the student to install, monitor, troubleshoot, and repair mechanical systems found in industrial plants, public buildings, and utility stations. This concentration is suited for students interested in areas such as rigging and cranes, mechanical drives, compressors, pump systems, pipe systems, and lubrication systems. An emphasis is placed on predictive maintenance technologies as this is becoming a popular method to streamline industrial maintenance operations. Students will use various instruments to collect and analyze data from mechanical systems.

**Sample of job titles with this degree:** Industrial Mechanic, Millwright, Technical Sales Representative, Field Service Repair Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 100	3
ENGT 101	4
ENGT 103	3
ENGT 104	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
DRAFT 103 (or ENGT 102 or DRAFT 236)	3
ENGT 105	3
ENGT 111	4
ENGT 131	4
ENGT 150	2

<u>Fall Semester</u>	
ENGL 110 (or ENGL 101)	3
ENGT 230	3
ENGT 233	2
ENGT 234	2
WELD 195	3
Social Science Elective	3

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
ENGT 231	2
ENGT 232	2
ENGT 235	2
ENGT 242	3
ENGT 290 (or ENGT 295 or ENGT 299)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Mechanical Systems Specialty Courses		Credit Hours	ENGT Mechanical Systems AAS 3000	Mechanical Systems Cert. 300I	Industrial Maintenance Cert. 300B
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
DRAFT 103	AutoCad, Introductory (or ENGT 102 or DRAFT 236)	3	X	X	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	x		
ENGT 100	Manufacturing Processes	3	X	X	X
ENGT 101	Motor Control Fundamentals	4	X	X	X
ENGT 103	Fluid Power Fundamentals	3	X	X	X
ENGT 104	CNC Fundamentals	3	X	X	X
ENGT 105	Occupational Safety	3	X	X	X
ENGT 111	Motor Control Applications	4	X	X	X
ENGT 131	Maintenance Fundamentals	4	X	X	X
ENGT 150	Machining Fundamentals	2	X	X	
ENGT 230	Power Transmission Applications	3	X	X	
ENGT 231	Piping Fundamentals	2	X	X	
ENGT 232	Rigging & Cranes	2	X	X	
ENGT 233	Lubrication Systems	2	X	X	
ENGT 234	Pump Applications	2	X	X	
ENGT 235	Industrial Machinery Repair	2	X	X	
ENGT 242	Fluid Power Systems	3	X	X	
ENGT 290	Work Exp. Practicum & Seminar (or ENGT 295 or ENGT 299)	3	X		
MATH 104	Technical Mathematics (or MATH 110)	4	X		
WELD 195	Industrial Welding Fundamentals	3	X	X	
Social Science Elective		3	X		
General Education Elective (PHYS 101 or PHYS 115 recommended)		3	X		
<b>Total Hours</b>			<b>67 or 66</b>	<b>48</b>	<b>27</b>





## Engineering Technology – Sequestration Specialty

**General description:** The Sequestration Specialty provides students with an educational foundation in the skills required for a career in carbon capture, utilization, and storage (CCUS) technologies. Students will develop a broad understanding of basis chemistry, geologic concepts and formations, policy developments, and risk assessment related to capturing and storing carbon dioxide from major industrial sources, such as fossil fuel burning power plants. Student will examine carbon dioxide utilization, including enhanced oil recovery (EOR), enhanced coalbed methane recovery (ECBM), and terrestrial sequestration. Students will utilize a variety of data acquisition, monitoring, and analysis equipment for groundwater, soil, and atmospheric monitoring, seismic surveys, and well logs.

**Sample of job titles with this degree:** Monitoring, Verification, and Accounting (MVA) Technician, CCS Lab Technician, CCS Field Technician, Environmental Quality Technician.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CCS 115	3
ENGL 110 (or ENGL 101)	3
ENGT 101	4
ENGT 103	3
MATH 104 (or MATH 110)	4

<u>Spring Semester</u>	
ENGT 105	3
ENGT 111	4
ENGT 120	3
ENGT 131	4
MATH 113	4

<u>Fall Semester</u>	
BIOL 210	4
ENGT 160	3
ENGT 210	4
ENGT 220	3
ENGT 234	2

<u>Spring Semester</u>	
CCS 275	4
COMM 120 (or COMM 101)	3
DRAFT 103 (or ENGT 102)	3
ENGT 231	2
EASCI 220	4

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Engineering Technology – Sequestration Courses		Credit Hours	ENGT Sequestration AAS 3000	Environmental Sustainability Cert. 300S
BIOL 210	Environmental Biology	4	X	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X	
CCS 115	Intro to Carbon Capture & Storage	3	X	X
CCS 275	Advanced Sequestration Applications	4	X	X
DRAFT 103	AutoCAD, Introductory (or ENGT 102)	3	X	
EASCI 220	Intro to Physical Geology	4	X	
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X	
ENGT 101	Motor Control Fundamentals	4	X	
ENGT 103	Fluid Power Fundamentals	3	X	
ENGT 105	Occupational Safety	3	X	
ENGT 111	Motor Control Applications	4	X	
ENGT 120	Process Control Fundamentals	3	X	
ENGT 131	Maintenance Fundamentals	4	X	
ENGT 160	Metrology and Quality Control	3	X	
ENGT 210	PLC Fundamentals	4	X	
ENGT 220	Process Control Applications	3	X	
ENGT 231	Piping Fundamentals	2	X	
ENGT 234	Pump Applications	2	X	
MATH 104	Technical Math (or MATH 110)	4	X	
MATH 113	Introduction to Applied Statistics	4	X	
<b>Total Hours</b>			<b>67</b>	<b>11</b>



## Fire Science

Enrollment in AAS Fire Science and related Certificates is suspended. Richland will not admit new students into this program. Currently enrolled students have until December 2019 to complete all FIRE courses and until June 2020 to complete all program requirements.

## Graphic Arts

**General description:** Graphic designers plan, analyze, and create visual solutions to communications problems. They use a variety of print, electronic, and film media and technologies to execute a design that meet clients' communication needs. They consider cognitive, cultural, physical, and social factors in planning and executing designs appropriate for a given context. Graphic designers use computer software to develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems—called environmental graphics—for business and government. An increasing number of graphic designers are developing material for Internet Web pages, computer interfaces, and multimedia projects. Graphic designers also produce the credits that appear before and after television programs and movies.

**Sample of job titles with this degree:** Graphic Designer, Web Designer/Developer, Digital Artist, 3-D Modeler/Animator, Multimedia Designer, Production Artist.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

#### Fall Semester                      Credit Hours

ART 101	3
ART 111	3
ART 117	3
ART 151	3
ENGL 110 (or ENGL 101)	3

#### Spring Semester

ART 102	3
ART 112	3
ART 127	3
ART 145	3
ART 152 (or ART 161)	3

#### Fall Semester

ART 113	3
ART 217	3
ART 251	3
Directed Electives*	3
MATH 110 (or MATH 113)	4

#### Spring Semester

ART 252	3
ART 261	3
ART 290	3
COMM 120 (or COMM 101)	3
Directed Elective*	3

\*Directed Electives: Two of the following: ART 171, ART 172, ART 173

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Graphic Arts Courses		Credit Hours	Graphic Arts AAS 0122
ART 101	Introduction to Drawing 1	3	X
ART 102	Introduction to Drawing 2	3	X
ART 111	Design 1	3	X
ART 112	Design 2	3	X
ART 113	Figure Drawing 1	3	X
ART 117	Painting 1	3	X
ART 127	Digital Photography 1	3	X
ART 145	Typography	3	X
ART 151	Computer Graphics 1	3	X
ART 152	Computer Graphics 2 (or ART 161)	3	X
ART 217	Digital Painting	3	X
ART 251	Computer Graphics 3	3	X
ART 252	Graphics Arts 4: Self-Promotion/Portfolio Preparation	3	X
ART 261	Illustration	3	X
ART 290	Work Experience/Internship	3	X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X
MATH 110	Concepts of Mathematics (or MATH 113)	4	X
ART Directed Electives Two of the following (6 credit hours)			X
ART 171	Primitive to Medieval Art	3	
ART 172	Renaissance to Rocco Art	3	
ART 173	Neo-Classical Art to the Present	3	
Total Hours			61



## Health Information Technology

**General description:** The Health Information Technology Associate in Applied Science degree program prepares students for a career in Health Information Technology (HIT). The curriculum combines the disciplines of medicine, information management, and computer technology into one program of study. Students will learn how to perform a variety of technical health information functions, including the following: analyzing and evaluating health information for accuracy; compiling administrative and health statistics; coding diagnoses as well as procedures for reimbursement and databases; and utilizing electronic health record (E.H.R.) software.

The Health Information Technology degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students completing the AAS degree will be eligible to sit for the national RHIT exam through the American Health Information Management Association. The program can be completed entirely online.

**Sample of job titles with this degree:** Health Information Supervisor; Insurance Claims Specialist; Patient Information and Disclosure Specialist; Health Data Analyst; Quality Improvement Specialist; Physician Practice Manager; Clinical Coding Specialist; Electronic Health Record Coordinator.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CIS 110	3
COMM 101	3
ENGL 101	3
HIT 101	3
HIT 140	3

<u>Spring Semester</u>	
HIT 102	3
HIT 115	3
HIT 141	3
HIT 143	3
HIT 248	3

<u>Summer Semester</u>	
ENGL 102	3
General Education Elective	3

<u>Fall Semester</u>	
HIT 215	3
HIT 230	3
HIT 241	3
HIT 243	3
HIT 250	3

<u>Spring Semester</u>	
HIT 240	3
HIT 244	3
HIT 245	3
HIT 290	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Health Information Technology		Credit Hours	Health Information Technology AAS 2300	Coding Specialist Cert. 230A
CIS 110	Computer Business Applications	3	X	X
COMM 101	Public Speaking	3	X	
ENGL 101	Composition 1	3	X	
ENGL 102	Composition 2	3	X	
HIT 101	Introduction to Health Information Technology	3	X	X
HIT 102	Intro to HLTH Information TECH 2	3	X	X
HIT 115	Computers in Healthcare	3	X	X
HIT 140	Medical Terminology	3	X	X
HIT 141	Anatomy and Physiology Fundamentals	3	X	X
HIT 143	Basic Coding	3	X	X
HIT 190	Coding Professional Practice Experience (or HIT 195)	2		X
HIT 215	Electronic Health Records	3	X	
HIT 230	Alternative Healthcare Settings	3	X	X
HIT 240	Quality Improvement In Healthcare	3	X	
HIT 241	Pharmacology Fundamentals	3	X	X
HIT 243	Basic CPT Coding	3	X	X
HIT 244	Interpreting Healthcare Records	3	X	X
HIT 245	Health Info Law & Ethics	3	X	
HIT 248	Pathophysiology	3	X	X
HIT 250	Reimbursement Principles in Healthcare	3	X	X
HIT 290	Professional Practice Experience	3	X	
General Education Electives (PSYCH 110, SOCIO 110, HIST 201, HIST 202, HIST 270, PHIL 210, PHIL 215 recommended)		6	X	
<b>Total Hours</b>			<b>66</b>	<b>41</b>



## Healthcare Documentation

**General description:** The Healthcare Documentation program prepares students for a career in the medical transcription, medical editing, and medical scribe fields. The curriculum combines the disciplines of medicine with the technical skills to learn how to interpret, transcribe, and edit physician dictation and voice recognized reports accurately.

The Association for Healthcare Documentation Integrity (AHDI) approved program may be entered at the start of any semester and provides the training to obtain an entry-level position as a healthcare documentation specialist, medical transcriptionist, medical editor, or medical scribe. The program can be completed entirely online.

**Sample of job titles with this degree:** Healthcare Documentation Specialist, Medical Transcriptionist, Medical Editor, Medical Scribe, Telescribe or Virtual Medical Scribe, Quality Assurance Specialist, Quality Improvement Specialist, Electronic Health Record Specialist, and Quality Assessment Analyst.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
BIOL 106	3
CIS 110	3
ENGL 101	3
HIT 118	3
HIT 140	3

<u>Spring Semester</u>	
HIT 141	3
HIT 142	4
HIT 240	3
HIT 244	3
OT 117	3

<u>Fall Semester</u>	
HIT 225	3
HIT 215	3
HIT 241	3
HIT 242	4
HIT 248	3

<u>Spring Semester</u>	
HIT 245	3
HIT 291	3
P REL 100	3
General Education Elective	6

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Healthcare Documentation		Credit Hours	Healthcare Documentation AAS 2400	Healthcare Documentation Specialist Cert. 240A
BIOL 106	Issues in Human Biology	3	X	
CIS 110	Business Applications for Microcomputers	3	X	
ENGL 101	Composition 1	3	X	
HIT 118	Introduction to Healthcare Documentation	3	X	X
HIT 140	Medical Terminology	3	X	X
HIT 141	Anatomy and Physiology Fundamentals	3	X	X
HIT 142	Healthcare Documentation 1	4	X	X
HIT 215	Electronic Health Records	3	X	
HIT 225	Speech Recognition Tech Editing	3	X	X
HIT 240	Quality Improvements in Healthcare	3	X	
HIT 241	Pharmacology Fundamentals	3	X	X
HIT 242	Healthcare Documentation 2	4	X	X
HIT 244	Interpreting Healthcare Records	3	X	X
HIT 245	Healthcare Information Law & Ethics	3	X	
HIT 248	Pathophysiology	3	X	X
HIT 291	HDS Professional Practicum	3	X	X
OT 117	Business Communication Fundamentals	3	X	
P REL 100	Human Relations	3	X	
General Education Electives (PSYCH 110 or SOCIO 110 recommended)		6	X	
Total Hours			62	32





## Heating, Ventilation, Air Conditioning & Refrigeration

**General description:** The HVAC&R Program is designed to prepare students for a career in the heating, ventilation, air conditioning and refrigeration industry. Toward this end, the comprehensive curriculum blends “leading-edge” HVAC&R theory with a large amount of practical, hands-on experiences for the purpose of developing confident, professional HVAC&R technicians/installers. In addition, this program is ideal for existing technicians/installers who need a thorough review of HVAC&R fundamentals or experienced technicians/installers who would like a refresher course. This program has three primary areas of concentration: Residential Heating & Air Conditioning, Commercial Heating & Air Conditioning, and Refrigeration. Additionally, career-laddering certificates are offered in each of these areas.

**Sample of job titles with this degree:** Commercial Heating & AC Technician, Residential Heating & AC Technician, Commercial Refrigeration Technician, Heating & AC Estimator, HVAC&R Counter Salesperson, HVAC&R Outside Salesperson.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

#### Fall Semester                      Credit Hours

CIS 110	3
ENGT 105	3
HVAC 100	3
HVAC 107	3
HVAC 130	3

#### Spring Semester

ENGL 110 (or ENGL 101 or ENGL 105)	3
HVAC 140	3
HVAC 202	3
HVAC 230	3
HVAC 240	3

#### Fall Semester

COMM 120 (or COMM 101)	3
PREL 100	3
HVAC 132	3
HVAC 242	3
MATH 104	4

#### Spring Semester

HVAC 251	3
HVAC 204	3
HVAC 206	3
HVAC 290 (or HVAC 295)	3
P REL110	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

A Fast Track option exists for HVAC students to take five (5) HVAC courses during fall semester and five (5) HVAC courses during spring semester to accelerate certificate and/or degree completion. The courses run 4 hours, 40 minutes MTWR, one course taught at a time, from beginning to end of semester.

Fall semester Fast Track sequence of courses: HVAC 100, 107, 130, 132 and 242.

Spring semester Fast Track sequence of courses: HVAC 140, 202, 230, 240 and 251.

Students who successfully complete the fall and spring Fast Track sequences of courses plus ENGT105 will earn the HVAC Residential Installer Certificate 058E and the Residential HVAC Certificate 058C.

All AAS degrees include a required minimum of 15 general education credits.



HVAC&R Courses		Credit Hours	HVAC AAS 058A	Commercial HVAC Cert. 058B	Residential HVAC Cert. 058C	HVAC Residential Installer Cert. 058E
CIS 110	Computer Business Applications	3	X			
COMM 120	Business & Professional Speaking (or COMM 101)	3	X			
ENGL 110	Professional & Technical Writing (or ENGL 101 or ENGL 105)	3	X			
ENGT 105	Occupational Safety	3	X	X	X	X
HVAC 100	Refrigeration Fundamentals	3	X	X	X	X
HVAC 107	HVAC/R Installation	3	X	X	X	X
HVAC 130	Electricity Fundamentals	3	X	X	X	X
HVAC 132	Control Applications	3	X	X	X	X
HVAC 140	Troubleshooting Air Conditioning Systems	3	X	X	X	
HVAC 202	Residential and Self-Contained Refrigeration	3	X		X	
HVAC 204	Commercial Refrigeration	3	X	X		
HVAC 206	Troubleshooting Refrigeration Systems	3	X			
HVAC 230	Motors and Controls	3	X	X	X	
HVAC 240	Residential Air Conditioning	3	X	X	X	X
HVAC 242	Residential Heating Systems	3	X	X	X	X
HVAC 251	Commercial HVAC/R	3	X	X		
HVAC 290	Work Experience & Seminar (or HVAC 295)	3	X			
MATH 104	Technical Mathematics	4	X			
P REL 100	Human Relations	3	X			
P REL 110	Supervision	3	X			
Total Hours			61	33	30	21



## Horticulture

**General description:** This degree is designed for those who are interested in pursuing a career in the horticulture, greenhouse, or landscaping sector. Landscaping is a profession that combines the creativity of design with the knowledge of science and the practical experience of making projects successful. Students will gain thorough knowledge and practical experience in landscape design, landscape maintenance, greenhouse production, integrated pest management, tree and shrub maintenance, mechanics, and landscape construction.

**Sample of job titles with this degree:** Landscape Designer, Landscape Construction Foreman, Golf Course Superintendent, Estate Gardener, Greenhouse Grower.

This is a career and technical education program. Some courses may not transfer to four-year institution.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
AGRIC 112	4
HORT 100	4
HORT 120	3
HORT 121	3

<u>Spring Semester</u>	
HORT 125	3
HORT 200	3
HORT 221	3
HORT 231	3
MATH 104	4

<u>Summer Semester</u>	
General Education Elective	3

<u>Fall Semester</u>	
AGRIC 135	3
AGRIC 210	4
COMM 120 (or COMM 101)	3
ENGL 110 (or ENGL 101)	3
HORT 215	3

<u>Spring Semester</u>	
AGRIC 235	3
HORT 110	3
HORT 211	3
HORT 290 (or HORT 295)	3
General Education Elective	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Horticulture Courses		Credit Hours	Horticulture AAS 0108	Landscape & Turf Cert. 108C	Greenhouse Cert. 108B
AGRIC 112	Computer Skills for Agriculture	4	X		
AGRIC 135	Sales and Marketing of Agricultural Products	3	X		
AGRIC 210	Soil Science	4	X		
AGRIC 235	Agriculture Business Management	3	X		X
COMM 120	Business & Professional Speaking (or COMM 101)	3	X		
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		
HORT 100	Horticulture Science	4	X		X
HORT 110	Turf Management	3	X	X	
HORT 120	Landscape Plant Identification	3	X	X	
HORT 121	Landscape Design Principles	3	X	X	
HORT 125	Integrated Pest Management	3	X	X	X
HORT 200	Perennial Plant Material	3	X		X
HORT 211	Horticulture Mechanics	3	X	X	
HORT 215	Landscape Design Applications	3	X	X	
HORT 221	Landscape Construction	3	X	X	
HORT 231	Bedding and Plant Production	3	X		X
HORT 290	Work Experience Practicum & Seminar (or HORT 295)	3	X		
MATH 104	Technical Math	4	X		
General Education Electives		6	X		
Total Hours			64	27	21



## Hospitality Management

**General description:** The Hospitality Management Program prepares students for career-track positions in the restaurant, catering, and institutional food service fields. Courses are offered in five areas: risk management, cost control and revenue management, human resources, marketing management, and operations management.

**Sample of job titles with this degree:** General Manager, Assistant Manager, Bake Shop Manager, Kitchen Manager, Catering Manager, Banquet Manager, Dining Room Manager.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ACCT 100	3
BUS 100	3
BUS 110	3
ENGL 110 (or ENGL 101)	3
HOSP 108	3

<u>Spring Semester</u>	
BUS 200	3
HOSP 104	3
HOSP 115	3
P REL 110	3
General Education Elective (or PREL 100)	3

<u>Fall Semester</u>	
BUS 231	3
BUS 240	3
COMM 120 (or COMM 101)	3
HOSP 202	3
HOSP 203	3

<u>Spring Semester</u>	
HOSP 204	4
HOSP 205	3
HOSP 215	3
HOSP 290	3
General Education Elective (or ECON 231)	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Hospitality Management Courses		Credit Hours	Hosp. Mgmt. AAS 0121	Food Service Mgmt Cert. 012C	Hospitality Management Fundamentals Cert. 012A	Hospitality Operations Management Cert. 012B
ACCT 100	Accounting Fundamentals	3	X			
BUS 100	Business Fundamentals	3	X			
BUS 110	Business Mathematics (or CA 150)	3	X		X	X
BUS 200	Customer Service Fundamentals	3	X	X		
BUS 231	Business Law Principles	3	X			X
BUS 240	Marketing Fundamentals	3	X			
HOSP 104	Purchasing and Product Identification	3	X	X		X
HOSP 108	Intro to Hospitality Industry (or CA 101)	3	X	X	X	X
HOSP 115	Menu Planning	3	X	X	X	X
HOSP 202	Hospitality Nutrition	3	X	X		
HOSP 203	Bar & Beverage Management	3	X	X		
HOSP 204	Dining Room Management	3	X	X		
HOSP 205	Cost Management	4	X	X		X
HOSP 215	Catering & Banquet Management	3	X	X		
HOSP 290	Work Experience Practicum	3	X			
COMM 120	Business & Professional Speaking (or COMM 101)	3	X			
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X		X	
P REL 110	Supervision	3	X	X	X	
	General Education Elective (or ECON 231)	3	X			
	General Education Elective (or PREL 100)	3	X			
<b>Total Hours</b>			<b>61</b>	<b>31</b>	<b>15</b>	<b>19</b>



## Machine Tool Processes (See Engineering Technology)

### Medical Assisting

**General Description:** The Medical Assisting program provides students with educational experiences to achieve entry-level knowledge, skills, and behaviors needed to perform administrative and clinical duties of medical assistants in ambulatory care facilities under the direction of a provider. The program prepares students to take a national medical assistant certification exam.

The Medical Assisting program follows the Health Professions' selective admissions process. Students use the online Pre-Admission Plan on myRichland to submit an application during the designated period.

**Sample of job titles of this certificate:** Medical Assistant, Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and Medical Office Assistant.

Prerequisites to Apply:

1. H.S. diploma or GED
2. Eligibility for MATH 110 or MATH 113 or completion of MATH 099 with a "C" or better.
3. Eligibility for ENGL 101
4. Completion of HLTH 140 Medical Terminology with grade of C or above
5. Successful completion of Basic Computer Skills Assessment

Please note: All admitted students are required to undergo a fingerprint-based background check in the first semester. An initial drug screen also part of conditional admission. Other health and safety requirements such as required immunizations are found on the program's web page.

Graduation Requirements:

- Earn a grade of C or above in all program courses
- Maintain a minimum 2.0 program GPA
- Pass all psychomotor and affective competencies in the core curriculum
- Adhere to Medical Assisting Code of Conduct and Standards of Practice

This is a career and technical education program. Some courses may not transfer to four-year institutions.

#### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
BIOL 106	3
PHLEB 110	2
PHLEB 115	3
PHLEB 120	1
HLTH 220	3
MA 110	3

<u>Spring Semester</u>	<u>Credit Hours</u>
ENGL 110	3
HLTH 197	1
MA 120	3
MA 121	5
MA 122	2

<u>Summer Term</u>	<u>Credit Hours</u>
MA 135	6



## PHLEBOTOMY

**General Description:** The Phlebotomy program prepares students for entry-level employment as phlebotomists in hospitals, clinics, or other healthcare facilities. The program includes theory, lab, and clinical experiences in a variety of phlebotomy techniques including safe blood and laboratory specimen collection and handling. The program prepares students to take national certification exams.

**Sample job titles with this certificate:** Phlebotomist, Certified Phlebotomist, Phlebotomy Technician, and Certified Phlebotomy Technician.

Prerequisites to Apply:

1. H.S. diploma or GED
2. Eligibility for MATH 091
3. Eligibility for ENGL 101

Please note: All phlebotomy students are required to undergo a fingerprint-based background check and drug screen as well as submit immunization documentation.

Graduation Requirements:

- Earn a grade of C or above in all program courses

This is a career and technical education program. Courses may not transfer to four-year institutions.

**Course Sequence:**

<u>First Semester</u>	<u>Credit Hours</u>
PHLEB110	2
PHLEB115	3
PHLEB120	1

## FORENSIC PHLEBOTOMY

**General Description:** Forensic Phlebotomy is a restricted admission fast-track, hybrid program that prepares selected law enforcement personnel to perform forensic blood draws safely. The program includes theory, lab, and clinical experiences in safe blood collection and handling.

Prerequisites to Apply:

Visit <https://www.mcletc.org/upcoming-training> for details.

**Course Sequence:**

<u>First Semester</u>	<u>Credit Hours</u>
PHLEB110	2
PHLEB116	1.5





Medical Assisting – General Specialty Courses		Credit Hours	Medical Assisting Cert. 2500	Phlebotomy Cert. 2502	Forensic Phlebotomy Cert. 2501
BIOL 106	Issues in Human Biology	3	X		
ENGL 110	Professional & Technical Writing	3	X		
PHLEB 110	Basic Phlebotomy	2	X	X	X
PHLEB 115	Phlebotomy Clinical	3	X	X	
PHLEB 116	Forensic Phlebotomy Clinical	1.5			X
PHLEB 120	Advanced Phlebotomy	1	X	X	
HLTH 197	Basic Electrocardiography	1	X		
HLTH 220	Nutrition and Diet Therapy	3	X		
MA 110	Medical Office Administration	3	X		
MA 120	Reimbursement and Coding	3	X		
MA 121	Med Assisting Patient Care	5	X		
MA 122	Med Assisting Pharmacology	2	X		
MA 135	Clinical Medical Assisting	6	X		
<b>Total Hours</b>			<b>35</b>	<b>6.0</b>	<b>3.5</b>



## Medical Office Specialist – General Specialty

The AAS Medical Office Specialist--General Specialty and the related General Specialty Certificates are suspended. Richland will not admit new students into this program. Students enrolled in the program prior to January 2017 will have until August 2020 to complete all program requirements. Interested students are encouraged to enroll in the Healthcare Documentation Program.

## Network Technology

**General description:** The AAS in IT Network Technology degree focuses on the use of computer technology and information management methods to solve business problems. Students will learn the hardware configuration and management of physical networks, the installation and configuration of the network system software, and the system management and security protocols for optimum performance. The knowledge base of this degree program will prepare students for the Cisco CCNA, Microsoft's MCP, Security+ and Network+ certifications.

**Sample of job titles with this degree:** Network Administrator, IT User Support, Computer Systems Administrator, Information Systems Support Specialist, Information Systems Technical Support, Network Security Specialist, Network Designer.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CS 105	3
ENGL 110 (or ENGL 101)	3
IT 116	3
IT 131	3
IT 173	4

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
IT 141	4
IT 271	3
MATH 104 (or MATH 116)	4
General Education Elective	3

<u>Fall Semester</u>	
IT 221	3
IT 241	4
IT 242	3
IT 247	3
IT 273	3

<u>Spring Semester</u>	
IT 245	3
IT 246	3
IT 285	4
IT 290 (or IT 295 or IT 297)	3
P REL 100	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Networking Technology Courses		Credit Hours	Network Technology AAS 2076	Network Spec. Cert. 011K	COMPTIA Network+ Prep Cert. 011C	COMPTIA Security+ Prep Cert. 011N	CCNA Prep Cert. 011B	MCTS Prep Cert. 011T
CS 105	Foundations of Information Technology	3	X	X				
COMM 120	Business & Professional Speaking (or COMM 101)	3	X					
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X					
IT 116	Windows Client Operating Systems	3	X	X				X
IT 131	Programming Logic	3	X					
IT 141	Networking Fundamentals	4	X	X	X	X	X	
IT 173	A+ Computer Technologies	4	X	X	X			X
IT 221	Database Design Using SQL	3	X	X				
IT 241	Network Routing Technologies	4	X	X	X	X	X	
IT 242	Wireless Networking	3	X	X	X	X	X	
IT 245	Network Security	3	X	X		X		
IT 246	Voice Over IP Fundamentals	3	X	X				
IT 247	Virtualization Fundamentals	3	X	X	X	X	X	
IT 271	Windows Server Operating Systems	3	X	X	X		X	X
IT 273	Managing Windows Networks	3	X	X				X
IT 285	Systems Analysis and Design	4	X	X				
IT 290	Work Experience Practicum (or IT 295 or IT 297)	3	X	X				
MATH 104	Technical Mathematics (or MATH 116)	4	X					
P REL 100	Human Relations	3	X					
General Education Elective		3	X					
<b>Total Hours</b>			<b>65</b>	<b>43</b>	<b>21</b>	<b>17</b>	<b>17</b>	<b>13</b>



## Nursing – Nurse Assistant/Aide

**General description:** HLTH 141 Nurse Assistant Training is approved by the Illinois Department of Public Health (IDPH) to provide instruction in basic nursing skills in theory, laboratory, and clinical settings. Upon successful completion of all course requirements, which includes meeting the Health Care Worker Background Check Act criteria, students are eligible to apply for the Competency Evaluation Exam. Students who successfully pass the Competency Evaluation Exam are added to the IDPH Health Care Worker Registry and are eligible to work as Certified Nurse Assistants (CNAs).

**Sample of job titles with this certificate:** Patient Care Attendant, Certified Nurse Aide, Home Health Aide, Nursing Assistant, Orderly, Health Care Technician, Ward Attendant, or Patient Care Technician. These employees work under the direct supervision of a licensed nurse and function as members of the health care team in a long-term care facility, hospital, clinic or home care setting.

**Admission Criteria:** Meet eligibility requirements for admission to the College, be at least 16 years of age, and successfully complete Nurse Assistant reading and math pre-tests or approved alternate assessments..

Please Note: Students must have a background clear of any disqualifying convictions as verified by a fingerprint-based background check or obtain a waiver from the Illinois Department of Public Health before attending clinical.

This is a career and technical education program. This course may not transfer to four-year institutions.

**Certification:** Students must complete all course requirements and meet the Health Care Worker Background Check criteria to be eligible to apply for the State Competency Evaluation Exam. Students who pass the exam are placed on the State of Illinois Health Care Worker Registry as CNAs. Employers verify students' certification through the Health Care Worker Registry; the state does not issue credentials, certificates, or licenses to CNAs.

HLTH 040 Nurse Assistant Competency Skills Assessment is designed for Nurse Assistants who were previously certified but have not worked a minimum of 8 paid hours during the previous 24 months. Students must demonstrate completion of an approved Basic Nurse Assistant Training program and be listed on the Illinois Health Care Worker Registry.

### Suggested Full-Time Course Sequence:

<u>First Semester</u>	<u>Credit Hours</u>
HLTH 141	8



Nurse Assistant Courses		Credit Hours	Nurse Assistant Cert. 0053
HLTH 141	Nurse Assistant Training	8	X
Total Hours			8



## Practical Nursing

**General description:** Upon successful completion of all program requirements, students (a) receive a Certificate in Practical Nursing and (b) are eligible to write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Graduates who successfully complete the examination and meet all other state requirements (including a criminal background check) are able to work as licensed practical nurses. Some program courses may not transfer to a four-year institution, but the PN curriculum is structured so that the graduate may choose courses that allow for continued study in Richland Community College's Associate Degree Nursing Program.

The Practical Nursing program is approved by the Illinois Department of Financial and Professional Regulation and prepares entry-level students to provide nursing care to clients with normal and common health problems through the use of basic skills under the direction of a registered nurse or licensed physician. The program consists of classroom instruction, laboratory, and clinical experiences in hospitals, nursing homes, and community health settings.

Unlike many academic and career and technical education programs at Richland, admission into Practical Nursing (PN) Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program. Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric and the students with the highest scores are offered conditional admission.

The PN Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted between March 1 and April 1. Late and out-of-district applicants are considered for the program when space is available. The PN Program admits to the summer semester. PN core courses begin in the fall.

**Sample of job titles with this degree:** Job opportunities for LPNs include a variety of nursing positions in hospitals, agencies, physicians' offices, and extended care facilities.

This is a career and technical education program.

### Prerequisites:

1. Eligibility for ENGL 101.
2. Eligibility for MATH 110 or MATH 113 or completion of MATH 099 with a "C" or better.
3. Complete two years of high school biology and 1 year of high school chemistry or physics with a "B" or better within the last 3 years or complete BIOL 101 with a "C" or better. Students who have completed BIOL 201 or 202 must have completed one within the last 5 years.
4. Complete PSYCH 110 with a "C" or better.
5. Have a "C" or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in completed PN program courses. Program courses that can be completed prior to admission include: BIOL 201, BIOL 202, ENGL110, and PSYCH 145. Transfer and Richland credits are used in calculating the Program GPA.
6. Listed in good standing on the IDPH Health Care Worker Registry as an active CNA or provide evidence of current enrollment in a CNA training program with a test date prior to the start of the semester for which the student is applying.

### Graduation Requirements:

- Have a grade of "C" or better in all prerequisite and program courses
- Maintain a minimum 2.5 Program GPA
- Complete all nursing psychomotor competencies with 76% of the designated skills performed in the clinical setting at or above the expected level of competency
- Meet standards of the ANA Code of Ethics and the Professional Integrity Policy

### Suggested Full-Time Course Sequence:

<u>First Semester</u>	<u>Credit Hours</u>
PSYCH 145	3

<u>Second Semester</u>	
BIOL 201	4
PN 115	1
PN 118	2
PN 120	6
PN 125	3

<u>Third Semester</u>	
BIOL 202	4
ENGL 110	3
PN 126	2
PN 140	7

### Additional Program Information:

Students must complete program courses with a "C" or better prior to or during the semester in which they are outlined.



Practical Nursing Courses		Credit Hours	Practical Nursing Cert. 050A
BIOL 201	Human Anatomy & Physiology 1	4	X
BIOL 202	Human Anatomy & Physiology 2	4	X
ENGL 110	Professional & Technical Writing	3	X
PN 115	Professional Nursing 1	1	X
PN 118	Fundamental Nursing Skills	2	X
PN 120	Practical Nursing Concepts	6	X
PN 125	Pharmacology for Practical Nursing	3	X
PN 126	Professional Nursing II	2	X
PN 140	Practical Nursing Concepts II	7	X
PSYCH 145	Human Growth and Development	3	X
<b>Total Hours</b>			<b>35</b>



## Associate Degree Nursing

**General description:** Upon successful completion of all program requirements, students receive an Associate of Applied Science in Nursing and are eligible to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates who successfully complete the examination and meet all other state requirements (including a criminal background check) are able to work as registered nurses. Some courses may not transfer to four-year institutions, but transfer opportunities exist for students wanting a Bachelor of Science in Nursing (BSN).

The Program's mission is to prepare nurses to work in a multicultural, multiracial, diversified metropolitan industrial area that is surrounded by rural communities. The purpose of the ADN Program at Richland Community College is to prepare competent, caring, and critically thinking graduates for entry-level positions in a variety of health care settings and to encourage commitment to personal and professional growth.

Richland's ADN Program is approved by the Illinois Department of Financial and Professional Regulation and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Unlike many academic and career and technical education programs at Richland, admission into the Associate Degree Nursing (ADN) Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric, and the students with the highest scores are offered conditional admission.

The ADN Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. For spring admission, applications are accepted between August 1 to September 1. For fall admission, applications are accepted between January 2 and February 1. Out-of-district applicants are considered for the program when space is available.

**Sample of job titles with this degree:** Nursing positions are available throughout the United States as well as internationally. Nurses care for people in hospitals, schools, clinics, corporations, homes, wellness centers, or anywhere people need health care services. Areas of nursing practice include pediatric, geriatric, obstetrics, intensive care, emergency care, mental health, oncology, orthopedic, and medical-surgical.

This is a career and technical education program.

### Prerequisites to Apply

1. Eligibility for ENGL 101 Composition I.
2. Eligibility for MATH 110 or MATH 113 or completion of MATH 099 with a "C" or better.
3. Complete two years of high school biology and 1 year of high school chemistry or physics with a "B" or better within the last 3 years or successfully complete BIOL 101 with a "C" or better. Students who have completed BIOL 201, 202 or 220 must have completed one within the last 5 years.
4. Have a high school GPA or at least 2.5 and ACT scores (within the last 3 years) with composite 21, science reasoning 20, and no score below 15 or have completed 15 credit hours of ADN program courses.
5. Have a "C" or better in all prerequisites and program courses. For admission, a Program GPA of 2.75 or better is required. The Program GPA is calculated using grades and credits earned in completed ADN program courses. Program courses that can be completed prior to admission include: BIOL 201, 202, 220, ENGL 101, Fine Art Elective, HLTH 197, PSYCH 110, 145, and SOCIO 110. Transfer and Richland credits are used in calculating the Program GPA.
6. Listed in good standing on the IDPH Health Care Worker Registry as an active CNA or provide evidence of current enrollment in a CNA training program with a test date prior to the start of the semester for which the student is applying.

### Transfer Students

Students who have completed nursing core courses at another institution may be eligible to transfer into the ADN program. Transfer credit for nursing core courses is based upon successful results of the standardized tests for the appropriate course and available space. All admission and graduation requirements must be met in order to graduate from the ADN Program including a minimum of two semesters of core nursing courses completed at Richland. Students are responsible for the costs of the standardized tests.

### Other Minimum Graduation Requirements:

- Obtain a grade of "C" or better in all prerequisites and program courses
- Meet standards of the ANA Code of Ethics and the Professional Integrity Policy

### Advanced Placement Program for LPN

A graduate of a State-approved Practical Nursing Program who has a license or is eligible for licensure in the State of Illinois may be eligible for the LPN to ADN program by meeting admission requirements.

Please refer to LPN to ADN Bridge Program prerequisites and admission criteria.

All AAS degrees include a required minimum of 15 general education credits.



**Suggested Full-Time Course Sequence:**First Semester                      Credit Hours

NURS 111	1
NURS 112	9
PSYCH 110	3
BIOL 201	4
ENGL 101	3

Second Semester

NURS 152	4
NURS 154	3
NURS 155	5
PSYCH 145	3
BIOL 202	4

Third Semester

NURS 206	6
NURS 250	5
SOCIO 110	3
BIOL 220	4

Fourth Semester

NURS 252	5
NURS 254	6
HLTH 197/290/297	1
Fine Arts Elective	3

**Additional Program Information:**

Students must earn a grade of "C" or better in the program prerequisites, core curriculum courses, and general education courses.

Associate Degree Nursing Courses		Credit Hours	Associate Degree Nursing AAS 0050
BIOL 201	Human Anatomy & Physiology 1	4	X
BIOL 202	Human Anatomy & Physiology 2	4	X
BIOL 220	Microbiology	4	X
ENGL 101	Composition 1	3	X
HLTH 197/290/297	Special Topics in Healthcare	1	X
NURS 111	Introduction to Nursing	1	X
NURS 112	Medical-Surgical Nursing 1	9	X
NURS 152	Psychiatric Mental Health Nursing	4	X
NURS 154	Pharmacological Principles for Nursing Practice	3	X
NURS 155	Medical-Surgical 2 Chronically Ill Client	5	X
NURS 206	Family Health Nursing	6	X
NURS 250	Medical-Surgical Nursing 3 Surgical Client	5	X
NURS 252	Medical-Surgical Nursing 4 Acutely Ill Client	5	X
NURS 254	Transition from Education to Practice	6	X
PSYCH 110	Introduction to Psychology	3	X
PSYCH 145	Human Growth and Development	3	X
SOCIO 110	Introduction to Sociology	3	X
Fine Arts Elective		3	X
<b>Total Hours</b>			<b>72</b>



## LPN to ADN Bridge Program (Bridge Program)

**General description:** This is a career and technical education program. The Bridge program facilitates educational advancement for LPNs who desire to become Registered Nurses. A graduate of a state-approved Practical Nursing Program who has a license or is eligible for LPN licensure in the State of Illinois may be eligible for this program. Upon successful completion of all program requirements, students receive an Associate of Applied Science in Nursing and are eligible to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates who successfully complete the examination and meet all other state requirements are able to work as registered nurses. Some courses may not transfer to four-year institutions, but transfer opportunities exist for students wanting a Bachelor of Science in Nursing (BSN).

Unlike many academic and career and technical education programs at Richland, admission into the Bridge Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric and those with the highest scores are offered conditional admission. Availability of faculty clinical space may impact the entry decision.

The Bridge Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. For spring admission, applications are accepted between August 1 to September 1. For fall admission, applications are accepted between January 2 and February 1. Out-of-district applicants are considered for the program when space is available.

### Prerequisites to Apply:

1. Graduate of a State-approved Practical Nursing Program
2. Current Illinois LPN license or eligibility to be licensed before program begins. Student must have a current unencumbered LPN license to begin the Bridge program.
3. Completion of (or be in progress to complete) ENGL 101, BIOL 201 and PSYCH 110 with a "C" or better. ENGL 101, BIOL 201 and PSYCH 110 must be complete prior to start of semester for which the student is applying.
4. Eligibility for MATH 110 or MATH 113 or completion of MATH 099 with "C" or better.
5. Have a "C" or better in all prerequisites and program courses. For admission, a Program GPA of 2.75 or better is required. The Program GPA is calculated using grades and credits earned in any completed Bridge program course. Program courses that can be taken prior to admission include BIOL 201, 202, 220, ENGL 101, Fine Art Elective, HLTH 197, PSYCH 110, PSYCH 145, and SOCIO 110. Transfer and Richland Credits are used in calculating the program GPA. Students who have completed BIOL 201, 202 or 220 must have completed one within the past 5 years.

To receive transfer credit for courses completed at another institution, official transcripts must be submitted to Student Records.

### Other Minimum Graduation Requirements:

Please refer to the Associate Degree Nursing graduation requirements.

### Suggested Full-Time Course Sequence

<u>First Semester</u>	<u>Credit Hours</u>
NURS 111	1
NURS 152	4
NURS 154	3
NURS 155	5
PSYCH 145	3
BIOL 202	4

<u>Second Semester</u>	<u>Credit Hours</u>
BIOL 220	4
NURS 206	6
NURS 250	5
SOCIO 110	3

<u>Third Semester</u>	<u>Credit Hours</u>
NURS 252	5
NURS 254	6
Fine Arts Elective	3
HLTH 197/290/297	1

### Additional Program Information:

Students must complete program courses with a "C" or better prior to or during the semester in which they are outlined.



LPN Bridge to ADN Courses		Credit Hours	LPN Bridge to ADN AAS 0050
BIOL 202	Human Anatomy & Physiology 1	4	X
BIOL 220	Microbiology	4	X
HLTH 197/290/297	Special Topics in Health Care	1	X
NURS 111	Introduction to Nursing	1	X
NURS 152	Psychiatric Mental Health Nursing	4	X
NURS 154	Pharmacological Principles for Nursing Practice	3	X
NURS 155	Medical-Surgical 2 Chronically Ill Client	5	X
NURS 206	Family Health Nursing	6	X
NURS 250	Medical-Surgical Nursing 3 Surgical Client	5	X
NURS 252	Medical-Surgical Nursing 4 Acutely Ill Client	5	X
NURS 254	Transition from Education to Practice	6	X
PSYCH 145	Human Growth and Development	3	X
SOCIO 110	Introduction to Sociology	3	X
Fine Arts Elective		3	X
<b>Total Hours</b>			<b>53</b>



## Programmer/Analyst

**General description:** The AAS in Programmer/Analyst is designed to prepare students for designing, writing, testing, debugging, and implementing software, according to user/customer specifications, in process-oriented, data-oriented, and object-oriented coding environments.

**Sample of Job Titles for This Degree:** Programmer, Programmer/Analyst, Data Modeler, Database Designer, Systems Analyst, Website Designer, Web Consultant, Web Applications Developer.

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
CS 105	3
ENGL 110 (or ENGL 101)	3
IT 116	3
IT 131	3
MATH 116	4

<u>Spring Semester</u>	
COMM 120 (or COMM 101)	3
IT 153	4
IT 173	4
IT 221	3
General Education Elective	3

<u>Fall Semester</u>	
CS 230	4
CS 251	4
IT 253	4
IT 282	4

<u>Spring Semester</u>	
CS 281	4
IT 285	4
IT 290 (or IT 295 or IT 297)	3
P REL 100	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

All AAS degrees include a required minimum of 15 general education credits.



Programmer/Analyst Courses		Credit Hours	Programmer/ Analyst AAS 0098	Programming Specialist Cert. 011G	Object-Oriented Programming Cert. 011R	Systems Programming Cert. 011U	Web Programming Cert. 011S
COMM 120	Business & Professional Speaking (or COMM 101)	3	X				
CS 105	Foundations of Information Technology	3	X	X	X	X	X
CS 230	Event-Driven Programming	4	X	X	X	X	
CS 251	Object-Oriented Programming	4	X	X	X		
CS 281	Advanced Object-Oriented Programming	4	X	X	X		
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X				
IT 116	Windows Client Operation Systems	3	X	X	X	X	X
IT 131	Programming Logic	3	X	X	X	X	X
IT 153	Web Development	4	X	X			X
IT 173	A+ Computer Technologies	4	X				
IT 221	Database Design Using SQL	3	X	X	X	X	X
IT 253	Mobile Apps Development	4	X	X		X	
IT 282	Dynamic Web Development	4	X	X			X
IT 285	Systems Analysis and Design	4	X	X			
IT 290	Work Experience Practicum (or IT 295 or IT 297)	3	X				
MATH 116	College Algebra	4	X				
P REL 100	Human Relations	3	X				
General Education Elective (PSYCH 110 or SOCIO 110 recommended)		3	X				
<b>Total Hours</b>			<b>63</b>	<b>40</b>	<b>24</b>	<b>20</b>	<b>20</b>



## Radiography

**General description:** The mission of the Richland Community College Radiography Program is to provide students with classroom, lab, and clinical experiences that enable them to achieve entry-level knowledge, skills, patient care, safety, and professional values needed to succeed in a Medical Imaging profession. The program prepares students to use ionizing radiation safely to produce images of the tissue, organs, bones, and vessels of the human body. Radiographers must have a thorough understanding of anatomy, radiographic procedures, image production, patient care, and radiation protection. Some of the program courses may not transfer to four-year institutions.

Unlike many academic and career and technical education programs at Richland, admission into the Radiography Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric based on academic achievements; and the students with the highest scores are offered conditional admission.

The Radiography Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted December 15 – March 1. Late and out-of-district applicants are considered for the program when space is available. The Radiography Program admits to the summer semester.

**Sample of job titles with this degree:** To gain employment as a radiographer, most employers require certification of RT(R) by the American Registry of Radiologic Technologists (ARRT), and many states including Illinois have licensure. Once the RT(R) is obtained, graduates may work in hospitals, clinics, imaging centers, doctor's offices, and surgery centers as staff radiographers. Other opportunities for employment include computed tomography (CT), Magnetic Resonance Imaging (MRI), Interventional Radiology, and Cardiac Catheterization lab. With an additional year of schooling, registered radiographers may also become sonographers, radiation therapists, or nuclear medicine technologists. Opportunities in management, sales, and education are also available after obtaining a bachelor's degree.

This is a career and technical education program.

### Prerequisites to Apply:

1. Eligibility for ENGL 101 Composition I.
2. Eligibility for MATH 110 or "C" or better in Math 099.
3. Complete the Nelson Denny Reading Test with score of 120 or greater in reading comprehension only.
4. Complete RADT 101 with a "C" or better. RADT 101 is offered in the fall and spring.
5. Meet ACT minimum subs scores and composite; Reading (15) Math (15) English (15) Science Reasoning (20) Composite (21) or SAT equivalent; OR complete all general education courses prior to beginning the program (BIOL 201, 202, ENGL 101, PHYS 100).
6. Have a "C" or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using the grades and credits earned in completed Radiography general education requirement plus RADT 101. Transfer and Richland credits are used in calculating the Program GPA.

### Student Transfer from another Radiography Program:

Any student wishing to transfer into the program must apply for College admission and program admission. Transfer credits are evaluated and transfer of credit occurs through College policy. Such transfer shall be subject to the availability of an appropriate clinical placement, student admission procedures, and Program Director approval.

### Degree Completion Program for RT (R) (ARRT):

Registered radiographers may be eligible for an associate's degree completion program if they meet the following:

1. Have five years' experience in radiography.
2. Hold a current ARRT registration AND IEMA Division of Nuclear Safety license.
3. Be a graduate of an accredited hospital-based or certificate radiography program.
4. Apply for admission to Richland Community College.
5. Submit transcripts from radiography program and any colleges attended to Richland Community College Student Records Office.

If all of the above are satisfied, students may apply for transfer credit without examination by completing the following:

1. Applying for degree completion to the Radiography Program Director.
2. Completing a minimum of eighteen credit hours of general education with a grade of "C" or better of which at least fifteen credit hours must be completed at Richland. English Composition I and Physics of the Modern World must be included.
3. Submitting an Application for Graduation.

Transfer credit for all core radiography courses is awarded when all of the above are satisfied. Transfer credit is not included in computing the student's GPA at Richland.

### Licensure/certification:

After successful completion of all didactic and clinical competency requirements, students are eligible to seek certification from the American Registry of Radiologic Technologists (ARRT). In addition to the educational standards, students must meet and agree to comply with the organization's ethical and character standards before sitting for the certification exam. Students wishing to practice within Illinois must also seek accreditation from the IEMA Division of Nuclear Safety.

### Graduation Requirements:

Radiography program students must also complete all of the following in order to graduate:

- Earn a grade of "C" or above in all program prerequisites and program courses.
- Maintain a minimum 2.5 Program GPA.
- Complete all lab competencies with minimum score of 84%.
- Complete all clinical proficiency exams required by the program.
- Meet standards of the ARRT/ASRT Code of Professional Ethics.
- Complete all clinical proficiency exams required by ARRT.
- Return film ID markers and film badge holder or make reimbursement.

**Suggested Full-Time Course Sequence:****Summer Semester      Credit Hours**

RADT 102	3
RADT 108	3

**Fall Semester**

RADT 110	3
RADT 115	3.5
RADT 118	3
PHYS 100	4

**Spring Semester**

RADT 120	3
RADT 125	4.5
RADT 128	3
BIOL 201	4
BIOL 201	4

**Summer Semester**

RADT 155	3.5
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**Fall Semester**

RADT 215	4.5
RADT 218	3
RADT 219	3
BIOL 202	4

**Spring Semester**

RADT 225	3.5
RADT 228	3
RADT 230	3
ENGL 101	3

**Additional Program Information:**

Admitted students with the minimum ACT/SAT sub scores may complete the Radiography general education courses in program. The general education courses must be completed with a "C" or better prior to or during the semester in which they are outlined. All AAS degrees include a required minimum of 15 general education credits.

Radiography Courses		Credit Hours	Radiography AAS 050B
BIOL 201	Human Anatomy & Physiology 1	4	X
BIOL 202	Haman Anatomy & Physiology 2	4	X
ENGL 101	Composition 1	3	X
PHYS 100	Physics of the Modern World	4	X
RADT 101	Introduction to Radiography	4	X
RADT 102	Radiologic Patient Care	3	X
RADT 108	Radiographic Procedures I	3	X
RADT 110	Principles of Radiography I	3	X
RADT 115	Radiography Clinical I	3.5	X
RADT 118	Radiographic Procedures II	3	X
RADT 120	Principles of Radiography II	3	X
RADT 125	Radiography Clinical II	4.5	X
RADT 126	Imaging Equipment	3	X
RADT 128	Radiographic Procedures III	3	X
RADT 155	Radiography Clinical III	3.5	X
RADT 215	Radiography Clinical IV	4.5	X
RADT 218	Radiographic Procedures IV	3	X
RADT 219	Radiation Protection & Radiobiology	3	X
RADT 225	Radiography Clinical V	3.5	X
RADT 228	Radiographic Image Analysis	3	X
RADT 230	Radiography Seminar	3	X
<b>Total Hours</b>			<b>68.5</b>



## Surgical Technology

**General Description:** The mission of the Richland Surgical Technology Program is to prepare students for entry level into the profession, by providing instruction in the three learning domains – affective, critical thinking, and psycho motor. The program prepares students to assist with patient care and related services in delivery room, surgery center, and other settings that call for knowledge of asepsis by performing tasks that help ensure safe surgical procedures. Some of those tasks include preparing all supplies, instruments, and equipment for operative procedures; passing instruments to the surgeon; and understanding aseptic technique. The program provides classroom instruction, laboratory, and clinical experiences. This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Surgical Technology is a selective admissions program. Admission to the program is by application. Admission to Richland Community College does not guarantee acceptance to the program. The applicant must meet or exceed the minimum requirements to be considered for admission to the Surgical Technology Program.

Richland's Surgical Technology Degree program is a Regional Partnership with Heartland Community College and Lake Land College. In addition to serving Richland, the program also serves these colleges by reserving a limited number of seats for qualified students seeking admission. Students residing outside of the Richland or the Regional Partnership districts will be considered for admission when space is available.

The Surgical Technology Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted between January 4 and March 1. After March 1, admission is ongoing until capacity is met in each region. If reserved seats among the Regional Partnership districts remain open in August, they are filled with overflow from Richland or other Regional Partnership districts. The Surgical Technology Program admits to the fall semester.

**Accreditation:** The Surgical Technology AAS Degree Program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727.210.2350 Web: [www.caahep.org](http://www.caahep.org)).

**Sample of job titles with this degree:** Surgical Technologists are employed in hospital surgery departments, obstetric departments, and surgery centers. They may also specialize in cardiac, orthopedic or pediatric surgery.

### Prerequisites to Apply:

1. Be eligible for ENGL 101.
2. Complete two years of high school biology and 1 year of high school chemistry or physics with a "B" or better within the last 3 years or complete BIOL 101 with a "C" or better or meet prerequisites for Microbiology at district community college (applicable to regional program students only). Students who have completed BIOL 201, 202, or 220 must have completed one within the last 5 years.
3. Have a "C" or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in any completed Surgical Technology program course. Program courses that can be completed prior to admission include: BIOL 101, BIOL 201, BIOL 202, 220, ENGL 101, HLTH 140, and PSYCH 110. Transfer and Richland credits are used in calculating the Program GPA.
4. Arrange a pre-admission meeting with the Surgical Technology Program Director.
5. Complete the PSB test and obtain a minimum 50% average for all seven areas (results found in myRichland).

### Licensure/Certification:

After successful completion of all didactic, laboratory, and clinical competency requirements, the graduate will receive an AAS Degree and become a Certified Surgical Technologist (CST) upon passing the National Certification Examination given by the NBSTSA. Students wishing to practice within Illinois may also seek registration from the Department of Regulation in Springfield, Illinois.

### Student Transfer from another Surgical Technology Program:

Any student wishing to transfer into the program must apply for College admission and program admission. Transfer credits will be evaluated and transfer of credit will occur through College policy. Such transfer shall be subject to the availability of an appropriate clinical placement, student admission procedures, and Program Director approval.

### Degree Completion Program for Certified Surgical Technologist:

A graduate of an accredited Surgical Technology Program who is currently employed and working as a Certified Surgical Technologist (CST) may be eligible to enroll in SURGT 290 Internship in Surgical Technology. Upon successful completion of SURGT 290 and all program general education requirements, the student may apply for transfer credit based on certification and work experience and will be awarded an Associate of Applied Science in Surgical Technology.

### Graduation Requirements:

Surgical Technology program students must also complete all of the following in order to graduate:

- Earn a "C" or better in all prerequisite and program courses
- Maintain a minimum 2.5 Program GPA
- Complete all lab/clinical competencies at 100%
- Complete a minimum of 125 solo scrubs
- Meet standards of the Professional Integrity Policy



**Suggested Full-Time Course Sequence:**First Semester                      Credit Hours

BIOL 220	4
ENGL 101	3
HLTH 140	3
SURGT 110	2

Second Semester

BIOL 201	4
SURGT 120	4
SURGT 125	3
SURGT 128	1

Third Semester

SURGT 130	3
SURGT 135	2
SURGT 138	3

Fourth Semester

BIOL 202	4
SURGT 240	6
SURGT 245	2
SURGT 248	6

Fifth Semester

PSYCH 110	3
SURGT 250	2
SURGT 255	2
SURGT 258	6
SURGT 259	1
Elective	3

**Additional Program Information:**

Students must earn a grade of "C" or better in the program prerequisites, core curriculum courses, and general education courses. All AAS degrees include a required minimum of 15 general education credits.

Surgical Technology Courses		Credit Hours	Surgical Technology AAS 0056
BIOL 201	Human Anatomy & Physiology 1	4	X
BIOL 202	Human Anatomy & Physiology 2	4	X
BIOL 220	Microbiology	4	X
ENGL 101	Composition 1	3	X
HLTH 140	Medical Terminology	3	X
PSYCH 110	Introduction to Psychology	3	X
SURGT 110	Introduction to Surgical Technology	2	X
SURGT 120	Principles of Surgical Technology I	4	X
SURGT 125	Fundamentals of Surgical Technology	3	X
SURGT 128	Intro to the Clinical Experience	1	X
SURGT 130	Principles of Surgical Technology II	3	X
SURGT 135	Surgical Procedures I	2	X
SURGT 138	Basic Surgical Technology Clinical I	3	X
SURGT 240	Principles of Surgical Technology III	6	X
SURGT 245	Surgical Procedures II	2	X
SURGT 248	Int. Surgical Technology Clinical II	6	X
SURGT 250	Principles of Surgical Technology IV	2	X
SURGT 255	Surgical Procedures III	2	X
SURGT 258	Adv. Surgical Tech Clinical III	6	X
SURGT 259	Professional Seminar	1	X
Elective		3	X
<b>Total Hours</b>			<b>67</b>



## Transportation

General description: The CDL Class A Truck Driver (Tractor/Trailer) Training Program is designed for individuals with little or no commercial driving experience. The program consists of a course that includes the Commercial Driver's License learner's permit and endorsement preparation, regulations, log books, map reading, trip planning, and complete vehicle training to prepare the individual for an entry-level position in the trucking industry. The Class A license program can be completed in four weeks by attending full time during the day, Monday through Friday. The part-time program can be completed in a maximum of eight weeks and is offered during the evening, Monday through Friday. Thirty (30) hours of home study are required during the program. Full-time programs start every month. Students may register at any time.

The CDL Class B Truck Driver Training Program is designed to provide individuals with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. The program covers endorsement preparation, regulations, and complete vehicle (over 26,001 lbs.) training to prepare the individual for an entry-level position in the transportation industry.

**Sample of job titles with this degree:** Truck Driver.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

## Welding Technology

General description: Welding is the most common way of permanently joining metal. Because of its strength, welding is used to build and repair a myriad of products, from pipelines and power plants to ships and spacecraft. Job opportunities are on the rise as the demand for highly trained welders increases with industries throughout the world. Welders plan the sequence of operations and select the equipment to be used according to the kinds of metals involved and the type of weld to be made. The Welding Technology Program is designed to provide skill development in currently used welding processes including brazing, soldering, arc welding, gas welding, resistance welding, and solid state welding. Additionally, skill development may be obtained in oxy-fuel cutting, arc cutting, thermal cutting, thermal spraying, and adhesive bonding. This program prepares students to take the certification exams reflecting the structural codes and standards set by the American Society of Mechanical Engineers (ASME 9), American Welding Society (AWS), and the National Center for Construction Education & Research (NCCER). Students seeking this degree will need to choose between a construction and pipe welding concentration or an industrial and equipment specialty. Welders work indoors and outdoors, often welding in awkward positions.

**Construction and Pipe Specialty:** Students will be qualified to pursue certification in API-1104, ASME Section 9 & D11. Many courses in this specialization have a higher tuition cost. Check with the Student Success Center for details.

Please be advised that the Welding Technology program utilizes the Canvas Online Learning Management System and students will need to complete the Canvas Online Student Orientation. Having this online component allows the Welding Technology program to provide self-paced studies on or off campus for students enrolled in any Welding Technology course.

**Sample of job titles with this degree:** Construction Steel Erector, industrial fabrication heavy, industrial fabrication light, industrial maintenance, robotic welding operators, specialty welding, piping fabrication, welding fabrication supervisors, tank and pressure vessels welding, recreational vehicle design & fabrication, welding instructors.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions. All AAS degrees include a required minimum of 15 general education credits.

### Construction & Pipe Specialty:

#### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ENGT 102	3
ENGT 105	3
P REL100	3
WELD 100	2
WELD 101	4
WELD 120	3

#### Spring Semester

MATH 104	4
WELD 125	2
WELD 130	3
WELD 135	3

WELD 140	4
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#### Fall Semester

ENGL 105 (or ENGL 101)	3
WELD 145	3
WELD 190	2
WELD 202	2
WELD 208	4
WELD 215	4

#### Spring Semester

COMM 120 (or COMM 101)	3
ENGT 290 (or ENGT 295)	3
WELD 243	4
WELD 245	3
General Education Elective	3



Welding Technology Courses		Credit Hours	Welding Constr & Pipe AAS 0032	Industrial & Equipment AAS 0032	Pipefitting & Pipe Welding Cert. 032B	Welding Technician Cert. 032A	Production Welding Cert. 0030	Basic Welding Cert. 032C	Certified Production Tech Prep Cert. 300R
COMM 120	Business & Professional Speaking (or COMM 101)	3	X	X					
ENGL 105	Technical Writing in the Workplace (or ENGL 101)	3	X	X					
ENGT 100	Manufacturing Processes	3							X
ENGT 101	Motor Control Fundamentals	4							X(or)
ENGT 102*	Blueprint Reading (or DRAFT 101)	3	X	X	X	X	X	X	X(or)
ENGT 105	Occupational Safety	3	X	X	X	X	X		X
ENGT 131	Maintenance Fundamentals	4		X					X
ENGT 160	Metrology and Quality Control	3							X
ENGT 200	Industrial Materials	3		X					
ENGT 231	Piping Fundamentals	2		X					
ENGT 232	Rigging & Cranes	2		X					
ENGT 290	Work Experience Practicum & Seminar (or ENGT 295)	3	X	X					
MATH 104	Technical Mathematics	4	X	X	X	X	X		
P REL 100	Human Relations	3	X	X					
WELD 100	Welding Fundamentals	2	X	X	X	X	X	X	
WELD 101	Shielded Metal Arc Welding	4	X	X	X	X	X	X	
WELD 120	Intermediate Shielded Metal Arc Welding	3	X	X	X	X	X	X	
WELD 125	Gas Metal Arc & Flux Core Arc Welding	2	X	X	X	X	X		
WELD 130	Gas Tungsten Arc Welding	3	X	X	X	X	X		
WELD 135	Advanced Shielded Metal Arc Welding	3	X	X	X	X	X		
WELD 140	Pipe Welding	4	X	X	X	X	X		
WELD 145	Welding Tools & Safety	3	X	X	X	X			
WELD 190	Maintenance Repair Welding	2	X	X		X			
WELD 202	Welder Certification	2	X	X	X	X			
WELD 208	Pipefitting Fundamentals	4	X		X	X			
WELD 215	Pipefitting Applications	4	X		X	X			
WELD 243	Aluminum & Stainless Steel Welding	4	X		X				
WELD 245	GMAW/FCAW Pipe Welding	3	X		X				
General Education Elective (PHYS 115 recommended)		3	X	X					
Total Hours			68	64	51	46	31	12	16 or 17

\*For Certified Production Tech Prep Certificate:

ENGT 101 for Engineering Technology Electrical Systems Students  
ENGT 102 for all other ENGT & Welding Tech Students



## Guarantee for Technical Competency

Any student earning an Associate in Applied Science degree or certificate who is judged by an employer to be lacking in the technical job skills necessary for entry into the job for which the degree or certificate was designed shall be provided up to nine tuition-free credit hours of additional skill training. The graduate, under the agreement to enact this guarantee, will still be responsible for all costs other than the tuition specified.

### Qualifying Conditions for the Guarantee:

The graduate must have earned the Associate in Applied Science degree or certificate no earlier than one year prior to the beginning date of the employment under consideration.

The graduate must have completed the degree within a five-year time period beginning at the point of first employment.

The graduate must be employed full-time in a position directly related to the program of study as certified by the Vice President of Academic Services.

The employer must certify in writing that the graduate is lacking entry-level skills within 90 days of the graduate's initial date of employment.

The employer, graduate, division Dean, and appropriate faculty member, on the occasion of confirmed need for more training, would develop a written educational plan for retraining.

This guarantee does not imply that the graduate is guaranteed to pass any licensing or qualifying examination for a particular career.



# Instructional Programs - General

## General Programs

### Basic Certificate Programs

The full range of courses offered by the College is applicable to the first seven basic certificate programs. Students may develop programs that will meet their specific interests or needs.

The Basic Certificate in Personal Development is meant to serve those students who want to enroll in career and technical education, baccalaureate-oriented, or liberal studies programs but who need additional preparation to meet their goals. Therefore, this program is more structured than the other seven basic certificate general studies programs.

### Basic Certificate in Community and Civic Development

The program is meant to serve those who have an interest in improving their understanding of community and civic affairs. Persons with such an interest in community and civic activities may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their programs with a Success Coach.

Graduation requirements for this Certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences so as to broaden his/her perspective in community and civic activities. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 ("C") or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

### Basic Certificate in Developmental, Preparatory, or Basic Skills

The program is meant to serve those who want to develop or strengthen their abilities in the basic study skills areas, such as reading, writing, or arithmetic, which are important to daily living and/or further study. This program allows them to develop or strengthen these general skills in a less formalized program structure than is provided for the Basic Certificate in Personal Development. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with a Success Coach.

Graduation requirements for this certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences so as to develop or strengthen general study skills. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 "C" or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

### Basic Certificate in Health, Safety, and Environment

The program is meant to serve those who have an interest in improving their understanding of matters relating to health, safety, and environment (ecology). Persons with an interest in those fields may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their program with a Success Coach.

Graduation requirements for this Certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences so as to broaden his/her perspective concerning health, safety, and environment. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 ("C") or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

### Basic Certificate in Homemaking

The program is meant to serve those who have an interest in developing or improving their homemaking capabilities. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with a Success Coach.

Graduation requirements for this Certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences so as to develop or strengthen general study skills. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 ("C") or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

### Basic Certificate in Improving Family Circumstances

The program is meant to serve those who have an interest in improving family life. Such an interest could range from the development of skills useful in the home to the development of psychological and/or sociological understanding. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with a Success Coach.

Graduation requirements for this Certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences so as to broaden his/her perspective to improve family life. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 ("C") or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

**Basic Certificate in Intellectual and Cultural Studies**

The program is meant to serve those who have an interest in pursuing studies for their own intellectual and/or cultural development. Richland recognizes that many persons enroll for the purpose of studying in areas not previously pursued even though they may have earned one or more college degrees. Other persons may have developed their occupational skills primarily through employment experiences and now desire to take advantage of the opportunity for intellectual and/or cultural development. Such study is for personal enrichment rather than for the purpose of development of occupational competence or the pursuit of a baccalaureate-oriented curriculum. Those interested in pursuing work for such a purpose may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their program with a Success Coach.

Graduation requirements for this certificate are completion of

1. Sixteen (16) semester hours of course work that complements the individual's other life experiences and broadens his/her intellectual and/or cultural understanding. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 ("C") or better for courses numbered 080 or above and a grade of "CR" for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

**Basic Certificate in Personal Development**

The program is meant to serve those who want to complete courses in preparation for advanced study but who need additional preparation to meet that goal. If, after consulting with an academic advisor, it is decided that the student needs additional preparatory courses, the student and counselor will design a course of study under this program. This is called a contract. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Those interested in this program should make an appointment early with a Success Coach.

Graduation requirements for this certificate are completion of

1. Group Requirements:
  - a. Communications Skills – 4 to 6 semester hours; and
  - b. One course in at least two of three areas: Humanities/Fine Arts, Social Science or Natural/Life/Physical Science, and Mathematics – 4 to 6 semester hours.
2. Total credits required – 16 semester hours including requirements in Item 1 above plus general electives. Students transferring credit to Richland should see regulations under Admissions (see page 13).
3. Cumulative Grade Point Average – 2.00 ("C") or better for work applicable to the certificate that was taken at the College. (In the event that a course numbered 079 or below is recommended by the counselor as part of the program, a grade of "CR" would be required for such a course and a 2.00 GPA for all other work.

**Suggested Courses:****Communications Skills**

- ENGL 090 – Reading and Study Skills II
- ENGL 097 – Developmental Writing II
- ENGL 101 – Composition 1
- COMM 101 – Public Speaking
- ED 205 – Foundations of Education

**Social Science**

- POL S 100 – People and Politics
- PSYCH 100 – Practical Psychology
- SOCIO 100 – Man, Society, and Culture
- SOCIO 200 – Marriage and the Family

**Natural/Life/Physical Science**

- BIOL 101 – Concepts of Biology
- CHEM 100 – Concepts of Chemistry

**Mathematics**

- MATH 090 – Pre-Algebra
- MATH 091 – Basic Algebra
- MATH 099 – Preparatory Math for General Ed
- MATH 110 – Concepts of Math
- MATH 113 – Intro to Applied Statistics

**Humanities/Fine Arts**

- AFAM 100 – Intro to African American Studies
- AFAM 120 – African-American Experience
- ART 100 – Art Appreciation
- THTRE 150 – Theatre Appreciation
- MUSIC 100 – Music Appreciation
- MUSIC 190 – Introduction to American Music

**Other**

- P DEV 100 – Human Potential Seminar

In addition to the suggested courses listed for the group requirements areas, a student may utilize one or more other courses if his or her background is appropriate to a particular area of study. Electives may include other introductory courses not listed.



## Course Responsibilities

The administrative responsibilities for credit courses and programs are assigned to various divisions within the College. Inquiries concerning courses should be directed to the division indicated above the course prefix:

### Academic Services

Vice President – Office of Academic Services, Room W141  
(Adult Education, English as a Second Language, Transportation)

### Liberal Arts Division

Dean – Room C162  
(African American Studies, American Sign Language/Interpreting, Anthropology, Arabic, Art, Chinese, Communication, Culinary Arts, Early Childhood Education, Education, English, German, Graphic Arts, History, Hospitality Management, Humanities, Media, Music, Philosophy, Political Science, Psychology, Social Science, Sociology, Spanish, Theatre)

### Student Success

Vice President – Student Success Center, Room N117  
(Career Development, Leadership Development, Personal Development; Service Learning)

### Health Professions Division

Dean – Room S162  
(Associate Degree Nursing, Emergency Medical Services, Fire Science, Health, Health Information Technology, Healthcare Documentation, Medical Assisting, Medical Office Specialist, Nursing Assistant, Phlebotomy, Practical Nursing, Radiography, Surgical Technology)

### Mathematics, Science, and Business Division

Dean – Room S119  
(Accounting, Administrative Assistant, Agribusiness, Agronomy, Astronomy, Automotive Technology, Biology, Business, Carbon Capture and Storage, Chemistry, Collision Repair Technology, Criminal Justice, Desktop Support Technician, Diesel Medium/Heavy Truck Technology, Drafting and Design Engineering, Earth Science, Economics, Engineering, Engineering Technology, HVAC&R, Horticulture, Mathematics, Network Technology, Office Technology, Physical Education, Physics, Physical Science, Programmer/Analyst, Science, Welding Technology)

## Applicability of Course to Program

Courses are offered appropriate to a wide variety of programs; consequently, not all courses are applicable to every program.

Any course numbered 100 or above is applicable to one or more but not all Associate Degree curricula and one or more but not all certificate programs depending upon the nature of the curriculum or program. Courses numbered 099 or under may be applicable to selected Basic Certificate programs.

Also, several programs require some study of courses that satisfy certain Group Requirements, subdivided into Communications, Humanities/Fine Arts, Social Science, and Mathematics and Natural/Life/Physical Science. Career and Technical Education-oriented Associate Degree curricula require some study through Group Requirement areas, which are subdivided into Communications, Humanities and/or Business, Social Science, and Mathematics and/or Natural Science.

Following each course description is information showing the certificate or degree, the Group Requirement, and the Program Area of Concentration to which the course is applicable toward Richland graduation. The degrees are abbreviated: AAS – Associate in Applied Science; AES – Associate in Engineering Science; ALS – Associate in Liberal Studies; AA – Associate in Arts; AS – Associate in Science; AAT – Associate in Arts in Teaching; and AFA – Associate in Fine Arts.

## Course Titles, Hours, and Credit

Course titles include (1) the general area of instruction for the course, which is called the course "Prefix" (for example: ACCT, MATH, HIST); (2) the course number; (3) the descriptive course title (for example: Financial Accounting, College Algebra, United States to 1877); and (4) the number of hours a class normally meets a week and the number of semester credit hours granted (for example: 3-2-4 would indicate 3 hours of lecture/discussion per week and 2 hours of laboratory per week for 4 semester hours of credit.)

## Key to Course Descriptions

Below is an example of a Course Description that will serve as a Key to those descriptions that follow.

Course No. – Course Title	(Lecture – Lab – Credit Hours)
<b><u>ACCT 100 – Fundamentals of Accounting</u></b>	<b><u>3-0-3</u></b>

## Accounting

### ACCT 100 - Accounting Fundamentals

3-0-3

is designed to promote success in ACCT 101 with an emphasis on the financial statements, accounting cycle, special journals and ledgers, adjustments, accounts receivable and accounts payable, bank reconciliation, inventories, and depreciation. This course is recommended for non-business majors and small business managers. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 101 - Financial Accounting (IAI: BUS 903)

4-0-4

presents accounting as an information system that produces summary financial statements primarily for users external to a business. Emphasis is on applying basic accounting principles, recording, reporting, and interpretation of all four basic financial statements. This course includes coverage of proprietorship, partnership, and corporate forms of organization. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Accounting

### ACCT 102 - Managerial Accounting Fundamentals (IAI: BUS 904)

4-0-4

presents accounting as an information system useful to internal managers of a business. Emphasis is on product costing, planning and control, and analysis to support business decision making. Offered in Fall, Spring, and Summer.

**prerequisite: ACCT 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Accounting

### ACCT 105 - Introduction to Nonprofit Accounting

2-1-2

provides students with the tools necessary to create and maintain a complete and accurate set of accounting records for a non-profit organization; topics include a discussion of the non-profit environment, an explanation of and practice with journal entries, chart of accounts, and income and expense tracking; how transactions provide current information about cash balances and cash requirements and provide information to management and/or a board of directors for budgeting and other essential tasks; and an overview of alternative record-keeping methodologies and how to make appropriate choices. Offered in Spring.

**prerequisite: ACCT 101 or consent of full-time instructor**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 107 - Accounting for Payroll

2-1-2

provides students with the tools necessary to correctly enter and maintain a complete and accurate payroll system; topics include a discussion of the payroll within the context of Illinois state law and regulations; payroll practices and system functions; payroll system procedures, gross pay computation, employee net pay and pay methods; employer payroll taxes and labor planning; the payroll register, employee earnings records, and accounting system entries. Offered in Spring.

**prerequisite: ACCT 101 or consent of full-time instructor**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 201 - Intermediate Accounting 1

4-0-4

examines accounting concepts, principles, and theory with an emphasis on the special problems that arise in applying these concepts for external reporting

purposes--specifically covering the income statement, balance sheet, and all asset topics. Offered in Fall.

**prerequisite: ACCT 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 202 - Intermediate Accounting 2

4-0-4

examines accounting concepts, principles, and theory with an emphasis on the special problems that arise in applying these concepts for external reporting purposes--specifically covering liabilities, corporation, taxation, and financial statement analysis topics. Offered in Spring.

**prerequisite: ACCT 201**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 206 - Computerized Accounting Applications

2-2-3

provides an in-depth coverage of microcomputer accounting software such as QuickBooks as a tool for performing accounting tasks related to the chart of accounts, business transactions, account reconciliations, payroll, inventory, and accounts payable and receivable, and financial reporting for non-profit and for-profit organizations. Also examines the use of microcomputer accounting software as a tool for performing basic financial analysis functions. Offered in Fall.

**prerequisite: ACCT 101, ACCT 105, ACCT 107, or consent of full-time instructor**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 210 - Tax Accounting

3-0-3

serves as an introduction to the basic concepts and procedures of federal and state income tax as they pertain to the individual taxpayer and the small business enterprise under the latest amendments to the Internal Revenue Code. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 290 - Work Exp Practicum & Seminar

1-10-3

provides students the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

**prerequisite: completion of 45 credit hours or approval of appropriate instructional team**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ACCT 295 - Special Advanced Projects

1-10-3

is designed around an individual or group project that allows the student the opportunity to work on an advanced level in his/her major area of study. Offered as needed.

**prerequisite: completion of 45 credit hours or approval of appropriate instructional team**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable



## Adult Basic Education

### ABE 075 - Pre-beginning General Education Development 3-0-3

is designed for adults with a reading level of 0-5.9 who need to prepare for General Educational Development coursework. Emphasis in the course is placed on basic reading, writing, and math skills. A placement test is required prior to enrollment. This course is offered tuition free. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 078 - Pre-General Education Development 3 3-0-3

is designed for adults with a reading level of 6-8.9 who want to prepare for General Educational Development coursework. Emphasis in the course is placed on basic reading, writing, and mathematics skills. A placement test is required prior to enrollment. This course is offered tuition free. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 085 - GED Reading 1 3-0-3

is an evidence-based reading instruction (EBRI) course designed for students with reading levels 4.0-8.9 to increase foundational reading skills and prepare students for GED Reading 2. The focus is on improving a student's reading abilities through differentiated instruction in alphabets, fluency, vocabulary, and comprehension. Students are instructed primarily in small groups, with each student focusing on content that meets his/her learning needs. Participation in an Adult Education orientation and placement testing are required prior to enrollment. This course is offered tuition free and is repeatable up to three times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 086 - Math Foundations 3-0-3

is designed for students to increase foundational addition, subtraction, multiplication, and division skills and to prepare students for GED Math 1. Students who take this course receive direct, explicit small group instruction using a multisensory math facts curriculum. Participation in an Adult Education orientation and placement testing are required prior to enrollment. This course is offered tuition free and is repeatable up to three times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 087 - GED Math 1 3-0-3

is designed for students who have mastery of foundational math and have a math level between 4.0-8.9. Topics include addition, subtraction, multiplication, and division problems, decimals, fractions, mixed numbers, estimation, rounding, and basic measurement. Students who take this course receive a combination of explicit class, small group, and individualized instruction. Participation in an Adult Education orientation and placement testing are required prior to enrollment. This course is offered tuition free and is repeatable up to three times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 092 - Intro Bridge to Hospitality 3-0-3

is designed for students with reading and/or math levels 4.0 to 8.9 to prepare students for entry-level employment and/or transitioning to post-secondary. Course contains instruction in reading, writing, career exploration and critical thinking in the context of hospitality. Soft skills, computer literacy, and hospitality field knowledge development are also addressed. Participation in an Adult Education orientation/registration and placement testing are required prior to

enrollment. Individuals with a high school diploma who are basic skills deficient and individuals without a high school diploma or GED may enroll in this course. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 093 - Intro Bridge to Manufacturing 3-0-3

is designed for students with reading and/or math levels 4.0 to 8.9 to prepare students for entry-level employment and/or transitioning to post-secondary. Course contains instruction in reading, writing, career exploration and critical thinking in the context of manufacturing. Soft skills, computer literacy, and manufacturing field knowledge development are also addressed. Participation in an Adult Education orientation/registration and placement testing are required prior to enrollment. Individuals with a high school diploma who are basic skills deficient and individuals without a high school diploma or GED may enroll in this course. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ABE 094 - Intro Bridge to Healthcare 3-0-3

is designed for students with reading and/or math levels 4.0 to 8.9 to prepare students for entry-level employment and/or transitioning to post-secondary. Course contains instruction in reading, writing, career exploration and critical thinking in the context of healthcare. Soft skills, computer literacy, and healthcare field knowledge development are addressed. Participation in an Adult Education orientation/registration and placement testing are required prior to enrollment. Individuals with a high school diploma who are basic skills deficient and individuals without a high school diploma or GED may enroll in this course. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

## Adult Secondary Ed

### ASE 080 - General Educational Development 5 3-0-3

is designed to help individuals with a reading level of 9.0-12.9 to prepare for the GED test through a review of reading, writing, and mathematics skills. A placement test is required for enrollment in the course. The course is offered tuition free. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ASE 088 - GED Math 2 3-0-3

is designed for students with a math level between 9 and 12.9. Topics include order of operations, integers, exponents, algebraic expressions, ratios, proportion, percent, basic spatial geometry, probability, statistics, data analysis, and problem solving. Students who take this course receive a combination of explicit class, small group, and individualized instruction. Participation in an Adult Education orientation and placement testing are required prior to enrollment. This course is offered tuition free and is repeatable up to three times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ASE 089 - GED Reading 2 3-0-3

is designed for students with reading levels 9-12.9 to prepare students for the GED test and credit-bearing courses. The focus is on increasing reading, writing, critical thinking, and test-taking skills while increasing knowledge in the GED test content areas (social studies, science, literature, and non-fiction). Students are instructed primarily in small groups, with each student focusing on content that meets his/her learning needs. Participation in an Adult Education orientation and placement testing are required prior to enrollment. This course is offered tuition free and can be repeated up to three times. Offered as needed.

## Adult Secondary Ed

### ASE 089 - GED Reading 2

3-0-3

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
 Group Requirement - Not Applicable  
 Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ASE 090 - Bridge to Manufacturing

0-0-3

is designed for students with Reading levels 9-12.9 and Math levels 6 or higher to prepare students for credit-bearing courses in the field of manufacturing. This course contains instruction in reading, writing, career exploration, and critical thinking in the context of manufacturing. Soft skills, technology skills, and manufacturing field knowledge development will also be addressed. Participation in an Adult Education orientation and placement testing are required prior to enrollment. Individuals with a high school diploma who are deficit in basic skills and individuals without a high school diploma or GED credential may enroll in this course. This course is offered tuition free. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
 Group Requirement - Not Applicable  
 Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ASE 091 - Bridge to Health Professions

3-0-3

is designed for students with Reading levels 9-12.9 and Math levels 6 or higher to prepare students for credit-bearing courses in the field of Health Professions. This course contains instruction in reading, writing, career exploration, and critical thinking in the context of Health Professions. Soft skills, technology skills, and health field knowledge development will also be addressed. Participation in an Adult Education orientation and placement testing are required prior to enrollment. Individuals with a high school diploma who are deficit in basic skills and individuals without a high school diploma or GED credential may enroll in this course. This course is offered tuition free. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
 Group Requirement - Not Applicable  
 Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

## African American Studies

### AFAM 100 - Intro to African American Studies

3-0-3

surveys the history and culture of African-Americans that introduce students to foundational information on the humanistic approach in the study of African-American heritage, life, struggles, tragedies and successes. The course considers language, literature, the fine and performance arts, historical analyses, religion, philosophy, and the humanities in African-American rich heritage. Successful completion of formal writing assignments is necessary for completion of the course. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities/Fine Arts or Social Science  
 Area of Concentration - African-American Studies

### AFAM 103 - African-American Experience through the Arts (IA: HF 906D) 3-0-3

presents a critical, aesthetic, and historical introduction to African-American music, drama, and visual arts as ethnic tradition and as part of the American cultural experience. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities, Fine Arts  
 Area of Concentration - African-American Studies

### AFAM 104 - African-American Experience Through Literature (IA: H3 910D) 3-0-3

presents a critical and cultural introduction to African-American poetry and prose as ethnic tradition and as part of the American literary experience. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities, Fine Arts  
 Area of Concentration - African-American Studies

### AFAM 105 - History of African American Gospel Music

3-0-3

is designed to provide the student with a practical viewpoint of the role of gospel music in the African-American culture. This course emphasizes the historical legacy behind the music and some of its musicians. Students have the opportunity to look into the lives and souls of a group of people whose only hope was found in the spiritual words of the songs they sang, as well as the connection to the continent of Africa, blues, jazz and jubilee styles of music. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities and Fine Arts (AAS and ALS only)  
 Area of Concentration - African-American Studies

### AFAM 110 - Research Strategies in AFAM Studies

3-0-3

surveys the basic concepts, principles, methods, and approaches to acquire primary resources in African-American Humanities. Various research methods are examined and compared with the goals and the efficacy of accurate information gathering. Topics covered include conceptualization, observation, interviews, ethnographies, surveys, and community studies. Each phase of the process--design, data collection, analysis, validity, and report writing--is explored and applied to create original research on the African-American experience in individual or group projects. Research topics will be humanities-oriented and will vary each semester. Sample topics include religious tradition, identity, health and life passage events, family heritage, oral traditions, philosophical beliefs, and musical traditions. Offered in Fall.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities, Fine Arts  
 Area of Concentration - African-American Studies

### AFAM 120 - African American Experience (IA: HF 906D)

3-0-3

surveys African-American heritage from its African roots through the beginning of the civil rights movement and critically examines literature and other products of African American culture. Multiple perspectives are discussed in the areas of history, religion, politics, philosophy, psychology, economics, cultural and social institutions. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities, Fine Arts  
 Area of Concentration - African-American Studies

### AFAM 130 - African American Social Movements

3-0-3

surveys social movements of African-Americans through analyzing the challenges and risks in the struggle to gain racial equality in the United States. Multiple perspectives are covered in the study of segregation, the Civil Rights Movement, Niagara Movement, NAACP, Urban League, Pan Africanism, Harlem Renaissance, sit-ins, Freedom Movement, Black Panther Party, Black Arts Movement, Black Women and the Club Movement, and African-American cultural and intellectual movements. Offered in Fall.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities and Fine Arts (AAS and ALS only)  
 Area of Concentration - African-American Studies

### AFAM 140 - African American Women (IA: HF 907D)

3-0-3

surveys issues and conditions of African-American women as examined through the impact of socio-political history, the institution of slavery, the humanities, and artistic expressions. Emphasis is placed on identifying and analyzing social trends that impact African-American women in a variety of communities through primary sources. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Humanities, Fine Arts  
 Area of Concentration - African-American Studies

## African American Studies

### AFAM 141 - African American Men (IAI: HF 907D)

3-0-3

surveys the identity, conditions, and perceptions of African-American men as seen through the humanities, including history, art, music, oral traditions, literature, theatre, film, the performing arts, and the religious and philosophical experience. Course materials emphasize primary reference in the humanities as well as the creation of primary resources in original research. Successful completion of formal writing assignments is necessary for completion of the course. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities/Fine Arts (AAS and ALS only)  
Area of Concentration - African-American Studies

### AFAM 199 - Special Topics in AFAM Studies

1-0-1 to 3

provides the student an opportunity to participate in selective seminar topics and/or explore field experiences relevant to educational development. The course requires no prior knowledge, but students should have some interest in the seminar topic. This course may be repeated twice with a different topic. Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities/Fine Arts or Social Science  
Area of Concentration - African-American Studies

## Agriculture

### AGRIC106 - Animal Science (IAI: AG 902)

3-2-4

is an application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy, physiology, and nutrition and growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - Agriculture

### AGRIC112 - Computer Skills for Agriculture

3-2-4

is an introduction to computer hardware, file manipulation, printers and the use of word processing, electronic presentations and communications, graphics, spreadsheet, database management and web development software. Also includes solution of agriculture data-related problems and use of prepared software and templates. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Agriculture

### AGRIC116 - Sustainable Agriculture Fundamentals

2-2-3

provides a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students should be able to identify the principles of sustainable agriculture as they relate to basic production practices. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### AGRIC126 - Small Scale Livestock Management

2-2-3

covers the integration of livestock as part of a sustainable farming system with emphasis on small-scale production for niche markets and pasture. Topics include breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, rabbits and honey bees. Upon completion, students should recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### AGRIC130 - Crop Science (IAI: AG 903)

3-2-4

examines basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS and ALS only)  
Area of Concentration - Agriculture

### AGRIC135 - Sales and Marketing of Ag Products

3-0-3

is an introduction to the skills and knowledge required of agriculture sales representatives. Topics include: sales process and merchandising techniques, problem-solution approach to selling, communicating and interacting with customers, advertising, sales management and ethics, and commodity marketing and futures trading. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Agriculture

### AGRIC195 - Contemporary Issues in AgriBusiness

3-0-3

provides an introduction to issues and career opportunities in agriculture focusing on but not limited to agribusiness. Topics may include communications, finance, economics, accounting, commodity marketing, and the study of the political landscape of agriculture. An in-depth dialogue and possible field visits will help develop an understanding of the skill sets needed to succeed in each of the different areas discussed. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### AGRIC196 - Field Experience in Agriculture

1-10-3

is an opportunity for students to apply knowledge and skills gained in the classroom to a real-world setting via an internship. The internship shall be for a minimum of 225 hours and placement is according to career objectives. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Agriculture

### AGRIC200 - Weed & Pest Control

3-2-4

covers the safety and handling of approved agricultural pesticides with emphasis on pesticides used in corn and soybean production. Students will develop the ability to select pesticides, formulate mixes, and understand how to apply materials in a safe and approved manner. Also included are discussion and understanding of integrated pest management principles and practices as related to weed and pest control. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### AGRIC210 - Soil Science (IAI: AG 904)

3-2-4

is an introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. Offered in Spring.

**prerequisite: none (CHEM 100 recommended)**

## Agriculture

### AGRIC210 - Soil Science (IA: AG 904)

3-2-4

#### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC226 - Pest Management

3-0-3

is a thorough study of the characteristics of diseases, insects, and weeds that classifies them as a crop pest. Students will learn how to identify common Illinois weeds, insects, diseases, and other plant pests. Additionally, this course will address weed, insect, and disease control with the use of herbicides, insecticides, fungicides, and other management strategies. This course is designed to prepare students for the Commercial Pesticide Applicators Test. Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

## Agriculture

### AGRIC230 - Crop Scouting

3-0-3

Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

## Agriculture

### AGRIC232 - Agricultural Economics

3-0-3

applies the principles of economics to agricultural problems and the role of agriculture in the United States and world economies. Includes production principles; production costs, supply, and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. Examination of the world food situation, including population growth, world food production trends, trade in agricultural products, and agriculture's role in economic growth; agriculture characteristics and inputs (natural, human, and capital); the marketing of agricultural products (functional and institutional commodity approaches to marketing, marketing costs, and the operation of the futures market); and agricultural problems and policies (program goals, price and income, and resource use). Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### AGRIC235 - Agriculture Business Management

2-2-3

is a course designed to provide students with the management skills and general knowledge necessary to successfully operate profit-based agricultural business operations. Course topics include: business structure types, business planning, functions of management, managing risks, human resources management, sources and cost of credit, financial record keeping, analyzing budgets, taxes, and agriculturally-based software applications. Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### AGRIC240 - Crop Production

3-0-3

is an introduction to the production of agronomic crops. Course topics will include: seed selection, seedbed preparation, tillage, plant breeding and biotechnology, growth stages and development, harvesting, cropping practices and management strategies, production costs, and profitability. Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC251 - Agricultural Commodities

3-0-3

is designed to help farmers develop marketing skills by determining production costs and understanding the cash and futures markets, to conduct a technical analysis of the markets, and to use these principles to develop a marketing plan for their own operation. Offered in Fall.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### AGRIC260 - Precision Agriculture

3-0-3

is an introduction to the fundamentals of precision agriculture technology and will provide students with the ability to make data-driven decisions utilizing GPS, GIS, remote sensing, variable rate application, auto-guidance, Unmanned Aerial Vehicles (UAV), data collection, soil nutrient maps, yield maps, prescription maps, data analysis, and yield monitoring. Offered in Fall.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC270 - Soil Fertility and Nutrient Mgmt

3-0-3

is a course designed to examine all aspects of crop nutrient management. Topics include: soil testing, crop nutrient requirements, crop nutrient deficiencies, nutrient movement in soil and water, the chemical properties of fertilizers, reactions of fertilizers in soils, primary nutrients, secondary nutrients, micro-nutrients, fertilizer selection, proper use, and application, lime application and soil pH, and nutrient management planning. Offered in Fall.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC275 - Crop Management

3-0-3

is a course designed to prepare students for the Certified Crop Advisor exam. Topics include: crop rotation, tillage systems, hybrid and variety selection, analysis of seed production and technology, plant spacing and population, re-plant decisions, cover crops, harvesting, drying, and storage of crops, and soil and water management. Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC280 - GIS Applications in Agriculture

3-0-3

is a course designed to provide students with a hands-on experience with Geographical Information Systems (GIS). Course topics include: collecting data using drones, mapping, and data analysis. Offered in Spring.

#### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### AGRIC290 - Work Exp Practicum & Seminar

1-10-3

provides the student with an opportunity to apply knowledge and skills gained in the academic setting to real work situations. The suitability of the work setting for this practicum is determined through consultation with the Agribusiness and/or Horticulture faculty, the prospective employer, and the student. The work experience should be directly related to the student's desired career objectives and should serve as a supplemental source of learning. Topics to be addressed during the practicum include but are not limited to job performance, relationship to supervisors, time management, record keeping, customer relations, decision making, sales, and maintenance. The practicum will include the student's participation in mandatory seminars to be scheduled with the instructor at the beginning of the semester and a minimum of 120 hours of work-based experience. Offered as needed.

## Agriculture

### AGRIC290 - Work Exp Practicum & Seminar 1-10-3

**prerequisite:** *sophomore standing and a minimum completion of 45 credit hours toward an Agribusiness Degree or approval of the Dean*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### AGRIC291 - Supervised Work-Based Exp in Agric 1-10-3

is an opportunity for students to apply knowledge and skills gained in the classroom to a real-world setting via an internship. The internship shall be for a minimum of 225 hours and placement is according to career objectives. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS  
Group Requirement - Not Applicable  
Area of Concentration - Agriculture

### AGRIC295 - Workplace Simulation & Project 1-10-3

provides the student the opportunity to work on a specific project--real or simulated--under the guidance of a full-time faculty mentor. Students are required to present a written proposal to the full-time faculty for consideration. The student must meet to discuss specific objectives, timelines, credit to be allowed, success criteria, and other topics. This is a capstone course and should be taken in the student's final semester. Offered as needed.

**prerequisite:** *sophomore standing and a minimum completion of 45 credit hours toward an Agribusiness Degree or approval of the Dean*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## American Sign Language

### SIGN 101 - American Sign Language 1 4-0-4

introduces American Sign Language with emphasis on comprehension and production of basic language functions, grammatical structures and beginning vocabulary, with an emphasis on communicative competence using the communicative approach. Information about the Deaf community and culturally appropriate behaviors will be presented. No prior experience in American Sign Language is needed. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 102 - American Sign Language 2 4-0-4

continues skills, added vocabulary and grammar usages developed in SIGN 101. Special attention is given to accuracy in syntax, spatial referencing, and increasing both the student's expressive and receptive skills, pronominalizations, classifiers, pluralizations, and temporal and distributional aspects of the language. Fingerspelling and information about the deaf community and deaf culture are also included. Offered as needed.

**prerequisite:** *SIGN 101 or consent of instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 103 - Fingerspelling and Numbers 3-0-3

develops American Sign Language fingerspelling/numbers skills toward speed, clarity, and fluency in expressions and rapid whole word phrase recognition and fingerspelling and number comprehension in receptive contexts. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 104 - Introduction to Interpreting 3-0-3

includes the history and evolution of the profession, terminology used in the profession, the National Association of the Deaf/Registry of Interpreters for the Deaf Code of Ethics, and occupational settings and situations that are frequently used by interpreters and their clients. Offered as needed.

**prerequisite:** *SIGN 101 and SIGN 103*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 105 - Deaf Culture (IAI: H2 909D) 3-0-3

surveys American deaf culture, including its history, the evolution of cultural identity, worldviews, communications, significant personages, the visual and performing arts, literature, and aesthetics in the deaf community. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 201 - American Sign Language 3 4-0-4

reviews intermediate-level ASL skills, vocabulary and grammar usages developed in SIGN 102. Special attention is on expressive and receptive skills, pronominalizations, classifiers, pluralizations, and temporal and distributional aspects of the language. The development of a core vocabulary and basic grammar toward functional communication and appropriate cultural choices are emphasized. Information about the deaf community and deaf culture is included. Offered as needed.

**prerequisite:** *SIGN 102 or consent of instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 202 - American Sign Language 4 (IAI: H1 900) 4-0-4

reviews intermediate-advanced skills developed in SIGN 201. Advanced skills are developed through dialogues incorporating semantically related vocabulary and language idioms utilized to facilitate overall sign fluency. This course includes discussion of culturally significant topics related to the deaf community; more complex ASL grammatical features; vocabulary building in context; and comprehension and the development of medium length stories, narratives, and dialogues. Offered as needed.

**prerequisite:** *SIGN 201 or consent of instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Foreign Language

### SIGN 203 - Interpreting I 3-0-3

introduces the skills and techniques for interpreting, involving deaf culture, the code of ethics in interpreting situations, laws affecting deaf clients, interpreter's responsibilities, and the use of assistive technology to communicate with deaf and hard-of-hearing people for pre-recorded voice to live signing, pre-recorded sign to live voicing, real-time voice-to-sign interpreting, and real-time sign-to-voice interpreting. Offered as needed.

**prerequisite:** *Completion of or concurrent enrollment in SIGN 102.*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 204 - Interpreting 2 3-0-3

conveys signed messages into spoken English and vice versa with in-depth and extensive practice of consecutive sign language interpreting. Emphasis is on

## American Sign Language

### SIGN 204 - Interpreting 2

3-0-3

voice interpreting process, vocal control, voicing techniques, vocal expression, word choice, contextual changes, and development of expressive skills from English to ASL. Ethical decision making is reviewed in regards to interpreting choices. Ethical scenarios are analyzed. Offered as needed.

**prerequisite:** SIGN 203 or consent of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 205 - Interpreting 3

3-0-3

strengthens skills in the integration and application of cognitive processing for more complex source material through intensive practice with a range of scenarios. Multimedia materials, classroom activities, volunteer interpreting in real contexts work toward broadening experiences and skills at interpreting. Offered as needed.

**prerequisite:** SIGN 204 or consent of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### SIGN 290 - Practicum and Seminar

1-5-3

provides field experience in American Sign Language and voice interpreting in entry-level training situations. All internships must be arranged by the instructor and the student and approved by the Dean. The seminar provides opportunities for analysis and discussions about the applicability of ethical and professional decision making, professionalism, various signing skills, and familiarity with the needs of various interpreting assignments. Field experience sites are coordinated with the student's career track. Practicum seminars review interpreting/transliterating strategies and issues. Practicum sites may have additional entry requirements. Offered as needed.

**prerequisite:** SIGN 202 and SIGN 205 or consent of instructor.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

## Anthropology

### ANTHR101 - Introduction to Anthropology (IA: S1 900N)

3-0-3

is a general introduction to the field of Anthropology - the study of humankind, investigating the origin, nature and cultural activities of the human species. The course examines the discipline's four sub-fields: Archaeology, Physical/Biological Anthropology, Cultural Anthropology and Linguistics. The course examines ethics in the study of humankind, including how to develop and maintain an ethical framework for research as well as applied anthropology. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Anthropology

### ANTHR110 - Intro to Cultural Anthropology (IA: S1 901N)

3-0-3

is an introduction to cultural anthropology, which strives for a holistic and comparative view of human culture. Examples from societies around the world are used to provide the students with a broader perspective of their own culture. This involves examining religion, kinship, technology, political and economic systems, and the process of cultural change. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Anthropology

### ANTHR120 - Intro to Physical Anthropology (IA: S1 902)

3-0-3

is an introduction to physical anthropology, with a primary focus on human evolution. It includes elements of evolutionary biology, genetics, paleoanthropology, archaeology, and the study of non-human primates. Also discussed are the methodology of physical anthropology, the fossil record and archaeological evidence for hominid biology and behavior, and the variation found in modern human populations. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Anthropology

### ANTHR130 - Introduction to Archaeology

3-0-3

is designed to introduce students to anthropological archaeology, including archaeological data, concepts, methods, and goals. Time is also spent discussing the major events in human prehistory, such as the domestication of plants and animals and the development of cities and complex societies, as well as the history of archaeology and archaeological thought. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Anthropology

## Art

### ART 100 - Art Appreciation (IA: F2 900)

3-0-3

examines the various styles of painting, sculpture, and other visual media with an historical overview. Offered in Fall.

**This course is not for fine or graphic art majors.**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Not Applicable

### ART 171 - Primitive to Medieval Art (IA: F2 901)

3-0-3

is the study of the environmental, social, religious, cultural and global events that shaped the arts and artists of the Prehistoric, the Ancient Near Eastern, Egyptian, Greek, Roman, Byzantine, and Medieval periods. An examination of the materials, styles, and subjects of those periods is undertaken through lecture, discussion, and hands-on experiences. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Art

### ART 172 - Renaissance to Rococo Art (IA: F2 902)

3-0-3

is an introductory course in art history from early Renaissance art and architecture through Baroque, Rococo art and architecture. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Art

### ART 173 - Neo-Classical Art to the Present (IA: F2 902)

3-0-3

is the study of the political, social, philosophical, cultural, and global events that shaped and continue to shape the arts and artists from the Neo-Classical period to the present. An examination of the materials, styles, and subjects of those periods is undertaken through lecture, discussion, and hands-on experiences. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Art

## Art - Applied

### ART 101 - Introduction to Drawing 1 1-5-3

acquaints the student with the basic concepts and practice of drawing including the study of line, form, space, value, and composition. Subject matter includes still life arrangements and other projects. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 102 - Introduction to Drawing 2 1-5-3

continues exercises from still life arrangements and other projects. Black and white as well as color media is used. Offered in Spring.

**prerequisite:** ART 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 111 - Design 1 1-5-3

offers the student orientation in the principles and practice of two-dimensional designing using various media and dealing with the elements of line, color, balance, value, and form. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 112 - Design 2 1-5-3

involves the study and practice of three-dimensional design and exploration of various tools, materials, and techniques. Offered in Spring.

**prerequisite:** ART 111

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 113 - Figure Drawing 1 1-5-3

introduces the student to the drawing of the human figure with activities involving techniques, anatomy, and design in varied media. Offered in Fall.

**prerequisite:** ART 101, 102, 111, or 112 or concurrent enrollment in any one of these courses

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 114 - Figure Drawing 2 1-5-3

continues activities involving techniques, anatomy, and design in various media of drawing the human figure. Offered in Fall.

**prerequisite:** ART 113

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 115 - Printmaking 1 1-5-3

introduces the student to creative explorations in the media of monoprint, linoleum block cut prints, and wood block prints. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 116 - Printmaking 2 1-5-3

introduces the student to an exploration of the silkscreen print technique. Offered

as needed.

**prerequisite:** ART 115

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 117 - Painting 1 1-5-3

introduces the student to the approaches, media, and techniques of painting as a medium of expression. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 118 - Painting 2 1-5-3

continues exploration of the approaches, media, and techniques of painting as a medium of expression. Offered in Fall and Spring.

**prerequisite:** ART 117

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 119 - Sculpture 1 1-5-3

introduces the student to three-dimensional spatial concerns in various sculptural materials. Various fundamental techniques are explored. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 120 - Sculpture 2 1-5-3

offers further work in various three-dimensional materials. Attention is given to personal and individual problem-solving. Offered in Spring.

**prerequisite:** ART 119

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 121 - Ceramics 1 1-5-3

is an introduction to various hand-building techniques, decorative methods, and firing processes. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 122 - Ceramics 2 1-5-3

is a continuation of various hand-building techniques, decorative methods, and firing processes. Offered in Fall and Spring.

**prerequisite:** ART 121

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 123 - Watercolor 1 1-5-3

introduces the student to approaches, techniques, and media of transparent and opaque water-soluble paints. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 124 - Watercolor 2 1-5-3

## Art - Applied

### ART 124 - Watercolor 2 1-5-3

continues the approaches, techniques, and media of transparent and opaque water-soluble paints. Offered in Fall and Spring.

**prerequisite:** ART 123

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 125 - Photography 1: Black and White 1-5-3

introduces the student to photography, covering fundamentals of film camera, studio, and darkroom techniques. (Students must supply their own fully manual 35mm film cameras. Refer to equipment list for the class.) A minimum of a 50-minute laboratory period per week is required in addition to scheduled class hours. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 126 - Photography 2: Black and White 1-5-3

is a continuation of ART 125. It offers further study and experimentation with film camera, studio, and darkroom techniques. A minimum of a 50-minute laboratory period per week is required in addition to scheduled class hours. Offered in Fall, Spring, and Summer.

**prerequisite:** ART 125 or evaluation of portfolio

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 127 - Digital Photography 1 1-5-3

provides an introduction to the mechanics of making a color image and the use of basic photo manipulation tools to enhance that image for final output using a DSLR camera. Techniques using both computer and hand skills are explored as they pertain to the Prepress/Publication fields. Students will provide their own camera. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 129 - Digital Photography 2 1-5-3

is a course for persons experienced in photography or those interested in improving their current skills with a DSLR camera. Topics cover more advanced aspects of photography and photo manipulation in Adobe Photoshop and formatting for web and electronic display as well as print. Applied learning and critiques of photographs will improve the students' skills. Students will provide their own camera. Offered in Fall and Spring.

**prerequisite:** ART 127

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 131 - Advanced Ceramics 1 0-6-3

is a continuation of ceramics with the emphasis on use of the potter's wheel and the building techniques, decorative methods, and firing processes of wheel-thrown work. Offered as needed.

**prerequisite:** ART 122

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 199 - Topics in the Fine and Applied Arts 3-0-1 to 3

provides the student an opportunity to engage in a comprehensive study of topics dealing with studio and/or non-studio issues in the fine or applied arts. The course requires no prior depth of knowledge, but it is expected that the student has demonstrated a special interest in the topic. Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Repeatable two times. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

## Art-Graphic

### ART 145 - Typography 1-5-3

is part of the graphic design sequence. This course is the study and application of text and type as it applies to graphic design. Studies will include but are not limited to the following: an overview of typographic history, terminology, the application of the elements and principles, type classification, portfolio presentation, production methods, compositional practices and creative development. Studio assignments are both computer and non-computer aided. Offered as needed.

**prerequisite:** ART 151 or consent of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 151 - Computer Graphics 1 1-5-3

introduces the student to the fundamentals of using the computer as a fine arts and graphic design tool. Effective design concepts and individual expression will be emphasized, as well as acquiring skills necessary to master various drawing, painting, and layout software. Offered as needed.

**Note:** ART 111 is recommended

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 152 - Computer Graphics 2 1-5-3

is an intensive study of computer painting, drawing, photo manipulation, and layout software to produce design pieces for a variety of uses. Fundamentals of layout, symbol, packaging, and advertising design are investigated. Offered in Fall and Spring.

**prerequisite:** ART 151

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 161 - 3D Computer Design 1-5-3

introduces students to the software and its manipulation to model a variety of subjects both real and imaginary in three-dimensional form. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 180 - Art Marketing and Entrepreneurship 1-0-1 to 3

introduce students to the basics of portfolio building toward art entrepreneurship, including art marketing (marketing plan, sale selection, use of media and advertising, creation of media pieces, valuations, accounting, adherence to tax and legal codes), exhibition displays for commercial or gallery settings, and portfolio building. The course will include a real project to conduct an art bazaar as hands-on learning experience. Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art/Drama/English/Humanities/Fine



## Art-Graphic

### ART 180 - Art Marketing and Entrepreneurship 1-0-1 to 3

Arts/Music/Philosophy

### ART 217 - Digital Painting 1-5-3

teaches concepts of painting in Photoshop to produce high-quality illustrations used for pitches and IP development in the film and game industries. Course work involves designing and illustrating environments, key frame illustrations, color keys, principles of dramatic lighting, composition, atmospheric perspective and applying textures. Students will learn and apply elements of traditional painting and sculpting to digital format. Offered as needed.

**Note: ART 151 is recommended.**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 251 - Computer Graphics 3 1-5-3

provides advanced visual communication using computer graphics to produce advertising and layout designs for complex publications, including web publishing. Students also study the history of advertising, media types, and advertising strategies. Offered as needed.

**prerequisite: ART 152**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 252 - Graphic Arts 4 1-5-3

guides the student in preparing a professional computer graphics portfolio. This capstone course covers portfolio content, self-promotion, job market analysis, comparison of full-time and freelance work and strategies in approaching studios, agencies, or corporations. Offered in Spring.

**prerequisite: ART 251**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 261 - Illustration 1-5-3

is an introductory course into the fundamentals of commercial illustration. Various methods of conveying ideas through imagery and media are explored. Studies include portfolio presentation, production methods, compositional practices and creative development. Studio assignments are both computer- and non-computer-aided. Offered in Fall.

**prerequisite: ART 102, ART 151, ART 217 or consent of instructor**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 262 - Advanced 3D Computer Design 1-5-3

continues the development of skills learned in ART 161 with the addition of complex subjects and modeling techniques. Offered in Fall.

**prerequisite: ART 161**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Art

### ART 264 - 3D Computer Animation 1-5-3

allows students to apply their knowledge of 3D Computer Design to the animation process. Students learn the software and the necessary manipulation to animate a variety of computer generated three-dimensional subjects. Offered as needed.

**prerequisite: ART 262**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Art

### ART 270 - Introduction to Multimedia 1-5-3

studies techniques of computer-generated design and creation of original interactive multimedia presentations involving motion graphics for a variety of outputs including tape, QuickTime and Web delivery solutions. Offered as needed.

**prerequisite: ART 151 or consent of instructor**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Art

### ART 273 - Advanced Multimedia 1-5-3

explains the use of Adobe After Effects, the industry standard tool for motion graphics and visual effects. Students use the After Effects 2D and 3D compositing and animation toolset to develop graphics images with maximal speed and control to deliver high-quality video effects for film, video, multimedia, or the Web. Students incorporate video with Photoshop and Illustrator graphics, use video-layering techniques, work with key frames, and use filters for special effects and to render a final project. Different rendering techniques are contrasted toward optimizing the production. Offered as needed.

**prerequisite: Art 270**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Art

### ART 290 - Work Experience/Internship 1-5-1 to 3

allows the student pursuing a degree in Graphic Arts the opportunity to apply the principles learned in course work to the work situation through employment. All internships must be arranged by the instructor and the student and must be approved by the Dean prior to enrollment in the course. Credit for this internship is determined at enrollment based on the ratio of five hours per week in the job setting for each semester hour for credit over a 16-week semester. Offered as needed.

**prerequisite: sophomore standing**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Art

## Astronomy

### ASTRO105 - Introduction to Astronomy (IAI: P1 906) 4-0-4

is an introduction to Astronomy from antiquity to modern times, the solar system, planets, stars, galaxies, evolution of stars, neutron stars, black holes, and cosmology. Includes some evening telescope observations. Offered in Fall and Spring.

**prerequisite: eligibility for ENGL 101 and successful completion of MATH 091 ["C" or better grade] or equivalent competencies**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Physical Science

Area of Concentration - Not Applicable

## Automotive Technology

### AUTO 101 - Basic Theory 2-2-3

provides an overview of basic automotive skills and terminology. Students will learn definitions of common automotive terms, proper care and use of tools, and safety precautions and procedures in the shop. In addition, the course provides a general introduction to automotive components and principles, including the engine, its parts and their functions; fuel systems; batteries and cranking systems; ignition systems; suspension, steering, and brakes; manual and automatic transmissions and heating and air conditioning; and electrical systems and principles. Offered in Fall.

# Automotive Technology

## AUTO 101 - Basic Theory 2-2-3

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 102 - Electrical Systems 1-6-4

is for students with basic automotive and/or electrical knowledge. It covers operations and principles of the electrical and electronic components in the automobile. Students will also learn practical applications in the basic diagnosis and repair of automotive electrical systems. Topics include batteries, electrical and electronic devices, AC and DC charging systems, ignition systems, instruments and accessories, and troubleshooting. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 201 - Suspension & Steering Alignment 1-6-4

introduces the more advanced automotive student to the components and functions of suspension equipment, steering equipment, and braking systems. Classroom work and practical applications provide knowledge and hands-on experience with equipment and operations such as front and rear suspension; shock absorbers; manual and power steering; wheels and tires; wheel alignment and balance; various brake types; antilock braking systems; and brake diagnosis, service, and inspection. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 202 - Heating and Air Conditioning 1-6-4

covers functions and components of automotive heating and air conditioning systems. Students will learn the fundamental operations of cooling systems, heating and ventilating systems, and refrigeration systems. Safety precautions, diagnostic procedures, and cleaning and inspection are also covered. Offered in Summer.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 203 - Fuel and Emission Systems 1-7-4

introduces the advanced student to the functions and components of advanced fuel injection and turbo and super charging. Through classroom work and hands-on applications, students will become familiar with the following equipment and operations: turbochargers and superchargers; gasoline, diesel, and propane fuels; fuel supply systems; carburetors; fuel injection systems and injectors; gasoline and diesel fuel injection components; exhaust systems; and emission controls and modifications. Students will also be introduced to diagnostic and performance testing procedures. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 204 - Engine Repair 1-7-4

covers the diagnostic processes and actual procedures of engine repair. Students learn troubleshooting techniques, service tips, safety rules, and repair methods in the classroom and in hands-on experiences. Topics include basic engine components; engine systems, classifications, and measurements; force and pressure; energy, work and power; externally mounted parts; lubrication systems and principles; cooling systems and principles; and overall engine diagnosis and service procedures. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 205 - Manual Drive Train & Axles 1-6-4

covers the terms and components related to manual drive trains and axles. Students study principles and operations of manual transmissions, learning equipment, terms, and safety procedures. Course also includes information on diagnosis and service, cleaning, and inspection. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 206 - Automatic Transmissions/ Transaxles 1-7-4

introduces the student to the terms and components involved in maintenance and service of automatic transmissions. Students will study the basic parts and operation of automatic transmissions, including safety tips, service, and diagnostic procedures. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 207 - Advanced Automotive Electronics 1-6-4

teaches the advanced diagnostic and analytical skills that are needed to service today's high tech, electronically-controlled vehicles properly. Students study electrical and electronic fundamentals, measurement devices, electron and current flow, schematic diagram reading, semiconductors, various transistors and their uses, electronic control modules, and dashboard instruments. Offered in Spring.

**prerequisite:** AUTO 102 or permission of instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 208 - Automotive Brakes 1-6-4

teaches the advanced diagnostic and analytical skills that are needed to service today's high tech, electronically-controlled anti-lock brake systems properly. Topics include brake types (design and application), braking principles, hydraulic brake systems, power brakes, disc brakes, drum brakes, electric brakes, anti-lock braking systems, and testing and diagnosis of brake systems. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 209 - Adv. Driveability Problem Diagnosis 1-7-4

teaches advanced diagnostic and analytical skills that are needed to service today's high tech, computer-controlled engine management systems properly. Students learn intake and fuel system design and application, exhaust and emission systems, carburetors, fuel injection, ignition systems and problem diagnosis, computerized engine controls and circuits, and engine performance diagnosis and troubleshooting. Lab work includes examination, analysis, and diagnosis of various vehicles. Offered in Spring.

**prerequisite:** AUTO 102, 203, and 207

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## AUTO 290 - Automotive Internship 0-15-3

provides a student in the Automotive Technology Program the opportunity to apply the knowledge and skills learned in other courses to the workplace. The suitability of the work setting will be determined by consultation with the Automotive Technology Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for this course. Payment of an hourly wage to the intern will be at the option of the employer. Interns will be required to keep a daily log of their activities and to write a report detailing their work study experiences at the end of the semester. Offered as needed.

**prerequisite:** minimum completion of 45 credit hours toward Automotive Technology Degree or consent of full-time Automotive instructor

## Automotive Technology

<b>AUTO 290 - Automotive Internship</b>	<b>0-15-3</b>
<b>Applicable toward graduation where program structure permits:</b> Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable	

## Basic Nurse Assistant

<b>HLTH 040 - Nurse Assistant Competency Skills Assessment</b>	<b>0-1-0.5</b>
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is designed to assess the basic nursing skills of a certified nursing assistant who has not worked for a period of 8 hours during twenty-four (24) consecutive months as a CNA, performing nursing assistant duties for monetary compensation. This course will determine if the student is competent in the Illinois Department of Public Health (IDPH) identified skills prior to reporting to a clinical site with a trained and IDPH approved competency evaluator. Offered in Fall, Spring, and Summer.

**prerequisite:** *student must have completed an approved Basic Nurse Assistant Training program and be listed on the Illinois Health Care Worker Registry*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

<b>HLTH 141 - Nurse Assistant Training</b>	<b>6-4-8</b>
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is designed to give the student who desires employment as a nurse assistant or orderly training in the basic nursing skills. The course provides 142 hours of approved Illinois Department of Public Health course instruction in classroom work and clinical experience. Classroom work will consist of 92 hours, and clinical assignment will consist of 50 hours. Upon successful completion of both theory and clinical sections, the student receives a certificate of completion. To become fully certified and placed on the Nurse Aide Registry in Illinois, students must also take and pass the State's approved Competency Evaluation. Offered in Fall, Spring, and Summer.

**prerequisite:** *meet eligibility requirements for admission to the College, be at least 16 years of age, and successfully complete Nurse Assistant reading pre-test or demonstrate 8th grade reading level by an approved exam. All students who register for the program must complete the Illinois Healthcare Worker Background Check-Uniform Conviction Information Act (Public Act#89-197).*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Basic Certificate in Development

## Biology

<b>BIOL 101 - Concepts of Biology 1 (IA: L1 910L,BIO 910)</b>	<b>3-2-4</b>
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is an introduction to basic principles of biology with emphasis on the biochemistry, structure, function, and organization of cells. Topics include scientific method, cellular respiration, photosynthesis, cellular reproduction, molecular and classical genetics, and an introduction to evolution and ecology. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural/Life Science  
 Area of Concentration - Biology, General Science

<b>BIOL 102 - Concepts of Biology 2 (IA: L1 910L,BIO 910)</b>	<b>3-2-4</b>
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is a continuation of Biology 101 with an emphasis on organismal biology or biodiversity. Structure and function of major groups of microorganisms, fungi, animals, and plants are introduced. Evolutionary trends and ecological relationships are observed in the increasing complexity of life from microorganisms to vertebrates and angiosperms. Laboratories include microscope work, field work, and the dissection of representative invertebrates and vertebrates. This course includes lecture and laboratory classes. Offered in

Spring.

**prerequisite:** *successful completion ["C" or better grade] of BIOL 101*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural Science (AAS and ALS only)  
 Area of Concentration - Biology, General Science

<b>BIOL 106 - Issues in Human Biology (IA: L1 904)</b>	<b>3-0-3</b>
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is designed as a non-lab/non-majors course. The course examines practical aspects of selected concepts in biology and their application to life and technology. Concepts include heredity, growth, development, health, diseases of the human body, edological issues, and a brief introduction to anatomy and physiology. This course DOES NOT fulfill the prerequisite for BIOL 201 or BIOL 220. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Life Science  
 Area of Concentration - Biology, General Science

<b>BIOL 130 - Genetics and Society</b>	<b>3-0-3</b>
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provides an introduction to basic genetic principles and to contemporary issues in biotechnology. This course addresses the ethical, political and social implications of biological advances in the area of genetics including medical and agricultural biotechnology. The purpose of this course is to introduce students to the many aspects of plant and animal genetics and to show how research in genetics affects our lives. Offered as needed.

**prerequisite:** *eligibility for ENGL 101 and either (a) eligibility for MATH 098 or (b) successful completion of MATH 099 with a "C" or better grade*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural/Life Science (AAS and ALS only)  
 Area of Concentration - Biology, General Science

<b>BIOL 201 - Human Anatomy &amp; Physiology 1</b>	<b>3-2-4</b>
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is a study of tissues and the integumentary, skeletal, nervous, and muscular systems of the human body, emphasizing the relationship between structure and function. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

**prerequisite:** *successful completion ["C" or better grade] of BIOL 101 or successful completion ["B" or better grade for each course] of two years of high school biology and 1 year of high school chemistry within the last three years*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural Science (AAS only)  
 Area of Concentration - Biology, General Science

<b>BIOL 202 - Human Anatomy and Physiology 2</b>	<b>3-2-4</b>
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is a continuation of BIOL 201, covering the circulatory, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

**prerequisite:** *successful completion ["C" or better grade] of BIOL 201 or successful completion of BIOL 201 proficiency exam*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural Science (AAS only)  
 Area of Concentration - Biology, General Science

<b>BIOL 210 - Environmental Biology (IA: L1 905L)</b>	<b>3-2-4</b>
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teaches a foundation of basic ecological principles that leads to an examination of current issues of environmental concern. Lectures include such topics as air/water/soil pollution, overpopulation, extinction, deforestation, global warming, and ozone depletion. Laboratory exercises include indoor experiments, outdoor field studies, and visits to local facilities of environmental concern. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Natural/Life Science  
 Area of Concentration - Biology, General Science

## Biology

### BIOL 210 - Environmental Biology (IA: L1 905L)

3-2-4

### BIOL 220 - Microbiology

3-2-4

is an introductory course in the principles of microbiology and their application to medicine, agriculture, sanitation, and industry. Training in laboratory technique pertinent to the field is included. Offered in Fall, Spring, and Summer.

**prerequisite:** *successful completion ["C" or better grade] of BIOL 101 or successful completion ["B" or better grade for each course] of two years of high school biology and 1 year of high school chemistry within the last three years*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - Biology, General Science

## Building Construction

### B CON210 - Mech & Elect Bldg Serv Systems

2-2-3

introduces the study of the materials and equipment used in the mechanical and electrical service systems of buildings. The student is provided with information on how a modern building operates. This information enables the student to make reasonable preliminary selection of necessary mechanical and electrical equipment. Topics covered include illumination, heat gain and loss, heating systems, sewage disposal, electrical sources, and materials. Students will visit buildings to observe the service systems and equipment so that they may be better able to realize the relationship of these elements to the building as a whole. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Business

### BUS 100 - Business Fundamentals

3-0-3

is an introductory course in business aimed at the student with minimal background in business study. The course introduces the student to many facets of business including ownership and management, forms of organizations, personnel and labor-management relations, marketing, accounting, finance, ethics, and social responsibility. This course is designed to help the student develop many skills including communication, decision making, teamwork, critical and creative thinking, responsibility, and maturity. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Business

### BUS 110 - Business Mathematics

3-0-3

covers basic applications of mathematics in the business world. Students develop understandings of these processes as they relate to general business applications. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### BUS 200 - Customer Service Fundamentals

3-0-3

covers the importance of excellence in customer service in creating a competitive edge in business. Topics covered include customer service skills, resolving customer complaints, the importance of verbal and nonverbal communication, listening skills and the use of technology. Offered in Spring as needed.

**prerequisite:** *completion of or concurrent enrollment in OT 117 or*

### eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### BUS 225 - Small Business Development

3-0-3

introduces the fundamentals for the start-up and management of a small business particularly in an entrepreneurial environment. Topics include forms of businesses, business policy and operations, staffing a small business, the legal environment, and government relations. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### BUS 228 - Global Topics in Business

3-0-3

introduces the student to the global economy and its interrelationships with countries of the world and the multinational corporations. The objectives of the course are to expose students to a better understanding of how foreign countries work in the marketplace and how these economies impact our business environment. Whenever possible, practical applications are used to further explain the theories. Offered in Fall as needed.

**prerequisite:** *BUS 100*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### BUS 231 - Business Law Principles

3-0-3

provides an introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Business

### BUS 232 - Business Law & Ethics

3-0-3

includes a study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Offered in Spring.

**prerequisite:** *BUS 231 or equivalent competencies*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Business

### BUS 240 - Marketing Fundamentals

3-0-3

is a fundamental course describing the business activities involved in product planning, pricing, promoting, and distributing want-satisfying goods and services. Other topics include market segmentation, consumer motivation and behavior, and legal influences. Marketing cases are used to illustrate current principles and techniques and to enhance development of managerial skills. Offered in Fall as needed.

**prerequisite:** *completion of or concurrent enrollment in OT 117 or eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### BUS 245 - Advertising and Sales Promotion

3-0-3

includes coverage of the economic and social role of advertising, customer research, selection of advertising appeals, media decisions, and the creative process. Specific media to be studied are newspaper, magazine, radio, TV, direct mail, and outdoor advertising. Students work on an advertising campaign during the semester. Offered in Spring.

## Business

### BUS 245 - Advertising and Sales Promotion

3-0-3

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### BUS 283 - Finance and Insurance

3-0-3

is an introductory course encompassing small business and personal financial and risk management. Studies include wealth management techniques with an emphasis on money management, business financing, risk reduction, investment strategies, and retirement/estate planning. Offered in Spring as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### BUS 290 - Work Exp Practicum & Seminar

1-10-3

provides students the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

**prerequisite:** *sophomore standing and a minimum completion of 45 credit hours toward a Business degree or approval from the appropriate full-time faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### BUS 295 - Workplace Simulation & Project

1-10-3

is an individual or group project course that allows the student the opportunity to work on an advanced level in his/her major area of study. Offered as needed.

**prerequisite:** *student seeking AAS degree or certificate in Business who has completed at least 45 credit hours of college work or who has approval of the appropriate full-time faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Career Planning and Dev

### C DEV112 - Career Planning and Development

3-0-3

provides the student with a presentation of career development and career decision-making as a lifelong process and an introduction and discussion of the relationship of individuals to the world of work. Students practice their approach to decision-making in personal, academic, and career planning. Students explore values, skills, interests, and abilities as they relate to the world of work. Job search techniques, resume, development, cover letters, and interviewing skills are developed as a part of the course. (Students may not receive credit for C DEV112 and P DEV109, 110, and/or 111.) Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Chemistry

### CHEM 100 - Concepts of Chemistry (IAI: P1 902L)

3-2-4

examines fundamental concepts of chemistry, both theoretical and practical. Course content includes the following: measurement, atomic structure, chemical bonding, stoichiometry, the three states of matter, solutions, and acids and bases. The topic of chemical equilibrium is also introduced. The course is designed as an introduction to chemistry. It may be used as a prerequisite for CHEM131 or to satisfy the requirement for a one-semester laboratory science course. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and eligibility for MATH 098*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Physical Science

Area of Concentration - Not Applicable

### CHEM 106 - Chemistry in Everyday Life (IAI: P1 903L)

2-3-4

is designed as a general introduction to chemistry for non-majors. The course examines the impact of chemistry on our everyday life including its impacts on health, the environment, and our society. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101 and eligibility for MATH 098*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Physical Science

Area of Concentration - Not Applicable

### CHEM 110 - Survey of Organic Chemistry

3-4-5

is a survey course in organic chemistry. Topics include the structure and identification of simple organic molecules, functional group classifications, preparative synthetic reactions, and biochemical applications. This course is recommended for nursing and allied health professionals. Offered as needed.

**prerequisite:** *CHEM 100 with "C" or better grade*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural Science (AAS only)

Area of Concentration - General Science

### CHEM 131 - General Chemistry 1 (IAI: P1 902L, CHM 911)

3-3-4

is the first part of a two-semester college-level general chemistry course. Topics include measurement, stoichiometry, thermochemistry, atomic structure, chemical bonding, molecular structure, the three states of matter (gas, solid, liquid), and solutions. Offered in Fall and Spring.

**prerequisite:** *MATH 116 and either (1) one year of high school chemistry with "B" or better grade or (2) CHEM 100 with "B" or better grade*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Physical Science

Area of Concentration - Chemistry, General Science

### CHEM 132 - General Chemistry 2 (IAI: CHM 912)

3-4-5

is the second part of a two-semester college-level general chemistry course. Topics include chemical kinetics, chemical equilibrium, reactions in solutions, chemical thermodynamics, electrochemistry, nuclear chemistry, and the descriptive chemistry of metals and non-metals. Offered in Spring.

**prerequisite:** *MATH 116 with MATH 121 strongly recommended and CHEM 131 with "B" or better grade*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural Science (AAS only)

Area of Concentration - Chemistry, General Science

### CHEM 201 - Organic Chemistry 1

3-6-5

is the first of a two-semester chemistry series. Topics include a review of atomic and molecular theory, the nomenclature, synthesis, and reactions of alkanes, cycloalkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, and unsaturated systems. Also, stereoisomerism, an introduction to reaction mechanisms, and synthetic techniques are included. Two 3-hour lab periods per week are conducted with an emphasis on synthesis of organic compounds. This course is recommended for chemistry and biology majors and students entering programs in medicine, chiropractic, dentistry, pharmacy, or related areas. Offered as needed.

**prerequisite:** *CHEM 132 or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural Science (AAS only)

Area of Concentration - Chemistry, General Science

### CHEM 202 - Organic Chemistry 2

3-6-5

is a continuation of CHEM 201. Topics studied include nomenclature, synthesis and reactions of aromatic hydrocarbons, phenols, organometallics, amines,

## Chemistry

### CHEM 202 - Organic Chemistry 2

3-6-5

carbonyl compounds, carboxylic acids and derivatives, and biomolecules, with an introduction to the physical methods of structure identification. The study of reaction mechanisms and synthetic methods is continued from the first course. Two 3-hour lab periods per week are conducted with an emphasis on qualitative analysis and instrumental methods of analysis, including nuclear magnetic resonance spectroscopy, infrared spectroscopy, and gas chromatography. CHEM 202 is recommended for chemistry and biology majors and students entering programs in medicine, chiropractic, dentistry, pharmacy, or related areas. Offered as needed.

**prerequisite:** CHEM 201 or equivalent competencies

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - Chemistry, General Science

## Chinese

### CHIN 101 - Beginning Chinese 1

4-0-4

is the beginning Chinese language instruction in Mandarin Chinese/putung hua including writing, listening, speaking, and reading using the communicative approach with cultural materials. Basic vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### CHIN 102 - Beginning Chinese 2

4-0-4

is a continuation of CHIN 101. Beginning Chinese language instruction in Mandarin Chinese/putung hua includes writing, listening, speaking, and reading using the communicative approach with cultural materials. Basic vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**prerequisite:** CHIN 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### CHIN 201 - Intermediate Chinese 1

4-0-4

is a continuation of CHIN 102. Intermediate Chinese language instruction in Mandarin Chinese/Putung hua includes writing (beginning compositions), listening, speaking, and reading using the communicative approach with cultural materials. The development of vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**prerequisite:** CHIN 102

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

### CHIN 202 - Intermediate Chinese 2 (IAI: H1 900)

4-0-4

is a continuation of CHIN 201. Intermediate Chinese language instruction in Mandarin Chinese/putung hua includes writing (beginning composition), listening, speaking, and reading using the communicative approach with cultural materials. The development of vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**prerequisite:** CHIN 201

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Foreign Language

## Collision Repair

### CRT 100 - Introduction to Collision Repair

3-3-4

is a foundational course that introduces the student to the field of Collision Repair. The student learns about body shop safety, basic collision repair tools and their uses and how to inspect, remove, replace, and align various body parts. The student also learns about surface preparation and various sanding and stripping techniques as well as the use of various body fillers. This course is designed to meet and teach NATEF standards. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRT 105 - Damage Estimating & Customer Service

1-2-2

is an entry-level course that teaches the student the proper methods of performing damage analysis to determine and document an appropriate repair plan. The student learns how to determine the direction, point(s) of impact, and the extent of direct, indirect, and inertia damage. The student also learns how to use estimation guide procedures to determine the cost of restoration. Communication skills are also emphasized as the student learns about customer relations and sales skills. This course is designed to meet and teach NATEF standards. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRT 110 - Painting & Refinishing 1

2-6-4

is an introductory course that introduces the student to environmental and shop safety; equipment operation; surface preparation; paint mixing, matching, application; and the causes of paint defects and detailing. The student learns about the various methods of surface preparation based on the makeup of the surface and how to choose and apply multi-stage coats of specialized paints. Various spray techniques based on gun arc, angle, distance, travel speed, and overlap are introduced. This course is designed to meet and teach NATEF standards. Offered in Fall.

**prerequisite:** CRT135

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRT 120 - Non-Structural Collision Repair 1

2-6-4

introduces the student to the proper way to review a damage report and analyze the best methods for overall repair of non-structural components. The student learns the proper methods of disassembly, labeling, storage, and reinstallation. This course focuses primarily on outer body panel repairs, replacements, and adjustments. The proper methods of metal finishing, body filling, metal welding and cutting, and glass removal and replacement are introduced. This course is designed to meet and teach NATEF standards. Offered in Fall.

**prerequisite:** CRT 100

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRT 130 - Structural Collision Repair 1

2-6-4

teaches the student the proper methods of analyzing, measuring, straightening, and aligning frame damage. Students will develop a strong knowledge of the drivetrain, suspension, and steering systems and will learn how to troubleshoot and correct alignment problems. The student will learn how to identify and repair mash, sag, sideways, twist, and diamond frame damage. The proper methods of unibody and unitized structure analysis, measurement, and repair are introduced. Another important component will be metal welding (MIG) and cutting. This course is designed to meet and teach NATEF standards. Offered in Fall.

**prerequisite:** CRT 100

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Collision Repair

### CRT 130 - Structural Collision Repair 1

2-6-4

### CRT 135 - Paint Preparation & Detail

1-2-2

is an entry-level course that teaches the basic skills of refinishing. The proper methods of surface preparation, block sanding, spray booth management, masking, paint mixing, color matching, color sanding, buffing, undercoating, paint application, and the causes and cures for paint defects are presented. This course is designed to meet and teach NATEF standards. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 205 - Mechanical Systems

1-4-3

introduces the student to the various mechanical systems often damaged in a collision. Those systems include brakes, heating & air conditioning, drive train, fuel, intake, exhaust, restraint and electrical. Advanced methods of analyzing damage, troubleshooting problems, removal of damaged components, and replacement and adjustment of damaged components to factory specifications are demonstrated. This course is designed to meet and teach NATEF standards. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 210 - Painting & Refinishing 2

1-7-4

is an advanced course in painting and refinishing. Students will review environmental and shop OSHA guidelines for safety and surface preparation methods. This course explores advanced spray gun and equipment operations. Advanced methods of various coat applications, multi-stage coat applications, and final detailing are demonstrated. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

**prerequisite: CRT 110**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 220 - Non-structural Collision Repair

1-7-4

is an advanced course in non-structural analysis and damage repair. Students will learn how to analyze and document damage and determine an appropriate repair plan. A variety of advanced methods of inspection, removal, replacement, and alignment of body panel components and skins are covered. Metal finishing, body filling, and metal welding with emphasis on aluminum are covered as well. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

**prerequisite: CRT 120**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 230 - Structural Collision Repair 2

1-7-4

is an advanced course teaching the proper methods of analyzing, measuring, straightening, and aligning structural damage. Students will review their knowledge of the drivetrain, suspension, and steering systems and how to troubleshoot and correct alignment problems. The student will learn how to identify the various types of structural damage and the methods of repair. Advanced methods of unibody and unitized structure analysis, measurement, and repair are demonstrated. Metal welding techniques (MIG) and cutting, with an emphasis on aluminum, will be taught. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

**prerequisite: CRT 130**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 235 - Stationary & Rolling Glass

1-2-2

is designed to provide the student with the necessary skills to troubleshoot and repair damage to moveable and non-moveable glass components. The student will learn how to inspect, adjust, repair or replace window regulators, run channels, glass, power mechanisms and related controls, plus perform alignment and final detailing. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CRT 290 - Collision Repair Internship

1-10-3

provides a student in the Collision Repair Technology Program an opportunity to apply the knowledge and skills learned in his or her course work to the workplace. The suitability of the work setting will be determined by consultation with the Collision Repair Program Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for the course. Payment of an hourly wage to the intern will be at the option of the employer. Interns are required to keep a daily log of their activities and to write a report detailing their work-study experiences at the end of the semester. Weekly discussions with the instructor are required. Offered as needed.

**prerequisite: minimum completion of 45 credit hours toward Collision Repair Degree or consent of full-time Collision Repair instructor**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Commercial Drivers Lic

### CDL 1000 - Tractor/Trailer Driver Training

3.5-7-7

is designed to provide individuals who have little or no commercial driving experience with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. At the end of the course, students will take a Class "A" License road test administered by the Illinois Secretary of State's personnel. This course also covers endorsement preparation, state and federal regulation, log books, map reading, trip planning, and complete vehicle training to prepare the individual for an entry-level position in the transportation industry. Offered in Fall, Spring, and Summer.

**prerequisite: ability to read and write the English language, 18 years or older, physically meet Federal Department of Transportation guidelines, possession of a valid driver's license at time of registration, possession of a current Motor Vehicle Report**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CDL 1001 - Class "B" License Training

2-0.5-2

is designed to provide individuals with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. The course covers endorsement preparation, regulations and complete vehicle (under 26,001 lbs) training to prepare the individual for an entry-level position in the transportation industry. Administration of the Class "B" road test will be performed by Illinois Secretary of State's personnel. Upon successful completion of the course, students will receive a certificate. Offered as needed.

**prerequisite: ability to read and write the English language, 18 years of age or older, physically meet Federal Department of Transportation guidelines, possession of a valid driver's license at the time of registration**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Commercial Drivers Lic

### CDL 1002 - CDL Refresher - 8 hours 0.5-0-0.5

is designed for individuals who currently possess a valid CDL License with an eight-hour overview of the knowledge and skills necessary to be employed in the transportation industry that requires a Class "A" License. Information reviewed is in the areas of endorsement preparation, regulations, log books, map reading, trip planning, and complete vehicle review including basic skill and driving control. Offered as needed.

**prerequisite:** *possession of a valid class "A" License and an evaluation of the individual's current knowledge and skill level*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Certificates  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CDL 1003 - CDL Refresher - 16 hours 1-0-1

is designed for individuals who currently possess a valid CDL License with a sixteen-hour overview of the knowledge and skills necessary to be employed in the transportation industry that requires a Class "A" License. Information is reviewed in the areas of endorsement preparation, regulations, log books, map reading, trip planning and complete vehicle review including basic skill and driving control. Offered as needed.

**prerequisite:** *possession of a valid Class "A" License and an evaluation of the individual's current knowledge and skill level*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Certificates  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CDL 1004 - CDL Refresher - 40 hours 2-0-2

is designed for individuals who currently possess a valid CDL License (or those who had a CDL license in the past) with a forty-hour overview of the knowledge and skills necessary to be employed in the transportation industry that requires a Class "A" License. Information reviewed will be in the areas of endorsement preparation, regulations, log books, map reading, trip planning, and complete vehicle review including basic skill and driving control. Offered as needed.

**prerequisite:** *possession of a valid Class "A" License and an evaluation of the individual's current knowledge and skill level*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Certificates  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CDL 1005 - CDL Permit 1-0-1

is designed to provide individuals with the knowledge necessary to obtain a Commercial Driver's License Learner's Permit. The course covers endorsement preparation and transportation regulations, which will prepare students to take the CDL Learner's Permit Test administered by the Secretary of State. Offered as needed.

**prerequisite:** *ability to read and write the English language, 18 years of age or older, physically meet Federal Department of Transportation guidelines, possession of a valid driver's license at the time of registration*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Certificates  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Communication

### COMM 101 - Public Speaking (IA: C2 900) 3-0-3

instructs students in the fundamentals of the public speaking situation and provides students with an opportunity to build poise and confidence through practice. Units of study include listening, communication theory, and informative and persuasive speaking, argument building, and electronic presentations. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications

Area of Concentration - Not Applicable

### COMM 110 - Discussion & Group Conference 3-0-3

examines the nature and effects of interpersonal communication in small groups. Major areas of study include effective leadership and participation in groups, problem-solving and decision-making discussion, conference planning, and parliamentary procedure. Students plan, lead, participate in, and evaluate discussions. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - Speech and Drama

### COMM 120 - Business & Professional Speaking 3-0-3

develops and polishes the student's communication skills for business and professional use. Self-inventories are combined with interviewing, group dynamics, listening, negotiating, and conflict resolution as well as practice in specific public speaking situations. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - Speech and Drama

### COMM 130 - Interpersonal Communications 3-0-3

studies interpersonal communication, including language processes; types of verbal and nonverbal communication; oral and visual means of transmitting information; history; methods of encoding information; and social consequences. Focus on intrapersonal communication, interpersonal communications, and technology. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications

Area of Concentration - Communication

### COMM 140 - Forensic Activities 0-2-1

provides opportunities for students to perform in actual communications situations in the community and/or interscholastic speech competition. This course may be taken a maximum of four times for credit. (Note: Students must be currently enrolled in nine or more credit hours.) Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - Speech and Drama

### COMM 201 - Advanced Public Speaking 3-0-3

concentrates on study and experience in public speaking. Includes topic analysis, preparation, variety of public address forms, and practice in formal and informal debate and argumentation. Class culminates in a public address. Offered in Spring.

**prerequisite:** *COMM 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Communication

### COMM 240 - Intercultural Communications 3-0-3

provides an overview of the study of communication and culture through examination of communication barriers, dialects, structural, and phonetic differences among ethnic groups and Standard English speaking groups. This course includes both verbal and nonverbal communication. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - Speech and Drama

### COMM 250 - Argumentation and Debate 3-0-3



## Communication

### COMM 250 - Argumentation and Debate

3-0-3

studies the principles, forms, and uses of debate and argumentation. Emphasis is on analysis, research, reasoning, briefs, refutation, and debating style utilizing current events for topical content in applied settings. Offered in Spring.

**prerequisite:** COMM 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Communications  
Area of Concentration - Communication

## Computer Information Sys

### CIS 101 - Computer Literacy

1-0-1

provides a brief overview of basic computer concepts and hands-on learning for students who are new to the use of a computer and the Internet. Topics include basics of the following: PC navigation, PC hardware and software, logging on to a network, accessing e-mail, using the Internet, using a course management tool, downloading and uploading files, and using an online library database. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CIS 110 - Computer Business Applications

2-2-3

introduces students to essential computer concepts, Windows operating systems, file management, and business applications. The primary focus of this course is on the introduction of business applications found in the integrated package of software called Microsoft Office. Students learn the various features and develop skills in word processing (Word), spreadsheet creation (Excel), database design and management (Access) and presentation graphics (PowerPoint). Students also are introduced to the use of Microsoft OneNote for project organization and collaboration. In addition, students learn how to integrate and link word processing text, spreadsheet formulas and functions, and database data into a single integrated document. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Business

## Computer Science

### CS 105 - Foundations of Info Technology

2-2-3

provides the student with an overview of the computing field and its typical applications. The student learns key terminology and components of computer hardware, software, operating systems, systems development methods, management information systems, and using application software and the Internet. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Computer Science

### CS 230 - Event-Driven Programming

3-2-4

builds on prior programming experience. Concepts include algorithm development, structured design, object-oriented, event-driven programming and file processing. The course covers topics in control arrays, exception handling, the use of properties, controls, multiple forms, single and multi-dimensional arrays, database processing and manipulation (including use of DLLs, DDEs, and OLEs, ADOs, and LINQ), sequential and random access file processing, and active server pages for web-based programming. This course uses Microsoft Visual Basic programming language to teach object-oriented, event-driven programming. Offered in Fall as needed.

**prerequisite:** IT 131 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Computer Science

### CS 251 - Object-Oriented Programming

3-2-4

is designed to introduce students to top-down structured problem-solving, algorithm development, and procedural and data abstraction. Topics include selection, repetition, sequence control structures; program design, development, test, and documentation; coding style, readability and maintainability; and array, record, and file manipulation. Students examine elements of object-oriented programming languages including fundamental data types, classes, objects, methods, abstract data types, variable declaration, expressions, operators, control statements, arrays, strings, I/O, functions, parameters, structures, and libraries. To teach these concepts, the course presents three similar object-oriented programming languages side by side: C++, C#, and Java. Offered in Fall as needed.

**prerequisite:** IT 131 or concurrent enrollment and MATH 116

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Computer Science

### CS 281 - Adv. Object-Oriented Programming

3-2-4

is designed to prepare students for large-scale program and system design and implementation. Topics include abstract data types; data structures such as files, sets, pointers, lists, stacks, queues, trees, and graphs; program verification and complexity analysis; recursion; dynamic concepts such as memory, scope and block structures; string processing; and searching and sorting algorithms. The course focuses on object-oriented programming concepts and design, classes, objects, methods, algorithms, problem formulation, structured programming, variables, primitive and abstract data types, data structures, file I/O and string manipulation, sorting and searching, control structures and standard algorithms, arrays, and recursion. To teach these concepts, the course presents three similar object-oriented programming languages side by side: C++, C#, and Java. Offered in Spring as needed.

**prerequisite:** CS 251

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Computer Science

## Criminal Justice Studies

### CRJ 110 - Criminal Justice Fundamentals (IA: CRJ 901)

3-0-3

introduces the student to the philosophy and history of law enforcement and criminal justice. An overview of crime and police problems, organization and jurisdiction of local, state, and federal enforcement agencies, review of court systems, and procedures from incident to final disposition are included. Consideration also is given to professional career opportunities and necessary qualifications. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 112 - Investigative Report Writing

3-0-3

prepares students to use appropriate grammar, punctuation, and spelling in written communications and identify the purposes and characteristics of an effective Criminal Justice report. The course prepares students to record effective field notes as the basis for a Criminal Justice report. How to use accurate and concise language, organize a narrative in chronological order, and construct a Criminal Justice report by separating categories of information are also covered. Offered in Fall.

**prerequisite:** ENGL 101 or equivalent competencies

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Criminal Justice Studies

### CRJ 113 - Fund of Investigations & Reporting

3-0-3

includes the fundamentals of investigation, crime scene search and recording, collection and presentation of physical evidence, basic photography, scientific aids, sources of information, interviewing, follow-up, and case preparation. The course also emphasizes report writing. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 114 - Criminal Law

3-0-3

introduces law as it applies to crimes against persons, property, and the state. It includes the elements of crimes, criminal law procedures in Illinois, and federal agency jurisdiction. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 116 - Probation/Parole

3-0-3

analyzes modern probation and parole practices and services and examines current probation and parole procedures and the legal decisions. Specifically, the course encompasses the criminal justice system, probation and parole, types of offenses, sentencing process, pre-sentence investigation, revocation procedures, alternatives to incarceration, parole board functions, Parole Officer responsibilities, and guidelines for releasing inmates. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 125 - Patrol Procedures

3-0-3

includes patrol functions, types of calls and methods of response, protection of scene, response to hazardous materials spills, crime prevention, and patrol techniques. This course helps prepare learners to demonstrate effective patrol techniques; interact professionally with complainants, victims, witnesses, suspects, members of the community at large and employees of criminal justice system agencies; apply effective officer safety considerations in patrol situations; respond successfully to a variety of patrol situations to include community caretaker and crime prevention functions, traffic matters, calls for service and criminal investigations; document patrol operations; and demonstrate case processing behaviors. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 128 - Corrections Fundamentals (IA: CRJ 911)

3-0-3

provides the student with the necessary fundamental knowledge of the operations of corrections. It introduces the student to standard operating procedures in correctional institutions from intake of prisoners to the time of release. The course includes theory; simulated experience emphasis is placed on professionalism, integrity, and quality work performance. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 200 - Youth, The Law & Police Intervention

3-0-3

covers all aspects of police contact with today's juvenile. Emphasis is on the social/psychological courses of delinquency, incorrigible behavior, and child abuse/neglect, as well as police, court, and social agency intervention in these

matters. A study of the pertinent laws and contemporary youth problems in the community is involved. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101 and completion of SOCIO 110, PSYCH 110, and CRJ 110*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 210 - Law Enforcement & Community Relations

3-0-3

studies the whole function of the law enforcement officer and the ways in which the officer portrays an image to the entire community. The course considers the role and responsibility of the law enforcement agency in crime prevention, everyday relationships with the public, assistance to persons needing help, and public information. Ethics, courtesy, and impartiality as tools necessary in gaining public support and confidence are emphasized. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 290 - Work Experience Practicum & Seminar

1-10-3

affords the student in the Criminal Justice program the opportunity to apply the principles learned in other courses to the work situation through employment in or observation of activities necessary for the operation of a law enforcement agency. Employment or observation activities are coordinated with the student's course work. Students must work a minimum of 150 hours during the semester to receive credit for this course. Students will be required to meet with their supervisor weekly for an hour to discuss progress and/or concerns, and they are required to submit a weekly log of their practicum activities to the Dean/Coordinator of the Criminal Justice Program and write a research paper. A background check is required. Offered as needed.

**prerequisite:** *eligibility for ENGL 101 and approval of the Criminal Justice Coordinator*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CRJ 295 - Special Projects

1-10-3

provides an opportunity for criminal justice students to work on specific projects either real or simulated under the supervision of a law enforcement officer. The student is required to write a proposal of the intended work simulation/project and present it to the Coordinator of the Criminal Justice Program for approval. Offered as needed.

**prerequisite:** *eligibility for ENGL 101 and completion of CRJ 110, PSYCH 110, and SOCIO 110; sophomore standing; minimum completion of 45 hours toward the AAS in Criminal Justice; and approval of the Criminal Justice Coordinator*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Culinary Arts

### CA 101 - Intro To Culinary Arts

2-0-2

studies the fundamental elements of the food service industry, including terminology, equipment identification and usage, and produce and food product identification. Students learn proper sanitation procedures and safe food handling practices. Information regarding various foods and trends in the industry is discussed. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### CA 105 - Culinary Fundamentals

2-4-4

is a study of the fundamental elements of the food service industry, including terminology, equipment identification and usage, information regarding types of

## Culinary Arts

### CA 105 - Culinary Fundamentals

2-4-4

foods and trends in the industry, and basic preparation techniques. Students break down and operate kitchen equipment and learn and use the following: cookery methods, product identity, soups, stocks and sauce, and the function of production kitchen. Students are also taught culinary math and its application to yields and recipe costs. Offered in Fall and Spring.

**prerequisite:** CA 101 and CA 150

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 115 - Culinary Applications

2-4-4

focuses on development of 1) strong basic culinary skill, 2) sanitation, 3) speed and efficiency, and 4) proper nutrition. Students continue to expand their culinary knowledge and skills. Students study and practice how to operate efficiently and effectively in a variety of restaurant kitchen stations such as broiler, saute, roundsman, etc. Special emphasis is placed on presentations and plating of quality food served to the public. Students develop an understanding of key cooking terms and procedures such as roasting, braising, sauteing, grilling and broiling. Students also learn proper cooking techniques for vegetables and starches. Offered in Fall and Spring.

**prerequisite:** CA 105

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 120 - Baking and Pastry Fundamentals

2-4-4

introduces students to the basic elements of baking science, ingredients, weights, baker's percentage, and formula conversion. This class introduces the basic applications in bread baking, cakes, pastries, cookies, pies, tarts and custards. Students learn about equipment and tools used in the production of these items. Students spend time in a baking lab applying their knowledge in the production of various products. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 150 - Culinary Math

3-0-3

covers the basic mathematic applications in the commercial kitchen. Students develop an understanding of these processes as they are related to general food service applications. Offered in Fall and Spring.

**prerequisite:** eligibility for Math 090

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 200 - Meat, Poultry, and Fish

2-3-3

focuses on the identification of wholesale and fabricated cuts of beef, pork, veal and lamb and the recognition of various types of poultry and fish. It includes the study of the fundamental principles regarding meat, poultry and fish preparation. Offered in Fall and Spring.

**prerequisite:** CA 105

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 210 - Garde Manger

2-3-3

is a basic overview of the history of Garde Manger. Students develop and apply knowledge related to cold food preparation, hors d'oeuvres, display platters, and buffet center pieces. The students develop Garde Manger skills and learn various functions as they prepare products. Offered in Fall and Spring.

**prerequisite:** CA 115

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 220 - Advanced Baking and Pastry

2-4-4

builds upon the skills learned in Baking and Pastry Fundamentals. The class introduces more advanced techniques in baking and pastry while reinforcing topics such as baker's percentage and equipment. Chocolate and sugar work are displayed and discussed. The class includes items such as custards, meringue and more advanced cakes. The student will have substantial lab time to demonstrate the skills learned. Offered in Fall and Spring.

**prerequisite:** CA 120

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 230 - International Cuisine

2-4-4

reinforces knowledge of tools, equipment, vocabulary and theories learned in other courses along with providing the student with the exposure to cooking methods, procedures and ingredients used in international cuisines. The student explores the cooking of Europe and the Mediterranean along with Asian cuisine and cuisines of the Americas. Offered in Fall and Spring.

**prerequisite:** CA 115

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 250 - Restaurant Fundamentals

2-8-5

is designed to give the students the opportunity to understand and execute all aspects of restaurant operations. This course will serve as a capstone to the culinary program and incorporate all of the concepts and skills taught within the culinary program. The students will learn proper restaurant operations and will focus on both front and back of the house skills. Offered in Fall and Spring.

**prerequisite:** CA200 and CA210

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 290 - Work Exp Practicum & Seminar

1-10-3

provides students the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

**prerequisite:** completion of 45 credit hours toward a Culinary Arts degree or approval of full-time Culinary Arts instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### CA 295 - Special Advanced Projects

1-10-3

is designed around an individual or group project that allows the student the opportunity to work on an advanced level in his/her major area of study. Offered as needed.

**prerequisite:** completion of 45 credit hours toward a Culinary Arts degree or approval of full-time Culinary Arts instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Diesel Med Heavy Truck

### DMHT 101 - Truck Preventative Maintenance

2-6-4

## Diesel Med Heavy Truck

### DMHT 101 - Truck Preventative Maintenance

2-6-4

is designed to provide the student with appropriate definitions for terms used in the medium/heavy truck industry and to introduce safety precautions and procedures as they relate to the shop environment. This course provides basic operational knowledge, care, and maintenance inspection of engine, fuel, air induction, exhaust, cooling, and lubrication systems; heating, ventilation, and air conditioning systems; electrical systems, battery and starting systems, charging systems, and lighting systems; drive train systems; suspension, steering, and brake systems; and manual and automatic transmissions. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 110 - Basic Electrical Systems

2-6-4

provides students with basic operations and principles of the electrical systems and electronic components in the diesel medium/heavy truck. Students learn practical applications related to the basic diagnosis and repair of diesel medium/heavy truck electrical systems. Topics covered include basic electronic accessories, batteries, electrical devices, AC and DC charging and starting systems, lighting systems, and horn and wiper/washer systems. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 115 - Advanced Electrical Systems

2-6-4

is designed for students with a basic knowledge of diesel medium/heavy trucks and/or electrical systems. Advanced operations and principles of the electrical system and electrical components are discussed. Students learn troubleshooting and practical applications to advanced diagnosis and repair of diesel medium/heavy truck electrical systems. Topics covered include electrical devices, electronic devices, power accessory systems, gauges, driver information systems, and warning devices. Offered in Spring.

**prerequisite:** DMHT 110 or consent of full-time instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 120 - Diesel Fuel and Emissions

2-6-4

is designed to provide the student with an in-depth view of electronic and mechanical fuel systems, fuel delivery systems, and emission control as it relates to the diesel medium/heavy truck industry. Topics covered include exhaust emission control, exhaust gas recirculation system (EGR), converters, fuel filters, conditioners, and diesel exhaust fluid systems. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 125 - Diesel Driveability Diagnosis

2-6-4

includes an in-depth study of electronic engine/power train control operation, component operation, troubleshooting techniques, and proper repair of these systems. Requires students to isolate and repair mechanical engine, fuel, and air induction concerns by following strategic processes. Provides theory, diagnosis, and service of hydro-mechanical and electronic diesel fuel systems. Students are given the opportunity to analyze fuel system components and system operational characteristics. The course places emphasis on testing and service procedures of mechanical and computer-controlled fuel systems. Offered in Spring.

**prerequisite:** DMHT 120 and DMHT 110 or consent of full-time instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 130 - Diesel Engine Repair

2-6-4

provides the student with diagnostic processes and actual procedures related to

engine repair. Students learn troubleshooting techniques, service tips, safety rules, and repair methods in the classroom as well as in a hands-on environment. Topics include general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, and engine brakes. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 135 - Diesel Truck Transmissions

2-6-4

includes an in-depth study of transmissions, drive shafts, and universal joints; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to the transmission system, driveshaft, and universal joints by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing and service procedures of mechanical and computer-controlled transmission systems. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 200 - Medium/Heavy HVAC

2-6-4

teaches the advanced diagnostic and analytical skills needed to service today's heating, ventilation, and air conditioning systems. Topics include A/C systems and their components, compressors and clutches, evaporators, condensers, and related components; heating and engine cooling systems; operating electrical and air/mechanical operating systems and controls; and refrigerant recovery, recycling, and handling. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing, analysis, diagnostic, and service procedures related to HVAC systems. Offered in Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 210 - Truck Steering, Suspension & Alignment

2-6-4

includes an in-depth study of steering, suspension, and alignment systems; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to these systems by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing, analysis, and service procedures related to the steering, suspension, and alignment systems. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 211 - Truck Drive Train System

2-6-4

provides an in-depth analysis of the drive train, driveshaft, universal joints, and drive axle; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to these systems by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing, analysis, and service procedures related to the drive train, driveshaft, universal joints, and drive axle. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### DMHT 212 - Medium/Heavy Truck Brakes

2-6-4

teaches the advanced diagnostic and analytical skills needed to service today's high-tech electronically controlled anti-lock brake systems. Topics include various types of brake systems (design and application), braking principles, air-brake systems, hydraulic brake systems, power brakes, disc brakes, drum brakes,

## Diesel Med Heavy Truck

### DMHT 212 - Medium/Heavy Truck Brakes

2-6-4

electric brakes, and anti-lock braking systems. Students are given the opportunity to analyze these systems and system operational characteristics. This course places emphasis on testing, analysis, diagnosis, and service procedures related to the various brake systems. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DMHT 290 - Diesel Truck Internship

1-10-3

provides a student in the Diesel Medium/Heavy Truck Technology program an opportunity to apply the knowledge and skills learned in his or her course work to the workplace. The suitability of the work setting will be determined by consultation with the Automotive Technology Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for the course. Payment of an hourly wage to the intern will be at the option of the employer. Interns are required to keep a daily log of their activities and to write a report detailing their work-study experiences at the end of the semester. Weekly discussions with the instructor are required. Offered as needed.

**prerequisite:** minimum completion of 45 credit hours toward Diesel Medium/Heavy Truck Technology Degree or consent of full-time Diesel Medium/Heavy Truck Technology instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Drafting

### DRAFT101 - Drafting Fundamentals

2-2-3

is an introductory course to the fundamentals of graphical representation used in a variety of industries using traditional drafting techniques, field drafting sketches, and basic three-dimensional (3D) modeling. A variety of applications will be studied with respect to mechanical, electrical, civil engineering and architectural, carpentry, and interior design. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT103 - AutoCAD, Introductory

2-3-3

introduces the student to the principles of computer-aided design (CAD) using AutoCAD software. The student will learn the basic object and geometric construction and editing tools, object properties, creating orthographic, auxiliary, and assembly drawings, placing dimensions and notes. Creating templates, plotting, and using parametric tools and blocks will also be introduced. After completing this course, the student should be able to demonstrate knowledge of the following: A) the components of computer-aided drafting, B) application of geometric principles in creating a two-dimensional (2D) drawing, C) the creation of completed two-dimensional (2D) drawings with dimensions, D) storage and retrieval of drawings from a common database, and E) plotting drawings to scale from the screen and the database. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 101 or concurrent enrollment or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT104 - AutoCad, Intermediate

2-3-3

provides the knowledge to create advanced two-dimensional (2D) and three-dimensional (3D) drawings using AutoCAD. Students will learn to create orthographic and auxiliary views, floor plans, pipe and instrumentation diagrams, electrical schematics, and electrical wiring. The students will also gain the knowledge to create basic isometric drawings for pipe and pictorial drawings. Creating and using attributes and external referencing will also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 103 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT106 - MicroStation, Introductory

2-3-3

introduces the student to the principles of computer-aided design (CAD) using MicroStation software. The student will learn the basic object and geometric construction and editing tools, properties, creating orthographic, auxiliary, and assembly drawings, placing dimensions and notes. Creating seed files and cells and printing will also be introduced. After completing this course, the student should be able to demonstrate knowledge of the following: A) the components of computer-aided drafting, B) application of geometric principles in creating a two-dimensional (2D) drawing, C) the creation of completed two-dimensional (2D) drawings with dimensions, D) storage and retrieval of drawings from a common database, and E) plotting drawings to scale from the screen and the database. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 101 or concurrent enrollment or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT107 - MicroStation, Intermediate

2-3-3

provides the knowledge to create advanced two-dimensional (2D) and three-dimensional (3D) drawings using MicroStation. Students will learn to create orthographic and auxiliary views, floor plans, pipe and instrumentation diagrams, electrical schematics, and electrical wiring. The students will also gain the knowledge to create basic isometric drawings for pipe and pictorial drawings. Creating and using attributes and external referencing will also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 106 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT110 - Technical Design

2-2-3

introduces the student to the principles of design. The student develops individual creative/analytical problem-solving skills and applies them to a team problem-solving approach. These concepts are developed through the construction of a project. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### DRAFT190 - Industrial Drafting

2-4-4

includes secondary auxiliaries, dimensioning, detail and assembly drawings, threads and fasteners, revolutions, and diametric projections. Attention will also be given to symbols and shop processes. Offered in Spring.

**prerequisite:** DRAFT 101, DRAFT 103 or DRAFT 106 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

### DRAFT195 - Tool Design Drafting

2-4-4

introduces the principles of jig, fixture, die, and gage designing, placing emphasis on proper location and clamping of parts. Tooling materials, cutting tools, commercial tooling components, chucks & chuck jaws, vises and vise tooling, welding fixtures and modular fixtures are covered, along with heat treatment, speeds & feeds, safety, and setup reduction. Offered in Spring.

**prerequisite:** DRAFT 103 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

# Drafting

## DRAFT195 - Tool Design Drafting

2-4-4

## DRAFT230 - AutoCAD, Advanced

2-3-3

explores the three-dimensional (3D) model construction and viewing capabilities of AutoCAD. Modeling topics covered include wire frame, surface, solid, and mesh modeling. Visual and graphical representation topics include creating two-dimensional (2D) sheet drawings from 3D models, photo-realistic rendering, and animation. Prototyping with 3D printing may also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 104 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## DRAFT231 - Introduction to Surveying

2-3-3

provides introductory training of the basic concepts of surveying and required practices using appropriate conventional and GPS equipment. Instruction includes property, construction surveys and site layout using surveying equipment and computer software. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## DRAFT232 - MicroStation, Advanced

2-3-3

explores the three-dimensional (3D) model construction and viewing capabilities of MicroStation. Modeling topics covered include wire frame, surface, solid, mesh modeling. Visual and graphical representation topics include creating two-dimensional (2D) sheet drawings from 3D models, photo-realistic rendering with Luxology, and animation. Prototyping with 3D printing may also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 107 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## DRAFT235 - Solid Modeling 1

2-3-3

provides the student with the knowledge to create advanced three-dimensional (3D) solid model designs using Solid Works or Inventor. Introduces solid modeling and parametric modeling techniques and concepts with a step-by-step basis starting with constructing basic shapes to building intelligent solid models, assemblies and creating multi-view drawings. Also covers some of the more advanced features such as using design libraries, sheet metal modeling, collision detection, stress and basic motion analysis. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 230 or concurrent enrollment or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## DRAFT236 - Solid Modeling 2

2-4-4

provides the student with the knowledge and procedures to create parametric three-dimensional (3D) solid model designs and assemblies using Pro-Engineer and/or or Creo software. The procedures to be used will include the following: sketching and constraining profiles, creating complex shapes and assemblies, creating feature and sketch planes, editing the parametric model, and creating multi-views from the parametric model. This project-based course utilizes the skills learned in DRAFT 235. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 235 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## DRAFT237 - Graphical Design

1-3-2

will learn to develop problem solving and creative thinking skills through the solution of graphical problems creating pictorial drawings in both the two-dimensional (2D) and three-dimensional (3D) environments using a variety of computer aided design (CAD) software. Students will be introduced to product designing and development and also learn about the process of patenting and marketing the product. Student will create a prototype using a 3D printer, create a patent document, and create promotional devices with CAD renderings. Proficiency in one or more 3D CAD software is recommended. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 104 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## DRAFT239 - Intro to Structural, Civil, and Pipe

2-3-3

provides the student an introductory understanding in preparing drawings for structural steel erection, pre-cast concrete, poured-in-place concrete, pre-fab metal buildings, structural wood drafting, civil engineering drafting, and piping using two-dimensional (2D) and/or three-dimensional (3D) computer aided design (CAD) software. An overview of the latest trends, technology, and applications from department organization to product fabrication and shipping will also be covered. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 230 or DRAFT 232 or concurrent enrollment or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## DRAFT242 - Commercial Architecture

2-3-3

introduces the student to the parametric modeling power of Autodesk Revit software used for commercial building construction and Building Information Modeling (BIM) technology. The student will learn how to create a commercial building from the ground up, create working drawings, and generate construction documents. A concentration of facility design and flow, structural design, exterior and interior facade, construction detailing, landscape design, and phot-realistic rendering development are implemented. Conceptual mass modeling and wind, solar, and energy usage analysis tools will also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 239 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## DRAFT243 - Structural Architecture

2-3-3

introduces the student to the parametric modeling power of Autodesk Revit software used for structural steel building construction and Building Information Modeling (BIM) technology. The student will learn how to create structural framing, foundations, and slabs and erect columns and walls. An emphasis will be placed on creating the construction document for the erection of the structure including drawing framing plans; generating section, elevations, and detail views; inserting tags, symbols, legends, and schedules. Basic principles in boosting productivity, collaboration, structural analysis will also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** DRAFT 239 or consent of full-time Drafting instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## DRAFT245 - Residential Architecture

2-3-3

introduces the student to the parametric modeling power of Autodesk Revit software used for residential house construction and Building Information Modeling (BIM) technology. The student will learn how to create a house from the ground

## Drafting

### **DRAFT245 - Residential Architecture** **2-3-3**

up, create working drawings, and generate construction documents. The student will learn how to create floor, foundation, plans and elevations, section, detail views. Plot plans, landscape design, and photo-realistic rendering development are implemented. Energy usage analysis tools will also be introduced. Offered in Fall, Spring, and Summer.

**prerequisite:** *DRAFT 239 or consent of full-time Drafting instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **DRAFT290 - Work Experience Practicum** **0-15-3**

provides the student with the opportunity to use the skills acquired from the Drafting & Design Engineering Program in a workplace setting. The internship will also allow the student to acquire additional knowledge from the workplace. The internship work will be in the student's desired career area and must provide a source of learning. Student is required to work 15 hours per week for a 15-week semester. Offered as needed.

**prerequisite:** *minimum completion of 45 credit hours toward a Drafting degree or approval from Drafting faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **DRAFT295 - Workplace Simulation & Project** **1-10-3**

gives the student enrolled in the Drafting and Design Engineering Program an opportunity to work on real or simulated projects under the guidance of the full-time faculty of CAD/Design. These projects will simulate the drafting/design workplace. Offered as needed.

**prerequisite:** *minimum completion of 45 credit hours toward a Drafting degree or approval from full-time Drafting faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Early Childhood

### **ECE 101 - Intro to Early Childhood Education** **3-0-3**

offers an introduction to the early childhood education and education field with emphasis on the history of early childhood education, the variety of operations, services, facilities, career opportunities, and basic child development principles. The laboratory includes field studies in a variety of early childhood centers. Reading of periodical articles is required to introduce the student to early childhood education and the authors and publications of the profession. Students are required to complete fifteen hours of classroom observation in an educational setting. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Early Childhood Education

### **ECE 102 - School-Age Child Care** **2-0-2**

introduces the individual caring for children five years to twelve years of age in a before- and after-school setting. Basic concepts of physical, intellectual, emotional, and social development of this age group are introduced. The provision of child care services is discussed. Appropriate curriculum, environment, and activities are explored by the student through semester projects and class activities. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **ECE 103 - Child Guidance** **2-0-2**

addresses typical characteristics and needs of children ages 0-5 and provides a broad range of practical, effective, and flexible guidance strategies based on tested theories. Workable steps are devised for creating cooperative, respectful relationships with young children. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **ECE 110 - Health, Nutrition, and Safety for Young Children** **3-0-3**

provides an overview of current concepts in the fields of health, nutrition, and safety with emphasis on meeting children's needs in group settings and in accordance with licensing standards. Topics include community health issues, appropriate curriculum for nutrition needs, first aid and emergency practice, reporting policies, and choices for a healthy lifestyle. This course requires five hours of classroom observation experience. Offered in Fall.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural Science (ECE only)

Area of Concentration - Not Applicable

### **ECE 111 - Teaching Children's Literature** **3-0-3**

explores basic concepts of reading and telling stories and suggests methods of encouraging the child's creativity in the languages arts. An important part of this course concerns the selection and use of materials appropriate for the level of comprehension associated with the different stages of mental, physical, and emotional development of the child. Particular emphasis is placed on language development. This course requires five hours of classroom observation experience. Offered in Fall.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **ECE 113 - Art, Music & Drama for Young Children** **2-2-3**

explores basic concepts of art, music, and drama and suggests methods for encouraging the child's participation and creativity in those areas. Included during the course are discussions of the various activities associated with different stages in the mental, physical, and emotional development of the individual child and the use of these art forms to increase the child's social abilities. Emphasis is on small motor activities. Through book reports the student is introduced to various authors and child development theories. Offered in Fall.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **ECE 114 - Play Activities for Young Children** **2-2-3**

explores basic concepts of structured and unstructured play and suggests methods for encouraging the child's creativity in those areas. An important part of the course concerns appropriate play activities associated with the different levels of mental, physical, and emotional development of the individual child. Also included within the course are selection, construction, and maintenance of the equipment related to these activities. Emphasis is on large motor activities. The laboratory includes observation and designing of outdoor and indoor play areas. Offered in Fall.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **ECE 116 - Infant/Toddler Development** **3-0-3**

studies the physical, social, emotional, cognitive and language development of infants and toddlers from birth to 3 years old. The development of each individual

## Early Childhood

### ECE 116 - Infant/Toddler Development 3-0-3

child and finding appropriate materials for each child are stressed. Mandatory observation (5 to 7 hours) in an infant/toddler center will provide opportunities for students to interact and assess childhood development. Professional skills in this field are examined. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ECE 117 - Math for Young Children 3-0-3

provides an overview of mathematical and hands-on methods that develop the PreK-3 child's problem solving skills. Emphasis is placed on identification of concepts appropriate to levels of mental, physical, and emotional development of children ages 0-8 years old. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Early Childhood Education

### ECE 118 - Science for Young Children 2-2-3

explores basic science concepts, methods, and strategies for encouraging the child's problem solving skills and investigation through hands-on exploration. Emphasis is on identification of concepts appropriate to levels of mental, physical, and emotional development of the child and the role of science in the education and development of young children. Offered in Fall.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Early Childhood Education

### ECE 203 - Child, Family, and Community 3-0-3

investigates the historical and current attitudes toward children and families, the history of childcare, and economic, cultural, and political factors that influence child care practices. Comparisons are made between childcare in the United States and those of other selected cultures. This course requires five hours of classroom observation experience. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ECE 210 - Curriculum Design for Early Childhood 3-0-3

offers an overview of the methods and procedures used in childhood education programs. Topics covered include curriculum, program planning, role of the teacher, use of materials and equipment, techniques of classroom management, and meeting the needs of individual children. The student needs either several of the ECE activity courses or equivalent knowledge to succeed in curriculum and program planning. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097 and completion of ECE 101 or permission from the Early Childhood Education full-time faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ECE 215 - Child Development 3-0-3

involves the study of child development during the early years of life (conception to age eight), including the study of physical/motor, social/emotional, cognitive, language, aesthetic and literacy development. Emphasis is on examination of current early childhood research and major developmental theories within the socio-cultural context of early interactions with gender, family, peers, race/ethnicity, socio-economics, religion, and society and their application to the

childcare and preschool settings. Learning implications will be indicated in the observations and case study related to ages 0-8. Students are required to participate in 10 hours of field experience in an infant/toddler, PreK-Grade 3 learning environment to pass the course. Offered in Fall.

**prerequisite:** *ECE 101 and eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural Science (ECE only)

Area of Concentration - Not Applicable

### ECE 221 - Teaching Strategies for Special Needs 3-0-3

explores knowledge and skills-based survey of special needs issues including managing disruptive behavior, communicating with and helping the individual learn to communicate, choosing and implementing specialized teaching strategies, positioning and handling techniques, and collaborating with the family and professionals in social service agencies. Hands-on clinical experiences (5 to 8 hours) will be required in an inclusive and a special needs classroom. Offered in Spring.

**prerequisite:** *eligibility for ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ECE 290 - Work Experience Practicum & Seminar 1-10-1 to 3

affords the student in the Early Childhood Education program the opportunity to apply the principles learned in other courses to the work situation through employment in or observation of activities necessary for the operation of a child care agency. Practicum assignments are allowed in DCFS-licensed child care centers and any public school prekindergarten. Each student serving a practicum in a licensed child care center must furnish current proof of a physical examination including a statement of his/her physical and emotional ability to work with children. Credit is determined at enrollment based upon hours per semester in the school setting: 15 clock hours = 1.0 credit hour; 30 clock hours = 2.0 credit hours; 45 clock hours = 3.0 credit hours. Due to education-related course observation requirements, this course may be repeated three times. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101, completion of a sufficient portion of the Early Childhood program to justify a learning experience in the employment setting, and permission from the Early Childhood Education full-time faculty and/or Dean*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Earth Science

### EASCI210 - Physical Geography (IAI: P1 909L) 3-2-4

offers an introductory study of physical geography and is designed to develop a basic understanding of the Earth, its landscapes and its climates. It concentrates on the earth as a system and on the variety of physical environments with which humans must deal. Lab activities include working with various types of geographical data, such as topographic maps, climate classification, and weather. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Physical Science

Area of Concentration - Earth Science

### EASCI220 - Intro to Physical Geology (IAI: P1 907L) 3-2-4

is an introduction to the study of physical geology and gives students a basic understanding of the processes that shape the earth. Topics include plate tectonics, volcanism, rocks and minerals, landforms and the various processes that shape landforms. Lab activities include the hands-on study of rocks and minerals, as well as the use of topographic maps and computer simulations. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*



## Earth Science

### EASCI220 - Intro to Physical Geology (IAI: P1 907L)

3-2-4

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Physical Science  
Area of Concentration - Earth Science

### EASCI230 - Intro to Meteorology (IAI: P1 905L)

3-2-4

is an introduction to the study of weather. Students acquire a basic understanding of meteorology, weather terminology and atmospheric science, including global weather patterns and climatic change. Lab activities include working with a variety of atmospheric data and weather maps. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and MATH 091*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Physical Science  
Area of Concentration - Earth Science

## Economics

### ECON 225 - Comparative Economic Systems

3-0-3

compares the similarities between various economies through an examination of systems of various countries/regions, including the former Soviet Union, China, Japan, Europe, Pacific Rim, and other economies. The course also includes the trade-off between efficiency and equity, economic freedom and economic order, and market-oriented systems versus planned economic systems. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Economics, International Business

### ECON 231 - Macroeconomics (IAI: S3 901)

3-0-3

is an introduction to the study of general economic principles. Such topics as economic systems, demand and supply, business organizations, gross national product, unemployment, inflation, fiscal policy, monetary policy, interest rates, and business cycles are discussed. Macroeconomics and current economic topics are emphasized. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Business, Economics, International Bus, Social Science

### ECON 232 - Microeconomics (IAI: S3 902)

3-0-3

is a continuation of the study of general economic principles. Such topics as elasticity, production costs, consumer demand, perfect and imperfect competition, agriculture, labor unions, social problems, and alternative economic systems are discussed. Microeconomics and current economic topics are emphasized. Offered in Fall and Spring.

**prerequisite:** *ECON 231*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Business, Economics, International Bus, Social Science

## Education

### ED 102 - Field Experience in Education

1-3-2

provides the student with additional practical, hands-on experience in a public school setting for the purpose of interacting with teachers, students, and other support personnel in diverse school settings. Students will participate in 80 clock hours of professional field experience and seminars. Students may be required to provide a criminal background check to school districts before participating in field experiences. This course may be repeated two times. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 103 - Introduction to Teaching

3-0-3

surveys what a teaching career entails to assist students in making an informed decision about whether teaching is the right career path. It explores the career of teaching with basic information about education, its history, finances, and current issues as well as the perspectives and requirements of teaching as a career. Five hours of field experience in diverse K-12 public school classroom settings are required. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 105 - Using Technology in the Classroo

3-0-3

provides an introduction to technology skills and resources necessary to develop and improve the knowledge of current and future educators on integrating technology into the classroom curriculum. Students will be provided with hands-on activities utilizing technology both professionally and personally to demonstrate proficiency. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 107 - Art for Elementary School Teachers

3-0-3

provides the student an opportunity to become involved in the study of child-level art and examination of practices in teaching art and art appreciation in the elementary school. This course may require formal classroom field experiences to be arranged with the instructor. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 108 - The Multicultural Classroom

3-0-3

provides the student an opportunity to explore and reflect on the importance of recognizing different cultures in the classroom. The course requires no prior knowledge, but students are expected to participate in comprehensive discussion of topics dealing with the contemporary issue of multiculturalism in education. Offered as needed.

**prerequisite:** *successful completion of ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 109 - Principles of Reading

3-0-3

is designed for students considering a career in teaching and for those working with children in grades P-12 to develop reading skills. The course discusses various methods of teaching reading, including whole language, interpretation and analysis of test results, development of language, reading disabilities, remediation plans, and methods of evaluation. Students will be required to complete a minimum of 10 hours of clinical experience in the public school district. Criminal background check may be required for clinical experiences. This course may require formal classroom field experiences to be arranged with the instructor. Offered as needed.

**prerequisite:** *successful completion of ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 199 - Topics in Education

1-0-1 to 3

provides the student an opportunity to participate in a comprehensive discussion of a topic and/or field experience dealing with contemporary issues in education. The course requires no prior knowledge, but students should have some interest in the seminar topic. This course may be repeated twice with a different topic.

## Education

### ED 199 - Topics in Education 1-0-1 to 3

Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 200 - Educational Psychology 3-0-3

examines application of the psychological principles of educational practice and classroom behavior strategies. Special emphasis is placed on understanding learner cognitive and psychological development, motivation, intelligence, evaluation, measurement, assessment, and the impact of culture on learning styles. The course requires 10 clock hours of formal classroom field experience to be arranged with the instructor. Students may be required to provide a criminal background check to school districts before participating in field experiences. A student may not receive credit for both ED 200 and PSYCH 200. Offered in Spring.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 205 - Foundations of Education 3-0-3

examines the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system for teacher preparation majors. Students will explore the nature of school environments through field experiences in K-12 public school classrooms. Fifteen hours of field experience in diverse K-12 public school classroom settings is required to pass the course. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 090 and 097

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 210 - Introduction to Bilingual Education 3-0-3

is a study of problems facing teachers, students, and educational institutions in multicultural communities. Includes discussion of the role of bilingual education, linguistically and culturally effective teaching strategies, and resources for multicultural teaching. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 220 - Exceptional Child 3-0-3

focuses on various areas of exceptionality, including children who have a learning disability, mental impairment, speech impairment, physical impairment, or health impairment or who are gifted, emotionally disturbed, and those at risk. Each area of study will include a historical background, a study of characteristics, nonbiased assessment methods, legal definitions, pre-referral alternatives, and IEP team responsibilities, as well as information related to specialized services and educational adaptations. Offered in Fall.

**prerequisite:** successful completion of ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Teacher Education

### ED 999 - Preparing for the IBST/TAP 2-0-1

is based on the Illinois Basic Skills Test (IBST)/Test of Academic Proficiency (TAP) framework and is designed to prepare prospective teachers to take and pass the test by refreshing and/or improving skills and abilities required in the areas of Reading, Language Arts, Writing, Mathematics, Testing, and Online Test-Taking strategies. Students should possess basic computer skills. This course

may be repeated three times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Teacher Education

## Electronics

### ELTRN110 - Intro to Electricity & Electronics 1-3-2

is a laboratory-oriented course in the fundamentals of electricity and electronics beginning with the basic concepts of electrical and magnetic forces, charge, voltage, current, resistance, and power. It also provides familiarization with the basic electronic systems, circuits and components, and methods of representation utilizing block diagram and schematic diagrams. Measurement techniques and use of laboratory instruments are emphasized. Offered as needed.

**prerequisite:** MATH 091 or equivalent competencies

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### ELTRN111 - Circuit Analysis 2-2-3

begins with definitions of voltage source, current source, and equivalent circuit. The loop, node, branch, ladder methods, Thevenin Theorem, and superposition theorem used in circuit analysis are also covered. The RC and RL time constants are defined, and their applications are introduced. Both inductive reactance and capacitive reactance are defined, and impedance is discussed in terms of complex variables and phasors. Series and parallel resonance circuits are studied. Offered as needed.

**prerequisite:** ELTRN 110 and MATH 091 or concurrent enrollment or equivalent competencies

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### ELTRN140 - Solid State Fund. for Electronic 2-2-3

presents an overview of solid state devices and systems, including fiber optics, integrated circuits, and light-activated components. The course is designed for electricians, students, and others who have some basic knowledge of electricity. Component and system construction, operation, installation, and service are emphasized. Various practical applications are presented throughout the course as they relate to temperature, light, speed, and pressure control. Offered as needed.

**prerequisite:** ELTRN 110 and ELTRN 111

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### ELTRN160 - Digital Electronics 2-4-4

is a laboratory-oriented course that emphasizes analytical reasoning and basic digital design using the standard integrated circuits that are used in industry today. The student will become proficient at using the symbols and procedures that are the standard in manufacturers' data manuals and industrial settings. Topics include numbering systems and codes, digital electronic signals and switches, basic logic gates, inverting logic gates, Boolean Algebra and reduction techniques, Exclusive-Or and Exclusive-Nor gates, code converters, multiplexers and de-multiplexers, and logic families and their characteristics. Offered as needed.

**prerequisite:** ELTRN 110 and ELTRN 111

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### ELTRN203 - Programmable Controllers 2-2-3

is a laboratory-oriented course that utilizes an Allen Bradley PLC 2/16 processor and the IBM PS-2 Model 30 computer with ICOM ladder logic software for programming. Topics include relay type instructions, timer, counters, sequencers,

## Electronics

### ELTRN203 - Programmable Controllers

2-2-3

arithmetic functions, files, shift registers, block functions, analog input and output, and troubleshooting. Offered as needed.

**prerequisite:** completion of ELTRN 110 and ELTRN 111

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Emergency Med Services

### EMS 100 - Emergency Medical Responder

2-2-3

prepares the entry-level emergency medical provider for employment or a volunteer position in a variety of non-transporting prehospital, industrial, and first responder settings. Students will be trained to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. This course follows the National EMS Education Standards as approved by the Illinois Department of Public Health. Upon successful completion of this course, a student is eligible to test for EMR licensure. Offered as needed.

**prerequisite:** eligible for ENGL 101 and MATH 091. HLTH 110 within 2 years or current American Heart Association BLS certification

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 120 - Emergency Medical Technician

4-5-6.5

prepares the entry-level emergency medical provider for employment or a volunteer position in a variety of transporting prehospital, industrial, and first responder settings. Students will be trained to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. An additional emphasis on pathophysiology, operations, and basic pharmacologic treatment modalities separates this from the EMR level. This course follows the National EMS Education Standards as approved by the Illinois Department of Public Health. Upon successful completion of this course, a student is eligible to test for EMT licensure. Offered in Fall and Spring.

**prerequisite:** eligible for ENGL 101 and MATH 091. HLTH 110 within 2 years or current American Heart Association BLS certification

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 125 - EMT Clinical

0-2.5-0.5

provides application of classroom and laboratory content covered in EMS 120 Emergency Medical Technician in a healthcare setting. Requires students to demonstrate competency in airway management, general pharmacology, patient assessment, the treatment of medical and traumatic emergencies, and EMS operations. Offered in Fall and Spring.

**prerequisite:** EMS 120 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 200 - Introduction to Prehospital Medicine

2-0-2

introduction to the roles, responsibilities, EMS systems, and medical and legal considerations of the EMS professions. Offered in Summer.

**prerequisite:** eligible for ENGL 101 and MATH 098. Current Illinois EMT, A-EMT, or EMT-I license

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 201 - Pathophysiology for the Paramedic

3-1.5-4

provides a foundational basis for viewing the body as a system, understanding

its functions, anticipated reaction to injury, illness, and intervention. Also includes the study of general lifespan development of the body and how pathophysiological changes affect it. Offered in Summer.

**prerequisite:** EMS 200 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 210 - Fundamentals of Clinical Care

3-2-4

intensive course designed to prepare the student for clinical experiences. In this course students will gain cognitive and psychomotor understanding of airway management, medication administration, emergency pharmacology, and the methodology of advanced patient assessment. The student will learn to determine the relevance of clinical signs and symptoms identified and develop a treatment plan. Offered in Fall.

**prerequisite:** EMS 200 and EMS 201

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 215 - Paramedic Clinical 1

0-3-1

provides application of classroom and laboratory content covered in EMS 210 Fundamentals of Clinical Care in a healthcare setting. Requires students to demonstrate competency in advanced airway management, emergency pharmacology, patient assessment, and medication administration. Offered in Fall.

**prerequisite:** EMS 210 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 220 - Principles of Trauma

3-2-4

study of traumatic emergencies normally encountered prehospitally with emphasis on pathophysiology, etiology, symptomatology, and management. Additional emphasis placed on types of shock commonly found in traumatic patients and their management. Offered in Fall.

**prerequisite:** EMS 210 and EMS 215

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 225 - Paramedic Clinical 2

0-4-1

provides application of classroom and laboratory content covered in EMS 220 Principles of Trauma in a healthcare setting. Requires students to demonstrate competency in trauma patient assessment and management. Offered in Fall.

**prerequisite:** EMS 220 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 230 - Cardiopulmonary Emergencies

3-2-4

intense study of the etiology, pathophysiology, symptomatology, and management principles for cardiovascular and pulmonary emergencies. Includes electrophysiological principles of ECG interpretation. Offered in Spring.

**prerequisite:** EMS 210 and EMS 215

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Emergency Medical Services

### EMS 235 - Paramedic Clinical 3

0-5-1.5

provides application of classroom and laboratory content covered in EMS 230 Cardiopulmonary Emergencies in a healthcare setting. Requires students to demonstrate competency in the assessment and management of patients with cardiovascular and respiratory emergencies. Offered in Spring.

## Emergency Med Services

### EMS 235 - Paramedic Clinical 3

0-5-1.5

**prerequisite:** EMS 230 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 240 - Medical Conditions and Management

3-2-4

study of pathophysiology, symptomatology, etiology, and management techniques of commonly encountered medical emergencies. Lab sessions with focus on developing and carrying out a dynamic treatment plan. Offered in Spring.

**prerequisite:** EMS 210 and EMS 215

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 245 - Paramedic Clinical 4

0-4-1

provides application in a healthcare setting of classroom and laboratory content from the core Paramedic curriculum and adds additional content from EMS 240 Medical Conditions. Requires students to demonstrate competency in the assessment and management of patients with commonly encountered medical emergencies. Offered in Spring.

**prerequisite:** EMS 240 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 250 - EMS Special Populations

3-2-4

study of the etiology, pathophysiology, symptomatology, and management of special needs patients. Includes gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse/assault, and chronic care. Provides the Paramedic with nationally recognized certifications beneficial to prehospital care including Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Program (NRP). Offered in Summer.

**prerequisite:** EMS 220, EMS 225, EMS 230, EMS 235, EMS 240, and EMS 245

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 255 - Paramedic Clinical 5

0-5-1.5

provides application in a healthcare setting of classroom and laboratory content from the core Paramedic curriculum and adds additional content from EMS 250 EMS Special Populations. Requires students to demonstrate competency in the unique assessment and management of patients that are within special population groups. Offered in Summer.

**prerequisite:** EMS 250 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 260 - EMS Operations and Certifications

2-2-3

introduction to EMS field operation topics and techniques utilized in basic victim disentanglement and extrication. Provides the Paramedic with nationally recognized certifications beneficial to prehospital care including Advanced Cardiac Life Support (ALCS) and International Trauma Life Support (ITLS). Offered in Fall.

**prerequisite:** EMS 250 and EMS 255

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 265 - Paramedic Clinical 6

0-5-1.5

provides application in a healthcare setting of classroom and laboratory content from the core Paramedic curriculum and adds additional content from EMS 260 EMS Operations. Requires students to demonstrate increasing competency in the assessment and management of patients. Offered in Fall.

**prerequisite:** EMS 260 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 270 - Paramedic Capstone

1-12-4

paramedic capstone experience requiring the Paramedic Student to perform successfully as a Team Leader on an Advanced Life Support unit in the prehospital setting. Students are required to complete a minimum number of team leads with an assigned field preceptor. The classroom portion of this course will be a hybrid preparation of the student for the National Registry of Emergency Medical Technician's Paramedic exam upon graduation. Offered in Fall.

**prerequisite:** EMS 260 and EMS 265

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 280 - Critical Care Transport

6-2-7

provides classroom and laboratory instruction in the theory and practice of critical care transport. Students are required to demonstrate competency in advanced airway management, pathophysiology, critical care pharmacology, mechanical ventilation, patient assessment, invasive hemodynamic monitoring, special populations, and critical care transport operations. Meets initial Advanced Formal Education requirement for IDPH Tier III Critical Care Transport. Offered in Fall.

**eligible for ENGL 101 and MATH 098. Currently Illinois licensed Paramedic, RN, RRT, MD/DO, or other student on a case-by-case evaluation. Documentation of 2000 hours of patient care experience at the ALS, ER, ICU and/or CCU level. Currently certified in CPR, ACLS, PALS/PEPP/ENPC, and ITLS/PHTLS/TNCC/TNS**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

### EMS 285 - Critical Care Transport Clinical

0-4-1.5

provides application of classroom and laboratory content covered in EMS 280 Critical Care Transport in a healthcare setting. Requires students to demonstrate competency in advanced airway management, critical care pharmacology, mechanical ventilation, patient assessment, invasive hemodynamic monitoring, and critical care transport operations. Offered in Fall.

**prerequisite:** EMS 280 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Basic Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Emergency Medical Services

## Engineering

### ENGR 110 - Engineering Graphics (IAI: EGR 941)

1-4-3

is designed for pre-engineering students and includes shop terms and processes, geometry of engineering drawing, working drawings, intersections and developments, advanced projection systems, use and construction of graphs, charts and monographs, and design problems and applications. Offered in Fall.

**prerequisite:** DRAFT 101 or permission of the instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Engineering, Drafting

### ENGR 211 - Statics (IAI: EGR 942)

4-0-4

introduces basic concepts concerning force systems as applied to particles and rigid bodies in static equilibrium. Vector methods and calculus are used to examine two- and three-dimensional systems such as trusses, beams, and frames. Topics include resultants of force systems, moments of inertia, couples,

## Engineering

### ENGR 211 - Statics (IAI: EGR 942) 4-0-4

distributed forces, center of mass, analysis of structures, and friction. Offered in Fall.

**prerequisite:** *PHYS 151 and MATH 122 and concurrent enrollment in or completion of MATH 221*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - General Science, Physics, Math, Engineering

### ENGR 212 - Dynamics (IAI: EGR 943) 4-0-4

applies elements of vector calculus to two- and three-dimensional motion of a particle and of a rigid body. Topics include kinematics, kinetics, absolute and relative motion, translation, rotation, Newton's laws of motion, work and energy, power, and impulse and momentum. Offered in Spring.

**prerequisite:** *ENGR 211*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - General Science, Physics, Math, Engineering

## Engineering Technology

### ENGT 100 - Manufacturing Processes (IAI: IND 913) 3-0-3

is designed to give a basic understanding of the various processes used in industry. The student will understand how processes of component manufacturing relate to product design and business decision-making. This course covers several process categories including metal fabrication, casting, welding, machining, plastics molding, surface finishing, heat treatment, and assembly. Bulk processing methods common to the food, chemical, and petroleum industries are also explored. Upon completion of this course, students will understand how people, processes, information, and materials are successfully integrated to produce sellable products. Course information is delivered using lectures, videos, field trips, and demonstrations. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

### ENGT 101 - Motor Control Fundamentals 3-3-4

is a practical, hands-on class, centered on the study and application of controls and systems in the industrial environment. This course begins at the introductory level and progresses through advanced manual and automatic electromechanical and solid-state controls. Quizzes will be given regularly and will include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern industrial control systems. Safe work habits are emphasized throughout the course. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 102 - Blueprint Reading 3-0-3

provides experiences in reading industrial prints and some sketching of orthographic and pictorial drawings. Topics covered include the interpretation of detail and assembly drawings; auxiliary views; sections, dimensions, and tolerances; lists of materials; notes; drawing change systems; threads; callouts for machine processes; positional and form tolerances; gears; splines; CNC documents; and sheet metal, welding, and control diagrams. Students produce engineering drawings using manual drafting tools and computer-aided design systems. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 103 - Fluid Power Fundamentals 2-2-3

is a hands-on course in the fundamentals of industrial fluid power systems. This course covers both hydraulic and pneumatic systems; however, most discussions and laboratory work focus on industrial hydraulic systems.

Pneumatic systems are discussed near the end of the course where an emphasis is placed on air compression and air preparation. Initial discussions show how energy, force, pressure, and flow relate to hydrostatic systems. Subsequent discussions cover the design of various components and circuits. Industry-grade cylinders, valves, motors, and pumps are used in all laboratory experiments, and students disassemble these components to gain a better understanding of their operation. Schematic symbols are presented throughout the course, and students are required to generate circuit diagrams using both manual drawing and computer software. Offered in Fall and Spring.

**prerequisite:** *eligibility for MATH 091*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 104 - CNC Fundamentals 2-2-3

is an introduction to CNC machinery as it applies to the operator. CNC (computer numerical controlled) Fundamentals is a hands-on course in the setup, operation, and basic programming of CNC machines including both turning (lathes) and milling machines. Topics include an introduction to basic CNC program codes, set up, tooling, and operation. The MDI mode is utilized for manual axis control and basic machine functions. Work shift and tool offsets are programmed. Offline programming is used to create basic CNC programs. The programs are downloaded, called up, and edited, and tool path code is graphically verified before being run. Machine operation includes basic fixturing, feed and speed rates, machine maintenance, and adjustments to meet part quality requirements. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

### ENGT 105 - Occupational Safety (MSSC-1) 3-0-3

is an introductory course appropriate for operators, technicians, supervisors, and managers desiring to learn the fundamentals of occupational safety and health. Most topics discussed relate to the General Industry Standards established by the Occupational Safety and Health Administration (OSHA). This course identifies common hazards in business and industry and investigates various methods of controlling those hazards. This is primarily a lecture and discussion course; however, several hands-on demonstrations are used to enhance instruction. Presentations are similar to shop floor safety meetings. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 111 - Motor Control Applications 3-3-4

is a practical, hands-on class, centered on the study and application of controls and systems in the industrial environment. This course includes a study of Programmable Logic Controllers, reduced voltage starting techniques, variable speed drives, soft starters, single-phase motors, three-phase theory and applications, solid-state controls, photo switches, proximity switches, horsepower and torque calculations, motor performance and testing, and motor applications. Quizzes are given regularly and include lab activities. Selected lab activities are taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern industrial control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

**prerequisite:** *ENGT 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 120 - Process Control Fundamentals 2-2-3

is a practical, hands-on class, centered on the study and application of instrumentation and process controls and systems in the industrial environment. This course begins at the introductory level with basic measurement techniques for temperature, pressure, level, and flow. Current loops, PID control and calibration are discussed and applied in the lab. Quizzes are given regularly and

# Engineering Technology

## ENGT 120 - Process Control Fundamentals

2-2-3

include lab activities. Selected lab activities are taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern process control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

**prerequisite:** ENGT 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 131 - Maintenance Fundamentals

3-2-4

provides an introductory understanding of the maintenance procedures utilized in modern industrial processes. The maintenance management concepts of total productive maintenance (TPM), including routine, preventative, predictive, are integrated throughout this course. Topics include the skills and knowledge to perform housekeeping, preventive and routine maintenance of the manufacturing systems that are common in local factories and processing plants. Machine systems covered include mechanical, electrical, pneumatic, hydraulic, lubrication, belts and chains, bearings, couplings, and automation. Students will work with technical handbooks, manufacturers' catalogs, and trade literature to solve maintenance problems. Theory gained in the classroom is applied in laboratory-based exercises. Offered in Fall and Spring.

**prerequisite:** MATH 091 and eligibility for ENGL 101 or approval of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 150 - Machining Fundamentals

1-2-2

provides a hands-on introduction of the basic principles of introduction to the various machining operations, setups, and procedures. The course focuses on traditional machining methods including lathes, mills, drills, cut-off saws and grinders. Topics include machine capabilities, basic process planning, setup, and machine operation. Additional topics include bench work, the use of hand tools, basic measurement tools, and layout tools. Shop safety is covered in every operation. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

## ENGT 151 - Cutting & Workholding

1-2-2

introduces the theory and operation of metal cutting tools using manual and CNC machining. Tools covered include drills and reamers, end mills, mill cutters, tool bits, single-point turning tools, indexable tooling, and thread tap and dies. Topics also include tool selection, machinability of different materials, calculation of speeds and feeds, and spindle horsepower requirements. Elementary heat treatment of metals and case hardening are covered as to how they affect tool selection. Work holding topics include the operation, selection and proper use of chucks, vises, clamps, and custom fixturing. Students also perform simple operations such as basic grinding, face, turn, bore, knurl, chamfer, center drill, tap, groove, cut tapers, adjust feeds and speeds, mill flat, square surfaces, and make slots. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

## ENGT 160 - Metrology and Quality Control

2-2-3

is a hands-on introduction to precision measurement. Topics include an overview of measuring instruments, including their advantages and limitations. Tools include micrometer and vernier tools, dial indication instruments, gauge blocks, hand tools, layout tools and layout methods. Advanced technologies are utilized including coordinate measuring machine (CMM) and vision inspection system. Measurement data is analyzed with basic statistical methods including control charts and sampling plans. Data is analyzed to determine correction plans. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 200 - Industrial Materials (IA: IND 912)

3-0-3

is an introduction to the types and uses of industrial materials. Topics include general classifications of materials: ferrous metals, nonferrous metals, composites and plastics. Physical, chemical, electrical properties of materials and testing criteria are covered. Emphasis is placed on the manufacture, properties, benefits, limitations, and applications of these materials in contemporary industry. Additional topics include the heat treatment of metals to improve performance and manufacturability. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Manufacturing Technology/Machining

## ENGT 210 - PLC Fundamentals

3-2-4

is a practical, hands-on class, centered on the study and application of Programmable Logic Controllers in the industrial environment. This course begins at an intermediate level, assuming prior knowledge of or experience with Programmable Logic Controllers, and progresses through advanced programming concepts. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and program PLC-based control systems. Safe work habits are emphasized throughout the course. Offered in Fall.

**prerequisite:** ENGT 111

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 211 - PLC Applications & Data Acquisition

2-2-3

centered on the study and application of Programmable Logic Controllers in the industrial environment. This course assumes prior experience with or knowledge of Programmable Logic Control systems. Topics include analog I/O, block transfers, remote I/O, remote chassis configuration, DH+ and RIO communications, PLC networking, RSLinks driver configuration, indexed addressing, indirect addressing, message instructions and processor status file concepts. The course includes a study and application of SCADA/HMI software. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and program PLC-based control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

**prerequisite:** completion of ENGT 111

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 212 - Motor Control Systems

3-3-4

introduces the student to the methods used to maintain, troubleshoot, install, and repair industrial electrical systems. Topics include wiring and piping methods, the effective use of test equipment, various approaches to troubleshooting electrical systems, a review of electric motor theory, and expanded coverage of three-phase power and distribution systems. Preventive maintenance of electrical systems is discussed. Application portions of the National Electrical Code are included. Safe work habits are emphasized throughout the course. There will be two lecture hours and four laboratory hours per week. Offered in Fall.

**prerequisite:** ENGT 111

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## ENGT 213 - Robotic Fundamentals

2-2-3

is a hands-on introduction to industrial robot systems including hardware, software, and system integration. Topics include operation, programming, troubleshooting, proper application, system integration, profitability analysis, and safety issues. The course covers an overview of current robotics industry, terminology, mechanical components, power sources, end effectors, robot controllers, and system sensors. A variety of robotic systems are studied,

## Engineering Technology

### ENGT 213 - Robotic Fundamentals

2-2-3

including servo and non-servo systems. Programming is done both on the PC and "teach" pendants. Robots are integrated with CNC machines, programmable logic controllers and electrical controls to create a flexible manufacturing system (FMS). Offered in Fall and Spring.

**prerequisite:** ENGT 104 or ENGT 210

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 214 - Motion Control Applications

2-2-3

introduces the student to the methods and equipment used to program, configure, troubleshoot, and repair AC and DC drive systems, closed loop servo drives, and motion control systems. Topics include the effective use of test equipment, variable speed drive applications and configuration, various approaches to troubleshooting drive systems, servo systems, an overview of electrical motor theory, position and speed feedback devices, and closed loop control. Safe work habits are emphasized throughout the course. Offered in Fall.

**prerequisite:** ENGT 111

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 215 - Motion Control Systems

2-2-3

introduces the student to the methods and equipment used to maintain, troubleshoot and repair Computer Numerical Controls. Topics include the effective use of test equipment, various approaches to troubleshooting CNC's and a review of motion control theory and PLC's. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain CNC control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

**prerequisite:** ENGT 214

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 220 - Process Control Applications

2-2-3

is a practical, hands-on class, centered on the study and application of instrumentation and process controls and systems in the industrial environment. This course assumes the student has prior knowledge of basic instrumentation and process control systems. Topics include "smart" instrumentation, valves and actuators, ratio control, cascaded control loops, PLC control, analog I/O, PH, conductivity, and an introduction to HMI/SCADA systems. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern process control systems. Safe work habits are emphasized throughout the course. Offered in Fall.

**prerequisite:** ENGT 120

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 230 - Power Transmission Applications

2-2-3

provides students with enhanced training in mechanical power transmission systems. Topics covered include plain bearings, ball bearings, roller bearings, bearing selection and maintenance, right angle gears, speed reducers, gaskets and seals, clutches and brakes, and linear drives. Students work with handbooks, manufacturers' catalogs, and trade literature to solve power transmission problems. Offered in Fall.

**prerequisite:** ENGT 131 or approval of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 231 - Piping Fundamentals

1-2-2

is designed to give students the skills to specify and assemble basic pipe, tube, and hose systems. Topics include pipe materials, pipe schedules, pipe threading, fittings, valve operation and maintenance, schematic interpretation, tube bending, and hose construction. This course also covers the operation and performance of steam distribution systems. Skills are acquired using hands-on laboratory exercises. Offered in Spring.

**prerequisite:** eligibility for MATH 091 and ENGL 101 or approval of the instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 232 - Rigging & Cranes

1-2-2

demonstrates how to select and configure cranes, hoists, and slings for safe load movement. Topics include load weight estimating and balancing, hook and eyebolt installation, hoist selection, sling design, and crane identification. Skills are acquired through classroom lectures and hands-on laboratory exercises. Offered in Spring.

**prerequisite:** eligibility for MATH 091 and eligibility for ENGL 101, or approval of the instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 233 - Lubrication Systems

1-2-2

investigates the function of lubrication in mechanical systems. It also provides students with the skills to operate series/progressive and piston distributor central lubrication systems that are furnished with Lubriquip Maxi-Monitor controllers. Troubleshooting principles are covered in detail and primarily applied to lubrication systems; however, troubleshooting of other electro-mechanical systems is also discussed. Analysis of oil samples is undertaken to determine viscosity, metallic wear rates, level of degradation, and level of foreign substance contamination. Complex components, such as divider valves, are disassembled to give students a clear understanding of their operation. Offered in Fall.

**prerequisite:** eligibility for MATH 091 and eligibility for ENGL 101, or approval of the instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 234 - Pump Applications

1-2-2

covers the operation of dynamic and positive displacement pumps. Discussion of positive displacement pumps focuses on those types not covered in the industrial fluid power courses. Pump theory is discussed in detail to provide students with skills to troubleshoot and evaluate pump systems. Course topics include pump classification, head calculations, specific speed, pump curves, fluid viscosity, net positive suction head, cavitation, pump corrosion, seals, packings, series pump systems, and parallel pump systems. Students use hands-on exercises to investigate centrifugal pumps, diaphragm pumps, and peristaltic pumps. Offered in Fall.

**prerequisite:** eligibility for MATH 091 and eligibility for ENGL 101, or approval of the instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### ENGT 235 - Industrial Machinery Repair

1-2-2

allows students to solve mechanical problems by combining skills obtained from other mechanical courses; therefore, students are encouraged to enroll for this course during their second year of study. Machine tools are the center for most discussions in this class. Topics include leveling, anchoring, axis alignment, gib adjustment, chip conveyors, and ball screws. Planned maintenance of equipment

# Engineering Technology

## ENGT 235 - Industrial Machinery Repair

1-2-2

is emphasized, and initial lectures cover preventive and predictive maintenance practices. Students perform predictive maintenance techniques such as oil analysis, vibration analysis, and thermography. Offered in Spring.

**prerequisite:** ENGT 230 or approval of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 240 - Hydraulic Applications

2-2-3

applies those concepts learned in ENGT 103, Fluid Power Fundamentals. This course focuses entirely on industrial hydraulics with emphasis on circuit design. Students design hydraulic circuits using computer simulation software and validate each virtual design by creating an equivalent physical circuit. Students are also required to interpret hydraulic schematics associated with complex industrial machinery. The majority of class time will be used for laboratory and project work. Students must have basic computer skills and be able to manipulate the Windows operating system. Offered in Spring.

**prerequisite:** ENGT 103

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 241 - Pneumatic Applications

2-2-3

provides comprehensive instruction in the area of industrial pneumatics. Pneumatic concepts not covered in ENGT 103, Fluid Power Fundamentals, are discussed. The role of pneumatics in industrial automation is emphasized. Topics covered include air-logic circuits, vacuum systems, air bearings, pneumatic actuators, pneumatic valves, schematics, compressor sizing and maintenance, air drying, air filtration, and electronic sensors. Students incorporate computer simulation in the design and validation of electro-pneumatic circuits. Students must have basic computer skills and be able to manipulate the Windows operating system. Lecture and laboratory are given equal emphasis in this course. Industry-grade pneumatic components are used for all laboratory work. Offered in Fall.

**prerequisite:** ENGT 103

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 242 - Fluid Power Systems

2-2-3

provides advanced training in the area of industrial hydraulics with emphasis placed on system performance and troubleshooting. Initial activities require students to adjust and measure the performance of an integrated hydraulic system accurately. Advanced exercises require students to troubleshoot and repair single and multiple system faults. Students will become proficient in diagnosing problems and implementing solutions. Offered in Spring.

**prerequisite:** ENGT 103 or approval of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 250 - CNC Turning

2-2-3

covers the programming, setup, and operation of a CNC turning machine to create a variety of parts. Topics include an advanced use of the various functions of the turning machine's controller and advanced skills and knowledge of tooling and machine setups. CNC Turning programming techniques and machine setup include roughing, finishing, profiling, facing, threading, and boring. Job setup sheets are created utilizing the part print. Machine capabilities are utilized in both a production and job-shop environment. The students will CNC machine a major metal working project requiring the use of all the equipment in the machine shop. Offered in Fall.

**prerequisite:** ENGT 104, ENGT 150, ENGT 151

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Manufacturing Technology/Machining

## ENGT 251 - CNC Milling

2-2-3

is an advanced course covering the programming, setup, and operation of a CNC milling machine to create a variety of parts. Topics include an advanced use of the various functions of the machine's controller, and advanced skills and knowledge of tooling and machine setups. CNC programming techniques and machine setup include roughing, finishing, profiling, pocketing, and drilling and tapping. Job setup sheets are created utilizing the part print. Machine capabilities are utilized in both a production and job-shop environment. The students will CNC machine a major metal working project requiring the use of all the equipment in the machine shop. Offered in Fall.

**prerequisite:** ENGT 104, ENGT 150, ENGT 151

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Manufacturing Technology/Machining

## ENGT 252 - CAM Applications

2-2-3

is a hands-on course that utilizes commercial CAM software to create CNC machine code directly from a CAD model database. Various two-dimensional and three-dimensional surfaces are modeled and edited to generate CNC code. CAD models are edited for manufacturability. Job setup files are customized to represent the specific CNC machine to be utilized. Post processing and code editing techniques are utilized to customize the generated code for specific machines. Tool path modeling and simulation methods are utilized to optimize machining performance. Codes are downloaded for machining. Offered in Spring.

**prerequisite:** DRAFT 236 or DRAFT 103 and ENGT 104 or consent of full-time Engineering Technology instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Manufacturing Technology/Machining

## ENGT 290 - Work Exp. Practicum & Seminar

1-10-3

provides students the opportunity to apply their technical training in a workplace setting. The practical nature of this course will enhance the knowledge and skill base of the student. Students must work 10 hours per week once appropriate employment is secured and are expected to participate in solving real-life technical problems under the supervision of an experienced technician(s). A list of suggested work-based learning sites, with contact names and phone numbers, will be given to the student by the instructor; however, the student is responsible for finding applicable employment. The instructor will counsel the student during the search for a work-based learning site. The student and the instructor will communicate at least once a week to review progress. Offered as needed.

**prerequisite:** approval of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 295 - Workplace Simulation & Project

1-10-3

provides for supervised independent projects in Engineering Technology and is only for students in their last semester. The student will keep a log of progress, prepare written reports, and present an oral report at the end of the semester. The student will apply classroom knowledge to a workplace situation in the form of a hands-on technical project. The project will provide advanced students with the opportunity to integrate and practice previous coursework in a simulated work environment under the supervision of an instructor. The work project will be developed cooperatively between the instructor and each student to provide a variety of technical experiences directly related to the student's career goals. Offered as needed.

**prerequisite:** student should be in last semester of study

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## ENGT 299 - Systems Integration

1-4-3



## Engineering Technology

### ENGT 299 - Systems Integration

1-4-3

is designed to provide the student with a realistic cross-disciplinary work experience. The students are given a complete specification for a functional system. The students are then expected to design, build, wire, pipe, program, test, and document the system. A variety of system packages is available. The system chosen for each class will be determined by the enrollment and make-up of each class. Students are expected to collaborate with students from other disciplines to complete the project. Safe work habits are emphasized throughout the course. Offered as needed.

**prerequisite:** *This is the capstone course for the Engineering Technology degree program. This course will be offered to fourth-semester students after successful completion of all preceding courses within each student's respective discipline.*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## English-Communication

### ENGL 101 - Composition 1 (IA: C1 900)

3-0-3

is a basic course in college writing. Students write and revise essays using a variety of rhetorical methods. Through extensive writing and careful reading, students cultivate their ability to think critically and improve their ability to compose acceptable and effective academic papers. Special attention will be paid to persuasive writing. Student cannot receive IAI credit without receiving a "C" or better in the course. Offered in Fall, Spring, and Summer.

**prerequisite:** *one of the following: 1) "C" or better in English 090 and/or 097; 2) score of 40th percentile or above on ACT (English and Reading) or SAT (Verbal); 3) satisfactory scores on Richland's English and Reading Comprehension placement tests; or 4) evidence of equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications

Area of Concentration - Not Applicable

### ENGL 102 - Composition 2 (IA: C1 901R)

3-0-3

is the conclusion of the first-year, college-level writing program. The course continues the study and practice of composition begun in English 101 with a major focus on source-based arguments. Students learn to recognize various levels of formality and to develop a style of writing appropriate for a formal research paper. All elements of research are taught: choosing a topic, focusing on a thesis, locating and evaluating varied sources, organizing materials, writing and documenting the text, and revising. Student cannot receive IAI credit without receiving a "C" or better in the course. Offered in Fall, Spring, and Summer.

**prerequisite:** *ENGL 101 with "C" or better*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications

Area of Concentration - Not Applicable

### ENGL 105 - Technical Writing in the Workplace

3-0-3

provides instruction and practice in the preparation of reports appropriate for business and industry. Various rhetorical strategies for identifying and reaching particular audiences are presented. Students learn all aspects of preparing reports: choosing a topic, identifying a primary audience, completing various kinds of research, which may include phone or personal interviews, surveys, letters, and questionnaires, organizing materials, writing and documenting the text, revising, designing graphics appropriate to the text, and as needed, creating glossaries and appendices to the text. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications

Area of Concentration - Not Applicable

### ENGL 110 - Professional & Technical Writing (IA: C1 900R)

3-0-3

provides experience for individuals, as part of small, project management teams, in developing solutions to business and professionally-based case studies. As part of the course, students learn to identify audiences in offering findings and

recommendations to solve case studies. Writings include a range of internal and external correspondence forms: letters of application and resumes; surveys; and informal and formal reports together with graphs and charts, appendices, and glossaries. All elements of the writing process, conceptually-originating, drafting, revising, and editing, are addressed. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - Not Applicable

### ENGL 120 - Introduction to Creative Writing

3-0-3

offers instruction and practice in writing fiction, poetry, and creative nonfiction. Students learn the main critical and structural approaches to these genres. Students produce a set amount of writing in each genre, and more in a chosen genre, and discuss student work in class. The work must be creative and also mechanically acceptable. Students learn about acceptable manuscript practices and market opportunities. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - English

### ENGL 222 - Advanced Creative Writing

3-0-3

offers students the opportunity to develop advanced skills in one of the genres presented in ENGL 120. Each student will be expected to produce a significant body of writing such as a collection of poems, a full-length play, a major part of a novel, or a collection of short stories. Offered as needed.

**prerequisite:** *ENGL 120 or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Communications (AAS and ALS only)

Area of Concentration - English

## English-Fine Arts

### ENGL 140 - Introduction to Film Art (IA: F2 908)

3-0-3

examines the aesthetic and cultural qualities of film as a contemporary art form. By viewing and discussing a variety of films, students will become familiar with the unique properties of cinematic art along with the qualities it shares with other art forms. In addition, the place of film in American culture and society is explored. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Fine Arts

Area of Concentration - Not Applicable

### ENGL 241 - Film History (IA: F2 909)

3-0-3

is an international survey of the historical development of film, emphasizing a study of films and innovation in film production that have significant influence on film as an art form. It includes the study of films by such directors as Eisenstein, Chaplin, Lang, Renoir, Welles, Ford, Hitchcock, de Sica, Fellini, Bergman, Kurosawa and some contemporary directors. Offered as needed.

**prerequisite:** *ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Fine Arts

Area of Concentration - English

## English-Humanities

### ENGL 115 - Introduction to Literature (IA: H3 900)

3-0-3

introduces students to the careful reading, discussion, and written analysis of literature. Students read and discuss poetry, fiction, and drama. The course also includes practice in the skills necessary to write about literature. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

## English-Humanities

### ENGL 115 - Introduction to Literature (IA: H3 900)

3-0-3

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 124 - Introduction to Fiction (IA: H3 901)

3-0-3

introduces students to the careful reading, discussion, and written analysis of short stories and novels. Students learn the use of various critical methods in examining the elements, aims, and effects of fiction. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 126 - Introduction to Poetry (IA: H3 903)

3-0-3

introduces students to the reading, discussion, and written analysis and understanding of poetry through the study of techniques, themes, and some major poets of the English and American traditions. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 128 - Introduction to Drama as Literature (IA: H3 902)

3-0-3

introduces students to the reading, discussion, and written analysis of plays. Students read representative plays of the Western tradition from those of early Greece to recent American productions, studying dramatic conventions, techniques, and themes. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 150 - Topics on Literature

3-0-3

examines a selected topic or movement through careful reading, discussion, and written analysis of representative works of literature. The course content will vary each time it is offered. This course may be repeated once with a different topic. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities (AAS and ALS only)

Area of Concentration - English

### ENGL 160 - Literature and Gender (IA: H3 911D)

3-0-3

introduces students to literary works written by major women writers or about women through reading, discussion, and written analysis. Students are also exposed to historic, educational, and social trends that relate to women and the impact of women on these same trends. Emphasis may be placed on specific genres or groups of writers, such as women of color. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 162 - Children's Literature (IA: H3 918)

3-0-3

is a survey of selected works of children's literature through reading, discussion, and analysis. Literary elements, genre, illustration, culture, and censorship are explored. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 201 - American Literature to 1900 (IA: H3 914)

3-0-3

is a historical survey of American literature from its beginning to 1900. Some of the authors read include Poe, Emerson, Thoreau, Hawthorne, Melville, Twain, Whitman, and Dickinson. Particularly examined are the cultural and political milieus of the periods in which this literature was created. Offered as needed.

**prerequisite: ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 202 - American Literature in 20th Century (IA: H3 915)

3-0-3

is a historical survey of American literature from 1900 to the present. Some of the authors read include Frost, Hemingway, Faulkner, Cummings, Eliot, Stevens, Baldwin, Bellow, Plath, and Walker. Offered as needed.

**prerequisite: ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 240 - Film and Literature (IA: HF 908)

3-0-3

examines the formal, thematic, and historical relationships between literary and cinematic forms. Through careful reading/viewing, discussion, and written analysis of novels, short stories, plays, and their cinematic adaptations, students will come to a greater understanding of the characteristics of each medium. Offered as needed.

**prerequisite: ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities, Fine Arts

Area of Concentration - English

### ENGL 251 - English Literature to 1800 (IA: H3 912)

3-0-3

is a selective historical survey of English literature from its beginnings to 1800. Some of the authors read are Chaucer, Spenser, Shakespeare, Milton, Dryden, Swift, Pope, and Johnson. Emphasis is on the interpretation of each work, the cultural context in which it was created, and the present relevance of the work. Offered as needed.

**prerequisite: ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 252 - English Literature 19th-20th Century (IA: H3 913)

3-0-3

is a selective survey of English literature from the beginning of the Romantic era, through the Victorian period, and into the twentieth century. Some of the authors read are Wordsworth, Keats, Tennyson, Browning, Conrad, Yeats, Lawrence, Joyce, Auden, Hughes, and Larkin. Offered as needed.

**prerequisite: ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - English

### ENGL 253 - Introduction to Shakespeare (IA: H3 905)

0-0-3

includes reading, discussion, and analysis of selected Shakespearean plays and sonnets. Includes biographical information, the influence of his times, and secondary resources. Offered as needed.

**prerequisite: ENGL 101**

## English-Humanities

### ENGL 253 - Introduction to Shakespeare (IAI: H3 905) 0-0-3

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - English

### ENGL 260 - Science Fiction 3-0-3

introduces major writers and works of science fiction, including poetry, short stories, novels, and films. Students examine the genre through its literary history and contexts, its major themes, devices, writers, and adaptation into films. Offered as needed.

**prerequisite:** ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - English

### ENGL 261 - Fantasy & Mythology (IAI: H9 901) 3-0-3

studies the nature of mythology through the study of folklore and legendary narratives, themes, archetypal figures/situations, symbolism, and figurative language. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - English

### ENGL 270 - Literature and the Bible (IAI: H9 900) 3-0-3

introduces students to the Bible as a literary and historical document and to the use of the Bible by writers of English and American literature. Offered as needed.

**prerequisite:** ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - English

### ENGL 280 - Non-Western Literature (IAI: H3 908N) 3-0-3

is an introduction to literature in English by writers from non-western cultures--Asian, South Asian, African, Caribbean, and Middle-Eastern. This meets the non-Western course requirement. Offered as needed.

**prerequisite:** ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - English

## English/Second Language

### ESL 081 - Pre-Beginning 4-0-0.5 to 10

is for students who function minimally in English. The course content covers beginning structure, pronunciation, vocabulary building and limited reading and writing skills. The primary objective of the course is to help the students develop a basic comprehension of the English language. This course is offered tuition free. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ESL 082 - Beginning 4-0-0.5 to 10

is for students who have minimal experience and/or instruction in English. The course content covers beginning structure, pronunciation, vocabulary building, and reading and writing skills. The primary objectives of the course is to provide repetitive practice toward a meaningful and communicative use of the English language. This course is offered tuition free. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ESL 083 - Intermediate 4-0-0.5 to 10

is for students who have some experience and/or instruction in English. The course content reviews basic structure and pronunciation skills, continues vocabulary building and devotes equal time to reading, speaking and writing skills. The primary objective of the course are to review and refine basic skills and to promote purposeful communication both in and out of the classroom. This course is offered tuition free. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

### ESL 084 - Advanced 4-0-0.5 to 10

is for the students who have considerable experience and/or instruction in English. The course and content includes review, advanced refinement, and expansion of listening, reading, speaking, and writing skills. The primary objective of the course is to provide opportunities for the student to develop confidence to use English proficiency in his/her everyday life, specifically to succeed in personal, work, and education-related experiences. This course is offered tuition free. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Cert in Gen Studies except Personal Dev  
Group Requirement - Not Applicable  
Area of Concentration - Basic Cert in Dev, Preparatory, or Basic Skills

## Fire

### FIRE 110 - Introduction to Fire Science (Module A) 4-0-4

is a basic introduction to the history and philosophy of fire protection and includes overall operations, fire behavior, building construction, communication, self-contained breathing apparatus, personal safety, portable extinguishers, ropes and knots. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### FIRE 111 - Techniques of Firefighting 1 (Module B) 4-0-4

is designed to teach and to develop the knowledge and manipulative skills needed by the firefighter. This course includes ladders, hose and appliances, water supply operations, fire streams, ventilation techniques, and forcible entry techniques. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### FIRE 112 - Techniques of Firefighting 2 (Module C) 4-0-4

is designed to expand the knowledge to a higher skill level. This course includes search and rescue, fire control, loss control, protecting evidence, fire detection and suppression systems, fire prevention/public education, wildland/ground cover firefighting, and firefighter survival. Offered in Spring.

**prerequisite:** FIRE 110 and FIRE 111

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### FIRE 120 - Fire Prevention Principles 1 3-0-3

is a course required of eligible candidates pursuing Fire Officer I certification. This course is designed to meet the needs of individuals who are expanding their knowledge about fire department operations within the fire service. Offered in Spring.

# Fire

## FIRE 120 - Fire Prevention Principles 1 3-0-3

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 130 - Fire Service Laws and Regulations 3-0-3

enables the student to acquire a basic knowledge of the laws that directly or indirectly affect the fire service by providing a basic knowledge of methodology through which to locate, read, and comprehend the various statutes, regulations, and cases that are the framework of the law. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 140 - Fire Service Instructor-Basic 3-0-3

meets the guidelines of the Office of the State Fire Marshal to qualify fire service personnel to conduct training and educational courses for the fire service. This course is designed to give students the knowledge and ability to teach from prepared materials that are predominantly skills-oriented. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 170 - Rescue/Roadway Extrication 2-2-3

is designed to develop student skills in the use of extrication techniques needed to perform rescue, extrication, and hazardous control functions. This course qualifies students for state certification as a Roadway Extrication Specialist. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 180 - Building Construction for the Firefighter 3-0-3

is designed to improve firefighter safety on the fire ground. This course demonstrates the effects that fire and heat may have on various types of building construction and the resulting loss of structural integrity. It also includes information on the signs and symptoms of structural damage. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 200 - Tactics and Strategy 3-0-3

is an introduction to the basic principles and methods associated with fire ground operations as required of the company officer. The course emphasizes size-up, fire ground operations, pre-fire planning, and engine company and truck company operations. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 210 - Tactics and Strategy II 3-0-3

is designed for the fire officer who is responsible for commanding a fire or emergency operation involving multiple companies. Areas covered are strategic concepts in firefighting, responsibilities of command officers, multi-company operations, high rise operations, disasters, and critical incident stress. Offered in Fall as needed.

**prerequisite:** FIRE 200

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 220 - Fire Instructor II 3-0-3

emphasizes teaching formalized lessons from materials prepared by the instructor including relating information from one lesson or class to the next. This course qualifies the student for certification as Fire Instructor 2. Offered as needed.

**prerequisite:** FIRE 140

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 230 - Fire Service Hydraulics 4-0-4

is designed for those beginning the operation of fire pumps and those who wish to expand their knowledge in pump operations. Practical evolution of pump operations will be performed. This course qualifies the student for certification as a Fire Apparatus Engineer. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 250 - Hazardous Materials 3-0-3

is designed to provide the basic skills needed to evaluate and work defensively at an incident involving the release of hazardous materials. The student will understand the relevance of standard operating guidelines and how they play a role in hazardous materials operations. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 260 - Fire Investigation 3-0-3

covers techniques and procedures for the investigation of fires. This course includes determining the cause and origin of fire, fire behavior, detection of arson, investigation techniques, and the legal aspects of arson investigation. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 270 - Fire Management 1 3-0-3

is designed to acquaint the student with the role of the company officer and provides an introduction to basic management theories, practices, and functions. This course is a requirement for Fire Officer I. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 280 - Fire Management 2 3-0-3

is designed to acquaint the student with the principles of communications and group dynamics as they relate to the company officer. This course is a requirement for Fire Officer I. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## FIRE 285 - Fire Management 3 3-0-3

is designed to acquaint the student with the role of the company officer and provides an introduction to organizational management, social service, capital resources, public finance, and public relations. This course is a requirement for Fire Officer II. This course follows all requirements set forth by the Office of the State Fire Marshal. Offered as needed.

## Fire

### FIRE 285 - Fire Management 3

3-0-3

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### FIRE 286 - Fire Management 4

3-0-3

is designed to acquaint the student with the role of the company officer and provides knowledge of personnel management, health & safety, labor relations, and information management. This course is a requirement for Fire Officer II and follows all requirements set forth by the Office of the State Fire Marshal. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### FIRE 297 - Fire Science Technologies

3-0-3

offers an introduction to what is current and what is coming in fire science practice and technology. Specific topics will change to reflect the state of the art. Three credit hours may be used as directed electives in the AAS Fire Science Degree. Offered as needed.

**prerequisite:** *firefighting experience or previous Fire Science course recommended*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## German

### GERM 101 - Beginning German 1

4-0-4

includes elementary grammar, pronunciation, and reading of graded texts. The aural-oral approach is utilized toward acquiring skills in speaking, understanding, and reading German. Together with GERM102, it is designed for students with no previous study of German. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities (AAS and ALS only)

Area of Concentration - Foreign Language

### GERM 102 - Beginning German 2

4-0-4

is a continuation of GERM 101. Offered as needed.

**prerequisite:** *GERM 101 or 5 to 11 quality points for high school German completed within the past five years*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities (AAS and ALS only)

Area of Concentration - Foreign Language

### GERM 201 - Intermediate German 1

4-0-4

includes reading of intermediate texts (Novellen and essays) and a review of grammar utilizing aural-oral practice in the classroom and laboratory. Offered as needed.

**prerequisite:** *GERM 102 or 12 to 14 quality points for high school German completed within the past five years*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities (AAS and ALS only)

Area of Concentration - Foreign Language

### GERM 202 - Intermediate German 2

4-0-4

is a continuation of GERM 201, with increased attention to composition and conversation. Offered as needed.

**prerequisite:** *GERM 201 or 15 or more quality points for high school German completed within the past five years*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities

Area of Concentration - Foreign Language

## Health

### HLTH 100 - First Aid Training

1-0-1

trains students in lifesaving and first aid techniques. Students will be able to differentiate between emergency care and first aid treatment. Topics to be covered include life-threatening conditions - airway obstruction, shock, asthma, bleeding, diabetes, drowning, electric shock, head injuries, poisoning; non-life-threatening conditions - abrasions, minor skin wounds, bites, blisters, bruises, burns, eye injuries, fractures, frostbite, heat exhaustion/stroke; nosebleeds, seizures, splinters, sprains tick bites, tooth emergencies; and written emergency plans and procedures. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HLTH 110 - Cardio Pulmonary Resuscitation

0.5-0-0.5

trains students for Basic Life Support (BLS) Health Care Provider CPR Certification according to Emergency Cardiac Care Guidelines established by the American Heart Association. Performance skills must be passed for barrier devices, AED Training, Adult - One Rescuer CPR, Adult - Two Rescuer CPR, Adult - FBAO Management: Conscious, Adult - FBAO Management: Unconscious, Child - FBAO Management: Conscious, Child FBAO Management: Unconscious, Infant CPR, Infant FBAO Management: Conscious, and Infant FBAO Management: Unconscious. This course may be repeated. A student may enroll in and receive credit for this course a maximum of three times to renew certification. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HLTH 111 - Introductory Seminar on Alcoholism

2-0-2

prepares the alcohol health professional and interested people to deal with the problems of alcoholics. The course includes an overview of alcoholism, pharmacology, the progression of the disease process, and a review of special populations. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HLTH 115 - Introduction to Health Careers

1-0-1

is designed to train students to become familiar with and learn about the many allied health occupations and the organizational structure within the health care delivery system. Students learn about various career descriptions, educational requirements, job skills, job availability, and career hierarchy. Students evaluate health careers most suited to their individual interests, abilities, and goals. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HLTH 120 - Wellness and Healthful Living

3-0-3

is designed to provide students with concepts and skills for wellness and healthful living. Students learn about past and current health trends, as well as new health discoveries that will have an effect on health care in the future. The course covers the topics of physical health, emotional health, intellectual health, nutrition, social health, relationships, communicable diseases, substance abuse, emergency care, death and dying, community health programs, and environmental issues relating to optimal health. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Health

### HLTH 140 - Medical Terminology 3-0-3

focuses on vocabulary used in medicine, nursing, and other allied health occupations. Students learn structures, functions, and terms related to diagnosis, pathology, and treatments for each body system. This course is recommended for students entering any Health Professions program. Student cannot receive credit for both HLTH 140 and HIT 140. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Health Info Technology

### HIT 101 - Intro to HLTH Information Tech 1 3-0-3

focuses on the roles of the health information manager; the content, function, structure and uses of health information; and how health information is managed. It looks at the environment in which HIT professionals work, essentially, the U.S. healthcare delivery system. It will also introduce concepts and principles of organization and supervision at the HIT level. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 102 - Intro to HLTH Information Tech 2 3-0-3

focuses on health information leadership models, theories and skills, change management and human resources management. Covers healthcare reimbursement, revenue cycle regulations and fraud and abuse compliance. Reviews legal issues associated with health information including an overview of sources of law and the legal system. Examines data privacy and confidentiality as well as data security. Offered in Spring.

**prerequisite:** HIT 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 115 - Computers in Healthcare 3-0-3

introduces information technology concepts and provides a broad view of how IT supports the functions of healthcare delivery. This course will help students conceptualize the various components necessary for development of a total health information system. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 118 - Intro to Healthcare Documentation 2-2-3

introduces students to the healthcare documentation curriculum. Computer skills such as saving and transferring files, auto text, and autocorrect in Word are covered as well as career roles and responsibilities. The Book of Style is utilized in this course so students can become familiar with guidelines for healthcare documentation including formatting medical records, acceptable abbreviations in the medical field, pharmacology terminology, grammar, proofreading, and acceptable editing. Medical reports are utilized to help students with proper formatting and build proofreading and editing skills. Students will also be required to download physician dictation to prepare for HIT 142 Healthcare Documentation 1 as well as pass a 45 corrected words per minute typing test by the end of the semester. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 140 - Medical Terminology 3-0-3

is designed to provide the student with knowledge of the meaning of word parts, pronunciation, and correct spelling of medical terms, along with some anatomy. Special emphasis is placed on the medical terminology as it relates to the human

body. Students cannot receive credit for both HIT 140 and HLTH 140. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 141 - Anatomy and Physiology Fundamentals 3-0-3

is a lecture course dealing with an introduction to the principles of anatomy and physiology. In association with each body system, common pathological conditions are also covered. This course is recommended for persons interested in allied health professions such as medical coding, transcription, or other medical clerical positions. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**prerequisite:** HIT 140

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 142 - Healthcare Documentation 1 1-6-4

involves transcription of medical reports dictated by real physicians. Beginning, intermediate, and advanced dictation is transcribed. Students transcribe approximately 15 hours of dictation, which includes chart notes, history and physical examinations, consultations, operative reports, discharge summaries, radiology, and pathology reports. This course builds upon the previous study of medical terminology, anatomy, and English courses with in-depth coverage of English usage, editing, grammar, punctuation, spelling, and formatting techniques for medical records. In Healthcare Documentation 1, students transcribe reports from the following body systems: dermatology, ENT (ears, nose, and throat), ophthalmology, pulmonary, cardiology, and gastroenterology. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**prerequisite:** HIT 118, HIT 140, & HIT 141 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 143 - Basic ICD Coding 2-2-3

provides an overview of ICD-10-CM/PCS coding. Students gain an understanding of the organization and format of the ICD-10-CM/PCS manual, coding conventions, guidelines, and basic steps in coding. This course covers coding application for diseases and procedures in each body system. After a review of the coding guidelines for each body system, students code assigned patient scenarios/medical reports using their ICD-10-CM/PCS code book. Offered in Fall and Spring.

**prerequisite:** HIT 141 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 190 - Coding Professional Practice Exp 1-3-2

provides students with coding practices in a hospital, physician office, claims payer, ambulatory clinic or other healthcare setting with directed projects common to a clinical coding specialist on the job. It is a 40-hour professional practice experience. Offered as needed.

**prerequisite:** HIT 101, HIT 143, & HIT 243

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HIT 195 - Coding Workplace Simulation 1-3-2

## Health Info Technology

### HIT 195 - Coding Workplace Simulation 1-3-2

is designed to give students the opportunity to apply their technical coding skills, demonstrate learning and thinking skills, and develop individual resourcefulness. The student will work independently to complete a minimum of 40 hours of authentic coding. Students will use a logic-based encoder and coding reference software. Offered as needed.

**prerequisite:** HIT 101, HIT 143, & HIT 243

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 215 - Electronic Health Records 2-2-3

covers the key elements of the electronic health record (EHR) planning and implementation process. This course covers EHR history, trends, and common pitfalls. Students learn to develop a migration pathway to implementation and ongoing management of EHR-related systems. Learning takes place through lecture and hands-on applications. This course also introduces students to health information exchange (HIE) and personal health records (PHR). Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 220 - Classification & Indexing Systems 2-2-3

covers standard classifications, taxonomies, nomenclatures, terminologies and clinical vocabularies in the health information environment. This course also provides an introduction to data set and data interchange standards related to electronic health records. Students also cover non-acute care prospective payment systems such as Skilled Nursing Facility Resource Utilization Groups (RUGS) and Home Health Resource Groups (HHRG). This course provides students the opportunity to build on their knowledge of CPT coding as a classification system through the use of real-world case studies. Offered in Fall.

**prerequisite:** HIT 243

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 225 - Speech Recognition Technology Editing 2-2-3

provides students the opportunity to build editing and proofreading skills by correcting speech-recognized healthcare documentation. Students will learn basic and advanced editing skills utilizing front end and back end speech recognition technology (SRT). The basic four - history and physical examinations, consultation reports, operative reports, and discharge summaries - as well as chart notes and radiology reports will be edited from various specialties. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall.

**prerequisite:** HIT 141

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 230 - Alternative Healthcare Settings 3-0-3

explores the study of health information management in various healthcare settings (e.g., hospital-based care, long-term care, home health care, ambulatory care, correctional facilities, and substance abuse facilities). Topics such as documentation requirements, licensure and accreditation standards, quality assessment, utilization review, funding, reimbursement, information management, data flow, coding, data sets, risk management, and trends will be covered. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 240 - Quality Improvement in Healthcare 3-0-3

covers trends in healthcare quality control and performance. It serves as solid source on Performance Improvement (PI) foundations, fundamentals and core principles. It reinforces understanding of performance improvement concepts and issues with case studies and real-world scenarios. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 241 - Pharmacology Fundamentals 3-0-3

provides an introduction to the principles of pharmacology and therapeutic use of drugs. Emphasis is placed on examination of body systems and the related drug therapy to treat diseases within each system. Medication actions, dosage forms, routes of administration, and adverse effects are covered. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**prerequisite:** HIT 140

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 242 - Healthcare Documentation 2 1-6-4

is an extension of Healthcare Documentation 1. Students continue to develop skills by transcribing medical reports dictated by real physicians. Beginning, intermediate, and advanced dictation is transcribed. Students transcribe approximately 15 hours of dictation, which includes chart notes, history and physical examinations, consultations, operative reports, discharge summaries, radiology, and pathology reports. In Healthcare Documentation 2, students transcribe reports from the following body systems: endocrine, urology, OB/GYN, orthopedics, psychiatry, neurology, pathology, and radiology. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**prerequisite:** HIT 142 with a grade of "C" or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 243 - Basic CPT Coding 2-2-3

provides an overview of CPT coding. Students gain an understanding of the organization and format of the CPT manual, coding conventions, guidelines, modifiers, E&M coding, and coding procedures in each body system. After a review of coding guidelines for each body system, students code assigned patient scenarios/medical reports using their CPT code book. Offered in Fall and Spring.

**prerequisite:** HIT 141 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HIT 244 - Interpreting Healthcare Records 2-2-3

provides students with a deeper understanding of the structure and content of medical records. Students utilize critical thinking and research skills to solve case studies and decipher medical records, as well as proofread and edit history and physicals, consultation reports, operative reports, and discharge summaries. Significance of electronic health records, HIPAA requirements, medicolegal terminology, as well as researching human diseases, x-rays, scans, and laboratory tests/values, are covered. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Spring.

**prerequisite:** HIT 140

# Health Info Technology

## HIT 244 - Interpreting Healthcare Records 2-2-3

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HIT 245 - Health Info Law & Ethics 3-0-3

helps students understand the legal issues of health records, electronic health records (EHRs) and Health Insurance Portability and Accountability Act (HIPAA). It addresses topics critical to effective health information management (HIM) practice, including privacy, security, confidentiality, ethical issues and legal policies and procedures. The course focuses on procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records and medical record requirements for accrediting, approving, licensing and certifying agencies. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HIT 248 - Pathophysiology 3-0-3

provides an introduction to the study of diseases. Students will understand chronic, acute, localized, and systemic disease processes including etiology, signs, symptoms, and prognosis. The predisposition of certain diseases based on heredity, baseline health status, and coexisting factors such as the use of medications, caffeine, tobacco, and alcohol will be discussed. Genetics and diseases that affect the human body throughout the life cycle are explored, building upon concepts utilized in HIT 141. Offered in Fall and Spring.

**prerequisite:** HIT 141 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HIT 250 - Reimbursement Principles in Healthcare 3-0-3

examines how the current healthcare reimbursement systems and methodologies impact the entire U.S. healthcare delivery system and economy of today's world. The impact of health insurance, coding and billing compliance, and value-based purchasing initiatives are also discussed. As students learn the methodology of each payment system, they will develop an understanding of the overall effect the healthcare reimbursement system has on providers and payers, consumers, and public-sector policy makers as well as acquire an appreciation for the complexity of these methodologies. Offered in Fall.

**prerequisite:** completion of or concurrent enrollment in HIT 143 and HIT 243

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HIT 290 - Prof Practice Exp 1-10-3

provides students with hands-on experience in applying their knowledge to a variety of health information technology procedures. Students will gain valuable insight into the role of the health information professional. The professional practice experience will include admission and discharge procedures, collection of health and vital statistics, coding and abstracting, following up on incomplete records, tumor registry, release of information and utilization review. This experience may be located in one or more diverse settings such as long-term care, hospital, correctional facility, ambulatory care, psychiatric and/or drug rehabilitation. The students will also take a mock Registered Health Information Technologist (RHIT) exam, which will constitute part of the course grade. This course is a 120-hour professional practice internship and lecture. Offered as needed.

**prerequisite:** sophomore standing and a minimum completion of 45 credit hours toward the Health Information Technology degree or approval from the Health Information Technology full-time faculty

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HIT 291 - Transcription Prof Experience 1-10-3

provides students the opportunity to apply principles learned in previous courses to the work environment. Students in the Healthcare Documentation (HD) degree program transcribe physician-dictated medical reports for a company, physician's office, and/or hospital in order to obtain the necessary skills to succeed in the medical transcription field. Students are required to work a minimum of 150 hours during the semester to receive credit for the course. Offered as needed.

**prerequisite:** completion of or concurrent enrollment in HIT 242

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

# Heating, Vent, and A/C

## HVAC 100 - Refrigeration Fundamentals 2-2-3

focuses on safety, principles of refrigeration, temperature and pressure measurement, composition of refrigerants, refrigeration compressors, metering devices, refrigerant recovery/reclaim techniques and HVAC/R tools. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HVAC 107 - HVAC/R Installation 2-2-3

focuses on safety, gas furnace installation, A/C condenser installation, cutting & treading black pipe, brazing and soft soldering, field wiring, control wiring and ductwork installation. Offered in Fall.

**prerequisite:** HVAC 100 or concurrent enrollment

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HVAC 130 - Electricity Fundamentals 2-2-3

analyzes the application of electron theory; DC/AC fundamentals; electrical quantities; OHM's Law; magnetic principles; solenoids; meter usage; power generation and distribution; wiring systems and materials; transformers and relays; schematic diagram development; and the development of a diagnostic plan for HVAC/R electrical equipment. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HVAC 132 - Control Applications 2-2-3

covers control construction, operation, and applications; and the development, wiring, and troubleshooting of control schematics for basic HVAC/R systems. Also covers pneumatic motors & controls. Offered in Fall.

**prerequisite:** HVAC 130

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## HVAC 140 - Troubleshooting Air Conditioning Systems 2-2-3

promotes the development of diagnostic and repair skills by simulating both electrical and mechanical system faults in computer-generated HVAC systems. Emphasis is on professionalism, accuracy, proper tool selection, and timeliness of the repair. Offered in Spring as needed.

**prerequisite:** HVAC 132 or concurrent enrollment



## Heating, Vent, and A/C

### HVAC 140 - Troubleshooting Air Conditioning Systems 2-2-3

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 202 - Residential and Self-Contained Refrigeration 2-2-3

introduces basic refrigeration components; piping systems sizing and selection; installation, servicing, and troubleshooting of residential refrigeration systems; and controls for reach-in coolers/freezers, ice machines, and dehumidifiers. Offered in Spring as needed.

**prerequisite: HVAC 140 or concurrent enrollment**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 204 - Commercial Refrigeration 2-2-3

emphasizes medium and low temperature refrigeration systems and equipment used in commercial applications (e.g., walk-in coolers/freezers; supermarket rack refrigeration; ultra-low temp freezing systems; and ice making systems). Emphasis is on the diagnosis and repair of these systems. Offered in Spring as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 206 - Troubleshooting Refrigeration Systems 2-2-3

promotes the development of diagnostic and repair skills by simulating both electrical and mechanical system faults in computer generated refrigeration systems. Emphasis is on professionalism, accuracy, proper tool selection, and timeliness of the repair. Offered in Spring as needed.

**prerequisite: HVAC 132**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 230 - Motors and Controls 2-2-3

allows students to analyze, set up, and troubleshoot single and poly-phase motor starting systems, damper actuators, and economizers. Emphasis is on the service and repair of residential and light commercial HVACR systems including open and hermetic motors, rooftops, and split systems. Offered in Spring as needed.

**prerequisite: HVAC 132**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 240 - Residential Air Conditioning 2-2-3

concentrates on the use of psychrometrics, manufacturer specifications, and test instruments to determine proper installation and system operation of residential air conditioning units, split systems, and self-contained units. Offered in Spring as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 242 - Residential Heating Systems 2-2-3

explores procedures and principles used in the service of residential heating systems, emphasizing the heating properties, combustion, burners, controls, ignition systems, safety and operating controls, installation, venting combustion, air & troubleshooting for both gas-fired and electric furnaces. Offered in Fall as needed.

**prerequisite: HVAC 132 or ENGT 111**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 251 - Commercial HVAC/R 2-2-3

concentrates on commercial packed roof top units. Troubleshooting 208v 3 phase compressors, 208v 3 phase contactors, high and low safety pressures switches, 208v single phase condenser fan motors on the refrigeration side. On the heat side, troubleshooting 120v draft inducers, limit and rollout switches, 120v/24v ignition modules/circuit boards, 208v single phase blower motors and economizers. Offered in Spring.

**prerequisite: HVAC 240, HVAC 242 and ENGT 111 or concurrent enrollment**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 290 - Work Experience and Seminar 1-10-3

provides the student with a work-based learning experience aimed at applying the knowledge and skills learned in previous HVACR courses. The suitability of the work setting is determined through consultation with the HVACR faculty and the prospective employer. A one-hour-per-week seminar is required. This seminar will be arranged at the mutual convenience of the student and HVACR faculty. Additionally, the student must work for a minimum of 150 hours in a semester to receive credit for the course. Payment of an hourly wage to the intern will be at the option of the employer. Interns are required to keep a daily log of their activities and to write a report detailing their work-study experiences at the end of the semester. This is a capstone course and should be taken in the student's final semester. Offered as needed.

**prerequisite: minimum completion of 45 credit hours toward the HVAC degree**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HVAC 295 - Workplace Simulation & Project 1-10-3

provides individuals or groups of students an opportunity to work on a specific project - real or simulated - under the guidance of a HVACR faculty mentor. Students are required to present a written proposal to the HVACR faculty for consideration. The student(s) must meet to discuss specific objectives, timelines, success criteria, and other topics. This is a capstone course and should be taken in the student's final semester. Offered as needed.

**prerequisite: HVAC 140 and sophomore standing**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## History

### HIST 101 - United States to 1877 (IAI: S2 900) 4-0-4

covers the development of the United States from the colonial era through the Reconstruction period after the Civil War. Particular attention is given to the founding of the Colonies, Puritan thought and culture, Anglo-French rivalry, the political and economic background of the War of Independence, the formation of the American government, the Federalists, the Jeffersonians, the settlement of the West, Jacksonian democracy, "Manifest Destiny," sectional issues, the Civil War, and Reconstruction. Offered in Fall, Spring, and Summer.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Social Science

Area of Concentration - History, Social Science

### HIST 102 - United States since 1877 (IAI: S2 901) 4-0-4

surveys industrialization and urbanization, the Progressive Era, the background and American entry into World Wars I and II, the Depression, the New Deal, Cold

## History

### HIST 102 - United States since 1877 (IAI: S2 901) 4-0-4

War diplomacy, and domestic issues since World War II. The course will also examine the roles of women and minority peoples in our culture. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - History, Social Science

### HIST 111 - European Civ to Reformation (IAI: H2 901) 4-0-4

consists of a survey of European civilization from earliest times through Greece, the Roman Empire, the Middle Ages, the Renaissance, and the Reformation with particular emphasis on the development of Western thought, religion, art, culture, law, and government. Offered in Fall and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

### HIST 112 - European Civ: The Modern Era (IAI: H2 902) 4-0-4

examines the impact of intellectual, artistic, technological, and political developments from the rise of absolutist monarchies in the 17th century to the present day. Particular emphasis is given to the Enlightenment, Liberalism, the growth of Nationalism, the Industrial Revolution, Imperialism, World Wars I and II, and the decline of Colonialism. Attention is also given to major artistic, musical, and literary trends. Offered in Spring and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

### HIST 201 - Or & Dev of Imp China & Japan (IAI: H2 903N) 4-0-4

surveys early Chinese and Japanese history, religion, philosophy, art, and literature. China's "golden age" and Japanese feudalism are covered, and special emphasis is placed on how present-day East Asian attitudes and beliefs were originally formulated. Meets third-world course requirements. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

### HIST 202 - Modern East Asia (IAI: H2 903N) 4-0-4

provides a survey of China's and Japan's entry into the modern world. The last 300 years are surveyed, but particular emphasis is placed on Japan's transition from feudalism to Asia's industrial leader and China's evolution from empire to Communism. Meets third-world course requirements. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

### HIST 203 - The History of Women in America 3-0-3

is a multicultural survey of the roles, experiences, and problems of American women from the colonial period to the present. The course covers such topics as the images and ideals of womanhood, nineteenth-century feminism, the Victorian woman and female sexuality, women at work, women at war, suffrage movement, and the new feminism. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - History

### HIST 270 - History of Non-Western Civilization: China (IAI: H2 903N) 4-0-4

provides a survey of China's premodern and modern culture/society and its entry into the modern world. The last 250 years are surveyed, but particular emphasis is placed on China's cultural modernization evolution from empire through Communism. Meets third-world course requirements. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

### HIST 271 - History of Japan (IAI: H2 908) 4-0-4

is an introduction to the history of the Japanese people, their social and cultural systems, politics, and economy, from the earliest time to the mid-twentieth century. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - History

## Horticulture

### HORT 100 - Horticulture Science (IAI: AG 905) 3-2-4

provides a general background in horticulture plant growth and development. Areas include the production, utilization, and marketing of fruits, vegetables, ornamentals, floriculture, landscaping, turf, and nursery. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS and ALS only)  
Area of Concentration - Agriculture

### HORT 110 - Turf Management 2-2-3

emphasizes general types of turf grasses, their growth habits, and the establishment of turf. Fertilizers, diseases, insects, weeds, and some turf equipment are included. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HORT 115 - Soils & Fertility 2-2-3

covers the chemical properties of fertilizers, types, production and use in relation to soil properties, environmental conditions, crop requirements, applications, and economic factors of liming and nutrient applications. Students are introduced to basic principles of soil formation, texture, structure, moisture and organic matter and how soils and fertility relate to agriculture and horticulture practices. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HORT 120 - Landscape Plant Identification 2-2-3

identifies commonly used ornamental trees, shrubs, and vines. In addition, their special growth and moisture requirements and their uses in a landscape plan are emphasized. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HORT 121 - Landscape Design Principles 2-2-3

emphasizes cost, specifications, land and plant material calculations, and layout design of specific landscape areas. Skills of surveying are introduced as they are

## Horticulture

### HORT 121 - Landscape Design Principles

2-2-3

needed. Offered in Spring.

**prerequisite:** HORT 120

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 125 - Integrated Pest Management

2-2-3

emphasizes the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students should be able to identify and recommend control methods of selected insects and diseases. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 128 - Small Farm Equipment

2-2-3

is a study of farm machinery and agricultural equipment for the small farm. Topics include selection and operation of tractors, material handling equipment, tillage and harvesting equipment and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 200 - Perennial Plant Material

2-2-3

emphasizes identification, selection, use, and management of perennials and ornamental grasses in the landscape. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 202 - Vegetable Crop Production

2-2-3

includes summer sustainable crop production practices, including vegetable and culinary herbs. Topics include variety selection, production methods and record keeping procedures. Students will actively participate in their learning experience by working on Richland's Student Farm, participating in the production, harvesting and distribution of sustainable crop products. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 211 - Horticulture Mechanics

2-2-3

covers topics related to the maintenance and operation of turf equipment. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - Turf Grass Management

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 215 - Landscape Design Applications

2-2-3

introduces students to a comprehensive and practical application of landscape design skills. Students learn design applications involving computer aided design, landscape photo imaging, plant selection, site-plan analysis, cost estimating and proposal presentation. Offered in Fall.

**prerequisite:** HORT 120, HORT 121, HORT 221 or consent of instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 221 - Landscape Construction

2-2-3

emphasizes the techniques and materials used in landscape construction. Students also learn to use standard practices in estimating the costs of landscape construction projects. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 225 - Tree & Shrub Maintenance

2-2-3

studies the techniques of ornamental tree and shrub care, including plant biology, planting and transplanting, pruning, fertility, pest control, and equipment use and safety. On completion, the student should be able to prune trees and shrubs properly and perform arboriculture practices. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Agriculture

### HORT 226 - Fruit Production

2-2-3

covers the science and practice of growing, harvesting, handling, storing, processing, and marketing of fruits. Crops include apples, pears, peaches, blackberries, raspberries, strawberries, grapes, and other fruits commonly grown in the area. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 230 - Greenhouse Operations

2-2-3

includes a study of greenhouse construction and operation. Special emphasis is given to temperature, light, soils, gases, nutrition, and the growth of bedding plants. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 231 - Bedding and Plant Production

2-2-3

introduces students to identification and commercial production of bedding plants. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 290 - Work Experience Practicum & Seminar

1-10-3

provides students in the Horticulture program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Offered as needed.

**prerequisite:** minimum completion of 45 credit hours toward a Horticulture degree or approval from Horticulture faculty

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HORT 295 - Workplace Simulation & Project

1-10-3

is designed to give students the opportunity to apply their technical skills and ability to work successfully in the workforce, to demonstrate learning and thinking skills, and to develop individual resourcefulness. The student will have an opportunity to work independently and as a team member on a specific project(s) under the guidance of a faculty mentor. Offered as needed.

**prerequisite:** minimum completion of 45 credit hours toward a Horticulture

## Horticulture

### HORT 295 - Workplace Simulation & Project

1-10-3

*degree or approval from the Horticulture faculty*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Hospitality Management

### HOSP 104 - Purchasing & Product Identification

3-0-3

includes a study and application of purchasing methods for the Hospitality Industry including the distribution system, supplier channels, price and payment, ordering procedures, storage and security, and specifications for food and non-food items. The course focuses on the up-to-date information on the latest trends and today's technology within the hospitality industry. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 108 - Intro to Hospitality Industry

3-0-3

includes a study of how to conceive, open, and run any type of restaurant. From concept to menus to staffing to legal and tax matters, this course is packed with indispensable information to guide students to success in this highly competitive and rewarding industry. It includes the latest discussion of trends and issues within restaurant management, including the greening of the industry, sustainability, leadership, and social media as a marketing and sales opportunity. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 110 - Food Service Sanitation

1-0-1

is a course designed for food service operators and management. The course covers techniques for protecting food from contamination in storage, preparation and service, cleaning and sanitizing, pest control, cleanliness of facilities and equipment, sanitation and the customer, personnel training, and detailed procedures for self-inspection by the food service manager. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 115 - Menu Planning

3-0-3

offers a complete overview of key aspects of menu planning, including designing, writing, costing, marketing, and merchandising a menu. Focuses on the evolution of the menu and includes topics such as menu trends in the industry, performing market research and creating a market survey, nutrition and dietary guidelines, and menu planning, as well as examining the financial aspects of menu planning such as performing a yield test, creating and writing standardized recipes, and recipe costing. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 202 - Hospitality Nutrition

3-0-3

includes a study and application of nutrients to include carbohydrates, lipids, protein, vitamins, water, and minerals. Additional focus will include nutritional menu planning for the life cycle. This course also covers weight management, menu planning for vegetarians, nutritious menu planning, and recipe development. Students learn techniques for marketing nutrition in the food service management industry. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 203 - Bar & Beverage Management

3-0-3

includes a study, application, and closer look at beverages to include beer, wine, spirits and nonalcoholic beverages. Students learn how to equip, clean, sanitize and staff the beverage operation. The course also covers managing promotions, costs and profits; the effects of alcohol on the body; liability laws that affect business; and policies, procedures, and techniques in managing responsible alcohol service in the food service management industry. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 204 - Dining Room Management

3-0-3

takes the students on a historical overview of service all the way to the contemporary professional server. The class discusses the different styles of service such as American, French, Russian, Buffet, and Reception. Table side service is explained and demonstrated. Proper table settings and dining room setup are covered. Customer service is discussed to complete a comprehensive look at service in various industry segments. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 205 - Cost Management

4-0-4

includes a study of all cost factors that relate to the hospitality industry. It covers how to measure cost, how to use the information gathered, how to check those costs in control, and what all of these factors mean to the establishment. Food and beverage control cover everything from receiving to waste and portion control. Labor is also discussed and how labor costs can be tracked and how staff should be trained to minimize cost factors. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101, CIS 110, and BUS 110 (or CA 150)*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 215 - Catering & Banquet Management

3-0-3

offers professionals and aspiring caterers detailed advice on all of the crucial business aspects of the subject for on- and off-premise catering. Updated to address the needs of this fast-growing industry, the course covers many current topics such as the latest trends in cuisine and meal concepts, marketing techniques for the home replacement food business, and new special events service concepts. Fresh information on menu design and pricing comes complete with all-new menu examples illustrating a full range of menu possibilities and styles. The course also offers concrete tips on using the latest computer software to maximize functions' sales and profits. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### HOSP 290 - Work Experience Practicum & Seminar

3-0-3

includes a study and application of purchasing methods for the Hospitality Industry including the distribution system, supplier channels, price and payment, ordering procedures, storage and security, and specifications for food and non-food items. The course focuses on up-to-date information on the latest trends and today's technology within the hospitality industry. Offered as needed.

**prerequisite:** *completion of 45 credit hours toward a Hospitality Management degree or approval of Culinary Arts Program Director.*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Hospitality Management

### HOSP 290 - Work Experience Practicum & Seminar

3-0-3

## Humanities

### HUMAN100 - Introduction to the Arts (IAI: HF 900)

3-0-3

examines types of art such as music, film, theater, painting, sculpture, literature, and architecture as illustrating the values, capacities, and achievements of human beings. Various approaches to viewing, discussing, and writing about the arts are stressed. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities, Fine Arts  
Area of Concentration - Not Applicable

### HUMAN103 - Spanish Culture and Civilization

3-0-3

examines the history and culture of Spain and its significant intellectual and artistic heritage. Students will analyze the role of Spanish arts and literature, along with the historical, social-cultural, and political issues and figures in the formation of Spain's national identity and culture. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities/Fine Arts (AAS and ALS only)  
Area of Concentration - Art/Drama/English/Humanities/Fine Arts/Music/Philosophy

### HUMAN104 - Introduction to Latin American Culture and Civilization (IAI: 3-0-3)

is an interdisciplinary survey of the significant intellectual and artistic achievements of several non-Western cultures through selected works of literature, philosophy, visual art, music and other performing arts, as well as a comparative examination of their values, motifs and aesthetics with those of Western cultural expression. This meets the non-western course requirement. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities, Fine Arts  
Area of Concentration - Not Applicable

### HUMAN106 - Cultures of Islamic Middle East (IAI: HF 904N)

3-0-3

studies Islamic Middle Eastern values, traditions, and ways of thought, along with their implications for social action, through religion, philosophy, literature, and the arts. Cultural adaptation throughout Middle Eastern history is examined, focusing on change and continuity in form and practice. This meets the non-western course requirement. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities, Fine Arts  
Area of Concentration - Not Applicable

### HUMAN107 - Sub Sahara Africa (IAI: HF 904N)

3-0-3

explores the people and cultures of Sub-Saharan Africa through discussion and texts focusing on such areas of research as major forms of subsistence, social and religious organization, ecology, geography, language, music, and art. Africa's historic realities and traditional cultures are analyzed with an eye toward continuity and change within the impact of colonization, westernization, modernization, and globalization. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities, Fine Arts  
Area of Concentration - Not Applicable

### HUMAN112 - Leadership Development through the Humanities (IAI: H9 3-0-3)

is an interdisciplinary thematic exploration of artistic and intellectual achievements in the humanities (especially literature, philosophy, history, and film) as well as an examination of their values, motifs, and aesthetics through the lens of leadership theory and development. Utilizing experiential learning exercises and small group service learning projects, the course is designed to increase students' team building skills as well as their knowledge of ethical and empowering leadership. An emphasis of the course is to improve students' communication and synthesis skills through journal responses, essays, and oral presentations. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Not Applicable

### HUMAN199 - Special Topics in the Humanities

1-0-1 to 3

provides an exploration in a seminar and/or field study setting a topic in the humanities, such as art, architecture, theatre, literature, music, or philosophy. This course may be repeated twice with a different topic. Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities/Fine Arts (AAS and ALS only)  
Area of Concentration - Art/Drama/English/Humanities/Fine Arts/Music/Philosophy

### HUMAN201 - Humanities Honors Seminar (IAI: HF 900)

3-0-3

has the student practice interpreting works of art, literature, and music. Various contexts for this interpretation will be used each time the course is offered, such as an emphasis of the historical period, the aesthetic analysis of the works, the cultural and philosophical background, or the relationships with the lives of the creators. Offered as needed.

**prerequisite:** *completion of or concurrent enrollment in ENGL 101 and admission to the Scherer Honors Program.*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities, Fine Arts  
Area of Concentration - Not Applicable

### HUMAN280 - Interdisciplinary Field Experience in the Humanities

3-0-3

offers students travel opportunities with faculty to international or regional locations that may vary from year to year to study the humanities and to increase their awareness and understanding of other cultures. Each field experience will emphasize art, drama, literature, music, language, philosophy, and/or another specific aspect of the culture of the locale being visited for the field experience portion of the class. Textbooks and reading from disciplines in the humanities will be a significant part of the course. Instructors from two or more of these disciplines will provide teaching related to the field experience. Classes will be held on campus prior to and following the off-campus learning experience. Field experiences will include individualized lectures, presentations, and directed field trips. Travel expenses and tuition will be paid by the students. As each individual section of this course will vary depending on the associated field experience, this course may be repeated up to three times. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities/Fine Arts (AAS and ALS only)  
Area of Concentration - Art/Drama/English/Humanities/Fine Arts/Music/Philosophy

## Information Technology

### IT 116 - Windows Client Operating Systems

2-2-3

teaches students the skills and knowledge necessary for installing, configuring, administering, and supporting Windows client operating systems. Through lectures, demonstrations, textbook exercises and classroom labs, students learn about installation methods, troubleshooting, hardware device installation and management, storage management, disaster recovery, performance analysis, network configurations and user profiles. This course prepares Information Technology students to take the Microsoft certification exams and to become a

# Information Technology

## IT 116 - Windows Client Operating Systems 2-2-3

Microsoft Certified Professional (MCP). Offered in Fall and Spring.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 118 - Introduction to Cybercrimes 3-0-3

provides an overview of computer-based crimes along with forensic processing of seized computer equipment. Students will be able to use terminology used in the industry. Emphasis will be placed on learning the types of cybercrimes. Offered in Fall.

### Applicable toward graduation where program structure permits:

Certificate or Degree - AAS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 120 - Spreadsheet Applications 2-2-3

presents the student with comprehensive spreadsheet techniques using MS Excel. Students learn to develop a professional workbook; work with formulas, charts and graphics, lists, outlines, sorting, filtering, subtotaling, 3-D references, advanced functions, conditional formatting, data validation, templates, data tables, and scenario management; import and export data; audit formulas; create hyperlinks and a web page; work with large documents; and automate a worksheet with Visual Basic macros. This course is designed for those students pursuing training in office productivity software and/or MOS certificate preparation. Offered in Spring.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 125 - Presentation Graphic Applications 2-2-3

presents students with presentation graphics techniques using MS PowerPoint. Students learn how to design a professional slideshow, format text, change background color, rotate, crop, and size graphics, create design templates, incorporate graphics and sound, create column and organization charts, create diagrams, hyperlinks and buttons, create automatic presentations, change transitions, add animations, integrate data from other programs, present a slide show, and use online collaboration. This course is designed for those students pursuing training in office productivity software and/or MOS certificate preparation. Offered in Fall.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 130 - Word Processor Applications 2-2-3

presents the student with comprehensive word processing techniques using MS Word. The student learns to create, edit, and format professional letters, newsletters and multiple-page reports; create mail merge documents; create sections, columns, styles, templates, tables, outlines, tables of content, index, hyperlinks, web pages, on-screen forms, fill-in fields, and Visual Basic macros; track changes; embed and link data from other programs; customize toolbars; work with long master documents; and learn the basics of XML. This course is designed for those students pursuing training in office productivity software and/or MOS certificate preparation. Offered in Fall.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 131 - Programming Logic 2-2-3

is an introduction to the program development and design process, including computer-based concepts of problem-solving, structured programming logic and techniques, algorithm development and program design. Topics include program flowcharting, algorithms, input/output techniques, control structures (sequence, selection/decision, and repetition/looping), modularization, procedures/functions/methods, file handling, control breaks, pseudocoding, and

user documentation. Basic concepts of object-oriented programming are also introduced (classes and objects). Course offers students an opportunity to apply skills in a laboratory environment. (Visual Logic and MS Visio) Offered in Fall.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 135 - Data Management Applications 2-2-3

introduces the student to database design, implementation, and management techniques for a Windows environment using Microsoft Access. Students learn how to determine entities, attributes and relationships, create tables, define data types, build forms and reports, query the database using structured and action queries, incorporate security, develop switchboards, and automate tasks using macros. The curriculum uses case-based, problem-solving activities to prepare the student for typical business-world needs. This course is also designed for those students pursuing MOS certification preparation for Access. Offered in Spring.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 141 - Networking Fundamentals 2-4-4

provides foundational education in local networking and internetworking. This is the first of two preparatory courses for the Cisco Certified Network Associate (CCNA) exam. Topics include TCP/IP and OSI models, fundamentals of LANs and WANs, IP addressing, Ethernet transport and routing protocols, switch & router configurations, topologies, structured cabling, IP addressing, classful and classless IPv4 addressing, subnetting, and network management. Offered in Spring.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 153 - Web Development 3-2-4

introduces students to the fundamentals of web site creation. Students develop, manage, and maintain professional web sites using HTML, Cascading Style Sheets, and JavaScript. Students incorporate basic dynamic HTML elements into their web sites using simple JavaScript functions. The complete production process including pre-production planning, layout and design considerations (including site maps and navigation), testing, uploading and implementing the site, maintenance and applicable legal and ethical issues are covered. Professional web design software and production tools are used for graphics development, image manipulation, and page/site layout in the hands-on laboratory exercises. Offered in Spring as needed.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Computer Science

## IT 173 - A+ Computer Technologies 2-4-4

prepares a student for the A+ Certification exam. The course covers computer architecture, memory, storage, printers, local area networks, operating systems and troubleshooting techniques. Offered in Fall.

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## IT 205 - Help Desk Techniques 2-2-3

prepares the students to meet the demands of the computer user support industry. Topics covered include computer user support, customer service skills, common problems, help desk management, user needs analysis, and training computer users. Offered in Fall.

**prerequisite:** CS 105 and CIS 110

### Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Information Technology

### IT 218 - Ethical Hacking 2-2-3

teaches students the tools and penetration testing methodologies used by ethical hackers. In addition, it provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyberattacks. Students will learn computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. Offered in Fall.

**prerequisites:** *IT 118*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 220 - Digital Forensics 2-2-3

provides an introduction to digital forensics from a theoretical and practical perspective an exposure to investigative tools and techniques used in the field. Personal computer operating system architectures and disk structures are reviewed and the proper use of available computer forensic hardware and software tools are examined. Other topics include the importance of digital evidence controls, the method of processing crime and incident scenes, the details of data acquisition and the requirements of an expert witness. Offered in Fall.

**prerequisite:** *IT 118*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 221 - Database Design Using SQL 2-2-3

is an introductory course incorporating both theoretical and practical application of database concepts, design and implementation through lectures, text assignments, case studies and projects. The course content focuses on the three phases of database design: logical design, physical implementation, and application development. Through the use of a threaded case study and project teams, students learn how to analyze a business problem, model data flow, create a conceptual Entity-Relationship model of a database to solve the problem and incorporate Structured Query Language (SQL) to develop and maintain the relational database application using modern software tools (Microsoft Visio and Access or other system). Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 231 - Office Management Software 2-2-3

provides the student with an in-depth working knowledge of two Office Management Software programs: Microsoft Outlook and Microsoft Publisher. The course acquaints students with the proper procedures for creating and managing e-mail and calendars for coursework, professional office, and personal use. Students learn how to create and manage contacts, create and manage tasks, and create and manage projects. Microsoft Publisher is used to teach the student how to design and create effective printed communication using this desktop publishing software. Offered in Fall as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 241 - Network Routing Technologies 2-4-4

provides foundational education in local networking and internetworking. This is the second of two preparatory courses for the Cisco Certified Network Associate (CCNA) exam. Topics include TCP/IP and OSI models, fundamentals of LANs and WANs, IP addressing, Ethernet transport and routing protocols, switch & router configurations, topologies, structured cabling, IP addressing, classful and classless IPv4 addressing, subnetting, and network management. Offered in Fall.

**prerequisite:** *IT 141 with a grade of "C" or better*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 242 - Wireless Networking 2-2-3

introduces the student to wireless networking technologies, wireless network design, implementation, operation, and troubleshooting. Topics include WLANs, IEEE 802.11, site surveys, wireless topologies, basic configuration and use of wireless access points, network interface cards, wireless bridging, principles of antenna design, and security issues. Offered in Fall.

**prerequisites:** *IT 141 or consent of full-time Information Technology instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 245 - Network Security 2-2-3

is designed to provide a fundamental understanding of network security principles and implementations. Mapping fully to CompTIA's "Security +" certification objectives, IT 245 focuses on the five main areas of network security: General Security - authentication methods, common network attacks; Communication Security - remote access, e-mail, the Web, Directory/File transfer; Infrastructure Security - network devices & media, security topologies, DMZs, Extranets; Cryptography Security - asymmetric and symmetric algorithms, PKI certificates; and Operational/Organizational Security - disaster recovery, business continuity, forensics. Students learn through classroom instruction as well as a variety of extensive action-learning experiences and research projects simulating the role of a security professional. Offered in Spring.

**prerequisite:** *IT 141 or consent of full-time Information Technology instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 246 - Voice Over IP Fundamentals 2-2-3

introduces the student to the technologies used to implement and support data and voice integration solutions. Through lectures, demonstrations, textbook exercises and classroom labs, students learn how to implement basic IP telephony, IP phone installation, router configurations, and feature sets using Cisco IP Communications Express. Students also learn troubleshooting techniques that are valuable for the maintenance of the VOMP environment. Offered in Spring.

**prerequisite:** *IT 141 or consent of full-time Information Technology instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 247 - Virtualization Fundamentals 2-2-3

introduces the student to the fundamentals of planning and implementing virtualization solutions and managing a company's virtualization strategy. Virtualization Fundamentals prepares students to deploy, configure, and manage virtual systems in a networked environment. This course covers fundamentals of virtual systems design, implementation, management, and configuration for high availability. Offered in Fall.

**prerequisite:** *IT 271 with a grade of "C" or better or consent of full-time Information Technology instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 253 - Mobile Apps Development 3-2-4

introduces students to the design and implementation of applications for mobile devices, building on previous programming experience. Students will learn how to develop smartphone and tablet apps on three major platforms (Google Android, Apple iOS, and Windows Phone). It will familiarize students with the development software for creating apps, programming logic used in the apps, and the

## Information Technology

### IT 253 - Mobile Apps Development

3-2-4

programming code that puts the software design and logic into practice. Topics will include programming logic (variables, data types, conditional programming constructs and library classes), programming tools, and code syntax to create apps as well as user interface design. Students will become familiar with the end-to-end process to install, develop, test, and distribute mobile applications. This course requires the student to build multiple mobile apps. Offered in Spring as needed.

**prerequisite:** IT 153 & CS 251

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, AAS, ALS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 256 - Firewalls and VPN's

2-2-3

examines the major network security tools in use today, showing the effectiveness of firewalls through thoughtful security planning, well-designed security policies, and integrated support from antivirus software, intrusion detection systems, and related tools. Coverage includes packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks (VPN's), log file maintenance, and intrusion detection systems. Offered in Spring.

**prerequisites:** IT 116

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 271 - Windows Server Operating Systems

2-2-3

introduces the student to the fundamentals of implementing, administering, and troubleshooting Windows Network Operating Systems (NOS). Based on a typical heterogeneous WAN with multiple servers, students learn strategies and skills in planning network protocols, server hardware, installation of server operating systems, server configuration, Active Directory implementation, storage configuration, backup maintenance, managing clients through groups and accounts, security management, configuring Internet and intranet services, and network troubleshooting. The materials used in this course prepare the student for Microsoft's server certifications. This course contains a lab component that provides students with the opportunity to apply their knowledge through hands-on learning in real-world case study exercises. Offered in Spring.

**prerequisite:** IT 116 or consent of full-time Information Technology instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 273 - Managing Windows Networks

2-2-3

is an intermediate-level course that introduces the student to the theory and skills involved in installing, configuring, monitoring and troubleshooting Windows Server on a small- to medium-sized network infrastructure. Students learn how to plan, implement, manage and monitor DHCP, DNS, RRAS, network security, update services and maintain the network infrastructure. The materials used in this course prepare the student for Microsoft's server certifications. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments. Offered in Fall.

**prerequisite:** IT 271 or consent of full-time Information Technology instructor

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 275 - Cloud Technology

2-2-3

provides an understanding of cloud computing concepts, technology, and architecture, investigating the existing concepts of cloud technology from the standpoint of technology resources and an internetworking perspective. Concepts include how cloud technology has matured, the growth of cloud technology and how the strategies that surround cloud technology have added to business agility. Offered in Fall.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 280 - Systems Development Project

2-4-4

gives computer programming students the opportunity to apply their technical skills and ability to develop an integrated computer system that incorporates multiple programming languages, database and web technologies and mobile apps. Students are required use their skills to research, plan, develop, test, and document a functional business computer system based on a realistic case study using the System Development Life Cycle (SDLC) model. The students will have an opportunity to work on a project development team with their peers and independently on a specific project under the guidance of a faculty mentor. Offered in Spring as needed.

**prerequisite:** sophomore standing and a minimum completion of 45 credit hours toward an IT degree or approval from Information Technology full-time faculty

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 282 - Dynamic Web Development

3-2-4

presents students with a comprehensive introduction of both client-side and server-side web programming technologies. Students develop client-side JavaScript code to enhance the interactivity of websites. Server-side technologies will include Active Server Pages (ASP) using C#, PHP, AJAX (Asynchronous JavaScript and XML), and Web databases to enhance the performance and functionality of a website. Students are also given an opportunity to utilize website development tools including web-authoring, graphics, and multimedia tools. Students learn to use these tools to add new functionality and design flair to their websites. This course requires the student to build multiple web pages and implement at least one major website design that interacts with a database. Offered in Fall as needed.

**prerequisite:** IT 153 & IT 131

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 283 - Penetration Testing

2-2-3

shows the underlying principles and techniques associated with the cybersecurity practice known as penetration testing. Students will learn about the entire penetration process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. Remedial techniques will be explored. Students will learn more about current cybersecurity issues and ways that user, administrator, and programmer errors can lead to exploitable insecurities. Offered in Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - AAS

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### IT 285 - Systems Analysis and Design

2-4-4

is an intermediate-level course that introduces the student to a practical approach to information technology and systems development. Students learn how to use the Systems Development Life Cycle (SDLC) model to translate business requirements into information systems that support a company's short- and long-term objectives. Real-world case studies and assignments teach analytical, problem-solving, and decision-making techniques, which in turn develop critical thinking skills. Systems Analysis and Design is the capstone course for the IT programs and introduces such topics as needs analysis, strategic planning, feasibility studies, requirements modeling, enterprise modeling, data design, user interfaces, input and output design, systems architectures, systems implementation, project management, and CASE tools. Offered in Spring.

**prerequisite:** sophomore standing and a minimum completion of 45 credits hours toward an IT degree, or approval from the full-time Information Technology faculty

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable



## Information Technology

### IT 285 - Systems Analysis and Design

2-4-4

### IT 290 - Work Experience Practicum

1-10-3

provides students in the Information Technology Program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive 3 credit hours for this course. Students wishing to enroll in this course must complete an application for enrollment and submit it to the instructor. Offered as needed.

**prerequisite:** *sophomore standing and a minimum completion of 45 credit hours toward an IT degree or approval from the full-time Information Technology faculty*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 295 - Workplace Simulation & Projects

1-10-3

provides individuals or groups of students an opportunity to work on a specific project - real or simulated - under the guidance of a faculty mentor. Students are required to present a written proposal to the IT instructional team for their consideration. Students and the team will meet to discuss specific objectives, timelines, success criteria, and other topics. A faculty mentor will be identified at this time. Offered as needed.

**prerequisite:** *sophomore standing and a minimum completion of 45 credit hours toward an IT degree or approval from the full-time Information Technology faculty*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### IT 297 - Emerging Technologies

3-0-3

is a special topics course that introduces and discusses current and emerging technologies as they relate to business, industry, and the public sector communities. This course may be repeated up to three times only if topic areas are different. Three credit hours may be used toward an AAS Degree in Network Technology or Programmer/Analyst. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Leadership Development

### LDEV 110 - Leadership Development

3-0-3

is designed to help students develop leadership skills and techniques within a group setting. Students will explore various styles of leadership and learn about parliamentary procedure (Robert's Rules of Order). Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### LDEV 111 - Community Leadership

3-0-3

will emphasize a holistic review and development of the critical aspects of leadership, linking its personal and professional dimensions, to broaden knowledge and skills, and to develop a style of positive, functional and visionary leadership for work, the community, state, nation, and the world. Classes will be held in numerous community settings in interaction with professionals and community leaders and with active engagement of students in lectures, discussions and applied practice. Topics will include collaborative management, marketing strategies, effective communications, innovation, finance and development strategies, politics, career assessment, civic engagement, global and intercultural

diversity, conflict management, and personal wellness. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Mathematics

### MATH 104 - Technical Mathematics

4-0-4

includes the following topics: whole numbers, common fractions, decimal fractions, percents, measure, bar and line graphs, introductory algebra, signed numbers, basic algebraic operations, simple equations, complex equations, ratio and proportion, introduction to plane geometry, angular measure, angular geometric principles, triangles, similar figures, polygons, circles, areas of common polygons, areas of circles, sectors, segments, and ellipses, prisms and cylinders and their volumes, surface areas, and weights, pyramids and cones, spheres and composite objects and their volumes, surface areas, and weights, introduction to trigonometric functions, trigonometric functions with right triangles, practical applications with right triangles, law of sines, and law of cosines. Offered in Fall and Spring.

**prerequisite:** *MATH 091 with a "C" or better grade or satisfactory score on the mathematics placement exam*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Eng Tech, Drafting, HVAC, Fire Sci, Auto, Inf Tech, Welding

### MATH 106 - Mathematics for Health Careers

2-0-2

includes a review of fractions, decimals, and percents; the household, apothecaries, and metric systems of measurement; ratio and proportion; rate of flow of intravenous fluids; drugs measured in units; stock solutions; application problems; pediatric dosage formulas; insulin dosages; and mill equivalents. Offered in Fall and Spring.

**prerequisite:** *satisfactory score on the mathematics placement exam*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Nursing

### MATH 110 - Concepts of Mathematics (IAI: M1 904)

4-0-4

provides an overall view of mathematics for students whose primary interests are not in engineering or the physical sciences. The course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics courses. The course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Three or four topics are studied in depth, with at least three chosen from the following list: geometry, counting techniques and probability, graph theory, logic/set theory, mathematical modeling, mathematics of finance, game theory, linear programming, and statistics. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and one of the following: (1) MATH 098 with a "C" or better grade, (2) MATH 099 with a "C" or better grade, (3) satisfactory score on the mathematics placement exam, (4) a score of 22 or higher on the math ACT within three years of enrollment, and (5) a score of 530 on the math SAT within three years of enrollment*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Not Applicable

### MATH 111 - Math for Elem Sch Teaching 1

4-0-4

includes the language of sets and their application to elementary mathematics; mathematical reasoning and problem solving; history of numeration; work in bases other than ten; whole numbers and operations; integers and rational numbers; decimals, irrational numbers, and elementary number theory; calculators and applications; the language and nature of deductive and inductive logic in mathematics; and an introduction to statistics. Some of the issues underlying elementary school mathematics are analyzed. A graphing calculator is required. Offered in Fall.

**prerequisite:** *eligibility for ENGL 101 and one of the following: (1) MATH 098 with a "C" or better grade and MATH 095 with a "C" or better grade or one year of high school geometry, (2) satisfactory score on the*

## Mathematics

### MATH 111 - Math for Elem Sch Teaching 1

4-0-4

*mathematics placement exam, (3) a score of 22 or higher on the math ACT within three years of enrollment, and (4) a score of 530 on the math SAT within three years of enrollment*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics (AAS only)  
Area of Concentration - Teacher Education:Elementary

### MATH 112 - Math for Elem Sch Teaching 2 (IAI: M1 903)

4-0-4

is a continuation of MATH 111. Topics include geometry and geometric figures, probability and statistics, graphing, measurement, and basic computer literacy. Students are introduced to some of the current literature, innovations, methods, and proposals for the modern elementary mathematics curriculum. A graphing calculator is required. Offered in Spring.

**prerequisite:** *MATH 111 with a "C" or better grade or equivalent competencies and eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Teacher Education:Elementary

### MATH 113 - Introduction to Applied Statistics (IAI: M1 902)

4-0-4

is a general education statistics course that uses current technology to allow focusing on mathematical understanding instead of routine calculations. Descriptive statistics covered include frequency tables, graphs, and measures of location and variation. Topics from probability include probability rules, counting techniques, and probability distributions. Inferential statistics coverage includes estimation, confidence intervals, hypothesis testing, and probability values. Statistical methods discussed include the one and two sample t-tests, one and two proportion tests, chi-square goodness of fit and test for independence, correlation, regression, and analysis of variance. This course makes heavy use of technology to solve real-world applications. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and one of the following: (1) MATH 098 with a "C" or better grade, (2) MATH 099 with a "C" or better grade, (3) satisfactory score on the mathematics placement exam, (4) a score of 22 or higher on the math ACT within three years of enrollment, and (5) a score of 530 on the math SAT within three years of enrollment*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Not Applicable

### MATH 116 - College Algebra

4-0-4

is a concentrated study of the topics traditionally found in College Algebra. The topics include a quick and intense review of the topics from Intermediate Algebra, including real numbers, algebraic expressions, polynomials, equations, problem solving, complex numbers, and graphing. Major topics include functions, exponential and logarithmic functions, matrices, polynomial equations, inequalities, introduction to analytic geometry, conic sections, systems of equations, mathematical induction, and the binomial theorem. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and one of the following: (1) MATH 098 with a "C" or better grade and MATH 095 with a "C" or better grade or one year of high school geometry, (2) satisfactory score on the mathematics placement exam, (3) a score of 22 or higher on the math ACT within three years of enrollment, and (4) a score of 530 on the math SAT within three years of enrollment*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics (AAS only)  
Area of Concentration - Not Applicable

### MATH 117 - Trigonometry

3-0-3

helps students develop skills sufficiently to write and use the definition of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; learn and then apply the law of the sines and cosines; learn how to write a complex number in trigonometric form and find all the roots of a complex number; learn polar coordinates system and the graphs of some simple equations in polar; learn about conic sections (rectangular &

polar), vector (applications & operations), and the exponential and logarithmic functions with applications and modeling. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *eligibility for ENGL 101 and one of the following: (1) MATH 098 with a "C" or better grade and MATH 095 with a "C" or better grade or one year of high school geometry, (2) satisfactory score on the mathematics placement exam, (3) a score of 22 or higher on the math ACT within three years of enrollment, and (4) a score of 530 on the math SAT within three years of enrollment*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics (AAS only)  
Area of Concentration - Mathematics

### MATH 121 - Calculus & Analytic Geometry 1 (IAI: M1 900-1,MTH 901)

5-0-5

is the first course in the single variable calculus series intended for students going into areas of science, technology, engineering, or mathematics. The course begins with a review of algebra and trigonometry followed by the introduction of limits and continuity. Derivatives of elementary, transcendental, and inverse functions are covered with their applications including L'Hopital's rule. The course ends with integrals of elementary functions. Because the order of the topics covered in the calculus series varies by institution, it is recommended that a student needing Calculus 1 and Calculus 2 complete both of them at the same institution. Offered in Fall and Spring.

**prerequisite:** *successful completion of both MATH 116 with a "C" or better grade and MATH 117 with a "C" or better grade or satisfactory score on the mathematics placement exam*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Mathematics, Engineering

### MATH 122 - Calculus & Analytic Geometry 2 (IAI: M1 900-2,MTH 902)

4-0-4

is the second course in the single variable calculus series intended for students going into areas of science, technology, engineering, or mathematics. The course begins with advanced techniques of integration and applications of integration. It then covers infinite sequences and series as well as power and Taylor series. The course finishes with topics from analytic geometry including parametric equations, polar coordinates, and conic sections. Because the order of the topics covered in the calculus series varies by institution, it is recommended that a student needing Calculus 1 and Calculus 2 complete both of them at the same institution. Offered in Fall and Spring.

**prerequisite:** *MATH 121 with a "C" or better grade or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Mathematics, Engineering

### MATH 160 - Finite Mathematics for Business and Social Sciences (IAI: M14-0-4)

is an introductory-level course covering mathematical ideas needed by students of business management, social science, or biology. The topics include sets and counting, functions, introduction to probability and statistics, interest and annuities, matrix theory, linear systems, and linear programming. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *MATH 116 with a "C" or better grade or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Mathematics  
Area of Concentration - Not Applicable

### MATH 170 - Introduction to Statistics (IAI: M1 902,BUS 901)

4-0-4

is a beginning-level course for students in the business, social, or behavioral sciences or for anyone who can use a working knowledge of statistics. The course includes descriptive statistics, probability, probability distributions, hypotheses with testing on different parameters of a population, comparison of two populations on a single parameter, regression analysis, goodness of fit, contingency table, ANOVA, and sampling and simulation. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *MATH 160 with a "C" or better grade*

## Mathematics

### MATH 170 - Introduction to Statistics (IAI: M1 902,BUS 901) 4-0-4

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Mathematics

Area of Concentration - Not Applicable

### MATH 171 - Concepts of Statistics (IAI: M1 902,BUS 901) 4-0-4

presents descriptive statistics, probability, probability distributions, hypotheses with testing on different parameters of a population, comparison of two populations on a single parameter, regression analysis, goodness of fit, contingency table, ANOVA, and sampling and simulation. Students from various areas - business, education, engineering, and social science - can effectively benefit from this course. A graphing calculator is required. Offered in Fall and Spring.

**prerequisite:** *MATH 116 with a "C" or better grade*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Mathematics

Area of Concentration - Not Applicable

### MATH 190 - Calculus for Business & Social Science (IAI: M1 900-B) 4-0-4

is an introductory calculus course for the non-mathematics major. The course includes sequences, limits, differentiation and integration of polynomials, and exponential and logarithmic functions with applications to business and social science. A graphing calculator is required. Offered in Spring.

**prerequisite:** *successful completion of MATH 116 with a "C" or better grade or satisfactory score on the mathematics placement exam*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Mathematics

Area of Concentration - Not Applicable

### MATH 221 - Calculus & Analytic Geometry 3 (IAI: M1 900-3, MTH 903) 4-0-4

is a standard multivariable calculus course intended for students going into areas of science, technology, engineering, or mathematics. Topics covered include three-dimensional space, vectors and their operations, vector-valued functions, arc length, and curvature; partial derivatives with applications, tangent planes, directional derivatives, gradients, and optimization problems; multiple integrals with applications in rectangular, polar, cylindrical, and spherical coordinates systems. The course concludes with vector calculus, line integrals, parametric surfaces, and their applications. Offered in Fall.

**prerequisite:** *MATH 122 with a "C" or better grade or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Mathematics

Area of Concentration - Mathematics, Engineering

### MATH 230 - Differential Equations (IAI: MTH 912) 4-0-4

begins with some definitions and terminology and mathematical models used in a differential equations course. First-order and higher-order differential equations, along with the methods of solutions and their applications, are introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations are covered. At the end, students learn series solutions of linear equations. Numerical methods are covered throughout the course. Offered in Spring.

**prerequisite:** *MATH 122 with a "C" or better grade or equivalent competencies*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Mathematics (AAS only)

Area of Concentration - Mathematics, Engineering

## Mathematics-Development

### MATH 090 - Pre Algebra 4-0-4

is designed to teach the use of fractions, mixed numbers, and decimal numbers

in any and all operations. It is also designed to teach procedures for solving simple word problems. The concepts of area, percent, ratio, and order of operations are introduced. The beginning concepts of algebra are practiced thoroughly. Some of the basic concepts of spatial geometry including pyramids, spheres, and cones are integrated in the course. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### MATH 091 - Basic Algebra 4-0-4

is a concentrated study of the topics in Beginning Algebra. The topics include the real number system, first degree equations, signed numbers, integer exponents, elementary graphing, products and quotients of algebraic expressions, systems of linear equations in two variables, radicals and quadratic equations, scientific notation, ratio problems, percent, and variation. A thorough discussion is presented on applied (word) problems with strong emphasis on identifying word problems by type and learning the procedures for each type. Algebraic methods are used in geometry problems, concentrating on finding the areas and perimeters of two-dimensional geometric figures. Offered in Fall, Spring, and Summer.

**prerequisite:** *both of the following: (1) MATH 090 with a "C" or better grade or satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### MATH 095 - Basic Geometry 4-0-4

introduces topics such as lines and plane and solid figures with concepts of congruence, similarity, symmetry, and logic. Offered in Fall, Spring, and Summer.

**prerequisite:** *both of the following: (1) MATH 091 with a "C" or better grade or satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### MATH 098 - Intermediate Algebra 4-0-4

is designed for (1) students who have successfully completed two years of high school algebra or (2) students who need to review Intermediate Algebra concepts. The topics include real numbers, polynomials, rational expressions, equations, inequalities, problem solving, complex numbers, systems of equations, graphing, functions, relations, exponents, and logarithms. A graphing calculator is required. Offered in Fall, Spring, and Summer.

**prerequisite:** *all of the following: (1) MATH 091 with a "C" or better grade or satisfactory score on the mathematics placement exam or MATH 099 with a "C" or better grade, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### MATH 099 - Preparatory Math for Gen Ed 5-0-5

covers numerical reasoning, unit conversions, linear equations/inequalities, models of growth, data representation, algebraic reasoning, graphical analysis using linear and nonlinear functions with emphasis on modeling, interpretation, and problem solving. A graphing calculator is required. A TI-83/84 is recommended. This course serves as a prerequisite for MATH 110 and MATH 113 only. Offered in Fall and Spring.

**prerequisite:** *(1) MATH 090 with a score of "C" or higher, or satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and ENGL 097*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Media

### MEDIA101 - News Writing & Reporting

3-0-3

introduces the students to basic techniques of news writing and news gathering with experience in the gathering, writing, rewriting news copy, editing, information sources, interviewing, and page make-up for both print and broadcast news. The goals of accuracy, comprehensiveness, and appropriate interpretation are applied to investigative and interpretive reporting of public affairs. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA110 - Introduction to Mass Media (IAI: MC 911)

3-0-3

examines the mass media of our society: newspapers, magazines, radio, and television. The course treats the development of the media to their present forms, the process and theory of mass communications, and issues arising from the present state of mass media, such as "new journalism," "protected sources," and freedom of the press. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA130 - Broadcasting

3-0-3

surveys news function of the electronic media. Topics include ethical principles and practical implications of working as a broadcast journalist in a small or large market, which includes the social, technological, and economic developments of the broadcast industry. Students report, write and script actual news going into an actual TV broadcast. Other experiences include preparing on-camera field reports and newscast scripts, interviewing news figures, generating news story ideas and assisting in newscast production. Field assignment times to be arranged. Student experiences include field videography and creative editing, newscast anchoring, and producing reports for television newscasts. Offered as needed.

**prerequisite: MEDIA 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA199 - Special Topics in Media

1-0-1 to 3

provides an opportunity to participate in selective seminar topics, apply media skills, and/or explore field experiences relevant to media. The course requires no prior knowledge. This course may be repeated twice with a different topic. Variable credit will reflect a range of time/studies needed to complete projects/studies of varied complexity and depth. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities/Fine Arts (AAS and ALS only)

Area of Concentration - Journalism

### MEDIA290 - Internship/Cooperative Ed in Media

1-20-5

allows the student pursuing a degree in Media the opportunity to apply the principles learned in course work to the work situation through employment. All internships must be arranged by the instructor and the student and must be approved by the Dean prior to enrollment in the course. Credit for this internship is determined at enrollment based on the ratio of five hours per week in the job setting for each semester hour for credit over a 16-week semester. Offered as needed.

**prerequisite: MEDIA 130**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

## Media-Applied

### MEDIA140 - Broadcast Production 1

2-2-3

studies and practices news gathering and reporting for television. Experiences

include preparing on-camera field reports and newscast scripts, interviewing news figures, generating news story ideas and assisting in newscast production. Field assignment times to be arranged. Plus, student experiences include field videography and creative editing, and producing reports for television newscasts. Offered as needed.

**prerequisite: MEDIA 130 and ENGL 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA220 - Broadcast Production 2

2-2-3

emphasizes creating a student produced newscast. Students practice and experience anchoring, reporting, producing, shooting, and editing regularly scheduled on-air program. Offered as needed.

**prerequisite: MEDIA 140**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA221 - Introduction to Radio Production

2-2-3

examines workings of radio stations, coupled with hands-on experience in audio production techniques, operation of related equipment and systems, and sales and management. Radio production protocol, terminology, script writing, and editing are studied to produce commercials, public service announcements, features, and news casting in a studio setting. Offered as needed.

**prerequisite: MEDIA 101**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA225 - Broadcast Reading

2-2-3

provides announcing techniques and broadcast copywriting skills. Students learn speech improvement through study and practice of voice control, proper breathing, and diction. Included is an understanding of the role of a live reporter and television news anchor. Another area of instruction is the host talent's responsibility and interactions in the entertainment genres of talk shows, game, and magazine shows. Students learn the art of a good interview. Offered as needed.

**prerequisite: MEDIA 130**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

### MEDIA280 - Ethics in Mass Media

3-0-3

offers an introduction to the ethical theories and legal decisions that have shaped media content and ownership in the United States by identifying key historical struggles over those questions. Upon successfully completing this course, the student should know more about the history of laws governing media in the United States, be able to explain the legal tradition that shaped those laws, critique legal decisions in the context of appropriate legal precedents, and explain the ethical challenges in the content and distribution of media. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Media

## Medical Assisting

### HLTH 220 - Nutrition and Diet Therapy

3-0-3

is designed for students in health care professions and food service programs. It includes fundamentals of nutrition, maintenance of health through good nutrition, diet therapy, and food preparation. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Dietetic Assist/Technician, Allied Health and Nursing

## Medical Assisting

### HLTH 220 - Nutrition and Diet Therapy

3-0-3

### MA 110 - Medical Office Administration

3-0-3

introduces administrative functions and practice finances in ambulatory healthcare settings. Students learn how to manage appointment schedules, use records management systems and software including electronic health/medical records, and perform routine office duties. Ethical and legal issues pertaining to healthcare are covered. This course includes basic bookkeeping and banking procedures related to the medical office. Offered in Fall.

**prerequisite:** admission to Medical Assisting program

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Medical Assisting

### MA 120 - Reimbursement and Coding

3-0-3

provides a basic overview of diagnosis and procedural coding along with an introduction to third-party reimbursement to the medical assistant student. Students will study the guidelines and steps required to make accurate diagnosis and procedure code assignments. The processes involved in a third party reimbursement system will be studied, including service eligibility verification, precertification, and preauthorization. Students will also gain experience in communicating professionally with medical providers, patients, and third party representatives. Offered in Spring.

**prerequisite:** MA 110 with "C" or better grade

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Medical Assisting

### MA 121 - Patient Care

4-3-5

provides basic concepts of patient care in an ambulatory care setting including effective communication, health history, patient assessment, infection control, vital signs, medication administration, first aid, protective practices, CLIA-waived testing, surgical procedures, and common diagnostic procedures. Offered in Spring.

**prerequisite:** MA 110 with grade of "C" or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Medical Assisting

### MA 122 - Pharmacology

2-0-2

provides an introduction to pharmacology and dosage calculations. Includes drug classifications and actions, the medication order, principles of administration of medications, adverse reactions, modes of administration, care and storage of drugs, legislation relating to drugs, and effects of medication on body systems. Offered in Spring.

**prerequisite:** MA 110 with grade of "C" or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Medical Assisting

### MA 135 - Clinical Medical Assisting

1-15-6

provides students the opportunity to demonstrate the knowledge, skills and behaviors learned in the medical assisting course in an ambulatory healthcare setting. This unpaid and supervised clinical experience of 225 hours includes performance of patient care and administrative skills. Course also includes review of all material for preparation for a medical assistant certification exam. Offered in Summer.

**prerequisite:** MA 120, 121, and 122 with grade of "C" or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Medical Assisting

### PHLEB110 - Basic Phlebotomy

1.5-1-2

provides classroom and lab instruction in the theory and practice of basic phlebotomy including medical terminology, infection control and safety, venipuncture and complications, circulatory and lymphatic systems, and medico-legal issues. Offered in Fall and Spring.

**prerequisite:** Eligible of ENGL 101 and MATH 091

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Phlebotomy

### PHLEB115 - Phlebotomy Clinical

0-6-3

provides application of classroom and lab content covered in basic and advanced phlebotomy courses in a healthcare setting. Requires students demonstrate competency in venipuncture vacuum tube, venipuncture syringe, winged infusion, capillary blood collection, throat swab collection, midstream urine collection, and blood culture collection. Offered in Fall and Spring.

**prerequisite:** PHLEB 110 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Phlebotomy

### PHLEB116 - Forensic Phlebotomy Clinical

0-3-1.5

provides application of classroom and lab content covered in basic phlebotomy course in a healthcare setting. Requires students demonstrate competency in venipuncture vacuum tube, venipuncture syringe and winged infusion. Offered as needed.

**prerequisite:** PHLEB 110 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Phlebotomy

### PHLEB120 - Advanced Phlebotomy

1-0-1

provides classroom instruction in the theory and practice of advanced phlebotomy including capillary collection, arterial blood collection procedures, specimen transport, handling and procession, point of care testing and quality phlebotomy. Offered in Fall and Spring.

**prerequisite:** PHLEB 110 or concurrent enrollment

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Basic Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Phlebotomy

## Music

### MUSIC100 - Music Appreciation (IA: F1 900)

3-0-3

includes the various periods and styles of music with minimum attention to theory and harmony. The course requires listening to live and recorded performances. It is designed for students who do not intend to major in music. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Music

### MUSIC180 - Non-Western Music (IA: F1 903N)

3-0-3

explores the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening as they relate to non-Western music. Examines the music culture of non-Western societies. This meets the non-western course requirements. Offered as needed.

# Music

## MUSIC180 - Non-Western Music (IA: F1 903N) 3-0-3

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Music

## MUSIC190 - Introduction to American Music (IA: F1 904) 3-0-3

studies the origins, growth, and significance of the music of the United States as a distinctive art form derived from the nation's pluralistic culture. The course includes some listening to recorded performances and involves such types of music as classical, religious, folk, jazz, and pop. It is designed for students who do not plan to major in music. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Music

## MUSIC192 - Rock and Roll 3-0-3

is a survey of the styles and personalities in popular music from the 1950's to the present. Included will be discussions of the concepts and aesthetics of popular music, as well as comparisons of rock styles, genres, and stylistic traits with other musical forms. The development of rock music, its multicultural roots, its connections with the other arts, and interrelationships with the political and economic conditions of its time are explored. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

# Music-Applied

## MUSIC101 - Class Piano 1 2-0-2

provides group instruction for those who have little or no previous experience playing the piano, including non-keyboard music majors and elementary education majors as well as others. Materials are used that correlate basic keyboard skills to musicianship. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC102 - Class Piano 2 2-0-2

is a continuation of MUSIC 101. Topics include chord inversions, seventh chords, pedaling, and various scales. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Materials correlate skills to musicianship. Offered as needed.

**prerequisite:** *MUSIC 101 or consent of the instructor*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC103 - Theory & Ear Training 1 3-2-4

provides instruction in the rudiments of music: scales, intervals, triads; rhythm and melody in singing, writing, playing, and dictation; diatonic harmony including analysis and part writing; and sight singing and ear training correlated with the rhythmic, melodic, and harmonic activity. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC104 - Theory & Ear Training 2 3-2-4

is a continuation of MUSIC 103 and provides instruction in the rudiments of music: scales, intervals, triads; rhythm and melody in singing, writing, playing, and dictation; diatonic harmony including analysis and part writing; and sight singing and ear training correlated with the rhythmic, melodic, and harmonic activity. Offered as needed.

**prerequisite:** *MUSIC 103*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC123 - Jazz Band 0-3-1

is preparation and performance of a variety of jazz literature to develop abilities in reading and listening to music and to provide an opportunity for instrumentalists with some background to perform in a jazz combo. Jazz music techniques and improvisation, musical role awareness, and interpretation of lead sheets will be emphasized. Registration will be subject to an audition. This course may be repeated three times for a total of four accrued credits. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC130 - Chorus 0-2-1

provides an opportunity to perform major choral works and public concerts. The course is open to all students with registration subject to an audition. Members must attend all rehearsals and concerts. The course may be repeated for credit a maximum of four times. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC150 - Class Guitar 1 2-0-2

introduces guitar playing basics and techniques, including chords, conventional strumming, finger picking, and notes in first positions, tuning, note reading, melody playing, arpeggio study, and melody and accompaniment type textures along with the proper sitting position, hand positions, and nail care. Students practice basic musicianship to discover ways to interpret musical ideas and play various classical and selected popular, unaccompanied guitar styles. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## MUSIC200 - Computer Aided Music Composition 3-0-3

uses structured projects in instrumental composition based on studies using specific compositional techniques to establish abilities in counterpoint, harmony, and instrumentation in historical and contemporary idioms and to develop awareness of new ideas and aesthetics. Theory, techniques, and ideas are applied toward the development of a personal methodology of composition, while establishing a focused pattern of experimentation. Offered as needed.

**prerequisite:** *MUSIC 103, completion or concurrent enrollment in MUSIC 104, or consent of instructor*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fire Arts (AAS and ALS only)  
Area of Concentration - Music

## MUSIC201 - Class Piano 3 2-0-2

is a continuation of MUSIC 102. Topics include various scales, harmonizing using primary chords in minor keys, teaching technical exercises and studies, and solo repertoire. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Materials correlate keyboard skills to musicianship. Offered as needed.

**prerequisite:** *MUSIC 102 or consent of the instructor*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## Music-Applied

### MUSIC201 - Class Piano 3

2-0-2

### MUSIC202 - Class Piano 4

2-0-2

is a continuation of MUSIC 201. Topics include various scales and modes, harmonizing using substitute chords and secondary dominants, seventh chords qualities, technical exercises and studies, and solo repertoire. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Materials correlate key board skills to musicianship. Offered as needed.

**prerequisite:** MUSIC 201 or consent of the instructor

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Music

## Nursing

### HLTH 197 - Special Topics in Healthcare

1-0-1 to 3

enables the student to explore a topic of special interest in healthcare. The course provides an opportunity to explore a new area of interest. A student may enroll in and receive credit up to three times for this course to have an opportunity to emphasize a different area during each enrollment. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HLTH 290 - Health Internship

0-8-1 to 2

involves applying the knowledge and skills learned in a health professions program in a clinical setting. This course provides students enrolled in health profession programs opportunities to explore areas of clinical interest as they are mentored by health professionals. Students use knowledge gained in the health programs to hone technical skills and improve critical thinking, adaptability, prioritization, assessment, and patient care management. Students complete online assignments and participate weekly in clinical experiences (60 contact hours equal 1 clinical credit) throughout the course. Offered in Fall, Spring, and Summer.

**prerequisites:** sophomore classification in a Richland health professions AAS program. Submission of application and acceptance by program director/faculty

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### HLTH 297 - Advanced Topics in Healthcare

1-0-1 to 3

enables the student who is or has been enrolled in a health professions course or who is a graduate of a health professions program an opportunity to explore a topic of special interest in health care. Students will build on prior learning and apply knowledge and concepts learned in other courses as they explore new/expanded topics. A student may enroll in and receive credit for this course up to three times to have an opportunity to emphasize a different area during each enrollment. Offered in Fall, Spring, and Summer.

**prerequisite:** permission of the instructor

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### NURS 111 - Introduction to Nursing

1-0-1

is a self-esteem and introspective course that helps students to understand their own personal strengths and skills capabilities so they can be better prepared for success in the nursing program. Team building exercises, time management, and test taking skills are introduced in this class. Offered in Fall and Spring.

**prerequisite:** admission to Associate Degree Nursing Program

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### NURS 112 - Medical-Surgical Nursing I Concepts Basic to Nursing Prac

6-9-9

describes the roles of the ADN graduate as member of the healthcare team, provider and manager of care, and member of the profession. This course introduces and utilizes the program's conceptual framework for nursing practice: nursing, individual, environment, health, nursing process, critical thinking, communication, professionalism, legal/ethical concepts, teaching and learning, systems theory, stress, adaptation, responses to illness, and caring. It outlines the role of the nurse in promoting, maintaining, and restoring health and in assisting clients and families with adaptation to health problems. Respect for diversity is fostered. Accountability and commitment to excellence in nursing skills for meeting needs related to safety, principles of mobility, fluid and electrolytes, ambulation, nutrition, elimination, medication administration, sepsis, and infection control are the goals. Clinical experiences involving adult health care consumers and hospitals require outside class and clinical preparation and provide nursing experience. Offered in Fall and Spring.

**prerequisite:** completion of or concurrent enrollment in NURS 111, BIOL 201, PSYCH 110, and ENGL 101

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### NURS 152 - Psychiatric Mental Health Nursing

2-6-4

applies the nursing process and critical thinking to the management of psychiatric and mental health problems in clients and families. Emphasis is placed on the interactive nature of clients with their environment and the use of various treatment modalities, therapeutic communication, and relationship skills to care for clients with alterations in mental health. Students function in the roles of member of the healthcare team and provider of care. Clinical experiences provide students the opportunity to care for clients in both acute and chronic settings. Students have the opportunities to apply the nursing process, utilize therapeutic communication, and exercise critical thinking. Students plan and administer care to individual clients and small groups. Offered in Fall and Spring.

**prerequisite:** completion of NURS 112 and completion of or concurrent enrollment in NURS 154, NURS 155, PSYCH 145, BIOL 202

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### NURS 154 - Pharmacological Principles for Nursing Practice

3-0-3

presents an overview of the basic drug knowledge nurses need for safe and effective drug administration. The action, characteristics, and adverse effects of drugs classified by body systems are studied. The nursing process is applied to drug therapy. Offered in Fall and Spring.

**prerequisite:** must be accepted into the ADN or LPN nursing program, or have current LPN licensure, or approval of the Nursing Program Director

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### NURS 155 - Medical-Surgical Nursing II Care of the Chronically Ill Clie

3-6-5

focuses on the use of the nursing process and critical thinking to manage adult clients with chronic and increasingly complex alterations in neurological, oncological, immune, hematological, endocrine and musculoskeletal functioning in medical health care delivery systems. Students function in the roles of healthcare team member, provider of care, and manager of care. Clinical experiences are in oncology, acute phase of chronic illness, home health, and hospice care. Students develop insight about the effects of chronic illness on an aging population as it relates to nursing roles and the health care delivery systems. Oncology and Home Health rotations are included as an observational experience. Offered in Fall and Spring.

**prerequisite:** completion of NURS 112 and completion of or concurrent enrollment in NURS 152, NURS 154, PSYCH 145, BIOL 202

## Nursing

### NURS 155 - Medical-Surgical Nursing II Care of the Chronically Ill Client 3-6-5

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### NURS 203 - LPN Bridge Course 6-0-6

presents the philosophy of Associate Degree Nursing and provides the nursing knowledge and clinical skills from NURS 112, 152, and 155 that allow the transition of LPNs into the Associate Degree Nursing program. The class is conducted in three modules. Module I focuses on the nursing process, critical thinking, the teaching and learning process, physical assessment, fluid and electrolytes, acid base, and transition from the LPN to RN role. Module II focuses on the management of the chronically ill adult patient. Module III focuses on the management of the psychiatric patient and corresponding modalities. Upon successful completion of this course and payment of the appropriate fee for credit by advanced placement, the student will receive credits for NURS 112, NURS 152, and NURS 155. Offered in Fall and Spring.

**prerequisite:** admission to LPN-Bridge Program

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### NURS 206 - Family Health Nursing 4-6-6

examines issues relevant to the promotion of sexual and reproductive health throughout the life span and the management of developmental needs and health problems that may occur from infancy through adolescence. The nursing process and critical thinking are applied to the management of clients and families from preconception through adolescence and to clients with diseases of breasts and the reproductive system. Individual and group teaching, assessment, and nursing skills are emphasized. Students demonstrate the roles of healthcare team member and provider of care. Clinical experiences in clinics, hospitals, and selected community agencies will be provided. Offered in Fall and Spring.

**prerequisite:** completion of NURS 152, NURS 154, NURS 155, and completion of or concurrent enrollment in NURS 250, BIOL 220, SOCIO 110, or admission to the LPN Bridge Program

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### NURS 250 - Medical-Surgical III Care of the Surgical Client 3-6-5

focuses on the nursing management of clients experiencing surgery and the management of cell injury, inflammation, fluids and electrolytes. The nursing process, critical thinking, and systems theory are applied in the management of clients with alterations in the integumentary, urinary, and gastrointestinal systems. Students demonstrate the roles of healthcare team member, provider of care and coordinator of patient care. Clinical nursing and physical assessment skills are emphasized. Clinical experiences provide opportunities to use the nursing process, communication, critical thinking, and decision making in caring for adults in hospital settings. Offered in Fall and Spring.

**prerequisite:** completion of NURS 152, NURS 154, NURS 155, and completion of or concurrent enrollment in NURS 206, BIOL 220, SOCIO 110, or admission to the LPN Bridge Program

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### NURS 252 - Medical-Surgical IV Care of the Acutely Ill Client 3-6-5

applies the nursing process, systems theory, and critical thinking in the management and care of adult clients with acute alterations in the respiratory, cardiovascular, integumentary (burns), and the neurological system. Physical assessment and advanced nursing skills are emphasized. The student demonstrates the roles of health care team member, healthcare provider, and manager of care. Clinical experiences provide opportunities to use the nursing process, critical thinking, communication, and decision-making in caring for adult clients who are acutely/critically ill. Offered in Fall and Spring.

**prerequisite:** completion of NURS 206, NURS 250, BIOL 220, SOCIO 110,

and completion of or concurrent enrollment in NURS 254, Fine Arts elective, and HLTH 197/290/297

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### NURS 254 - Transition from Education to Practice 3-9-6

introduces nursing students to the work setting by involving them in as many situations common to every day clinical practice as possible while providing support and guidance from a nurse preceptor and instructor. Students work one eight-hour day and/or evening shift per week, provide direct care to a group of clients, and manage care given by other health care workers. The course presents concepts and issues pertinent to the effective entry into nursing practice. Students are prepared to perform in their expected role in regard to leadership, time management, and patient care management. The concepts of conflict management, accountability, quality assurance, employment, the health care delivery systems, diagnosis-related groups, and legal/ethical issues are also discussed. Opportunities and challenges related to lifelong learning and professional responsibilities are identified. Offered in Fall and Spring.

**prerequisite:** completion of NURS 206, NURS 250, BIOL 220, and SOCIO 110 and completion of or concurrent enrollment in NURS 252, Fine Arts elective, and HLTH 197/290/297

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## Office Technology

### OT 114 - Word Processing/Keyboarding 2-2-3

prepares students to learn and develop efficient keyboarding skills using Microsoft Word in producing business and personal documents. Students learn to set up, create, edit, print and maintain documents in the Microsoft Word application environment. Offered in Fall.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### OT 117 - Business Communication Fundamentals 2-2-3

emphasizes composing, editing, and proofreading memos, letters, presentations and other forms of business communication. The principles of grammar, sentence structure, punctuation, capitalization, spelling, and pronunciation are taught in this course. Students will also learn the importance of word selection in business documentation. The ability to communicate effectively and professionally is a critical skill required for advancing any business or technical career. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 090 and ENGL 097; completion of or concurrent enrollment in OT 114

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### OT 217 - Advanced Administrative Office Applications 2-2-3

highlights composing, dictating, formatting, editing, and proofreading business documents from a variety of fields of employment using speech recognition software, integration of Microsoft Word, Excel, Access, and PowerPoint; and transcription tools and techniques. Speed, accuracy, and professionalism in the production of documents are emphasized. Offered in Spring.

**prerequisite:** completion of OT 117, IT 120, IT 125, and IT 130; completion of or concurrent enrollment in IT 135

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### OT 230 - Legal Terminology and Writing 2-2-3

is a specialized course designed to acquaint students with legal terminology, definitions, and formatting of legal documents. Offered in Spring.



## Office Technology

### OT 230 - Legal Terminology and Writing 2-2-3

**prerequisite:** completion of or concurrent enrollment in OT 114

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### OT 290 - Work Experience Practicum & Seminar 1-10-3

provides students in the Administrative Assistant Program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Student will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

**prerequisite:** sophomore standing and a minimum completion of 45 credit hours toward an Administrative Assistant degree, or approval from the full-time Office Technology faculty. Students must also pass the typing requirement of 50 NWAM for five minutes with five or fewer errors prior to taking this course.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### OT 295 - Workplace Simulation & Project 1-10-3

is a capstone course designed to give students the opportunity to apply their technical skills and ability to work successfully in the workforce, to demonstrate learning and thinking skills, and to develop individual resourcefulness. The student will have an opportunity to work independently and as a team member on a specific project(s) under the guidance of a faculty mentor. Students must demonstrate a typing speed of 50 NWAM for five minutes with five or fewer errors to pass this course. Offered as needed.

**prerequisite:** sophomore standing and a minimum completion of 45 credit hours toward an Administrative Assistant degree, or approval from the full-time Office Technology faculty

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Personal Dev

### P DEV100 - Human Potential Seminar 0-2-1

is a structured, positive group process. Its goals are increasing awareness of the student's present value system, personal achievements, and strengths and relating this awareness to plans for the future. Activities are aimed toward enhancing regard for oneself and others. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### P DEV101 - Seminar in College and Life Skills 1-0-1

provides motivation, access to inner resources as well as college and community resources, and specific, practical study skills and coping strategies to help each student take control of his or her lifelong self-education and personal development, which can lead to personal and academic success. Offered in Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### P DEV109 - How to Market Yourself 1-0-1

is a self-esteem and introspective course that helps students to understand their own personal strengths and skills capabilities so they can better present themselves to prospective employers. (Students may not receive credit for C DEV 112 and P DEV 109, 110, and/or 111.) Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### P DEV110 - Career Exploration 0-2-0.5

provides the individual with an opportunity to explore his or her interests, values, abilities, and other significant factors as they relate to vocational choice and the world of work. Various tests, career materials, guest speakers, and group discussion sessions are used to assist the individual in making educational and career plans. (Students may not receive credit for C DEV112 and P DEV 109, 110, and/or 111.) Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### P DEV111 - Job Preparation 1-0-0 to 1

is designed to teach effective job search techniques to students. Students prepare a resume and cover letter, prepare for an interview, practice interviewing skills, and organize a job search. The course includes a review of current job search literature. (Students may not receive credit for C DEV 112 and P DEV 109, 110, and/or 111.) Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Personnel Relations

### P REL100 - Human Relations 3-0-3

explores the fundamentals of human relations in all fields of everyday life. Study includes interpersonal relationships in both the work and home environment. The course is designed to improve the student's understanding of individual behavior and group dynamics. Topics covered include communication skills, assertiveness, setting goals, interviewing, cooperation, and handling conflict. Class activities are used to illustrate various human relations skills. Offered in Fall, Spring, and Summer.

**prerequisite:** completion of or concurrent enrollment in OT 117 or eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Social Science (AAS only)

Area of Concentration - Not Applicable

### P REL110 - Supervision 3-0-3

is designed for practicing or potential first-line supervisors and/or managers who hold or expect to hold up to middle-level management positions. The course consists of a survey of basic management concepts in proper combination to assist the individual to diagnose situations encountered by supervisors in their day-to-day activities, to analyze problems, and to work toward solutions. The course emphasizes human relations, motivation, conference leading, leadership training, and the basic managerial functions. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Social Science (AAS only)

Area of Concentration - Not Applicable

## Philosophy

### PHIL 100 - Critical Thinking (IA: H4 906) 3-0-3

develops the student's ability to identify and correct faulty reasoning, to distinguish between scientific and pseudoscientific reasoning, and to reason according to elementary valid argument patterns. Throughout the course, students examine and evaluate examples of good and bad reasoning and construct several extended arguments of their own on a variety of topics. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 101

## Philosophy

### PHIL 100 - Critical Thinking (IA: H4 906)

3-0-3

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

### PHIL 106 - African American Churches in America

3-0-3

examines the socio-historical origins, theology, and practice of the African Americans' religious experience. The relationship between social issues and religiosity will be explored, along with the political and socio-cultural aspects of churches, their evolution in form and structures, major religious leaders, and the churches' impact on the community and the nation. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Philosophy, African-American Studies

### PHIL 110 - Introduction to Philosophy (IA: H4 900)

3-0-3

surveys the major methods and systems of philosophy through discussion of questions such as what is really real, what is truth, does God exist, why is evil in the world, and how should moral issues be resolved. Students are encouraged to formulate their own answers to such questions through reading, discussion, and logical argument. Offered in Fall and Spring.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

### PHIL 120 - Introduction to Ethics (IA: H4 904)

3-0-3

offers a detailed study of the principal theories of moral character and conduct in western culture, such as those of Plato, Aristotle, Hume, Mill, and Kant. Attention is also given to non-normative issues such as free will, determinism, relativism, absolutism, subjectivism and objectivism. Offered in Fall and Spring.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

### PHIL 200 - Symbolic Logic

3-0-3

surveys the basic elements of deductive reasoning on which the logic of fields such as data processing, electronics, algebra, and geometry are based. Topics include translation from English to symbolic notation, rules of deduction, techniques for proving validity and invalidity of arguments, and basic quantification. The course is useful as preparation for academic and technical fields using deductive logic and as a powerful tool for sound reasoning in any area. It assumes no mathematical or technical background. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Philosophy

### PHIL 210 - Introduction to World Religions (IA: H5 904N)

3-0-3

surveys the major religions of the world in order to promote an understanding of the variety of religious beliefs. Major religions studied include Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. The course may also include other religious traditions, if time permits. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

### PHIL 215 - Asian Philosophy (IA: H4 903N)

3-0-3

surveys the basic philosophical aspects of Hinduism, Buddhism, Confucianism, and Taoism as a means of expanding the student's understanding of Eastern culture. Emphasis is on concepts of knowledge, reality, and ethics. This meets non-western course requirements. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

### PHIL 220 - Current Issues in Ethics

3-0-3

is a survey of the principles, theories, and concepts of moral character and conduct in Western culture, with an emphasis on how they apply to moral problems and decisions. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Philosophy

### PHIL 230 - Philosophy of Religion (IA: H4 905)

3-0-3

is a study of selected religious concepts and theories, such as the existence and nature of a deity, the nature of good and evil, reason and faith, ethics, the nature and possibility of an afterlife, and the nature of religious language. Offered as needed.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Philosophy

## Physical Education

### P ED 110 - Personal Fitness

0-2-1

is a class designed to emphasize the student's body development based on his or her abilities and fitness goals. The course uses stationary bicycles, treadmills, and stairclimbers along with universal weight machines and free weights. Repeatability 3 times for a total of 4 accrued credits. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Physical Science

### PHY S105 - Physics of Sound and Light (IA: P9 900L)

3-2-4

is a laboratory course designed for non-science or education majors. Students are introduced to basic concepts of motion, force, energy, waves, sound, and light. In addition, students are introduced to applications of these concepts, including interference, superposition, resonance, musical sound, pitch, timbre, diffraction, resolution, color, lasers, human vision, and corrective devices/procedures. Offered as needed.

**prerequisite: eligibility for ENGL 101 and successful completion of MATH 091 [with a "C" or better grade] or equivalent competencies**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Physical Science  
Area of Concentration - Not Applicable

## Physics

### PHYS 100 - Physics of the Modern World (IA: P1 901)

4-0-4

is an introduction to some of the revolutionary ideas of twentieth-century physics, including quantum theory, atomic and nuclear physics, Einstein's theory of relativity, superconductors, and applications to technology. Offered in Fall and Spring.

**prerequisite: eligibility for ENGL 101 and successful completion of MATH**

## Physics

### PHYS 100 - Physics of the Modern World (IAI: P1 901) 4-0-4

**091 [with a "C" or better grade] or equivalent competencies**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Physical Science  
Area of Concentration - General Science

### PHYS 101 - Introduction to Physics 1 (IAI: P1 900L) 3-2-4

is the first physics laboratory course introducing students to contents and methods useful for careers in engineering, bio-medicine, physics, or mathematics. It is an algebra-based study of the physical world, covering topics such as mechanics, matter, work, energy, rotational dynamics, and sound. Student experiments in the laboratory are used to illustrate the concepts studied in the lecture and practiced in the problems. This course is also a useful introduction for students who have not had physics in high school but who plan to take the engineering physics sequence starting with PHYS 151. Offered in Fall and Spring.

**prerequisite: MATH 116, MATH 117 (or concurrent enrollment), and eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Physical Science  
Area of Concentration - General Science

### PHYS 102 - Introduction to Physics 2 3-2-4

is the second laboratory course introducing students to contents and methods useful for careers in bio-medicine, physics, or mathematics. It is an algebra-based study of the physical world, covering topics such as electricity and magnetism, optics, wave interactions, and atomic and nuclear physics. Student experiments in the laboratory are used to illustrate the concepts studied in the lecture and practiced in the problems. Offered in Spring.

**prerequisite: successful completion of PHYS 101 [with a "C" or better grade] or equivalent competencies and eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - General Science

### PHYS 115 - Technical Physics 2-2-3

is a laboratory course with physics applications for technology students. Subjects include measurement, force, vectors, motion, energy, power, rotation, and simple machines. Offered as needed.

**prerequisite: MATH 104**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS and ALS only)  
Area of Concentration - Engineering Technology, Drafting, Welding Technology, Engineering CNC Technology

### PHYS 151 - Mechanics and Wave Motion (IAI: P2 900L) 3-2-4

is a laboratory course designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as vectors, motion, force, work, energy, momentum, torque, and simple harmonic motion. Offered in Spring.

**prerequisite: MATH 121 or equivalent, MATH 122 or equivalent or concurrent enrollment, and one year of high school physics or PHYS 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - General Science, Physics

### PHYS 152 - Electricity and Magnetism 3-2-4

is the second semester of the laboratory courses designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as electric charges, electric potential, capacitance and dielectrics, current and resistance, direct current circuits, magnetic fields, magnetic forces, inductance, magnetic properties of matter, electromotive forces, alternating currents, and electromagnetic waves. Offered in Fall.

**prerequisite: PHYS 151 or equivalent competencies and MATH 122 or concurrent enrollment**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - General Science, Physics

### PHYS 153 - Thermodynamics and Modern Physics 3-2-4

is the third semester of the laboratory courses designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as optics, the nature and properties of light, reflection, refraction, lenses and optical instruments; temperature, transfer of heat, thermal properties of matter, and the laws of thermodynamics; atoms, electrons and protons, the structure of the atom and the nucleus, radioactive decay and an introduction to nuclear physics. Offered in Spring.

**prerequisite: PHYS 152 or equivalent competencies and MATH 122 or concurrent enrollment**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS only)  
Area of Concentration - General Science, Physics

## Political Science

### POL S100 - People & Politics (IAI: S5 903) 3-0-3

provides a basic introduction to what politics is all about. It looks at why we think and feel as we do about politics and politicians and better informs the student about his/her own and other governmental systems. It also introduces the student to specific political concepts such as the ideologies of democracy, socialism, and communism. Leading political personalities of our time are discussed. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Not Applicable

### POL S110 - American National Government (IAI: S5 900) 3-0-3

uses a contemporary approach to American political behavior by viewing the forces that shaped our constitution, modern attitudes of liberalism and conservatism, the role played by political parties and the independent voter, Congress and the impact of special interest groups on that body, the modern presidency, and the important role the media plays in modern politics. Current topics of political interest are discussed throughout this course. This course is required for state teacher certification. Offered in Fall, Spring, and Summer.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Political Science, Social Science

### POL S120 - Pol in States and Communities (IAI: S5 902) 3-0-3

is a brief introduction into the history of state and local governments with emphasis on modern decision-making at the state and local level. Special consideration is given to current problems of modern urban America, including the topics of taxes, attempts to cut waste, pollution, and crime, and how government can effectively serve the needs of citizens without excessive cost. In addition, this course better acquaints the student with his/her own local political environment through guest lectures, possible field trips to local and state seats of power, and other related experiences in the field. Offered in Spring.

**prerequisite: eligibility for ENGL 101**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Political Science, Social Science

### POL S130 - Model Illinois Government 3-0-3

is associated with the Model Illinois Government (MIG) program offered by a consortium of Illinois universities, colleges, and community colleges dedicated to the teaching of state government. Students prepare for the annual four-day Model Illinois Government (MIG) simulation held in the Illinois Senate and House

## Political Science

### POL S130 - Model Illinois Government

3-0-3

chambers. MIG is a role-playing simulation that builds upon student preparation in parliamentary procedure, bill analysis, policy research, drafting legislation and debate. At the simulation, students assume the roles of state legislators, executive branch officials, lobbyists, journalists, staffers, and justices. The participation learning activities of this course will familiarize students with the operation of Illinois General Assembly by examination of and involvement in the simulated process of bills becoming laws. Participation in the entire simulation is mandatory for this course. Offered as needed.

**prerequisite:** *eligibility for ENGL 101 and instructor approval*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Political Science, Social Science

## Practical Nursing

### PN 115 - Professional Nursing 1

1-0-1

is designed to provide practical nursing students an introduction to the profession of nursing practice. Concepts related to safety, legal and ethical issues, teaching and learning, nursing leadership, informatics, evidence-based practice, and health policy are introduced. Discussion on successful study and testing practice along with time management principles is included. Offered in Fall.

**prerequisite:** *admission to the Practical Nursing program. Completion of PSYCH 145 and completion of or concurrent enrollment in PN 118, PN 120, PN 125, and BIOL 201*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Nursing

### PN 118 - Fundamental Nursing Skills

2-0-2

introduces the student to fundamental nursing skills that will be utilized in the care of clients throughout the lifespan. Skills include, but are not limited to, vital signs, assessments, urinary catheterizations, wound and dressing care, specimen collection, positioning, medication administration, and documentation requirements. Offered in Fall.

**prerequisite:** *admission to the Practical Nursing program. Completion of PSYCH 145 and completion of or concurrent enrollment in PN 115, PN 120, PN 125, and BIOL 201*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Practical Nursing

### PN 120 - Practical Nursing Concepts 1

4-6-6

is designed to introduce students to the fundamentals of nursing practice. The nursing process will be introduced and integrated throughout the course. Concepts related to biophysical and psychosocial care needs across the lifespan will be presented including safe and effective care principles. Emphasis will be placed on concepts of fluids and electrolytes, alterations in elimination, metabolism, oxygenation, infection control, tissue integrity, comfort, and mobility. Basic principles of health promotion, safety, and medication administration will be introduced. Concepts of culture and diversity in healthcare will be fostered. Clinical experiences will focus on basic medical and surgical care principles throughout the adult lifespan (ages 18 through death). Offered in Fall.

**prerequisite:** *admission to the Practical Nursing program. Completion of PSYCH 145 and completion of or concurrent enrollment in PN 115, PN 118, PN 125, and BIOL 201*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Practical Nursing

### PN 125 - Pharmacology for Practical Nursing

3-0-3

is designed to provide practical nursing students an introduction to the principles of pharmacology with emphasis on safe and effective drug administration. Emphasizes drug classes, rationale for use, dosage, therapeutic, adverse and

side effects, integration of legal, ethical, other social factors and nursing implications. The nursing process is applied to drug therapy. Offered in Fall.

**prerequisite:** *admission to the Practical Nursing program. Completion of PSYCH 145 and completion of or concurrent enrollment in PN 115, PN 118, PN 120, and BIOL 201*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Practical Nursing

### PN 126 - Professional Nursing II

2-0-2

this course will enhance knowledge and understanding of professionalism in practical nursing practice. Concepts related to legal and ethical issues, teaching and learning, delegation, leadership, informatics, application of evidence-based practice, and health policy are reinforced and expanded upon. Critical thinking/reasoning and problem solving will be emphasized. Offered in Spring.

**Prerequisite:** *completion of PN 115, PN 118, PN 120, and PN 125 with a "C" or better*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Practical Nursing

### PN 140 - Practical Nursing Concepts II

4-9-7

is designed to introduce students to the fundamentals of nursing practice. The nursing process will be integrated throughout the course. Concepts related to biophysical and psychosocial care needs across the lifespan will be presented including safe and effective care principles. Emphasis will be placed on advanced concepts of fluids and electrolytes, alterations in elimination, metabolism, oxygenation, perfusion, cellular regulations, and comfort. Health promotion, safety, and medication administration will be reinforced. Concepts of psychiatric and mental health conditions, reproduction, and growth and development will be covered. Clinical experiences will focus on medical and surgical care of clients throughout the lifespan (conception through death). Offered in Spring.

**prerequisite:** *admission to the Practical Nursing program. Completion of PSYCH 145, BIOL 201, PN 115, PN 118, PN 120, PN 125, and completion of or concurrent enrollment in PN 126, BIOL 202, and ENGL 101/110*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Practical Nursing

## Psychology

### PSYCH100 - Practical Psychology

3-0-3

is designed for students to develop a basic understanding of human behavior and the factors that influence human behavior and psychological development. Practical applications of psychological theories and research will be used to understand and explain psychological issues that most individuals experience. Topics include childhood, adulthood, aging, sexuality, schooling, career choices, stress, and health. Students who have earned credit for PSYCH 110 may not register for this course. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Not Applicable

### PSYCH110 - Introduction to Psychology (IA: S6 900)

3-0-3

examines major psychological approaches to the study of human behavior and mental processes. It includes topics on the biological bases of behavior, learning, motivation, personality, stress, mental illness, memory, and perception. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Psychology, Social Science

### PSYCH145 - Human Growth & Development (IA: S6 902)

3-0-3

covers the interaction and development of human physical, intellectual, and psychosocial behavior from conception through old age. Similarities and

## Psychology

### PSYCH145 - Human Growth & Development (IA: S6 902) 3-0-3

differences in physical, social, emotional, and cognitive development at various stages of the life cycle are studied. Offered in Fall, Spring, and Summer.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Psychology, Social Science

### PSYCH150 - Child Psychology (IA: S6 903) 3-0-3

examines the behavioral development of the individual from conception through early adolescence. Consideration is given to the effects of psychological, social, and biological factors on that development. Offered in Fall, Spring, and Summer.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Psych, SocS, TeachEd

### PSYCH200 - Educational Psychology 3-0-3

examines application of the psychological principles to educational practice and classroom behavior strategies. Special emphasis is placed on understanding learner cognitive and psychological development, motivation, intelligence, evaluation, measurement, assessment, and the impact of culture on learning styles. The course requires 10 clock hours of formal classroom field experience to be arranged with the instructor. Students may be required to provide a criminal background check to school districts before participating in field experiences. A student may not receive credit for both ED 200 and PSYCH 200. Offered in Spring.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Psych, SocS, TeachEd

### PSYCH210 - Social Psychology (IA: S8 900) 3-0-3

studies the ways in which individuals are influenced by others. Topics include research methods, attitude development, person perception, interpersonal attraction, aggression, and group behavior. Offered in Spring as needed.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Psychology, Social Science

### PSYCH250 - Human Sexuality 3-0-3

examines the physiological, psychological, and social dimensions of human sexuality. Topics to be covered include genetic and environmental influences on sexual development, effects of motivation and emotion on sexual behavior, sex-role identification, variations of sexual behavior, sexual abuse, and AIDS and other sexually transmitted diseases. Offered as needed.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Psychology, Social Science

### PSYCH260 - Theories of Personality 3-0-3

examines the classical theories of personality as outlined by major theorists of psychology. In addition to covering the basic concepts, the course also examines the origins, development, assumptions, and implications of each theory. Offered as needed.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Psychology, Social Science

### PSYCH280 - Abnormal Psychology (IA: PSY 905) 3-0-3

provides a description of abnormal behavior and an introduction to a variety of therapeutic approaches. Selected topics include a review of all major mental illnesses, including symptoms, proposed causes, statistics, and therapeutic treatments and interventions. Offered in Fall and Spring.

**prerequisite:** PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Psychology, Social Science

## Radiography

### RADT 101 - Introduction to Radiography 4-0-4

introduces students to the field of radiography and to the basic knowledge required to become a member of the profession. The students receive an overview of the content covered and expectations of the RCC Radiography Program. Topics include ethics and law in radiography, basic geometry, basic medical and radiography positioning terminology, imaging equipment, radiographic exposure and radiation protection, cultural diversity, and basic patient care. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### RADT 102 - Radiologic Patient Care 3-1-3

provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care is described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. This course also includes basic concepts of pharmacology with an emphasis on contrast media. Student's patient care skills are assessed in a laboratory setting. Offered in Summer.

**prerequisite:** admission to the Radiography Program and concurrent enrollment in RADT 108

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### RADT 108 - Radiographic Procedures I 2-3-3

is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes radiographic anatomy, pathologic indications, and positioning for chest, abdomen, and upper extremities. Consideration is given to the production of radiographs of optimal diagnostic quality. Laboratory experience is used to complement the didactic portion of the course. Offered in Summer.

**prerequisite:** admission to the Radiography Program and concurrent enrollment in RADT 102

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### RADT 110 - Principles of Radiography I 3-0-3

provides a knowledge base in 2-ray production. Factors that govern and influence the production of the beam include the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter are presented. X-ray beam forming principles covered include exposure factors, filtration, beam restriction, attenuation, pathology, and grids. Offered in Fall.

**prerequisite:** completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 115, RADT 116, RADT 118 and BIOL 101

# Radiography

## RADT 110 - Principles of Radiography I

3-0-3

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 115 - Radiography Clinical IV

0-17-3.5

is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Offered in Fall.

**prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 110, RADT 116, RADT 118, and BIOL 101**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 116 - Radiation Physics

3-0-3

is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Offered in Fall.

**prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 110, RADT 115, RADT 118, and BIOL 101**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 118 - Radiographic Procedures II

2-3-3

is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes radiographic anatomy, pathologic indications, and positioning for lower limb, pelvis, cervical, thoracic and lumbar spines, ribs and sternum. Consideration is given to the production of radiographs of optimal diagnostic quality. Laboratory experience is used to complement the didactic portion of the course. Offered in Fall.

**prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 110, RADT 115, RADT 116, and BIOL 101**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 120 - Principles of Radiography II

3-0-3

covers principles and operation of digital imaging systems found in diagnostic radiology. The content provides students with basic radiologic concepts in computer science related to image capture, display and storage. Other topics covered include calculating multiple exposure factors, quality management, technique chart formation, and image artifact recognition. Offered in Spring.

**prerequisite: completion of RADT 110, RADT 115, RADT 116, RADT 118, and BIOL 101 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 125, RADT 126, RADT 128, and BIOL 201**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 125 - Radiography Clinical II

0-24-4.5

is designed for sequential development, application, critical analysis, integration,

synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Offered in Spring.

**prerequisite: completion with a grade of "C" or better in RADT 110, RADT 115, RADT 116, RADT 118, and BIOL 101 and concurrent enrollment in or completion with a grade of "C" or better in RADT 120, RADT 126, RADT 128, and BIOL 201**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 126 - Imaging Equipment

3-0-3

provides an introduction to computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are presented. Content is designed to establish a knowledge base in digital radiographic, fluoroscopic, digital fluoroscopic, and tomographic equipment requirements and design. Offered in Spring.

**prerequisite: completion with a grade of "C" or better in RADT 110, RADT 115, RADT 116, RADT 118, and BIOL 101 and concurrent enrollment in or completion with a grade of "C" or better in RADT 120, RADT 125, RADT 128, and BIOL 201**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 128 - Radiographic Procedures III

2-3-3

is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes radiographic anatomy, pathologic indications, and positioning for skull and cranial bones; facial bones; paranasal sinuses, mandible, and temporal bones; GI tracts; and urinary system. Consideration is given to the production of radiographs of optimal diagnostic quality. Laboratory experience is used to complement the didactic portion of the course. Offered in Spring.

**prerequisite: completion with a grade of "C" or better in RADT 110, RADT 115, RADT 116, RADT 118, and BIOL 101 and concurrent enrollment in or completion with a grade of "C" or better in RADT 120, RADT 125, RADT 126, and BIOL 201**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 155 - Radiography Clinical III

0-17-3.5

is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure. Offered in Summer.

**prerequisite: completion with a grade of "C" or better in RADT 120, RADT 125, RADT 126, RADT 128 and BIOL 201**

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## RADT 215 - Radiography Clinical IV

0-24-4.5

is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered

## Radiography

### RADT 215 - Radiography Clinical IV

0-24-4.5

clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure. Offered in Fall.

**prerequisite:** completion with a grade of "C" or better in RADT 155 and concurrent enrollment in or completion with a grade "C" or better in RADT 218, RADT 219 and BIOL 202

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### RADT 218 - Radiographic Procedures IV

2-3-3

is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes positioning for special procedures including arthrography, hysterosalpingography, myelography, venography and long bone measurement. Consideration is given to the production of radiographs of optimal diagnostic quality. Laboratory experience is used to complement the didactic portion of the course. Offered in Fall.

**prerequisite:** completion with a grade of "C" or better in RADT 155 and concurrent enrollment in or completion with a grade "C" or better in RADT 215, RADT 219 and BIOL 202

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### RADT 219 - Radiation Protection & Radiobiology

3-0-3

is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is covered. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Offered in Fall.

**prerequisite:** completion with a grade of "C" or better in RADT 155 and concurrent enrollment in or completion with a grade of "C" or better in RADT 215, RADT 218, and BIOL 202

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### RADT 225 - Radiography Clinical V

0-17-3.5

includes content and clinical practice experiences designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure. Offered in Spring.

**prerequisite:** completion of RADT 215, RADT 218, and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 228, RADT 230, ENGL 101 and PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### RADT 228 - Radiographic Image Analysis

3-0-3

is designed to emphasize principles of image analysis as it relates to anatomy, density, collimation, shielding, positioning and radiographic quality. Evaluation of

and recommendations for improvement are stressed. Identifying pathology and including the changes in technique required to compensate for density differences produced by the underlying pathologic conditions are also covered. Offered in Spring.

**prerequisite:** completion of RADT 215, RADT 218, and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 225, RADT 230, ENGL 101 and PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### RADT 230 - Radiography Seminar

2-3-3

is designed to re-examine the knowledge, skills and attitudes required of the radiography profession. Topics addressed will be determined by the results of exams the students take that are similar in structure and content to the registry. Students create individual study plans to address their own areas of need. Offered in Spring.

**prerequisite:** completion of RADT 215, RADT 218 and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 228, RADT 225, ENGL 101 and PSYCH 110

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

## Reading Developmental

### ENGL 088 - Reading & Study Skills 1

3-0-3

is designed to help the students gain greater understanding of written material by providing students with an introduction to fundamental reading comprehension necessary for success in college and life. The focus is on comprehending main ideas and supporting evidence. Vocabulary acquisition in context and study skills as well as reading rate improvement will be introduced. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - Basic Certificates

Group Requirement - Preparatory to other studies

Area of Concentration - Preparatory to other studies

### ENGL 090 - Reading & Study Skills 2

3-0-3

is designed to develop college-level reading comprehension, vocabulary, and study skills. The focus is on comprehending main ideas, supporting details, organizational patterns and vocabulary in context, as well as increasing reading rate. Critical reading/thinking skills are introduced. This course may be computer enhanced. Offered in Fall, Spring, and Summer.

**prerequisite:** "C" or better in ENGL 088

**Applicable toward graduation where program structure permits:**

Certificate or Degree - Basic Certificates

Group Requirement - Preparatory to other studies

Area of Concentration - Preparatory to other studies

## Science

### SCI 101 - Integrated Science 1 (IA: LP 900L)

3-2-4

is a one-semester course for non-science majors meant to be taken in conjunction with Science 102 to satisfy the general education requirement for a life science and a physical science with a laboratory. The course provides an introduction to the scientific method using fundamental concepts that cut across a variety of scientific disciplines. The course attempts to provide a contextual place for science in the student's life as well as in society emphasizing interdisciplinary concepts and a problem-driven learning approach. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Natural/Life & Physical Science

Area of Concentration - General Science

## Science

### SCI 102 - Integrated Science 2 (IA: LP 901)

3-2-4

is a one-semester course for non-science majors meant to be taken in conjunction with Science 101 to satisfy the general education requirement for a life science and a physical science with a laboratory. The course provides an introduction to the scientific method using fundamental concepts that cut across a variety of scientific disciplines. The course attempts to provide a contextual place for science in the student's life as well as in society emphasizing interdisciplinary concepts and a problem-driven learning approach. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural/Life & Physical Science  
Area of Concentration - General Science

## Sequestration

### CCS 115 - Intro to Carbon Capture & Storage

3-0-3

examines methods of reducing atmospheric CO<sub>2</sub> concentrations to mitigate the effects of global climate change. CO<sub>2</sub> absorption processes in oceans, forests, and soils, as well as carbon capture and geologic sequestration, are examined. CO<sub>2</sub> utilization and technical, legal, economic, and social conditions for geologic sequestration are also discussed. Offered in Fall and Spring.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS and ALS only)  
Area of Concentration - Sequestration

### CCS 275 - Advanced Sequestration Applications

3-2-4

examines all U.S. Dept. of Energy - National Energy Technology Laboratory (NETL) Best Practices Manuals (BPMs), which have been developed for the design and implementation of large-scale field tests and commercial carbon capture, utilization, and storage (CCUS) projects. BPM lecture topics include classification of geologic formations, site selection, monitoring, public outreach, and risk analysis for CCUS projects. CO<sub>2</sub> utilization, including terrestrial carbon sequestration, is also discussed. Laboratory exercises will include groundwater, soil, and atmospheric CO<sub>2</sub> monitoring, seismic surveys, communications/public engagement, and group projects using Illinois Industrial Carbon Capture and Sequestration (IL ICCS) project data. Offered in Spring.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Natural Science (AAS and ALS only)  
Area of Concentration - Not Applicable

## Service Learning

### SLRN 293 - Service Learning Internship

3-15-1 to 3

is designed to provide students with opportunities to engage in their larger community through volunteer activities and service to the community. Students work with the Director of Student Engagement and an appropriate faculty member to address community problems, to achieve real outcomes for the community, to gain deeper understanding and awareness of their community, and to develop skills that will enable them to become better citizens. Students are awarded course credit based on the scope of their service learning experience. Repeatable - 3 times. Offered as needed.

**prerequisite:** Students must have completed at least 30 hours of course work at RCC or another college or university and must obtain the approval of the Director of Student Engagement and a discipline-level faculty member or dean in an appropriate discipline.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology

### SLRN 294 - Service Learning in the Discipline

2-1-2

emphasizes theoretical perspectives of service learning, including leadership,

citizenship, and community engagement, and focuses on application of discipline-related issues to the larger community. For a two-credit hour course, course requirements include a minimum of 15 hours of volunteerism and 30 hours of classroom instruction. Within the context of the discipline for which credit is being applied, lecture and instructional activities promote various aspects of responsible citizenship and address how students can apply citizenship and leadership skills within their larger community. Lectures and classroom discussions offer students the opportunity to analyze the relevance of discipline-related studies and the service learning experience. Class meetings also include opportunities for students to reflect on their experiential learning. Repeatable - 3 times. Offered as needed.

**prerequisite:** Students must have completed at least 30 hours of course work at RCC or another college or university and must obtain the approval of the Director of Student Engagement and a discipline-level faculty member in an appropriate discipline.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Discipline-specific, based on the nature of the course

### SLRN 295 - Problem-Based/Project-Based Service Learning

0-15-1 to 3

allows students participating in this model of service learning to relate to the "community" somewhat like "consultants" working for a "client" for the purposes of addressing a specific problem or participating in or completing a service project. Under supervision and direction of the instructor who develops the course in consultation with appropriate stakeholders from the community or from a social service agency, students work collaboratively and in teams throughout the semester or for a designated period to understand the scope of the problem or need and to develop strategies and activities appropriate for addressing the problem or need. Students are expected to maintain logs of all project- or problem-related activities, to practice reflective learning through journaling, to develop and present to stakeholders a formal proposal or action plan for addressing the problem or need, and/or to complete a service learning project. Repeatable - 3 times. Offered as needed.

**prerequisite:** completion of at least 30 hours of course work at RCC or another college or university and approval of the Director of Student Engagement and a discipline-level faculty member in an appropriate discipline.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Discipline-specific, based on the nature of the course

## Social Science

### SOC S199 - Topics/Issues in the Social Sciences

1-0-1

provides the students an opportunity to participate in comprehensive discussion of a topic dealing with contemporary issue(s) in the social science (psychology, sociology, economics, history, political science, and public affairs). The course requires no prior depth of knowledge, but it is expected that the student has a particular interest in the seminar topic. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Not Applicable

### SOC S280 - Interdisciplinary Field Experience in the Social Science

3-0-3

allows students to travel with faculty to international or regional locations that may vary from year to year to study the social sciences and to increase their awareness and understanding of other societies. Each field experience will emphasize the historical, economic, political, and sociological aspects of the society of the locale being visited for the field experience portion of the class. Textbooks and readings from these disciplines are a significant part of the course. Instructors from two or more of these disciplines provide teaching related to the field experience society. Classes are held on campus prior to and following the off-campus learning experience. Field experiences include individualized lectures, presentations, and directed field trips. The students will pay travel expenses. Offered as needed.

**prerequisite:** eligibility for ENGL 101

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS and ALS only)  
Area of Concentration - Economics, History, Political Science, Sociology,



## Social Science

### SOC S280 - Interdisciplinary Field Experience in the Social Science 3-0-3

Social Science

## Sociology

### SOCIO100 - People, Society, and Culture 3-0-3

is designed to provide an opportunity for students to develop a basic understanding of how culture, society, and groups in which they live and participate affect their lives. The course also can serve as a foundation for those who wish to familiarize themselves with fundamental concepts about behavior of people in groups prior to beginning a formal study of sociology. Students who have earned credit for SOCIO 110 should not register for this course except upon special approval of the appropriate Dean and may receive credit toward graduation for only one of these two courses. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Not Applicable

### SOCIO105 - Domestic Violence & Intervention Techniques 2-0-2

is an overview of historical and societal attitudes toward domestic violence issues. Emphasis is on cycles of violence, abusive family patterns, crisis intervention, advocacy skills, and applicable state laws. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology

### SOCIO110 - Introduction to Sociology (IA: S7 900) 3-0-3

provides a basic introduction to the discipline of sociology. The course explores the basic perspectives and methods of sociological inquiry, the relationships between humans, their society, and their culture, and the concept of social organizations. Offered in Fall, Spring, and Summer.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Social Science, Sociology

### SOCIO125 - Parenting 3-0-3

is the study of contemporary issues and trends in parenting. Topics include the nature of parenting; parent-child relationships through various developmental stages; parental guidance of child's personal, social, and educational growth; the influence of different family structures on children; and trends in social attitudes toward children and families. Offered as needed.

**prerequisite:** *one college-level course in sociology or psychology*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology/Psychology

### SOCIO130 - Criminology (IA: CRJ 912) 3-0-3

is an introduction to criminology and includes basic concepts, coverage of the major criminological theories, and a brief look at the criminal justice system and the forms of crime. Special attention is given to white-collar crime. Offered in Spring.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology

### SOCIO135 - The Study of Substance Abuse 3-0-3

is the social-psychological study of the characteristics of substance abuse and

the ramifications for society. Offered as needed.

**prerequisite:** *eligibility for ENGL 101*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology/Psychology

### SOCIO141 - Introduction to Social Work 3-0-3

provides the student with an opportunity to become familiar with contemporary social work practice. This course includes observing the community services available, studying the methods used in the helping relationship, and applying the problem-solving approach to individual, family, and community problems. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology

### SOCIO142 - Social Services Field Experience 1-10-3

provides the student with an undergraduate practicum in social work. The student will work a minimum of 8-10 hours per week in an assigned social agency. One lecture hour includes evaluation of resources, referral and follow-up activity, awareness of unmet needs, and development of new resources when and where needed. Offered as needed.

**prerequisite:** *completion of SOCIO 141 and permission of the appropriate Dean or the class instructor*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS only)  
Area of Concentration - Social Science, Sociology

### SOCIO150 - Social Problems (IA: S7 901) 3-0-3

provides exploratory studies of contemporary social problems using the concepts and techniques of sociological inquiry. Possible topics include alienation, population, drugs, work and leisure, poverty, aging, war, the environment, the sexual revolution, extremism and dissent, and technological progress. Offered as needed.

**NOTE:** *SOCIO 110 is recommended*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Social Science, Sociology

### SOCIO200 - Marriage and the Family (IA: S7 902) 3-0-3

examines patterns of dating, courtship, and marriage with consideration given to the relationship between parents, children, and other members of the family unit. Offered in Fall, Spring, and Summer.

**prerequisite:** *SOCIO 110 or PSYCH 110*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Social Science, Sociology

### SOCIO210 - Sociology of Deviant Behavior 3-0-3

explores causes and forms of deviant behavior. Topics covered include juvenile delinquency, substance abuse and related problems, violent crime, white-collar crime, victimless crime, and mental illness. Major sociological research and theory are reviewed and applied to explain deviant behavior. Offered in Spring.

**prerequisite:** *SOCIO 110*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Sociology

### SOCIO225 - Race, Class & Gender in the United States (IA: S9 900) 3-0-3

analyzes ways in which issues of race, class, and gender are embedded in ordinary communication and daily life in the United States. Topics include the social construction, economics, and consequences of difference, issues in U.S. law, maintaining hierarchies, and social control. Major sociological research and theory will be reviewed and applied. Offered as needed.

## Sociology

<b>SOCIO225 - Race, Class &amp; Gender in the United States (IAI: S9 900)</b>	<b>3-0-3</b>
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**prerequisite:** *SOCIO 110*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science  
Area of Concentration - Social Science, Sociology

## Spanish

<b>SPAN 101 - Beginning Spanish 1</b>	<b>4-0-4</b>
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integrates the acquisition of basic Spanish by the communicative approach employing cultural materials. Together with SPAN 102, it is designed for students with no previous study of Spanish and also is the appropriate first college course for students who have accumulated fewer than five quality points for high school Spanish and/or those whose prior study of Spanish was completed more than five years ago regardless of earned quality points. Offered as needed.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

<b>SPAN 102 - Beginning Spanish 2</b>	<b>4-0-4</b>
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is a continuation of SPAN 101. Offered as needed.

**prerequisite:** *SPAN 101 or five to 11 quality points for high school Spanish completed within the past five years*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

<b>SPAN 198 - Selected Topics in Spanish</b>	<b>4-0-4</b>
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is specifically designed to address topics which necessitate a broader scope, a greater depth, and fuller assimilation of the course methods and materials. The student may take this course three times for credit as long as a different topic is selected. The topic is specified in the subtitle of the course listed in the class schedule. Offered as needed.

**prerequisite:** *six quarters or four semesters of college or four years of high school Spanish*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

<b>SPAN 201 - Intermediate Spanish 1</b>	<b>4-0-4</b>
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includes a wider range of reading selections than previous courses. Grammatical structure is reviewed, expanded, and incorporated in a communicative approach. Offered as needed.

**prerequisite:** *SPAN 102 or 12 to 14 quality points for high school Spanish completed within the past five years*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities (AAS and ALS only)  
Area of Concentration - Foreign Language

<b>SPAN 202 - Intermediate Spanish 2 (IAI: H1 900)</b>	<b>4-0-4</b>
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is a school continuation of SPAN 201, with increased attention to composition and conversation. Offered as needed.

**prerequisite:** *SPAN 201 or 15 or more quality points for high school Spanish completed within the past five years*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Humanities  
Area of Concentration - Foreign Language

## Student Development

<b>ED 101 - The Community of Higher Education</b>	<b>3-0-3</b>
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is designed to introduce and foster a mature understanding of learning, its importance, its methodologies, and its applications. Specifically, the course entails reading, viewing, and discussing selected readings. The course focuses on the application of academic success strategies introduced through the text and class activities. The course has been organized around the concept of community: 1) the RCC community, 2) the broader academic community, and 3) the community beyond college. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Social Science (AAS, ALS, and Certificates only)  
Area of Concentration - Not Applicable

## Surgical Technology

<b>SURGT110 - Introduction to Surgical Technology</b>	<b>2-0-2</b>
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introduces students to the role of a surgical technologist. Students examine the profession's history and evolution and begin an overview as a member of the surgical team. Hospital management, the physical aspects of the operating suite, basic patient care concepts, safety and environmental issues, all-hazards preparation, ethical and legal issues, morals, and standards of conduct are emphasized. Offered in Fall.

**prerequisite:** *completion of BIOL 101, admission to Surgical Technology AAS Program, completion of or concurrent enrollment in BIOL 220, ENGL 101, and HLTH 140, with a "C" or better or approval of the Surgical Technology Program Director*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

<b>SURGT120 - Principles of Surgical Technology I</b>	<b>4-0-4</b>
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introduces students to a basic overview in pharmacological drugs and anesthetics, biotechnical sciences application, patient consent, emergency situations, and death and dying during the surgical procedure. Principles of infection control are covered and emphasis is placed on surgical incisions, hemostasis, wound healing & closure, drains and dressings, grafts and tissue replacement material use and application, and an in-depth understanding of equipment used to perform basic surgical procedures. Offered in Spring.

**prerequisite:** *completion of SURGT 110 and completion of or concurrent enrollment in SURGT 125, SURGT 128, and BIOL 201 with a "C" or better*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

<b>SURGT125 - Fundamentals of Surgical Technology</b>	<b>2-3-3</b>
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provides students with the knowledge base necessary to perform the fundamentals of patient care during surgical procedures. Students demonstrate basic concepts in asepsis and sterile techniques; scrubbing, gowning and gloving; and the perioperative care process of the patient during the surgical procedure. Laboratory experience is used to complement the didactic portion of the course. Offered in Spring.

**prerequisite:** *completion of SURGT 110, concurrent enrollment in or completion of SURGT 120, SURGT 128, and BIOL 201 with a "C" or better*

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

<b>SURGT128 - Intro to the Clinical Experience</b>	<b>0-3-1</b>
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applies theoretical and laboratory concepts in the hospital setting under the supervision of RCC faculty members. Students rotate through various surgical departments and assist/observe staff in their roles/duties within the surgical arena. Students demonstrate basic knowledge and application in patient identification, care, and transport. Methods of disinfection and sterilization and environmental disinfection of the operating room are applied. This course offers students clinical experiences in the hospital setting at the end of the spring semester following completion of SURGT 125. Offered in Spring.

## Surgical Technology

### **SURGT128 - Intro to the Clinical Experience** 0-3-1

**prerequisite:** completion of SURGT 110; concurrent enrollment in or completion of SURGT 120, SURGT 125, and BIOL 201 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT130 - Principles of Surgical Technology II** 3-0-3

examines the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine the patient care, anatomy and physiology, diagnostics, pathophysiology, anesthetic, procedure classification, positioning, prepping, incision site, and step by step progression during the procedures required in general surgery, obstetrics and gynecological surgery, and genitourinary surgery. Offered in Summer.

**prerequisite:** completion of SURGT 120, SURGT 125, and SURGT 128; concurrent enrollment in or completion of SURGT 135 and SURGT 138 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT135 - Surgical Procedures I** 1-3-2

facilitates student learning and laboratory hands-on development of surgical procedural set-ups. Students demonstrate knowledge and competency in aseptic technique, surgical case room set-up, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on in general are obstetrics and gynecology, and genitourinary surgical specialties. Offered in Summer.

**prerequisite:** completion of SURGT 120, SURGT 125, and SURGT 128; concurrent enrollment in or completion of SURGT 130 and SURGT 138 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT138 - Basic Surgical Technology Clinical I** 0-9-3

requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students begin experiences in the scrub role. Demonstrating safe practice, students begin scrubbing in basic surgical cases in the second assistant scrub role and then the first scrub role. Clinical experiences include Family Maternity Services, surgical centers, and hospital operating room. Offered in Summer.

**prerequisite:** completion of SURGT 120, SURGT 125, and SURGT 128; concurrent enrollment in or completion of SURGT 130 and SURGT 135 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT240 - Principles of Surgical Technology III** 6-0-6

builds on SURGT 130 and continues to examine the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine patient care, anatomy and physiology, diagnostics, pathology, anesthetic, procedure classification, positioning, prepping, incision site, and step-by-step progression during the procedures required in otorhinolaryngeal surgery, orthopedic surgery, oral and maxillofacial surgery, plastic, and ophthalmic surgery. Offered in Fall.

**prerequisite:** completion of SURGT 130, SURGT 135, and SURGT 138; concurrent enrollment in or completion of SURGT 245, SURGT 248, and BIOL 202 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT245 - Surgical Procedures II** 1-3-2

builds on SURGT 135 by continuing student learning and participation with a laboratory hands-on development of surgical procedural set-ups. Students demonstrate knowledge and competency in aseptic technique, surgical case room set-up, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on are in otorhinolaryngeal, orthopedic, oral and maxillofacial, plastic, and ophthalmic surgical specialties. Offered in Fall.

**prerequisite:** completion of SURGT 130, SURGT 135, and SURGT 138; concurrent enrollment in or completion of SURGT 240, SURGT 248, and BIOL 202 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT248 - Int. Surgical Technology Clinical II** 0-18-6

builds on SURGT 138 clinical experiences and requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students demonstrate safe practice scrubbing in basic and intermediate surgical cases with more focus on the first scrub role rather than the assistant scrub role. Clinical experiences include experiences in surgical centers, operating rooms, and vascular/cardiac centers. Offered in Fall.

**prerequisite:** completion of SURGT 130, SURGT 135, and SURGT 138; concurrent enrollment in or completion of SURGT 240, SURGT 245, and BIOL 202 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT250 - Principles of Surgical Technology IV** 2-0-2

builds on SURGT 130 and 240 and continues to examine the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine patient care, anatomy and physiology, diagnostics, pathology, anesthetic, procedure classification, positioning, prepping, incision site, and step-by-step progression during the procedures required in cardiothoracic surgery, peripheral vascular surgery, and neuro surgery. Offered in Spring.

**prerequisite:** completion of SURGT 240, SURGT 245, and SURGT 248; concurrent enrollment in or completion of SURGT 255, SURGT 258, SURGT 259, and PSYCH 110 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT255 - Surgical Procedures III** 1-2-2

builds on SURGT 135 and 245 by continuing with student learning and participation in a laboratory hands-on development of surgical procedural setups. Students demonstrate knowledge and competency in aseptic technique, surgical case room setup, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on are in cardiothoracic, peripheral vascular, and neuro surgical specialties. Offered in Spring.

**prerequisite:** completion of SURGT 240, SURGT 245, and SURGT 248; concurrent enrollment in or completion of SURGT 259, SURGT 250, SURGT 258, and PSYCH 110 with a "C or better

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Not Applicable

### **SURGT258 - Adv. Surgical Tech Clinical III** 0-18-6

builds on SURGT 138 and 248 clinical experiences and requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students demonstrate safe practice by scrubbing in basic, intermediate, and advanced surgical cases with focus on the first scrub role. Clinical experiences include surgical centers, operating rooms, and vascular/cardiac centers. Offered in Spring.

**prerequisite:** completion of SURGT 240, SURGT 245, and SURGT 248; concurrent enrollment in or completion of SURGT 259, SURGT 250, SURGT 255, and PSYCH 110 with a "C or better

## Surgical Technology

### **SURGT258 - Adv. Surgical Tech Clinical III** **0-18-6**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### **SURGT259 - Professional Seminar** **1-0-1**

presents concepts and issues to prepare students for entrance into the profession. Students examine employment skills, interviewing skills, resume' writing, and career development including continuing education. Students review and prepare information necessary to pass the certification exam. Offered in Spring.

**prerequisite: completion of SURGT 240, SURGT 245, and SURGT 248; concurrent enrollment in or completion of SURGT 250, SURGT 255, SURGT 258, and PSYCH 110 with a "C or better**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

### **SURGT290 - Internship in Surgical Technology** **1-20-5**

allows the student pursuing a degree in Surgical Technology the opportunity to apply the principles learned in the course work to the work situation through employment. In addition, the internship also allows the student to acquire additional knowledge from the work place. The participating student will be paid an hourly wage by the employer, and it will consist of 16-20 hours per week of employment over the semester. Offered in Fall, Spring, and Summer.

**prerequisite: permission of the Surgical Technology Program Director**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

## Theatre

### **THTRE150 - Theatre Appreciation (IAI: F1 907)** **3-0-3**

is an introduction to the appreciation of theatre as an art form. Productions and the physical theatre are studied. The course includes background reading, lectures, and the discussion of the nature of theatre. Students will purchase tickets to see three shows during the course of the semester. No acting required. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Theatre

### **THTRE210 - Theatre History (IAI: F1 908)** **3-0-3**

examines selected periods in the history of the theater from the classical Greek period through present day and the essential elements of theatre, performance, and production, including stage design, costumes, and makeup, acting styles, and key playwrights. The social role of theater and influences of political events and social mores; and interpretation and criticism will be explored. Offered as needed.

**prerequisite: completion of THTRE 150 and eligibility for ENGL 101 or instructor approval**

**Applicable toward graduation where program structure permits:**  
Certificate or Degree - All Certificates and Degrees  
Group Requirement - Fine Arts  
Area of Concentration - Theatre

### **THTRE220 - Directing** **3-0-3**

introduces principles, procedures, and problems of directing. Includes script selection, interpretation, casting, preparation of prompt script, stage composition and blocking, rehearsal techniques, communication and problem solving and performance. Offered as needed.

**prerequisite: completion of THTRE 150 and eligibility for ENGL 101 or instructor approval**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Theatre

### **THTRE230 - Play Analysis for Production (IAI: TA 917)** **3-0-3**

explores the relationship between dramatic text and the play in performance. Representative plays are studied in their genre, historical and social contexts. An emphasis is placed on basic structural terminology and methodology. Offered in Fall.

**prerequisite: completion of ENGL 101 or instructor's approval**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Humanities, Fine Arts

Area of Concentration - Theatre

## Theatre - Applied

### **THTRE160 - Theatre Production** **1-4-1 to 3**

has as its primary activity the production of a complete play, including the analysis of script, interpretation, casting, rehearsal, and performance. Students may participate in four areas: 1) acting, assistant directing, and stage management; 2) set construction and lighting; 3) costuming, property construction, and makeup; and 4) publicity and program construction. The student is expected to stress one of the four areas and assist in one other. A student may enroll in and receive credit for this course a maximum of four times to have an opportunity to emphasize a different area during each enrollment. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Theatre

### **THTRE170 - Introduction to Acting (IAI: TA 914)** **3-0-3**

is a study of the interpretative function and technique of the actor. Students are introduced to the principles of acting theory and are provided the opportunity to practice acting as a part of this course. Offered in Fall and Spring.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Theatre

### **THTRE171 - Acting 2** **2-2-3**

is a continuation of the study of the interpretative function and technique of the actor. Students are instructed using backgrounds in various acting techniques to further their own acting development through advanced scene work, exercises, and script analysis. Offered as needed.

**prerequisite: completion of THTRE 170 or instructor's approval**

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Theatre

### **THTRE180 - Stagecraft 1** **2-2-3**

is a lecture/lab course designed to teach the fundamentals of properties, tool use and maintenance, scenery construction, painting, theatre safety, design aesthetics, and basic sound and lighting techniques. Field trips and guest speakers may supplement text and lecture materials. Attendance at two college productions and an accompanying written critique are required. Offered as needed.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - All Certificates and Degrees

Group Requirement - Not Applicable

Area of Concentration - Theatre

### **THTRE181 - Stagecraft 2** **2-2-3**

is a lecture/lab course designed to teach the fundamentals of properties, lighting and electricity, design concepts, and scenic and lighting design. Field trips and guest speakers may supplement text and lecture materials. Attendance at two college productions and an accompanying written critique are required. Offered as needed.

## Theatre - Applied

### THTRE181 - Stagecraft 2 2-2-3

**prerequisite:** completion of *THTRE 180*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Theatre

### THTRE190 - Stage Makeup 2-2-3

introduces materials, equipment, and application of theatrical makeup. Includes role of makeup in portraying character and age. Specifically focused on two-dimensional makeup as well as color and fantasy/creativity. Offered as needed.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates and Degrees  
 Group Requirement - Not Applicable  
 Area of Concentration - Theatre

## Welding

### WELD 100 - Welding Fundamentals 1-2-2

is designed to prepare students to perform oxy-acetylene and plasma arc cutting for production and maintenance work. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 101 - Shielded Metal Arc Welding 2-6-4

is designed to prepare students to perform production welding, millwright work, and general maintenance welding. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 100* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 120 - Intermediate Shielded Metal Arc Welding 2-2-3

is designed to prepare students to perform AWS and API code welds in the 2G, 3G, and 4G positions with backing. This class prepares the students for advanced SMA welding. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 101* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 125 - Gas Metal Arc/Flux Core Arc Welding (MIG) 1-3-2

is designed to prepare students to perform ASME code welds in the 1G and 2G positions using the GMAW and the FCAW processes. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 120* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 130 - Gas Tungsten Arc Welding 1-5-3

is designed to prepare students to perform maintenance and production welding using the gas tungsten arc welding process. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 135* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 135 - Advanced Shielded Metal Arc Welding 2-3-3

is designed to prepare students to perform AWS and API code welds in the 2G, 3G, and 4G positions. This class prepares the students for pipe welding. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 120* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 140 - Pipe Welding 2-6-4

allows students to develop the skills to weld pipe in the 2G, 5G and 6G positions using the Shielded Metal Arc Welding process. The weld testing in this class is done in accordance with AWS and ASME standards. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 135* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 145 - Welding Tools and Safety 2-2-3

provides students with instruction covering essential, basic skills required for employment opportunities in all construction trade occupations. Subjects covered are safety, hand and power tool application and operation, introduction to blueprints and understanding rigging. Completion of this course will prepare the student to enter further instruction in the Pipe Fitter/Pipe Welder course. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 140, MATH 104, ENGT 102* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 150 - Gas Metal Arc Welding for Auto Body 1-3-2

is designed to prepare students to perform light and medium gauge welds in the 1-G, 2-G, and 3-G positions, as well as plug and slot welds using the GMAW process. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 100*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 190 - Maintenance Repair Welding 1-3-2

is designed to prepare students to perform basic industrial maintenance welds. These welds include oxy-acetylene brazing and soldering, arc welding of cast iron, and arc air cutting and gouging. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 130* or consent of full-time Welding instructor

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 195 - Industrial Welding Fundamentals 2-6-3

introduces students to the basic welding processes commonly used in the mechanical maintenance areas where critical or certified welds are not required. The students learn the basic theory and application of the welding processes. The students become competent in flat position welding using the shielded metal arc welding and gas metal arc welding processes. Students also develop the basic ability to perform the following: oxy-acetylene welding and cutting; soldering and brazing; pipe repair welding; basic heat treat methods; periodic and preventative maintenance measures on welding equipment; and welding safety. WELD 195 is intended for students pursuing studies in specific Engineering Technology specialties. Offered in Fall, Spring, and Summer.

**prerequisite:** *ENGT students* or consent of full-time Welding instructor

## Welding

### WELD 195 - Industrial Welding Fundamentals 2-6-3

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Manufacturing Technology /Machining

### WELD 202 - Welder Certification 1-3-2

is designed to prepare students to perform ASME code welds on plate in the 3G and 4G positions and pipe in the 6G position. Offered in Fall, Spring, and Summer.

**prerequisite:** *WELD 145 or consent of full-time Welding instructor*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 208 - Pipefitting Fundamentals 2-4-4

introduces students to many of the hand and power tools used to complete tasks associated with pipe fitting. It also introduces the students to underground piping and excavations. Offered as needed.

**prerequisite:** *WELD 202 or consent of full-time Welding instructor*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 215 - Pipefitting Applications 2-6-4

builds upon the skills developed in Weld 145 by introducing the students to drawings, trade math, advanced rigging, and pipe and piping support fabrication. Offered as needed.

**prerequisite:** *WELD 208 or consent of full-time Welding instructor*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 243 - Aluminum and Stainless Steel Welding 2-6-4

expands on welding techniques and processes learned in earlier courses by using GTAW process on aluminum plate and the SMAW on stainless steel pipe. Students will make welds in the following positions: 1G, 2G, 3G, 4G, 5G, 6G, 1F, 2F, 3F and 4F. This permits the student to gain knowledge and expertise needed to perform supervisory level work as a pipefitter/welder on issues ranging from quality control, material requisition and crew safety. Offered in Fall and Spring.

**prerequisite:** *WELD 202 or consent full-time instructor*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

### WELD 245 - GMAW/FCAW Pipe Welding 1-5-3

expands on welding techniques and processes learned in earlier courses by using GMAW and FCAW process on pipe. Students will make welds in the following positions: 1G, 2G, 5G, and 6G. Offered in Fall and Spring.

**prerequisite:** *WELD 202 or consent of full-time Welding instructor*

**Applicable toward graduation where program structure permits:**  
 Certificate or Degree - All Certificates, AAS, ALS  
 Group Requirement - Not Applicable  
 Area of Concentration - Not Applicable

## Writing Developmental

### ENGL 095 - Developmental Writing 1 3-0-3

is designed for those students who desire or need additional preparation in English composition prior to taking ENGL 097. The course reviews those elements of mechanics and grammar necessary in all writing and provides intensive practice in construction of sentences and paragraphs. Much of the writing is done in a

supervised laboratory setting. This course may be computer enhanced. Offered in Fall, Spring, and Summer.

**Applicable toward graduation where program structure permits:**

Certificate or Degree - Basic Certificates  
 Group Requirement - Preparatory to other studies  
 Area of Concentration - Preparatory to other studies

### ENGL 097 - Developmental Writing 2 3-0-1 to 3

prepares students for classes in which college-level writing is required. The course reviews mechanics and grammar and requires intensive practice in the construction and revision of sentences, paragraphs, and essays. You will write and revise your paragraphs and essays both in class and outside of class. All paragraphs and essays must be typed using Word. Students taking the traditional course will receive three credit hours. Students taking the class as a part of the English 101 co-requisite section will receive two credit hours. Offered in Fall, Spring, and Summer.

**prerequisite:** *"C" or better in ENGL 095*

**Applicable toward graduation where program structure permits:**

Certificate or Degree - Basic Certificates  
 Group Requirement - Preparatory to other studies  
 Area of Concentration - Preparatory to other studies



# Administration, Faculty and Staff

## A

**Lashonda Anderson**, Career and Transfer Specialist, Student Support Services/TRiO (BA, Eastern Illinois University)  
**Sally Anselmo**, Director, Database Systems (BA, BS, Eastern Illinois University; MS, Illinois State University)  
**Don Askins**, Campus Police Officer  
**Steve Austin**, Professor, History (BA, Brigham Young University; MA, Arizona State University)

## B

**Shelly Baldwin**, Associate Professor, Nursing, Nursing Program Director (BSN, Millikin University; MSN, Walden University)  
**Taylor Barnett**, Solution Specialist, Student Success  
**Jessica Barringer**, Secretary, Academic Success Center (BA, Illinois Wesleyan University)  
**Mike Bartimus**, Maintenance (Certificate, Richland Community College; BA, Evangel College)  
**Gail Bauer**, Professor, Reading (BA, MA, Southern Illinois University)  
**Aaron Barnett**, Technical Services Specialist II (AAS, Richland Community College)  
**Jeffrey Benton**, Maintenance II  
**Alex Berry**, Director, Student Development/Title IX Coordinator (BA, Millikin University; MS, Western Illinois University)  
**Shannice Berry**, Director, Enrollment Management (BS and MS, Northern Illinois University)  
**CaSandra Blockton**, Solutions Specialist (ALS, Richland Community College; BA, Millikin University)  
**Robin Bollhorst**, Director, Human Resources and Payroll (AS, Parkland College; BS, Illinois State University)  
**Faith Brenner**, Professor, Information Technology (BS, MS, Illinois State University)  
**Rachel Brewer**, Extension Site Coordinator, Student Success Center (BA, Augustana College)  
**Robert Brice**, Director, Skilled Trades, Mathematics, Science, and Business Division (AA, Richland Community College; BS, Illinois State University)  
**Leanne Brooks**, Director, Academic Success Center (BA, Anderson University; MS, Illinois State University; PhD, University of the Cumberland)  
**Madonna Brown**, Executive Secretary and Office Supervisor, President's Office (BA, Concordia College)  
**Scott Broyles**, Director, Fitness Center (Certificate, Black Hawk College)  
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**Dean Hazen**, Chief of Public Safety (AS, Kilian Community College; BLS, University of Illinois – Springfield)  
**Jeanne Helm**, Professor, Early Childhood Education (BS, MS, Illinois State University)  
**Lizabeth Hernandez**, Assistant Professor, AD Nursing (BA, BS, MSN, Millikin University)  
**Carol Hood**, Associate Professor, Accounting (BA, Millikin University)  
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**Brenda Hubner**, Instructor, Health Information Technology (RHIT, American Health Information Management Association)  
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**Kona Jones**, Director, Online Learning, (BS, Eureka College; BS, MS, Illinois State University)

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**Cathy Rivers**, Student Support Services/TRiO Secretary (BA, Millikin University)

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**Christopher Senger**, Instructor, Electronics Systems (BS, Southern Illinois University-Edwardsville)

**Jarmese Sherrod**, Professor, English and Media (BA, Southern Illinois University; MS, Roosevelt University; PhD, University of Illinois at Chicago)

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**Michael Stubblefield**, Food Service Manager (AAS, Richland Community College)

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**Margaret Swaim**, Administrative Assistant, Human Resources (AAS, Richland Community College)

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**Brian Tucker**, Director, Culinary Arts (BPS, Culinary Institute of America)

**Joseph Tury**, Creative Marketing Specialist (BAS, Robert Morris University)

## U

**Teri Urbanowicz**, Coordinator of Operations, Macon County Law Enforcement Training Center

## V

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**Tad Williams**, Commander, Macon County Law Enforcement Training Center (BS, Illinois State University)

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**Tracy Withrow**, Director, Marketing & Public Relations (BA, Western Illinois University)

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**Steve Ziegler**, Campus Police Officer

**Teena Zindel-McWilliams**, Director, Institutional and Academic Planning (BA, Eureka College)

**Isaac Zúñiga**, Vice President, Student Success (BA, Arizona State University; ME, Northern Arizona University; EdD, National Louis University)



## Professor Emeritus

The status of Professor Emeritus is granted to faculty who have demonstrated exemplary service over the course of their careers. This appointment recognizes the value that the College places on the experience, knowledge, and ability of its retiring/retired faculty. The following faculty met the criteria established by the College and were recommended by a committee of their peers.

### 2006 Professor Emeritus

Fred Ellis, Economics  
Glen Freimuth, Earth Sciences  
Dr. William Grieve, History  
Dr. Madelyn Mihm, English and French  
Dr. Jeanelle Norman, English  
Lonn Pressnall, Speech and Drama

### 2007 Professor Emeritus

Karen Baird, Biology  
Steven Dyer, Drafting, CAD, and Welding  
Frank Weisenmeyer, Electronics  
Jolene Wiegard, Office Technology

### 2009 Professor Emeritus

Ali D. Moshgi, Mathematics

### 2010 Professor Emeritus

Dr. John Cordulack, History

### 2011 Professor Emeritus

Carol Wood, Nursing

### 2013 Professor Emeritus

Diane Godin, Biology  
M. Larry Klugman, Political Science

### 2015 Professor Emeritus

Jon Odell, Mathematics

### 2018 Professor Emeritus

Dr. Sean Gallagher, Spanish/English

## Staff Emeritus

The status of Staff Emeritus is granted to staff who have demonstrated exemplary service over the course of their careers. This appointment recognizes the value that the College places on the experience, knowledge, and ability of its retiring/retired staff. The following staff met the criteria established by the College and were recommended by a committee of their peers.

### 2010 Staff Emeritus

Jane Johnson, Vice President, Student and Academic Services

### 2011 Staff Emeritus

Kathy Sorenson, Director of Career Services

### 2012 Staff Emeritus

D. Michael Beube, Registrar  
Betty Black, Administrative Assistant, Student and Academic Services

### 2014 Staff Emeritus

Sandra Harmison, Director, Database Systems

### 2015 Staff Emeritus

Kathryn Mast, College Transitions Coordinator  
Deborah McGee, Director, Student Development



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## **RICHLAND COMMUNITY COLLEGE**

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