



REND LAKE
COLLEGE

2016-2017

CATALOG

ADDENDUM

BUSINESS

Associate in Science Degree

MATH & SCIENCES DIVISION

**Distance-Delivered
Option Available**

This program is for students pursuing a baccalaureate degree in accounting, business administration, finance, information systems, management or marketing and parallels the first two years required by most four-year schools of business. Students should check with the four-year institution or a Rend Lake College advisor for any additional requirements. RLC and Southern Illinois University Carbondale have partnered in a 2+2 program through which graduates of this program may transfer smoothly into SIUC's Accounting or Business Management bachelor's degree programs. ► **Total = 66 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1108 College Algebra ¹	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology ¹	<u>3</u>
		16

Second Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1102 Principles of Managerial Accounting	4
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 2106 Finite Mathematics ¹	3
<input type="checkbox"/>	Elective – Business	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		19

Third Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2105 Legal and Social Environment	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Physical Science	<u>3</u>
		15

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	Elective – Fine Arts / Humanities ²	3
<input type="checkbox"/>	Elective – Life Science	<u>5</u>
		16

RECOMMENDED ELECTIVE:

Students may be required to take the following math course(s) based upon their transfer institution:

MGMT 2201	Principles of Management	3
MRKT 2201	Principles of Marketing	3
MATH 2103	Business Statistics	3
MATH 2115	Calculus for Business	4

¹ Prerequisite course(s) may be required based test scores.

² One Fine Arts course and one Humanities course needed to meet IAI core requirements.

BUSINESS

Associate in Arts Degree

MATH & SCIENCES DIVISION

**Distance-Delivered
Option Available**

This program is for students pursuing a baccalaureate degree in accounting, business administration, finance, information systems, management or marketing and parallels the first two years required by most four-year schools of business. Students should check with the four-year institution or a Rend Lake College advisor for any additional requirements. RLC and Southern Illinois University Carbondale have partnered in a 2+2 program through which graduates of this program may transfer smoothly into SIUC's Accounting or Business Management bachelor's degree programs. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	BUSI 2105 Legal and Social Environment	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1108 College Algebra ¹	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology ¹	<u>3</u>
		15

Second Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 2106 Finite Mathematics ¹	3
<input type="checkbox"/>	Elective – Business	2
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

Third Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input checked="" type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Physical Science	<u>3</u>
		16

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1102 Principles of Managerial Accounting	4
<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	Elective – Fine Arts / Humanities ²	3
<input type="checkbox"/>	Elective – Life Science	<u>5</u>
		16

RECOMMENDED ELECTIVE:

Students may be required to take the following math course(s) based upon their transfer institution:

MGMT 2201	Principles of Management	3
MRKT 2201	Principles of Marketing	3
MATH 2103	Business Statistics	3
MATH 2115	Calculus for Business	4

¹ Prerequisite course(s) may be required based test scores.

² One Fine Arts course and one Humanities course needed to meet IAI core requirements.

Please note the change from Associate in Science to Associate in Arts degree, the reordering of classes and the change in credit hours required for the Business Elective. **Effective Fall 2016**

CERTIFIED MEDICAL ASSISTANT

Associate in Applied Science Degree

ALLIED HEALTH DIVISION

This program is designed to prepare individuals to take the national certification examination and earn the Certified Medical Assistant credential. Medical assistants work under the supervision of physicians in their offices, clinics and other facilities. Medical assistants perform both administrative duties such as scheduling appointments, maintaining medical records and billing, and clinical tasks such as taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by a physician. All curriculum courses must be completed with a grade of "C" or better. ► **Total = 66 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> ALH 1202	Medical Law & Ethics	3
<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I ¹	3
<input type="checkbox"/> HECO 1202	Healthcare Terminology	3
<input type="checkbox"/>	Elective – Humanities / Fine Arts	<u>3</u>
		15
Second Semester		
<input type="checkbox"/> ALH 1200	Intro to Pharmacology	3
<input type="checkbox"/> ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/> CMA 1201	Administrative Aspects	3
<input type="checkbox"/> CMA 1202	Patient Care I	3
<input type="checkbox"/> CMA 1203	Billing & Coding	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		18
Third Semester		
<input type="checkbox"/> CMA 1204	Professionalism & Safety	3
<input type="checkbox"/> CMA 1205	Lab Diagnostics	4
<input type="checkbox"/> CMA 1206	Patient Care II	4
<input type="checkbox"/> CMA 1207	Practicum	4
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	<u>3</u>
		18
Fourth Semester		
<input type="checkbox"/> BUSI 2102	Customer Service	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> HEA 1120	Stress Management	3
<input type="checkbox"/> HIT 1202	Health Records Systems	3
<input type="checkbox"/> SOCI 1101	Intro to Sociology	<u>3</u>
		15

¹ Prerequisite course(s) may be required based test scores.

CERTIFIED MEDICAL ASSISTANT

Associate in Applied Science Degree

ALLIED HEALTH DIVISION

This program is designed to prepare individuals to take the national certification examination and earn the Certified Medical Assistant credential. Medical assistants work under the supervision of physicians in their offices, clinics and other facilities. Medical assistants perform both administrative duties such as scheduling appointments, maintaining medical records and billing, and clinical tasks such as taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by a physician. All curriculum courses must be completed with a grade of "C" or better. ► **Total = 66 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> ALH 1202	Medical Law & Ethics	3
<input type="checkbox"/> CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I ¹	3
<input type="checkbox"/> HECO 1202	Healthcare Terminology	3
<input type="checkbox"/>	Elective – Humanities / Fine Arts	<u>3</u>
		15
Second Semester		
<input type="checkbox"/> ALH 1200	Intro to Pharmacology	3
<input type="checkbox"/> ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/> CMA 1201	Administrative Aspects	3
<input type="checkbox"/> CMA 1202	Patient Care I	3
<input type="checkbox"/> CMA 1203	Billing & Coding	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		18
Third Semester		
<input type="checkbox"/> CMA 1204	Professionalism & Safety	3
<input type="checkbox"/> CMA 1205	Lab Diagnostics	4
<input type="checkbox"/> CMA 1206	Patient Care II	4
<input type="checkbox"/> CMA 1207	Practicum	4
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	<u>3</u>
		18
Fourth Semester		
<input type="checkbox"/> BUSI 2102	Customer Service	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> HEA 1120	Stress Management	3
<input type="checkbox"/> HIT 1202	Health Records Systems	3
<input type="checkbox"/> SOCI 1101	Intro to Sociology	<u>3</u>
		15

¹ Prerequisite course(s) may be required based test scores.

Effective Fall 2016

Please note the reordering of classes and the change from CSCI 1101 to CSCI 1101 in the second semester.

COSMETOLOGY TEACHER

Occupational Certificates

COMMUNITY & CORPORATE EDUCATION DIVISION

Short-term occupational certificates designed to prepare individuals for positions teaching Cosmetology. Typical graduates will work as instructors in Cosmetology programs.

Based on Illinois Department of Professional Regulation guidelines, students with two years of practical experience as a licensed cosmetologist are required to complete 500 clock hours of instruction. Licensed cosmetologists with less than two years of practical experience are required to complete 1,000 clock hours of instruction.

Students will be admitted at various times during the year based on demand and openings in the program. This program prepares students to take the Illinois Cosmetology Teacher licensure exam. ► **Total = 19 or 37 Hours**

500-HOUR TRAINING COSMETOLOGY TEACHER I

Prerequisite: Two years of practical experience as a licensed cosmetologist

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1101	Intro to Business <i>or</i>	
<input type="checkbox"/> MGMT 2201	Principles of Management	3
<input type="checkbox"/> COSM 1212	Teaching Methods	3
<input type="checkbox"/> COSM 1213	Teaching Methods Application	5
<input type="checkbox"/> COSM 1214	Student Teaching	<u>8</u>
		19

1,000-HOUR TRAINING COSMETOLOGY TEACHER II

First Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1210	Post-Grad Training I	10
<input type="checkbox"/> COSM 1211	Post-Grad Training II	<u>8</u>
		18

Second Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1101	Intro to Business <i>or</i>	
<input type="checkbox"/> MGMT 2201	Principles of Management	3
<input type="checkbox"/> COSM 1212	Teaching Methods	3
<input type="checkbox"/> COSM 1213	Teaching Methods Application	5
<input type="checkbox"/> COSM 1214	Student Teaching	<u>8</u>
		19

Please note the change in the certificate titles.

Effective 7/1/2016.

COSMETOLOGY – BARBER TEACHER

Occupational Certificates

COMMUNITY & CORPORATE EDUCATION DIVISION

Short-term occupational certificates designed to prepare individuals for positions teaching Barbering. Typical graduates will work as instructors in Barber programs.

Based on Illinois Department of Professional Regulation guidelines, students with three years of practical experience as a licensed barber are required to complete 500 clock hours of instruction. Licensed barbers with less than three years of practical experience are required to complete 1,000 clock hours of instruction.

Students will be admitted at various times during the year based on demand and openings in the program. This program prepares students to take the Illinois Barber Teacher licensure exam. ► **Total = 19 or 37 Hours**

500-HOUR TRAINING BARBER TEACHER I

Prerequisite: Three years of practical experience as a licensed barber

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1101	Intro to Business <i>or</i>	
<input type="checkbox"/> MGMT 2201	Principles of Management	3
<input type="checkbox"/> COSM 1211	Post-Grad Training II	8
<input type="checkbox"/> COSM 1212	Teaching Methods	3
<input type="checkbox"/> COSM 1213	Teaching Methods Application	<u>5</u>
		19

1,000-HOUR TRAINING BARBER TEACHER II

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1101	Intro to Business <i>or</i>	
<input type="checkbox"/> MGMT 2201	Principles of Management	3
<input type="checkbox"/> COSM 1210	Post-Grad Training I	<u>10</u>
		13

Second Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1211	Post-Grad Training II	8
<input type="checkbox"/> COSM 1212	Teaching Methods	3
<input type="checkbox"/> COSM 1213	Teaching Methods Application	5
<input type="checkbox"/> COSM 1214	Student Teaching	<u>8</u>
		24

Please note the change in the certificate titles.

Effective 7/1/2016.

EARLY CHILDHOOD CERTIFICATE – LEVEL TWO

Occupational Certificate

The Level Two Certificate is designed to lead the early childhood professional to a Level Two Early Childhood Credential through Illinois Gateways to Opportunity. The certificate fulfills the coursework requirements. The student must submit required documentation and fee associated with this credential to Illinois Gateways to Opportunity. ► **Total = 12 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ECE 1201	Child Development	3
<input type="checkbox"/> ECE 1202	Intro to Early Childhood Education	3
<input type="checkbox"/> ECE 1205	Health, Safety and Nutrition	<u>3</u>
		9
Spring Semester		
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	3

EARLY CHILDHOOD CERTIFICATE – LEVEL THREE

Occupational Certificate

The Level Three Certificate is designed to lead the early childhood professional to a Level Three Early Childhood Credential through Illinois Gateways to Opportunity. The certificate fulfills the coursework requirements. The student must submit required documentation and fee associated with this credential to Illinois Gateways to Opportunity. ► **Total = 27 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ECE 1201	Child Development	3
<input type="checkbox"/> ECE 1202	Intro to Early Childhood Education	3
<input type="checkbox"/> ECE 1205	Health, Safety and Nutrition	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I ¹	3
<input type="checkbox"/> MATH 1107	Contemporary College Math ¹	<u>3</u>
	MATH 1202 or Business Math ¹	12
		15
Spring Semester		
<input type="checkbox"/> ART 1101	Art Appreciation	3
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	3
<input type="checkbox"/> ECE 1208	Family / Community / Staff Relations	3
<input type="checkbox"/> ECE 1210	Child Study and Observation	<u>3</u>
		12

¹ Prerequisite course(s) may be required based test scores.

EARLY CHILDHOOD CERTIFICATE – LEVEL TWO

Occupational Certificate

The Level Two Certificate is designed to lead the early childhood professional to a Level Two Early Childhood Credential through Illinois Gateways to Opportunity. The certificate fulfills the coursework requirements. The student must submit required documentation and fee associated with this credential to Illinois Gateways to Opportunity. ► **Total = 12 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ECE 1201	Child Development	3
<input type="checkbox"/> ECE 1202	Intro to Early Childhood Education	<u>3</u>
		6
Spring Semester		
<input type="checkbox"/> ECE 1205	Health, Safety and Nutrition	3
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	<u>3</u>
		6

EARLY CHILDHOOD CERTIFICATE – LEVEL THREE

Occupational Certificate

The Level Three Certificate is designed to lead the early childhood professional to a Level Three Early Childhood Credential through Illinois Gateways to Opportunity. The certificate fulfills the coursework requirements. The student must submit required documentation and fee associated with this credential to Illinois Gateways to Opportunity. ► **Total = 27 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ECE 1201	Child Development	3
<input type="checkbox"/> ECE 1202	Intro to Early Childhood Education	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I ¹	3
<input type="checkbox"/> MATH 1107	Contemporary College Math ¹	<u>3</u>
	MATH 1202 or Business Math ¹	12
		15
Spring Semester		
<input type="checkbox"/> ART 1101	Art Appreciation	3
<input type="checkbox"/> ECE 1205	Health, Safety and Nutrition	3
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	3
<input type="checkbox"/> ECE 1208	Family / Community / Staff Relations	3
<input type="checkbox"/> ECE 1210	Child Study and Observation	<u>3</u>
		15

¹ Prerequisite course(s) may be required based test scores.

Please note the change in course sequencing for both certificates. **Effective Fall 2016.**

EARLY CHILDHOOD EDUCATION

TECHNICAL ASSISTANCE CREDENTIAL

Occupational Certificate

PENDING ICCB APPROVAL – The Gateways Technical Assistance (TA) Credential is a credential which is cross-sector and includes all aspects of coaching, mentoring and relationship-based professional development. The TA Credential is a symbol of professional achievement which validates the knowledge and skills, experience and contributions required to a variety of roles which relate to relationship-based professional development in Early Childhood Education. The roles include mentor / consultant in early education and / or school-age practitioners, evidence-based practices coach, professional needs assessor, and supporter of the development needs of children. The certificate coursework encompasses the appropriate topics required by Gateways to ensure alignment to the credentialing standards. ► **Total = 9 Hours**

Prerequisites:

- PREP 1404 – Integrated Reading & Writing 3
- ENGL 1101 – Rhetoric & Composition I (or concurrent enrollment) 3

Spring Semester

- COMM 1101 Principles of Effective Speaking 3
 - ECE 2202 Center-Based Child Care Management 3
 - MGMT 2201 Principles of Management 3
- 9

EARLY CHILDHOOD EDUCATION

TECHNICAL ASSISTANCE CREDENTIAL

Occupational Certificate

The Gateways Technical Assistance (TA) Credential is a credential which is cross-sector and includes all aspects of coaching, mentoring and relationship-based professional development. The TA Credential is a symbol of professional achievement which validates the knowledge and skills, experience and contributions required to a variety of roles which relate to relationship-based professional development in Early Childhood Education. The roles include mentor / consultant in early education and / or school-age practitioners, evidence-based practices coach, professional needs assessor, and supporter of the development needs of children. The certificate coursework encompasses the appropriate topics required by Gateways to ensure alignment to the credentialing standards. ► **Total = 9 Hours**

Prerequisites:

- PREP 1404 – Integrated Reading & Writing 3
- ENGL 1101 – Rhetoric & Composition I (or concurrent enrollment) 3

Spring Semester

- COMM 1101 Principles of Effective Speaking 3
 - ECE 2202 Center-Based Child Care Management 3
 - MGMT 2201 Principles of Management 3
- 9

Effective Feb. 5, 2016

Program now approved by the Illinois Community College Board (ICCB).

MATHEMATICS

Associate in Science Degree

MATH & SCIENCES DIVISION

The following suggested curriculum is typical of that required by many universities for Mathematics majors. Many industries that hire mathematicians are engineering- or science-oriented, such as aircraft and missile, chemical, electrical equipment and petroleum industries. Excellent career opportunities exist in business- and economic-related positions, statistical and actuarial work. A strong minor in a related field (such as business, economics, science, etc.) is helpful in preparing for specific areas of employment. Students should see an advisor for information about specific university requirements in mathematics. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1110 College Algebra and Trigonometry ¹	5
<input type="checkbox"/>	Elective – Life Science	5
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16
Second Semester		
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1121 Calculus and Analytic Geometry I ⁵	5
<input type="checkbox"/>	Elective – Physical Science ²	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		14
Third Semester		
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II ⁵	5
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	3
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		17
Fourth Semester		
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 2108 Linear Algebra	3
<input type="checkbox"/>	MATH 2123 Calculus and Analytic Geometry III ⁵	4
<input type="checkbox"/>	MATH 2130 Differential Equations	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities ^{3,4}	3
<input type="checkbox"/>	Elective	<u>2</u>
		17

¹ Prerequisite course(s) may be required based test scores.

² One Life Science course and one Physical Science course needed to meet IAI core requirements.

³ Some four-year colleges/universities suggest foreign language.

⁴ One Fine Arts course and one Humanities course needed to meet IAI core requirements.

⁵ To guarantee full transfer of credit, students must complete the entire course sequence at the same school before transfer.

MATHEMATICS

Associate in Arts Degree

MATH & SCIENCES DIVISION

The following suggested curriculum is typical of that required by many universities for Mathematics majors. Many industries that hire mathematicians are engineering- or science-oriented, such as aircraft and missile, chemical, electrical equipment and petroleum industries. Excellent career opportunities exist in business- and economic-related positions, statistical and actuarial work. A strong minor in a related field (such as business, economics, science, etc.) is helpful in preparing for specific areas of employment. Students should see an advisor for information about specific university requirements in mathematics. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1110 College Algebra and Trigonometry ¹	5
<input type="checkbox"/>	Elective – Life Science	4
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16
Second Semester		
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1121 Calculus and Analytic Geometry I ⁵	5
<input type="checkbox"/>	Elective	3
<input type="checkbox"/>	Elective – Physical Science ²	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		17
Third Semester		
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II ⁵	5
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		17
Fourth Semester		
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 2108 Linear Algebra	3
<input type="checkbox"/>	MATH 2123 Calculus and Analytic Geometry III ⁵	4
<input type="checkbox"/>	MATH 2130 Differential Equations	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities ^{3,4}	<u>3</u>
		15

RECOMMENDED ELECTIVE

<input type="checkbox"/>	EDUC 1101 Intro to Education & Observation	3
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¹ Prerequisite course(s) may be required based test scores.

² One Life Science course and one Physical Science course needed to meet IAI core requirements.

³ Some four-year colleges/universities suggest foreign language.

⁴ One Fine Arts course and one Humanities course needed to meet IAI core requirements.

⁵ To guarantee full transfer of credit, students must complete the entire course sequence at the same school before transfer.

Please note the change from Associate in Science to Associate in Arts degree, the reordering of classes, the change in credit hours required for the Life Science Elective, and the addition of a recommended elective.

Effective Fall 2016

OFFICE SYSTEMS TECHNOLOGY ~ HEALTH INFORMATION ASSISTANT

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to the AAS Degree in Office Systems Technology / Health Information Assistant. The curriculum is designed to provide students with the background in technical skills and general studies necessary for a career as a health information assistant. Graduates will be prepared for support positions in medical and allied health facilities. It also helps those already employed upgrade job skills and advancement potential. Upon completion of the degree, the student may apply for both the 34-hour and 14-hour Medical Transcription certificates. ► **Total = 72 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	OFTC 1202 Beginning Document Formatting	3
<input type="checkbox"/>	OFTC 1203 Building Keyboarding Speed/Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/>	OFTC 1280 Medical Terminology ³	3
<input type="checkbox"/>	OFTC 1281 Medical Transcription ³	3
		<u>16</u>
Second Semester		
<input type="checkbox"/>	CSCI 1101 Intro to Computers	3
<input type="checkbox"/>	ENGL 1101 Rhetoric & Composition I ¹	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
<input type="checkbox"/>	OFTC 1282 Advanced Medical Term. / Transcription	3
<input type="checkbox"/>	OFTC 2201 Advanced Document Formatting	3
		<u>17</u>
Summer Term		
<input type="checkbox"/>	OFTC 2291 Cooperative Experience I	
	BUSI 2203 or Business Ethics	3
Third Semester		
<input type="checkbox"/>	BUSI 2102 Customer Service	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1263 Microsoft Excel	3
<input type="checkbox"/>	MATH 1202 Business Mathematics ^{1,2}	
	MATH 1107 or Contemporary College Math	3
<input type="checkbox"/>	OFTC 1284 Medical Insurance Processing	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	3
		<u>18</u>
Fourth Semester		
<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1255 Microsoft Access	3
<input type="checkbox"/>	OFTC 1285 Coding	5
<input type="checkbox"/>	OFTC 2262 Integrated Office Procedures	3
<input type="checkbox"/>	PSYC 2106 Human Relations ²	
	PSYC 2101 or Introduction to Psychology ²	3
		<u>18</u>

¹ Prerequisite course(s) may be required based test scores.

² Talk to an advisor if transferring to a four-year institution.

³ In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

OFFICE SYSTEMS TECHNOLOGY ~ MEDICAL OFFICE SPECIALIST

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to the AAS Degree in Office Systems Technology / Medical Office Specialist. With its focus on essential administrative and technology-related tasks, the student will be prepared to become an effective and important member of any medical office environment. Graduates may fulfill roles such as office manager, medical secretary, medical transcriptionist and receptionist. The curriculum also may assist those already employed by enhancing existing skills and therefore providing advancement potential. Upon completion of the degree, the student may apply for both the 30-hour and 10-hour medical office certificates. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	OFTC 1203 Building Keyboarding Speed/Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/>	OFTC 1280 Medical Terminology ³	3
<input type="checkbox"/>	OFTC 1281 Medical Transcription ³	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology ²	3
	PSYC 2106 or Human Relations ²	3
		<u>16</u>
Second Semester		
<input type="checkbox"/>	ALH 1201 Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	ENGL 1101 Rhetoric & Composition I ¹	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
		<u>17</u>
Summer Term		
<input type="checkbox"/>	OFTC 2291 Cooperative Experience I	
	BUSI 2203 or Business Ethics	3
Third Semester		
<input type="checkbox"/>	CSCI 1263 Beginning Microsoft Excel	3
<input type="checkbox"/>	CSCI 2243 Intermediate Microsoft Word	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	3
		<u>15</u>
Fourth Semester		
<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1255 Beginning Microsoft Access	3
<input type="checkbox"/>	MATH 1202 Business Mathematics ^{1,2}	
	MATH 1107 or Contemporary College Math	3
		<u>14</u>
RECOMMENDED ELECTIVE		
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	1

¹ Prerequisite course(s) may be required based test scores.

² Talk to an advisor if transferring to a four-year institution.

³ In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

Please note the change in total credit hours from 72 to 64, new program name, revised program description, and reordering / restructuring of the curriculum. **Effective 7/1/2016**

**OFFICE SYSTEMS TECHNOLOGY
~ MEDICAL TRANSCRIPTIONIST**

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

A student must successfully complete 34 hours to be granted a one-year Medical Transcriptionist Certificate. The curriculum is designed to provide students with the basic skills necessary for an entry-level position. ► **Total = 34 Hours**

Prerequisite: Completion with a "C" or better – CSCI 1101 or OFTC 1202 – or consent of division chair.

First Semester

	Cr. Hrs.
<input type="checkbox"/> MATH 1202 Business Mathematics ¹	3
MATH 1107 or Contemporary College Math	3
<input type="checkbox"/> OFTC 1203 Building Keyboarding Speed/Accuracy I	1
<input type="checkbox"/> OFTC 1232 Business Data Entry	3
<input type="checkbox"/> OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/> OFTC 1280 Medical Terminology ²	3
<input type="checkbox"/> OFTC 1281 Medical Transcription ²	3
	16

Second Semester

<input type="checkbox"/> OFTC 1204 Building Keyboarding Speed / Accuracy II	1
<input type="checkbox"/> OFTC 1233 Office Accounting	3
<input type="checkbox"/> OFTC 1282 Advanced Medical Terminology/Trans.	3
<input type="checkbox"/> OFTC 1285 Coding	5
<input type="checkbox"/> OFTC 2201 Advanced Document Formatting	3
<input type="checkbox"/> PSYC 2101 Intro to Psychology	3
PSYC 2106 or Human Relations	3
	18

¹ Prerequisite course(s) may be required based on test scores.

² In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

**OFFICE SYSTEMS TECHNOLOGY
~ MEDICAL OFFICE ASSISTANT**

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This one-year certificate curriculum is designed to provide students with the technical skills necessary for an entry-level position in any medical office environment. Students will be trained in the areas of keyboarding, office technology, medical terminology, transcription and billing / coding. ► **Total = 30 Hours**

Prerequisite: Completion with a "C" or better – CSCI 1101 or OFTC 1202 – or consent of division chair.

First Semester

	Cr. Hrs.
<input type="checkbox"/> CMA 1203 Billing & Coding	3
<input type="checkbox"/> OFTC 1203 Building Keyboarding Speed/Accuracy I	1
<input type="checkbox"/> OFTC 1232 Business Data Entry	3
<input type="checkbox"/> OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/> OFTC 1280 Medical Terminology ²	3
<input type="checkbox"/> OFTC 1281 Medical Transcription ²	3
	16

Second Semester

<input type="checkbox"/> BUSI 1202 Work Ethics	1
<input type="checkbox"/> CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/> MATH 1202 Business Mathematics ¹	3
MATH 1107 or Contemporary College Math	3
<input type="checkbox"/> OFTC 1204 Building Keyboarding Speed / Accuracy II	1
<input type="checkbox"/> OFTC 1233 Office Accounting	3
<input type="checkbox"/> PSYC 2101 Intro to Psychology or	3
PSYC 2106 Human Relations	3
	18

RECOMMENDED ELECTIVE

<input type="checkbox"/> CSCI 1236 Integrating Technologies	1
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¹ Prerequisite course(s) may be required based on test scores.

² In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

Please note the change in total credit hours from 34 to 30, new program name, revised program description, reordering / restructuring of the curriculum, and addition of a recommended elective. **Effective 7/1/2016**

OFFICE SYSTEMS TECHNOLOGY
~ MEDICAL TRANSCRIPTIONIST CLERK

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 14 Hours**

Prerequisite: CSCI 1101, or OFTC 1202, or OFTC 2201 with "C" or better or 35 words/minute, or consent of instructor

First Semester

- OFTC 1280 Medical Terminology ²
- OFTC 1281 Medical Transcription ²

Second Semester

- OFTC 1282 Advanced Medical Terminology/Trans.
- OFTC 1285 Coding

RECOMMENDED ELECTIVE

- BUSI 1200 Job Strategy

¹ Prerequisite course(s) may be required based on test scores.

² In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

Cr. Hrs.

3
3
 6

3
5
 8

1

OFFICE SYSTEMS TECHNOLOGY
~ MEDICAL OFFICE ASSOCIATE

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This certificate is designed to provide students with the basic information needed to pursue an entry-level position in a medical office setting or enhance the skills of the already-employed medical office staff. ► **Total = 10 Hours**

Prerequisite: CSCI 1101, or OFTC 1202, or OFTC 2201 with "C" or better or 35 words/minute, or consent of instructor

First Semester

- BUSI 1202 Work Ethics
- MEDC 1206 Intro to Medical Coding **or**
 CMA 1203 Billing & Coding
- OFTC 1280 Medical Terminology ¹
- OFTC 1281 Medical Transcription ¹

Cr. Hrs.

1
 3
3
 10

RECOMMENDED ELECTIVE

- CSCI 1236 Integrating Technologies

¹ In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

Please note the change in total credit hours from 14 to 10, new program name, new program description, reordering / restructuring of the curriculum, and change in the recommended elective. **Effective 7/1/2016**

**OFFICE SYSTEMS TECHNOLOGY
~ OFFICE SYSTEMS TECHNOLOGY SPECIALIST**

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The two-year Office Systems Technology Specialist curriculum is designed to provide students with the background in technical skills and general studies necessary for a career as an administrative assistant, technical services associate or similar position. Students will focus on the concepts and methods used to organize and manage information as well as the development or enhancement of skills necessary to effectively implement technology into the office and / or business setting. Technology include, but are not limited to, word processing, spreadsheet, database and presentation software, information managing software, web page editors and social media. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	OFTC 1203 Building Keyboarding Speed & Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	
	PSYC 2106 or Human Relations	<u>3</u>
		16
Second Semester		
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word ³	3
<input type="checkbox"/>	MATH 1202 Business Mathematics ^{1,2}	
	MATH 1107 or Contemporary College Mathematics	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	<u>3</u>
		15
Summer Term		
<input type="checkbox"/>	OFTC 2291 Cooperative Experience I	
	BUSI 2203 or Business Ethics	3
Third Semester		
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1263 Beginning Microsoft Excel ³	3
<input type="checkbox"/>	CSCI 2243 Intermediate Microsoft Word	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	<u>3</u>
		15
Fourth Semester		
<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2
<input type="checkbox"/>	CSCI 1255 Beginning Microsoft Access ³	3
<input type="checkbox"/>	CSCI 1275 Microsoft PowerPoint ³	3
<input type="checkbox"/>	CSCI 2245 Integrating Microsoft Applications ³	3
<input type="checkbox"/>	OFTC 2265 Office Supervision & Administration	<u>3</u>
		15

¹ Prerequisite course(s) may be required based test scores.
² Talk to an advisor if transferring to a four-year institution.
³ Successfully completing these five classes results in the Microsoft User Certificate. See the description under the IT Systems Assistant heading for more information.

THERAPEUTIC MASSAGE

Occupational Certificate

ALLIED HEALTH DIVISION

Therapeutic Massage prepares individuals for careers in massage and bodywork. Practitioners use their hands to apply various scientific principles to the muscles and soft tissue. Therapeutic Massage is used to facilitate relaxation, health improvement and pain relief. The program provides education in the human body, clinical experience, business, professional and personal development. Swedish Massage techniques are utilized as the foundation of practice. Graduates may work in a variety of settings, including medical facilities, beauty salons, private practice and sports clinics. An Illinois State Police background check is required. All curriculum courses must be completed with a grade of "C" or better. Upon successful completion, students are qualified to take the national certification exam. ► **Total = 29 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	THM 1201 Introduction to Therapeutic Massage	2
<input type="checkbox"/>	THM 1202 Therapeutic Massage Techniques I	3
<input type="checkbox"/>	THM 1203 Human Body for Massage Therapy I	3
<input type="checkbox"/>	THM 1204 Pathology for Therapeutic Massage	3
<input type="checkbox"/>	THM 1208 TM Business Practices and Ethics	3
<input type="checkbox"/>	THM 1209 Responding to Client Emergencies	<u>1</u>
		15
Second Semester		
<input type="checkbox"/>	THM 1210 Human Body for Massage Therapy II	3
<input type="checkbox"/>	THM 1211 Therapeutic Massage Techniques II	4
<input type="checkbox"/>	THM 1212 Therapeutic Massage Clinical I	4
<input type="checkbox"/>	THM 1222 Therapeutic Massage Clinical II	1
<input type="checkbox"/>	THM 1223 National Certification Exam Review	<u>2</u>
		14

Effective 6/30/2016, the Therapeutic Massage program is inactive.

CHANGE IN LECTURE / LAB HOURS – EFFECTIVE 6/1/2016

ALH 1201 – Anatomy & Physiology Fundamentals (3)

If reading courses are required, the student must complete PREP 1404

This course is designed for students entering entry-level health professional programs. Students will study the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive and circulatory systems. Lecture 2-5 3 hours. Lab 1 hour.

NEW CLASS – EFFECTIVE 6/1/2016

ALH 1203 – Career Exploration in Healthcare (.5-1)

Students will explore a variety of health care occupations as they relate to students' interests, abilities and skills. The course provides a personal assessment, self-evaluation and a multimedia approach, and enables students to make informed choices about the health care career that best suits them. This course is geared toward students who want to work in health care. Lecture .5-1 hour.

CHANGE IN PREREQUISITE – EFFECTIVE FALL 2016

AUTO 1235 – Engine Performance A (5)

Prerequisite: AUTO 1202 or consent of Dean

This course is a study of ignition systems, beginning with breaker point systems and covering the evolution through computerized ignition systems. Lecture 3 hours. Lab 4 hours.

NEW CLASS – EFFECTIVE 8/1/2016

COSM 1209 – Cosmetology / Barber Refresher (6)

Prerequisite: Cosmetology / Barber License issued by the Department of Professional Regulations, Cosmetology / Barber Teacher's License, or have completed a 1,500-hour Cosmetology / Barber program or equivalent.

An in-depth review of the science and practice of cosmetology and / or barbering for the purpose of licensure restoration or student remediation. Lecture 3 hours. Lab 6 hours. Repeatable.

NEW CLASS – EFFECTIVE 8/1/2016

MATH 1403 – Mathematical Pathways (5)

Prerequisite: MATH 1401 with a "C" or better or equivalent placement

This course provides a general survey of topics to prepare students in a variety of college math courses, including statistics, liberal arts mathematics and mathematics for education majors. Topics to be covered include elementary algebraic operations, signed numbers, exponents and polynomials, linear equations and inequalities, basic geometric concepts, counting techniques, probability and odds, and statistics. This course may be taken in a classroom setting or on an independent study basis through the Math Lab. Lecture 4 hours. Lab 2 hours.

CHANGE IN PREREQUISITE – EFFECTIVE FALL 2016

OFTC 2261 – Office Procedures and Technology (3)

Prerequisite: OFTC 1202 with "C" or better or consent of instructor

This course is for both the beginning and the experienced secretary. Basic keyboarding is assumed; other skills are presented as if they are new. The experienced secretary will find techniques that will improve efficiency. Some of the topics which are studied thoroughly include the duties of the office assistant, effective communications, proper telephone procedures, office reprographics, office mail, office ethics, software selection, professional growth and development and career planning. Lecture 2 hours. Lab 2 hours.