CATALOG
2021-2022

REND LAKE COLLEGE

The Rend Lake College catalog is a publication describing academic programs, student services, general regulations, requirements and procedures. Our catalog describes all the classes, degrees and certificates we offer.
It includes the Academic Calendar, faculty contacts, advisors, campus maps & more.
Select courses and chart your academic pathway through the registration process for your program of choice.

ADDENDUM

Introduction

The updates listed in this addendum apply to the 2021-2022 Rend Lake College Academic Catalog. This catalog addendum contains new and updated information, as well as corrections of errors in the original catalog.

- ~~If you are a male who is at least 18 years of age and born after December 31, 1959, you must be registered with Selective Service in order to receive financial aid.~~
- You must be pursuing a degree or certificate program. Degree programs include Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science and Associate in Applied Science degrees, and certificates include the one-year Occupational Certificates. The following level classes are not eligible for financial aid: 1300, 1500, 1600 and 1800 level as well as all COMED classes. Short-term training programs such as Certified Nurse Assistant (CNA), Truck Driver Training, **and Unmanned Aircraft Systems** are not eligible.

NEW PROGRAM DESCRIPTION – EFFECTIVE 6/17/2021

TRUCK DRIVER TRAINING – HEAVY EQUIPMENT TRANSPORTATION

Occupational Certificate

COMMUNITY & CORPORATE EDUCATION

This certificate is designed to prepare students for occupations involving the maintenance, repair, and operation of semi-tractor trailer units. Upon successful completion of the curriculum, the student will have a thorough knowledge of engine and brake repair, servicing, alignment, and operation of a tractor trailer unit. The Illinois Secretary of State's Commercial Driver's License Pre-Trip, Skills and Road Examinations will be administered.

► **Total = 26 Hours**

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 1202 - Health Records System (3)

~~This course is designed to examine content, format, evaluation, and completeness of the medical record; licensing, accrediting and regulatory agencies; electronic medical record systems; filing systems, and records retention, storage and retrieval. The student will have hands-on experience in evaluating content, format and completeness of actual medical records. Computer experience will be utilized as a teaching method. Lecture 2 hours. Lab 2 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2201 – Health Information Data Analysis (2)
Prerequisites: Acceptance into HIT program and MATH 1111

~~A study of the sources and uses of health data, computation of rates and percentages, vital records registration and reporting and display. Lecture 2 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2202 – Professional Practice Experience (3)
Prerequisite: HIT 2206 or consent of instructor

~~This course is for students in the Health Information Technology program and will integrate classroom theory with practical experience. The student will be placed in a facility where the skills and knowledge of a health information management technician will be applied. The practicum will be supervised by a job-site supervisor. Lab 6 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2203 – Leadership & Management for Health Information (3)
Prerequisites: Acceptance into HIT program and HIT 1201

~~A study of management principles as applied to the health information department. It includes an introduction to management, the functions of planning, organizing, controlling, actuating/supervising, problem-solving and quality assurance. Lecture 3 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2206 – Medical Coding (3)
Prerequisites: HECO 1202, ZOO 1105 and HIT 1205

~~This course covers ICD diagnostic coding conventions and guidelines for outpatient, inpatient, and ambulatory care. Lecture 2 hours. Lab 2 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2208 – Health Information Governance (4)
Prerequisites: HIT 1202

~~This course will focus on real-world use of electronic health records (EHRs) through readings and hands-on labs. Students will learn the functionality, network, and security design of EHRs. Lecture 3 hours. Lab 2 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2217 – Quality / Performance in Health Care (3)
Prerequisites: Acceptance into HIT program and HIT 1201

~~The study of quality management systems includes the philosophy of quality improvement; utilization management, performance improvement and risk management in the acute care facility; coordination of quality management activities with physician credential/reappointment and employee performance evaluation; quality management requirements for acute care facilities in specific program areas; quality management in the non-acute facility; confidentiality of quality management information, and the expanding quality management function. Lecture 3 hours.~~

COURSE WITHDRAWN – EFFECTIVE 4/15/2021

HIT 2219 Procedural Coding (3)
Prerequisites: HECO 1202, ZOO 1105 and 1106, and HIT 1205 and 2206

~~This course covers procedural coding conventions and guidelines for outpatient, inpatient, and ambulatory care. Lecture 2 hours. Lab 2 hours.~~

~~HIT 2220 Health Information Review (2)~~

~~This course covers Health Information Technology skills and competencies pertinent to the professional development of the student. Lecture 2 hours.~~

~~INEL 1611 - Selected Topics in Ind. Electronics (0.5 – 4)~~

~~This course will include an in-depth study of topics in the industrial electronics field. The exact content will vary from semester to semester depending on the subject studied. Lecture 0.5 – 4 hours.~~

~~RAD 1231 – Legal and Ethical Topics in Health Care (2)~~

~~Prerequisite: Approval of division Dean~~
~~This course is designed to enhance the skills and knowledge of legal and ethical issues within the health care field. Real-life examples and case studies will be used to illustrate the skills needed in situations that could escalate into conflict or dispute. Important HIPPAA information including the latest privacy guidelines with legal and ethical implications will also be discussed. Lecture 2 hours.~~

The following five courses were moved from the inactive Health Information Technology program (HIT) to the Medical Coding certificate program (MEDC).

HIT 1201 – Introduction to Health Information (3)
HIT 1205 - Pathophysiology for HIT (4)
HIT 2205 – Pharmacology for Health Information (2)
HIT 2207 – Compliance & Ethics in Health Care (3)
HIT 2218 – Health Care Reimbursement (2)

MATH 1410 – Accelerated Learning Program (2)

This course is intended to provide intensive mathematics instruction for preparation of students enrolled in general education quantitative literacy nonstatistics math courses. It provides a general survey of topics to prepare students for success in MATH 1107 - Contemporary College Mathematics and MATH 1130 - Mathematics for Elementary Teachers I and is a co-requisite. Topics to be covered include basics of sets, Venn diagrams, percent, fractions, elementary algebraic operations, linear equations, basic geometric concepts, counting techniques, probability, odds, and statistics. Lecture 1 hour. Lab 2 hours.

EDUC 1602 – ~~Instructional Methods Workshop~~ (.5)

This workshop is specifically designed for Rend Lake College faculty who will be teaching an online course. Participants will discuss the pedagogy of the online learning environment and the technologies involved. Lecture .5 hour.

EDUC 1602 – Online Instructional Methods (.5 - 3)

This workshop is specifically designed for Rend Lake College faculty who will be teaching an online course. Participants will discuss the pedagogy of the online learning environment and the technologies involved. Lecture .5 hour. Repeatable up to 3 times.

~~CNS~~ IST 1240 – Digital Fundamentals (3)

This course provides instruction and experience with binary and hexadecimal number systems, binary codes and numerous digital gates and circuits, such as flip-flops, and other digital circuitry. In addition, the course provides techniques to connect the digital circuits to the real world. Lecture 2 hours. Lab 2 hours.

~~INEL~~ IST 1250 – Electric Motors and Control Circuits (6)

Prerequisite: INEL 1291 or consent of instructor
This course enables students to work with various electrical circuits, equipment and tools used in industry. It gives the student an awareness of the roles of various components used and the maintenance required for proper operation, with an emphasis on motor control devices. Lecture 4 hours. Lab 4 hours.

~~INEL~~ IST 1265 – Solid-State Electronics (4)

Prerequisite: INEL 1291
This course investigates numerous types of solid state devices, diodes, rectifiers, SCRs, triacs, transistors, small-signal amplifiers, large signal amplifiers, regulated power supplies, operational amplifiers, and troubleshooting for all circuits studied. Lecture 3 hours. Lab 2 hours.

~~INEL~~ IST 1291 – Basic Electronics for Technicians (5)

This course covers basic digital gates and binary numbers, AC/DC theory and troubleshooting of all components and circuits using analog and digital meters. Lecture 3 hours. Lab 4 hours.

FIRE 1621 – Fire Instructor II (3)

Prerequisites: Associated with fire department and FIRE 1620
This course is designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing other individuals in the fire service or other teaching fields. The course is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and writing of lesson plans. Course will emphasize learning objectives of NFPA 1041, Chapter 3. Lecture 3 hours.

CNS 2200 – Emerging Technologies (5)

This course investigates Voice Over IP (VoIP) technology and emerging technologies. Standards, similarities and differences between traditional telephone networks and IP telephony, call set-up, equipment selection and installation will be covered. Students will have the opportunity to work on functional VoIP equipment and virtual machines. The course will offer a balance of lecture and lab experiments. Lecture ~~3~~ 4 hours. Lab 2 hours.

WBM 1222 – JavaScript Web Applications (3)

Prerequisite: WBM 1220
An introduction to concepts and practices related to the construction of scalable, data-driven web sites using Industry-standard, open-source tools and the JavaScript language. Lecture 2 hours. Lab 2 hours.

WBM 1223 – Serverless Web Development (3)

Prerequisite: WBM 1222 or CSCI 1264
Students will learn to develop scalable, highly-available web services which require minimal administration or operational support. Students will also become familiar with vendor-specific services and tools for building world-class serverless applications. Lecture 2 hours. Lab 2 hours.

WBM 1224 – Progressive Web Applications (3)

Prerequisite: WBM 1222 or consent of instructor
This course introduces students to the technologies and techniques necessary to deliver applications, which leverage the unique features of native mobile applications and the advantages of internet connectivity. Topics covered include but are not limited to service workers, push notifications, application caching, and an enhanced user experience. Lecture 2 hours. Lab 2 hours.

BUSINESS

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY
DIVISION

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**

Fall Semester		**Cr. Hrs.**
☐ BUSI 1101	Introduction to Business	3
☐ BUSI 2105	Legal and Social Environment	3
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ MATH 1108	College Algebra [1]	3
☐ ECON 2101	Principles of Economics I	3
☐ CSCI 1102	Intro to Computers w/ Business Applications	3
		18

Spring Semester		
☐ BUSI 2107	Business Communications	3
☐	Elective – Humanities	3
☐ ENGL 1102	Rhetoric and Composition II	3
☐ MATH 2106	Finite Mathematics [1]	3
☐ ~~ECON 2101~~	Principles of Economics II	3
		15

Fall Semester		
☐ ACCO 1101	Principles of Financial Accounting	4
☐ COMM 1101	Principles of Effective Speaking	3
☐	Humanity/Fine Arts	3
☐	Elective – Fine Arts	3
☐	Elective – Physical Science	3
		16

Spring Semester		
☐ ACCO 1102	Principles of Managerial Accounting	4
☐	*Social /Behavior Science	3
☐	Life Science	4
☐ MATH 2115	Calculus for Business	4
		15

RECOMMENDED ELECTIVE:

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

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

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

*Students can fulfill their multicultural requirements while taking social behavioral sciences or humanities. Please work with your advisor to identify appropriate courses.

BUSINESS

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to an Associate in Applied Science Degree in Business with specializations in finance or management. The curriculum is designed to provide students with a general background in all areas of business and to prepare them for careers in the fields of banking, accounting, management or marketing at the mid-management level in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential. ▶ **Total = 64 Hours**

Fall Semester		**Cr. Hrs.**
☐ BUSI 1101	Introduction to Business	3
☐ ~~BUSI 2102~~	~~Customer Service~~ *or*	
OFTC 1234	Communication in Technical Services	3
☐ CSCI 1102	Intro to Computers w/ Business Applications	3
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ OFTC 1233	Office Accounting	3
		15

Spring Semester		
☐ BUSI 2107	Business Communications	3
☐ ~~BUSI 2207~~	~~Business Organization~~	3
☐ ECON 1101	Intro to Economics	3
☐ MATH 1202	Business Math *or*	
MATH 1201	Technical Math [1]	3
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐	~~Elective – Core~~	3
		16

Fall Semester		
☐ BUSI 2105	Legal / Social Environment of Business	3
☐ ~~BUSI 2206~~	~~Business Dynamics~~	3
☐ ~~MGMT 2201~~	~~Principles of Management~~	3
☐ MRKT 2201	Principles of Marketing	3
☐	Elective – Core	3
☐	Elective – Core	3
		18

Spring Semester		
☐ BUSI 2203	Business Ethics or	
PHIL 2104	Ethics	3
☐ ~~CSCI 1263~~	~~Microsoft Excel~~	3
☐ MGMT 2207	Supervision	3
☐	Elective – Core	3
☐	Elective – Core	3
		15

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

CORE ELECTIVE SELECTION
The student must choose any combination of the courses listed below for a total of 15 credit hours to complete the 64 credit hours required for the Associate of Applied Science Degree.

ACCOUNTING / FINANCIAL FOCUS
ACCO 1101 – Principles of Financial Accounting (4)
ACCO 1102 – Principles of Managerial Accounting (4)
ACCO 1202 – Payroll Accounting (2)
ACCO 2201 – Intermediate Accounting I (3)
BUSI 1103 – Business Law I (3)
COOP 1101 – Cooperative Education I (.5 – 4)
COOP 2101 – Cooperative Education II (.5 – 4)
ECON 2101 – Principles of Economics I (3)

BUSINESS

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to an Associate in Applied Science Degree in Business with specializations in finance or management. The curriculum is designed to provide students with a general background in all areas of business and to prepare them for careers in the fields of banking, accounting, management or marketing at the mid-management level in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential. ▶ **Total = 64 Hours**

Fall Semester		**Cr. Hrs.**
☐ BUSI 1101	Introduction to Business	3
☐ OFTC 1234	Communication in Technical Services	3
☐ CSCI 1102	Intro to Computers w/ Business Applications	3
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ OFTC 1233	Office Accounting	3
		15

Spring Semester		
☐ BUSI 2107	Business Communications	3
☐ **BUSI 2208**	**Intercultural Business**	**3**
☐ ECON 1101	Intro to Economics	3
☐ MATH 1202	Business Math *or*	
MATH 1201	Technical Math [1]	3
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐ **COMM 1101**	**Principles of Effective Speaking**	**3**
		16

Fall Semester		
☐ BUSI 2105	Legal / Social Environment of Business	3
☐ **PSYC 2106**	**Human Relations**	**3**
☐ **CSCI 1263**	**Microsoft Excel**	**3**
☐ MRKT 2201	Principles of Marketing	3
☐	Elective – Core	3
☐	Elective – Core	3
		18

Spring Semester		
☐ BUSI 2203	Business Ethics or	
PHIL 2104	Ethics	3
☐ **MGMT 2201**	**Principles of Management**	**3**
☐ MGMT 2207	Supervision	3
☐	Elective – Core	3
☐	Elective – Core	3
		15

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

CORE ELECTIVE SELECTION
The student must choose any combination of the courses listed below for a total of 15 credit hours to complete the 64 credit hours required for the Associate of Applied Science Degree.

ACCOUNTING / FINANCIAL FOCUS
ACCO 1101 – Principles of Financial Accounting (4)
ACCO 1102 – Principles of Managerial Accounting (4)
ACCO 1202 – Payroll Accounting (2)
ACCO 2201 – Intermediate Accounting I (3)
BUSI 1103 – Business Law I (3)
COOP 1101 – Cooperative Education I (.5 – 4)
COOP 2101 – Cooperative Education II (.5 – 4)
ECON 2101 – Principles of Economics I (3)
ECON 2102 – Principles of Economics II (3)

ECON 2102 – Principles of Economics II (3)
MGMT 2207 – Supervision (3)
MATH 1108 – College Algebra (3)
MATH 1111 – Statistics (4)
MATH 2115 – Business Calculus (4)

MANAGEMENT / HUMAN RESOURCE FOCUS

BUSI 1103 – Business Law I (3)
BUSI 2101 – Business Law II (3)
BUSI 2205 – E-Commerce (3)
BUSI 2208 – Intercultural Business (3)
BUSI 2209 – Inventory Management (3)
COMM 1101 – Principles of Effective Speaking (3)
COOP 1101 – Cooperative Education I (.5 -4)
COOP 2101 – Cooperative Education (.5 – 4)
MGMT 2201 – Principles of Management (3)
MGMT 2207 – Supervision (3)
PSYC 2101 – Introduction to Psychology (3)
PSYC 2104 – Personality Dynamics (3)
PSYC 2106 – Human Relations (3)
SOCI 1101 – Introduction to Sociology (3)

MARKETING FOCUS

GRD 1201 – Intro to Graphic Design (3)
GRD 1203 – Advertising Design (3)
GRD 1215 – Web Page Design (3)
GRD 2201 – Adobe Essentials (3)
GRD / UAS Elective (3)

Note modified curriculum sequence

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

BUSINESS MANAGEMENT
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Business Management certificate program is designed to provide students with a general background in all areas of business and to prepare them for entry-level careers in the fields of banking, accounting, management or marketing in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential and aspiring entrepreneurs the skills necessary to grow their own businesses. ► **Total = 16 Hours**

Fall Semester		Cr. Hrs.
☐ BUSI 1101	Introduction to Business	3
☐ BUSI 2102	Customer Service *or*	
OFTC 1234	Communication in Technical Services	3
☐ BUSI 2105	Legal and Social Environment	3
		9

Spring Semester		
☐ ECON 1101	Intro to Economics	3
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐ OFTC 1233	Office Accounting	3
		7

MGMT 2207 – Supervision (3)
MATH 1108 – College Algebra (3)
MATH 1111 – Statistics (4)
MATH 2115 – Business Calculus (4)

MANAGEMENT / HUMAN RESOURCE FOCUS

BUSI 1103 – Business Law I (3)
BUSI 2101 – Business Law II (3)
BUSI 2205 – E-Commerce (3)
BUSI 2208 – Intercultural Business (3)
BUSI 2209 – Inventory Management (3)
COMM 1101 – Principles of Effective Speaking (3)
COOP 1101 – Cooperative Education I (.5 -4)
COOP 2101 – Cooperative Education (.5 – 4)
MGMT 2201 – Principles of Management (3)
MGMT 2207 – Supervision (3)
PSYC 2101 – Introduction to Psychology (3)
PSYC 2104 – Personality Dynamics (3)
PSYC 2106 – Human Relations (3)
SOCI 1101 – Introduction to Sociology (3)

MARKETING FOCUS

GRD 1201 – Intro to Graphic Design (3)
GRD 1203 – Advertising Design (3)
GRD 1215 – Web Page Design (3)
GRD 2201 – Adobe Essentials (3)
GRD / UAS Elective (3)

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

BUSINESS MANAGEMENT
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Business Management certificate program is designed to provide students with a general background in all areas of business and to prepare them for entry-level careers in the fields of banking, accounting, management or marketing in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential and aspiring entrepreneurs the skills necessary to grow their own businesses. ► **Total = 16 Hours**

Fall Semester		Cr. Hrs.
☐ BUSI 1101	Introduction to Business	3
☐ OFTC 1234	Communication in Technical Services	3
☐ **OFTC 1233**	**Office Accounting**	**3**
		9

Spring Semester		
☐ ECON 1101	Intro to Economics	3
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐ **BUSI 2105**	**Legal and Social Environment**	**3**
		7

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

BUSINESS MANAGEMENT II
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-semester program leads to a certificate in Business Management. The curriculum is designed to provide students with the general background in all areas of business and prepare them for entry-level positions in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential. The target audience includes individuals seeking entry-level employment, current employees looking to increase their skill sets or advance, and small business developers. The Business Management II certificate is targeted to focus on the entrepreneurial skilled worker to promote success by increasing communication and math skills necessary to grow their own businesses. ► **Total = 31 Hours**

Fall Semester		**Cr. Hrs.**
☐ BUSI 1101	Introduction to Business	3
☐ ~~BUSI 2102~~	~~Customer Service~~ *or*	
OFTC 1234	Communication in Technical Services	3
☐ ~~BUSI 2105~~	~~Legal and Social Environment~~	3
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ MATH 1202	Business Math *or*	
MATH 1201	Technical Math [1]	3
		15
Spring Semester		
☐ BUSI 2107	Business Communications	3
☐ BUSI 2203	Business Ethics or	
PHIL 2104	Ethics	3
☐ ECON 1101	Intro to Economics	3
☐ ~~MRKT 2201~~	~~Principles of Marketing~~	3
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐ ~~OFTC 1233~~	~~Office Accounting~~	3
		16

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

HUMAN RESOURCE ASSOCIATE
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Human Resource Associate Certificate is designed to provide an entry-level human resource associate content and competency development for Human Resource positions within small-, medium-, and large-size human resource departments and/or in an employment role as a human resource department of one. Students will get an overall look at the major functions of human resources management including recruitment, compensation, benefits, training, employee, and labor relations, and the legal environment in which HR professionals function. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

BUSINESS MANAGEMENT II
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-semester program leads to a certificate in Business Management. The curriculum is designed to provide students with the general background in all areas of business and prepare them for entry-level positions in a variety of businesses and industries. The curriculum also provides those individuals already in positions in the local workforce the opportunity to upgrade job skills or advancement potential. The target audience includes individuals seeking entry-level employment, current employees looking to increase their skill sets or advance, and small business developers. The Business Management II certificate is targeted to focus on the entrepreneurial skilled worker to promote success by increasing communication and math skills necessary to grow their own businesses. ► **Total = 31 Hours**

Fall Semester		**Cr. Hrs.**
☐ BUSI 1101	Introduction to Business	3
☐ OFTC 1234	Communication in Technical Services	3
☐ **OFTC 1233**	**Office Accounting**	**3**
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ MATH 1202	Business Math *or*	
MATH 1201	Technical Math [1]	3
		15
Spring Semester		
☐ BUSI 2107	Business Communications	3
☐ BUSI 2203	Business Ethics or	
PHIL 2104	Ethics	3
☐ ECON 1101	Intro to Economics	3
☐ **MGMT 2201**	**Principles of Management**	**3**
☐ OFTC 1206	Computerized Accounting w/ QuickBooks	1
☐ **BUSI 2105**	**Legal and Social Environment**	**3**
		16

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

HUMAN RESOURCE ASSOCIATE
Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Human Resource Associate Certificate is designed to provide an entry-level human resource associate content and competency development for Human Resource positions within small-, medium-, and large-size human resource departments and/or in an employment role as a human resource department of one. Students will get an overall look at the major functions of human resources management including recruitment, compensation, benefits, training, employee, and labor relations, and the legal environment in which HR professionals function. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by

enhancing their practices with tools learned in the program. This certificate may also be completed within the Business Associate of Applied Science Degree. ▶ **Total = 19 Hours**

Fall Semester		Cr. Hrs.
☐ BUSI 2105	Legal/Social Environment of Business	3
☐ BUSI 2107	Business Communications	3
☐ ~~MGMT 2201~~	~~Principles of Management~~	~~3~~
		9

Spring Semester		Cr. Hrs.
☐ MGMT 2207	Supervision	3
☐ BUSI 2208	Intercultural Business	3
☐ ~~PSYC 2106~~	~~Human Relations~~	~~3~~
☐ SERV 1101	Service Learning	1
		10

Note modified curriculum in fourth semester

WELDING TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Welding Technology AAS will provide welding courses designed to assist welding professionals by expanding their knowledge base, core competencies and general education. Individually, each course addresses specific workplace situations. Additionally, successful completion of all courses offered demonstrates the student's readiness to take the American Welding Society certification examinations. ▶ **Total = 65 Hours**

Fall Semester		Cr. Hrs.
☐ MATH 1201	Technical Mathematics [1]	3
☐ WELD 1270	Introduction to Welding Processes	4
☐ WELD 1272	Structural Shielded Metal Arc Welding	4
☐ WELD 1282	GMAW / GTAW Welding	4
☐ WELD 2274	Blueprint Reading	3
		18

Spring Semester		
☐ ENGL 1101	Rhetoric and Composition I [1]	3
☐ WELD 1284	GTAW Welding	3
☐ WELD 2240	Metallurgy and Heat Treatment	2
☐ WELD 2242	Weld Inspection for Quality Control	2
☐ WELD 2275	Advanced Shielded Metal Arc Welding	2
		12

Fall Semester		
☐ COMM 1101	Principles of Effective Speaking	3
☐ CSCI 1101	Intro to Computers	3
☐ IST 1291	Basic Electronics for Technicians	5
☐ MACH 1201	Machining Technology I	4
☐ WELD 2262	Pipe Welding I	4
		19

Spring Semester		
☐ IST 1221	Industrial Safety	2
☐ PSYC 2101	Introduction to Psychology	
PSYC 2106	or Human Relations	3
☐ WELD 1283	GMAW / GTAW Pipe Welding	4
☐ WELD 2285	Pipe Welding II	4
☐ ~~—~~	~~Technical Elective~~	~~3~~
		16

TECHNICAL ELECTIVES:

COOP 1101	Cooperative Education	4
IST 1230	Intro to Robotics	3
IST 2220	Industrial Mechanics	4
MACH 1202	Machining Technology II	4

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

SPRAY APPLICATOR

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This program is a two semester certificate training program to prepare students for employment in the field of custom application. Graduates will be prepared to enter the agricultural work force as an operator of custom applicator rig. The program is presented in the classroom and with hands-on activities driving an applicator. Students will receive preparation for the general standards pesticide exam as well as the CDL written exam. ► **Total = 18 Hours**

First Semester		Cr. Hrs.
☐ AOT 1201	Applicator Maintenance	4
☐ AOT 1203	Field Computer Systems	2
		6

Second Semester		
☐ AOT 1202	Ag Retail Sales	3
☐ AOT 1204	Field Calibration of Equipment	2
☐ AOT 1205	Pesticide Safety	3
☐ AOT 1206	Applicator Equipment Operations	3
☐ TRUK 1201	Commercial Driver's License Review	1
		12