



# CATALOG

## 2021-2022

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.

## REND LAKE COLLEGE

468 N Ken Gray Pkwy

Ina, IL 62846

**www.rlc.edu**

Telephone 618.437.5321

Toll-free (In-district only) 1.800.369.5321

Fax 618.437.5677

## ESTABLISHED 1967

*(Originally founded – Mt. Vernon Community College, 1955)*

### ACCREDITATION

Rend Lake College is accredited by the Higher Learning Commission.

The college has been accredited by HLC since 1969.

Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

<https://www.hlcommission.org>

Phone 312.263.0456

Toll-free 800.621.7440

Fax 312.263.7462

[info@hlcommission.org](mailto:info@hlcommission.org)

### APPROVAL

Illinois Community College Board

Illinois Board of Higher Education

Illinois Department of Financial & Professional Regulation

### Published by the

*Board of Trustees, Community College District 521 / January, 2021*

## NON-DISCRIMINATION

Rend Lake College does not discriminate in any of its policies on the basis of race, color, national origin, sex, disability, or any other status protected by law. Questions about Title IX or Disability Access may be directed to [titleix@rlc.edu](mailto:titleix@rlc.edu) or [das@rlc.edu](mailto:das@rlc.edu), respectively. Inquiries may be directed thusly:

#### • From students & staff:

Kim Rogers, Affirmative Action Officer

Administration Building, Room 138 – Ext. 1201

and / or

Chad Copple, Affirmative Action Officer

Administration Building, Room 118 – Ext. 1237

#### • Re: Americans with Disabilities Act

Susan Cunningham, Section 504 Coordinator / Title II

North Oasis, Room 130 – Ext. 1204

#### • Title IX

Chad Copple, Title IX Coordinator

Administration Building, Room 137 – Ext. 1237

Henry Leeck, Deputy Title IX Coordinator

Administration Building, Room 110 – Ext. 1790

Angie Kistner, Deputy Title IX Coordinator

Administration Building, Room 163 – Ext. 1221

#### Mailing Address:

Rend Lake College, 468 N. Ken Gray Pkwy, Ina, IL 62846

Complaints alternatively may be filed directly with the Office of Civil Rights at [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html).

## COLLEGE MISSION

### MISSION

*The mission statement is the essential purpose of the college from which all college activities originate:*

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

#### Value Statement:

In serving our students and community, we strive to be student-focused, authentic, and resourceful.

### INSTITUTIONAL OUTCOMES

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. They are as follows:

**Critical Thinking:** Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating and solving problems.

**Problem-Solving:** Demonstrate the ability to resolve computational problems.

**Oral Communication:** Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

**Written Communication:** Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

### WHO WE ARE

The College history defines the College from the perspective of organization and assets; however, the personnel who operate within the college systems and manage those assets are the primary element for successful education. Rend Lake College believes all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. Our instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into four divisions: Allied Health; Applied Science & Technology; Arts and Sciences; and Community & Corporate Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment to promote the success of every student.

### WHO WE SERVE

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our College's student population allows us to effectively meet the goals of our programs and succeed in our mission.

#### Diversity of Culture

Traditionally, Rend Lake College can be characterized as serving a relatively homogenous, rural, small-town culture. This population's cultural distinctiveness is centered on age and socioeconomic status more than diverse ethnic origin. As global connectivity broadens, so too do Rend Lake College's program offerings. We continue to serve groups with diverse characteristics, such as:

- Age
- National origin
- Socioeconomic status
- Disability
- Race/ethnicity
- Special populations
- Gender
- Religion

#### Diversity of Purpose

Rend Lake College provides general, transfer, and career technical education to both traditional and non-traditional students through the use of reciprocal agreements; regional, state, and national education programs; dual-credit high school classes; and the endorsement of international students to help broaden our base. Rend Lake College offers skill and trade opportunities for students seeking employment and economic mobility. Additionally, Rend Lake College provides professional and personal fulfillment as well as growth through community and corporate education classes.

Often, an individual's purpose for engaging with the college is a combination of factors such as:

- Discovery/Curiosity
- Enrichment / Hobby
- Life-long learning
- Retraining
- Educational Requirements
- Healthy lifestyle
- New/Enhanced skills

### COMMON OUTCOME

Regardless of the diverse cultural backgrounds, purposes or origins of our constituents, Rend Lake College serves each individual equally with an open admission policy and an opportunity for success. Furthermore, Rend Lake College is united by the shared commitment of students, faculty, staff, and community to meet its institutional, educational, and program objectives.

# GETTING STARTED

Enrolling in a degree or certificate program at Rend Lake College is simple.

## 1. Complete New Student Enrollment Form

These are available online at [www.rlc.edu/admissions](http://www.rlc.edu/admissions), at the RLC Office of Student Records or at in-district high school counselors' offices. Submit other documentation as required for special programs.

*For complete details on how to enroll at Rend Lake College, visit [www.rlc.edu/admissions](http://www.rlc.edu/admissions), see the Registration Procedures section of this catalog or contact the Office of Student Records. See specific programs for additional admission requirements.*

## 2. Speak to an Advisor

Make an appointment in the Academic Advisement Center to discuss career development, educational planning, class scheduling and more.

## 3. Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Rend Lake College's school code is 007119. Alternatively, arrange for payment by enrolling in the Nelnet Payment Plan or by making full payment by established deadlines.



# CONNECT WITH US!

## VISIT OUR WELCOME CENTER

Located just inside the main door of the Administration Building  
welcomecenter@rlc.edu • 618.437.5321, Ext. 1343

### COLLEGE OFFICE HOURS

MONDAY - THURSDAY: 8 AM - 4:30 PM • FRIDAY: 8 AM - 4 PM

MONDAY - THURSDAY: 8 AM - 4 PM DURING SUMMER



**WWW.RLC.EDU**



## OUR CAMPUSES

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# PRESIDENT'S WELCOME

On behalf of the faculty, staff, administration and Board of Trustees — it's my pleasure to welcome you to Rend Lake College.

Our mission is to provide you access to a great education. That goes for the new graduates of our 13 in-district high schools, as well as for those looking for a fresh start. You might be a community member looking for lifelong learning, or an area business that needs a training program or apprentice. Each one of you is a part of our mission.

In this catalog you'll find our classes, certificates and degrees — along with the tools to help you chart a path to your goal. You'll also find the services and individuals who are vital to your success. Use them. Give them a call. Send them an email. You'll be glad you did.

The past year has seen unprecedented challenges for us all, with COVID-19 forcing a shift toward greater remote learning and work. Necessity is the mother of invention, and adapting to this virus has proven that. We've transformed our classes — increasing our online offerings while still maintaining socially-distanced labs that are critical to career technical education programs — and we've improved virtual advisement and other services.

As I write this in late 2020, there is news of vaccines on the horizon, and I hope you are reading this while planning a campus visit or sitting with one of our advisors in the Baker Administration Building, working on your perfect schedule of in-person or online classes — or a convenient combination of the two. You can always email our team at [rl-cares@rlc.edu](mailto:rl-cares@rlc.edu) for the answer to any questions you have. We're all here for you, and that goes for me too. Any student can schedule a time to meet with me. My office can be reached at extension 1243.

The support and commitment to our students, shown by every member of our faculty and staff, has always been RLC's greatest strength. Lately, it's been especially admirable, and their dedication to your educational journey from start to finish is why RLC continues to be a highly accredited college, recognized statewide and nationally for its value and effectiveness.

Best wishes and good health as you start your journey with us at Rend Lake College.

Terry Wilkerson  
President



# ACADEMIC CALENDAR & IMPORTANT DATES

## SUMMER TERM 2021

<b>May 15</b>	Summer Semester Payment Deadline
<b>June 1</b>	Summer textbooks available for rent/sale
<b>June 7</b>	<b>First Day of Classes</b>
<b>June 30</b>	FAFSA deadline for previous academic year
<b>July 2</b>	<b>Midterm</b>
<b>July 2</b>	Independence Day ( <i>observed</i> )
<b>July 7</b>	Grant & Scholarship Refund Checks Issued
<b>July 15</b>	Fall Semester Payment Deadline
<b>July 30</b>	<b>Last Day of Classes</b>
<b>Aug. 3</b>	Last day to return Summer rental textbooks

## FALL SEMESTER 2021

<b>July 28 / Aug. 4 / Aug. 14</b>	Warrior Days Orientation Workshops
<b>Aug. 9</b>	Fall textbooks available for rent/sale
<b>Aug. 12</b>	Faculty Orientation
<b>Aug. 13</b>	Student Success Day ( <i>Faculty</i> )
<b>Aug. 16</b>	<b>First Day of Classes</b>
<b>Aug. 27</b>	Last day to drop classes with a refund
<b>Aug. 30</b>	Make your Spring advisement appointment
<b>Sept. 3</b>	Fall 2019 Graduation Application Deadline
<b>Sept. 6</b>	Labor Day Holiday
<b>Sept. 15</b>	Fun Fest ( <i>No classes from Noon-3 pm; morning and night classes will meet</i> )
<b>Oct. 8</b>	<b>Midterm</b>
<b>Oct. 8</b>	Last day to obtain supplies and/or books for Fall and still charge to grant accounts
<b>Oct. 11</b>	Columbus Day Holiday
<b>Oct. 12</b>	Faculty / Staff In-Service ( <i>No classes day or night, on- or off-campus</i> )
<b>Oct. 20</b>	Grant & Scholarship Refund Checks Issued
<b>Nov. 11</b>	Veterans Day Holiday (Observed)
<b>Nov. 24</b>	No Night Classes
<b>Nov. 25-27</b>	Thanksgiving Holiday
<b>Dec. 3</b>	<b>Last Day of Regular Classes</b>
<b>Dec. 5</b>	Spring Graduation Application Deadline
<b>Dec. 4-9</b>	Semester Exams
<b>Dec. 6-9</b>	Bookstore Book Buyback
<b>Dec. 14</b>	Last day to return Fall rental textbooks
<b>Dec. 15</b>	Spring Semester Payment Deadline
<b>Dec. 24-Jan. 2</b>	Holiday Break (offices closed)

## INTERSESSION

**Dec. 13-Jan. 14** Five-Week Intercession (*Online Classes only*)

## SPRING SEMESTER 2022

<b>Jan. 3</b>	Spring textbooks available for rent/sale
<b>Jan. 5</b>	Warrior Days Orientation Workshop
<b>Jan. 7</b>	Student Success Day (Faculty)
<b>Jan. 10</b>	<b>First Day of Classes</b>
<b>Jan. 17</b>	Dr. Martin Luther King Jr. Holiday
<b>Feb. 9</b>	First Day to File as Candidate for Student Trustee
<b>Feb. 21</b>	President's Day
<b>Feb. 22</b>	Faculty/Staff In-Service (No classes, day or night, on or off campus.)
<b>Feb. 23</b>	Last Day to File as Candidate for Student Trustee
<b>Feb. 25</b>	Last Day to Withdraw as Candidate for Student Trustee
<b>Feb. 27</b>	Scholarship Applications Due
<b>Feb. 28</b>	Student Trustee Ballots Ready for Inspection
<b>March 1</b>	Student Trustee Absentee Voting
<b>March 2-3</b>	Student Trustee Elections
<b>March 4</b>	<b>Midterm</b>
<b>March 4</b>	Last day to obtain supplies and/or books for Spring and still charge to grant accounts
<b>March 7-12</b>	Spring Break (offices open Monday-Friday)
<b>March 16</b>	Grant & Scholarship Refunds Issued
<b>April 15</b>	Good Friday Holiday
<b>April 29</b>	Summer 2022 Graduation Application Deadline
<b>May 6</b>	<b>Last Day of Regular Classes</b>
<b>May 7-12</b>	Semester Exams
<b>May 9-12</b>	Bookstore Book Buyback
<b>May 14</b>	Commencement
<b>May 17</b>	Last day to return Spring rental textbooks

**Payment Deadlines:** See page 23 of this catalog.

**Deadlines for Dropping Classes:** See page 47 of this catalog.



## BOARD OF TRUSTEES



**RANDY RUBENACKER**  
*Chair*  
 McLeansboro 2011-2023



**LARRY MANNING**  
*Vice Chair*  
 Belle Rive 2013-2025



**BRIAN DORRIS**  
*Secretary*  
 Sesser 2017-2023



**JOHN KABAT**  
*ICCTA Representative*  
 Scheller 2011-2023



**DR. DAVID ASBERY**  
 Mt. Vernon 2013-2021



**RANDALL CROCKER**  
 Sesser 2013-2025



**JEFF JONES**  
 Whittington 2018-2021

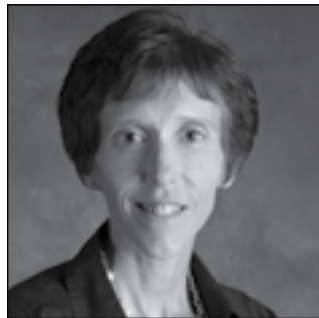


**DAKOTA TATE**  
 Student Trustee  
 Bluford 2020-2021

## ADMINISTRATION



**TERRY WILKERSON**  
*President*



**ANGIE KISTNER**  
*Vice President of  
 Finance & Administration*



**LORI RAGLAND**  
*Vice President of  
 Instruction & Student Affairs*



**CHAD COPPLE**  
*Associate Vice President of  
 Institutional Outreach*



**HENRY "BUSTER" LEECK**  
*Associate Vice President of  
 Academic & Student Services*



**KIM WILKERSON**  
*Associate Vice President of  
 Career Technical Education &  
 Student Support*



**CATHY DEJARNETTE**  
*Executive Assistant  
 to the President*

# IMPORTANT PHONE NUMBERS

## DIAL 618-437-5321 + EXTENSION

**Welcome Center** ..... **Reece Rutland, Retention & Career Services Specialist** (Ext. 1343)

### Administrative Offices

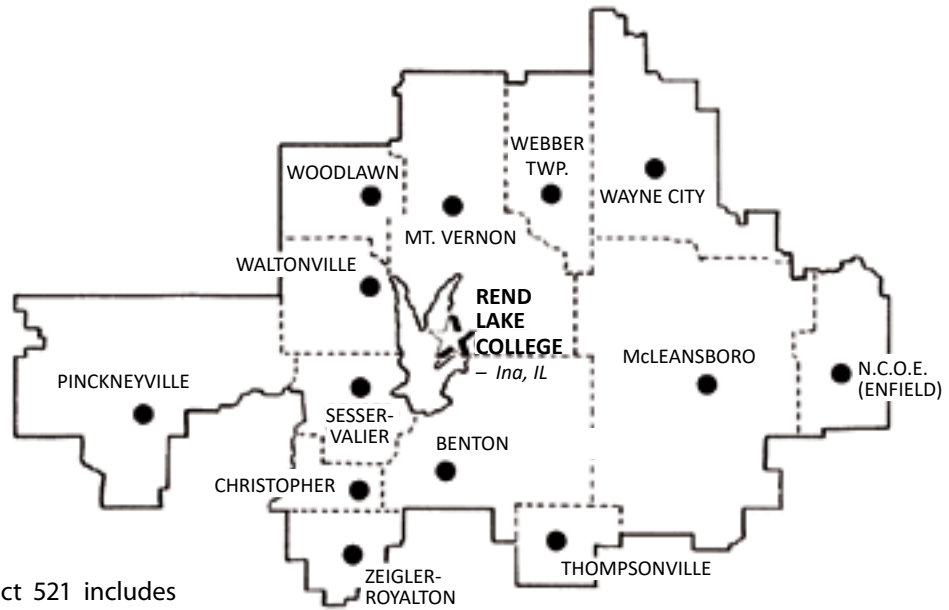
**President**..... **Terry Wilkerson, President** (Ext. 1242)  
**Cathy DeJarnette, Executive Assistant to the President** (Ext. 1243) ..... **Amy Newell, Administrative Specialist for the President** (Ext. 1262)  
**Instruction & Student Services** ..... **Lori Ragland, Vice President of Instruction & Student Affairs** (Ext. 1200)  
..... **Holly Boyd, Executive Assistant to the Vice President of Instruction & Student Affairs** (Ext. 1247)  
..... **Henry “Buster” Leeck, Associate Vice President of Academic & Student Services** (Ext. 1790)  
..... **Kim Wilkerson, Associate Vice President of Career Technical Education & Student Support** (Ext. 1775)  
**Business and Finance**..... **Student Billing Inquiries** (Ext. 1235)  
**Angie Kistner, Vice President of Finance and Administration** (Ext. 1221) ..... **John Gulley, Controller** (Ext. 1216)  
**Enrollment Services** ..... **Vickie Schulte, Dean of Enrollment Services** (Ext. 1331)  
**Student Records**..... **Kelly Downes, Director of Student Records / Registrar** (Ext. 1327)  
..... **Summer Braden, Records Specialist** (Ext. 1329) ..... **Brody Wilson, Records Specialist** (Ext. 1233)  
**Graduation Applications / Diplomas**..... **Kelly Downes, Director of Student Records / Registrar** (Ext. 1327)  
**Academic Advisement / Testing**..... **Jena Jensik, Director of Academic Advisement** (Ext. 1293)  
..... **Heather Bauersachs, Academic Advisor** (Ext. 1361/3001) ..... **Jessica Bertolozzi, Academic Advisor** (Ext. 1296)  
..... **Kaila Tyner, Academic Advisor** (Ext. 1246)  
..... **Tommy Holder, Testing & Placement Specialist** (Ext. 1268) ..... **Beth Stevens, Testing & Placement Specialist** (Ext. 1266)  
**Office of Financial Aid**..... **Cheri Rushing, Director of Financial Aid** (Ext. 1238)  
..... **Amy Epplin, Financial Aid Specialist** (Ext. 1386) ..... **Kacie Hunter, Financial Aid Specialist** (Ext. 1297)  
**Student Success**..... **Sarah Draper, Coordinator** (Ext. 1264)  
**Student Success & Recruitment** ..... **Andrea Davey, Coordinator** (Ext. 1339)  
**Institutional Outreach**..... **Chad Cople, Associate Vice President of Institutional Outreach** (Ext. 1237)  
**Rend Lake College Foundation / Scholarships**..... **Kay Zibby-Damron, Chief Executive Officer** (Ext. 1214)  
**Development Coordinator** (Ext. 1213)..... **Kelsey Page, Assistant Director** (Ext. 1324)

### Academic Divisions

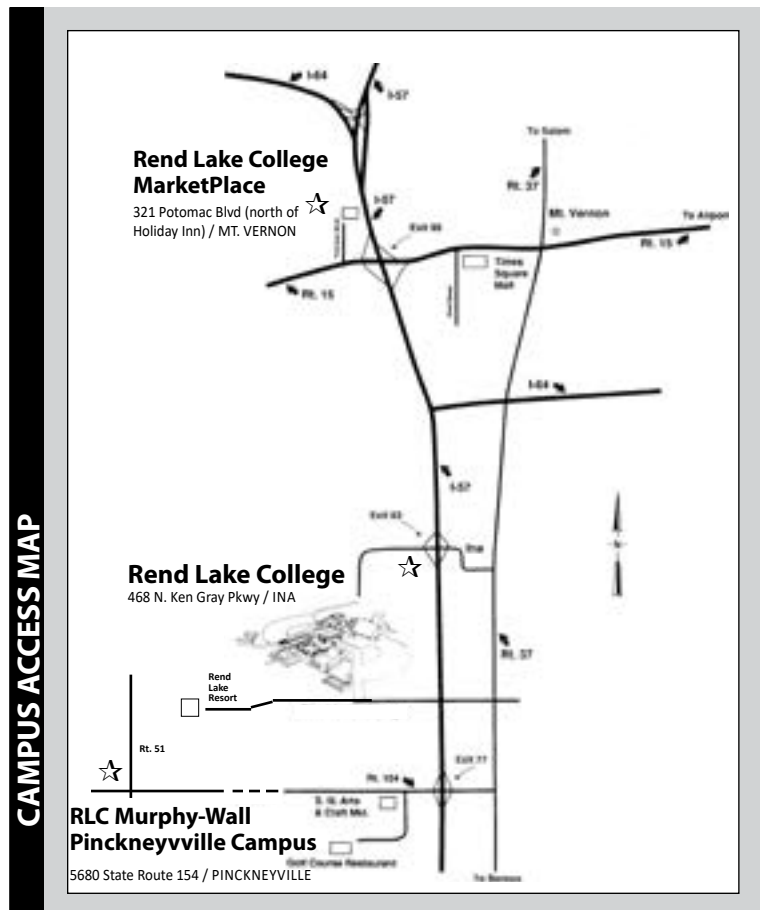
**Allied Health** ..... **Bria Robinson, Dean** (Ext. 1777)  
..... **Abbi Kash, Administrative Assistant** (Ext. 1251)  
**Applied Science and Technology**..... **Gabriele Farner, Dean** (Ext. 1292)  
..... **Taylor Atchison, Administrative Assistant** (Ext. 1261)  
**Arts & Sciences**..... **Andrea Banach, Dean** (Ext. 1258)  
..... **Faith Blair, Administrative Assistant** (Ext. 1263)  
**Community & Corporate Education** ..... **Margo Wagner, Dean** (Ext. 1367)  
..... **Charlotte Loss, Community Education Specialist** (Ext. 1714)  
**Adult Education and Literacy / GED® Classes**..... **Christina Hutcheson, Director** (Ext. 1220)  
**AmeriCorps**..... **Megan Rounds, Director** (Ext. 1351)  
**Apprenticeships** ..... **Angelina Mabrey, Apprenticeship Coordinator** (Ext. 1277)  
..... **Joy Fitts, CTE Support Specialist** (Ext. 1280)  
**Athletics**..... **Tim Wills, Athletic Director** (Ext. 1270)  
..... **Julie Oxford, Administrative Assistant** (Ext. 1250)  
**Information Technology**..... **Help Desk** (Ext. 1259)  
**Learning Enhancement Center / Disability Services**..... **Joseph Marlo, Coordinator of Learning Enhancement & CTE Success Center** (Ext. 1769)  
**Library Services** ..... **Beth Mandrell, Reference Librarian** (Ext. 1276)  
..... **Sandy West, Tech Services / Collection Development Coordinator** (Ext. 1249)  
**Perkins Program**..... **Kristina Shelton, Director** (Ext. 1267)  
**RLC Foundation Children’s Center** ..... **Brooke May, Director** (Ext. 1393)  
**RLC MarketPlace (Mt. Vernon Campus)**..... **Corey Phillips, Director** (Ext. 2003)  
..... **Jo Ann Dick, Coordinator of Special Projects** (Ext. 1337)  
**RLC Murphy-Wall Pinckneyville Campus**..... **Heather Bauersachs, Director** (Ext. 3001)  
**Security**..... **Gary McGill, Chief** (Ext. 1212)  
**TRIO Programs (STARS & Upward Bound)**..... **Nathan Biggerstaff, Director** (Ext. 1366)  
..... **Amy Cook, STARS Advisor** (Ext. 1720) ..... **Faith Matzker, STARS Advisor** (Ext. 1326)  
..... **Beth Hoffman, Upward Bound Student Advisor** (Ext. 1219) ..... **Lynanne Page, Upward Bound Student Advisor** (Ext. 1365)  
..... **Rebekah Busler, Program Specialist / Administrative Assistant** (Ext. 1236)  
**Textbook Sales & Rental / Retail Store**..... **Casey Rhine, Manager** (Ext. 1281)  
..... **Hannah Webb, Assistant Manager** (Ext. 1320)

# REND LAKE COLLEGE

## COMMUNITY COLLEGE DISTRICT 521



(Community College District 521 includes all or parts of eight counties – Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White and Williamson – and the 13 public high school districts indicated)



# ILLINOIS COMMUNITY COLLEGE SYSTEM

*America's oldest public community college was established in Joliet, Illinois, in 1901.*

*Today there are 48 community colleges and 39 college districts in Illinois alone, making it the third-largest system in the nation.*

*Nearly 74 percent of Illinois employers have hired a community college student and more than 26 percent of Illinois employees have completed a credit course at a community college in that same time period.*

*Illinois community colleges serve more than 800,000 students each year.*

*The "typical" Illinois community college student is 29 years old and enrolled part-time.*

*College costs can be reduced and students are able to gain access to college-level coursework during high school through dual credit.*

*Illinois was the first state in the nation to "guarantee" its community college occupational graduates; those graduates who need additional technical training may enroll in the appropriate courses at no cost to themselves or their employers.*



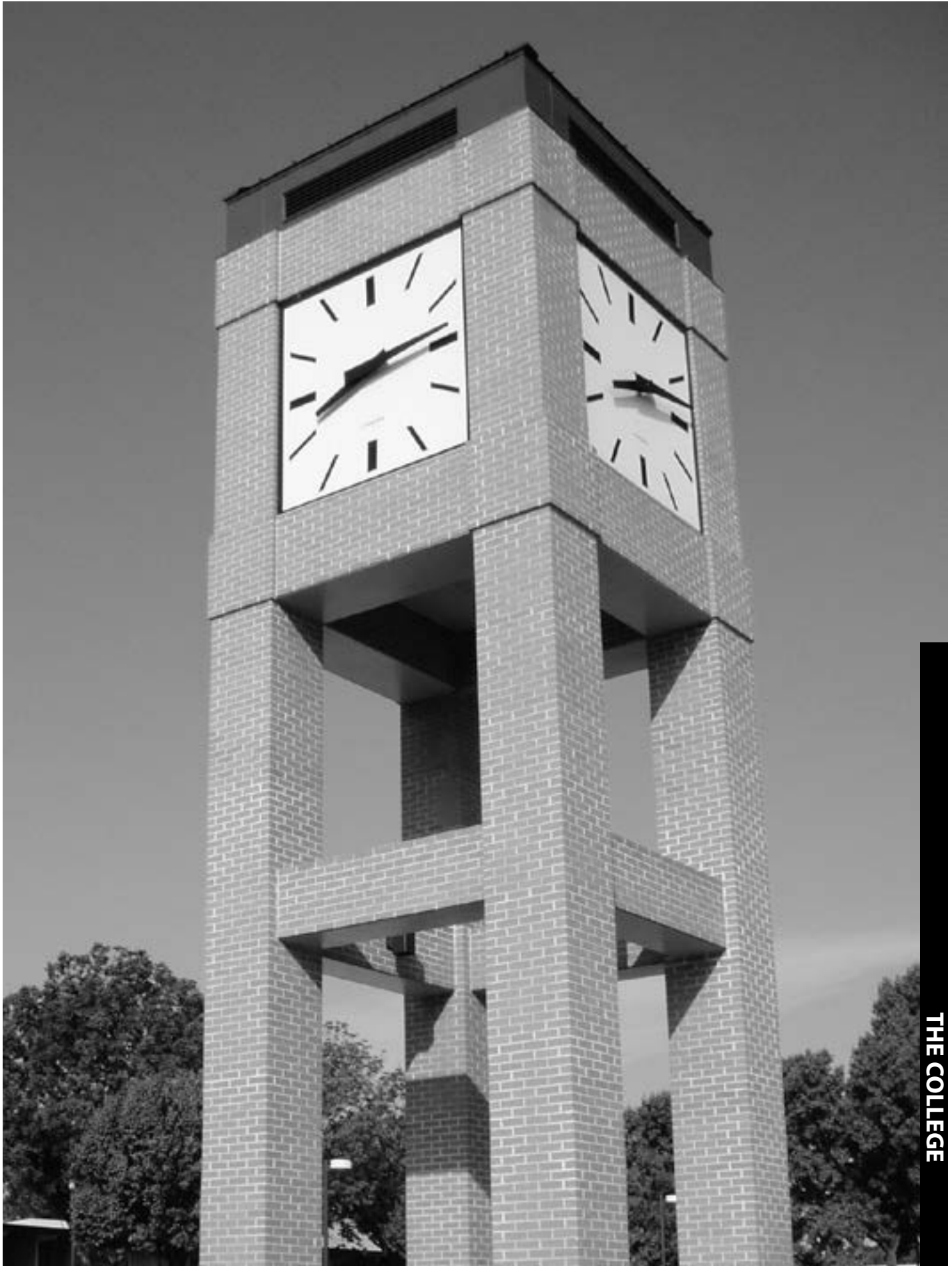
*Illinois community colleges educate 65 percent of the students enrolled in Illinois public higher education but receive only 15 percent of the state's higher education funding.*

*The average full-time Illinois community college student pays \$4,206 per year in tuition and fees.*

*Earning an associate degree or long-term certificate from an Illinois community college adds \$570,000 in lifetime earnings.*

*More than two-thirds of all minorities in Illinois public higher education attend community colleges, and nearly 18,000 students with disabilities and 43,000 students with limited English proficiency are served each year.*

*Nine out of 10 Illinois community college graduates live, work, pay taxes, and raise their families in Illinois.*



# REND LAKE COLLEGE

## CAMPUS MAP

### 1. Dr. Allen Y. Baker Administration Building

Academic Advisement | Business Office | Career Services | Enrollment Services  
 Financial Aid | Human Resources | Institutional Research | Marketing & Public Information  
 Offices of the President, VP of Instruction & Student Affairs, VP of Finance & Administration,  
 AVP of Academic & Student Services, AVP of Institutional Outreach  
 RL-Cares | Student Records | Testing Center | Welcome Center

### 2. Student Center (STC)

AmeriCorps | Campus Police | Community & Corporate Education | Culinary Arts | Dining Services & Dining Area  
 Perkins | RLC Foundation

### 3. South Oasis (OSS)

Offices: Allied Health, Arts & Sciences | Student Lounge Areas  
 STARS | Upward Bound | eSports Arena (coming soon!)

### 4. James "Hummer" Waugh Gymnasium (GYM)

Athletic Department & Coach Offices | Lady Warrior / Warrior Locker Rooms

### 5. Science Building (SCI)

### 6. Academic Building (ACA)

Academic Classrooms | Textbook & and Retail stores

### 7. Learning Resource Center (LRC)

Art, Music & Theatre facilities | Blended coffee shop | CTE Success Center | Resource Development  
 Library & Open Computer Lab | Lactation room for nursing mothers  
 Nursing and Pharmacy Technician classes & labs | Office of AVP Career Technical Education & Student Support

### 8. Theatre (THEA)

### 9. North Oasis (OSN)

Learning Enhancement Center - Communications Lab | Writing Center | Math Lab | Tutoring  
 Offices: Applied Science & Technology, Arts & Sciences | First-Year Experience  
 Adult Education | Skills Center | Disability Services

### 10. Vocational Building (VOC)

Automotive Technology | Architecture  
 Visual Communication Design  
 Machining Technology

### 11. One-Room "Independence" Schoolhouse

### 12. RLC Foundation Children's Center

Early Childhood Education Learning Labs  
 Child Care - infants, toddlers, preschool

### 13. Maintenance Building

### 14. Advanced Technology Center (ATC)

Offices: Applied Science & Technology Division  
 Business | Computer Programming | Computer Science  
 Criminal Justice | Industrial Electronics &  
 Maintenance Technician | IT Database & Security  
 Manufacturing Technology | Medical Assistant  
 Medical Coding | Radiologic Technology  
 Unmanned Aircraft Systems | Welding Technology

### 15. Mark S. Kern Applied Science Center (ASC)

Agricultural Business | Agricultural Production and Management  
 Agricultural Mechanics | Heavy Equipment Technology | Diesel Technology

### 16. Coal Mine Training Center (CMTC)

Mining Technology  
 Truck Driver Training

### 17. Mine Rescue / Fire Training Facility

### 18. Fire Rescue Training

### 19. Shooting Range

### 20. Aquaculture Ponds

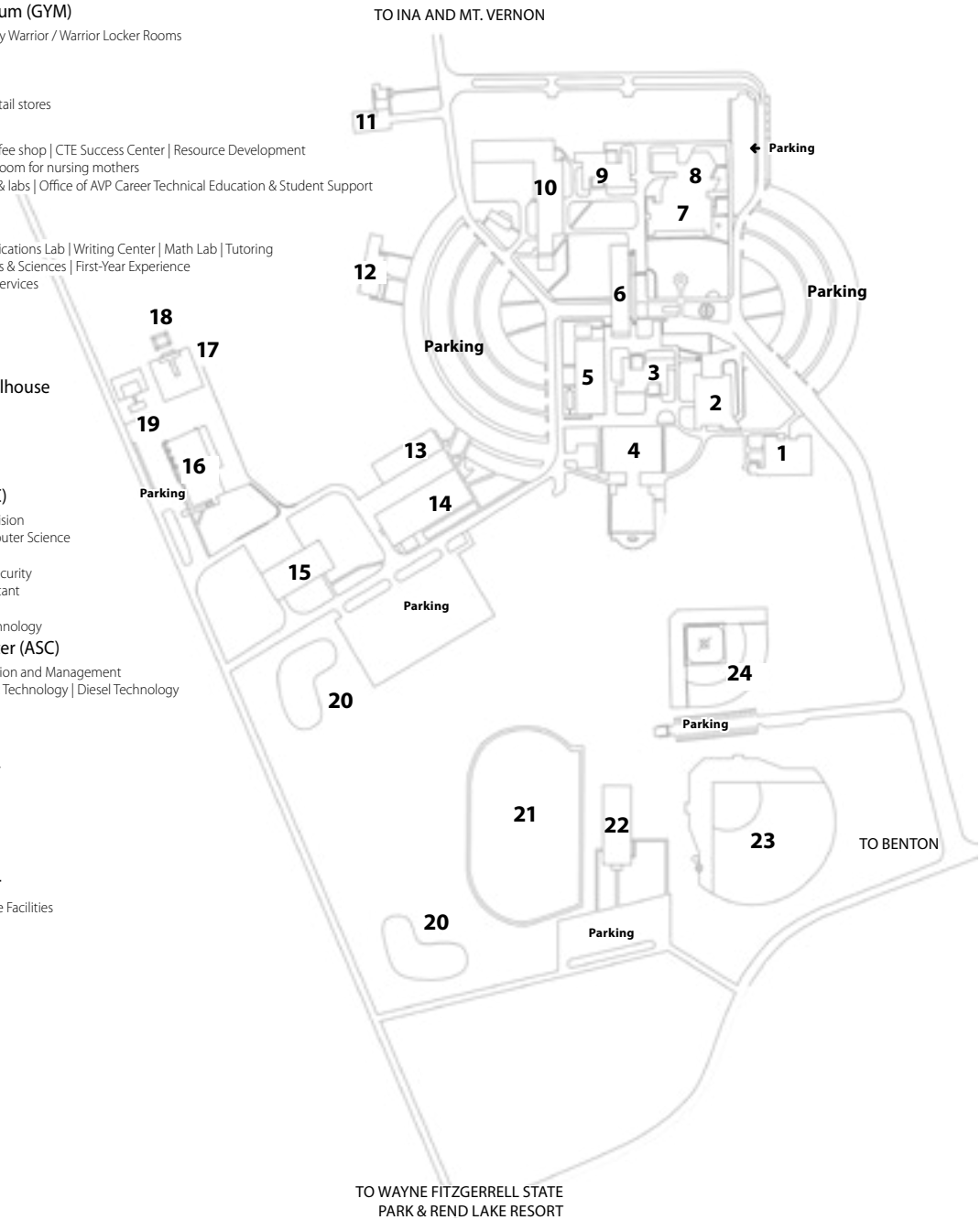
### 21. Track

### 22. Wayne Arnold Recreational Center

Warriors & Lady Warriors Practice & Exercise Facilities  
 RLC Fitness Center

### 23. Baseball Field

### 24. Softball Field



## COLLEGE DISTRICT

The Rend Lake College district, officially known as Community College District No. 521, came into existence July 1, 1967. The district takes in parts of eight counties, including the major portion of Franklin, Hamilton, Jefferson and Perry counties. Large areas of Wayne and White counties also are included, as are very small, unpopulated portions of Washington and Williamson counties.

Within this area are more than 50,000 households and 13 public high schools served by the college – Benton Consolidated High School, Christopher High School, Hamilton County Senior High School, Mt. Vernon Township High School, Norris City-Omaha-Enfield High School, Pinckneyville Community High School, Sesser-Valier High School, Thompsonville Community High School, Waltonville High School, Wayne City High School, Webber Township High School, Woodlawn Community High School and Zeigler-Royalton High School. The district covers a total of 1,850 square miles.

The population of this area was approximately 87,211 in 2019, according to the Illinois Community College Board's district census data. Rend Lake College is the sixth-smallest district statewide in terms of population, and has a tax base of equalized assessed valuation of \$1,113,904,566. The district includes one city with a population greater than 7,500 and eight communities with more than 1,000 residents; i.e., approximately half of the district's residents live in rural settings or small, unincorporated communities.

## WEATHER-RELATED & OTHER COLLEGE CLOSINGS

In situations where inclement weather may affect the normal operation of Rend Lake College, or when circumstances beyond the college's control may affect working conditions and create a need to call off classes or close the campus for whatever reason, this information will be announced in several ways. In these cases, the announcement will be made as soon as possible when a decision to close has been reached.

Campus closures will be announced via these methods:

- **Wireless Emergency Notification System** – This free service alerts subscribers to school closings via text message and / or email. Register for WENS at [www.rlc.edu/wens](http://www.rlc.edu/wens).
- **RLC Home Page** – [www.rlc.edu](http://www.rlc.edu)
- **Facebook** – [www.facebook.com/rendlakecollege](http://www.facebook.com/rendlakecollege)
- **Twitter** – [twitter.com/RendLakeCollege](https://twitter.com/RendLakeCollege)
- **WarriorMail** – Email to all student WarriorMail accounts
- **Campus Switchboard** – Automated message

In addition, the college will notify the main television stations in our district – WSIL, WPSD and KFVS. Additional media may also be notified.

Because of the size of the Rend Lake College district, it is possible that weather conditions will vary from location to location. In these cases, it is up to the student to choose whether or not to attend. When classes have not been cancelled and a student chooses not to attend, the attendance policies for the student's classes remain in effect.

## DISCLAIMERS

This catalog is published for informational purposes. The Board of Trustees reserves the right to allow changes to any of the rules and regulations of Rend Lake College at any time, including those relating to admission, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar and to impose or increase fees similarly is reserved.

Furthermore, the Board reserves the right to modify, suspend, cancel or terminate any class, course or program (or portion thereof). To the extent the Board decides to terminate an entire instructional program, a good faith effort will be made to assist full-time students currently seeking a degree in such program to receive appropriate recognition for their efforts and, if the student chooses, to transfer to another public institution offering the same or similar program. There can be no assurance courses or programs currently being offered by the college will be available indefinitely, however.

All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled. The individual student will be held responsible for the observance of all regulations and information contained within the college catalog.

In addition to the institution's right to modify the course schedule when necessary, instructors at Rend Lake College have the freedom to cover course topics as they wish.



## REND LAKE COLLEGE HISTORY

Rend Lake College was founded in 1955 as Mt. Vernon Community College and officially became Rend Lake College when it was organized December 20, 1966, under the Illinois Junior College Act (Illinois Revised Statutes, 1967; Chapter 122, Sections 101-1 to 108-2).

Mt. Vernon Community College initially was approved by an overwhelming 25-to-1 vote and was under the supervision of the local high school board, with boundaries the same as those for High School District No. 201. The purpose of this two-year college was to provide postsecondary educational experiences, primarily university-parallel curricula, for the graduates of Mt. Vernon Township High School. Faculty and facilities were provided by the high school.

The first classes of Mt. Vernon Community College began in September 1956, with an enrollment of 124 day and 79 evening students. Expanded curricula offerings in both the baccalaureate and vocational areas, plus the establishment of a School of Practical Nursing in 1961, eventually attracted students from surrounding communities, and by 1966 the college's enrollment stood at 721 students.

Rend Lake College became a reality shortly after the announcement of the Master Plan for Higher Education in Illinois. Dramatic changes in educational purpose and curricula accompanied the name change.

Voters of the eight-county district approved the establishment of Rend Lake College by nearly an 8-to-1 margin on October 22, 1966, a new governing board was elected from the district in December of that same year and on July 1, 1967, Rend Lake College assumed the assets, liabilities and responsibilities of Mt. Vernon Community College. The purpose of the new college was to provide university-parallel, occupational and general and adult education for the citizens of this new district. District 521 includes the majority of Franklin, Hamilton, Jefferson and Perry counties, parts of Wayne and White and even reaches into Washington and Williamson. Included are 13 high school districts – Benton, Christopher, Hamilton County, Mt. Vernon, Norris City-Omahawood, Pinckneyville, Sesser-Valier, Thompsonville, Waltonville, Wayne City, Webber, Woodlawn and Zeigler-Royalton.

In its early stages, Rend Lake College was located on the campus of Mt. Vernon Township High School. When it began operation on July 1, 1967, the college had a staff of 29 full-time and eight part-time faculty members, two full-time administrators and a librarian.

The Board of Trustees of the new college later selected a 350-acre site near Ina and employed architects to begin planning a new campus, located between Interstate 57 and Rend Lake. On November 18, 1967, voters approved a bond issue of \$3.1 million, which represented the local share of the \$9.5 million total. The Illinois Community College Board allocated \$2,230,000 for construction of the initial phase.

Groundbreaking ceremonies for Phase I construction were held March 27, 1969 ... the same day the college received word of its first North Central accreditation. Phase I consisted of five buildings – Academic, Science, Gymnasium, South Oasis and Maintenance – and was ready for occupancy by August 1970, with classes on the new campus beginning that fall. Agriculture, Automotive, Cosmetology (Beauty Culture) and Practical Nursing programs were still housed in off-campus facilities in Benton,

Bonnie and Mt. Vernon. Permission was then obtained from the Capital Development Board and the ICCB to incorporate Phase III construction with Phase II. Construction of five more buildings – Administration, Vocational, North Oasis, Student Center and Learning Resource Center – began in Spring 1971. Administration and Vocational buildings were finished in September 1973, and by 1975 Phase II and III construction was complete. Rend Lake College thus became the first community college in the state to complete its entire facilities master plan.

A Stran-Steel building also was erected in 1974, next to the Maintenance Building, and was equipped for the Mining Technology program; three separate expansions of this facility later occurred, along with construction of a new Maintenance Building. In 1989, a new automotive wing was added to the Vocational Building and the technology building was renovated.

A Children's Center to serve the child care needs of RLC students and staff, as well as the educational laboratory needs of the Early Childhood Education program, opened in Fall 1998. Funding for the Children's Center was provided entirely by the RLC Foundation.

Major remodeling of the Administration Building took place during 1999-2000 and nearly doubled its size. This new "Intake Center" centralizes almost all Student Service functions in one building. In 2014-2015, the entryway to the Administration Building was renovated and upgraded by the RLC Foundation's Pathways to Success project.

In 2002, major off-campus changes occurred with the addition of the Rend Lake College MarketPlace in Mt. Vernon and the Rend Lake College Murphy-Wall Pinckneyville Campus. In 2003, The Hitting Zone, a baseball / softball training facility, began operations, and was renamed in 2014 as the RLC Recreational Center and repurposed.

In Fall 2005, the Mark S. Kern Applied Science Center opened on the southwest corner of campus. This 22,300-square-foot facility houses the Agricultural Business, Agricultural Production, Agricultural Mechanics, Heavy Equipment and Diesel Technology programs.

Opened in Fall 2009 was the the 20,000-square-foot Coal Mine Training Center. It includes operational coal mining equipment and a mock mine with movable walls and other components. The following year, the adjacent Mine Rescue and Fire Training Facility was completed.

In Fall 2011, the Science & Computer Center was added to the Murphy-Wall Pinckneyville Campus, allowing students to earn a complete associate degree in some disciplines there without the need to travel to the Ina campus.

A new shooting range, built for concealed carry and other firearms training, was constructed in 2013. In 2014, an addition to the Art program facility, located in the Learning Resource Center, was completed. In 2015, the Fire Rescue training facility was established.

In August of 2020, the college broke ground on a renovation to the Learning Resource Center that would improve the facade, add study spaces, and enhance the Children's Library, and CTE Success Center and Computer Lab. A new Wellness Room was also included in the project.



## THE CAMPUS

Rend Lake College is located on the east shore of Rend Lake, the second-largest man-made lake in the state, with access provided by Interstate 57 and State Route 37. The college is centrally located within the community college district it serves. Campus facilities include the following buildings:

- An **Academic Building** for academic classrooms, also containing the Textbook and Retail stores and Information Technology staff offices.

- The **Administration Building**, named for former board member Dr. Allen Y. Baker, which includes the President's Office, Vice Presidents' and Associate Vice Presidents' offices, Academic Advisement Center, Business Office, Career Services, Enrollment Services, Financial Aid, Information Technology, Institutional Research, Marketing and Public Information, RLCares, Student Records, Testing Center and the Welcome Center.

- The **Advanced Technology Center**, which houses Business, Computer Programming, Criminal Justice, Electricity and Electronics, Industrial Maintenance and Technician programs, IT Systems programs, Manufacturing Technology, Medical Assistant, Medical Coding, Radiologic Technology, Unmanned Aircraft Systems and Welding.

- The **Coal Mine Training Center**, which includes classroom and office space, operational coal mining equipment, and a mock mine featuring movable walls and other components, such as a pitch-black interior to simulate actual mining conditions, and a smoke machine to be used for mine rescue drills. The accompanying Mine Rescue and Fire Training Facility is located just north of the building, as is the Fire Rescue Training facility.

- The restored, one-room **Independence Schoolhouse** and natural prairie.

- The **James "Hummer" Waugh Gymnasium**, which includes the Athletic Department offices, coaches' offices and locker rooms for both Warrior and Lady Warrior athletic teams.

- The **Learning Resource Center**, which includes a library, fine arts facilities, an open computer lab, Resource Development, the CTE Success Center, and the Nursing and Pharmacy Technician programs. Also housed here are the Blended coffee shop, RLC Theatre facility and the Art, Music and Theatre programs. A lactation room for nursing mothers is available in the LRC.

- A **Maintenance Building**.

- The **Mark S. Kern Applied Science Center**, which houses the Agricultural Business, Agricultural Production and Management, Agricultural Mechanics, Heavy Equipment Technology and Diesel Technology programs.

- The **North Oasis**, which combines the Learning Enhancement Center with faculty offices. Included with the LEC are the Communications Lab, Writing Center and Math Lab. The North Oasis includes faculty offices for the Applied Science and Technology Division and the Arts & Sciences Division, as well as the First-Year Experience Coordinator, Adult Education and Literacy Department, and Disability Services offices.

- The **Wayne Arnold Recreational Center**, which includes practice areas for various athletic teams, exercise facilities, and the RLC Fitness Center.



**DONNIE MILTENBINE**  
*Dean of Facilities & Campus Operations*

- The **Rend Lake College Foundation Children's Center**, which provides practical laboratory experience for students in the Early Childhood Education program and child care for infants, toddlers and preschoolers of students, faculty and staff and other district residents.

- A **Science Building** for the sciences and related programs.

- The **South Oasis**, which combines lounge areas for students with faculty offices. The South Oasis includes faculty offices for two divisions – Allied Health and Arts & Sciences – along with STARS and Upward Bound.

- A **Student Center**, which includes offices for Community and Corporate Education, Truck Driver Training, the Perkins program, the Rend Lake College Foundation, AmeriCorps, and Security, as well as dining services and accompanying dining area. Culinary Arts lab facilities and faculty offices also are located here.

- A **Vocational Building** providing classroom, computer and laboratory space for the Automotive, Architecture, Graphic Design and Machining Technology programs.

In addition, the college provides a land lab for the natural sciences and agriculture program and a shooting range for concealed carry and firearm training, plus recreational facilities for baseball and softball, a bicycling and walking path and a golf driving range and short-game practice area. A disc golf course also is available.

## SATELLITE CAMPUSES

### REND LAKE COLLEGE MARKETPLACE, (MT. VERNON)

321 Potomac Blvd., Mt. Vernon, IL 62864

[www.rlc.edu/rlcmp](http://www.rlc.edu/rlcmp) • 618-244-9525

In addition to classroom space, computer facilities and conference rooms, the Marketplace houses Studio RLC; the Certified Nurse Assistant Training Center; EMT-Paramedic Training Center; the American Heart Association Training Center; Community Outreach; Project CHILD (Child Care Resource and Referral); Adult Education and Literacy classrooms; retail stores; and a restaurant. Partnerships with four-year institutions also allow students to pursue Bachelor's and Master's Degrees and higher certifications. Several Illinois departmental offices also are located here, along with other agencies.

### REND LAKE COLLEGE MURPHY-WALL PINCKNEYVILLE CAMPUS

5680 State Route 154, Pinckneyville, IL 62274

[www.rlc.edu/mwpc](http://www.rlc.edu/mwpc) • 618-357-3742

Since its creation in 2002, thanks to the generosity of the Pinckneyville community, the RLC Murphy-Wall Pinckneyville Campus has seen continued growth with the addition of a Science and Computer Center. The expansion allows students to earn a complete Associate Degree in some disciplines without the need to travel to the main campus. In addition to general education classes, MWPC offers workforce training, community education classes, and children's camps. Students can register for classes, take placement tests, and pay tuition.

## DIVISIONS

([www.rlc.edu/academics](http://www.rlc.edu/academics))

Rend Lake College is dedicated to providing its students with preparation for entry into the job market and a solid academic base for transferring to a baccalaureate-granting institution, and to meeting the manpower needs of the college district. Skills and knowledge requirements are constantly changing for students. The college keeps pace with these changes through an experienced faculty with work experience and advanced degrees, up-to-date technology resources and the advice of industry and business advisory committees.

**ALLIED HEALTH** – Encompasses the health field areas of Associate Degree Nursing, Certified Nurse Assistant, Emergency Medical Technician, EMT-Paramedic, Medical Assistant, Medical Coding, Pharmacy Technician, Phlebotomy, Radiology, and Veterinary Assistant.



**BRIA ROBINSON**  
*Dean of Allied Health*

## APPLIED SCIENCE & TECHNOLOGY –



**GABRIELE FARNAR**  
*Dean of Applied Science & Tech*

Includes Agriculture, Architectural Technology, Automotive Technology, Business, Criminal Justice, Diesel Technology, Graphic Design, Heavy Equipment Technology, Industrial Technology, Industrial Electronics and Maintenance Technician, Machining Technology, Manufacturing Technology, Mining Technology, Office Systems Technology, Surveying Technology, Unmanned Aircraft Systems and Welding.

This also is the area for Computer Programming, Computer Science, Cyber Security, and IT Systems Specialist.

**ARTS & SCIENCES** – Offers courses in Communication (oral and written), Foreign Languages, Health, Humanities, Math, Physical Education, Science, Social Sciences, and Performing and Visual Arts, as well as in pre-professional curricula, including Engineering.



**ANDREA BANACH**  
*Dean of Arts & Sciences*

## COMMUNITY & CORPORATE

**EDUCATION** – Encompasses Early Childhood Education, Education, Culinary Arts and Truck Driver Training. Dual Credit, Credit Recovery, Employability Skills and Community Education classes are offered by this division. Business and Industry Training, Computer Workshops and Volunteerism are part of Community and Corporate Education as well.



**MARGO WAGNER**  
*Dean of Community & Corporate Education*

Under the **Career Technical Education** umbrella at the RLC MarketPlace in Mt. Vernon are the Cosmetology program (housed at Studio RLC and including Cosmetology, Barber, Nail Technician and Esthetics), Entrepreneurship, and the American Heart Association Training Center.

## REND LAKE COLLEGE FOUNDATION

([www.rlc.edu/foundation](http://www.rlc.edu/foundation))

### SCHOLARSHIPS

Rend Lake College Foundation scholarships are awarded to students based on a wide range of criteria. Over 300 scholarships are made possible by generous alumni, friends and businesses who care about the future of our students and community. Scholarship amount vary, by typically range from \$500 to \$1,000 annually. Students submit one application to be considered for all Foundation scholarships.



**KAY ZIBBY-DAMRON**  
*CEO of the RLC Foundation*

The Foundation invites incoming and returning students to apply for these scholarships. The online scholarship application is available October 1st – March 1st and must be completed by March 1st to be considered for priority awarding.

Students must submit a transcript and two letters of recommendation within the scholarship application in order for it to be completed and submitted.

The application can be found at [rlc.edu/foundation](http://rlc.edu/foundation). For help, please see the How-to-Guide at <https://rlc.edu/foundation#how-to-apply-for-a-scholarship> or contact the Foundation Office at [foundation@rlc.edu](mailto:foundation@rlc.edu).

### ORGANIZATION

The Rend Lake College Foundation is a 501c3 not for profit corporation that provides financial support to the educational programs and services at Rend Lake College. Through the generosity of our donors, the RLC Foundation helps build new facilities, update equipment and technology and award scholarships. The RLC Foundation Board of Directors is comprised of community leaders, business professionals and RLC alumni.

### BOARD OF DIRECTORS

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Mary Ellen Aiken (Benton) / Vice-Chair  
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J. Nelson Wood (Mt. Vernon)  
Rich Yunkus (Benton) – Emeritus  
*\*ex-officio member*

# REND LAKE COLLEGE *Foundation*

## ENDOWED SCHOLARSHIPS

Endowed scholarships have been created through the generosity of alumni and friends who desire to impact the lives of current and future RLC students. These scholarships are awarded to students for various reasons determined by the donor (i.e. financial need, academic standing, major / area of study, school / civic activities).

## 2021-2022 ENDOWED SCHOLARSHIPS

AJ Wellen Memorial Scholarship  
Allen Trucking LLC Scholarship  
Andrea K. Boucher Memorial Scholarship  
Ann M. Santoro Memorial Scholarship  
Arnistine Tolbert Memorial Scholarship  
Austin-Welch Scholarship  
Bank of Illinois Scholarship  
Benton BPW Scholarship  
Benton Lions Club Scholarship  
Bill B. and Ruth O. Smith Memorial Scholarship  
Blake Trout Memorial Scholarship  
Brad and Brian Evilsizer Memorial Scholarship  
Brandon Dame Memorial Scholarship  
Brian C. Fleri Memorial Scholarship  
Busby Family Scholarship  
Caldwell Family Scholarship  
Carlos and Bonnie Tolbert Scholarship  
Charles and Martha Dee Ritchey Memorial Scholarship  
Christian Chapel Church Scholarship  
Clara A. Crocker Brown Family Trust Clayton  
Clayton Charles Ragland Memorial Scholarship  
Cletis & Imogene Reed Memorial Scholarship  
Coach Jim Waugh Memorial Scholarship  
Coach Mike McClure Scholarship  
Coach Wayne Arnold Scholarship  
Continental Tire the Americas LLC Scholarship  
Craig V. Rudofski Memorial Scholarship  
Dallas Carl and Anna Mae Bargesser Nursing Scholarship  
David E. Hill, M.D. Scholarship  
Delta Theta Tau Vermadel M. Wood Scholarship  
Donald E. Peacock Nursing Scholarship Doris  
Welch Nursing Scholarship Doug Leeck Memorial Scholarship  
Douglas S. Carlson Memorial Scholarship  
Dr. Allen Y. Baker Scholarship  
Dr. Bill and Mary Roe Scholarship  
Dr. Carl L. Schweinfurth International Travel Award  
Dr. Evelyn E. Claxton Memorial Scholarship  
Dr. Gary Sweeten Isaiah 61 Scholarship  
Dr. Leslie Johnson / Ed Kownacki Scholarship  
Dr. Oliver D. Spittler Memorial Scholarship  
Dr. Richard Doherty Scholarship  
Dr. Robert and Marilyn Parks Scholarship  
Dr. Warren E. Petty Memorial Scholarship  
Drew Family Scholarship  
Emil Perpich Family Memorial Scholarship  
Everett "Boogie" and Dolores Ames Scholarship  
First Cellular of Southern Illinois Scholarship  
Frank and W. Juanita Kern Memorial Scholarship

Franklin County Medical Society Scholarship  
G. William "Billy" Rector Memorial  
George/Anna Orshak & Paul/Bernice Petty Memorial Scholarship  
Henry & Fern Peacock Nursing Scholarship  
Housing Authority of Jefferson County Scholarship  
Howard L. Payne Nursing Scholarship  
Howard L. Payne Vocational Scholarship  
Illinois Manufacturer's Association Scholarship  
International Police Association, Region 57 Scholarship  
Jefferson County Chamber of Commerce Scholarship  
Jim and Carole Mounier Golf Scholarship  
Joe P. Boyle and Lois Ferne Boyle and His Ancestors Who Lived in Belle River Scholarship  
John C. Riley IV Scholarship  
John D. and Ada D. Whittington Scholarship  
JRS Scholarship  
Judge Roy O. Gulley Scholarship  
Julie Trout Memorial Scholarship  
Karen L. Bertschi Memorial Scholarship  
Keith Bauman Memorial Scholarship  
Kelley Family Scholarship  
Leeck Family Scholarship  
Mark S. Kern Scholarship  
Marvin Wilkerson Memorial Scholarship  
Maurice P. Kirsch Memorial Scholarship  
Mel Farlow Memorial Scholarship Michael Dean Memorial Scholarship  
Mr. A Scholarship  
Mt. Vernon Kiwanis Club Scholarship  
NAPA John's John H. Wininger Scholarship  
Norma Harrell RN Scholarship  
North Hamilton County Coal Association Scholarship  
Pat Kern Endowment  
Polk Lodge No. 137 - McLeansboro Scholarship  
Rachel R. Nielsen Engineering Scholarship  
Ribella Palada Family Scholarship  
RLC ADN Scholarship  
RLC Foundation Student Scholarship  
RLC Physical Plant Department Scholarship  
RLC Students for Students Art Scholarship  
RLCF Pathway to Success Scholarship  
Robert and Rose Rice Scholarship  
Rodney Rubenacker Memorial Scholarship  
Rountree Family Scholarship  
Rubenacker Family Scholarship  
Stan and Jean Koziara Scholarship  
Stella M. Baker Scholarship  
THF Keep on Learning Scholarship  
Thomas B. Harrell Memorial Scholarship  
Thomas J. and Leota L. Sweeten Christian Memorial Scholarship  
Timothy Keith Chamness Memorial Scholarship  
Tommy Mundell Memorial Scholarship  
Tony Wielt State Farm Insurance Scholarship  
Trader/Kistner Family Farm Scholarship  
Tri-County Electric Co-Op Scholarship  
US Bank Scholarship  
Venita Brinkely Memorial Scholarship  
Victor and Betty Rapp Scholarship  
Wayne Fitzgerrell Memorial Scholarship  
Willard & Brandon Dame Memorial Scholarship  
William Crawford Memorial Scholarship  
Zeigler United Methodist Scholarship

# Expecting a Refund?

When it comes to receiving your financial aid refunds, you deserve choices.

Look for your Refund Selection Kit.  
It will arrive in a bright green envelope.



Then make your refund choice.



Deposit To An  
Existing Account



Deposit To A BankMobile  
Vibe Checking Account

Find out more at [RefundSelection.com](http://RefundSelection.com)



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Disbursements

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# REND LAKE COLLEGE

## NEW STUDENT ENROLLMENT FORM

Office of Student Records  
468 N. Ken Gray Pkwy • Ina, IL 62846  
618-437-5321, Ext. 1233  
Toll-Free (In-District Only) 1-800-369-5321  
Email: [admiss@rlc.edu](mailto:admiss@rlc.edu)  
[www.rlc.edu/admissions](http://www.rlc.edu/admissions)

## ADMISSION REQUIREMENTS

([www.rlc.edu/admissions](http://www.rlc.edu/admissions))

Rend Lake College maintains an open enrollment policy that provides access to higher education for those individuals who can benefit from its comprehensive programs. Admission to the college does not guarantee entrance into a particular course or program of study because students may have to meet specific requirements for entrance into certain programs. In addition, students are required to complete specified prerequisites prior to enrollment in certain courses. There is no discrimination in the admission or recruitment of students on the basis of age, disability, marital status, military status, citizenship status, national origin, race, religion, sex or other legally protected status.



**VICKIE SCHULTE**  
Dean of Enrollment Services

To get started at Rend Lake College, visit our website at [www.rlc.edu](http://www.rlc.edu). Prospective students should enroll in advance of their expected start date for better class selection. Students enrolling in degree programs will be placed according to multiple measures in effect at the time of registration.

### GENERAL ADMISSION REQUIREMENTS

To be admitted to Rend Lake College, prospective students need to:

1. Complete and submit a Rend Lake College new student enrollment form.
2. Submit official high school transcript with graduation posted or GED certificate. (NOTE: New students 18 years of age and older who do not have a high school diploma or GED will be admitted as a pre-college student until high school equivalency is obtained.)
3. Submit test scores, or scores from an alternate assessment as determined by Rend Lake College, or make arrangements for placement assessment with the Academic Advisement Center.
4. If you are:
  - currently enrolled in high school, secure permission of a high school official to attend Rend Lake College and submit a completed high school permit form to the Office of Student Records.
  - transferring to RLC from an accredited college, submit official transcripts to the Office of Student Records from all colleges previously attended.
5. Make an appointment with the Academic Advisement Center for educational planning.

### Home-Schooled Student or High School-Age Student Not Attending High School

A home-schooled student is defined as an applicant who has officially severed his or her relationship with the district secondary education provider but is completing or has completed a home-study program believed to be the equivalent of a high school diploma or GED certification. This program must include, but is not limited to, reading, language arts, mathematics, social science and science. Students must be high school junior or senior equivalent, and 16 or 17 years of age to register for Rend Lake College credit courses.

To be admitted to Rend Lake College, the prospective student needs to:

1. Complete and submit a Rend Lake College new student enrollment form.
2. Provide **yearly** documentation stating the student has never had or has officially severed his or her connection with the school system. A verification form can be obtained from the Rend Lake College Academic Advisement Center.
3. Provide any transcripts available to document credit or completion of secondary education.
4. Submit placement test, ACT or SAT scores, or scores from an alternate assessment as determined by Rend Lake College, or make arrangements for placement assessment with the Academic Advisement Center.
5. Make an appointment with the Academic Advisement Center for educational planning.

### International Students

Prospective international students who wish to attend Rend Lake College must enroll in an associate degree program; must provide proof of secondary education completion; must provide proof of financial support for tuition, fees, books, supplies and living expenses for two academic years at the current estimated cost rate; and have a minimum score on the Test of English as a Foreign Language (TOEFL) exam.

Prospective students should first contact a Primary Designated School Official / Designated School Official at [international@rlc.edu](mailto:international@rlc.edu) signifying interest in obtaining an associate degree at Rend Lake College. The PDSO / DSO will send the Intent Agreement to the prospective student. Once received and approved, the PDSO / DSO will issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) for the purpose of obtaining an F-1 visa.

International students must have a minimum score of 500 on the paper-based TOEFL, 173 on the computer-based TOEFL, or 61 on the Internet-based TOEFL, and must meet all degree program requirements. International students must provide documentation that the student has met TOEFL guidelines or provide certification that English is the student's first language.

### Students Entering Baccalaureate-Transfer Curricula

Students enrolling in transfer degree programs at RLC must meet minimum admission requirements as directed by Illinois Public Act 86-0954. Specific requirements are based on the student's high school record. Students must complete at least 15 units of high school coursework from the following five categories:

- 4 years of English (emphasizing written and oral communications and literature)
- 3 years of social science (emphasizing history and government)
- 3 years of mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming)
- 3 years of science (laboratory sciences)
- 2 years of electives in foreign language, music, vocational education or art

Institutions may admit prospective students if the institution determines through assessment or through evaluation based on learning outcomes of coursework taken, including vocational education courses, that the student demonstrates knowledge and skills substantially equivalent to the knowledge and skills expected to be acquired in their high school courses required for admission.

An enrollment requirement may be satisfied through assessment testing and / or completion of specified remedial / developmental or college-level courses. Students meeting the prerequisite and assessment requirements for transfer-level courses will satisfy admissions requirements. Students must meet the assessment requirements regardless of whether or not they meet the high school course-specific requirements. Students will be assessed in English, mathematics and reading to assist with placement in courses appropriate to their academic abilities. Students who have successfully completed 24 semester hours of transfer-level coursework at an accredited college or university will be considered having the equivalent of the required high school coursework shown above.

For more information regarding admission requirements to Rend Lake College, prospective students are encouraged to contact Student Records personnel at (618) 437-5321, Ext. 1230.

### **SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)**

Rend Lake College is a member of Servicemembers Opportunity Colleges, a consortium of over 1,700 colleges and universities that provide college-level educational opportunities for servicemembers and their families. As a Servicemembers Opportunity Colleges member, Rend Lake College:

- Recognizes the GED high school equivalency certificate/ diploma;
- Recognizes learning gained from specialized training and experience in the military services;
- Establishes competency by nationally recognized means, such as standardized tests;
- Maintains a flexible transfer of credits policy for the mobile, active-duty servicemember;
- Publicizes alternative admissions procedures available to servicemembers and waives formal admission procedures for those seeking enrollment in course work for transfer to another institution;
- Conducts a timely evaluation of the educational records and relevant experiences of servicemembers,
- Completes a student agreement or degree completion plan for all degree-seeking servicemembers.

### **COLLEGE DISTRICT RESIDENCY**

All students must provide proof of residency.

#### **IN-DISTRICT COMMUNITIES**

Cities, towns and communities within Rend Lake College District 521 include:

- |               |                 |                 |
|---------------|-----------------|-----------------|
| • Akin        | • Ewing         | • Sesser        |
| • Belle Rive  | • Ina           | • Sims          |
| • Benton      | • Keenes        | • Springerton   |
| • Bluford     | • Logan         | • Tamaroa       |
| • Bonnie      | • Macedonia     | • Texico        |
| • Broughton   | • McLeansboro   | • Thompsonville |
| • Buckner     | • Mt. Vernon    | • Valier        |
| • Christopher | • Mulkeytown    | • Waltonville   |
| • Coello      | • Nason         | • Wayne City    |
| • Cutler      | • Opdyke        | • Whittington   |
| • Dahlgren    | • Orient        | • Woodlawn      |
| • Dale        | • Pinckneyville | • Zeigler       |
| • Dix         | • Royalton      |                 |
| • Enfield     | • Scheller      |                 |

### **IN-DISTRICT PUBLIC HIGH SCHOOLS**

Tuition charges at Rend Lake College are based on the residency of the individual. In-district public high schools are the following:

- Benton Consolidated High School
- Christopher High School
- Hamilton County Senior High School
- Mt. Vernon Township High School
- Norris City-Omaha-Enfield High School
- Pinckneyville Community High School
- Sesser-Valier High School
- Thompsonville High School
- Waltonville High School
- Wayne City High School
- Webber Township High School
- Woodlawn High School
- Zeigler-Royalton High School

### **IN-DISTRICT RESIDENT**

Students who are United States citizens or permanent residents of the United States and have occupied a dwelling within the district for at least 30 days prior to the beginning of the semester will be classified as residents of the Rend Lake College district. Students who move from outside the state or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

The following documents may be presented to verify residency:

- Driver's license
- Automobile license registration
- Voter registration card
- Proof of ownership and / or occupancy of a residence
- Utility or telephone bill, or other billing statement mailed to an in-district mailing address, postmarked at least 30 days prior to the beginning of the semester
- Property tax statement
- Documentation pertaining to the student's current status, or preceding years status as an in-district student (e.g., high school transcript).

### **OUT-OF-DISTRICT RESIDENT**

Students who are U.S. citizens or permanent residents of the United States and whose residence is outside the boundaries of the Rend Lake College district shall be classified as out-of-district students.

### **OUT-OF-STATE RESIDENT**

Students who have not occupied a dwelling within the State of Illinois for at least 30 days prior to the beginning of the semester or who declare their permanent residence to be outside the State of Illinois are classified as out-of-state residents.

### **VETERANS RESIDENCY**

Per Public Act 098-0306, students utilizing federal Post-9/11 Veterans Educational Assistance and the Montgomery GI Bill – Active Duty (Chapter 30) shall be deemed an in-district resident for tuition purposes. Veterans also will receive priority advisement and registration.

## REGISTRATION PROCEDURES FOR DEGREE AND CERTIFICATE PROGRAMS

### REGISTRATION FOR FIRST-TIME STUDENTS

1. Complete a Rend Lake College new student enrollment form available from:
  - a. Online at [www.rlc.edu/admissions](http://www.rlc.edu/admissions)
  - b. Rend Lake College Office of Student Records
  - c. In-district high school counselors
2. Submit official high school transcript with graduation posted or GED certificate.
3. Submit placement scores or arrange to take a placement test in the Academic Advisement Center.
4. Submit official transcripts from other accredited colleges attended.
5. Make an appointment with an Academic Advisor or faculty advisor to discuss career development and goal setting, educational planning, scheduling of classes and accessing campus services and activities.
6. Arrange for payment of tuition and fees by
  - a. Applying for financial aid or
  - b. Making full payment by established deadlines or
  - c. Enrolling in the Nelnet Payment Plan
7. Obtain a student I.D. from Student Records in the Administration Building or at the Mt. Vernon campus. A picture identification (driver's license or state issued I.D.) and a schedule must be presented to obtain a student I.D. Replacement cost is \$10. A student I.D. and current schedule of classes are required to rent or purchase textbooks.
8. Rent or purchase textbooks at the Textbook Store. Supplies are available at the Retail Store. Both are located in the Academic Building.

NOTE: Before registering for courses in a program that leads to professional licensure, visit [rlc.edu/student-consumer-information#general-institutional-information](http://rlc.edu/student-consumer-information#general-institutional-information) to confirm RLC's curriculum meets out-of-state requirements where you plan to live and/or work.

### REGISTRATION FOR CONTINUING STUDENTS

#### Advisor-Assisted Option

1. Create tentative schedule. Questions regarding your selection of courses can be addressed during the advisement appointment.
2. Make appointment with an advisor for scheduling of classes.
3. Review degree requirements.
4. Arrange for payment of tuition and fees.
5. Rent or purchase textbooks at the Textbook Store. Supplies are available at the Retail Store. Both are located in the Academic Building.

#### Self-Advisement Option

Continuing students who meet the following criteria may self-advise by completing a registration form and submitting it to Student Records.

- Completion of or current enrollment in 30 credit hours
- Minimum GPA of 2.5
- Completion of all required college preparatory courses

Students who choose this option do not need an advisor's signature, but must indicate acceptance of responsibility for course selection.

### PRIORITY REGISTRATION FOR VETERANS & SERVICE MEMBERS

Priority registration is offered for veterans and service members in accordance with Public Act 098-0316. Priority registration periods will be announced each semester. Veterans and service members can call the Rend Lake College Academic Advisement Center at 618-437-5321, Ext. 1266, identify themselves as a veteran or service member, and make an advisement appointment during these priority registration times.

### TUITION AND FEES

([www.rlc.edu/tuition](http://www.rlc.edu/tuition))

NOTE: Tuition and fees are subject to change with Board of Trustees approval.

#### IN-DISTRICT TUITION

Current tuition rates and universal fees for residents of the Rend Lake College district are available at [www.rlc.edu/tuition](http://www.rlc.edu/tuition) and are published in the course schedule. In addition to tuition and universal fees, additional fees may be assessed for specific courses. Tuition rates and fees are subject to change with Board of Trustees approval.

#### OUT-OF-DISTRICT TUITION

Out-of-district Illinois students may be charged a tuition fee equal to 150% of the highest in-district tuition rate of any neighboring contiguous community college.

The tuition charged will vary from year to year based on the highest tuition assessed by neighboring community colleges. The current out-of-district tuition rate is available at [www.rlc.edu/tuition](http://www.rlc.edu/tuition). Universal fees and applicable fees associated with certain classes also will be charged to the students.

In addition, the out-of-district tuition may be waived for a student who works full-time in the RLC district upon written verification by the employer.

#### OUT-OF-STATE / OUT-OF-COUNTRY TUITION

Current tuition rates for out-of-state and out-of-country students are available at [www.rlc.edu/tuition](http://www.rlc.edu/tuition). The tuition charged will vary from year to year based on the actual in-district tuition rate. Universal fees and applicable fees associated with certain classes also will be charged to the students.

In addition, the out-of-state tuition may be waived for a student who works full-time in the RLC district upon written verification by the employer.

#### SENIOR CITIZEN TUITION AND FEES

Residents who are 60 years of age or older qualify as senior citizens for tuition purposes and are entitled to take college credit courses tuition-free. This does not include applicable fees charged for credit classes, nor does it include Community Education classes. Senior citizens may be charged a fee of \$50 or more for repeating classes more times than credit can be claimed.

#### AUDIT FEES

Tuition for auditing is the same as taking the course for credit.

#### SPECIAL PROGRAM FEES

Students in selected programs will have additional expenses, depending upon the program in which they are enrolled. These expenses include text and workbooks and pertinent supply fees. The cost of specific programs is available at <https://www.rlc.edu/program-cost-sheets>.

#### TRANSCRIPT FEES

Student official transcripts are \$5 per transcript. All requests for official transcripts are processed online at [www.rlc.edu](http://www.rlc.edu). Your transcript will not be processed if there are any outstanding balances and / or holds with the college. Transcripts must be ordered online using any major credit card. Your credit card will be charged when Rend Lake College sends your transcript(s). You



may also track your transcript order online.

### ONLINE & HYBRID FEES

A fee of \$20 per credit hour will be charged to students enrolled in an online or hybrid section of a course.

### PAYMENT DEADLINES

Payments on student accounts must be made by the deadline included on the student statement. Students who do not make payments by this deadline may be dropped from their classes.

Contact the Business Office 618-437-5321, Ext. 1235, [businessoffice@rlc.edu](mailto:businessoffice@rlc.edu) for questions about making payments.

### PAYMENT PLANS

The college offers the Nelnet Payment Plan that provides a low-cost option for budgeting tuition and fees. You authorize payments to be made from a checking or savings account or by a credit card held either by you or a responsible party. The plan allows you to schedule your payments over three months for summer term and over five months for fall or spring semester depending on when you register. The earlier you register the better chance you have to enroll in the courses you want and the more months you can schedule to make payments. The cost to budget monthly payments through Nelnet is a \$25-per-semester nonrefundable enrollment fee or a \$2 nonrefundable enrollment fee for the Nelnet one-time pay / full payment option. If the ACH option is chosen, no additional fees are required. However, if a credit / debit card is used, then there are extra fees associated with the monthly payment.

If payments are not made as established in the Nelnet Payment Plan then you may be administratively withdrawn for nonpayment. The Nelnet Payment Plan does not apply to students enrolled in Community Education courses or unless otherwise indicated for a specific program.

It is the student's responsibility to inform the Business Office in person of any and all needed changes to Nelnet payment plans after the student has successfully enrolled in the Nelnet programs. Failure to inform the Business Office of changes by the required payments processing deadlines could result in Nelnet processing of payments from students' accounts. Any charge incurred by the student as a result of the failure to inform the Business Office of the needed changes will be the responsibility of the student and not Rend Lake College.

For more information or to enroll in Nelnet, visit our website at [www.rlc.edu](http://www.rlc.edu), select Financial Aid, and then select How to Pay. You can also access Nelnet through Self-Service or contact the Business Office, Ext. 1235, [businessoffice@rlc.edu](mailto:businessoffice@rlc.edu).

### NON-PAYMENT OF TUITION AND FEES

A statement of tuition and fees will be provided to the student at the time of registration. In addition, depending upon the date of the student's registration and the number of days until the payment is due, the Business Office will mail, or publish to the student's online account, a statement to the student informing him / her of the payment deadline and the current balance of the student's account. Prior to the payment deadlines, students must either make full payment to the Business Office, have financial aid placed upon his / her account, or enroll in Nelnet. Students who have not made payment, completed the financial aid process, or enrolled in Nelnet will be purged from his / her classes on the date of the payment deadline. The payment deadline is included on the student's statement.

Students registering after the date of the payment deadline are expected to make payment, have financial aid placed on their account, or enroll in Nelnet at the time of registration.

If dropped for non-payment, a \$25 non-refundable service charge and a hold will be placed on the student's account. Before a student is allowed to re-enroll in classes, he / she must clear the outstanding balance on his / her account and the hold will be removed.

Balances remaining on a student's account at the conclusion of the semester will be considered past-due. Rend Lake College will pursue its own collection efforts for past due accounts. Once these efforts are exhausted, past due accounts will be sent to the State of Illinois's Local Debt Recovery Program (ILDRP). ILDRP will garnish any payments made to individuals with past due accounts including, but not limited to, paychecks, tax refunds, commercial payments, and lottery winnings.

## REFUNDS

### TUITION AND FEE REFUNDS

Refunds are made only if the proper procedures are followed during the refund periods. Rend Lake College has partnered with BankMobile in order to process refunds (financial aid, dropped classes, etc.) which are due to the students. More information about BankMobile is available in the Business Office, located in the Administration Building, or by visiting <http://bankmobiledisbursements.com/refundchoices/>.

Should a student officially withdraw from Rend Lake College during the semester, the tuition to be refunded shall be based on the following unless otherwise indicated for specific programs::

#### FALL AND / OR SPRING SEMESTER WITHDRAWAL FROM 12- TO 16-WEEK CLASSES

	REFUND
Prior to end of second week of classes	100%
During third week of classes and thereafter	0%

#### SUMMER AND / OR FALL-SPRING WITHDRAWAL FROM 8-WEEK CLASSES

	REFUND
Prior to end of first week of classes	100%
During second week of classes and thereafter	0%

### COSMETOLOGY SCHOOL REFUNDS

Cosmetology, barbering, nail technology and esthetics students should consult the program enrollment agreement or program handbook for information on withdrawing from courses and refunds.

### COMMUNITY AND CORPORATE EDUCATION REFUNDS

Refunds for Community Education-sponsored classes or activities will be made if the cancellation is received five business days prior to the event. Refunds for trips and tours will be made if the cancellation is received two weeks prior to the trip.

### FINES AND FINANCIAL OBLIGATIONS

Students who have past-due financial obligations to Rend Lake College, including but not limited to library fines or charges, will not be permitted to register for classes or receive a transcript until satisfactory arrangements have been made to meet these obligations.

**Library Fines** – Fines for lost, overdue or damaged materials a student has borrowed from the Learning Resource Center will be settled between the student and the Circulation Specialist.

# NOTES



**PROGRAM REQUIREMENTS**

## **PROGRAM REQUIREMENTS**

### **ASSOCIATE IN ARTS DEGREE**

### **ASSOCIATE IN SCIENCE DEGREE**

### **ASSOCIATE IN FINE ARTS DEGREE**

### **ASSOCIATE IN ENGINEERING SCIENCE DEGREE**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree and Associate in Engineering Science Degree are transferable. These degrees fulfill lower-division requirements and qualify students for junior standing at most four-year institutions. The Associate in Applied Science Degree prepares a student for entry into the workforce and/or transfer to a four-year institution. Articulation agreements with four-year institutions provide a seamless transfer. Graduates with these degrees are prepared for upper-division study in their discipline.

### **A.A. / A.S. / A.F.A. / A.E.S. / A.A.S. DEGREE ADMISSIONS REQUIREMENTS**

All students wishing to enter the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, or Associate in Applied Science degree programs must complete the following steps:

1. Submit a completed Rend Lake College new student enrollment form to the Office of Student Records.
2. Submit a copy of high school transcripts or High School Equivalency (HSE) certificate.
3. Submit placement test scores which will determine the appropriate acceptance category and course-level placement. Students who need to take the placement test should schedule a time with the Academic Advisement Center. A student may be exempt from taking this test if:
  - a) College-level math and English courses have been taken and passed with a grade of "C" or better at another college or university;
  - b) The student possesses a degree from another college or university;
  - c) The student met or exceeded minimum score requirements on the ACT or SAT; contact the Academic Advisement Center for specific criteria

### **OCCUPATIONAL CERTIFICATE ADMISSIONS REQUIREMENTS**

All students wishing to enter an occupational certificate program must complete the following steps:

1. Submit a completed Rend Lake College new student enrollment form to the Office of Student Records.
2. Submit a copy of high school transcripts or High School Equivalency (HSE) certificate for Title IV eligible certificates.
3. Submit placement test scores if required for program.

### **GUARANTEE OF EDUCATIONAL QUALITY CONTROL – A.A. / A.S. / A.F.A. / A.E.S. DEGREE**

*It is the policy of the Board of Trustees of Rend Lake College that students graduating with an Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree or Associate in Engineering Science Degree be guaranteed the transferability of*

*baccalaureate-oriented / university-parallel credit courses to public Illinois universities. Should such an appropriately approved course not fully transfer, the student will be offered a refund of the tuition paid for the non-transferring course credit, subject to the conditions which follow.*

*NOTE: Only those courses which are designated as IAI courses are counted toward general education requirements. Always consult an academic advisor for assistance in selecting courses.*

1. All course work for the degree must have been completed at Rend Lake College.
2. The student must have met each semester with an assigned authorized advisor from Rend Lake College, declared a major for a specific public Illinois university prior to taking any Rend Lake College course and carried only those Rend Lake College courses approved by the advisor.
  - A. Approved courses must have appeared on the course equivalency list from the university declared as the transfer university by the student at the time the student met with the advisor.
  - B. The student must have a signed Credit Transfer Guarantee form and have indicated a specific major and university. This form must include the signature of the student and the advisor.
3. The student must have graduated within three years of initial enrollment at Rend Lake College.
4. The student must have transferred to the declared public Illinois university within one year after receiving the Associate in Arts, Associate in Science, Associate in Fine Arts or Associate in Engineering Science Degree from Rend Lake College.
5. The student must have requested and received an evaluation by the transfer institution immediately upon transfer of the Rend Lake College courses.
6. The student must have verified to Rend Lake College in writing 60 days after being notified by the transfer institution that a course had been refused for credit and made a claim for the refund at that time. The written statement must have stated the reasons for the refusal, the institution, the name, position, address and telephone number of the official notifying the student of the refusal and a copy of the correspondence and / or documentation provided by the transfer institution of the non-acceptance of the course.
7. The course must have been completed with a grade of "A," "B" or "C."
8. Any refund would be based upon tuition paid at the time the course was completed.
9. The student must cooperate with Rend Lake College personnel in resolving any transfer difficulties by notifying Rend Lake College and submitting any necessary consent or releases for student records and / or correspondence.
10. This policy does not guarantee the letter grade earned at Rend Lake College for the course will be considered by the transfer institution for determining the student's grade-point average, honors or other purposes, but only that the transfer institution will give at least elective course credit. This program does not provide for the refund of tuition for any other course, any fees or any incidental or consequential expenses or claims whatsoever, but only the tuition for the course guaranteed for which course credit is not given by the transfer institution.

11. Students' rights under this program are personal and may not be assigned or transferred, voluntarily or involuntarily. Further, no refund is required or will be made if a scholarship, financial aid program, loan or other source was used to pay the tuition.
12. Claims against the Guarantee of Educational Quality Control for Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science degrees must be filed with the Rend Lake College Vice President of Instruction within the prescribed time limits as set forth above.
13. Rend Lake College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. This policy becomes effective with students enrolling for the first time at Rend Lake College for Fall Semester 1995. The sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to the tuition reimbursement of the class at time of enrollment, with no recourse for damages, court costs or any associated costs of any kind or right to appeal beyond those specified by Rend Lake College.

*Students who do not seek or receive academic advisement nullify any educational guarantees.*

*To ensure articulation with a four-year college or university, the student should follow the sequence of courses recommended by representatives of that four-year institution.*

#### **GUARANTEE OF EDUCATIONAL QUALITY CONTROL – CAREER / OCCUPATIONAL PROGRAMS**

*It is the policy of the Board of Trustees of Rend Lake College that students graduating with an Associate in Applied Science Degree in a career / occupational program be guaranteed competency in the technical skills represented in the degree.*

*Should the graduate not be able to demonstrate the skills expected by his or her employer, the student will be offered up to 15 credit hours of retraining – tuition free – subject to the following conditions:*

1. All course work for the degree must have been completed at Rend Lake College.
2. The student must have graduated within three years of initial enrollment at Rend Lake College.
3. The student must have been employed full-time in a job directly related to his / her program of study within six months after graduation from a Rend Lake College AAS degree program.
4. The employer must verify in writing to Rend Lake College within 90 days of the graduate's initial employment that the graduate lacks competency in specific technical skills, as represented by the degree information printed in the college catalog.
5. The retraining will be limited to courses regularly offered by Rend Lake College on the main campus and must be completed within one calendar year.
6. A written retraining plan must be developed by the employer, the graduate, the appropriate instructional administrator and the career / occupational program coordinator or instructor, specifying the courses needed for retraining and the competencies to be mastered.

7. Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
8. A maximum of 15 credit hours of occupational coursework will be provided free of tuition under the terms of this guarantee. Lab fees and other course costs are not included. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the offer of 15 credit hours.
9. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career or occupation.
10. Students' rights under this program are personal and may not be assigned or transferred, voluntarily or involuntarily. Further, no refund is required or will be made if a scholarship, financial aid program, loan or other source was used to pay the tuition.
11. Claims against the Guarantee of Educational Quality Control for Career / Occupational Programs will be filed with the Rend Lake College Vice President of Instruction within the prescribed time limits as set forth above.
12. This policy becomes effective with students enrolling in Fall Semester 1995. The sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to retraining in the same class with no recourse for damages, court costs or any associated costs of any kind or right to appeal beyond those specified by Rend Lake College.

*Students who do not seek or receive academic advisement nullify any educational guarantees.*

#### **SPECIAL ADMISSIONS REQUIREMENTS – ASSOCIATE IN APPLIED SCIENCE DEGREES**

##### **ASSOCIATE DEGREE NURSING**

Admission of a student to the Associate Degree in Nursing program shall be based solely on the qualifications of that student. College and state admissions policies are used to determine these qualifications. All students wishing to enter the ADN program must meet the following as minimum requirements:

1. Submit a completed Rend Lake College student enrollment form.
2. Submit a completed Associate Degree Nursing program application.
3. Be a graduate from an accredited high school or have successfully completed the GED exam.
4. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
5. Achieve a competitive score on the pre-entrance exam for the ADN program.
6. Complete CNA 1201 with a grade of "C" or better.
7. Complete English 1101 with a grade of "C" or better.
8. Complete MATH 1403, 1407, 1408 or higher unless math placement scores are met.
9. Must have overall 2.0 GPA to be admitted to the Nursing program.

Upon notification of conditional acceptance:

10. Provide proof of sound health as certified by a physician, physician assistant or nurse practitioner.

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11. Provide documentation of health screenings and immunizations as required by clinical facilities.
12. Demonstrate current competency in American Heart Association Healthcare Provider CPR.
13. Submit to and pass a background check.
14. Provide proof of current health insurance.
15. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
16. Accept provisions of the Rend Lake College Substance Abuse Policy. Students will be required to submit to a drug screening test as per policy.

### **MEDICAL ASSISTANT RADIOLOGIC TECHNOLOGY**

Admission of a student to the Associate Degree in Medical Assistant or Radiologic Technology programs shall be based solely on the qualifications of that student. College and state admissions policies are used to determine these qualifications. All students wishing to enter the program must meet the following as minimum requirements:

1. Submit a completed Rend Lake College student enrollment form.
2. Submit an online application to the Medical Assistant or Radiologic Technology program; see the respective program page at [www.rlc.edu/academics](http://www.rlc.edu/academics).
3. Be a graduate from an accredited high school or have successfully completed the GED exam.
4. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
5. Achieve a competitive score on the pre-entrance exam.

Upon notification of conditional acceptance:

6. Provide proof of sound health as certified by a physician, physician assistant or nurse practitioner.
7. Provide documentation of health screenings and immunizations as required by clinical facilities.
8. Demonstrate current competency in American Heart Association Healthcare Provider CPR.
9. Submit to and pass a background check.
10. Provide proof of current health insurance.
11. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
12. Accept provisions of the Rend Lake College Substance Abuse Policy. Students are required to submit to a drug screening test.

### **EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC**

1. Submit proof of current licensure as an Emergency Medical Technician - Basic.
2. Submit a completed Rend Lake College new student enrollment form.
3. Submit an EMT-Paramedic program application.
4. Be a graduate from an accredited high school or have successfully completed the GED exam.
5. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
6. Provide copy of a physical exam, health screenings and immunizations as required by clinical facilities.
7. Submit to and pass a background check.
8. Provide proof of current health insurance.

9. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
10. Accept provisions of the Rend Lake College Substance Abuse Policy. Students will be required to submit to a drug screening test as per policy.

## **SPECIAL ADMISSIONS REQUIREMENTS – CAREER / OCCUPATIONAL CERTIFICATES**

### **BASIC NURSING ASSISTANT TRAINING**

1. Be at least 16 years of age before completion of course.
2. Score a minimum of 53 on the reading portion of the Accuplacer test, 59 on the reading portion of the COMPASS test, or 35 on the reading portion of the ASSET test.
3. Submit to background check as mandated by the Illinois Department of Public Health.
4. Demonstrate current competency in American Heart Association Healthcare Provider CPR.
5. Accept provisions of the Rend Lake College Substance Abuse Policy.

### **EMERGENCY MEDICAL TECHNICIAN – BASIC**

1. Submit a completed RLC new student enrollment form.
2. Submit proof of high school graduation or successful completion of GED.
3. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
4. Provide a copy of physical exam, health screenings and immunizations as required by clinical facilities.
5. Be at least 18 years of age before completion of course.
6. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
7. Submit to and pass a background check.
8. Provide proof of current health insurance.
9. Accept provisions of the Rend Lake College Substance Abuse Policy. Students will be required to submit to a drug screening test as per policy.

### **MEDICAL ASSISTANT**

Admission of a student to the Medical Assistant occupational certificate program shall be based solely on the qualifications of that student. College and state admissions policies are used to determine these qualifications. All students wishing to enter the program must meet the following as minimum requirements:

1. Submit a completed Rend Lake College student enrollment form.
2. Submit a completed Medical Assistant program application.
3. Be a graduate from an accredited high school or have successfully completed the GED exam.
4. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
5. Achieve a competitive score on the pre-entrance exam.

Upon notification of conditional acceptance:

6. Provide proof of sound health as certified by a physician, physician assistant or nurse practitioner.
7. Provide documentation of health screenings and immunizations as required by clinical facilities.
8. Demonstrate current competency in American Heart Association Healthcare Provider CPR.

9. Submit to and pass a background check.
10. Provide proof of current health insurance.
11. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
12. Accept provisions of the Rend Lake College Substance Abuse Policy. Students are required to submit to a drug screening test.

### **RADIOLOGIC TECHNOLOGY – MRI & CT**

Successful completion of an Associate in Applied Science Degree in Radiologic Technology OR must be registered by the American Registry of Radiologic Technologists.

### **GRADUATION REQUIREMENTS – A.A. / A.S. / A.F.A. / A.E.S. DEGREE**

It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to work closely with an advisor to monitor educational progress through graduation.

The student who elects to earn an Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree or Associate in Engineering Science Degree must:

1. Earn a minimum of 64 semester hours of credit, including:
    - a) 55 semester hours in courses which have a second digit of "1";
    - b) Courses from each of the following areas – social and behavioral sciences; mathematics, science, humanities and fine arts, and communications;
    - c) A maximum of eight (8) semester hours of one-credit hour PYED courses;
    - d) No more than nine (9) semester hours of credit from courses with a second digit of "2," provided the courses have been articulated. (See an academic advisor for the approved courses).
    - e) Complete the Orientation (ORIE 1101) course.
  2. Achieve an overall grade-point average of 2.0 ("C").
  3. Must earn a grade of "C" or better in ENGL 1101 and 1102.
  4. Earn a minimum of 16 semester hours of credit from Rend Lake College.
  5. Have transcripts showing high school or GED completion on file.
  6. Candidates should apply for graduation; see the graduation section for details. Applications are available on the RLC website at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs).
- Applications for graduation are available from the Academic Advisement Center or the Student Records Office. Graduation application deadlines are:
    - First Friday in May – Summer graduation (July)
    - First Friday in September – Fall graduation (December)
    - First Friday in December – Spring graduation (May)
  - Caps and gowns are ordered from the information included on the application for graduation. They may be picked up in the Rend Lake College Retail Store during the week of spring semester final exams.
  - Prior to graduation, all outstanding fees must be paid in the Business Office. Fees are the same regardless of participation in the commencement exercises.
  - Candidates will receive a status letter indicating that all requirements for graduation have been met or identifying

requirements which must be completed in order to receive a degree or certificate.

- Students may request a transcript and indicate the request is to be held until the degree is posted.
- Diploma covers are distributed at the graduation ceremony; diplomas are prepared after final degree audits have been completed and all degree requirements have been verified. Diplomas will be mailed to the address indicated on the application for graduation.

Candidates for fall, spring and summer graduation are encouraged to participate in the annual commencement exercises held at the end of each spring semester.

### **GRADUATION REQUIREMENTS – A.A.S. DEGREES**

It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to work closely with an advisor to monitor educational progress through graduation.

1. Satisfy all requirements of a particular curriculum unless an exception is made by petition.
  2. Achieve an overall grade-point average of 2.0 ("C") or a grade of "C" or better for courses as indicated in program criteria.
  3. Earn a minimum of 64 semester hours of credit.
  4. Earn a minimum of 16 semester hours of credit at Rend Lake College.
  5. Successfully complete a minimum of 15 semester hours in general education courses. The number of instructional areas included to meet this requirement varies according to the specific program.
  6. First-time degree-seeking students are required to complete the Orientation (ORIE 1101) course.
  7. Submit official documentation of high school or GED completion.
  8. Candidates should apply for graduation; see the graduation section for details. Applications are available on the RLC website at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs).
- Applications for graduation are available from the Academic Advisement Center, the Student Records Office or at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs). Graduation application deadlines are:

- First Friday in May – Summer graduation (July)
- First Friday in September – Fall graduation (December)
- First Friday in December – Spring graduation (May)

- Caps and gowns are ordered from the information included on the application for graduation. They may be picked up in the Rend Lake College Student Records Office during the week of Spring Semester final exams.
- Prior to graduation, all outstanding fees must be paid in the Business Office. Fees are the same regardless of participation in the commencement exercises.
- Candidates will receive a status letter indicating that all requirements for graduation have been met or identifying requirements which must be completed in order to receive a degree or certificate. Any deficiencies noted must be corrected and information requested must be provided before a degree will be posted to a student's permanent record.

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- Students may request a transcript and indicate the request is to be held until the degree is posted.
- Diploma covers are distributed at the graduation ceremony; diplomas are prepared after final degree audits have been completed and all degree requirements have been verified. Diplomas will be mailed to the address indicated on the application for graduation.

Candidates for fall, spring and summer graduation are encouraged to participate in the annual commencement exercises held at the end of each spring semester.

## GRADUATION REQUIREMENTS – OCCUPATIONAL CERTIFICATES

It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to work closely with an advisor to monitor educational progress through graduation.

1. Successfully meet requirements of the declared curriculum and achieve an overall grade-point average of 2.0 ("C") for all courses presented to meet the requirements of the declared curriculum. (EXCEPTIONS: Some programs require a grade of "C" or better in each course.)
  2. Complete Orientation (ORIE 1101) or Employability Skills (BUSI 1202) unless the student has previously earned a degree.
  3. Complete at least half of the required hours of the declared curriculum as a Rend Lake College student.
  4. For Title IV eligible certificates, submit official documentation of high school or equivalency completion.
  5. Candidates should apply for graduation; see the graduation section for details. Applications are available on the RLC website at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs).
- Applications for graduation are available from the Academic Advisement Center, the Student Records Office or at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs). Graduation application deadlines are:
    - First Friday in May – Summer graduation (July)
    - First Friday in September – Fall graduation (December)
    - First Friday in December – Spring graduation (May)
  - Caps and gowns are ordered from the information included on the application for graduation. They may be picked up in the Rend Lake College Student Records Office during the week of Spring Semester final exams.
  - Prior to graduation, all outstanding fees must be paid in the Business Office. Fees are the same regardless of participation in the commencement exercises.
  - Candidates will receive a status letter indicating that all requirements for graduation have been met or identifying requirements which must be completed in order to receive a degree or certificate.
  - Students may request a transcript and indicate the request is to be held until the degree is posted.
  - Diploma covers are distributed at the graduation ceremony; diplomas are prepared after final degree audits have been completed and all degree requirements have been verified. Diplomas will be mailed to the address indicated on the application for graduation.

Candidates for fall, spring and summer graduation are encouraged to participate in the annual commencement exercises held at the end of each spring semester.

## DIPLOMA AND CERTIFICATE APPLICATION PROCESS

([www.rlc.edu/graduation](http://www.rlc.edu/graduation))

Students must apply to receive their respective diplomas for an Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree, Associate in Engineering Science Degree, Associate in Applied Science Degree, or a certificate for Occupational Certificate programs. Students who complete the Graduation Application form will receive a pre-graduation academic audit and be informed of any deficiencies.

**Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

Students may fulfill degree / certificate requirements

- of the catalog in effect at the time of their initial enrollment (provided they have maintained continuous enrollment)
- or the catalog in effect at the time of their graduation.

Students entering under the degree and certificate requirements cited in this catalog will continue under these requirements as long as they are continuous students at Rend Lake College. Standing as a continuous student is lost if either of the following should occur: 1) The student does not complete credit classes at Rend Lake College for two consecutive semesters, excluding summer terms; 2) A period of five years elapses before the degree or certificate is completed.

If students are unable to complete the requirements within the five-year time frame, they may appeal to the Vice President of Instruction Student Affairs to use a specified catalog other than the one in effect at the time of re-enrollment or at time of graduation.

Students may be required to follow degree requirements outlined in later catalogs when certificates, degree programs or courses have been extensively modified from previous catalogs. The Vice President of Instruction and Student Affairs makes this decision.

Graduation application deadlines are as follows:

- First Friday in May – Summer graduation (July)
- First Friday in September – Fall graduation (December)
- First Friday in December – Spring graduation (May)

## GRADUATION CEREMONY

The Commencement ceremony is the culmination of the student's program of study. Each May, Rend Lake College conducts a graduation exercise whereby faculty, staff, family and friends come together to recognize and honor academic achievements. All eligible degree and certificate recipients are encouraged to participate in the Commencement ceremony.

Participation in this ceremony is allowed prior to verification of completion of final courses. The student should be within six credit hours of fulfilling graduation requirements, and requirements should be completed in the summer session following May graduation. The actual degree or certificate is posted to the official transcript and the certificate or diploma is released when all requirements have been met and verified by the Registrar.





## FINANCIAL AID

([www.rlc.edu/financial-aid](http://www.rlc.edu/financial-aid))

Financial aid comes in the form of grants, scholarships, academic awards, employment and loans. Each type of aid is available at RLC. For students who are eligible, the Financial Aid Office will defer payment of tuition, fees, books and educational supplies up to the amount of the scholarship, academic award or grant they are qualified to receive. Financial aid not used to cover direct costs will be issued to the student through BankMobile approximately the tenth week of the semester.

Veterans Services are available from staff in the Financial Aid Office.

## STUDENT FINANCIAL AID

### FINANCIAL AID REQUIREMENTS

- Complete the Free Application for Federal Student Aid (FAFSA). Make sure to release your FAFSA information to Rend Lake College. The school code for Rend Lake College is 007119. You can fill out the FAFSA online at <https://fafsa.ed.gov>.
- 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 truck driver training and Certified Nurse Assistant (CNA) are not eligible.
- 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.
- If you do not have a high school diploma or GED, you are not eligible to receive federal student aid.
- You must provide any documentation requested by the Financial Aid Office, including tax forms, if needed to complete verification.
- Must be a U.S. citizen or eligible non-citizen.
- Not in default on student loans or owe a refund on any Title IV funds.
- Use all funds received from Title IV financial aid programs for expenses related to study at Rend Lake College.
- You must be enrolled in eligible courses. The amount of aid a student is eligible to receive is adjusted for different enrollment statuses. See chart below:

Full-time = 12 or more credit hours

Three-quarter time = 9-11 credit hours

Half-time = 6-8 credit hours

Part-time = 3-5 credit hours

The Financial Aid Office will stop adjusting federal student aid for class withdrawals once aid is transferred to the Business Office. Withdrawals prior to transfer may affect the amount of financial aid a student will receive.

## RETURN OF FUNDS

Students who receive Federal Title IV Funds (Pell Grant, SEOG Grant) and stop attending classes, withdraw from classes, receive all failing grades, or a combination of withdrawals and failing grades are subject to a return of Title IV Funds. This may result

in the student having an outstanding balance with the college, the Federal Student Aid Program, or both. Students will be required to satisfy the outstanding balance before being allowed to re-enroll.

### SPECIAL CIRCUMSTANCES

Eligibility to receive financial assistance is based on the prior-prior year's income data. However, if your family financial situation has recently changed for the worse because of a death, separation / divorce or a loss of a job or benefits, you may meet one of the "Special Circumstances" that will allow financial aid eligibility to be based on expected gross income rather than actual prior-year income. If you feel you meet one of these circumstances, contact the Financial Aid Office.

### WHEN TO APPLY FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is available Oct. 1 for students who plan to start college in August of the following year. The application will be based on prior-prior year's (PPY) tax information. You can complete the FAFSA at any time during the school year, but keep in mind there are deadlines that may eliminate you from eligibility for certain grants and scholarships.

## TYPES OF FINANCIAL AID

### GRANTS

#### Federal Grants

**Pell Grant** – This federally funded program which helps undergraduates pay for a college education is based on financial need and does not have to be paid back. The Federal Pell Grant provides money for college-related expenses to students demonstrating financial need. To apply, a student needs to fill out the FAFSA, available at <https://fafsa.ed.gov>. More information about Pell Grants, including maximum award amounts, is available at <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

– This is a federally funded program intended to help students with the greatest financial need. All students who fill out the FAFSA will be considered for FSEOG, with awards going to students demonstrating exceptional need.

#### State of Illinois Grants

**Monetary Award Program (MAP)** – Provides money for payment toward tuition to eligible students who are and have been Illinois residents for a year prior to the start of the academic year. This grant is based on financial need as determined from information obtained from the FAFSA application.

### STUDENT LOANS

Student loan opportunities are available through alternative loans at Rend Lake College. Students should consult the Financial Aid office for information regarding student loans.

### STUDENT EMPLOYMENT

The Financial Aid Office administers both the Federal Work-Study and the Institutional Work-Study program. To apply for student employment, students must complete the FAFSA form and a Rend Lake College student employment application. Student employment is available to students enrolled at least half-time, with priority given to full-time students.

## ACADEMIC AWARDS

Academic Award recipients are selected by the instructional divisions. Most Academic Awards have the following requirements:

- Completed FAFSA
- Overall 2.5 GPA or higher and maintain each semester of award
- Full-time student
- Enrolled in the program for which the award was granted

The criteria, amount, and number of semesters will vary by division. For more information on academic awards, contact the division dean.

## PRESIDENTIAL SCHOLARSHIP AWARD

Presidential Scholarships, which cover tuition and books, are awarded to high school seniors within the Rend Lake College district. To be eligible, a student must have high class rank covering seven semesters and be in the upper 10% of his / her graduating class. One award may be granted per in-district high school. This full academic award may be renewed for a second year as long as the student maintains a 3.0 GPA. Students should contact their high school counselor if they believe they may qualify.

## HIGH ACHIEVERS SCHOLASTIC AWARD

The High Achievers Scholastic Award covers the cost of tuition on a varying scale based upon an individual's ACT or SAT scores. It is awarded to in-district high school students who enroll at RLC immediately after graduating high school. For more information, contact Financial Aid Office at (618) 437-5321, Ext. 1297.

## RLC FOUNDATION

The Rend Lake College Foundation offers a variety of scholarships each academic year. Please refer to the Foundation section for more information, or visit [www.rlc.edu/foundation](http://www.rlc.edu/foundation).

## FREE & REDUCED TUITION FOR IN-DISTRICT HIGH SCHOOL STUDENTS

The cost of tuition is free for in-district high school students taking Rend Lake College dual credit classes. For in-district high school students taking dual enrollment classes, tuition up to eight hours per semester is half-cost, and full cost for additional hours after eight. Students need to apply to Rend Lake College and receive permission from a high school official to enroll in classes at Rend Lake College. Fees and books are still the responsibility of the student. High school students wishing to take college classes through dual credit or dual enrollment must be junior or senior status. For more information on dual credit and dual enrollment, see the Academic Information and Policies section of this catalog or contact the Academic Advisement Center at (618) 437-5321, Ext. 1266.

## FINANCIAL AID SATISFACTORY PROGRESS POLICY

The Rend Lake College Office of Financial Aid is required by the United States Department of Education and the Illinois Student Assistance Commission to monitor the academic progress for students receiving federal and / or state financial assistance. Satisfactory Progress Standards are used to ensure that students who receive any federal or state assistance are satisfactorily progressing toward their educational goals in an approved

certificate or degree program.

Students must be in compliance with the Financial Aid Satisfactory Progress Policy regardless of whether the student has previously received any financial aid. All semesters of attendance are included in the evaluation. All transfer course work that has been accepted for credit by Rend Lake College will be considered in determining eligibility. Students who have not previously received financial aid will not be notified of their status until they have applied for financial aid.

## SATISFACTORY PROGRESS REQUIREMENTS

Satisfactory Progress must include qualitative and quantitative measurement consistently applied to all students. At Rend Lake College these measurements are determined by the following criteria:

1. Cumulative Grade Point Average is at least 2.0
2. Cumulative Completion Rate is no less than 67% (total credit hours earned divided by total credit hours attempted)

*Grades of "A," "B," "C" and "D" are considered completed. Grades of "I," "W" or "E" are not considered completions. Courses that have been repeated remain in attempted hours, but are removed from earned hours and the lowest grades are excluded from the GPA. No more than 30 remedial / deficiency hours will be allowed for financial aid benefits.*

## Financial Aid Warning Status

A student who fails to meet the above-named requirements for the first time will be placed on Financial Aid Warning Status. Financial Aid Warning Status will have no impact on the eligibility for financial aid.

## Financial Aid Suspension

Suspension of financial aid occurs when a student who is on Financial Aid Warning fails to meet the Satisfactory Progress Requirements criteria during any semester of attendance after being placed on warning. Students who are suspended are no longer eligible for financial aid benefits.

## Maximum Time Frame

Degree or certificate requirements must be completed within a specified time period. At Rend Lake College, a student must complete his / her chosen academic program before attempting 150% of the number of hours required for the program. Students who have already earned a degree will be considered to have exceeded this time frame. Appeal Process: Students who are pursuing an additional degree or certificate or have changed majors are eligible to file an appeal for an extension. The 150% appeal forms are available from the Financial Aid and Veterans Affairs Office. Appeals are reviewed by the Student Services Appeals Committee.

**Satisfactory progress will be evaluated at the end of each semester.**

## Appeal Process

Students must submit proof that circumstances that were **unforeseen** or **beyond their control** interfered with the successful completion of their courses or program. Situations that are acceptable for an appeal to be considered include:

- Serious injury or illness
- Death of an immediate family member

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- Sudden, unexpected employment changes
- Suspension as a result of courses taken during high school
- It has been more than five (5) years since the student last attended Rend Lake College

Some situations are not acceptable reasons for filing an appeal.

These circumstances include, but are not limited to:

- Conflicts with an instructor
- Incarceration
- Loss of driver's license
- Failure to drop a class by the posted deadline
- Failure to be adequately prepared for class, such as:
  - Not purchasing books/supplies
  - Not having adequate child care arrangements prior to the start of the semester
  - Not having reliable transportation established prior to the start of the semester
  - Not having access to a computer or the internet for online courses
  - Being unprepared for college level coursework

Failing to understand or being unaware of Rend Lake College's policies does not constitute a reason for appeal.

Students who do not have a situation that warrants an appeal may regain financial aid eligibility by enrolling in courses, on a self-pay basis, until their cumulative GPA is a 2.0 and cumulative completion rate is 67%.

The appeal form is available at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs).

### **Appeals for Students with a Degree / Certificate or Have Exceeded Maximum Time Frame**

You may appeal for an extension of credit hours if:

- You are pursuing a new degree or certificate at Rend Lake College
- You have changed your major
- You have taken developmental courses or dual credit courses
- You have mitigating circumstances such as a personal illness or injury, death of an immediate family member, or an unavoidable event that was beyond your control

Students who feel they meet the criteria for filing a Suspension of Maximum Time Frame Appeal may obtain forms from the Financial Aid Office. Completed forms must be submitted by the Friday before the applicable semester begins to be considered. Students will be notified by mail of their appeal status. The decision of the Appeals Committee is final.





## INFORMATION

For questions about the college, its programs, courses, services, activities, current events, registration, faculty and facilities; call 618-437-5321. Inquiries will be directed to the appropriate division or administrative office to be answered. Information about academic programs, academic support services and student services, as well as catalogs and the Student Rights and Responsibilities Handbook, are available upon request and also in the Administration Building on campus. Much of this information, including the college catalog, student handbook and course schedules, is available on the college's website at [www.rlc.edu](http://www.rlc.edu).

Student records also are available online. Once students create an account, they will have access to: grade reports, unofficial transcripts, transcript requests, class schedules, mailing address updates, financial aid information and Business Office balances, as well as a student WarriorMail email account.

## ACADEMIC ADVISEMENT CENTER

Academic Advisement Center staff are available to assist students with:

- career development and goal setting
- educational planning
- assessment for placement and credit purposes
- scheduling of classes
- linking with campus activities and services

## TEST PROCTORING

The Academic Advisement Center houses proctoring services for Rend Lake College. Those testing for RLC programs are not charged. Individuals testing for non-Rend Lake College programs will be assessed a proctoring charge. The Testing Center is located in Administration Building 116, and testing specialists may be reached at Ext. 1268.

## EDUCATIONAL PLANNING

Advisors are available to assist students with developing educational plans and learning to monitor progress toward those plans. Advisors can provide information about transferring to four-year institutions.

## ASSESSMENT FOR PLACEMENT AND CREDIT PURPOSES

• **Placement** – Students must take a placement test if they plan to take a math class, an English class, or a class with a math or reading prerequisite. All degree-seeking students registering for 12 or more credit hours or who have accumulated 12 credit hours must take the assessment test prior to registration. However, students are exempt if they scored at least a 19 in English, a 19 in Reading and a 22 in Math on the ACT or a 480 in English and a 530 in Math on the SAT. High school equivalency scores, high school GPA, senior-year English and transition math courses may also be utilized for placement purposes. Please contact Academic Advisement for additional information or visit [www.rlc.edu/admissions](http://www.rlc.edu/admissions).

Testing takes place on a daily basis on campus with other testing dates and times scheduled as needed. Test scores are valid for three years. Students are allowed to take the placement test a maximum of two times after the beginning of the student's senior year in high school. High school GPA, senior-year English and transitional math courses are valid for placement purposes for 18 months after high school graduation.

• **College credit by examination** – Students may elect to earn college credit by demonstrating proficiency in subject area examinations. Visit [www.rlc.edu/credit-by-examination](http://www.rlc.edu/credit-by-examination) for more information.

## COLLEGE-LEVEL EXAMINATION PROGRAM

Through the College-Level Examination Program (CLEP), Rend Lake College provides a means for academically talented students to demonstrate mastery of certain courses or subject areas. College credit is given for general and subject examinations taken if a score of 50 or higher is achieved. CLEP rules are subject to modifications as the college departments change requirements and as the tests themselves are revised. Since each college determines its own transfer policies, there is no guarantee that credit granted by Rend Lake College for CLEP will be accepted at another school. CLEP tests may be taken on campus in the Testing Center in the Administration Building. Students must schedule the day and time of the test with Academic Advisement. Registration for the specific CLEP test is done through [clep.collegeboard.org](http://clep.collegeboard.org).

Students wishing to receive credit through the College-Level Examination Program must obtain the permission of the appropriate Dean and the Vice President of Instruction and Student Affairs prior to taking the test.

Rend Lake College will allow CLEP credit for scores of 50 or above as indicated at [www.rlc.edu/credit-by-examination](http://www.rlc.edu/credit-by-examination).

General rules which govern the granting of CLEP credit:

1. Once a student has been enrolled in a course longer than the normal refund period, the student may not receive CLEP credit for that course. CLEP credit can not be used to repeat a course.

2. CLEP credit will be accepted for up to 25% of the credit hours required for the certificate or degree awarded. No more than 25% of the hours needed for a certificate or degree can be earned by CLEP or any combination of Credit By Means Other Than Classroom Attendance.

3. A student may not take a CLEP exam for a lower-level course once he / she has received credit for a higher-level course.

4. Students will receive the grade of "CR" on their transcript for the course for which credit is granted for College Level Examination Program general and subject examinations. For specific information, students should consult the Vice President of Instruction and Student Affairs or the Academic Advisement Center.

## ADVANCED PLACEMENT CREDITS

Through the high school Advanced Placement (AP) Program, high school students may apply for advanced placement college credit. Advanced Placement classes are offered in the area high schools in such subjects as English composition, foreign language, history, biology, chemistry, mathematics, and physics. A national examination administered through the Educational Testing Service (ETS) is given in each subject at the end of the year. Each examination is intended to measure the achievement of students and to determine at what point students should begin college study of that subject. To receive Rend Lake College credit, students must earn a score of 3, 4, or 5 as listed in the RLC Catalog and must request the ETS to send an official copy of the examination results to the Registrar. Upon receipt, credit will be placed on

the student's transcript if enrolled at Rend Lake College. It is the student's responsibility to request scores from ETS and confirm the credit has been granted by Rend Lake College. Advanced Placement credit is not used in computing a student's grade point average. Students may only receive credit for one Rend Lake College course per subject area via Advanced Placement credit. For specific information, students should consult the Vice President of Instruction & Student Affairs.

### **PROFICIENCY CREDIT**

Proficiency examinations offer students the opportunity to obtain credit for experience relevant to certain courses, for individual study of subjects, or for prior learning including courses taken at unaccredited institutions.

Credit earned by proficiency examination in a course is equivalent to credit earned by enrollment in that course for the purposes of satisfying a requirement.

A student who wants to earn credit by taking a proficiency exam must obtain a Proficiency Examination Request from the departmental Dean. The student should complete the form, obtain necessary signatures and present the completed form to the Business Office where appropriate charges will be applied to the student's account. Once payment is complete the student should present the form to the instructor. The instructor will administer the proficiency exam, complete the exam record and submit it to the Dean. The Dean will submit the form to the appropriate Vice President, who will then transfer the form to Student Records.

While the college recognizes proficiency credit can be a legitimate form of assessing student knowledge outside of the traditional classroom setting, it will be the practice of the college to grant this form of credit only in rare and extenuating circumstances. Each request will be evaluated on its own merit and the decision of the Vice President of Instruction and Student Affairs will be final.

Rend Lake College also recognizes there are several varieties of industry-recognized certifications. The administration will evaluate whether to grant proficiency credit for industry certification on a request-by-request basis. There is no guarantee that the college will grant proficiency credit for industry-recognized certification.

Content of the proficiency credit examination will be determined solely by the full-time instructor or instructors of the course and the Dean responsible for the program for which proficiency credit is sought. In the event the course is only taught by a part-time instructor, that instructor and the Dean will determine the content of the examination. A minimum score of 80% will be required to pass any proficiency test given by Rend Lake College.

General rules which govern the granting of proficiency credit:

1. Once a student has been enrolled in a course longer than the normal refund period, the student may not take a proficiency test for that course. Proficiency tests can not be used to repeat courses and may be taken only one time in a given course.

2. Departmental proficiency examinations are equated to and evaluated as specific courses.

3. Proficiency credit will be accepted for up to 25% of the credit hours required for the certificate or degree awarded. No more than 25% of the hours needed for a certificate or degree can be earned by Proficiency Credit or any combination of Credit By Means Other Than Classroom Attendance.

4. A student may not take a proficiency test for a lower-level course once he / she has received credit for a higher-level course.

5. A student taking a proficiency test shall receive a letter grade. A score of 80% or higher will be required to pass a Proficiency Examination. A score below 80% will be considered failing and will be reflected on the transcript as an "E". Letter grades will be reflected on the student's transcript and will be calculated in the student's GPA.

### **INTERNATIONAL BACCALAUREATE CREDIT**

Through the International Baccalaureate (IB) Program, high school students may apply for College credit. International Baccalaureate classes are offered in such subjects as English composition, foreign language, history, biology, chemistry, mathematics, and physics. Each examination is intended to measure the achievement of students and to determine at what point students should begin College study of that subject. To receive Rend Lake College credit, students must earn a score of 5, 6, or 7 as listed in the RLC Catalog and must request an official copy of the examination results be sent to the Registrar. Upon receipt, credit will be placed on the student's transcript if enrolled at Rend Lake College. It is the student's responsibility to request official scores and confirm the credit has been granted by Rend Lake College. International Baccalaureate credit is not used in computing a student's grade point average. For specific information, students should consult the Vice President of Instruction & Student Affairs.

### **CREDIT THROUGH THE ILLINOIS STATE SEAL OF BILITERACY**

Rend Lake College grants course credit for two semesters of foreign language if a student's high school transcript indicates that the student has been awarded the Illinois State Seal of Biliteracy. The student must request the credit through the Rend Lake College Admissions and Records Office within three (3) academic years after graduating from high school. Credit is based on criteria established by the Illinois State Board of Education and the following provisions apply:

1. Students must submit a final high school transcript verifying the receipt of the State Seal of Biliteracy.
2. Students must request course credit for the Seal within (3) academic years after graduating from high school and must be currently enrolled at Rend Lake College at the time of the request.
3. Credit will be limited to the foreign languages the college is approved to offer as follows:
  - a. SPAN 1101/1102: Elementary Spanish I and II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
5. No tuition or fees will be assessed for the credit to be awarded.
6. Students should be aware that the credit may not be accepted by another college or university.

### **SCHEDULING OF CLASSES**

Advisors facilitate course selection and scheduling during individual student appointments. Refer to the Registration Procedures section for more specific information.

## APPRENTICESHIPS

Rend Lake College, in conjunction with its partner businesses, offer a variety of apprenticeship programs. Apprenticeships are an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and students can earn paid work experience with structured on-the-job training, classroom instruction, and a nationally recognized degree or credential upon completion.

Five hallmarks of a quality apprenticeship program include:

1. Paid, Work-Based Component
2. On-the-job (OJT) Training and Mentorship
3. Educational and Instructional Component
4. Industry-Recognized Credentials Earned
5. Safety, Supervision, and Equal Employment Opportunity

Students who complete an apprenticeship graduate with little to no debt and with career employment. Apprenticeship students can be:

- career changers
- veterans
- underemployed
- recent high school or G.E.D. graduates
- current employee of the company looking to upskill

Rend Lake College currently has 19 programs approved by the Department of Labor:

- Automotive Technician
- Baking & Pastry Chef
- Bus & Truck Maintenance Technician
- Certified Nurse Assistant ( CN A)
- Child Care Development Specialist
- Computer Programmer
- Culinary Chef/Cook
- Diagnostic Imaging
- Elevator Repairer
- General Farmer
- Heavy Rail Car Repair
- Industrial Maintenance Mechanic
- Industrial Truck Mechanic
- Information Technology (IT) Security Specialist
- Machinist
- Network & Computer Specialist
- Production Technologist (Manufacturing)
- Truck Driver
- Welder

In order to get started, students must take their Accuplacer test, apply to Rend Lake College, and apply to the apprenticeship program. Students may complete a Bridge Program or a Pre-Apprenticeship prior to enrolling in an Apprenticeship Program. For appointment, questions, or more information, visit [rlc.edu/apprenticeships](http://rlc.edu/apprenticeships), email [apprenticeships@rlc.edu](mailto:apprenticeships@rlc.edu), call Ext. 1277, or stop by LRC 222.

## ATHLETICS

*(www.rendlakewarriors.com)*

Rend Lake College is a member of the Great Rivers Athletic Conference (GRAC), comprised of community colleges which also belong to the National Junior College Athletic Association (NJCAA) and are in close proximity to one another. Other members are Kaskaskia College (Centralia), Lake Land College (Mattoon), Lincoln Trail College (Robinson), John A.

Logan College (Carterville), Olney Central College, Shawnee Community College (Ullin), Southeastern Illinois College (Harrisburg), Southwestern Illinois College (Belleville) and Wabash Valley College (Mt. Carmel). Warrior / Lady Warrior teams compete in archery, men and women's basketball, baseball, men and women's golf, softball, trapshooting, and women's volleyball.

In 2013, the RLC men's basketball team won the Division II national championship. The men's golf team was runner-up in the 1995 and 2005 NJCAA D-II National Championships, third in 1996, fifth in 1997 and 2000 and sixth in 1998 and 1999. In 2009, golfer David Griffin became RLC's first national golf champion (D-II) by winning the NJCAA Men's Championship at Scottsboro, Ala. The women's golf team has won eight Region XXIV crowns in the last decade and has advanced to the NJCAA Division I National Championships nine of the last 10 years, with a high finish of fourth place. The softball team is a two-time GRAC championship team (1994 and 2000) and advanced to the NJCAA Division I National Fast-Pitch Championships in 1996. The baseball team has multiple Region XXIV championships - most recently in 2019 and 2008. To reach the athletics department, call (618) 437-5321, Ext. 1250 or [athletics@rlc.edu](mailto:athletics@rlc.edu).

## BOOKSTORE AND RETAIL STORE

*(www.rlc.edu/bookstore)*

The RLC Bookstore and Retail Store is located on the ground floor of the Academic Building. Many books are available via a rental option, although some books for specific classes must be purchased and can not be rented.

The textbook rental program charges \$60 per book, \$20 of which is a deposit fee returned to the student when the book is returned in good condition at the end of the semester. Textbooks may be purchased or rented.

The book return policy is as follows:

- Students must have a sales receipt and student I.D.
- Books must have been rented or purchased for the semester in which they are being returned
- Books should be in new condition, unless purchased used
- Books must be returned within a specified time (posted prior to each semester) for a cash refund; after the specified cutoff date, all books are non-returnable until buyback dates

Used textbook buybacks for purchased textbooks are conducted by an outside vendor at the beginning and end of each semester. Dates are posted in the Bookstore, which is located in the Academic Building, and on campus bulletin boards.

The Retail Store has necessary classroom supplies as well as apparel and other college-branded merchandise. Soft drinks, snacks, and an ATM are also available.

## SECURITY AND EMERGENCY RESPONSE

Security personnel are available to protect campus property, assist students and staff and to respond to emergency situations 24 hours a day, seven days a week. The Security Office is located in the Student Center and is headed by the Chief of Police.

Non-emergency information and any other routine, security-related matters should be reported by calling Ext. 1212. In emergency situations, security may be reached during normal hours of operation through the switchboard (Ext. "0") or by calling Ext. 1911 and at other times by calling 1-618-525-1911 or utilizing



emergency phones provided in campus buildings. Security also may be reached from any classroom or hallway phone by pressing the emergency button and waiting at least 30 seconds.

Articles which are found on campus should be turned in to the Security Office. Students should inquire about lost articles at the same location.

As noted above, the annual security report for Rend Lake College is available at [www.rlc.edu/securityreport](http://www.rlc.edu/securityreport). A paper copy is available from the Rend Lake College Police Department office.

## **NON-COMPLIANCE WITH DIRECTIVES DURING AN EMERGENCY SITUATION**

Anyone on campus, including students, staff, vendors, and / or visitors, who refuses to immediately follow proper procedure when alerted to report to a safe area due to a weather or other type of threatening situation will be assessed a \$250 fine. Students who fail to comply could be placed on probation and / or suspension. Vendors and/or visitors who fail to comply could be prohibited from entering college facilities and/or grounds.

## **CAREER SERVICES**

Career counseling is available for all students who are undecided about their careers. A career planning assessment system can be found at [www.rlc.edu/careerservices](http://www.rlc.edu/careerservices) which connects a student's interests, personality, skills, values, and leisure activities to occupations and majors at Rend Lake College. Career Services also offers assistance developing resumés and cover letters, conducts mock interviews, and helps with the job search upon graduation. Career Services is located in the Administration Building, Office 105, and the Career Services Specialist may be reached at Ext. 1343.

## **CTE (CAREER TECHNICAL EDUCATION) SUCCESS CENTER**

Located in Learning Resource Center 142, the CTE Success Center provides students with tutoring, group study space and career exploration and development information. Equipment and tools are available to support student learning and success. Students also can learn more about marketing their education and skills once they complete their degrees. For additional information, contact Ext. 1769.

## **DISABILITY ACCESS SERVICES**

The college offers services for students with documented disabilities. The impact of the disability is individually reviewed and reasonable accommodations are determined that will provide equal access to the classes and programs at the college.

If you believe you are eligible for disability services, please contact the Disability Access Services office, Ext. 1204, in North Oasis Room 130.

## **LAND OF LINCOLN AMERICORPS**

Land of Lincoln AmeriCorps is a community service project, with the primary goal of its members to meet educational needs by tutoring and mentoring in local community schools. Members also provide additional community service in other areas such as safety and public health, human services and the environment. They participate in the National Service Days – Veterans Day, National Recognition Day and Martin Luther King Jr. Day. Members are

eligible to receive stipends and an education award. The education award varies from \$3,000 to \$6,000 - depending upon whether a member serves approximately 20 hours or 34 hours each week. For more information, please contact the AmeriCorps office in the Student Center, Room 204 or call Ext. 1351.

## **LAPTOP AND WEBCAM LOANER PROGRAM**

Laptops and webcams are available for loan to students who qualify. There is a \$60 deposit required on laptops, and a request form and usage agreement must be signed for both laptops and webcams. To apply, contact the RL-Cares office at [rl-cares@rlc.edu](mailto:rl-cares@rlc.edu) or at Ext. 1293.

## **LEARNING ENHANCEMENT CENTER**

*([www.rlc.edu/lec](http://www.rlc.edu/lec))*

The purpose of the Rend Lake College Learning Enhancement Center is to provide academic support and transition services to students. The college has a firm commitment to values of industriousness, honesty, respect and accountability. The Learning Enhancement Center provides a quiet atmosphere that fosters a learning environment. Tutors are provided to assist students in core subject areas and workshops are conducted to provide transition assistance. The Learning Enhancement Center is located in the North Oasis. Learning Enhancement representatives may be reached at Ext. 1204.

### **Communications Lab**

Located in Room 125 of the North Oasis, the Communications Lab is available to help students through the process of individual or group presentations. Students can obtain assistance with any part of the process, from choosing a topic, outlining the speech, fine tuning and the presentation itself. To set up an appointment, ask a quick question or find more information, email the Communications Lab staff at [comm\\_lab@rlc.edu](mailto:comm_lab@rlc.edu) or call Ext. 1311.

### **Math Lab**

The Math Lab offers free tutoring for any math class at Rend Lake College. The Math Lab also is the headquarters for several independent study math courses. For further information regarding math tutoring or any Math Lab course, contact [tutoring@rlc.edu](mailto:tutoring@rlc.edu) or call Ext. 1346.

### **Tutoring Assistance**

Tutoring is a free service available to all Rend Lake College students. Tutoring is designed to help students in their class work and prepare for tests. Assistance and more information is available by emailing [tutoring@rlc.edu](mailto:tutoring@rlc.edu) or by calling Ext. 1204.

### **Writing Center**

The Writing Center is available to students who want assistance with writing projects, from selecting a topic to developing ideas to editing. The center is located in North Oasis 101. For an appointment, questions or more information, email [writing\\_center@rlc.edu](mailto:writing_center@rlc.edu) or call Ext. 1312.

## **LEARNING RESOURCE CENTER**

*([www.rlc.edu/lrc](http://www.rlc.edu/lrc))*

The Learning Resource Center provides resources and facilities for study, research, leisure reading, and class preparation, including an open computer lab and three computer pods for group study, rooms for quiet study, and a coffee shop - Blended. The LRC has a materials collection of approximately 15,000

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volumes, and subscribes to many magazines and journals, as well as local and national newspapers. In addition to print materials, the LRC provides access to online databases.

Located in the Learning Resource Center (LRC 113), the Lactation Room offers a private location for breastfeeding women who work and/or attend classes at Rend Lake College. Mothers may use the Lactation Room during regular LRC hours and should check-in with staff at the circulation desk.

The Learning Resource Center is a member of the Network of Illinois Learning Resources in Community College (NILRC), Consortium of Academies and Research Libraries in Illinois (CARLI), and the Illinois Heartland Library System (IHLS). These memberships expand access to resources and services that support the information needs of our students, faculty, and staff. For more information, call the LRC at Ext. 1308, or email [reference@rlc.edu](mailto:reference@rlc.edu)

## MEDICAL AND HEALTH EMERGENCIES

Security personnel may be reached in emergency medical situations during normal hours of operation through the switchboard (Ext. "0") or by calling Ext. 1911, and at other times by calling 1-618-525-1911 or using the blue emergency phones throughout campus. The Security Office is located in the Student Center.

Some students may have medical conditions that are not apparent or obvious to fellow students, staff, or faculty without disclosure. To minimize health and safety risks, the college has provided an emergency disclosure form that students can elect to fill out that will assist medical personnel should an emergency medical situation occur. It is important that this form be completed in its entirety so that prompt and accurate information can be provided should that situation arise. This information will be kept strictly confidential, and information contained within will only be released if an emergency medical situation occurs. This form can be found at [rlc.edu/emergency-info-form](http://rlc.edu/emergency-info-form) and in the RLCares office.

## PARKING AND SPEED LIMITS

Parking lots on campus are available to faculty, staff, students and visitors. The college reserves the right to ticket illegally parked vehicles and / or tow them at the owner's expense.

There is a speed limit on all the entrance drives and roads around the campus. Penalties for parking and traffic violations are fines that may be paid by mail or in person to the cashier in the Business Office, located in the Administration Building. Failure to pay may result in a hold being placed on the student's account.

Students needing a handicap parking sticker should contact Security in the Student Center.

## PERKINS PROGRAM

The Perkins Program offers assistance to qualified career and technical education students. Services offered may include tutoring, transportation reimbursement, books and supplies. In order to qualify, you must receive a Pell Grant, be a career and technical education major, have completed 12 semester hours with a grade-point average of 2.0 or better, and be a full-time student. More information is available by contacting the Perkins Director in the Student Center, Room 105, or at Ext. 1267.

## REND LAKE COLLEGE FOUNDATION CHILDREN'S CENTER

[www.rlc.edu/rlcfcc](http://www.rlc.edu/rlcfcc)

The Rend Lake College Foundation Children's Center serves students as a quality child care facility and doubles as a training complex for students in the Early Childhood Education program. It also serves as a model for other child care facilities within the district.

Children 6 weeks through 5 years of age may enroll in the center's full-day program that emphasizes developmentally appropriate curriculum featuring art, music, and indoor / outdoor learning centers utilizing integrated and cooperative learning techniques. Care for school-age children up to 12 years old is available during the summer.

Pre-enrollment is conducted after each semester's advisement period. Rend Lake College students wishing to enroll their children in the center should contact the RLCF Children's Center Director at Ext. 1393.

## RL-CARES

RL-Cares (Consultation, Advisement, Resources, Exploration, Success) is a free service encouraging students to discuss various issues, both personal and academic, pertaining to one's educational future. Referral to on- or off-campus resources, academic planning and development of a plan of action are potential outcomes from an RL-Cares meeting. Students may contact the RL-Cares office at [rl-cares@rlc.edu](mailto:rl-cares@rlc.edu) or at Ext. 1293.

## SKILLS CENTER

The RLC Skills Center is a part of the Adult Education and Literacy programs. It prepares students for the HSE (high school equivalency) tests and help students develop their skills in basic reading, math and job readiness. For more information, call (618) 437-5321 or toll-free at (800) 369-5321, Ext. 1241 / 1244 / 1220.

## ABE / ASE / GED\*

Adult Basic Education (ABE) and Adult Secondary Education (ASE) classes help prepare students to earn a General Educational Development (GED<sup>®</sup>) certificate, enter the workforce, or advance in their current jobs. Adult Education classes provide a strong educational foundation in a friendly, supportive atmosphere. Both day and evening classes are available at convenient locations throughout the Rend Lake College district in Franklin, Jefferson, Hamilton, Perry counties, as well as online classes.

## Bridge Program

The Bridge programs provide students the opportunity to improve their knowledge in reading, writing, mathematics and computer skills with a concentration in the career fields of health care, information technology or manufacturing. A student who meets some or all of the following may wish to enroll in either the health care, information technology or manufacturing Bridge program:

- A desire to obtain a GED
- An interest in exploring the health care, information technology or manufacturing fields
- A wish to experience the college atmosphere
- An interest in meeting with other college departments and programs to help with their needs and goals
- Want to receive valuable information to assist in career exploration

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The Bridge program is the first step in exploring the health care, information technology, and manufacturing fields. For more information, contact the Adult Education Department at Ext. 1241 or at [adulted@rlc.edu](mailto:adulted@rlc.edu).

### ICAPS

The Integrated Career and Academic Preparation System (ICAPS) combines accelerated career training and job placement opportunities with personalized educational support. ICAPS is a partnership between Career and Technical Education and Adult Education aimed at providing real college credit-based program outcomes in a career pathway, including certificates and industry recognized credentials. RLC's ICAPS program is committed to helping adults get the training and skills they need today to get the jobs they want tomorrow. Participants have the opportunity to take High School Equivalency (HSE), team-taught career-specific college and college orientation classes. Additional support and learning is provided inside and outside the classroom. Students also have access to program staff who help them complete college paperwork, develop personal goals, track academic progress, make referrals, and provide other support as needed. For more information, contact the Adult Education and Literacy Department at Ext. 1241 or at [adulted@rlc.edu](mailto:adulted@rlc.edu).

### Eligibility

All students enrolling in a Skills Center class must take the Tests of Adult Basic Education (TABE) in reading and math. The TABE results give an indication of a student's grade level equivalency (GLE). The TABE also provides a detailed report about the skills each student needs to improve. Using this report, instructors can develop a learning plan that will move students through classes as quickly as possible. Below are the classes currently offered by the Skills Center and the GLE required for enrollment.

#### High School Equivalency (GED)

Eligibility - No high school diploma/GED or Below 9th grade in reading or math. Students with a high school diploma can enroll to improve upon academic skills before enrolling in college or to advance in the workforce.

#### Reading/Language Arts Only Or Math Only: Two Levels

Eligibility - ABE Reading/Language Arts - reading between 4th and 9th grades

ASE Reading/Language Arts - reading between 9th and 12 grades

ABE Math - math between 6th and 9th grades

ASE Math - math between 9th and 12 grades

Students can enroll in these classes if they only need to study math or reading to pass a GED test or if they want to increase their skills in these subjects.

#### Bridge: Healthcare/Information Technology/Manufacturing

Eligibility: Reading or math between 6th and 9th grades

#### ICAPS: Phlebotomy/Welding/Machining/IT

Eligibility: Reading or math between 9th and 12th grades

### Job Readiness

Transition services help students prepare to enter the workplace with an increased awareness of what employers expect from them and what they can expect from employers. Job readiness includes job searches, job retention skills, team-

building, communication and time management.

## STUDENT ACTIVITIES

Co-Curricular opportunities are made available to students for the development of leadership, social and interpersonal relationships, skills and character. Rend Lake College co-curricular learning activities and events take place outside of the classroom and are assessed separately from instructional courses or programs.

### STUDENT CLUBS AND ORGANIZATIONS

The college has many clubs and organizations to meet the needs of students. Currently, students may participate in such student organizations and clubs as:

- AgHERCulture Club
- Agriculture Club
- Amateur Wireless Radio Club
- Archery
- Automotive Club
- Careers Without Limits
- CMYK Club (Graphic Design)
- Computer Club
- Creative Writing Club
- Culinary Arts Club
- E-Sports
- Fellowship of Christian Athletes
- LGBTA
- International Studies
- Lamda Nu (Radiology)
- Nursing Club
- Phi Theta Kappa (Honor Society)
- Radiology Club
- Rod Burners Club (welding)
- Social Media Warriors
- Student Ambassadors
- Student Experience
- Tabletop Gaming Club
- Thespians Club
- Trapshooting

Anyone interested in learning more about student clubs and organizations is invited to call Student Services at Ext. 1343.

### PERFORMING ARTS

Rend Lake College provides opportunities for talented individuals in the performing arts through various music and theatre events. For the most part, these performing groups are open to RLC students as well as the general public.

The Rend Lake College Music Department offers classes and lessons in music as well as vocal and instrumental performance. Instrumental and Choral ensembles are offered in both the Fall and Spring Semesters. Students may earn college credit for participation in these ensembles. These groups perform at college functions as well as a variety of other events (i.e. basketball games, Christmas and Spring concerts, commencement, etc.). More information is available at [www.rlc.edu/music-home](http://www.rlc.edu/music-home).

The Rend Lake College Theatre Department offers classes in acting and theatre. In addition, the RLC Thespians gather regularly throughout the year to practice improv and perform. More information is available at [www.rlc.edu/theatre](http://www.rlc.edu/theatre).

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The RLC Theatre program provides a fall play and a spring children's show. The RLC Music program provides a spring musical. Auditions for the shows are open to students and community members who want to gain experience and training on the stage.

### **PHI THETA KAPPA**

Rend Lake College boasts Rho Xi, a local chapter of Phi Theta Kappa, the International Honor Society for two-year community colleges. Phi Theta Kappa is the community college equivalent of Phi Beta Kappa, the honor society at senior institutions. Membership is available to students who have completed at least 12 credit hours and maintained a cumulative grade-point average of 3.5 or better. For more information, call the Academic Advisement Center at (618) 437-5321, Ext. 1266.

### **RECREATION AREAS**

The RLC Fitness Center at the Rec is available for use by students due to facilities fees paid with tuition, or on a membership or fee basis by the community. Limited sports equipment is made available to students, faculty and staff for participation in other recreational activities. To take advantage of the available equipment, individuals should check with a member of the Rec. This includes bicycles for use on the bicycle trail around the perimeter of the campus and practice golf balls for use on the driving range and chipping / putting green on campus. A walking path through campus also is available.

Students are permitted to make use of the gym floor when it does not interfere with classes or other scheduled activities. A large-screen television is available for students in the South Oasis.

Starting just north of the theater, the Rend Lake College Disc Golf Course spans 9 holes and ranges from 3,800 feet from the red tees to 4,200 from the blue tees. An outdoor competition ping pong table is located outside the Bookstore at Warrior Way. Paddles and balls are available at the RLC Bookstore.

### **STUDENT AMBASSADORS**

Student Ambassadors represent the college in a variety of activities. This may include planning and participating in campus activities such as Fun Fest and Homecoming, as well as assisting with campus tours, high school visits and career / college fairs. For more information, call (618) 437-5321, Ext. 1293.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

*(www.rlc.edu/student-handbook)*

Rend Lake College publishes a separate Student Handbook which incorporates the college's Rights and Responsibilities Policies for students as well as a listing of pertinent college dates and a student activities calendar. This handbook is available free of charge to all students and can be obtained in various locations on campus, including the Administration Building, Retail Store, Textbook Store and Learning Resource Center, as well as online at [www.rlc.edu](http://www.rlc.edu).

The regulations contained in the handbook – and the penalties and sanctions for their violation – are published in order to assist in the maintenance of a sound educational environment for students at the college. This handbook applies to conduct on premises or property owned, controlled or supervised by Rend Lake College, including all off-campus instructional sites and extracurricular activities.

The handbook also describes the privileges of student status at Rend Lake College. Abuse of a privilege may result in the imposition of sanctions as described in the handbook.

### **STUDENT TRANSFER AND RETENTION SUPPORT (STARS)**

The Student Transfer and Retention Support (STARS) program is a federally funded TRIO program designed to provide participants with the support services they need to successfully complete an Associate Degree and transfer to a four-year college or university. Services include personal and academic advisement, assistance with financial aid, study skills workshops, cultural activities, visits to four-year universities, and transfer assistance.

Rend Lake College students may apply for the STARS program at any time. Eligibility requirements include meeting low-income guidelines, being a first-generation college student (i.e., neither parent has graduated from a four-year college or university), being a student with a documented disability, or a combination of these. More information is available by contacting the STARS program in the South Oasis (Rooms 108 / 110 / 111 / 113, Ext. 1366) or at [www.rlc.edu/stars](http://www.rlc.edu/stars).

### **UPWARD BOUND PROGRAM**

The Upward Bound program is a federally funded TRIO college preparatory program designed to provide academic support, personal / career advisement and cultural enrichment to eligible participants who have the academic ability to be successful in college. The ultimate goal of Rend Lake College's Upward Bound program is to foster motivation and the pre-collegiate academic skills necessary for success in education beyond high school. The program is open to ninth-, 10th- and 11th-grade students from Benton, Hamilton County, Mt. Vernon and Zeigler-Royalton high schools.

More information is available by contacting a member of the Upward Bound staff in the South Oasis, Rooms 108 / 109 / 113 / 115, and at Ext. 1366 / 1219 / 1365 / 1236, or by visiting [www.rlc.edu/upward-bound](http://www.rlc.edu/upward-bound).

### **WIRELESS EMERGENCY NOTIFICATION SYSTEM**

*(www.rlc.edu/wens)*

The Wireless Emergency Notification System (WENS) allows RLC students, family and friends, as well as faculty, staff and administration, to receive emergency text and email notifications. WENS allows an "RLC Alert" to be sent to your cell phone as a text message and as an email if you choose.

WENS is meant to be used for emergency and significant event notification only. The message may alert you to an emergency situation such as weather warnings including flash flood, severe thunderstorm, winter storm, and tornado warnings, as well as school closings and emergencies on the campus. The messages are short and meant only as an initial notification. For more detailed information, RLC uses redundant systems of emergency notification such as the RLC website and social media accounts, email, the telephone, and person-to person contact to distribute news and instructions during an emergency.



## ACADEMIC INFORMATION

([www.rlc.edu/academics](http://www.rlc.edu/academics))

Rend Lake College offers programs that include courses in general education; adult education courses; courses in career and technical fields leading directly to employment; community service and continuing education programs, and college preparatory programs.

### GENERAL EDUCATION STATEMENT

Our students are expected to demonstrate the competencies outlined in the institution-wide learner outcomes (critical thinking, problem-solving, oral communication, and written communication) as well as demonstrate learning the fundamental vocabulary, concepts, and proficiencies of their specific programs. In addition to the college's institutional outcomes, three other outcomes articulate the expected general education for all students and are integrated in both the curricular and co-curricular student experience.

**Connections** – Students will develop personal and resource relationships which lead to professional and personal success.

**Multiculturalism** – Students will demonstrate the ability to successfully live and work in a multicultural world.

**Authenticity** – Students will demonstrate a commitment to standards, codes of conduct, and core principles that define successful professionals within their chosen academic field of study or career path.

### ACCREDITATIONS & APPROVALS

Rend Lake College is regionally accredited by the Higher Learning Commission (see inside front cover). The college is on HLC's Open Pathway. More information about HLC accreditation is available at [www.hlcommission.org](http://www.hlcommission.org).

Some specific programs have received specialized accreditation or approvals from other organizations.

#### Program Accreditations

- Automotive Technology – National Automotive Technicians Education Foundation
- EMT Paramedic – Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
- Medical Assistant – Commission on Accreditation of Allied Health Education Programs
- Nursing - Accreditation Commission for Education in Nursing
- Radiologic Technology – Joint Review Committee on Education in Radiologic Technology

#### Approvals

- Cosmetology, Barbering, Esthetics and Nail Technology – Illinois Department of Professional Regulation
- Emergency Medical Technician & EMT Paramedic – Illinois Department of Public Health
- Nurse Assistant – Illinois Department of Public Health

### INTERDISTRICT COMPREHENSIVE AGREEMENT REGARDING THE EXPANSION OF EDUCATIONAL RESOURCES

Rend Lake College is part of an interdistrict Comprehensive

Agreement Regarding the Expansion of Educational Resources (CAREER). This agreement among Illinois community colleges allows students to take a career technical program at another college if their sending college does not offer that program.

Individuals residing in the Rend Lake College district wishing to attend another college should complete an online Joint Agreement application form, which can be found at [www.rlc.edu/student-docs](http://www.rlc.edu/student-docs). Individuals residing outside the Rend Lake College district wishing to attend Rend Lake College should contact their in-district community college for directions on their application process.

### ARTICULATION AGREEMENTS

Rend Lake College has entered into articulation agreements with several other four-year institutions in order to enable students to transfer smoothly to those institutions provided the agreed-upon coursework is completed. See [www.rlc.edu](http://www.rlc.edu) or an Academic Advisor for more information. Articulation agreements are added regularly. Visit [rlc.edu/articulation](http://rlc.edu/articulation) for updates.

### REVERSE TRANSFER

Reverse Transfer is a process by which students pursuing a four-year degree could be eligible for an associate degree from Rend Lake College based on a combination of previous work at Rend Lake College and current course work. Requirements include a minimum of 16 credit hours with a GPA of 2.0 or higher at Rend Lake College and completion of at least 64 applicable credits through Rend Lake College or other colleges/universities. Contact your four-year college/university and complete the reverse transfer transcript request/release form to have your transcripts sent to Rend Lake College for review.

### TYPES OF CREDIT

Credit toward a degree, certificate or program area can be earned in several ways acceptable to the college.

**University parallel credit** – Credit earned in courses designed for transfer to another college or four-year university and which count toward degrees and certificates at Rend Lake College.

**Occupational credit** – Credit which is specifically designed for entry into an occupation and may or may not be acceptable as transfer credit toward a four-year baccalaureate degree.

**General studies credit** – Credit in general studies courses which are not transferable and are unrelated to the pursuit of a degree; this is credit given in self-improvement courses designed to meet the needs of district residents.

**Transfer credit** – Credit earned at another institution. Students must request that official transcripts from other colleges previously attended be sent to the Registrar for transfer evaluation at least two weeks prior to registering for classes.

**Military service credit** – Credit awarded for learning experiences during military service. Members and former members of the Armed Services, upon presenting separation papers (DD-214) or Application for the Evaluation of Learning Experiences During Military Service (DD-295), may be granted the following credits:

MILITARY SERVICE	COLLEGE CREDIT
Basic Training (minimum 90 days)	2 credit hours – HEA 1101
Active Duty (minimum 180 days)	2 undistributed credit hours Physical Education in addition to 2 credit hours of Health

Students should contact the Registrar to have the credit evaluated and posted.

Rend Lake College also grants credit for certain experience and training in military service. Students must request official military transcripts be sent to the Registrar for transfer evaluation at least two weeks prior to registering for classes.

**Illinois State Police Academy Credit** – Based upon a recommendation by the Illinois Community College Board, Rend Lake College awards credit for training by the Illinois State Police. A student must present certification that he / she has successfully completed training to the Registrar. A student may receive the following credits:

- ILLINOIS STATE POLICE
- CRJS 2203 – Police Traffic Functions (3)
- CRJS 2205 – Police Weapons and Defensive Tactics (3)
- PYED 1160 – Aerobic Super-Circuit Fitness Center (1)

**Credit by examination** – Students at Rend Lake College are able to earn college credit by examination through one of the following:

1. CLEP – College-Level Examination Program General and Subject Examinations (see Academic Advisement Center)
2. AP – Advanced Placement Program (High school students may apply for AP college credit, which can replace IAI courses; see the Registrar)
3. IB – International Baccalaureate Program (see the Registrar)
4. Rend Lake College proficiency exams are available for specific Rend Lake College courses (see instructor or Dean)
5. Illinois State Seal of Biliteracy

NOTE: No more than one-quarter (25%) of the credit hours needed for a degree or certificate can be earned by examination, including CLEP, AP, IB or Rend Lake College proficiency exams, or any combination of credit by means other than classroom attendance.

## DUAL CREDIT

High school juniors and seniors in the Rend Lake College district have the opportunity to enroll in dual credit courses which may both fulfill high school graduation requirements and earn college credit. Students must meet placement requirements and prerequisites prior to enrolling in courses. Dual credit courses are taken during the normal high school day and tuition is waived for these courses. Students taking advantage of this opportunity may accumulate college credit prior to graduation from high school. Depending on student performance, grades of A, B, C or NC (No Credit) will be awarded. No more than 49% of dual credit hours, rounded to the nearest credit hour, that were provided at a secondary institution may be applied toward a Title IV eligible certificate or degree. For more information, see your high school guidance counselor.

## DUAL ENROLLMENT

Juniors and seniors attending a high school in the Rend

Lake College district may take advantage of dual enrollment by enrolling in courses which take place after the normal high school day. Students must meet placement requirements and prerequisites prior to enrolling in courses. Approval for students to participate in dual enrollment must be obtained by a high school official. Students also must adhere to the Rend Lake College drop policy; failure to drop will result in the student being awarded a failing grade. Depending on student performance, grades of A, B, C, D or E will be awarded and will become a part of the college transcript. Students taking advantage of this opportunity may accumulate college credit prior to graduating from high school.

Tuition will be half-cost for eight hours per semester. Students will be responsible for any fees, supplies, or textbook costs. Students wanting to take additional classes beyond the eight credit hours must receive approval from the Associate Vice President of Academic and Student Services and will be responsible for tuition and other costs.

## COURSE DELIVERY

In an attempt to serve a variety of learning styles, Rend Lake College offers courses through a variety of instructional methods; traditional, online, remote, and hybrid. Based on enrollment and/or resources, the college may change the delivery method of a scheduled course.

Traditional courses are held face-to-face in a classroom with an instructor on scheduled days and times.

For online courses, 100% of teaching and learning occurs online without any face-to-face classroom, laboratory, clinical or field meeting time required. Students enrolled in online courses must have access to a desktop or laptop computer, the Internet, and appropriate application software, such as Microsoft Office or Google Apps. Students enrolled in RLC online courses may utilize the open computer lab located in the Learning Resource Center.

Remote courses consist of some or all class meetings held virtually on scheduled days and times and may include an online component. Remote courses require a webcam, access to a desktop or laptop computer, the Internet, and appropriate application software, such as Microsoft Office or Google Apps.

A hybrid course substitutes any portion of its face-to-face classroom, laboratory, clinical or field meeting time with an online and/or remote component of teaching and learning. Students enrolled in hybrid courses must have access to a desktop or laptop computer, the Internet, and appropriate application software, such as Microsoft Office or Google Apps.

## VIDEOCONFERENCING

This form of distance learning allows students at participating Rend Lake College video sites to take courses utilizing a live video and audio connection. The video system allows students and instructors to see and hear one another continuously.

## ONLINE NAVIGATION ESSENTIALS

Students must complete Online Navigation Essentials (ONE 1500) to enroll in an online, remote, or hybrid course. ONE 1500 is a self-paced, one-time online orientation with lessons and activities which provide necessary and essential skills for online learning.

Students must successfully complete Online Navigation Essentials prior to or within ten days of their first online or hybrid

course. Students will not be able to register for additional online, remote or hybrid courses until ONE 1500 is completed.

## PROGRAMS OF STUDY

Rend Lake College's Programs of Study program is part of a national initiative that incorporates college course work with a rigorous technical education concentration. This planned sequence of courses begins in secondary school and is articulated with the college to lead to an Associate in Applied Science Degree. Programs of Study prepares students for a lifetime of learning and the background needed for advanced education at the baccalaureate level. Contact the Perkins Coordinator at Ext. 1267 for details.

## PROFESSIONAL LICENSURE

Rend Lake College offers several programs that lead to professional licensure. For a list of these programs, visit [rlc.edu/student-consumer-information](http://rlc.edu/student-consumer-information). If you plan to work outside of Illinois, review this list prior to enrollment to determine which state licensing boards accept our curriculum.

## FIRST-YEAR EXPERIENCE

The First-Year Experience program is designed to help new students transition to college and expose them to educational opportunities, support services, and resources available at Rend Lake College. Students participating in the program will attend a workshop prior to the beginning of the semester. Students will learn about academic policies, procedures, requirements and programs while becoming aware of co-curricular opportunities at the college.

The First-Year Experience program also includes a semester-long course (ORIE 1101) in which students will learn and practice strategies imperative to success in college. Successful completion of the course earns 1.5 elective credits and is a graduation requirement for all first-time degree-seeking students. Students enrolling in the distance-delivered Associate in Science degree will complete Orientation 1101 in a virtual format. Students transferring from another college and who are first-time degree-seeking students are required to complete Orientation 1101.

Students who do not pass Orientation 1101 the first time they enroll in the course will be required to repeat it the following semester. A hold will be placed on the student's account, requiring them to register for the course again. If a student does not pass the course a second time, they will not be allowed to register for any other courses until they complete Orientation 1101. A hold will be placed on the student's account until they have successfully completed the course.

Students who have received a degree from Rend Lake College or any other institution are not required to take ORIE 1101, but must complete an orientation appeal form, which can be obtained from Academic Advisement.

## ACADEMIC POLICIES

([www.rlc.edu/academic-policy](http://www.rlc.edu/academic-policy))

### STUDENT CLASSIFICATIONS

**Freshman** – Student having less than 30 semester hours of earned credit.

**Sophomore** – Student having 30 or more semester hours of earned credit.

**Full-Time** – Student registered for 12 or more semester credit hours.

**Part-Time** – Student registered for less than 12 semester credit hours.

## ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. When a student is absent for reasons of illness or emergency, he or she is responsible for course work missed and should consult with the instructor prior to the next class meeting following the absence. Each instructor sets his / her own attendance policy. It is the responsibility of the student to be aware of the attendance policy for each class and the ramifications of non-attendance as it relates to financial aid. Rend Lake College does not have a "leave of absence" policy. Students who have unforeseen circumstances which inhibit them from attending classes should work with their instructors to determine if an Incomplete is an option for a completion extension. See the Incompletes section in the catalog.

## GRADE REPORTS

Official semester grade reports are recorded on the student's permanent record, and a copy of the grades will be available via the student's online account at [www.rlc.edu/myrlc](http://www.rlc.edu/myrlc). Students on academic probation or academic suspension from the college will be notified in writing by mail of their status prior to the beginning of the next semester.

## GRADING SYSTEM

An alphabetical grading system is used by Rend Lake College. Each letter grade denotes a certain level of achievement in a particular course:

- A – Outstanding accomplishment
- B – Accomplishment above that attained by the average student
- C – Acceptable performance
- D – Work of an inferior quality, barely passing
- E – Fail

Other abbreviations often used when grades are noted:

- AU – Audit
- CR – Credit only, no grade given; Transfer; CLEP; Proficiency; Military; AP; IB; Correctional / Law Enforcement Academy
- I – Incomplete work
- NC – No credit given
- R – Repeat
- TC – Transfer Credit
- W – Student withdrew after refund period but before the last date to drop.

## QUALITY POINTS

Quality points are used in computing grade-point averages. Each letter grade is assigned quality points according to the following scale:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- E = 0 quality points



## GRADE-POINT AVERAGE (GPA)

Grade-point averages are used to determine academic standing and awarding of honors. GPA is computed by multiplying the number of semester hours of credit given for a class by the number of quality points for the letter grade achieved, totaling both grade points and semester hours of all classes taken and dividing the grade-point total by the total semester hours attempted. Neither quality points nor semester hours are considered for AU, CR, I, NC, R, TC and W.

Course	Grade	Cr.		Quality Points	=	Grade Points
ENGL 1101	B	3	x	3	=	9
PSYC 2101	C	3	x	2	=	6
MATH 1108	A	3	x	4	=	12
BOT 1101	C	5	x	2	=	10
HEA 1101	B	<u>2</u>	x	3	=	<u>6</u>
<b>Totals</b>		16				43

$$\text{GPA} = 43 \div 16 = 2.69$$

## INCOMPLETES

A student may receive an "Incomplete" indicating unfinished work in a course, provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. A student who receives an "Incomplete" must complete the requirements of the course, unless it is a Math Lab course, by the end of the next semester (excluding the summer term) in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade of A, B, C, D or E. If the student does not complete the course requirements by the deadline, the student will automatically receive a grade of E.

In a Math Lab course, a student must complete at least two-thirds of the material by the end of the semester or receive a failing grade. If two-thirds of the material is completed, the student will receive an "Incomplete" and will have eight weeks of the next semester in which to complete the course, provided the student attends the lab at least two hours per week.

These arrangements must be made in writing with the instructor before the end of the semester in which the incomplete is recorded. A copy of the agreement must be forwarded to the Office of Student Records with the final grade report.

## GRADE FORGIVENESS

Students may petition for a one-time forgiveness of up to two consecutive semesters of prior Rend Lake College grades in accordance with the following guidelines:

- Student must not have attended any college and / or any other postsecondary institution for a minimum of four years.
- When returning to the college and prior to applying for grade forgiveness, the student must enroll in and complete a minimum of 15 consecutive hours of certificate or degree program courses and earn a "C" or better in each course.
- Forgiven grades remain on the student's record but are not computed in the student's grade-point average for academic purposes.
- Forgiven grades are counted for financial aid eligibility according to the guidelines of satisfactory academic progress.
- The forgiveness policy applies to a complete semester of courses and includes all courses taken in that semester.
- No course(s) in the semester(s) forgiven can be used to meet graduation requirements.
- Student loses any educational guarantees for the forgiven

courses.

- The college accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness policy.
- Graduates cannot use the forgiveness policy for any semester(s) of courses that were used to obtain a certificate or a degree from Rend Lake College.
- Forgiveness is a one-time event and is irrevocable.
- In consultation with the Vice President of Student Services or a designee, the student must sign a declaration of understanding if the petition for forgiveness is granted.

## STUDENT-INITIATED WITHDRAWAL

The responsibility for officially withdrawing from a class rests with the student. Any informal arrangements made with instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. Unless otherwise indicated for specific programs, students may officially withdraw from a course, up to one week prior to the last day of class, not including exam week. To do so, a Drop form or a written request must be submitted to the Student Records office. Students will receive a copy of the Drop form and should retain it as proof of the official withdrawal. A mark of "W" will be shown on the student's permanent record if processed after the last day to withdraw for 100% refund, indicating no academic penalty for such withdrawals. (A degree-seeking student in a College Preparatory class may not withdraw from the course unless withdrawing from all courses.) During the last week of a course, students will not be permitted to withdraw from a class and must accept the grade earned.

Cosmetology students should consult the program handbook for information on withdrawing from courses and refunds.

OFFICIAL WITHDRAWAL PROCEDURE		
COURSE LENGTH IN WEEKS	LAST DAY TO OFFICIALLY WITHDRAW FOR 100% TUITION / FEES REFUND	LAST DAY TO OFFICIALLY WITHDRAW
12 to 16	First two weeks	One week prior to last day of class
8 to 11	First week	One week prior to last day of class
2 to 7	Prior to 2nd class meeting	One week prior to last day of class
1 or less	Prior to 1st class meeting	Prior to last class meeting

The dates indicated above apply unless otherwise indicated for specific programs. No refunds will be made for Community Education-sponsored classes or activities unless the event is canceled or if the withdrawal is made five business days prior to the event. See the Fee Refunds section for more information. Students receiving Financial Aid may owe a refund of money if they withdraw from classes after receiving financial aid funds. Aid recipients should contact the Financial Aid Office prior to withdrawing from classes.

## ADMINISTRATIVE WITHDRAWAL

A student designated as not attending all courses may be administratively withdrawn. A student may also be administratively withdrawn from a course due to a disciplinary matter or failing to meet course or program requirements.

## ADDING COURSES

Students may make a change or add a course during specific registration periods, provided any prerequisites have been met and space is available. Changes are not complete until Registration forms are processed and a new schedule printed. The appropriate Dean or Vice President must sign the registration form if a student is enrolling in a class that already has filled to capacity. Additionally, students on the Nelnet payment plan must notify the Business Office of the change.

## REPEATING A COURSE

In instances where a student repeats a given course that is not specifically designated as “repeatable,” the grade previously received will be recorded as an “R” grade and will not count in the computation of the student’s overall grade-point average. The last grade received will be recorded on the transcript and will count in the computation of the GPA. If you are repeating a course for transfer to another university, consult your advisor.

## OVERLOAD IN CREDIT HOURS

Students wishing to register for 18 or more credits during the Fall or Spring Semester or 9 or more credits during the Summer Term must have the Registration form signed by a Dean or Associate Vice President.

## AUDITING A COURSE

Auditing of courses is not encouraged; however, it may be permitted if there is room available in a class. A student auditing a course will be charged the same tuition as those students who are taking the class for credit. Audit students will be allowed to participate in the class to the extent to which they choose. Instructors are expected to grade all exams, papers and homework which an audit student submits. Courses that are audited cannot be used toward graduation requirements for any certificate or degree.

## PASS / FAIL OPTION

Pass / fail courses do not count toward degree or certificate credit. Courses cannot be changed to a letter grade after the class starts. Upon completion, a grade of “CR” (pass) or “NC” (fail) will be recorded on the official transcript; it will not be computed in the grade-point average. For more information, contact the instructor or the appropriate Dean.

## COLLEGE PREPARATORY CLASSES

### Placement

Students shall be placed into appropriate college preparatory classes based upon their placement test scores and other allowable measures. Students may not re-take placement tests after classes begin and may test a maximum of two times. As an alternative, students may be placed into a co-requisite course, as available.

### English ALP Option

Students with Reading and Writing scores below the established qualifying ENGL 1101 cut scores may be placed into ENGL 1101 with an Accelerated Learning Program (ALP) class. Students majoring in AA or AS degrees should be enrolled in ENGL 1101 / ALP within the first 12 credit hours attempted. The ALP class will meet three hours per week. In order to be considered successfully completed, a grade of “C” or higher is required in both ENGL 1101 and ALP. Students earning a “D” or

“E” should repeat the classes the following semester. *A student may not withdraw from ALP unless the student is enrolled in a certificate program, or unless the student is withdrawing from all credit courses.*

## Integrated Reading & Writing Policy

Students with Reading and Writing scores below the established qualifying ENGL 1101 cut scores may be placed into PREP 1404, Integrated Reading and Writing. If a student seeking an AA or AS degree chooses the PREP 1404 option, they should register for, attend, and complete the course with an “A,” “B,” or “C” within the first 12 credit hours attempted; this course will fulfill reading and English Review requirements. Students completing with a “D” or “E” should repeat the course the next semester they are enrolled in classes. *A student may not withdraw from PREP 1404 unless the student is enrolled in a certificate program, or unless the student is withdrawing from all credit courses.*

## GOOD STANDING

Students are considered to be in good standing unless disciplinary sanctions or academic sanctions have been placed against them or they have overdue financial obligations to the college.

## ACADEMIC HONORS

A full-time student (12 credit hours or more) whose grade-point average is 3.5 or better is considered an honor student. Full-time students who compile a perfect 4.0 grade-point average during a semester will be named to the President’s List, while those students compiling GPAs between 3.5 and 3.9 will be named to the Vice Presidents’ List. A student must have successfully completed all courses during a semester to be included on the President’s List or the Vice Presidents’ List. Academic honors are announced shortly after the end of fall and spring semesters.

## ACADEMIC PROBATION

1. A degree- or certificate-seeking student who is enrolled in three or more credit hours during the Fall or Spring Semester and whose cumulative grade-point average falls below 2.0 will be placed on Academic Probation.
2. While on Academic Probation, students may continue to enroll at Rend Lake College, with the following stipulations:
  - a. Must register with an Academic Advisor in the Academic Advisement Center.
  - b. Must maintain at least a 2.0 grade-point average per semester for courses taken while on Academic Probation.
  - c. May be required to seek tutoring assistance through the Learning Enhancement Center upon the recommendation of an academic advisor.
  - d. May only enroll in a maximum of fifteen credit hours during the following Fall or Spring Semester, and one course in the Summer Term.
3. A student will remain on Academic Probation until a cumulative grade-point average of 2.0 or higher is attained.

## ACADEMIC SUSPENSION

1. A degree- or certificate-seeking student who was on Academic Probation during the previous Fall or Spring Semester of enrollment and has a current semester and cumulative grade-point average of less than 2.0 will be placed on Academic

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Suspension. Students placed on Academic Suspension:

- Must register with an Academic Advisor in the Academic Advisement Center.
- Will not be allowed to attend during the following Fall or Spring Semester and will be withdrawn from classes. However, a suspended student may enroll in one course during the Summer Term to attempt to raise his / her cumulative grade point average. If the suspended student successfully raises his / her cumulative GPA to 2.0 after the Summer Term, he / she may enroll in fall classes and the academic standing will be changed to Academic Probation.
- May enroll in Adult Education, Community Education and non-credit courses during the Academic Suspension period.
- When the student enrolls after the suspension period of one Fall or Spring Semester, he / she will again be placed on Academic Probation.
- If a student is placed on Academic Suspension more than two times, he / she will be placed on a one-year suspension period each time he / she is suspended.

### **TRANSFER CREDIT PROCEDURE**

1. The student must request that the college or university attended send an official transcript to the Office of Student Records at Rend Lake College.
2. A *minimum* of two weeks is required for the Registrar to evaluate a student's transcript. A student should contact the Office of Student Records to confirm that a transcript has been received and evaluated prior to registration.
3. Rend Lake College will accept transfer credit from post-secondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Rend Lake College has no equivalent course, the credit may be accepted as undistributed credit and will be used as elective credit only at Rend Lake College.
4. Credit earned in remedial or developmental courses will not be accepted but may be considered for placement purposes.
5. Credit for orientation, freshman experience, or first-year seminars will not be accepted but may be considered for placement purposes.
6. Grades in courses transferred from other colleges will NOT be counted in cumulative grade-point average (GPA) calculations along with grades earned in courses taken at Rend Lake College. Courses in which the student has earned a grade of "C" or greater will be accepted for transfer credit. A grade of "TC" will be shown on the transcript to indicate a transfer credit. Courses in which the student has earned a grade of "D" or below, a grade of "CR" or a pass / fail grade will NOT be accepted for transfer credit. Due to the COVID-19 pandemic, a pass grade received during the spring of 2020 will be reviewed for transfer purposes. In addition, courses from which the student has withdrawn will NOT be accepted for transfer credit.
7. The student will transfer the number of credit hours that were earned for a course at the student's college or university even if the comparable course at Rend Lake College earns a different number of credit hours. However, if the student has transfer credit that is computed in quarter hours, the transfer credit will be converted from quarter hours to semester

hours. Transfer credit hours will be counted in earned hours but will NOT be calculated in cumulative GPA calculations.

8. A copy of the student's unofficial Rend Lake College transcript will be available to the student online at [www.rlc.edu](http://www.rlc.edu) once the transcript evaluation process has been completed.
9. **APPEALS PROCESS** – A student who wishes to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining his or her reasons to the Registrar.

### **TRANSFER FROM REND LAKE COLLEGE**

Students who intend to transfer to a four-year institution should plan their first two years in a program offered by Rend Lake College in order to assure the smoothest transfer possible. The selection of a senior college should be an individual decision based on the compatibility of the student with the academic programs, facilities, size, student body, location, philosophy and cost of the senior college. It is the student's responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completion of work at Rend Lake College. Students preparing to transfer are advised to refer directly to the official catalog of the institution they plan to attend and meet those requirements and recommendations for a selected area of concentration. Assistance is available from RLC advisors.

### **ILLINOIS ARTICULATION INITIATIVE**

#### **General Education Core Curriculum**

Rend Lake College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an Associate or Bachelor's Degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in Summer 1998 (and thereafter). Students should see an academic advisor for additional information. The official IAI website is <http://www.itransfer.org>.

### **MYCREDITS TRANSFER**

Rend Lake College is a participant in the MyCredits Transfer initiative, a statewide initiative designed to facilitate transfer within Illinois using the nationally available tool, Transferology. Within Transferology, find the courses which transfer between institutions, degree requirements which courses satisfy and different majors offered by institutions. Find transfer information at [www.transferology.com](http://www.transferology.com).

### **MILITARY DUTY**

Rend Lake College supports federal and state initiatives involving the call to active duty of reserve or National Guard units or enlistment. In such an event, the student shall not be disadvantaged due to military service. Rend Lake College intends to fully comply with both state and federal law relating to students called to active military duty.

If called to active duty and forced to withdraw from classes, the student will receive a full refund of paid tuition and fees upon presenting verifiable documentation. The office of the Associate Vice President of Academic & Student Services will

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process requests.

**Procedure** – The student is encouraged to discuss his / her service obligations with instructors and to discuss the possibility of early exams or an incomplete for those classes not completed.

The student can withdraw from all classes in which he / she is presently enrolled without penalty according to the official withdrawal procedure published in this catalog.

The student must present verifiable documents, such as orders or documentation approved by the Associate Vice President of

Academic & Student Services, to be eligible for a full refund of paid tuition and fees.

After the official withdrawal date has passed, the Associate Vice President of Academic & Student Services can authorize the withdrawal from class(es) and the processing of a refund. Both requests must be verified with official documents, such as orders or documentation approved by the Associate Vice President of Academic & Student Services.



## ONLINE COURSES

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**PERFECT FOR YOUR BUSY SCHEDULE.  
CLASSES DELIVERED ONLINE, REMOTE OR HYBRID**  
(HYBRID IS ONLINE ACTIVITIES WITH OCCASIONAL FACE-TO-FACE MEETINGS)

**250+ ONLINE & REMOTE COURSES AVAILABLE**  
ASSOCIATE IN ARTS DEGREE · ASSOCIATE IN APPLIED SCIENCE DEGREE · OCCUPATIONAL CERTIFICATES

VISIT [RLC.EDU/SCHEDULE](http://RLC.EDU/SCHEDULE) or  
CALL (618) 437 - 5321, EXT. 1266 FOR MORE INFORMATION.



## ACCESS TO RECORDS

([www.rlc.edu/student-records](http://www.rlc.edu/student-records))

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day Rend Lake College receives a request for access.

Students should submit to the Registrar, Vice President, head of the academic division or other appropriate official, written requests identifying the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records the student believes are inaccurate.

Students may ask Rend Lake College to amend a record they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate.

If Rend Lake College decides not to amend the record as requested by the student, Rend Lake College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Rend Lake College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Rend Lake College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. FERPA rights are transferred to the next of kin or legal executor for deceased students.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rend Lake College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
c/o U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605  
Phone: 1-800-USA-LEARN (1-800-872-5327)

For more information on FERPA, visit the website at [www2.ed.gov/ferpa](http://www2.ed.gov/ferpa).

## ANNUAL SECURITY REPORT (CLERY REPORT)

As required by law, the annual security report for Rend Lake College is available at [www.rlc.edu/securityreport](http://www.rlc.edu/securityreport). The report addresses the policies, procedures, and programs concerning safety and security for Rend Lake College as well as statistics for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. A paper copy is available from the Rend Lake College Police Department located in the Student Center. Individuals alleging violation of the policies regarding discrimination, harassment and / or sexual assault

should immediately contact the Rend Lake College Police Department at 618-525-1911.

## DIRECTORY INFORMATION

*Family Educational Rights & Privacy Act of 1974, as amended*  
REND LAKE COLLEGE

Under Public Law 93-380 as amended, Rend Lake College may make accessible to any person external to the college "directory information" concerning a student, unless that student notifies the Office of Student Records that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that directory information listed below in respect to each student enrolled at Rend Lake College will be available to any person unless the student files in writing with the Office of Student Records a request to restrict release of student information to external sources.

Rend Lake College has designated as "directory information" the following student information:

- Name
- Date of birth
- Address
- Dates of attendance
- Fields of study
- Full- or part-time status
- Most recent previous institution attended (if known)
- Photograph
- Degrees and awards received
- Participation in officially recognized activities / sports

Any student enrolled who does not wish to have released any or all of the above items of information should contact, in person, the Office of Student Records in the Administration Building. Students who elect to restrict release of this information must sign a statement to that effect. The restriction of the release of information does not expire unless a student submits a request in writing to the Office of Student Records.

Students wishing to verify or correct existing student directory information must submit a request in writing to the Office of Student Records.

## DISCLOSURE OF STUDENT INFORMATION TO PARENTS

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA  
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transfer to the student. For more information on how FERPA may allow the release of information, visit the FERPA website at [www2.ed.gov/ferpa](http://www2.ed.gov/ferpa).

Students may sign and submit to the Registrar a disclosure of information form allowing parents access to their student records.

## **POLICY ON DISCRIMINATION & HARASSMENT**

*(to include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)*

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College's commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans' Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.

### **A. Policy Definitions**

For purposes of this policy, the following definitions will apply. In the event of a conflict with federal or state definitions, the federal or state definition, in order of supremacy, shall apply.

**Actual Knowledge:** Notice of sexual harassment or allegations of sexual harassment to the college's Title IX Coordinator or any college official who has authority to institute corrective measures on behalf of the college. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only person with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the college.

**Campus Security Authorities:** Campus security authorities (CSAs) are defined as: the RLC Police Department; any individual or individuals who have responsibility for campus security but who do not constitute the RLC Police Department; any individual or organization specified in RLC's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and RLC officials who have significant responsibility for student and campus activities. These individuals are normally required to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation.

**Campus Visitor:** Includes any person who is not affiliated with the college as either a student or employee.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Consent:** voluntary, positive agreement between the participants to engage in specific sexual activity. This definition includes the following parameters:

- (1) consent is a freely given agreement to sexual activity
- (2) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent
- (3) a person's manner of dress does not constitute consent
- (4) a person's consent to past sexual activity does not constitute consent to future sexual activity
- (5) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
- (6) a person can withdraw consent at any time
- (7) 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:

- (a) the person is incapacitated due to the use or influence of alcohol or drugs;
- (b) the person is asleep or unconscious;
- (c) the person is under age; or
- (d) the person is incapacitated due to a mental disability.

See 720 ILCS 5/11-1.70 for the Illinois definition of consent.

**Course of Conduct:** Two or more incidents, including but not limited to acts through which the stalker directly, indirectly, or through a third party, by an action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

**Dating Violence:** violence committed by a person who is

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or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Education Program or Activity:** Includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

**Employee:** Any individual who performs services for the campus or the College in exchange for pay and/or benefits, or designated College volunteer.

**Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under Title 34, Code of Federal Regulations, § 106.8(a), and by any additional method designated by the college. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this part or under § 106.45, and must comply with the requirements of this part, including § 106.45(b)(1)(iii).

**Harassment:** unwelcome conduct based on (actual or as perceived by the alleged offender) race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:

- the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
- enduring the offensive conduct becomes a condition

of continued employment or participating in an educational program or activity.

**Mandated Reporters:** All faculty and staff are mandated reporters of violations of this comprehensive policy. They must report alleged violations of this comprehensive policy to a Title IX coordinator.

**Responsible Employees:** Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a person could reasonably believe has this authority or responsibility. At RLC, all those designated as "mandated reporters" are also "responsible employees".

**Retaliation:** any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process.

**Reasonable Person:** Reasonable person under similar circumstances and with similar identities to the victim.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Abuse:** any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. See 720 ILCS 5/11-1.50 for additional definitions related to the ages of the offender and the victim.

**Sexual Assault:** is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity;
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual assault is defined in U.S. Code as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. This includes the following crimes:

- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex



organ of another person, without the consent of the victim

- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent

**Sexual Misconduct:** includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

**Sexual Violence:** Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

**Student:** Includes any person enrolled in a course or program of study at Rend Lake College.

**Substantial Emotional Distress:** Significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

**Supportive Measures:** Nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the college's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the college's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**Title IX Advisory Committee:** This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence), undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Coordinator and is comprised of the Title IX Deputy Coordinators and individuals from select College departments and the community. A regional advisory committee or task force also may perform this function.

**Title IX Coordinators:** The Title IX Coordinator is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX

Coordinator coordinates the College's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Title IX Deputy Coordinators are College employees who have been trained and designated by the Title IX Coordinator to receive and investigate allegations of sexual harassment.

B. **Discrimination:** No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any College service, program or activity on the basis of any of the following protected categories (actual or as perceived by the alleged offender): race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities, and access to educational programs and activities, including career technical programs / courses. Information about CTE program offerings and admissions requirements is available at [www.rlc.edu/programs-degrees](http://www.rlc.edu/programs-degrees).

C. **Harassment:** Harassment, including sexual harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The College considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sexual harassment and are violations of this policy as well as the State Criminal Code.

D. **Title IX:** Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities. The Title IX statute applies to persons in the United States with respect to education programs or activities that receive federal financial assistance.

E. **Retaliation:** It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding,

or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

## **PROCEDURE**

### **A. Reporting**

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at [police@rlc.edu](mailto:police@rlc.edu) (non-emergencies only). Reports also may be made using the complaint form available on the college's website, [www.rlc.edu](http://www.rlc.edu).

Title IX sexual harassment, as defined above, can be reported directly to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including by making a report to the RLC Police Department. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

Notice of or allegations of sexual harassment to the college's Title IX Coordinator, or to any college officials with authority to institute corrective measures on the college's behalf (i.e., the President's Executive Leadership Team), will constitute actual knowledge and thus trigger a response from the college. The Title IX Coordinator shall confer with and/or seek guidance from the President on matters that he/she deems appropriate.

College employees to whom misconduct is reported are required to report the alleged misconduct to the Rend Lake College Police Department immediately. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

Persons visiting the campus who believe that he/she is subject to conduct that would constitute a violation of the policies herein as perpetrated by a Rend Lake College employee or student should contact the Rend Lake College Police Department on campus or at 618-525-1911.

A student, employee or visitor who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Rend Lake College police or local police, about possibly filing a criminal complaint. The Title IX Coordinator is available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own

investigation as soon as is practicable under the circumstances. Rend Lake College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Victims of sexual violence are strongly encouraged to report this in a timely manner to the Rend Lake College Police Department. Filing a police report with the Rend Lake College Police Department will not obligate the victim to prosecute, but it will: ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon receiving a report of an allegation of sexual violence, dating violence, domestic violence or stalking, the college will provide survivors with concise information, written in plain language, concerning their rights and options.

#### **1. Anonymous & Confidential Reporting**

Crime victims who do not want to pursue action with the College or the Illinois criminal justice system still have the option of making a confidential report. With the reporting person's permission, the Rend Lake College Chief of Police can file a report concerning the details of the incident without revealing that person's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. Those wishing to file a confidential report will be referred to the Rend Lake College Chief of Police or any of the Campus Security Authorities. Reports filed in this manner are counted and disclosed in the Rend Lake College Annual Security Report crime statistics for the institution. Those who wish to pursue action within the college or the Illinois criminal justice system should be aware that police reports are public record and thus cannot be held in confidence.

#### **2. Third-Party & Bystander Reporting**

Third parties and bystanders who wish to report violations of these policies may use the same reporting procedures outlined above.

## **CONTACT INFORMATION**

### **Campus Police Department & Local Law Enforcement**

#### **Main Campus (Ina)**

Rend Lake College Police Department: 618-525-1911 or 618-437-5321, Ext. 1911, [police@rlc.edu](mailto:police@rlc.edu), 468 N. Ken Gray Pkwy, Ina, IL 62846. Confidential reporting is available through the RLC Police Department.

Jefferson County Sheriff's Office: 618-244-8004, 911 E. Casey Ave., Mt. Vernon, IL 62864

#### **RLC MarketPlace (Mt. Vernon)**

MarketPlace Security: 618-237-1911

Mt. Vernon Police Department: Call 911 for emergencies. 618-242-2131, 211 North 10th St., Mt. Vernon, IL 62864

#### **RLC Murphy-Wall Pinckneyville Campus**

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Pinckneyville Police Department: Call 911 for emergencies. 618-357-8231, 104 South Walnut Street, Pinckneyville, IL 62274

RLC Police Department (non-emergencies): 618-437-5321, Ext. 1911, 468 N. Ken Gray Pkwy, Ina, IL 62846

### **Community-Based Sexual Assault Crisis Centers**

#### S.A.F.E. (Sexual Assault & Family Emergency)

24-hour Crisis Hotline: 1-800-625-1414

<http://safecrisiscenter.org>

NOTE: Rend Lake College has partnered with S.A.F.E. for their services. They can provide a referral to an agency closer to the alleged victim if they wish.

#### The Women's Center

24-hour Hotline: 1-800-334-2094

<http://www.thewomensctr.org>

### **Confidential Advisors & Resources**

Rend Lake College does not employ pastoral counselors or professionally licensed or certified counselors to provide any counseling services to crime victims. However, confidential advisors are available through S.A.F.E. (see contact information above), which provides confidential counseling, crisis intervention and referrals along with information to victims of sexual assault and sexual abuse. Victims of crime will be provided a copy of the Illinois Attorney General's Crime Victim Rights in Illinois brochure. This brochure explains victims' rights under Illinois law and also provides some resources available to victims.

### **Hospitals**

#### Crossroads Community Hospital

#8 Doctors Park Road

Mt. Vernon, Illinois 62864

(618) 244-5500

<http://www.crossroadshospital.com>

#### Franklin Hospital

201 Bailey Lane

Benton IL 62812

618-439-3161

<http://www.franklinhospital.net>

#### Pinckneyville Community Hospital

5383 State Route 154

Pinckneyville, IL 62274

618-357-2187

<http://www.pvillehosp.org>

#### SSM Health Good Samaritan Hospital

1 Good Samaritan Way

Mt. Vernon, IL

618-242-4600

<http://www.ssmhealthillinois.com>

### **Title IX Coordinators**

Title IX Coordinator – Chad Copple, 618-437-5321, Ext. 1237 • [copplec@rlc.edu](mailto:copplec@rlc.edu)

Title IX Deputy Coordinator – Angie Kistner, 618-437-5321, Ext. 1221 • [kistner@rlc.edu](mailto:kistner@rlc.edu)

Title IX Deputy Coordinator – Henry Leeck, 618-437-5321, Ext. 1790 • [leeckh@rlc.edu](mailto:leeckh@rlc.edu)

#### B. Procedures for Addressing Violations of this Policy

**NOTE: Procedures for addressing Title IX sexual harassment are included in Section C below.**

Rend Lake College is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the College knows or reasonably should know, and in the case of Title IX, when the college has received actual knowledge of an allegation. Complainants alleging violation of the comprehensive policy shall have the opportunity to request that the complaint resolution procedure begin promptly and proceed in a timely manner. The College's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of this policy. Rend Lake College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. The College may, upon finding good cause, modify these procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

##### 1. Informal Resolution

To the extent they feel comfortable, individuals are encouraged to first discuss and seek resolution with the individual(s) against whom the complaint is alleged. Any member of the campus community may consult with the Rend Lake College Police Department or the Associate Vice President of Academic and Student Services about conduct that they believe may violate this policy. At any point, an individual may choose to engage the resolution procedures outlined below.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The investigator does not make a determination of fact as to whether College policy has been violated as part of the informal resolution process. Instead, the investigator will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the investigator will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved.

Informal resolution techniques will not be employed in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence or stalking, is alleged.

##### a. Informal Resolution Request

The investigator who receives a complaint or request for informal resolution will attempt to resolve concerns by informal or collegial processes, including mediation if the complaining party seeks such assistance. To request resolution via informal means, individuals must (1) contact the Rend Lake College Police Department or Associate Vice President of Academic and Student Services within 60 days following the last occurrence

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of the behavior or incident of discrimination that is the subject of the informal resolution, and (2) complete a Complaint Form. This form is available on the RLC website at [www.rlc.edu](http://www.rlc.edu) and at the RLC Student Services Office and the RLC Police Department Office. The Complaint Form must provide details sufficient to inform the investigator about the behavior or incident of discrimination. The investigator will review the request for resolution and determine if the matter is appropriate for informal resolution and whether the allegations set forth in the request form, if substantiated, would constitute a violation of this policy. If not, the investigator will make a referral to an appropriate office.

If the individual declines to complete the Complaint Form, the investigator will either (1) close the matter; or (2) invoke the formal investigation process below if the alleged or suspected misconduct would constitute prohibited discrimination, harassment, or retaliation in violation of this policy.

b. Informal Resolution Disposition

If the investigator determines that the allegations are sufficient to establish a claim of discrimination, harassment, or retaliation, he/she shall initiate the informal resolution process. The investigator will attempt to achieve a mutually acceptable resolution within 15 days from the receipt of the Complaint Form. Any party may pursue a formal investigation if he or she is dissatisfied with a proposed informal resolution.

Informal efforts to address the allegations will conclude with one of the following: (1) a resolution of the complaint by agreement of the parties; or (2) a decision to stop further action. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the initiating party; assisting the responding party to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or harassment; verbal or written reprimands; or other interventions or actions aimed at ending the alleged misconduct.

In concluding the informal resolution phase, the investigator shall submit a report to the parties involved in the allegation and the appropriate Title IX Coordinator if necessary, but not normally to any other campus-level office. Informal resolution reports will usually be brief. Reports prepared by an investigator, and all records collected during the investigation, shall be kept separate from the official personnel files of the parties.

2. Formal Investigation

If a complaint proceeds to a formal investigation or the matter is not appropriate for informal resolution, a prompt, thorough, and impartial investigation is conducted to determine if a violation of this policy occurred. A formal investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications. At the conclusion of the investigation, a determination based on all of the evidence is provided to the President and Title IX Coordinator along with a recommendation for further action if warranted.

a. Investigation Request

If there is no mutually acceptable informal resolution, a request for a formal investigation must be submitted within 14 days of the informal resolution disposition, or the College may invoke the formal investigation process on its own. A request

for a formal investigation should be submitted in writing. Individuals are encouraged to provide as much information as possible, including a description of the discriminatory decisions and/or alleged incident(s) of harassment or other actions that form the basis of the complaint, together with relevant date(s) and the name(s) of the individual alleged to have violated the policy, i.e. Respondent. The complainant should also include the name(s) of any witnesses, if applicable. Even absent a complaint or investigation request, Rend Lake College will nonetheless investigate suspected violations of this policy to the extent possible and to the extent necessary to comply with applicable law. The complainant and respondent shall (i) receive notice of the individual or individuals with authority to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

b. Investigation Notification

Prompt notification of a complaint will be provided by the Rend Lake College Police Department to the Associate Vice President of Academic and Student Services and to the Title IX Coordinator by delivery of a copy of the written complaint. The notification to the Respondent(s) will include a copy of any written complaint or a description of any complaint submitted orally, the identity of the Complainant(s), and these procedures. Delivery by electronic means is appropriate.

The Respondent(s) will be requested to respond in writing to the complaint within a reasonable time, not to exceed 14 days from the date of delivery of the notification of the complaint. Any extension of time must be approved by the Title IX Coordinator. A copy of the Respondent(s)'s response will be provided to the Complainant.

c. Investigation Assurances

Both the Complainant and Respondent will be provided with the following in connection with the investigation of alleged or suspected violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act ("FERPA") or other applicable law).
- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.
- Any proceeding, meeting, or hearing held to resolve complaints of alleged student violations of the comprehensive policy shall protect the privacy of the participating parties and witnesses.

d. Investigation Disposition

All employees and students have an obligation to cooperate in the conduct of these procedures. Failure to do so may result

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in disciplinary action. In the event that a Complainant does not cooperate by failing to furnish information requested by the investigator or failing to make himself or herself available for interview by the investigator, that may affect the College's ability to investigate the matter and may result in the complaint being dismissed. The investigator shall provide written notice of the outcome of the investigation to the Complainant(s) and the Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

A disciplinary committee chosen by the College President will preside over hearings. The alleged victim and accused will either be notified in person or by certified return receipt mail of the date, time, and location for the disciplinary hearing which will be conducted by the appropriate Associate Vice President. Both the alleged victim and the accused are afforded the same opportunity to be accompanied by one advisor for a disciplinary hearing if so desired. The advisor may attend the disciplinary hearing to counsel the student. In no event may the advisor participate directly by speaking or questioning either party. At any time during the disciplinary hearing, the advisor may be asked to leave should they not adhere to their role of acting in an advisory capacity only. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the college will make arrangements by which each party can, at a minimum, hear the other party's testimony. The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the committee, suggest questions to be posed by the committee and respond to the other party. If either the alleged victim or the accused do not attend the scheduled hearing, it may still be conducted in absentia and the verdict rendered regardless of their attendance or participation in the disciplinary hearing.

Within 7 days following the disciplinary hearing, the Associate Vice President will prepare a report to include (1) the Complainant's allegations or a summary of any other suspected violations; (2) the Respondent's replies to the allegations or suspected violations; (3) information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) the investigator's analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) disciplinary committee members may consider pertinent to the disposition of the complaint.

The Associate Vice President's findings of fact shall be made using the preponderance of the evidence standard (i.e., more likely than not). Individuals are presumed innocent unless a preponderance of the evidence supports a finding of misconduct. The preponderance of the evidence standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. If there is evidence that the complaint was filed without a reasonable basis in fact and honest belief, the investigator shall include that evidence in his or her report. Such conduct could constitute a violation of this policy.

The Associate Vice President shall submit his or her conclusion

and recommendation to the Complainant, the Respondent, and the President. The Associate Vice President, in consultation with legal counsel, the President, and his/her designee(s) deemed to be relevant to the decision-making process, shall make his or her decision as to the disposition of the case as soon as possible, but no later than 7 days of the disciplinary hearing (or as soon as feasible when extensions are necessary). This decision shall be in writing and shall include an explanation of the decision, any and all sanctions imposed, and appeal rights. Copies of the decision will be sent to the Complainant, the Respondent, and other appropriate executive officers. The Complainant and Respondent shall be informed of the decision contemporaneously to the greatest extent possible. The College also may disclose to the Complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order).

Imposed sanctions can include:

- Dismissal of charges
- Oral reprimand of the respondent
- Censure stating further misconduct by the respondent will bring additional sanctions
- Disciplinary probation of the respondent
- Community service of the respondent
- College-imposed order of protection limiting the respondent's contact with the victim
- Restitution by the respondent to the victim
- Suspension of the respondent
- Expulsion of the respondent
- Referral for charges within the state of Illinois criminal justice system

### 3. Appeals

This part of the procedure allows either the Complainant or the Respondent to appeal the Associate Vice President's disposition to the college President.

#### a. Appeal filing

The Complainant and the Respondent each have the right to appeal the Associate Vice President's decision within 14 days of his/her written decision from the formal investigation. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached.

#### b. Appeal resolution

The President shall decide the appeal as soon as possible, but no later than 15 days after the final submission of appeal materials (or as soon as feasible when extensions are necessary). The President's decision shall be in writing, shall include an explanation, and shall be submitted to the Complainant, the Respondent, the appropriate Associate Vice President, and the Title IX Coordinator. This written decision on the appeal shall constitute the final administrative action of the College.

### C. Procedure for Addressing Title IX Sexual Harassment Complaints

A report of sexual harassment will first be investigated to determine if it falls under Title IX of the Education Amendments Act of 1972 (see the definition of Sexual Harassment – Title IX above). If the report does fall under Title IX, it will follow this separate process. If not, the matter may still be pursued as an alleged violation of the comprehensive policy and will be

addressed as outlined in Section B of Policy 2.1200.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

The college will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures as defined above, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**PROCESS FOR FILING A FORMAL COMPLAINT** – To file a formal complaint, the complainant may fill out the electronic complaint form found on the college's website at [www.rlc.edu/titleix-policy](http://www.rlc.edu/titleix-policy) and check the "Sexual Harassment" box. Alternately, the complainant may make a formal complaint in person at the office of the Title IX Coordinator, by emailing the complaint to the Title IX Coordinator, or by mailing the formal complaint to the office of the Title IX Coordinator. Only the complainant or the Title IX Coordinator may file a formal complaint, which is required before a Title IX investigation can commence.

Upon receipt of a formal complaint, the college will provide to the parties known a written notice including:

- Notice of the grievance process, including the informal resolution process.
- Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the end of the grievance process.
- Notification that the parties each may have an advisor of their choice, who may be but is not required to be an attorney. If a party is not able to secure an advisor, the college will provide one at no cost to that party.

If, during the investigation, the college chooses to investigate any additional allegations against either the complainant or respondent, the college will send an amended notice.

#### Dismissals under Title IX

1. Under Title IX regulations, the college must dismiss sexual harassment complaints when the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this section even if proved, did not occur in the college's education program or activity, or did not occur against a person in the United States.

2. The college may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal

complaint or any allegations therein; the respondent is no longer enrolled or employed by the college; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

3. If a formal complaint is dismissed for any of the above reasons, prompt notification of the dismissal and the reason for it will be sent to the parties. Dismissals of formal complaints under Title IX do not preclude the college from pursuing matters under the other sections of Policy 2.1200.

The college may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

#### 1. Informal Resolution Process for Title IX Complaints

If both parties agree in writing, a formal complaint may go through an informal resolution process. In this event, the college will provide both parties with a written notice including the allegations; the requirements of the informal resolution process; any circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. The informal resolution process will follow that outlined in section B(1)(b) of this policy.

Informal resolution is not an option in an allegation of an employee sexually harassing a student, nor in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence, or stalking, is alleged.

#### 2. Formal Resolution Process for Title IX Complaints

The formal resolution process will include a thorough, impartial investigation by a trained Title IX investigator. The investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications or forms of evidence not protected by unwaived privilege.

The formal resolution process must include a live hearing, resulting in a determination of the respondent's responsibility. The respondent is presumed to be not responsible, and the preponderance of evidence standard will be used. The burden of gathering evidence and burden of proof is on the college.

During the formal resolution process, the college will:

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in

any meeting or grievance proceeding; however, the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the college does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the college will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The college will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

- Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

### 3. Live Hearings

The live hearing will be conducted by a disciplinary committee formed by the college President and chaired by the appropriate Associate Vice President or other designee of the President. As the decision maker, the committee chair cannot be the Title IX Coordinator nor the investigator. At the live hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

At the request of either party, the college will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the chair will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant. It is strongly recommended that questions be submitted to the chair prior to the live hearing.

If a party does not have an advisor present at the live hearing, the college will provide, without fee or charge to that party, an

advisor of the college's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

If a party or witness does not submit to cross-examination at the live hearing, the disciplinary committee must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the committee cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Complainants have rape shield protections, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.

The college will create an audio or audiovisual recording, or transcript, of any live hearing, and will be made available for inspection or review by the parties.

### 4. Determination Regarding Responsibility

The decision-maker must issue a written determination regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by Title IX

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held

- Findings of fact supporting the determination
- Conclusions regarding the application of the college's code of conduct to the facts

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided to the complainant. The range of potential sanctions can be found in Section B(2)(d) of Policy 2.1200

- The college's procedures and permissible bases for the complainant and respondent to appeal

The college will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

### 5. Appeals

The college offers both parties an appeal from a determination regarding responsibility, and from dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of

the matter;

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If pursuing an appeal, a party must file notice of appeal within 14 days of the issuance of the written determination. Upon receiving notice of appeal, the college will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Ensure that the decision-maker for the appeal has no conflict of interest and has been trained as required;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

The decision maker for the appeal will be designated by the college President. The decision maker will review the written statements of both parties, as well as any relevant evidence from the investigation. The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide that decision simultaneously to both parties. The decision will be issued within a reasonable time frame, generally within 15 days of the receipt of written statements from the parties.

If any portion of this policy regarding Title IX processes conflicts with the provisions of Title IX of the Education Amendments Act of 1972, the provisions of Title IX will control.

#### **D. General Provisions**

##### **A. Administrative Responsibility**

The Title IX Coordinator will have the lead responsibility for overseeing all aspects of this policy. The President and his designees will share the responsibility for the effective functioning of these procedures within their units.

When a complaint concerns a College Administrative employee, the Office of the President shall be responsible for implementing the procedures described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee.

##### **B. Alteration of Procedure**

The College can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, harassment or retaliation is alleged to be taking or has taken place. The Title IX Coordinator may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any substantive alterations of these procedures will be communicated to the pertinent parties.

##### **C. Bystander Intervention**

In instances of sexual assault, a bystander may be able to

intervene and prevent harm to others. A bystander should notice and recognize the event as a risky situation, take responsibility for helping the situation, ask for assistance from other bystanders, call 911, record any details as soon as possible, and intervene in a safe and sensitive manner.

##### **D. Confidentiality**

Rend Lake College strives to maintain confidentiality to the greatest extent possible and may require those involved to maintain confidentiality, particularly when confidentiality is required to protect witnesses, prevent evidence from being destroyed, avert a threat that subsequent testimony would be fabricated, or prevent a cover-up. Information will be protected to the extent permitted by law. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with the College's obligation to investigate alleged or suspected violations of this policy and to take corrective action.

##### **E. Conflict of Interest**

A conflict of interest may arise if a participant, administrator, or investigator has a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, or investigator, who has a conflict of interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the President. The President shall decide how to address the situation. If there is a conflict of interest involving the President, the Chair of the Board of Trustees shall decide how to address the situation.

##### **F. Supportive Measures / Interim Corrective Administrative Action**

At any time after informal resolution or a complaint has been filed, and before final disposition of the dispute, the Title IX Coordinator may authorize supportive measures (in an alleged Title IX violation, in which such measures must be non-punitive and non-disciplinary; see above definition) or corrective/interim administrative action (in allegations of violations of other components of Policy 2.1200) to protect the best interests of the College. Rend Lake College reserves the right to take any interim administrative action deemed appropriate and permissible by law, pending the outcome of an investigation or grievance, so long as such action is permitted by and taken in accordance with any other applicable disciplinary procedures. Other interim administrative action can include, but are not limited to, removing a student from campus or an employee from a particular work environment, modifying work or course schedules, and issuing a "no contact" order. In situations involving suspected or alleged sexual harassment, sexual violence, domestic violence, dating violence, or stalking, the College also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a "no contact" order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and in accordance with any other applicable disciplinary procedures.

##### **G. Days**

All references to days mean calendar days unless specified otherwise.

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#### H. Education and Awareness Programs

Rend Lake College is committed to continually educating and training the campus community about the various forms of discrimination and harassment and the procedures available to address complaints of discrimination and harassment. During new student orientations and as part of the First Year Experience (FYE) courses, students will be provided with Sexual Assault Awareness and Prevention training, safety tips and resources. Verbiage will be included on all College syllabi stating that sexual assault is not tolerated on campus and will provide the necessary contact information to report complaints. The College will utilize an email campaign each semester to remind students of the forms of prohibited conduct, consent, bystander intervention, and other resources available. Informational flyers will be placed in common student and staff areas.

The College will publish its policy and procedures on its website, and also will publish summarized versions in the Student Handbook and in the employee handbook, with reference to the complete policy and procedures on the website. New employees will be informed of the College's policies and procedures as part of the New Employee Orientation and subsequent trainings held in conjunction with Faculty/Staff In-Service programs.

#### I. Exclusivity

Except as otherwise noted above, these procedures are intended to be the exclusive procedures used for all complaints alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem-solving processes on campus, including those negotiated grievance procedures in collective bargaining agreements.

These procedures may be implemented irrespective of any criminal proceeding or administrative action pursued in accordance with applicable College policies.

#### J. Impartiality

Investigators, Title IX Coordinator(s) and decision makers do not function as advocates for complainants or respondents. Rather, they are designated to serve as problem solvers, fact finders or investigators as appropriate. Investigators and Title IX Coordinator(s) will inform complainants and respondents about other campus offices where they may seek support or advocacy.

In cases in which a complainant files his/her complaint with a federal or state agency while his/her complaint is pending with the Title IX Coordinator, the internal complaint may be terminated if it is determined that the College's ability to continue its inquiry or investigation in an impartial manner is compromised.

#### K. Imposition of Sanctions

The imposition of sanctions or discipline, if recommended, will proceed in accordance with state and federal statutes and relevant campus policy, rules and regulations.

#### L. Records

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Records are not intended to become part of the official personnel files of the Complainant or the Respondent, although there are circumstances where this may be appropriate. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit-

level or campus-level administrators.

#### M. Representation

Any party to a dispute may be accompanied by an advisor of choice at any meeting that occurs under these procedures. If any party's advisor of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The investigator may request the advice of legal counsel at any time. An advisor or support person may not, however, stand in place of either the Complainant or the Respondent, or otherwise participate in the process.

#### N. Employees

If an employee leaves the College, the employee is encouraged to file a complaint relating to alleged discrimination and/or harassment occurring during that individual's employment with the College within 30 days following the employee's termination of employment from the College.

The procedures described in this document will apply to complaints against any and all Rend Lake College employees engaging in his/her professional capacity.

reporters" are also "responsible employees".

Retaliation: any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process.

Sexual Abuse: any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. See 720 ILCS 5/11-1.50 for additional definitions related to the ages of the offender and the victim.

Sexual Assault: is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

Sexual Harassment: unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any unwelcome conduct of a sexual nature (including sexual assault, sexual abuse, and other forms of sexual misconduct) when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status in an academic course or program, or participation in an activity; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or a decision affecting an individual's education, status in an academic course or program, or participation in an activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Generally, a pattern of unwelcome behavior is required; however, if sufficiently severe, one incident may constitute a hostile environment.

Sexual Misconduct: includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions

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for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

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

**Title IX Advisory Committee:** This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence) undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Lead Compliance Officer and is comprised of the Title IX Deputy Compliance Officers and individuals from select College departments and the community.

**Title IX Compliance Officers:** The Title IX Lead Compliance Officer is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX Compliance Officer coordinates College's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Title IX Deputy Compliance Officers are College employees who have been trained and designated by the Title IX Lead Compliance Officer to receive and investigate allegations of sexual harassment.

2. **Discrimination:** No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any College service, program or activity on the basis of any of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities.

3. **Harassment:** Harassment, including sexual harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The College considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sexual harassment and are violations of this policy as well as the State Criminal Code.

4. **Title IX:** Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination)

includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities.

5. **Retaliation:** It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

## **SEXUAL OFFENDER / SEXUAL PREDATOR REGISTRATION FOR STUDENTS**

The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students to register at the College or University in which they attend. The purpose of this policy is to outline the College's registration requirements for students who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College.

Upon enrollment or admittance to the College, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of enrollment or admittance to the College, or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College's Security department. The complete policy is available online at [www.rlc.edu/policy-manual](http://www.rlc.edu/policy-manual) or you may contact the RLC Security Department at 618-437-5321, Ext. 1212, for more details and assistance.

## **SMOKING POLICY**

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the College.

# NOTES

# NOTES

**GIVE HIM AN  
EDUCATION  
WHILE YOU  
GET YOURS!**



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DEGREE WORKSHEETS

# BACCALAUREATE-TRANSFER PROGRAMS

Transfer programs at Rend Lake College are designed to provide students with the opportunity to complete the first two years of baccalaureate college programs. At the end of two years, credits from Rend Lake College may be transferred to a four-year institution without loss of time or credit.

Students who have not selected a four-year institution to attend after completion of the Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree or Associate in Engineering Science Degree can follow the programs in this section of the catalog with assurance that most lower-division requirements will be met for most schools.

Students who already have selected a four-year institution to which they will be transferring should contact that school or consult that school's catalog for any special information or recommendations regarding a particular program and its requirements. Assistance may be obtained from Rend Lake College's counseling staff or from faculty advisors.

## TRANSFER PROGRAMS

**ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, ASSOCIATE IN FINE ARTS and ASSOCIATE IN ENGINEERING SCIENCE DEGREES**

**SUGGESTED programs for students who intend to transfer and pursue a four-year degree after satisfying associate-level requirements at Rend Lake College. To ensure articulation, the student should follow the sequence of courses recommended by the four-year institution.**

All programs listed in this section are SUGGESTED guides only. Requirements vary at different four-year institutions. **To ensure articulation, the student should follow the sequence of courses recommended by the four-year institution.** Also, the scheduling of classes may not be identical to the "ideal" programs suggested for varying reasons. Students are expected to arrange their actual schedule with the help of an advisor.

# CAREER-TECHNICAL PROGRAMS

Career-Technical programs at Rend Lake College include those which lead to either an Associate in Applied Science Degree or an Occupational Certificate. To be effective, occupational programs of this nature must be job-oriented; therefore, these one- and two-year programs are designed to prepare students for entry into the working world immediately after successful completion of the required courses.

Program requirements in this section are for associate degree or occupational certificates from Rend Lake College only. These programs may not be geared for persons wishing to transfer credits to a four-year institution,

although many of the courses and programs will transfer and have approved program articulation agreements in place. Students are encouraged to FOLLOW EXACTLY the desired program as indicated. However, students should consult with an advisor for any changes in scheduling which may be necessary due to scheduling conflicts, changes in program requirements, etc.

## CAREER-TECHNICAL

**ASSOCIATE IN APPLIED SCIENCE DEGREES and OCCUPATIONAL CERTIFICATES**

**FOLLOW EXACTLY in order to meet requirements for either a degree or occupational certificate. Career-Technical programs are designed to qualify RLC graduates for entry-level positions in the work force.**

## ASSOCIATE IN ARTS DEGREE

### RLC Graduation Requirements Worksheet

Students will not be denied admission because of deficiencies in high school work but must satisfy these deficiencies before graduation from Rend Lake College. **Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

The student's total program must contain a minimum of 64 semester hours of academic work with a grade-point average of not less than "C" (2.0). Candidates for this degree must complete an organized program of study which meets the following core requirements. No more than nine (9) credit hours of courses with a second digit of "2" may be used toward Rend Lake College graduation requirements. A maximum of eight (8) credit hours of one-credit hour PYED courses can be used toward graduation requirements.

**Illinois Articulation Initiative (IAI) General Education Core Courses (GECC) – [www.iTransfer.org](http://www.iTransfer.org) – are in bold. Only those courses which are designated as IAI GECC courses may be counted toward general education requirements. Always consult an academic advisor for assistance in selecting courses.**

### I. SOCIAL and BEHAVIORAL SCIENCES – Required 3 courses (9 hrs.)

Choose two or more subject areas:

#### IAI SOCIAL and BEHAVIORAL SCIENCES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 1102 - Western Civilization II (3)  | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3) |
| <input type="checkbox"/> ECON 1101 - Intro to Economics (3)         | <input type="checkbox"/> HIST 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2101 - Principles of Economics I (3)  | <input type="checkbox"/> HIST 2102 - American History II (3)      | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)*  | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

### II. MATHEMATICS – Required 1 course (3 hrs.)

#### IAI MATHEMATICS

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> MATH 1107 - Contemp. College Math (3)   | <input type="checkbox"/> MATH 2103 - Business Statistics (3)    | <input type="checkbox"/> MATH 2115 - Business Calculus (4)         |
| <input type="checkbox"/> MATH 1111 - Statistics (4)              | <input type="checkbox"/> MATH 2106 - Finite Mathematics (3)     | <input type="checkbox"/> MATH 2122 - Calculus/An. Geometry II (5)  |
| <input type="checkbox"/> MATH 1121 - Calculus/An. Geometry I (5) | <input type="checkbox"/> MATH 2110 - Math/Elem. Teachers II (3) | <input type="checkbox"/> MATH 2123 - Calculus/An. Geometry III (4) |

### III. SCIENCE – Required 2 courses (7 to 8 hrs.)

Required: One Life Science course and one Physical Science course (at least one laboratory course)

#### IAI LIFE SCIENCES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Ecology (4) | <input type="checkbox"/> MICR 1111 - Microbiology (5)   |
| <input type="checkbox"/> BIO 1101 - College Biology (5)        | <input type="checkbox"/> BOT 1101 - Plants & Society (4)      | <input type="checkbox"/> ZOO 1101 - General Zoology (4) |

#### IAI PHYSICAL SCIENCES

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AST 1101 - Intro to Astronomy (4) * | <input type="checkbox"/> GEOL 1101 - Physical Geology (3)          | <input type="checkbox"/> PHY 1101 - College Physics I (5)    |
| <input type="checkbox"/> CHE 1101 - General Chemistry I (5)  | <input type="checkbox"/> PHSC 1101 - Physical Science (5)          | <input type="checkbox"/> PHY 1103 - University Physics I (5) |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)  | <input type="checkbox"/> PHSC 1102 - Princ. of Earth Science (3) * | * Not a laboratory course                                    |

### IV. HUMANITIES AND FINE ARTS – Required 3 courses (9 hrs.)

Required: One course selected from Humanities, one from Fine Arts and one from either Humanities or Fine Arts

\* All languages require one full-year sequence for transfer credit

#### IAI HUMANITIES (Required one or two courses)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2110 - British Literature II (3)     | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)     |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2103 - World Religion (3)*         |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2113 - Introduction to Drama (3)     | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)* |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      |  |

#### IAI FINE ARTS (Required one or two courses)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ART 1101 - Art Appreciation (3)      | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)      | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3) |
| <input type="checkbox"/> HUMT 1104 - Introduction to Film (3) | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3) |   |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_



## ASSOCIATE IN ARTS DEGREE (cont.)

### V. COMMUNICATIONS – Required 3 courses (9 hrs.)

*Required: Two-course sequence in writing (with grade of "C" or better) (6 hrs.); one course in oral communications*

#### IAI COMMUNICATIONS

\_\_\_ COMM 1101 - Principles of Eff. Speaking (3)    \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)    \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. REND LAKE COLLEGE REQUIREMENTS

#### FIRST-YEAR EXPERIENCE

\_\_\_ ORIE 1101 - Orientation (1.5) - Required during first semester for degree-seeking students

#### MULTICULTURALISM (Choose 1 Course)

\_\_\_ ANTH 1101 – Cultural Anthropology (3)\*    \_\_\_ HIST 2106 – Black American History (3)\*\*\*    \_\_\_ PHIL 2105 – Non-Western Philosophy (3)\*\*  
 \_\_\_ EDUC 1107 – Diversity in Education (3)\*\*\*    \_\_\_ HIST 2107 – Latin American History (3)\*  
 \_\_\_ GEOG 1101 – Introduction to Geography (3)\*    \_\_\_ PHIL 2103 – World Religion (3)\*\*

\* Also meets requirement for Section I/Social and Behavioral Sciences

\*\* Also meets requirement for Section IV/Humanities and Fine Arts

\*\*\* Also meets requirement for Section VII/Electives

### VII. ELECTIVES – May be used to fulfill elective requirements for graduation and for major transfer to senior institutions. *IAI Articulated Majors Courses are in italics.*

#### SOCIAL / BEHAVIORAL SCIENCE ELECTIVES \*\*

\_\_\_ HIST 2106 - Black American History (3)    \_\_\_ PSYC 2106 - Human Relations (3)    \_\_\_ SOSC 2101 - Topics in Social Science (3)  
 \_\_\_ PSYC 2103 - Educational Psychology (3)    \_\_\_ PSYC 2107 - Forensic Psychology (3)    \_\_\_ SOSC 2102 - Inside-Out Prison Exchange (3)  
 \_\_\_ PSYC 2104 - Personality Dynamics (3)    \_\_\_ SOCI 2103 - Intro to Social Work (3)

#### MATH ELECTIVES \*\*

\_\_\_ MATH 1105 - Basic Concepts of Statistics (3)    \_\_\_ MATH 1110 - College Algebra / Trig (5)    \_\_\_ MATH 2130 - Differential Equations (3)  
 \_\_\_ MATH 1108 - College Algebra (3)    \_\_\_ MATH 1130 - Math/Elem. Teachers I (4)  
 \_\_\_ MATH 1109 - Plane Trigonometry (3)    \_\_\_ MATH 2108 - Linear Algebra (3)

#### SCIENCE ELECTIVES \*\*

\_\_\_ BIO 1104 - College Biology II (5)    \_\_\_ CSCI 1104 - Intro to Programming (4) \*    \_\_\_ PHY 2102 - Dynamics (3)  
 \_\_\_ CHE 1102 - General Chemistry II (5)    \_\_\_ CSCI 2104 - Advanced Programming (4) \*    \_\_\_ PHY 2121 - Electrical Engineer. Circuits (4)  
 \_\_\_ CHE 1104 - Q.A. / Inorganic Chemistry (5)    \_\_\_ ENGG 1101 - Engineering Graphics (4)    \_\_\_ ZOO 1105 - Anatomy / Physiology I (4)  
 \_\_\_ CHE 2120 - Organic Chemistry I (5)    \_\_\_ MICR 1101 - Basic Microbiology (4)    \_\_\_ ZOO 1106 - Anatomy / Physiology II (4)  
 \_\_\_ CHE 2121 - Organic Chemistry II (5)    \_\_\_ PHY 1102 - College Physics II (5)    \* Not a laboratory course  
 \_\_\_ CSCI 1101 - Introduction to Computers (3) \*    \_\_\_ PHY 1104 - University Physics II (5)  
 \_\_\_ CSCI 1102 - Comp. / Bus. Applications (3) \*    \_\_\_ PHY 2101 - Statics (3)

#### COMMUNICATIONS / HUMANITIES / FINE ARTS ELECTIVES \*\*

___ ART 1103 - Design I (3)	___ ART 2201 - Illustration I (3)	___ MUSI 1159/2159 - Concert Choir (1)
___ ART 1104 - Design II (3)	___ ART 2202 - Illustration II (3)	___ MUSI 1161/2161 - Concert Band (1)
___ ART 1105 - Drawing I (3)	___ COMM 1103 - Small Group Communication (3)	___ MUSI 2101 - Music Theory III (3)
___ ART 1106 - Drawing II (3)	___ COMM 1104 - Interpersonal Commun. (3)	___ MUSI 2102 - Music Theory IV (3)
___ ART 1107 - Painting I (3)	___ COMM 1106 - Intercultural Commun. (3)	___ MUSI 2103 - Aural Skills III (1)
___ ART 1108 - Painting II (3)	___ ENGL 1103 - Creative Writing (3)	___ MUSI 2104 - Aural Skills IV (1)
___ ART 2105 - Sculpture I (3)	___ ENGL 2103 - Special Topics in Literature (3)	___ MUSI XXXX - Applied Lessons (1-2)
___ ART 2106 - Sculpture II (3)	___ ENGL 2106 - Intermediate Composition (3)	___ SPAN 1101 - Elementary Spanish I (4) *
___ ART 2108 - Metalsmithing I (3)	___ JOUR 1101 - Mass Media (3)	___ SPAN 1102 - Elementary Spanish II (4) *
___ ART 2109 - Metalsmithing II (3)	___ LEAD 1101 - Leadership Develop. Studies (3)	___ SPAN 2101 - Modern Spanish I (4) *
___ ART 2111 - Art History I (3)	___ LEAD 1102 - Furthering Leadership Poten. (3)	___ SPAN 2102 - Modern Spanish II (4) *
___ ART 2112 - Art History II (3)	___ MUSI 1101 - Music Theory I (3)	___ THEA 1101 - Acting (3)
___ ART 2113 - Introduction to Ceramics (3)	___ MUSI 1102 - Music Theory II (3)	___ THEA 1102 - Practicum in Theatre (3)
___ ART 2114 - Advanced Ceramics (3)	___ MUSI 1105 - Practicum in Music Theater (3)	___ THEA 1103 - Acting II (3)
___ ART 2115 - Printmaking I (3)	___ MUSI 1109 - Music Fundamentals (3)	___ THEA 1105 - Stage Makeup (3)
___ ART 2116 - Printmaking II (3)	___ MUSI 1111 - Music Literature (3)	___ THEA 1107 - Intro to Technical Theater (3)
___ ART 2120 - Life Drawing (3)	___ MUSI 1145 - Piano Class I (1)	* All languages require one full-year sequence for transfer credit
___ ART 2121 - Intro to Stained Glass (3)	___ MUSI 1146 - Piano Class II (1)	

#### OTHER ELECTIVES

\_\_\_ HEA 1101 - Health Education (2)    \_\_\_\_\_  
 \_\_\_ PYED 11XX - Physical Education Elective (1)    \_\_\_\_\_  
 \_\_\_\_\_

\*\* It is the student's responsibility to know and observe the requirements for his/her specific curriculum major.  
 Students should seek the assistance of an advisor.

### VIII. DEFICIENCIES

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*No single course can be used to fulfill more than one requirement, with the exception of Multiculturalism (Section VI).*

**Total Hours Page 2** \_\_\_\_\_

**Total Hours Page 1** \_\_\_\_\_

**Total Hours 1 & 2** \_\_\_\_\_

**55 Hrs. 2nd Digit "1"** \_\_\_\_\_

**OK Graduation? Yes  No**

# ASSOCIATE IN SCIENCE DEGREE

## RLC Graduation Requirements Worksheet

Students will not be denied admission because of deficiencies in high school work but must satisfy these deficiencies before graduation from Rend Lake College. **Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

The student's total program must contain a minimum of 64 semester hours of academic work with a grade-point average of not less than "C" (2.0). Candidates for this degree must complete an organized program of study which meets the following core requirements. No more than nine (9) credit hours of courses with a second digit of "2" may be used toward Rend Lake College graduation requirements. A maximum of eight (8) credit hours of one-credit hour PYED courses can be used toward graduation requirements. The Associate in Science Degree does not meet General Education Core Course (GECC) requirements. Students must complete an additional Social and Behavioral Sciences course and Humanities and Fine Arts course to meet GECC requirements.

**Illinois Articulation Initiative (IAI) General Education Core Courses (GECC) – [www.iTransfer.org](http://www.iTransfer.org) – are in bold. Only those courses which are designated as IAI GECC courses may be counted toward general education requirements. Always consult an academic advisor for assistance in selecting courses.**

### I. SOCIAL and BEHAVIORAL SCIENCES – Required 2 courses (6 hrs.)

Choose two subject areas:

#### IAI SOCIAL and BEHAVIORAL SCIENCES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 1102 - Western Civilization II (3)  | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3) |
| <input type="checkbox"/> ECON 1101 - Intro to Economics (3)         | <input type="checkbox"/> HIST 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2101 - Principles of Economics I (3)  | <input type="checkbox"/> HIST 2102 - American History II (3)      | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)*  | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

### II. MATHEMATICS – Required 2 or 3 courses (6-14 hrs.)

Required: One course minimum from the following list. Remaining course(s) from the following list or Math Electives.

#### IAI MATHEMATICS

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> MATH 1107 - Contemp. College Math (3)        | <input type="checkbox"/> MATH 2103 - Business Statistics (3)         | <input type="checkbox"/> MATH 2115 - Business Calculus (4)         |
| <input type="checkbox"/> MATH 1111 - Statistics (4)                   | <input type="checkbox"/> MATH 2106 - Finite Mathematics (3)          | <input type="checkbox"/> MATH 2122 - Calculus/An. Geometry II (5)  |
| <input type="checkbox"/> MATH 1121 - Calculus/Analytic Geometry I (5) | <input type="checkbox"/> MATH 2110 - Math/Elementary Teachers II (3) | <input type="checkbox"/> MATH 2123 - Calculus/An. Geometry III (4) |

### III. SCIENCE – Required 3 courses (10 to 15 hrs.)

Required: One Life Science course and one Physical Science course (at least one laboratory course). Remaining course can be from the list below, or from the Science Elective list.

#### IAI LIFE SCIENCES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Ecology (4) | <input type="checkbox"/> MICR 1111 - Microbiology (5)   |
| <input type="checkbox"/> BIO 1101 - College Biology (5)        | <input type="checkbox"/> BOT 1101 - Plants & Society (4)      | <input type="checkbox"/> ZOO 1101 - General Zoology (4) |

#### IAI PHYSICAL SCIENCES

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AST 1101 - Intro to Astronomy (4) * | <input type="checkbox"/> GEOL 1101 - Physical Geology (3)          | <input type="checkbox"/> PHY 1101 - College Physics I (5)    |
| <input type="checkbox"/> CHE 1101 - General Chemistry I (5)  | <input type="checkbox"/> PHSC 1101 - Physical Science (5)          | <input type="checkbox"/> PHY 1103 - University Physics I (5) |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)  | <input type="checkbox"/> PHSC 1102 - Princ. of Earth Science (3) * | * Not a laboratory course                                    |

### IV. HUMANITIES AND FINE ARTS – Required 2 courses (6 hrs.)

Required: One course selected from Humanities and one from Fine Arts

All languages require one full-year sequence for transfer credit

#### IAI HUMANITIES (Required one or two courses)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2110 - British Literature II (3)     | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)     |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2103 - World Religion (3)*         |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2113 - Introduction to Drama (3)     | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)* |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      |  |

#### IAI FINE ARTS (Required one or two courses)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ART 1101 - Art Appreciation (3)      | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)      | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3) |
| <input type="checkbox"/> HUMT 1104 - Introduction to Film (3) | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3) |   |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_

## ASSOCIATE IN SCIENCE DEGREE (cont.)

### V. COMMUNICATIONS – Required 3 courses (9 hrs.)

*Required: Two-course sequence in writing (with grade of "C" or better) (6 hrs.); one course in oral communications*

#### IAI COMMUNICATIONS

\_\_\_ COMM 1101 - Principles of Eff. Speaking (3)    \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)    \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. REND LAKE COLLEGE REQUIREMENTS

#### FIRST-YEAR EXPERIENCE

\_\_\_ ORIE 1101 - Orientation (1.5) - Required during first semester for degree-seeking students

#### MULTICULTURALISM (Choose 1 Course)

\_\_\_ ANTH 1101 – Cultural Anthropology (3)\*    \_\_\_ HIST 2106 – Black American History (3)\*\*\*    \_\_\_ PHIL 2105 – Non-Western Philosophy (3)\*\*  
 \_\_\_ EDUC 1107 – Diversity in Education (3)\*\*\*    \_\_\_ HIST 2107 – Latin American History (3)\*  
 \_\_\_ GEOG 1101 – Introduction to Geography (3)\*    \_\_\_ PHIL 2103 – World Religion (3)\*\*

\* Also meets requirement for Section I/Social and Behavioral Sciences

\*\* Also meets requirement for Section IV/Humanities and Fine Arts

\*\*\* Also meets requirement for Section VII/Electives

### VII. ELECTIVES – May be used to fulfill elective requirements for graduation and for major transfer to senior institutions. *IAI Articulated Majors Courses are in italics.*

#### SOCIAL / BEHAVIORAL SCIENCE ELECTIVES \*\*

\_\_\_ HIST 2106 - Black American History (3)    \_\_\_ PSYC 2106 - Human Relations (3)    \_\_\_ SOSOC 2101 - Topics in Social Science (3)  
 \_\_\_ PSYC 2103 - Educational Psychology (3)    \_\_\_ PSYC 2107 - Forensic Psychology (3)    \_\_\_ SOSOC 2102 - Inside-Out Prison Exchange (3)  
 \_\_\_ PSYC 2104 - Personality Dynamics (3)    \_\_\_ SOCI 2103 - Intro to Social Work (3)

#### MATH ELECTIVES \*\*

\_\_\_ MATH 1105 - Basic Concepts of Statistics (3)    \_\_\_ MATH 1110 - College Algebra / Trig (5)    \_\_\_ MATH 2130 - Differential Equations (3)  
 \_\_\_ MATH 1108 - College Algebra (3)    \_\_\_ MATH 1130 - Math/Elem. Teachers I (4)  
 \_\_\_ MATH 1109 - Plane Trigonometry (3)    \_\_\_ MATH 2108 - Linear Algebra (3)

#### SCIENCE ELECTIVES \*\*

\_\_\_ BIO 1104 - College Biology II (5)    \_\_\_ CSCI 1104 - Intro to Programming (4) \*    \_\_\_ PHY 2102 - Dynamics (3)  
 \_\_\_ CHE 1102 - General Chemistry II (5)    \_\_\_ CSCI 2104 - Advanced Programming (4) \*    \_\_\_ PHY 2121 - Electrical Engineer, Circuits (4)  
 \_\_\_ CHE 1104 - Q.A. / Inorganic Chemistry (5)    \_\_\_ ENGG 1101 - Engineering Graphics (4)    \_\_\_ ZOO 1105 - Anatomy / Physiology I (4)  
 \_\_\_ CHE 2120 - Organic Chemistry I (5)    \_\_\_ MICR 1101 - Basic Microbiology (4)    \_\_\_ ZOO 1106 - Anatomy / Physiology II (4)  
 \_\_\_ CHE 2121 - Organic Chemistry II (5)    \_\_\_ PHY 1102 - College Physics II (5)    \* Not a laboratory course  
 \_\_\_ CSCI 1101 - Introduction to Computers (3) \*    \_\_\_ PHY 1104 - University Physics II (5)  
 \_\_\_ CSCI 1102 - Comp. / Bus. Applications (3) \*    \_\_\_ PHY 2101 - Statics (3)

#### COMMUNICATIONS / HUMANITIES / FINE ARTS ELECTIVES \*\*

\_\_\_ ART 1103 - Design I (3)    \_\_\_ ART 2201 - Illustration I (3)    \_\_\_ MUSI 1159/2159 - Concert Choir (1)  
 \_\_\_ ART 1104 - Design II (3)    \_\_\_ ART 2202 - Illustration II (3)    \_\_\_ MUSI 1161/2161 - Concert Band (1)  
 \_\_\_ ART 1105 - Drawing I (3)    \_\_\_ COMM 1103 - Small Group Communication (3)    \_\_\_ MUSI 2101 - Music Theory III (3)  
 \_\_\_ ART 1106 - Drawing II (3)    \_\_\_ COMM 1104 - Interpersonal Commun. (3)    \_\_\_ MUSI 2102 - Music Theory IV (3)  
 \_\_\_ ART 1107 - Painting I (3)    \_\_\_ COMM 1106 - Intercultural Commun. (3)    \_\_\_ MUSI 2103 - Aural Skills III (1)  
 \_\_\_ ART 1108 - Painting II (3)    \_\_\_ ENGL 1103 - Creative Writing (3)    \_\_\_ MUSI 2104 - Aural Skills IV (1)  
 \_\_\_ ART 2105 - Sculpture I (3)    \_\_\_ ENGL 2103 - Special Topics in Literature (3)    \_\_\_ MUSI XXXX - Applied Lessons (1-2)  
 \_\_\_ ART 2106 - Sculpture II (3)    \_\_\_ ENGL 2106 - Intermediate Composition (3)    \_\_\_ SPAN 1101 - Elementary Spanish I (4) \*  
 \_\_\_ ART 2108 - Metalsmithing I (3)    \_\_\_ JOUR 1101 - Mass Media (3)    \_\_\_ SPAN 1102 - Elementary Spanish II (4) \*  
 \_\_\_ ART 2109 - Metalsmithing II (3)    \_\_\_ LEAD 1101 - Leadership Develop. Studies (3)    \_\_\_ SPAN 2101 - Modern Spanish I (4) \*  
 \_\_\_ ART 2111 - Art History I (3)    \_\_\_ LEAD 1102 - Furthering Leadership Poten. (3)    \_\_\_ SPAN 2102 - Modern Spanish II (4) \*  
 \_\_\_ ART 2112 - Art History II (3)    \_\_\_ MUSI 1101 - Music Theory I (3)    \_\_\_ THEA 1101 - Acting (3)  
 \_\_\_ ART 2113 - Introduction to Ceramics (3)    \_\_\_ MUSI 1102 - Music Theory II (3)    \_\_\_ THEA 1102 - Practicum in Theatre (3)  
 \_\_\_ ART 2114 - Advanced Ceramics (3)    \_\_\_ MUSI 1105 - Practicum in Music Theater (3)    \_\_\_ THEA 1103 - Acting II (3)  
 \_\_\_ ART 2115 - Printmaking I (3)    \_\_\_ MUSI 1109 - Music Fundamentals (3)    \_\_\_ THEA 1105 - Stage Makeup (3)  
 \_\_\_ ART 2116 - Printmaking II (3)    \_\_\_ MUSI 1111 - Music Literature (3)    \_\_\_ THEA 1107 - Intro to Technical Theater (3)  
 \_\_\_ ART 2120 - Life Drawing (3)    \_\_\_ MUSI 1145 - Piano Class I (1)  
 \_\_\_ ART 2121 - Intro to Stained Glass (3)    \_\_\_ MUSI 1146 - Piano Class II (1)  
 \* All languages require one full-year sequence for transfer credit

#### OTHER ELECTIVES

\_\_\_ HEA 1101 - Health Education (2)    \_\_\_\_\_  
 \_\_\_ PYED 11XX - Physical Education Elective (1)    \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\* It is the student's responsibility to know and observe the requirements for his/her specific curriculum major. Students should seek the assistance of an advisor.

### VIII. DEFICIENCIES

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

No single course can be used to fulfill more than one requirement, with the exception of Multiculturalism (Section VI).

Total Hours Page 2 \_\_\_\_\_

Total Hours Page 1 \_\_\_\_\_

Total Hours 1 & 2 \_\_\_\_\_

55 Hrs. 2nd Digit "1" \_\_\_\_\_

OK Graduation? Yes  No

## ASSOCIATE IN FINE ARTS DEGREE (ART)

### RLC Graduation Requirements Worksheet

Students will not be denied admission because of deficiencies in high school work but must satisfy these deficiencies before graduation from Rend Lake College. **Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

**IMPORTANT NOTE: Completion of the AFA curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum. Therefore, students will need to fulfill the general education requirements of the institution to which they transfer. Consult with your advisor for more information.**

The student's total program must contain a minimum of 64 semester hours of academic work with a grade-point average of not less than "C" (2.0). Candidates for this degree must complete an organized program of study which meets the following core requirements. No more than nine (9) credit hours of courses with a second digit of "2" may be used toward Rend Lake College graduation requirements. A maximum of eight (8) credit hours of one-credit hour PYED courses can be used toward graduation requirements.

#### I. SOCIAL and BEHAVIORAL SCIENCES – Required 2 courses (6 hrs.) [Art Education Requires 9 Hours]

Choose two or more subject areas:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 1102 - Western Civilization II (3)  | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3) |
| <input type="checkbox"/> ECON 1101 - Intro to Economics (3)         | <input type="checkbox"/> HIST 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2101 - Principles of Economics I (3)  | <input type="checkbox"/> HIST 2102 - American History II (3)      | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)*  | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

\*This course meets the requirement for this section and Section VIII/Multiculturalism.

#### II. MATHEMATICS – Required 1 course (3 hrs.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> MATH 1107 - Contemporary College Math (3) | <input type="checkbox"/> MATH 2103 - Business Statistics (3)    | <input type="checkbox"/> MATH 2115 - Business Calculus (4)         |
| <input type="checkbox"/> MATH 1111 - Statistics (4)                | <input type="checkbox"/> MATH 2106 - Finite Mathematics (3)     | <input type="checkbox"/> MATH 2122 - Calculus/An. Geometry II (5)  |
| <input type="checkbox"/> MATH 1121 - Calculus/An. Geometry I (5)   | <input type="checkbox"/> MATH 2110 - Math/Elem. Teachers II (3) | <input type="checkbox"/> MATH 2123 - Calculus/An. Geometry III (4) |

#### III. SCIENCE – Required 2 courses (7 hrs.)

Required: One Life Science course and one Physical Science course (at least one laboratory course)

##### LIFE SCIENCES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Ecology (4) | <input type="checkbox"/> MICR 1111 - Microbiology (5)   |
| <input type="checkbox"/> BIO 1101 - College Biology (5)        | <input type="checkbox"/> BOT 1101 - General Botany (5)        | <input type="checkbox"/> ZOO 1101 - General Zoology (4) |

##### PHYSICAL SCIENCES

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AST 1101 - Intro to Astronomy (4) * | <input type="checkbox"/> GEOL 1101 - Physical Geology (3)          | <input type="checkbox"/> PHY 1101 - College Physics I (5)    |
| <input type="checkbox"/> CHE 1101 - General Chemistry I (5)  | <input type="checkbox"/> PHSC 1101 - Physical Science (5)          | <input type="checkbox"/> PHY 1103 - University Physics I (5) |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)  | <input type="checkbox"/> PHSC 1102 - Princ. of Earth Science (3) * | * Not a laboratory course                                    |

#### IV. HUMANITIES – Required 2 courses (6 hrs.) [Art Education Requires 9 Hours]

All languages require one full-year sequence for transfer credit

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3) |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)     |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2113 - Introduction to Drama (3)     | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2103 - World Religion (3)*         |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> HUMT 1104 - Introduction to Film (3)      | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)* |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <input type="checkbox"/> ENGL 2110 - British Literature II (3)  | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)        | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3)    |

\*This course meets the requirement for this section and Section VIII/Multiculturalism.

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_

## ASSOCIATE IN FINE ARTS DEGREE (ART) *(cont.)*

### V. COMMUNICATIONS – Required 3 courses (9 hrs.)

*Required: Two-course sequence in writing (with grade of "C" or better) (6 hrs.); one course in oral communications*

\_\_\_ COMM 1101 - Principles of Eff. Speaking (3)      \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)      \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. ART REQUIREMENTS – Required 6 courses (18 hrs.)

\_\_\_ ART 1103 - Design I (3)                                      \_\_\_ ART 1105 - Drawing I (3)                                      \_\_\_ ART 2111 - Art History I (3)  
 \_\_\_ ART 1104 - Design II (3)                                      \_\_\_ ART 1106 - Drawing II (3)                                      \_\_\_ ART 2112 - Art History II (3)

### VII. ART ELECTIVES (9 hrs.)

\_\_\_ ART 1107 - Painting I (3)                                      \_\_\_ ART 2109 - Metalsmithing II (3)                                      \_\_\_ ART 2116 - Printmaking II (3)  
 \_\_\_ ART 1108 - Painting II (3)                                      \_\_\_ ART 2121 - Intro to Stained Glass (3)                                      \_\_\_ ART 2120 - Life Drawing (3)  
 \_\_\_ ART 2105 - Sculpture I (3)                                      \_\_\_ ART 2113 - Introduction to Ceramics (3)                                      \_\_\_ GRD 1201 - Intro to Graphic Design (3)  
 \_\_\_ ART 2106 - Sculpture II (3)                                      \_\_\_ ART 2114 - Ceramics II (3)  
 \_\_\_ ART 2108 - Metalsmithing I (3)                                      \_\_\_ ART 2115 - Printmaking I (3)

### VIII. REND LAKE COLLEGE REQUIREMENTS

#### FIRST-YEAR EXPERIENCE

\_\_\_ ORIE 1101 - Orientation (1.5) - Required during first semester for degree-seeking students

#### MULTICULTURALISM *(Choose 1 Course)*

\_\_\_ ANTH 1101 – Cultural Anthropology (3)\*      \_\_\_ HIST 2107 – Latin American History (3)\*      \_\_\_ PHIL 2105 – Non-Western Philosophy (3)\*\*  
 \_\_\_ GEOG 1101 – Introduction to Geography (3)\*      \_\_\_ PHIL 2103 – World Religion (3)\*\*

*\* Also meets requirement for Section I/Social and Behavioral Sciences*

*\*\* Also meets requirement for Section IV/Humanities*

### IX. DEFICIENCIES

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*No single course can be used to fulfill more than one requirement, with the exception of Multiculturalism (Section VI).*

**Total Hours Page 2** \_\_\_\_\_

**Total Hours Page 1** \_\_\_\_\_

**Total Hours 1 & 2** \_\_\_\_\_

**55 Hrs. 2nd Digit "1"** \_\_\_\_\_

**OK Graduation?** Yes  No

# ASSOCIATE IN FINE ARTS DEGREE (MUSIC – VOCAL & INSTRUMENTAL OPTION)

## RLC Graduation Requirements Worksheet

Students will not be denied admission because of deficiencies in high school work but must satisfy these deficiencies before graduation from Rend Lake College. **Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

**IMPORTANT NOTE: Completion of the AFA degree does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the requirements for the Associate in Art or Associate in Science degrees. Therefore, students will need to fulfill the general education requirements of the institution to which they transfer.**

The student's total program must contain a minimum of 64 semester hours of academic work with a grade-point average of not less than "C" (2.0). Candidates for this degree must complete an organized program of study which meets the following core requirements. No more than nine (9) credit hours of courses with a second digit of "2" may be used toward Rend Lake College graduation requirements. A maximum of eight (8) credit hours of one-credit hour PYED courses can be used toward graduation requirements.

### I. SOCIAL and BEHAVIORAL SCIENCES – Required 1 course (3 hrs.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 1102 - Western Civilization II (3)  | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3) |
| <input type="checkbox"/> ECON 1101 - Intro to Economics (3)         | <input type="checkbox"/> HIST 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2101 - Principles of Economics I (3)  | <input type="checkbox"/> HIST 2102 - American History II (3)      | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)*  | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

\*This course meets the requirement for this section and Section IX/Multiculturalism.

### II. MATHEMATICS – Required 1 course (3 hrs.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> MATH 1107 - Contemporary College Math (3) | <input type="checkbox"/> MATH 2103 - Business Statistics (3)    | <input type="checkbox"/> MATH 2115 - Business Calculus (4)         |
| <input type="checkbox"/> MATH 1111 - Statistics (4)                | <input type="checkbox"/> MATH 2106 - Finite Mathematics (3)     | <input type="checkbox"/> MATH 2122 - Calculus/An. Geometry II (5)  |
| <input type="checkbox"/> MATH 1121 - Calculus/An. Geometry I (5)   | <input type="checkbox"/> MATH 2110 - Math/Elem. Teachers II (3) | <input type="checkbox"/> MATH 2123 - Calculus/An. Geometry III (4) |

### III. SCIENCE – Required 2 courses (7 hrs.)

Required: One Life Science course and one Physical Science course (at least one laboratory course)

#### LIFE SCIENCES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Ecology (4) | <input type="checkbox"/> MICR 1111 - Microbiology (5)   |
| <input type="checkbox"/> BIO 1101 - College Biology (5)        | <input type="checkbox"/> BOT 1101 - General Botany (5)        | <input type="checkbox"/> ZOO 1101 - General Zoology (4) |

#### PHYSICAL SCIENCES

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AST 1101 - Intro to Astronomy (4) * | <input type="checkbox"/> GEOL 1101 - Physical Geology (3)          | <input type="checkbox"/> PHY 1101 - College Physics I (5)    |
| <input type="checkbox"/> CHE 1101 - General Chemistry I (5)  | <input type="checkbox"/> PHSC 1101 - Physical Science (5)          | <input type="checkbox"/> PHY 1103 - University Physics I (5) |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)  | <input type="checkbox"/> PHSC 1102 - Princ. of Earth Science (3) * | * Not a laboratory course                                    |

### IV. HUMANITIES – Required 2 courses (6 hrs.)

\* All languages require one full-year sequence for transfer credit

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2110 - British Literature II (3)     | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)     |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2103 - World Religion (3)*         |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2113 - Introduction to Drama (3)     | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)* |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      |  |

\*This course meets the requirement for this section and Section IX/Multiculturalism.

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_

# ASSOCIATE IN FINE ARTS DEGREE (MUSIC – VOCAL & INSTRUMENTAL OPTION) (cont.)

## V. COMMUNICATIONS – Required 3 courses (9 hrs.)

*Required: Two-course sequence in writing (with grade of "C" or better) (6 hrs.); one course in oral communications*

- \_\_\_ COMM 1101 - Principles of Eff. Speaking (3)      \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)      \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

## VI. MUSIC – Required 12 courses (23 hrs.)

*Required: Two semesters of MUSI 1127 - Applied Music I (Keyboard)*

- |                                     |  |                                      |
|-------------------------------------|--|--------------------------------------|
| ___ MUSI 1101 - Music Theory I (3)  | ___ MUSI 1111 - Music Literature (3)           | ___ MUSI 2101 - Music Theory III (3) |
| ___ MUSI 1102 - Music Theory II (3) | ___ MUSI 1127 - Applied Music I – Piano (1) x2 | ___ MUSI 2102 - Music Theory IV (3)  |
| ___ MUSI 1103 - Aural Skills I (1)  | ___ MUSI 1145 - Piano Class I (1)              | ___ MUSI 2103 - Aural Skills III (1) |
| ___ MUSI 1106 - Aural Skills II (1) | ___ MUSI 1146 - Piano Class II (1)             | ___ MUSI 2104 - Aural Skills IV (1)  |

## VII. MUSIC ENSEMBLES – Required 4 semesters (4 hrs.) (INSTRUMENTAL OPTION)

*Required: Two semesters of MUSI 1161 & MUSI 2161*

- \_\_\_ MUSI 1161 - Concert Band I (1) x2      \_\_\_ MUSI 2161 - Concert Band II (1) x2

### (VOCAL OPTION)

*Required: Two semesters of MUSI 1159 & MUSI 2159 or two semesters of MUSI 1161 & MUSI 2161*

- \_\_\_ MUSI 1159 - Concert Choir I (1) x2      \_\_\_ MUSI 2159 - Concert Choir II (1) x2

## VIII. APPLIED MUSIC – Required 4 semesters (8 hrs.)

### (INSTRUMENTAL OPTION)

*Required: Four semesters of principal instrument lessons*

- |  |  |   |
|--|--|---|
| ___ MUSI 1121 - Applied Music I – Woodwinds (2)  | ___ MUSI 1126 - Applied Music I – Classical Guitar (2) | ___ MUSI 2123 - Applied Music II – Strings (2)          |
| ___ MUSI 1122 - Applied Music I – Brass (2)      | ___ MUSI 1127 - Applied Music I – Keyboard (2)         | ___ MUSI 2124 - Applied Music II – Percussion (2)       |
| ___ MUSI 1123 - Applied Music I – Strings (2)    | ___ MUSI 2121 - Applied Music II – Woodwinds (2)       | ___ MUSI 2126 - Applied Music II – Classical Guitar (2) |
| ___ MUSI 1124 - Applied Music I – Percussion (2) | ___ MUSI 2122 - Applied Music II – Brass (2)           | ___ MUSI 2127 - Applied Music II – Keyboard (2)         |

### (VOCAL OPTION)

*Required: Four semesters of applied voice lessons*

- \_\_\_ MUSI 1120 - Applied Music I – Private Voice (2)      \_\_\_ MUSI 2120 - Applied Music II – Private Voice (2)

## IX. REND LAKE COLLEGE REQUIREMENTS

### FIRST-YEAR EXPERIENCE

- \_\_\_ ORIE 1101 - Orientation (1.5) - Required during first semester for degree-seeking students

### MULTICULTURALISM (Choose 1 Course)

- |  |   |  |
|--|---|--|
| ___ ANTH 1101 – Cultural Anthropology (3)*     | ___ HIST 2107 – Latin American History (3)* | ___ PHIL 2105 – Non-Western Philosophy (3)** |
| ___ GEOG 1101 – Introduction to Geography (3)* | ___ PHIL 2103 – World Religion (3)**        |  |

\* Also meets requirement for Section I/Social and Behavioral Sciences

\*\* Also meets requirement for Section IV/Humanities

## X. DEFICIENCIES

_____	_____
_____	_____
_____	_____

No single course can be used to fulfill more than one requirement, with the exception of Multiculturalism (Section VI).

Total Hours Page 2 \_\_\_\_\_

Total Hours Page 1 \_\_\_\_\_

Total Hours 1 & 2 \_\_\_\_\_

55 Hrs. 2nd Digit "1" \_\_\_\_\_

OK Graduation? Yes  No

# ASSOCIATE IN ENGINEERING SCIENCE DEGREE

## RLC Graduation Requirements Worksheet

Students will not be denied admission because of deficiencies in high school work but must satisfy these deficiencies before graduation from Rend Lake College. **Meeting graduation requirements ultimately is the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisors in selecting courses.**

**IMPORTANT NOTE: Completion of the AES degree does not fulfill the requirements of the Illinois General Education Core Curriculum. Therefore, students will need to fulfill the general education requirements of the institution to which they transfer.** The student's total program must contain a minimum of 68 semester hours of academic work with a grade-point average of not less than "C" (2.0).

### I. SOCIAL and BEHAVIORAL SCIENCES – Required 1 course (3 hrs.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 1102 - Western Civilization II (3)  | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3) |
| <input type="checkbox"/> ECON 1101 - Intro to Economics (3)         | <input type="checkbox"/> HIST 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2101 - Principles of Economics I (3)  | <input type="checkbox"/> HIST 2102 - American History II (3)      | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)*  | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

### II. MATHEMATICS – Required 4 courses (17 hrs.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> MATH 1121 - Calculus/An. Geometry I (5)  | <input type="checkbox"/> MATH 2123 - Calculus/An. Geometry III (4) | <input type="checkbox"/> MATH 2130 - Differential Equations (3) |
| <input type="checkbox"/> MATH 2122 - Calculus/An. Geometry II (5) |  |   |

### III. SCIENCE – Required 6 or 7 courses (21-30 hrs.)

*Required: All three Physical Science courses listed and the Computer Programming course; two or three courses from Engineering Specialties*

- |  |   |  |
|--|---|--|
| <b>PHYSICAL SCIENCES (15 hours)</b>                                |   |  |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)        | <input type="checkbox"/> PHY 1103 - University Physics I (5)  | <input type="checkbox"/> COMPUTER PROGRAMMING (3 hours)          |
|  | <input type="checkbox"/> PHY 1104 - University Physics II (5) | <input type="checkbox"/> CSCI 1103 - Intro to Programming (3)    |
| <b>LIFE SCIENCES</b>   |   |  |
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4)     | <input type="checkbox"/> BIO 1102 - Environmental Ecology (4) | <input type="checkbox"/> MICR 1111 - Microbiology (5)            |
| <input type="checkbox"/> BIO 1101 - College Biology (5)            | <input type="checkbox"/> BOT 1101 - General Botany (5)        | <input type="checkbox"/> ZOO 1101 - General Zoology (4)          |
| <b>ENGINEERING SPECIALTIES (6-15 hours)</b>                        |   |  |
| <i>Chemical Engineering</i>  | <i>Civil Engineering</i>                                      | <i>Electrical Engineering</i>                                    |
| <input type="checkbox"/> CHE 1104 - Q.A. / Inorganic Chemistry (5) | <input type="checkbox"/> ENGG 1101 - Engineering Graphics (4) | <input type="checkbox"/> PHY 2121 - Electrical Eng. Circuits (4) |
| <input type="checkbox"/> CHE 2120 - Organic Chemistry I (5)        | <input type="checkbox"/> PHY 2101 - Statics (3)               |  |
| <input type="checkbox"/> CHE 2121 - Organic Chemistry II (5)       | <input type="checkbox"/> PHY 2102 - Dynamics (3)              |  |

### IV. HUMANITIES AND FINE ARTS – Required 1 course (3 hrs.)

*Required: One course selected from either Humanities or Fine Arts*  
 \* All languages require one full-year sequence for transfer credit

- |   |  |  |
|---|--|--|
| <b>HUMANITIES</b>   |  |  |
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2109 - British Literature I (3)      | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)    |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2110 - British Literature II (3)     | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)     |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2103 - World Religion (3)*         |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2113 - Intro to Drama (3)            | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)* |
|   | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <b>FINE ARTS</b>  |  |  |
| <input type="checkbox"/> ART 1101 - Art Appreciation (3)        | <input type="checkbox"/> HUMT 1104 - Introduction to Film (3)      | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3) |
|   | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)        | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3)    |

\*This course meets the requirement for this section and Section VI/Multiculturalism.

### V. COMMUNICATIONS – Required 3 courses (9 hrs.)

*Required: Two-course sequence in writing (with grade of "C" or better) (6 hrs.); one course in oral communications*

- |  |  |
|--|--|
| <input type="checkbox"/> COMM 1101 - Principles of Eff. Speaking (3) | <input type="checkbox"/> ENGL 1102 - Rhetoric and Comp. II (3) |
| <input type="checkbox"/> ENGL 1101 - Rhetoric and Comp. I (3)        | <input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *   |

### VI. REND LAKE COLLEGE REQUIREMENTS

#### FIRST-YEAR EXPERIENCE

- ORIE 1101 - Orientation (1.5) - Required during first semester for degree-seeking students

#### MULTICULTURALISM (Choose 1 Course)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (3)*     | <input type="checkbox"/> HIST 2107 - Latin American History (3)* | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)** |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)* | <input type="checkbox"/> PHIL 2103 - World Religion (3)**        |   |

\* Also meets requirement for Section I/Social and Behavioral Sciences | \*\* Also meets requirement for Section IV/Humanities & Fine Arts

### VII. DEFICIENCIES *No single course can be used to fulfill more than one requirement.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Hours I through VI** \_\_\_\_\_

**56 Hrs. 2nd Digit "1"** \_\_\_\_\_

**OK Graduation?** Yes  No

*No single course can be used to fulfill more than one requirement, with the exception of Multiculturalism (Section VI).*





**DEGREE & CERTIFICATE PROGRAMS**

# FACULTY CONTACTS FOR PROGRAMS

Students must see a Faculty Advisor or Academic Advisor before registering. When a Faculty Advisor is not available, or if an advisor is not listed for your major, students should see the Dean or an Academic Advisor.

## Academic Advisement Center

### Associate VP of Academic & Student Services

Henry "Buster" Leeck.....Ext. 1790 / leeckh@rlc.edu / Admin. 110

### Director of Advising

Jena Jensik.....Ext. 1293 / jensikj@rlc.edu / Admin. 108

### Advisors

Heather Bauersachs....Ext. 1361 / bauersachsh@rlc.edu / Admin. 122

Jessica Bertolozzi.....Ext. 1296 / bertolozzij@rlc.edu / Admin. 109

Kaila Tyner .....Ext. 1246 / tynerk@rlc.edu / Admin. 107

## Allied Health Division

### Dean; Advisor for EMT / EMT - Paramedic / Phlebotomy /

#### Pharmacy Tech / Biomedical / Certified Nurse Assistant

Bria Robinson.....Ext. 1777 / robinsonb@rlc.edu / S. Oasis 116

### Medical Assistant

Dr. Nina Goloubeva.....Ext. 1766 / goloubevan@rlc.edu / ATC 200

### Medical Coding / Health Information Technology

Lora Phillips.....Ext. 1776 / phillipsl@rlc.edu / ATC 190

### Nursing

Dr. Susan Wiley.....Ext. 1763 / wileys@rlc.edu / S. Oasis 123

### Radiologic Technology

Holly Heisner .....Ext. 1778 / heisnerh@rlc.edu / ATC 198

### Advisor for All Other Allied Health Programs

Bria Robinson.....Ext. 1777 / robinsonb@rlc.edu / S. Oasis 116

## Applied Science & Technology Division

### Dean; Advisor for: Architecture/ Certified Production

#### Technology / Computer Aided Drafting/ Electricity/ Facilities

#### Management / Machining / Manufacturing Technology / Mining

#### Technology

Gabriele Farner.....Ext. 1292 / farnerg@rlc.edu / ATC 138

### Agriculture, Agricultural Business, Agricultural Production &

#### Management, Plant and Soil

Kathy Helmers.....Ext. 1066 / helmersk@rlc.edu / ASC 113

### Agricultural Mechanics

Mike Burris .....Ext. 1269 / burris@rlc.edu / ASC 112

Colin Jones.....Ext. 7915 / jonesc@rlc.edu / ASC 115

### Automotive Technology

Shannon Perkins.....Ext. 1784 / perkins@rlc.edu / N. Oasis 108

Nigel Thompson.....Ext. 1806 / thompson@rlc.edu / N. Oasis 111

### Business

Mark Jornd.....Ext. 1273 / jorndm@rlc.edu / ATC 185

Sarah Bilderbeck .....Ext. 1754 / bilderbeck@rlc.edu / ATC 180

### IT Systems

Chris Edwards.....Ext. 1278 / edwardsc@rlc.edu / ATC 184

### Computer Programming / Computer Science

Brad Helm .....Ext. 1814 / helmb@rlc.edu / ATC 181

### Criminal Justice

Ron Meek.....Ext. 1239 / meekr@rlc.edu / ATC 136

### Diesel Technology

Mike Burris .....Ext. 1269 / burris@rlc.edu / ASC 112

Colin Jones.....Ext. 7915 / jonesc@rlc.edu / ASC 115

### Entrepreneurship

Corey Phillips .....Ext. 2003 / phillipsc@rlc.edu / RLM 339

### Heavy Equipment Technology

Zachary Vahlkamp .....Ext. 7914 / vahlkampz@rlc.edu / ASC 114

### Industrial Electronics and Maintenance Technology

Chris Sink.....Ext. 1798 / sink@rlc.edu / ATC 183

### Unmanned Aircraft Systems

Chris Edwards.....Ext. 1278 / edwardsc@rlc.edu / ATC 184

### Visual Communications Design

Jennifer Tarantino Linsin...Ext. 1716 / tarantino@rlc.edu / N. Oasis 110

### Welding Technology

Mike Meinert .....Ext. 1345 / meinertm@rlc.edu / ATC 109

Pete Wilce.....Ext. 1272 / wilcep@rlc.edu / ATC 135

## Arts & Sciences Division

### Dean; Advisor for: Engineering / English / Foreign Lang. /

#### Journalism / Pre-Law / Sociology/Math

Andrea Banach.....Ext. 1258 / banacha@rlc.edu / N. Oasis 145

### Art

Melissa McClement-Engler

.....Ext. 1718 / mcclement@rlc.edu / N. Oasis 140

### Biology/ Pre-Med

Caroline Ragan.....Ext. 1378 / raganc@rlc.edu / S. Oasis 147

### Chemistry

Paul Sandrock.....Ext. 1732 / sandrockp@rlc.edu / S. Oasis 138

### Communications

Dr. Elizabeth Bailey-Smith....Ext. 1493 / smithe@rlc.edu / N. Oasis 144

### History

Dr. Nathan Brouwer.....Ext. 1792 / brouwern@rlc.edu / N. Oasis 151

### Music

Sara Alstat.....Ext. 1817 / alstats@rlc.edu / N. Oasis 148

### Psychology

Dr. Jeannie Mitchell.....Ext. 1804 / mitchellj@rlc.edu / N. Oasis 142

### Theatre

Tracey Webb .....Ext. 1295 / webbt@rlc.edu / N. Oasis 113

## Community and Corporate Education

### Dean; Community and Corporate Education; Advisor for:

#### Early Childhood Education / Truck Driver Training

Margo Wagner.....Ext. 1367 / wagnerm@rlc.edu / STC 207

### Cosmetology / Barber

Daphne Mitchell.....Ext. 2030 / mitchelld@rlc.edu / RLC MarketPlace

### Culinary Arts

Jeff Fairbanks .....Ext. 1334 / fairbanksj@rlc.edu / STC 132A

### Esthetics / Nail Technology

Melissa Bertschi ....Ext. 2030 / bertschime@rlc.edu / RLC MarketPlace

## Satellite Campuses

### RLC Murphy-Wall Pinckneyville Campus

Heather Bauersachs .....Ext. 3001 / bauersachsh@rlc.edu / MWPC

### RLC MarketPlace (Mt. Vernon)

Corey Phillips .....Ext. 2003 / phillipsc@rlc.edu / RLCMP

## ASSOCIATE DEGREES

Agricultural Business (AAS) .....	82
Agricultural Mechanics (AAS) .....	82
Agricultural Production & Management (AAS) .....	83
Agriculture (AA) .....	84
Architectural Technology (AAS) .....	84
Art (AFA) .....	86
Automotive Technology (AAS) .....	87
Biological Sciences (AS) .....	87
Biomedical Electronics (AAS) .....	88
Business (AA) .....	89
Business (AAS) .....	89
Chemistry (AS) .....	91
Communications (AA) .....	92
Computer Programming (AAS) .....	93
Computer Science - Business (AS) .....	94
Computer Science - Science (AS) .....	94
Cosmetology	
Barber (AAS) .....	96
Cosmetology (AAS) .....	95
Criminal Justice (AA) .....	98
Criminal Justice (AAS) .....	99
Culinary Arts Management (AAS) .....	100
Diesel Technology (AAS) .....	100
Early Childhood Education (AAS) .....	101
Education	
Elementary (AA) .....	102
Secondary (AA / AS) .....	103
EMT Paramedic .....	103
Engineering Science (AES) .....	104
Engineering Technology (AS) .....	105
English (AA) .....	105
Facility Management .....	106
Heavy Equipment Technology (AAS) .....	106
History (AA) .....	107
Industrial Electronics & Maintenance Technician (AAS) .....	107
Industrial Technology (AS) .....	108
IT Database Specialist (AAS) .....	109
IT Security Specialist (AAS) .....	110
Manufacturing Technology (AAS) .....	112
Mathematics (AA) .....	113
Medical Assistant (AAS) .....	113
Music (AFA)	
Instrumental Option .....	115
Vocal Option .....	115
Nursing (AAS) .....	116
Plant & Soil Science (AA) .....	117
Political Science (AA) .....	118
Pre-Dentistry (AS) .....	118
Pre-Law (AA / AS) .....	118
Pre-Medicine (AS) .....	118
Pre-Pharmacy (AS) .....	118
Pre-Veterinary Medicine (AS) .....	118
Psychology (AA) .....	119
Radiologic Technology (AAS) .....	119
Social Work (AA) .....	120
Sociology (AA) .....	121
Visual Communication Design (AAS) .....	122
Welding Technology (AAS) .....	124

## OCCUPATIONAL CERTIFICATES

Agricultural Mechanics .....	83
Agricultural Production & Management .....	83
Architectural Technology .....	85
Computer-Aided Drafting .....	85
Automotive Technology .....	86
Automotive Air Conditioning .....	87
Automotive Brake .....	86
Automotive Electrical .....	86
Automotive Engine Repair .....	87
Automotive Suspension & Steering .....	86
Automotive Transmission .....	86
Ford Maintenance & Light Repair .....	87
Basic Nursing Assistant Training .....	87
Business	
Business Management .....	90
Business Management II .....	90
Entrepreneurship .....	91
Financial Associate .....	91
Human Resource Associate .....	91
Computer Programming .....	93
Programming with .NET Platform .....	93
Cosmetology .....	95
Barber .....	96
Barber Teacher I .....	97
Barber Teacher II .....	97
Cosmetology Teacher I .....	98
Cosmetology Teacher II .....	98
Esthetics .....	97
Nail Technology .....	97
Criminal Justice	
Police & Corrections .....	99
Police Science .....	99
Private Protection .....	99
Culinary Arts .....	100
Baking & Pastry Arts .....	100
Diesel Technology .....	100
Early Childhood Education	
Early Childhood Assistant .....	101
Early Childhood Certificate - Level 2 .....	102
Early Childhood Certificate - Level 3 .....	102
Early Childhood Education .....	101
Technical Assistance Credential .....	102
Emergency Medical Technician .....	103
EMT Paramedic .....	103
Heavy Equipment Technology .....	106
Industrial Electronics & Maintenance Technician	
Basic Machining .....	108
PLC .....	108
Robots & Automation .....	108
Industrial Maintenance Multi-Tech .....	108
Industrial Maintenance Technician .....	108
IT Specialist	
Computer Networking .....	110
Cyber Security Specialist .....	111
Linux Networking .....	111
PC Maintenance .....	111
Windows .....	111
IT Systems Assistant	
Microsoft User .....	110
Manufacturing Technology .....	112
Certified Production Technician .....	112
Medical Assistant .....	113
Medical Coding .....	114
Medical Support Specialist .....	114
Mining Technology	
Mine Operations .....	114
Office Systems Technology	
Office Technologies Assistant .....	116
Personal Care Aide .....	117
Pharmacy Technician .....	117
Phlebotomy .....	117
Practical Nursing .....	116
Radiologic Technology	
Computed Tomography .....	120
MRI .....	120
Truck Driver Training .....	121
Heavy Equipment Transportation .....	121
Unmanned Aircraft Systems .....	122
Veterinary Assistant .....	122
Visual Communication Design	
Graphic Technician .....	122
Graphic Web Design .....	123
Marketing Specialist .....	122
Motion Design .....	123
Welding Technology .....	124
Advanced Metalworking .....	124
Advanced Welding Techniques .....	124
Pipe Welding Technology .....	124
Welding Fundamentals .....	124

**IMPORTANT!** Outlines for the Associate in Arts, Science, Fine Arts and Engineering Science Degree programs which follow are strictly recommended outlines of coursework for those majors. Specific coursework will vary depending on transfer institution requirements. Rend Lake College Associate Degree requirements are outlined in the worksheets found elsewhere in this catalog. Consult with your counselor or advisor for more information about your program of study.

## AGRICULTURAL BUSINESS

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program leading to an Associate in Applied Science Degree. Courses are designed to meet the needs of students who wish to pursue a career in the broad area of agricultural business at the mid-management level. Graduates should find interesting and rewarding opportunities in agricultural sales and services. Upon completion of this program, the student has the option to capstone into a participating four-year institution.

► **Total = 68 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1161 Soil Science	4
<input type="checkbox"/>	AGRI 1222 Applied Mathematics <sup>1</sup>	
	MATH <b>or</b> Elective – Mathematics <sup>1</sup>	3
<input type="checkbox"/>	AGRI 1251 Intro to Ag Production	3
<input type="checkbox"/>	AGRI 1285 Agricultural Technologies	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1141 Agricultural Economics	3
<input type="checkbox"/>	AGRI 1210 Supervised Occupational Experience	4
<input type="checkbox"/>	AGRI 1221 Intro to Agricultural Occupations	
	BUSI 1202 <b>or</b> Employability Skills	1
<input type="checkbox"/>	AGRI 1223 Intro to Ag Business	3
<input type="checkbox"/>	AGRI 1262 Agricultural Chemicals	<u>3</u>
		14

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1263 Crop Science	4
<input type="checkbox"/>	AGRI 2223 Agricultural Finance	3
<input type="checkbox"/>	AGRI 2225 Food and Agricultural Policy	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology <sup>1</sup>	
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		19

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1181 Introduction to Animal Science	4
<input type="checkbox"/>	AGRI 2210 Supervised Occupational Experience	4
<input type="checkbox"/>	AGRI 2241 Farm Management	3
<input type="checkbox"/>	AGRI 2242 Marketing Agricultural Products	5
<input type="checkbox"/>	Elective – General Education <sup>1,2</sup>	<u>3</u>
		19

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> See Division Chairperson for list of approved courses.

## AGRICULTURAL MECHANICS

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program leading to an Associate in Applied Science Degree. The program is designed to prepare students for occupations involving the maintenance and repair of implements such as tractors, combines and other farm machinery. Upon completion of the curriculum, the student should have a thorough knowledge of engine and equipment repair, servicing, sales and management. Also upon completion, the student has the option to capstone into a participating four-year institution.

► **Total = 69 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1205 Assembling, Adjusting and	
	Reconditioning Farm Equipment <b>or</b>	
	AGRI 1207 Machinery Reconditioning Restoration	5
<input type="checkbox"/>	AGRI 1208 Diesel Engines	6
<input type="checkbox"/>	AGRI 1215 Small Engines	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	<u>3</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1204 Physics of Hydraulics	4
<input type="checkbox"/>	AGRI 1210 Supervised Occupational Experience	4
<input type="checkbox"/>	AGRI 1221 Intro to Agricultural Occupations	1
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking <sup>1</sup>	3
<input type="checkbox"/>	CSCI 1101 Intro to Computers <b>or</b>	
	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	DIEL 1202 Basic Diesel Fuel Systems	<u>2</u>
		17

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1203 Ignition and Electrical Systems	5
<input type="checkbox"/>	AGRI 1222 Applied Mathematics <sup>1</sup>	3
<input type="checkbox"/>	AGRI 1285 Agricultural Technologies	3
<input type="checkbox"/>	AGRI 2201 Transmission and Power Trains	4
<input type="checkbox"/>	DIEL 1204 Intermediate Diesels	<u>4</u>
		19

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1206 Ag Air Conditioning Systems	4
<input type="checkbox"/>	AGRI 2204 Advanced Major Overhaul	5
<input type="checkbox"/>	AGRI 2210 Supervised Occupational Experience II <b>or</b>	
	AGRI 2206 Advanced Electrical & Hydraulics	4
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	<u>3</u>
		16

**RECOMMENDED COURSE:**

<input type="checkbox"/>	WELD 1270 Introduction to Welding Processes	4
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<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> See Division Chairperson for list of approved courses.



## AGRICULTURAL MECHANICS

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

► Total = 30 Hours

#### Fall Semester

	Cr. Hrs.
<input type="checkbox"/> AGRI 1203 Ignition and Electrical Systems	5
<input type="checkbox"/> AGRI 1208 Diesel Engines	6
<input type="checkbox"/> AGRI 2201 Transmission and Power Trains	<u>4</u>
	15

#### Spring Semester

<input type="checkbox"/> AGRI 1204 Physics of Hydraulics	4
<input type="checkbox"/> AGRI 1206 Ag Air Conditioning Systems	4
<input type="checkbox"/> AGRI 2204 Advanced Major Overhaul	5
<input type="checkbox"/> DIEL 1202 Basic Diesel Fuel Systems	<u>2</u>
	15

#### RECOMMENDED ELECTIVES

<input type="checkbox"/> AGRI 1215 Small Engines	3
<input type="checkbox"/> AGRI 1285 Agriculture Technologies	3
<input type="checkbox"/> WELD 1270 Introduction to Welding Processes	4

## AGRICULTURAL PRODUCTION & MANAGEMENT

### Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The two-year Agricultural Production and Management program leads to an Associate in Applied Science Degree combining many of the features in mechanical and business curricula to help students stay abreast with the dynamic, ever-changing agriculture industry.

These changes are increasing the need and the opportunities for individuals who possess both technical knowledge and management ability. RLC students develop decision-making abilities by being exposed to such areas as farm management, economics and marketing. Courses like those dealing with feeds and feeding, soils and fertilizers and ag chemicals are intended to help develop technical skills.

Unique to this program are the mechanical courses designed to develop skills needed to service the machines common in today's agriculture.

The Agricultural Production and Management program originally was designed for students who already have an opportunity to farm. However, many other employment opportunities are available as managers and herdsman on large grain and livestock farms or as fertilizer, chemical and seed suppliers to ag service companies.

Upon completion of this program, the student has the option to capstone into a participating four-year institution.

► Total = 71 Hours

#### Fall Semester

	Cr. Hrs.
<input type="checkbox"/> AGRI 1161 Soil Science	4
<input type="checkbox"/> AGRI 1208 Diesel Engines	6
<input type="checkbox"/> AGRI 1222 Applied Mathematics <sup>1</sup>	
MATH <b>or</b> Math Elective <sup>1</sup>	3
<input type="checkbox"/> AGRI 1251 Intro to Ag Production	3
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	<u>3</u>
	19

continued on top of next column ...

#### Spring Semester

<input type="checkbox"/> AGRI 1141 Agricultural Economics	3
<input type="checkbox"/> AGRI 1210 Supervised Occupational Experience	4
<input type="checkbox"/> AGRI 1221 Intro to Agricultural Occupations	
<b>or</b> Employability Skills	1
<input type="checkbox"/> AGRI 1223 Intro to Ag Business	3
<input type="checkbox"/> AGRI 1262 Agricultural Chemicals	3
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	<u>3</u>
	17

#### Fall Semester

<input type="checkbox"/> AGRI 1205 Assembling, Adjusting and Reconditioning Farm Equipment <b>or</b>	
AGRI 1207 Machinery Reconditioning Restoration	5
<input type="checkbox"/> AGRI 1263 Crop Science	4
<input type="checkbox"/> AGRI 1285 Agricultural Technologies	3
<input type="checkbox"/> AGRI 2225 Food & Agricultural Policy	3
<input type="checkbox"/> PSYC 2101 Introduction to Psychology <sup>1</sup>	
PSYC 2106 <b>or</b> Human Relations	<u>3</u>
	18

#### Spring Semester

<input type="checkbox"/> AGRI 1181 Introduction to Animal Science	4
<input type="checkbox"/> AGRI 2241 Farm Management	3
<input type="checkbox"/> AGRI 2242 Marketing Agricultural Products	5
<input type="checkbox"/> DIEL 1202 Basic Diesel Fuel Systems	2
<input type="checkbox"/> Elective – General Education	<u>3</u>
	17

#### RECOMMENDED ELECTIVES

AGRI 2223 Agricultural Finance <sup>2</sup>	3
WELD 1270 Intro to Welding Processes	4

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Highly recommended for students in Ag Production / Management.

## AGRICULTURAL PRODUCTION & MANAGEMENT

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

► Total = 30 Hours

#### Fall Semester

	Cr. Hrs.
<input type="checkbox"/> AGRI 1161 Soil Science	4
<input type="checkbox"/> AGRI 1205 Assembling, Adjusting and Reconditioning Farm Equipment <b>or</b>	
AGRI 1207 Machinery Reconditioning Restoration	5
<input type="checkbox"/> AGRI 1208 Diesel Engines	6
<input type="checkbox"/> AGRI 1263 Crop Science	<u>4</u>
	19

#### Spring Semester

<input type="checkbox"/> AGRI 1181 Intro to Animal Science	4
<input type="checkbox"/> AGRI 1221 Intro to Agricultural Occupations	
<b>or</b> Employability Skills	1
<input type="checkbox"/> AGRI 2241 Farm Management	3
<input type="checkbox"/> Elective ( <i>Fall or Spring</i> )	<u>3</u>
	11

#### RECOMMENDED ELECTIVES

AGRI 1262 Agricultural Chemicals	3
AGRI 1285 Agriculture Technologies	3
DIEL 1202 Basic Diesel Fuel Systems	2

## AGRICULTURE

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of agriculture, including ag education. It provides students with the background in agriculture and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the institution to which they are transferring and an advisor at Rend Lake College for any additional requirements.

► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1161	Soil Science	4
<input type="checkbox"/> BOT 1101	Plants & Society	4
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> MATH 1107	Contemporary College Math <sup>1</sup>	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1141	Agricultural Economics	3
<input type="checkbox"/> AGRI 1181	Introduction to Animal Science	4
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	<u>3</u>
		16

Fall Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1263	Crop Science	4
<input type="checkbox"/> CHE 1101	General Chemistry <sup>1</sup>	5
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Social / Behavioral Sciences	<u>3</u>
		18

Spring Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1262	Agricultural Chemicals	3
<input type="checkbox"/> CHE 1102	General Chemistry II <sup>1</sup>	5
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Social / Behavioral Sciences	<u>3</u>
		14

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## ARCHITECTURAL TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This is a two-year program leading to an Associate in Applied Science Degree in Architectural Technology. The curriculum has a 2+2 articulation agreement with Southern Illinois University Carbondale's Architectural Studies bachelor's degree program. The Architectural Technology program will provide students the necessary skills and abilities to enter the workforce in technical support positions in architectural- or construction-related fields.

► **Total = 69 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ARCH 1211	Intro to Architectural Theory / History	3
<input type="checkbox"/> ARCH 1205	Intro to Architectural Drawing	5
<input type="checkbox"/> CAD 1201	Intro to Computer-Aided Drafting	2
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/>	Elective – Math/Science	<u>3-5</u>
		18-20

Spring Semester		Cr. Hrs.
<input type="checkbox"/> ARCH 1209	Architectural Building Technology	3
<input type="checkbox"/> ARCH 2207	Architectural Rendering	4
<input type="checkbox"/> CAD 1203	CAD Applications – Architectural	2
<input type="checkbox"/> CAD 1208	CAD Applications – 3D	3
<input type="checkbox"/>	Elective – Math/Science	<u>3-5</u>
		15-17

Summer Term		Cr. Hrs.
<input type="checkbox"/> ARCH 2215	Mechanical / Electrical Systems	3

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ARCH 1202	Architectural Materials & Methods	5
<input type="checkbox"/> ARCH 2203	Site Surveying	4
<input type="checkbox"/> ARCH 2206	Architectural Drawing / Design	4
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/> ARCH 2216	Architectural / Engineering Project	4
<input type="checkbox"/> ARCH 2218	Site Planning	3
<input type="checkbox"/> ARCH 2226	Architectural Doc & Cost Estimating	3
<input type="checkbox"/> ARCH 2227	Architectural Building Codes	3
<input type="checkbox"/> ARCH 2230	Portfolio Review	1
<input type="checkbox"/>	Elective – General Education <sup>2</sup>	<u>3</u>
		17

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Rhetoric and Composition II (ENGL 1102) will be required for most baccalaureate-transfer programs.

**SUGGESTED GENERAL EDUCATION ELECTIVES:**

MATH:		Cr. Hrs.
MATH 1107	Contemporary College Mathematics <sup>1</sup>	3
MATH 1108	College Algebra	3
MATH 1109	Plane Trigonometry	3
MATH 1110	Precalculus	5
MATH 1201	Technical Mathematics <sup>2</sup>	3

SCIENCE:		Cr. Hrs.
PHSC 1101	Physical Science	5
PHY 1101	College Physics I	5
PHY 1102	College Physics II	5
PHY 1201	Technical Physics I <sup>2</sup>	5

Other Recommended Electives:		Cr. Hrs.
ARCH 2210	Architectural Internship	3
ART 1101	Art Appreciation	3

*continued on next page*



ENGL 1102	Rhetoric and Composition II	3
HIST 1101	Western Civilization I	3
HIST 1102	Western Civilization II	3

<sup>1</sup> IAI approved.

<sup>2</sup> Minimum requirement – may not transfer.

## ARCHITECTURAL TECHNOLOGY

*Occupational Certificate*

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 30 Hours**

### Fall Semester

<input type="checkbox"/>	ARCH 1205	Intro to Architectural Drawing	5
<input type="checkbox"/>	ARCH 2203	Site Surveying	4
<input type="checkbox"/>	ARCH 2215	Mechanical / Electrical Systems	3
<input type="checkbox"/>	ARCH 2225	Construction Systems	4
<input type="checkbox"/>	CAD 1201	Intro to Computer-Aided Drafting	<u>2</u>
			18

### Spring Semester

<input type="checkbox"/>	ARCH 1209	Architectural Building Technology	3
<input type="checkbox"/>	ARCH 2216	Architectural / Engineering Projects	4
<input type="checkbox"/>	ARCH 2218	Site Planning	3
<input type="checkbox"/>	CAD 1203	CAD Applications – Architectural	<u>2</u>
			12

## ARCHITECTURE — COMPUTER-AIDED DRAFTING

*Occupational Certificate \**

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 8 Hours**

### Fall Semester

<input type="checkbox"/>	CAD 1201	Intro to Computer-Aided Drafting	2
<input type="checkbox"/>	CAD 1204	CAD Applications – Mechanical	<u>2</u>
			4

### Spring Semester

<input type="checkbox"/>	CAD 1203	CAD Applications – Architectural	2
<input type="checkbox"/>	CAD 1205	CAD Applications – Civil	2
	or CAD 1208	CAD Applications – 3D	<u>3</u>
			4-5

\* Students must demonstrate proficiency in drafting.

NOTE: In order to complete CAD 1201 and 1204 in one semester, students must enroll in consecutive eight-week sessions.

## ART

*Associate in Arts Degree*

ARTS & SCIENCES DIVISION

Rend Lake College offers art courses designed to meet the needs and interests of students with varied art backgrounds and experiences. Three options exist within the art program:

1) A professional focus for individuals who wish to pursue a career in art and transfer to a four-year college or university majoring in art education, studio art or art history. 2) A humanities focus for individuals who wish to learn about art in a historical and social context. (Ex., Art History I, Art History II). 3) A personal focus for individuals who wish to pursue art interests either as an adjunct to a career program or as a creative outlet.

Electives include: Ceramics, Commercial Art, Design, Drawing, Illustration, Jewelry, Painting, Photography, Printmaking and Sculpture.

► **Total = 64 Hours**

### Fall Semester

<input type="checkbox"/>	ART 1101	Art Appreciation <sup>1</sup>	3
<input type="checkbox"/>	ART 1103	Design I	3
<input type="checkbox"/>	ART 1105	Drawing I	3
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HIST 2101	American History I <sup>1</sup>	
	POLI 1101	or State and Local Government <sup>1</sup>	
	POLI 2101	or American Government <sup>1</sup>	<u>3</u>
			15

### Spring Semester

<input type="checkbox"/>	ART 1104	Design II	3
<input type="checkbox"/>	ART 1106	Drawing II	3
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/>		Life Science with Lab	<u>4</u>
			16

### Fall Semester

<input type="checkbox"/>	ART 1107	Painting I	3
<input type="checkbox"/>	ART	Art Elective	3
<input type="checkbox"/>	HEA 1101	Health Education	2
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>		Elective – Humanities	3
<input type="checkbox"/>		Physical Science	<u>3</u>
			17

### Spring Semester

<input type="checkbox"/>	ART 1108	Painting II	3
<input type="checkbox"/>	ART	Elective	3
<input type="checkbox"/>	MATH 1107	Contemporary College Math <sup>1</sup>	3
<input type="checkbox"/>	SOCI 1101	Introduction to Sociology	3
<input type="checkbox"/>		Elective – Fine Arts / Humanities	<u>3</u>
			15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## ART

### Associate in Fine Arts Degree

#### ARTS & SCIENCES DIVISION

Rend Lake College offers courses applicable to an Associate in Fine Arts Degree. General education courses are described in the Illinois General Education Core Curriculum. Because completion of the A.F.A. curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. Consult with your counselor or advisor for more information.

#### ► Total = 64 Hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ART 1101 Art Appreciation <sup>2</sup>	3
<input type="checkbox"/>	ART 1103 Design I	3
<input type="checkbox"/>	ART 1105 Drawing I	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>2</sup>	3
<input type="checkbox"/>	HIST 2101 American History I <sup>2</sup>	3
	POLI 1101 <b>or</b> State and Local Government <sup>2</sup>	3
	POLI 2101 <b>or</b> American Government <sup>2</sup>	3
		<u>3</u>
		15
Spring Semester		
<input type="checkbox"/>	ART 1104 Design II	3
<input type="checkbox"/>	ART 1106 Drawing II	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	Elective – Life Science <sup>4</sup>	4
		<u>4</u>
		16
Fall Semester		
<input type="checkbox"/>	ART 2111 Art History I <sup>1,2</sup>	3
<input type="checkbox"/>	ART Studio Elective <sup>3</sup>	3
<input type="checkbox"/>	MATH 1107 Contemporary College Math <sup>2</sup>	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	3
		<u>3</u>
		15
Spring Semester		
<input type="checkbox"/>	ART 2112 Art History II <sup>1,2</sup>	3
<input type="checkbox"/>	ART 2120 Life Drawing	3
<input type="checkbox"/>	ART Studio Elective <sup>3</sup>	3
<input type="checkbox"/>	ART Studio Elective <sup>3</sup>	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Physical Science <sup>4</sup>	3
		<u>3</u>
		18

<sup>1</sup> Courses will be offered as needed.

<sup>2</sup> Prerequisite course(s) may be required based on results of test scores.

<sup>3</sup> Select studio courses from **at least two media** in consultation with an art department advisor.

<sup>4</sup> Required: One Life Science course and one Physical Science course (at least one laboratory course).

## AUTOMOTIVE TECHNOLOGY

### Occupational Certificates

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

#### ► Total = 50 Hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AUTO 1202 Engine Repair	5
<input type="checkbox"/>	AUTO 1231 Intro to Automotive Technology	2
<input type="checkbox"/>	AUTO 1232 Electrical Systems A	3
		<u>3</u>
		10
Spring Semester		
<input type="checkbox"/>	AUTO 1235 Engine Performance A	5
<input type="checkbox"/>	AUTO 1240 Air Conditioning	3
<input type="checkbox"/>	AUTO 1245 Braking Systems	4
		<u>4</u>
		12
Fall Semester		
<input type="checkbox"/>	AUTO 2230 Electrical Systems B	3
<input type="checkbox"/>	AUTO 2232 Engine Performance C	3
<input type="checkbox"/>	AUTO 2235 Engine Performance B	5
<input type="checkbox"/>	AUTO 2245 Suspension and Steering	4
		<u>4</u>
		15
Spring Semester		
<input type="checkbox"/>	AUTO 2214 Automatic Trans / Transaxles	5
<input type="checkbox"/>	AUTO 2215 Manual Drive Train and Axles	5
<input type="checkbox"/>	AUTO 2250 Automotive Computer Electronics	3
		<u>3</u>
		13
RECOMMENDED COURSES:		
<input type="checkbox"/>	CSCI 1101 Intro to Computers	3
<input type="checkbox"/>	WELD 1270 Intro to Welding Processes	4
		<u>4</u>
		17
AUTOMOTIVE TRANSMISSION CERTIFICATE		
Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AUTO 2214 Automatic Trans/Transaxle	5
<input type="checkbox"/>	AUTO 2215 Manual Drive Train and Axles	5
		<u>5</u>
		10
AUTOMOTIVE ELECTRICAL CERTIFICATE		
Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AUTO 1232 Electrical Systems A	3
<input type="checkbox"/>	AUTO 2230 Electrical Systems B	3
		<u>3</u>
		6
AUTOMOTIVE BRAKE CERTIFICATE		
Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AUTO 1231 Intro to Automotive Technology	2
		<u>2</u>
		2
Spring Semester		
<input type="checkbox"/>	AUTO 1245 Braking Systems	4
		<u>4</u>
		6
AUTO SUSPENSION and STEERING CERTIFICATE		
Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AUTO 1231 Intro to Automotive Technology	2
<input type="checkbox"/>	AUTO 2245 Suspension and Steering	4
		<u>4</u>
		6





<b>AUTOMOTIVE AIR CONDITIONING CERTIFICATE</b>	6
<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> AUTO 1231 Intro to Automotive Technology	2
<b>Spring Semester</b>	
<input type="checkbox"/> AUTO 1240 Air Conditioning	<u>3</u>
	5

<b>AUTOMOTIVE ENGINE REPAIR CERTIFICATE</b>	
<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> AUTO 1202 Engine Repair	5
<input type="checkbox"/> AUTO 1231 Intro to Automotive Technology	<u>2</u>
	7

<b>FORD MLR CERTIFICATE ▶ Total = 18 Hours</b>	
<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> AUTO 1266 Maintenance and Light Repair	1
<input type="checkbox"/> AUTO 1232 Electrical Systems A	3
<input type="checkbox"/> AUTO 2230 Electrical Systems B	3
<input type="checkbox"/> AUTO 2245 Suspension and Steering	<u>4</u>
	11
<b>Spring Semester</b>	
<input type="checkbox"/> AUTO 1240 Air Conditioning	3
<input type="checkbox"/> AUTO 1245 Braking Systems	<u>4</u>
	7

## AUTOMOTIVE TECHNOLOGY

*Associate in Applied Science Degree*

### APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program which leads to an Associate in Applied Science Degree, this curriculum is based on Automotive Service Excellence (ASE) standards designed to prepare the student for certification in the automotive industry. The Automotive Technology program qualifies for Master Certification from the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence. The program also is accredited by NATEF ([www.natef.org](http://www.natef.org)). Upon completion, the student has the option to capstone into a participating four-year institution.

▶ **Total = 69 Hours**

<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> AUTO 1202 Engine Repair	5
<input type="checkbox"/> AUTO 1231 Intro to Automotive Technology	2
<input type="checkbox"/> AUTO 1232 Electrical Systems A	3
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> Elective – General Education	<u>3</u>
	16

<b>Spring Semester</b>	
<input type="checkbox"/> AUTO 1235 Engine Performance A	5
<input type="checkbox"/> AUTO 1240 Air Conditioning	3
<input type="checkbox"/> AUTO 1245 Braking Systems	4
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> MATH Elective – Math <sup>1</sup>	<u>3</u>
	18

<b>Fall Semester</b>	
<input type="checkbox"/> AUTO 2230 Electrical Systems B	3
<input type="checkbox"/> AUTO 2232 Engine Performance C	3
<input type="checkbox"/> AUTO 2235 Engine Performance B	5
<input type="checkbox"/> AUTO 2245 Suspension and Steering	4
<input type="checkbox"/> HEA 1101 Health Education	
HEA 1102 <b>or</b> Basic First Aid	2
<input type="checkbox"/> Elective – General Education <sup>2</sup>	<u>3</u>
	20

*continued on top of next column*

<b>Spring Semester</b>	
<input type="checkbox"/> AUTO 1210 Supervised Occupational Experience	2
<input type="checkbox"/> AUTO 2214 Automatic Trans / Transaxle	5
<input type="checkbox"/> AUTO 2215 Manual Drive Train and Axles	5
<input type="checkbox"/> AUTO 2250 Automotive Computer Electronics	<u>3</u>
	15

### RECOMMENDED COURSES:

CSCI 1101 Intro to Computers	3
WELD 1270 Intro to Welding Processes	4

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Consult advisor for choices to consider for transfer / other options.

## BASIC NURSING ASSISTANT TRAINING

*Occupational Certificate*

### ALLIED HEALTH DIVISION

This course is designed to prepare the individual to work in the role of a Certified Nurse Assistant in a variety of health care settings. It is approved by the Illinois Department of Public Health. Upon successful completion of classroom and clinical experiences, the student will be eligible to apply to take the state CNA registry examination. The class must be completed with a grade of "C" or better. ▶ **Total = 7 Hours**

Prerequisite: Student must score a 53 or higher on the reading portion of the Accuplacer test.

<input type="checkbox"/> CNA 1201 Certified Nurse Assistant *	<b>Cr. Hrs.</b> 7
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\* All students in program must go through background check as required by the Illinois Department of Public Health.

## BIOLOGICAL SCIENCES

*Associate in Science Degree*

### ARTS & SCIENCES DIVISION

A degree in Biological Sciences may lead to such jobs as wildlife management, fishery biologist and/or biological research scientist, just to name a few.

The curriculum below <sup>1</sup> is designed to give the student a broad education in the biological sciences, especially teaching at the secondary level. A total of 64 hours is required for the Associate in Science Degree. At the university level, students may decide to specialize in zoology or botany after having had this sequence of courses. ▶ **Total = 64 Hours**

<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> BIO 1101 College Biology <sup>5</sup>	5
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HEA 1101 Health Education	2
<input type="checkbox"/> Elective – Fine Arts	3
<input type="checkbox"/> Elective – Humanities	<u>3</u>
	16

<b>Spring Semester</b>	
<input type="checkbox"/> BIO 1104 College Biology II <sup>5</sup>	5
<input type="checkbox"/> ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/> MATH 1121 Calculus & Analytic Geometry I <sup>1,6</sup>	5
<input type="checkbox"/> Elective – Social Science <sup>2</sup>	<u>3</u>
	16

<b>Fall Semester</b>	
<input type="checkbox"/> BIO 1102 Environmental Ecology	4
<input type="checkbox"/> CHE 1103 Inorganic Chemistry ( <i>see prerequisites</i> ) <sup>5</sup>	5
<input type="checkbox"/> MATH 1111 Statistics <sup>1,6</sup>	4
<input type="checkbox"/> Elective – Social Science <sup>2</sup>	<u>3</u>
	16

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### Spring Semester

<input type="checkbox"/>	CHE 1104	Inorganic Chemistry and Qualitative Analysis <sup>5</sup>	5
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	ZOO 1101	General Zoology	4
<input type="checkbox"/>		Elective – Social Science <sup>2</sup>	3
<input type="checkbox"/>		Elective	<u>1</u>
			16

### RECOMMENDED ELECTIVE:

<input type="checkbox"/>		Elective – Fine Arts / Humanities <sup>3,4</sup>	3
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- <sup>1</sup> Prerequisite course(s) may be required based on test scores.
- <sup>2</sup> If a student is preparing for teaching at the secondary education level, education courses should be taken.
- <sup>3</sup> Some schools require a year of foreign language.
- <sup>4</sup> One Fine Arts course and one Humanities course needed to meet IAI core requirements.
- <sup>5</sup> To guarantee full transfer of credit, students must complete the entire course sequence at the same school before transfer.
- <sup>6</sup> Check with your transfer university for math requirement.

## BIOMEDICAL ELECTRONICS

*Associate in Applied Science Degree*

### ALLIED HEALTH DIVISION

This degree provides the skills and training for students to become biomedical electronics technicians. These technicians install, maintain and repair medical equipment. Employment for biomedical technologists is available in hospitals, medical equipment manufacturing / service businesses, doctors' offices and other facilities which use medical equipment. This degree focuses on electronic fundamentals, including AC, DC and digital electronic principals coupled with several biomedical-related courses. Biomedical courses provide training in biomedical equipment fundamentals, hospital safety, regulations, medical terminology, human anatomy, physiology and biology. Students also will be required to complete two biomedical internships at medical facilities. All curriculum courses must be completed with a grade of "C" or better. ► **Total = 64 Hours**

#### Fall Semester

		Cr. Hrs.	
<input type="checkbox"/>	CNS 1210	Intro to Networks	5
<input type="checkbox"/>	CNS 1240	Digital Fundamentals	3
<input type="checkbox"/>	INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/>	MATH 1108	College Algebra <sup>1</sup>	<u>3</u>
			16

#### Spring Semester

<input type="checkbox"/>	ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	BME 1201	Intro to Biomedical Technology	3
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	INEL 1265	Solid State Electronics	4
<input type="checkbox"/>	MATH 1109	Plane Trigonometry	<u>3</u>
			16

#### Fall Semester

<input type="checkbox"/>	BME 1202	Biomedical Electronic Devices	3
<input type="checkbox"/>	BME 1203	Intro to Radiography for Biomedical Technicians	3
<input type="checkbox"/>	BME 1204	Biomedical Internship I	3
<input type="checkbox"/>	CNS 1212	Hardware and Operating Systems	5
<input type="checkbox"/>	PHY 1101	College Physics I	<u>5</u>
			19

#### Spring Semester

<input type="checkbox"/>	BME 1205	Advanced Medical Electronics	3
<input type="checkbox"/>	BME 1206	Biomedical Internship II	3
<input type="checkbox"/>	BME 1207	CBET Exam Prep	1
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1101	Intro to Computers	<u>3</u>
			13

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## 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.
<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 <sup>1</sup>	3
<input type="checkbox"/> MATH 1108 College Algebra <sup>1</sup>	3
<input type="checkbox"/> ECON 2101 Principles of Economics I	3
<input type="checkbox"/> CSCI 1102 Intro to Computers w/ Business Applications	<u>3</u>
	18

#### Spring Semester

<input type="checkbox"/> BUSI 2107 Business Communications	3
<input type="checkbox"/> Elective – Humanities	3
<input type="checkbox"/> ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/> MATH 2106 Finite Mathematics <sup>1</sup>	3
<input type="checkbox"/> ECON 2101 Principles of Economics II	<u>3</u>
	15

#### Fall Semester

<input type="checkbox"/> ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> Humanity/Fine Arts	3
<input type="checkbox"/> Elective – Fine Arts	3
<input type="checkbox"/> Elective – Physical Science	<u>3</u>
	16

#### Spring Semester

<input type="checkbox"/> ACCO 1102 Principles of Managerial Accounting	4
<input type="checkbox"/> *Social /Behavior Science	3
<input type="checkbox"/> Life Science	4
<input type="checkbox"/> MATH 2115 Calculus for Business	<u>4</u>
	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

<sup>1</sup> 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

**Distance-Delivered  
Option Available**

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.
<input type="checkbox"/> BUSI 1101 Introduction to Business	3
<input type="checkbox"/> BUSI 2102 Customer Service <b>or</b> OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/> CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> OFTC 1233 Office Accounting	<u>3</u>
	15

#### Spring Semester

<input type="checkbox"/> BUSI 2107 Business Communications	3
<input type="checkbox"/> BUSI 2207 Business Organization	3
<input type="checkbox"/> ECON 1101 Intro to Economics	3
<input type="checkbox"/> MATH 1202 Business Math <b>or</b> MATH 1201 Technical Math <sup>1</sup>	3
<input type="checkbox"/> OFTC 1206 Computerized Accounting w/ QuickBooks	1
<input type="checkbox"/> Elective – Core	<u>3</u>
	16

#### Fall Semester

<input type="checkbox"/> BUSI 2105 Legal / Social Environment of Business	3
<input type="checkbox"/> BUSI 2206 Business Dynamics	3
<input type="checkbox"/> MGMT 2201 Principles of Management	3
<input type="checkbox"/> MRKT 2201 Principles of Marketing	3
<input type="checkbox"/> Elective – Core	3
<input type="checkbox"/> Elective – Core	<u>3</u>
	18

#### Spring Semester

<input type="checkbox"/> BUSI 2203 Business Ethics <b>or</b> PHIL 2104 Ethics	3
<input type="checkbox"/> CSCI 1263 Microsoft Excel	3
<input type="checkbox"/> MGMT 2207 Supervision	3
<input type="checkbox"/> Elective – Core	3
<input type="checkbox"/> Elective – Core	<u>3</u>
	15

<sup>1</sup> 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)

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- 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)



**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**

		<b>Cr. Hrs.</b>
<b>Fall Semester</b>		
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	BUSI 2102 Customer Service <b>or</b>	
	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	BUSI 2105 Legal and Social Environment	<u>3</u>
		9
<b>Spring Semester</b>		
<input type="checkbox"/>	ECON 1101 Intro to Economics	3
<input type="checkbox"/>	OFTC 1206 Computerized Accounting w/ QuickBooks	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	<u>3</u>
		7

**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**

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

## ENTREPRENEURSHIP

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Entrepreneurship certificate program prepares students with the knowledge and skills needed to pursue a career in business as an entrepreneur and to prepare them for further educational opportunities in a variety of business areas. This certificate will lay the foundation in preparing students to be enterprising individuals who contribute to the economic development of our community. ► **Total = 13 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1202	Employability Skills	1
<input type="checkbox"/> BUSI 1203	Entrepreneurial Skills	4
		<u>5</u>
Spring Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1204	Business Functions	5
<input type="checkbox"/> MGMT 2201	Principles of Management	3
		<u>8</u>

## FINANCIAL ASSOCIATE

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Financial Associate Certificate is designed to provide an entry-level financial associate content and competency development for bookkeeping positions within small, medium, and large-size financial departments and/or in an employment role as a financial department of one. Students will get an overall look at the major functions of financial management including general office accounting procedures, preparation, and interpretation of financial statements, ethical and social responsibilities, employment legislation, and trade regulations. 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 = 18 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> OFTC 1233	Office Accounting	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	3
		<u>9</u>
Spring Semester		Cr. Hrs.
<input type="checkbox"/> ACCO 1101	Principles of Financial Accounting	4
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> OFTC 1206	Computerized Accounting w/QuickBooks	1
<input type="checkbox"/> SERV 1101	Service Learning (1)	1
		<u>9</u>

## 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, *continued on top of next column ...*

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.
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> MGMT 2201	Principles of Management	3
		<u>9</u>
Spring Semester		Cr. Hrs.
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> BUSI 2208	Intercultural Business	3
<input type="checkbox"/> PSYC 2106	Human Relations	3
<input type="checkbox"/> SERV 1101	Service Learning	1
		<u>10</u>

## CHEMISTRY

### Associate in Science Degree

#### ARTS & SCIENCES DIVISION

Chemistry is a science which touches many fields of study. Employment options for those with a bachelor's degree in chemistry are many and varied. The increasing complexity and interdisciplinary nature of scientific and technological problem-solving has spurred new professions, especially chemists whose interests are in management, marketing and production rather than the conventional research and development. A knowledge of German and computer programming usually are recommended for all chemistry majors. Students should consult an advisor or the university to which they plan to transfer for specific recommendations. Students may elect to take general education courses in the summer term. The program listed is generally recommended. A total of 64 hours is required for the Associate in Science Degree. ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CHE 1103	Inorganic Chemistry ( <i>see prerequisites</i> )	5
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	Elective – Life Science	5
<input type="checkbox"/>	Elective – Social Science	3
		<u>16</u>
Spring Semester		Cr. Hrs.
<input type="checkbox"/> CHE 1104	Inorganic Chemistry / Qualitative Analysis	5
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 1121	Calculus and Analytic Geometry I <sup>1</sup>	5
<input type="checkbox"/>	Elective – Social Science	3
		<u>16</u>
Fall Semester		Cr. Hrs.
<input type="checkbox"/> CHE 2120	Organic Chemistry I	5
<input type="checkbox"/> PHY 1103	University Physics I <sup>1</sup>	5
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Humanities	3
		<u>16</u>
Spring Semester		Cr. Hrs.
<input type="checkbox"/> CHE 2121	Organic Chemistry II	5
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> MATH 2122	Calculus and Analytic Geometry II <sup>2</sup>	5
<input type="checkbox"/>	Elective – Social Science	3
		<u>16</u>

*continued at top of next page ...*

## RECOMMENDED ELECTIVES

- |                          |          |  |   |
|--------------------------|----------|--|---|
| <input type="checkbox"/> | HEA 1101 | Health Education                               | 2 |
| <input type="checkbox"/> | PHY 1104 | University Physics II <sup>1</sup>             | 5 |
| <input type="checkbox"/> |          | Elective – Fine Arts / Humanities <sup>3</sup> | 3 |

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Must take MATH 2123 as well to guarantee full transfer.

<sup>3</sup> One Fine Arts course and one Humanities course needed to meet IAI core requirements.



## COMMUNICATIONS

*Associate in Arts Degree*

### ARTS & SCIENCES DIVISION

A pre-concentration in Speech, or a strong core of Speech Communication courses, prepares a student for teaching, public relations, broadcast media and a variety of business-related areas. A Speech major is considered good preparation for some professional programs. It is recommended that either one of the Humanities or Social Science electives be representative of a Third World culture (i.e., ANTH 1101, GEOG 1101, HIST 2107, POLI 2102 or PHIL 2105). ► **Total = 64-65 Hours**

		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HIST 2101 American History I <sup>1</sup>	
	POLI 1101 or State and Local Government <sup>1</sup>	
	POLI 2101 or American Government <sup>1</sup>	3
<input type="checkbox"/>	MATH 1107 Contemporary College Math (3) <sup>1</sup>	
	or Higher-Level Math	3-4
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15-16

#### Spring Semester

<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	COMM Elective – Communications	3
<input type="checkbox"/>	THEA 1106 Introduction to Theatre	3
<input type="checkbox"/>	Elective – Science	3
<input type="checkbox"/>	Elective	<u>1</u>
		16

#### Fall Semester

<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	COMM Elective – Communications	3
<input type="checkbox"/>	Foreign Language	4
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Science with Lab	<u>5</u>
		17

#### Spring Semester

<input type="checkbox"/>	ENGL 2106 Intermediate Composition	3
<input type="checkbox"/>	COMM Elective – Communications	3
<input type="checkbox"/>	Foreign Language	4
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## COMPUTER PROGRAMMING

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to the Associate in Applied Science Degree in Computer Programming. It is designed to provide students with the necessary information and skills to seek entry-level employment as a computer programmer in a business environment. Graduates will be prepared to assist and/or participate in the software development process of common business applications such as, but not limited to: user interface, database access and manipulation, report generation and web page design. ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> CSCI 1260	Introduction to .NET Platform Programming	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1108	College Algebra <sup>1</sup>	3
<input type="checkbox"/> WBM 1220	Introduction to HTML	<u>3</u>
		15

Spring Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1101	Introduction to Business	3
<input type="checkbox"/> WBM 1222	JavaScript Web Applications	3
<input type="checkbox"/> CSCI 1255	Microsoft Access Database	3
<input type="checkbox"/> CSCI 1261	Mastering .NET Platform Fundamentals	3
<input type="checkbox"/> CSCI 2100	Discrete Structures	<u>3</u>
		15

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ACCO 1101	Principles of Financial Accounting*	3
<input type="checkbox"/> OFTC 1233	<b>or</b> Office Accounting	3
<input type="checkbox"/> WBM 1223	Server Less Web Development	3
<input type="checkbox"/> CSCI 1257	SQL Server Database Design	3
<input type="checkbox"/> CSCI 1262	Advanced .NET Platform Development	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		18

Spring Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1264	Mastering Web Application Development	3
<input type="checkbox"/> CSCI 1280	Advanced Database Systems	3
<input type="checkbox"/> CSCI 1290	Special Programming Project	3
<input type="checkbox"/> COOP 1101	<b>or</b> Cooperative Experience I	4
<input type="checkbox"/> CSCI 2209	System Analysis and Design	3
<input type="checkbox"/> WBM 1224	Progressive Web Applications	<u>3</u>
		16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

\* Students seeking transfer option will need to take ACCO 1101



## COMPUTER PROGRAMMING

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

### PROGRAMMING WITH .NET PLATFORM

This certificate will provide individuals who are in a career transition and/or desiring to improve their knowledge of object-oriented programming a method to document their accomplishments. ► **Total = 12 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1260	Introduction to .NET Platform Programming	3

Spring Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1261	Mastering .NET Platform Fundamentals	3

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1262	Advanced .NET Platform Development	3

Spring Semester		Cr. Hrs.
<input type="checkbox"/> CSCI 1264	Mastering Web Application Development	3



## COMPUTER SCIENCE

Associate in Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

### BUSINESS OPTION

The Computer Science Business Option provides students with the background in business necessary for advanced degrees and/or careers in several areas, including but not limited to business systems programming, computer operations or information systems management, computer networking, systems analysis and web development. Students are advised to check with the institution to which they are transferring or a Rend Lake College advisor for additional requirements. ► **Total = 64 Hours** (NOTE: See *IT Systems Specialist curriculum* for more options in the computer field.)

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1101 Introduction to Computers <sup>1</sup>	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1110 Precalculus <sup>1</sup>	5
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 2100 Discrete Structures	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 1121 Calculus and Analytic Geometry I	<u>5</u>
		16

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1104 Introduction to Programming	4
<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	PHIL 2101 Logic <b>or</b>	
	PHIL 2104 Ethics	3
<input type="checkbox"/>	Elective – Physical Science	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	BIO 1100 Biology for Non-Majors	4
<input type="checkbox"/>	CSCI 2104 Advanced Data Structures	4
<input type="checkbox"/>	MATH 1111 Statistics (4) <b>or</b>	
	MATH 2013 Business Statistics	<u>3</u>
		15

### RECOMMENDED ELECTIVES

ACCO 1102	Principles of Managerial Accounting	4
	Elective – Humanities / Fine Arts	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## COMPUTER SCIENCE

Associate in Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

### SCIENCE OPTION

Designed for students pursuing a baccalaureate degree in Computer Science, this option provides students with the background in math/science necessary for advanced work in areas including, but not limited to, hardware/ software development, software engineering, computer network design, system analysis, and Internet/World Wide Web development. Students are advised to check with the institution to which they are transferring or a Rend Lake College advisor for any additional requirements. ► **Total = 64 Hours** (NOTE: See *IT Systems Specialist curriculum* for more options in the computer field.)

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 1110 Precalculus <sup>1</sup>	5
<input type="checkbox"/>	PHIL 2101 Logic	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 2100 Discrete Structures	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1121 Calculus and Analytic Geometry I	5
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		15

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1104 Introduction to Programming	4
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II	5
<input type="checkbox"/>	PHY 1103 University Physics I	<u>5</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	BIO 1101 College Biology	5
<input type="checkbox"/>	CSCI 2104 Advanced Data Structures	4
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	MATH 2108 Linear Algebra	<u>3</u>
		15

### RECOMMENDED ELECTIVES

PHY 1104	University Physics II	5
	Elective – Humanities / Fine Arts	3
	Elective – Social Science	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.





## COSMETOLOGY

Associate in Applied Science Degree

COMMUNITY & CORPORATE EDUCATION DIVISION

The Cosmetology Associate in Applied Science Degree program meets the standards of the Illinois Department of Financial and Professional Regulations. This program is designed to prepare individuals for positions in the Cosmetology field. Typical graduates work as hairdressers / hairstylists in chain or independent salons. The curriculum emphasizes practical, hands-on experience with the latest styles, trends and techniques. The program prepares students to take the Illinois Cosmetologist licensure exam. All COSM courses must be completed with a grade of "C" or better. The program is approved by the Illinois Department of Professional Regulation.

Students will be expected to attend class five days per week for up to eight hours per day. ► **Total = 65 Hours**

### First Semester

		Cr. Hrs.
<input type="checkbox"/>	COSM 1201 Barber / Cosmetology Theory I	3
<input type="checkbox"/>	COSM 1202 Barber / Cosmetology Clinic I	7
<input type="checkbox"/>	COSM 1226 Barber / Cosmetology Theory I-A	3
<input type="checkbox"/>	COSM 1227 Barber / Cosmetology Clinic I-A	<u>7</u>
		20

### Second Semester

<input type="checkbox"/>	COSM 1203 Cosmetology Theory II	2
<input type="checkbox"/>	COSM 1204 Cosmetology Clinic II	8
<input type="checkbox"/>	COSM 1228 Cosmetology Theory II-A	2
<input type="checkbox"/>	COSM 1229 Cosmetology Clinic II-A	<u>8</u>
		20

### Third Semester

<input type="checkbox"/>	COSM 1205 Barber / Cosmetology Clinic III	8
<input type="checkbox"/>	COSM 1206 Barber / Cosmetology Internship	1
<input type="checkbox"/>	COSM 1230 Barber / Cosmetology Theory III	<u>1</u>
		10

### Fourth Semester

<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking <sup>1</sup>	3
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1202 Business Mathematics	
	MATH 1107 <b>or</b> Contemporary College Mathematics	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## COSMETOLOGY

Occupational Certificate

COMMUNITY & CORPORATE EDUCATION DIVISION

A one-year program leading to an Occupational Certificate in Cosmetology. The program is designed to prepare individuals for positions in the Cosmetology field. Typical graduates will work as hair dressers in chain or independent salons or open their own salons. The curriculum emphasizes practical, hands-on experience with the latest styles, trends and techniques.

An extended-length evening program also is available. Students in the day program will be expected to attend class five days per week for up to eight hours per day. Each semester consists of two courses that are co-requisites and must be taken concurrently.

The program is approved by the Illinois Department of Professional Regulation and prepares students to take the Illinois Cosmetologist licensure exam. ► **Total = 50 Hours**

### First Semester

		Cr. Hrs.
<input type="checkbox"/>	COSM 1201 Barber / Cosmetology Theory I	3
<input type="checkbox"/>	COSM 1202 Barber / Cosmetology Clinic I	7
<input type="checkbox"/>	COSM 1226 Barber / Cosmetology Theory I-A	3
<input type="checkbox"/>	COSM 1227 Barber / Cosmetology Clinic I-A	<u>7</u>
		20

### Second Semester

<input type="checkbox"/>	COSM 1203 Cosmetology Theory II	2
<input type="checkbox"/>	COSM 1204 Cosmetology Clinic II	8
<input type="checkbox"/>	COSM 1228 Cosmetology Theory II-A	2
<input type="checkbox"/>	COSM 1229 Cosmetology Clinic II-A	<u>8</u>
		20

### Third Semester

<input type="checkbox"/>	COSM 1205 Barber / Cosmetology Clinic III	8
<input type="checkbox"/>	COSM 1206 Barber / Cosmetology Internship	1
<input type="checkbox"/>	COSM 1230 Barber / Cosmetology Theory III	<u>1</u>
		10



## COSMETOLOGY – BARBER

Occupational Certificate

COMMUNITY & CORPORATE EDUCATION DIVISION

A one-year program leading to an Occupational Certificate in Barbering. The program is designed to prepare individuals for positions in the Barber field. Typical graduates will work as barbers in chain or independent shops or open their own. The curriculum emphasizes practical, hands-on experience with the latest styles, trends and techniques. The program is approved by the Illinois Department of Professional Regulation and prepares students to take the Illinois Barber licensure exam.

Students in the day program will be expected to attend class five days per week for up to eight hours per day. Some Saturday clinical work is to be expected. Each semester consists of two courses that are co-requisites and must be taken concurrently.

► **Total = 50 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1201	Barber / Cosmetology Theory I	3
<input type="checkbox"/> COSM 1202	Barber / Cosmetology Clinic I	7
<input type="checkbox"/> COSM 1226	Barber / Cosmetology Theory I-A	3
<input type="checkbox"/> COSM 1227	Barber / Cosmetology Clinic I-A	<u>7</u>
		20
<b>Second Semester</b>		
<input type="checkbox"/> COSM 1207	Barber Theory II	2
<input type="checkbox"/> COSM 1208	Barber Clinic II	8
<input type="checkbox"/> COSM 1231	Barber Theory II-A	2
<input type="checkbox"/> COSM 1232	Barber Clinic II-A	<u>8</u>
		20
<b>Third Semester</b>		
<input type="checkbox"/> COSM 1205	Barber / Cosmetology Clinic III	8
<input type="checkbox"/> COSM 1206	Barber / Cosmetology Internship	1
<input type="checkbox"/> COSM 1230	Barber / Cosmetology Theory III	<u>1</u>
		10

## COSMETOLOGY – BARBER

Associate in Applied Science Degree

COMMUNITY & CORPORATE EDUCATION DIVISION

The Barber Associate in Applied Science Degree program meets the standards of the Illinois Department of Financial and Professional Regulations. This program is designed to prepare individuals for positions in the Barber field. Typical graduates will work as barbers in chain or independent shops or open their own. The curriculum emphasizes practical, hands-on experience with the latest styles, trends and techniques. The program is approved by the Illinois Department of Professional Regulation and prepares students to take the Illinois Barber licensure exam.

Students will be expected to attend class five days per week for up to eight hours per day. Some Saturday clinical work is to be expected. ► **Total = 65 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1201	Barber / Cosmetology Theory I	3
<input type="checkbox"/> COSM 1202	Barber / Cosmetology Clinic I	7
<input type="checkbox"/> COSM 1226	Barber / Cosmetology Theory I-A	3
<input type="checkbox"/> COSM 1227	Barber / Cosmetology Clinic I-A	<u>7</u>
		20
<b>Second Semester</b>		
<input type="checkbox"/> COSM 1207	Barber Theory II	2
<input type="checkbox"/> COSM 1208	Barber Clinic II	8
<input type="checkbox"/> COSM 1231	Barber Theory II-A	2
<input type="checkbox"/> COSM 1232	Barber Clinic II-A	<u>8</u>
		20
<b>Third Semester</b>		
<input type="checkbox"/> COSM 1205	Barber / Cosmetology Clinic III	8
<input type="checkbox"/> COSM 1206	Barber / Cosmetology Internship	1
<input type="checkbox"/> COSM 1230	Barber / Cosmetology Theory III	<u>1</u>
		10
<b>Fourth Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking <sup>1</sup>	3
<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1202	Business Mathematics	
	MATH 1107 <b>or</b> Contemporary College Mathematics	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## 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**

### BARBER TEACHER I ► Total = 19 Hours

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 1212	Teaching Methods	3
<input type="checkbox"/> COSM 1213	Teaching Methods Application	5
<input type="checkbox"/> COSM 1214	Student Teaching	8
		<u>19</u>

### BARBER TEACHER II ► Total = 37 Hours

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

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	8
		<u>19</u>

## COSMETOLOGY – ESTHETICS

### Occupational Certificate

COMMUNITY & CORPORATE EDUCATION DIVISION

The Esthetics program meets the standards of the Illinois Department of Financial and Professional Regulation. This program is designed to prepare individuals to perform the skills of an esthetician. The curriculum includes professional ethics, personal hygiene, sterilization and sanitation, skin analysis, scientific concepts in skin care and special esthetics procedures. Students will learn hands-on skills in non-therapeutic massage, skin health and nutrition, mask therapy, facial treatments, professional equipment usage, hair removal processes and professional makeup techniques. ► **Total = 30.5 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1219	Esthetics Theory I	5
<input type="checkbox"/> COSM 1220	Esthetics Clinic I	5
		<u>10</u>
Second Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1221	Esthetics Theory II	5
<input type="checkbox"/> COSM 1222	Esthetics Clinic II	5
		<u>10</u>
Third Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1223	Esthetics Theory III	5
<input type="checkbox"/> COSM 1224	Esthetics Clinic III	5
<input type="checkbox"/> COSM 1225	Internship	5
		<u>15</u>
		<u>30.5</u>

## COSMETOLOGY – NAIL TECHNOLOGY

### Occupational Certificate

COMMUNITY & CORPORATE EDUCATION DIVISION

This program is designed to prepare students for a career as a licensed Nail Technician. Career opportunities exist in the field of manicurists and pedicurists. Learning will occur in the classroom and in a clinic setting. Upon successful completion, students will have gained the knowledge and skills necessary to pass the Illinois Department of Financial and Professional Regulation licensing exam. The program is approved by the IDFPR. ► **Total = 16 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> COSM 1215	Nail Technology Theory I	4
<input type="checkbox"/> COSM 1216	Nail Technology Clinic I	4
<input type="checkbox"/> COSM 1217	Nail Technology Theory II	4
<input type="checkbox"/> COSM 1218	Nail Technology Clinic II	4
		<u>16</u>



## 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**

### COSMETOLOGY TEACHER I ► Total = 19 Hours

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>	
	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

### COSMETOLOGY TEACHER II ► Total = 37 Hours

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>	
	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

## CRIMINAL JUSTICE

### Associate in Arts Degree

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of criminal justice. It provides students with the background in criminal justice and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the institution to which they are transferring or an advisor at Rend Lake College for any additional requirements. ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CRJS 1201	Introduction to Criminal Justice	3
<input type="checkbox"/> CRJS 1203	Introduction to Corrections	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> POLI 1101	State and Local Government <sup>1</sup>	3
<input type="checkbox"/> SOCI 1101	Introduction to Sociology <sup>1</sup>	<u>3</u>
		15

Spring Semester		Cr. Hrs.
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> MATH 1107	Contemporary College Math <sup>1</sup>	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	<u>3</u>
		17

Fall Semester		Cr. Hrs.
<input type="checkbox"/> BIO 1101	College Biology	5
<input type="checkbox"/> CRJS 1202	Criminology	3
<input type="checkbox"/>	Elective – Art / Music	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective	<u>3</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/> MATH 1105	Basic Concepts of Statistics	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Science	3
<input type="checkbox"/>	Elective	3
<input type="checkbox"/>	Elective	<u>3</u>
		15

### RECOMMENDED ELECTIVES

ANTH 1101	Cultural Anthropology	3
ENGL 2106	Intermediate Composition	3
POLI 2101	American Government	3
SOCI 2101	Social Problems	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## CRIMINAL JUSTICE

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to an Associate in Applied Science Degree in Criminal Justice (64 hours), with specializations in either police science or corrections. The curriculum is designed to provide students with a general background in all areas of criminal justice and prepare them for positions in police science, private security or corrections. Graduates will be prepared for jobs in police and sheriff departments, private security firms and correctional institutions. The curriculum provides those in the field with a means to upgrade job skills and enhance advancement potential. Upon completion of the AAS degree students may transfer with articulation agreements/capstone options into a participating four-year institution. ► **Total = 64 Hours**

### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CRJS 1201 Introduction to Criminal Justice	3
<input type="checkbox"/>	CRJS 1202 Criminology	3
<input type="checkbox"/>	CRJS 1203 Introduction to Corrections	3
<input type="checkbox"/>	CSCI 1101 Introduction to Computers <sup>1</sup>	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>2</sup>	<u>3</u>
		15

### Spring Semester

<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CRJS 2208 Criminal Investigation	3
<input type="checkbox"/>	CRJS 1206 Community-Based Corrections	3
<input type="checkbox"/>	CRJS 2209 Criminal Law	3
<input type="checkbox"/>	CRJS 1204 Community Policing	3
<input type="checkbox"/>	PSYC 2101 Intro to Psychology	<u>3</u>
		18

### Fall Semester

<input type="checkbox"/>	CRJS 2204 Criminal Justice Administration	3
<input type="checkbox"/>	CRJS 2205 Police Weapons / Defensive Tactics	3
<input type="checkbox"/>	CRJS 2220 Loss Control and Crime Prevention*	
	CRJS 2212 <i>or</i> Correctional Counseling*	3
<input type="checkbox"/>	CRJS 2206 Criminal Procedure	3
<input type="checkbox"/>	CRJS 1220 Introduction to Private Security	<u>3</u>
		15

### Spring Semester

<input type="checkbox"/>	CRJS 2202 Juvenile Justice	3
<input type="checkbox"/>	CRJS 2225 Crime Scene Investigation	4
<input type="checkbox"/>	CRJS 1208 Private Investigator	3
<input type="checkbox"/>	MATH 1107 Contemporary College Mathematics	3
<input type="checkbox"/>	ELECT Core Elective	<u>3</u>
		16

## RECOMMENDED ELECTIVES

CRJS 1209	Law Enforcement Scenarios	3
CRJS 1250	Special Topics in Criminal Justice	3
CRJS 2210	Criminal Justice Internship	3

\* CRJS Electives:

CRJS 2220	Private Protection Certificate
CRJS 2212	Police and Corrections Certificate

Note: Any CRJS course not required which is offered may be taken as an elective. Consult advisor for elective choices to consider for transfer and other options.

- Student must pass pre-test prior to enrolling in course.
- Prerequisite course(s) may be required based on test scores.

## CRIMINAL JUSTICE

### ASSOCIATE IN APPLIED SCIENCE DEGREE ELECTIVE OPTIONS

#### Occupational Certificates

The certificates listed below represent three pathways in the Criminal Justice field. It is recommended to select courses in the pathway of interest to fulfill the four Criminal Justice electives when completing an AAS Degree in Criminal Justice. This option will allow students to complete an AAS degree and a certificate simultaneously.

#### POLICE AND CORRECTIONS ► Total = 18 Hours

##### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CRJS 1203 Introduction to Corrections	3
<input type="checkbox"/>	CRJS 2212 Correctional Counseling	3
<input type="checkbox"/>	CRJS 2206 Criminal Procedures	<u>3</u>
		9

##### Spring Semester

<input type="checkbox"/>	CRJS 1206 Community-Based Corrections	3
<input type="checkbox"/>	CRJS 2209 Criminal Law	3
<input type="checkbox"/>	CRJS 1204 Community Policing	<u>3</u>
		9

#### PRIVATE PROTECTION ► Total = 12 Hours

##### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CRJS 1220 Introduction to Private Security	3
<input type="checkbox"/>	CRJS 2220 Loss Control and Crime Prevention	<u>3</u>
		6

##### Spring Semester

<input type="checkbox"/>	CRJS 1208 Private Investigator	3
<input type="checkbox"/>	CRJS 2209 Criminal Law	<u>3</u>
		6

## RECOMMENDED ELECTIVES

BIO 1100	Biology for Non-majors	4
ENGL 1102	Rhetoric and Composition	3
POLI 2101	American Government	3
SPAN 1101	Elementary Spanish	3

## RECOMMENDED CRIMINAL JUSTICE ELECTIVES

	Choice of Certificate required courses	
CRJS 2210	Criminal Justice Internship	3



## CULINARY ARTS

### Occupational Certificate

COMMUNITY & CORPORATE EDUCATION DIVISION

This program is a two-semester certificate designed to prepare individuals for entry-level positions in the food service industry. Typical graduates will work in food preparation and line positions at restaurants, hotels and institutions. The curriculum emphasizes practical, hands-on learning experience in the laboratory classroom. ► **Total = 27 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1201 Professional Cooking I	6
<input type="checkbox"/>	CULA 1207 Culinary Math <sup>1</sup>	3
<input type="checkbox"/>	CULA 2201 Professional Baking Techniques	<u>6</u>
		15
Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1203 Professional Cooking II	6
<input type="checkbox"/>	CULA 1205 Food Sanitation	2
<input type="checkbox"/>	CULA 2204 Garde Manger	<u>4</u>
		12

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## CULINARY ARTS MANAGEMENT

### Associate in Applied Science Degree

COMMUNITY & CORPORATE EDUCATION DIVISION

This two-year program leads to an Associate in Applied Science Degree in Culinary Arts Management. The program is designed to prepare individuals for supervisory or technical positions in the food service industry. Typical graduates will work in supervision or food preparation at restaurants, hotels and institutions. The curriculum emphasizes practical experiences through cooperative education, laboratory and classroom opportunities. ► **Total = 65 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	CULA 1201 Professional Cooking I	6
<input type="checkbox"/>	CULA 1207 Culinary Math <sup>1</sup>	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology <sup>1</sup>	
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		18
Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1202 Nutrition & Menu Planning	3
<input type="checkbox"/>	CULA 1203 Professional Cooking II	6
<input type="checkbox"/>	CULA 1205 Food Sanitation	2
<input type="checkbox"/>	CULA 2203 Dining Room & Banquet Management	<u>4</u>
		15
Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 2201 Professional Baking Techniques	6
<input type="checkbox"/>	CULA 2202 Restaurant Management	3
<input type="checkbox"/>	CULA 2205 Restaurant Cost Control	3
<input type="checkbox"/>	CULA 2209 Professional Cooking III	<u>6</u>
		18
Spring Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 1202 Employability Skills	1
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	COOP 1101 Cooperative Experience I	1
<input type="checkbox"/>	CULA 2204 Garde Manger	4
<input type="checkbox"/>	CULA 2206 Restaurant Operations	<u>5</u>
		14

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## RECOMMENDED COURSES

CULA 1208	Professional Artisan Bread	3
CULA 2207	Professional Pastry Principles	6
CULA 2208	Exploring Wines <sup>2</sup>	4
CULA 2210	Restaurant Production Desserts	2

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> 21 years of age or older.

NOTE: Reading and Math course(s) may be required based on test scores.

## BAKING & PASTRY ARTS

### Occupational Certificate

This program is a two-semester certificate designed to prepare individuals for supervisory or technical positions in the food service industry. Certificate holders typically will work in food preparation restaurants, hotels, institutions and bakeries. The curriculum emphasizes practical experience through laboratory and classroom opportunities. ► **Total = 28 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1201 Professional Cooking I	6
<input type="checkbox"/>	CULA 1207 Culinary Math <sup>1</sup>	3
<input type="checkbox"/>	CULA 2201 Professional Baking Techniques	<u>6</u>
		15

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1205 Food Sanitation	2
<input type="checkbox"/>	CULA 1208 Professional Artisan Bread	<u>3</u>
		5

Summer Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 2207 Professional Pastry Principles	6
<input type="checkbox"/>	CULA 2210 Restaurant Production Desserts	<u>2</u>
		8

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## DIESEL TECHNOLOGY

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 30 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1203 Ignition and Electrical Systems	5
<input type="checkbox"/>	AGRI 1208 Diesel Engines	6
<input type="checkbox"/>	DIEL 1204 Intermediate Diesels	4
<input type="checkbox"/>	DIEL 1208 Diesel Accessories	<u>2</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1204 Physics of Hydraulics	4
<input type="checkbox"/>	DIEL 1202 Basic Diesel Fuel Systems	2
<input type="checkbox"/>	DIEL 1203 Heavy Equipment Alignment	2
<input type="checkbox"/>	DIEL 1205 Heavy Equipment Brakes	3
<input type="checkbox"/>	DIEL 1206 Advanced Diesels	<u>2</u>
		13

## DIESEL TECHNOLOGY

### Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program leading to an Associate in Applied Science Degree. The program is designed to prepare students for occupations involving the maintenance and repair of diesel engines. Upon completion of the curriculum, the student should have a thorough knowledge of servicing diesel systems and their accessories. Also upon completion, the student has the option to capstone into a participating four-year institution.

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► **Total = 66 Hours**

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> AGRI 1208	Diesel Engines	6
<input type="checkbox"/> DIEL 1208	Diesel Accessories	2
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> CSCI 1101	Introduction to Computers	
<input type="checkbox"/> CSCI 1102	<b>or</b> Introduction to Computers w/Business Apps	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	<u>3</u>
		17

<b>Spring Semester</b>		
<input type="checkbox"/> AGRI 1204	Physics of Hydraulics	4
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> DIEL 1202	Basic Diesel Fuel Systems	2
<input type="checkbox"/> DIEL 1210	Supervised Occupational Experience	4
<input type="checkbox"/> DIEL 1205	Heavy Equipment Brakes	<u>3</u>
		16

<b>Fall Semester</b>		
<input type="checkbox"/> AGRI 1203	Ignition and Electrical Systems	5
<input type="checkbox"/> AGRI 1222	Applied Mathematics	3
<input type="checkbox"/> AGRI 2201	Transmission and Power Trains	4
<input type="checkbox"/> DIEL 1204	Intermediate Diesels	<u>4</u>
		16

<b>Spring Semester</b>		
<input type="checkbox"/> AGRI 1206	Ag Air Conditioning Systems <sup>2</sup>	4
<input type="checkbox"/> AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/> DIEL 1206	Advanced Diesels	2
<input type="checkbox"/> DIEL 1203	Heavy Equipment Alignment	2
<input type="checkbox"/> DIEL 2210	Supervised Occupational Experience	
<input type="checkbox"/> AGRI 2206	<b>or</b> Advanced Electrical and Hydraulics	<u>4</u>
		17

**RECOMMENDED COURSE**

WELD 1270	Introduction to Welding Processes	4
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<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Highly recommended course for students in the Diesel Technology program.

**EARLY CHILDHOOD EDUCATION**

*Associate in Applied Science Degree*

COMMUNITY & CORPORATE EDUCATION DIVISION

This two-year program leads to an Associate in Applied Science Degree in Early Childhood Education. The curriculum provides students with the background in early childhood and general studies necessary for a career in early childhood education. Graduates will be prepared for positions as family child care providers, teachers and directors in child care centers, family group homes, Head Start programs, and after-school programs. The degree also prepares students for teacher's aides positions in public school classrooms and in special education programs. Additionally, this degree meets the requirements for Gateways to Opportunities Early Childhood Credential Level 4.

► **Total = 64 Hours**

NOTE: Rend Lake College is a Gateways to Opportunity Entitled Institution, meaning the college has aligned its coursework with specific credential benchmarks based on state and national standards.

All students in the program must go through a background check as required by Department of Children and Family Services. Additionally, a physical exam proving the student is free of communicable diseases, including tuberculosis, and physical or mental conditions which could affect his or her ability to perform assigned duties, is required.

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<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<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"/> ECE 1207	Language Arts for Young Children	3
<input type="checkbox"/> ECE 1208	Family / Community / Staff Relations	<u>3</u>
		15

<b>Spring Semester</b>		
<input type="checkbox"/> ECE 1204	Creative Arts for Young Children	3
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	3
<input type="checkbox"/> ECE 1209	Curriculum Lab	3
<input type="checkbox"/> ECE 1210	Child Study and Observation	3
<input type="checkbox"/> ECE 2203	Science and Math for Young Children	<u>3</u>
		15

<b>Fall Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> ECE 2206	Program. / Teach. Infants and Toddlers I	3
<input type="checkbox"/> ECE 2207	Child Guidance	3
<input type="checkbox"/> ECE 2208	Teaching the Child with Disabilities	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1107	Contemporary College Math <sup>1</sup>	
<input type="checkbox"/> MATH 1202	<b>or</b> Business Math <sup>1</sup>	<u>3</u>
		18

<b>Spring Semester</b>		
<input type="checkbox"/> ART 1101	Art Appreciation <sup>1</sup>	3
<input type="checkbox"/> CSCI 1102	Introduction to Computers w/ Bus. Applications	3
<input type="checkbox"/> ECE 2202	Center-Based Child Care Management	3
<input type="checkbox"/> ECE 2205	Programming / Teaching School-Age	3
<input type="checkbox"/> ECE 2209	Practicum	<u>4</u>
		16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

**EARLY CHILDHOOD EDUCATION**

*Occupational Certificates*

COMMUNITY & CORPORATE EDUCATION DIVISION

**EARLY CHILDHOOD EDUCATION**

This one-year certificate provides students with the background in Early Childhood Education courses. Courses in this two-semester certificate align with the associate degree program to promote a seamless transition into the Associate in Applied Science Degree. ► **Total = 30 Hours**

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<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"/> ECE 1207	Language Arts for Young Children	3
<input type="checkbox"/> ECE 1208	Family / Community / Staff Relations	<u>3</u>
		15

<b>Spring Semester</b>		
<input type="checkbox"/> ECE 1204	Creative Arts for Young Children	3
<input type="checkbox"/> ECE 1206	Curriculum for Young Children	3
<input type="checkbox"/> ECE 1209	Curriculum Lab	3
<input type="checkbox"/> ECE 1210	Child Study and Observation	3
<input type="checkbox"/> ECE 2203	Science and Math for Young Children	<u>3</u>
		15

**EARLY CHILDHOOD ASSISTANT**

These foundation courses provide the student with basic knowledge needed for entry-level positions in the field of early childhood education. ► **Total = 6 Hours**

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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

### EARLY CHILDHOOD CERTIFICATE – LEVEL TWO

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		Cr. Hrs.
<input type="checkbox"/>	ECE 1205 Health, Safety and Nutrition	3
<input type="checkbox"/>	ECE 1208 Family / Community / Staff Relations	<u>3</u>
		6

### EARLY CHILDHOOD CERTIFICATE – LEVEL THREE

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 = 30 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"/>	ECE 1208 Family / Community / Staff Relations	<u>3</u>
		12

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	ECE 1206 Curriculum for Young Children	3
<input type="checkbox"/>	ECE 1209 Curriculum Lab	3
<input type="checkbox"/>	ECE 1210 Child Study and Observation	<u>3</u>
		9

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1107 Contemporary College Math <sup>1</sup>	<u>3</u>
	MATH 1202 or Business Math <sup>1</sup>	9

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

### TECHNICAL ASSISTANCE CREDENTIAL

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 = 16 Hours**

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Prerequisites:		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 – Rhetoric & Composition I ( <i>or concurrent enrollment</i> )	3

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECE 1208 Family / Community / Staff Relations	3
<input type="checkbox"/>	ECE 2202 Center-Based Child Care Management	3
<input type="checkbox"/>	ECE 2209 Practicum	4
<input type="checkbox"/>	MGMT 2201 Principles of Management	<u>3</u>
		16

## EDUCATION – ELEMENTARY

*Associate in Arts Degree*

### COMMUNITY & CORPORATE EDUCATION DIVISION

The schedule of courses suggested will meet education course requirements at several universities. It also provides a well-rounded general education for education students. All universities have specific requirements which are not reflected by the courses below. Students should check with a counselor for requirements at specific universities. **According to ICCB guidelines, students must earn a “C” or better in all courses housed in this program.** ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	BIO 1100 Biology for Non-Majors	4
<input type="checkbox"/>	EDUC 1101 Intro to Education and Observation	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 1108 College Algebra <sup>1</sup>	<u>3</u>
		15

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	EDUC 1106 Human Development	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II <sup>1</sup>	3
<input type="checkbox"/>	HIST 2102 American History II	3
<input type="checkbox"/>	MATH 1111 Statistics	4
<input type="checkbox"/>	PHSC 1101 Physical Science	<u>5</u>
		18

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ART 1101 Art Appreciation <b>or</b>	
	MUSI 1100 Music Appreciation <sup>2</sup>	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	EDUC 1107 Diversity in Education	3
<input type="checkbox"/>	MATH 1130 Algebraic and Arithmetic Systems <sup>2,3</sup>	4
<input type="checkbox"/>	POLI 2101 American Government <sup>2</sup>	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	EDUC 1104 Educational Technology	3
<input type="checkbox"/>	ENGL 2102 Intro to Literature <sup>2</sup>	3
<input type="checkbox"/>	MATH 2110 Topics in Math for Elementary Teachers <sup>2,3</sup>	3
<input type="checkbox"/>	PHIL 2103 World Religions	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology <sup>1</sup>	<u>3</u>
		15

### RECOMMENDED COURSES \*

ECE 2208	Teaching the Child with Disabilities	3
HIST 2107	Latin American History <sup>2</sup>	3
PSYC 2102	Child Psychology	3
PSYC 2103	Educational Psychology	3
SOCI 1101	Intro to Sociology	3
SOCI 2101	Social Problems	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Do not register without consulting advisor.

<sup>3</sup> MATH 1130 and MATH 2110 must both be taken to meet IAI core requirements and to guarantee full transfer to a four-year university.

*continued on next page ...*



NOTE: All Education majors are required to pass the Constitution exam prior to graduating from Rend Lake College. Students are encouraged to take and pass the TAP test prior to RLC graduation. Illinois universities require TAP completion prior to enrollment in the Teacher Ed program courses.

## EDUCATION – SECONDARY

*Associate in Arts Degree or Associate in Science Degree*

### COMMUNITY & CORPORATE EDUCATION DIVISION

Individuals planning to teach in high school can obtain a standard high school certificate in most fields of study. Typical majors are art, biological sciences, chemistry, English, mathematics, social studies and speech.

During the first two years of study at Rend Lake College, students should complete requirements for an Associate in Arts Degree or Associate in Science Degree in their major areas. Introduction to Psychology (PSYC 2101), American History (HIST 2102), American Government (POLI 2101), a literature course and a third-world culture course are required as part of the general education requirements. After selecting their majors, students are advised to refer to that section of the Rend Lake College catalog and follow the guidelines for their particular two-year transfer programs.

After transferring to a four-year institution, students will spend the third and fourth years completing a standard major and minor, taking a series of professional education courses and completing a student teaching assignment.

NOTE: All Education majors are required to pass the Constitution exam prior to graduating from Rend Lake College.

## EMERGENCY MEDICAL TECHNICIAN

*Occupational Certificate*

### ALLIED HEALTH DIVISION

This program is approved by the Illinois Department of Public Health and meets current IDPH standards for training as an Emergency Medical Technician. Successful completers of the certificate may apply to take the Illinois Department of Public Health EMT-B examination. Learning will occur in classroom, laboratory, hospital and field settings. ► **Total = 9 Hours**

	<b>Cr. Hrs.</b>
<input type="checkbox"/> EMT 1250    Emergency Medical Technician	9

## EMT PARAMEDIC

*Occupational Certificate*

### ALLIED HEALTH DIVISION

This program is approved by the Illinois Department of Public Health and meets current IDPH standards for training as an Emergency Medical Technician – Paramedic. Successful completers of the certificate may apply to take the Illinois Department of Public Health EMT-P examination. Learning will occur in classroom, laboratory, hospital and field settings. Students are required to earn a grade of “C” or better in EMTP courses. ► **Total = 45 Hours**

#### Prerequisites:

EMT 1250 – Emergency Medical Technician	9
Licensure as an Emergency Medical Technician through the Division of Emergency Medical Services and Highway Safety.	

#### Summer Term

<input type="checkbox"/> EMTP 1260    Paramedic Services I	<b>Cr. Hrs.</b> 6
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#### Fall Semester

<input type="checkbox"/> EMTP 1262    Paramedic Services II	12
<input type="checkbox"/> EMTP 1272    Paramedic Clinical I	3
	15

#### Spring Semester

<input type="checkbox"/> EMTP 1263    Paramedic Services III	12
<input type="checkbox"/> EMTP 1273    Paramedic Clinical II	3
	15

#### Summer Term

<input type="checkbox"/> EMTP 1264    Paramedic Services IV	6
<input type="checkbox"/> EMTP 1274    Paramedic Clinical III	3
	9

## EMT PARAMEDIC

*Associate in Applied Science Degree*

### ALLIED HEALTH DIVISION

This program, approved by the Illinois Department of Public Health, is designed to prepare students for a career as a paramedic. Career opportunities exist in the field of medical services, including medical and ambulance services, fire departments and industrial settings. Graduates will be eligible to apply to take the Illinois Department of Public Health Paramedic licensure examination. Learning will occur in classroom, laboratory, hospital and field clinical settings. Students are required to earn a grade of “C” or better in EMTP courses. ► **Total = 68 Hours**

#### Prerequisites:

#### Summer Term

EMT 1250 – Emergency Medical Technician	9
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Licensure as an Emergency Medical Technician through the Division of Emergency Medical Services and Highway Safety.

#### Fall Semester

<input type="checkbox"/> ENGL 1101    Rhetoric and Composition I <sup>1</sup>	<b>Cr. Hrs.</b> 3
<input type="checkbox"/> ZOO 1105    Anatomy and Physiology I	4
	7

#### Spring Semester

<input type="checkbox"/> COMM 1101    Principles of Effective Communication	3
<input type="checkbox"/> HECO 1202    Health Care Terminology	3
<input type="checkbox"/> PSYC 2101    Intro to Psychology	3
<input type="checkbox"/> ZOO 1106    Anatomy and Physiology II	4
	13



## ENGINEERING SCIENCE

*Associate in Engineering Science*

ARTS & SCIENCES DIVISION

The engineer is concerned with the application of scientific principles to practical problems. Engineering spans a wide range of activities, including 25 major specialties, and employment opportunities throughout the spectrum of the workforce. In a typical four-year engineering curriculum, the first two years are spent studying basic math, chemistry and physics; the last two years emphasize engineering, advanced math and science courses.

Rend Lake College offers courses applicable to the first two years of such a curriculum. Because completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. RLC partners in 2+2 programs with Southern Illinois University Edwardsville, University of Southern Indiana and Missouri University of Science and Technology. RLC graduates transfer smoothly into related programs with these universities ► **Total = 68 Hours**

*Consult with your counselor or advisor for more information about A.E.S. Degree requirements.*

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CHE 1103	Inorganic Chemistry ( <i>see prerequisites</i> ) <sup>3</sup>	5
<input type="checkbox"/> ENGG 1101	Engineering Graphics	4
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1121	Calculus and Analytic Geometry I <sup>1,3</sup>	<u>5</u>
		17

<b>Spring Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 2122	Calculus and Analytic Geometry II <sup>1,3</sup>	5
<input type="checkbox"/> PHY 1103	University Physics I <sup>3</sup>	<u>5</u>
		16

<b>Fall Semester</b>		
<input type="checkbox"/> CSCI 1103	Intro to Programming <sup>2</sup>	3
<input type="checkbox"/> ECON 2101	Principles of Economics I <b>or</b>	
<input type="checkbox"/> ECON 2102	Principles of Economics II	3
<input type="checkbox"/> MATH 2123	Calculus and Analytic Geometry III <sup>3</sup>	4
<input type="checkbox"/> PHY 1104	University Physics II <sup>3</sup>	5
<input type="checkbox"/> PHY 2101	Statics	<u>3</u>
		18

<b>Spring Semester</b>		
<input type="checkbox"/> BIO 1100	Biology for Non-Majors	4
<input type="checkbox"/> MATH 2130	Differential Equations	3
<input type="checkbox"/> PHIL 2101	Logic <b>or</b>	
<input type="checkbox"/> PHIL 2104	Ethics	3
<input type="checkbox"/> PHY 2102	Dynamics	3
<input type="checkbox"/> PHY 2121	Electrical Engineering Circuits	<u>4</u>
		17

<b>SUGGESTED ELECTIVES *</b>		
<input type="checkbox"/> CHE 1104	Inorganic Chemistry / Qual. Analysis <sup>4</sup>	5
<input type="checkbox"/> CHE 2120	Organic Chemistry I	5
<input type="checkbox"/> CHE 2121	Organic Chemistry II	5
<input type="checkbox"/> MATH 2108	Linear Algebra	3
<input type="checkbox"/> HEA 1101	Health Education	2

<sup>1</sup> Prerequisite course(s) may be required based on test scores.  
<sup>2</sup> Some schools required CSCI 1104; please consult your advisor before transferring.  
<sup>3</sup> To guarantee full transfer of credit, students must complete the entire course sequence at the same school before transfer.

<b>Summer Term</b>		
<input type="checkbox"/> EMTP 1260	Paramedic Services I	6
<b>Fall Semester</b>		
<input type="checkbox"/> EMTP 1262	Paramedic Services II	12
<input type="checkbox"/> EMTP 1272	Paramedical Clinical I	<u>3</u>
		15
<b>Spring Semester</b>		
<input type="checkbox"/> EMTP 1250	Dosage & Calculations	3
<input type="checkbox"/> EMTP 1263	Paramedic Services III	12
<input type="checkbox"/> EMTP 1273	Paramedic Clinical II	<u>3</u>
		18
<b>Summer Term</b>		
<input type="checkbox"/> EMTP 1264	Paramedic Services IV	6
<input type="checkbox"/> EMTP 1274	Paramedic Clinical III	<u>3</u>
		9

<sup>1</sup> Prerequisite course(s) may be required based on test scores.  
 The Rend Lake College paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).  
 Commission on Accreditation of Allied Health Education Programs  
 9355-113th Street, N #7709  
 Seminole, FL 33775  
 727-210-2350 • [www.caahep.org](http://www.caahep.org)



Note: The Engineering program listed is a general one. The actual program of studies the student should follow depends upon: 1) the student's educational background prior to entering Rend Lake College; 2) the specific engineering field of interest (such as chemical, electrical, civil, etc.), and 3) the four-year institution to which the student intends to transfer. A specific program of studies needs to be devised for each student by the engineering advisor.

Requirements for a Bachelor's Degree in Engineering usually are more extensive than the normal baccalaureate degree. Many, if not most, students find it takes 4-5 years of study to meet all requirements.

## ENGINEERING TECHNOLOGY

*Associate in Science Degree*

ARTS & SCIENCES DIVISION

Engineering Technology combines the analytical approach to engineering with the practical skills necessary to apply modern technology. With greater theoretical understanding and mathematical background than the technicians, the engineering technologist finds new and better solutions for today's problems in the current state of the art, taking the most advanced ideas from limited use to broad-based acceptance. ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> CHE 1101	General Chemistry I <sup>1</sup> <b>or</b>	
CHE 1103	Inorganic Chemistry I ( <i>see prerequisites</i> )	5
<input type="checkbox"/> ENGG 1101	Engineering Graphics	4
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>2</sup>	3
<input type="checkbox"/> PHY 1101	College Physics I <sup>3</sup> <b>or</b>	
PHY 1103	University Physics I <sup>2</sup>	<u>5</u>
		17

Spring Semester		
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 1121	Calculus and Analytic Geometry I <sup>2</sup>	5
<input type="checkbox"/> PHIL 2101	Logic <b>or</b>	
PHIL 2104	Ethics	3
<input type="checkbox"/> PHY 1102	College Physics II <sup>3</sup> <b>or</b>	
PHY 1104	University Physics II <sup>2</sup>	<u>5</u>
		16

Fall Semester		
<input type="checkbox"/> ECON 2101	Principles of Economics I <b>or</b>	
ECON 2102	Principles of Economics II	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> MATH 2122	Calculus and Analytic Geometry II	5
<input type="checkbox"/> PHY 2101	Statics	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16

Spring Semester		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> MATH 2123	Calculus and Analytic Geometry III	4
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Life Science	<u>5</u>
		15

### RECOMMENDED COURSES

CSCI 1104	Introduction to Programming	4
MATH 2108	Linear Algebra	3
PHY 2102	Dynamics	3
	Elective – Fine Arts / Humanities	3
	Elective – Social Science	3
CHE 1104	Qualitative Analysis Inorganic Chem	5
MATH 2130	Differential Equations	3

<sup>1</sup> May take CHE 140A at Southern Illinois University Carbondale, no lab.

<sup>2</sup> Prerequisite course(s) may be required based on test scores.

<sup>3</sup> Student should also take PHY 1102 to guarantee full transfer of College Physics sequence to a four-year university.

<sup>4</sup> One Fine Arts course and one Humanities course needed to meet IAI core  
*continued on top of next column ...*

requirements.

## ENGLISH

*Associate in Arts Degree*

ARTS & SCIENCES DIVISION

A major in English, or a strong core of English courses, prepares a student for teaching, positions in publishing and a wide range of professional writing jobs. An English major is considered good preparation for some professional programs.

► Total = 64 Hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HUMT 1105	Humanities through the Arts <sup>1</sup>	3
<input type="checkbox"/> MATH 1107	Contemporary College Math <sup>1</sup>	3-4
<input type="checkbox"/>	Elective – Fine Arts *	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15

Spring Semester		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> ENGL 2102	Intro to Literature	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/>	Elective – Science with Lab	<u>5</u>
		16

Fall Semester		
<input type="checkbox"/> ENGL 2107	Mythology	
HUMT 1104	or Introduction to Film	3
<input type="checkbox"/> ENGL 2109	British Literature – Beowulf to 1799 <b>or</b>	
ENGL 2111	American Literature I	3
<input type="checkbox"/>	Elective – Foreign Language	4
<input type="checkbox"/>	Elective – Science	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16

Spring Semester		
<input type="checkbox"/> ENGL	Any 2000 Level Literature Course	3
<input type="checkbox"/> ENGL 2106	Intermediate Composition	3
<input type="checkbox"/> ENGL 2110	British Literature – 1800 to Present <b>or</b>	
ENGL 2112	American Literature II	3
<input type="checkbox"/> HIST 2101	American History I <b>or</b>	
POLI 1101	State and Local Government <b>or</b>	
POLI 2101	American Government	3
<input type="checkbox"/>	Elective – Foreign Language	4
<input type="checkbox"/>	Elective	<u>1</u>
		17

\* Theatre Preferred

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## FACILITY MANAGEMENT

*Occupational Certificate*

APPLIED SCIENCE & TECHNOLOGY DIVISION

This certificate is designed to prepare students for entry-level occupations involving the management of organizations' physical assets. Upon completion of the curriculum, students should have basic knowledge of building codes, building design and construction, mechanical and electrical systems operations, landscaping and grounds management and asset management. A wide variety of career opportunities exist for individuals to be employed in manufacturing plants, hospitals, high-rise buildings, educational institutions, and recreation centers, as well as hotels and motels. ► **Total = 33 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> ARCH 1212	Architectural Construction Systems	3
<input type="checkbox"/> ARCH 2215	Mechanical & Electrical Systems	3
<input type="checkbox"/> ARCH 2226	Architectural Documents & Cost Estimating	3
<input type="checkbox"/> FMGT 1201	Intro to Facility Management	3
		<u>105</u>

<input type="checkbox"/>	IST 1221	Industrial Safety	2
<input type="checkbox"/>	MATH 1201	Technical Math	<u>3</u>
			17
<b>Spring Semester</b>			
<input type="checkbox"/>	ARCH 1209	Architectural Building Tech	3
<input type="checkbox"/>	ARCH 2227	Architectural Building Codes	3
<input type="checkbox"/>	CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	GFM 1201	Plan & Develop Green Facilities	4
<input type="checkbox"/>	HORT 1201	Intro to Horticulture	<u>3</u>
			16

## FACILITY MANAGEMENT

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to an Associate in Applied Science Degree in Facility Management. This program is designed to prepare students for occupations involving the management of an organization's physical assets. Upon completion of the curriculum, students should have thorough knowledge of building codes, building design and construction, mechanical and electrical systems operations, landscaping and grounds management and asset management. A wide variety of career opportunities exist for individuals to be employed in manufacturing plants, hospitals, high-rise buildings, educational institutions, recreation centers, as well as hotels and motels.

► **Total = 65 Hours**

		Cr. Hrs.	
<b>Fall Semester</b>			
<input type="checkbox"/>	FMGT 1201	Intro to Facility Management	3
<input type="checkbox"/>	ARCH 2215	Mechanical & Electrical Systems	3
<input type="checkbox"/>	IST 1221	Industrial Safety	2
<input type="checkbox"/>	ARCH 1212	Architectural Construction Systems	3
<input type="checkbox"/>	ARCH 2226	Architectural Documents & Cost Estimating	3
<input type="checkbox"/>	MATH 1201	Technical Math	<u>3</u>
			17

<b>Spring Semester</b>			
<input type="checkbox"/>	GFM 1201	Plan & Develop Green Facilities	4
<input type="checkbox"/>	ARCH 1209	Architectural Building Tech	3
<input type="checkbox"/>	ARCH 2227	Architectural Building Codes	3
<input type="checkbox"/>	CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	HORT 1201	Intro to Horticulture	<u>3</u>
			16

<b>Fall Semester</b>			
<input type="checkbox"/>	FMGT 1202	Building Environments	3
<input type="checkbox"/>	OFTC 1233	Office Accounting	3
<input type="checkbox"/>	GFM 1204	Landscapes and Grounds Management	4
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I	3
<input type="checkbox"/>	SDGB 1201	Sustainable Building Designs	<u>3</u>
			16

<b>Spring Semester</b>			
<input type="checkbox"/>	GFM 1202	Building Automation Control Systems	4
<input type="checkbox"/>	GFM 1203	Energy Modeling and Management	4
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	PSYC 2106	Human Relations	3
<input type="checkbox"/>	FMGT 1203	Waste Management	1
<input type="checkbox"/>	FMGT 1204	Fleet Management	<u>1</u>
			16

## HEAVY EQUIPMENT TECHNOLOGY

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program leading to an Associate in Applied Science Degree. The program is designed to prepare students for occupations

involving the maintenance and repair of heavy duty trucks and equipment. Upon completion of the curriculum, the student should have a thorough knowledge of engine and brake repair, servicing, sales and alignment. Also upon completion, the student has the option to capstone into a participating four-year institution. ► **Total = 70 Hours**

		Cr. Hrs.	
<b>Fall Semester</b>			
<input type="checkbox"/>	AGRI 1208	Diesel Engines	6
<input type="checkbox"/>	CSCI 1101	Intro to Computers <b>or</b>	
	CSCI 1102	Intro to Computers w/Business Applications	3
<input type="checkbox"/>	DIEL 1208	Diesel Accessories	2
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HEQT 1201	Heavy Equipment Maintenance	<u>4</u>
			18

<b>Spring Semester</b>			
<input type="checkbox"/>	AGRI 1204	Physics of Hydraulics	4
<input type="checkbox"/>	AGRI 1221	Intro to Agriculture Occupations	1
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	DIEL 1205	Heavy Equipment Brakes	3
<input type="checkbox"/>	HEQT 1208	Fundamentals of Machine Electronics	3
<input type="checkbox"/>	HEQT 1211	Engine Fuel Systems	<u>3</u>
			17

<b>Fall Semester</b>			
<input type="checkbox"/>	AGRI 1222	Applied Mathematics <sup>1</sup>	3
<input type="checkbox"/>	AGRI 2201	Transmissions and Power Trains	4
<input type="checkbox"/>	HEQT 2205	Undercarriage and Final Drives <sup>2</sup>	3
<input type="checkbox"/>	HEQT 2203	Machine Systems Electronics	3
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology	<u>3</u>
			16

<b>Spring Semester</b>			
<input type="checkbox"/>	AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/>	AGRI 1206	Ag Air Conditioning Systems	4
<input type="checkbox"/>	DIEL 1206	Advanced Diesels	2
<input type="checkbox"/>	HEQT 1210	Supervised Occupational Experience	4
<input type="checkbox"/>	HEQT 2207	Machine Systems Diagnosis & Troubleshooting	<u>4</u>
			19

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> DIEL 1204 (4) Intermediate Diesels can be substituted for HEQT 2205

## HEAVY EQUIPMENT TECHNOLOGY

Occupational Certificate

### APPLIED SCIENCE & TECHNOLOGY DIVISION

This certificate is designed to prepare students for entry-level occupations involving maintenance and repair of heavy duty trucks and equipment. Upon completion of the curriculum, the students should have basic knowledge of engine, brakes, servicing and undercarriage. ► **Total = 29 Hours**

		Cr. Hrs.	
<b>Fall Semester</b>			
<input type="checkbox"/>	AGRI 1208	Diesel Engines	6
<input type="checkbox"/>	DIEL 1208	Diesel Accessories	2
<input type="checkbox"/>	AGRI 2201	Transmissions and Power Trains	4
<input type="checkbox"/>	HEQT 1201	Heavy Equipment Maintenance	<u>4</u>
			16

<b>Spring Semester</b>			
<input type="checkbox"/>	AGRI 1204	Physics of Hydraulics	4
<input type="checkbox"/>	DIEL 1205	Heavy Equipment Brakes	3
<input type="checkbox"/>	HEQT 1208	Fundamentals of Machine Electronics	3
<input type="checkbox"/>	HEQT 1211	Engine Fuel Systems	<u>3</u>

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## HISTORY

Associate in Arts Degree

### ARTS & SCIENCES DIVISION

This two-year transfer program leads to an Associate of Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of history. It provides students with the background in history and general studies necessary for advanced work at a four-year institution. Students should check with the institution to which they are transferring or an advisor for any other requirements. ► **Total = 64 Hours**

#### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HIST 1101 Western Civilization I <sup>1</sup>	3
<input type="checkbox"/>	Elective – Science with Lab	4
	Elective	<u>3</u>
		17

#### Spring Semester

<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	GEOG 1101 Introduction to Geography	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	HIST 1102 Western Civilization II	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	
<input type="checkbox"/>	SOCI 1101 <b>or</b> Introduction to Sociology	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

#### Fall Semester

<input type="checkbox"/>	ANTH 1101 Cultural Anthropology	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	HIST 2101 American History I	3
<input type="checkbox"/>	MATH 1111 Statistics <sup>1</sup>	4
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		16

#### Spring Semester

<input type="checkbox"/>	ENGL 2106 Intermediate Composition	3
<input type="checkbox"/>	HIST 2102 American History II	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Science	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## INDUSTRIAL ELECTRONICS & MAINTENANCE TECHNICIAN

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

The program is designed to train students in electronics and maintenance fundamentals, the associated circuitry and components, troubleshooting and repair of systems. All courses contain a balance of the latest theory and hands-on lab experience that will develop a well-rounded and versatile technician. Students who complete the Industrial Electronics and Maintenance Technician program should be qualified for entry-level positions with a variety of industries. The knowledge gained from these courses may enable students who are pursuing a four-year degree to capstone into programs at senior-level institutions. The core technical classes may prove to be very valuable to those persons already employed in industry desiring to upgrade their skills.

► **Total = 72 Hours**

#### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CNS 1240 Digital Fundamentals	3
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	INEL 1291 Basic Electronics for Technicians	5
<input type="checkbox"/>	MATH 1201 Technical Mathematics <sup>1</sup> or higher	<u>3</u>
		17

#### Spring Semester

<input type="checkbox"/>	FLPR 1262 Fluid Power Fundamentals	5
<input type="checkbox"/>	INEL 1250 Electric Motors and Control Circuits	6
<input type="checkbox"/>	INEL 1265 Solid State Electronics	4
<input type="checkbox"/>	IST 2230 Introduction to PLCs	<u>3</u>
		18

#### Fall Semester

<input type="checkbox"/>	IST 2220 Industrial Mechanics	4
<input type="checkbox"/>	IST 2231 Advanced Programmable Controllers	3
<input type="checkbox"/>	IST 2232 Branded Controllers & Industrial PCs	3
<input type="checkbox"/>	MACH 1201 Machining Technology I	4
<input type="checkbox"/>	WELD 1270 Introduction to Welding Processes	<u>4</u>
		18

#### Spring Semester

<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	IST 1230 Introduction to Robotics	3
<input type="checkbox"/>	IST 2258 Automated Control Systems	4
<input type="checkbox"/>	IST 1221 Industrial Safety	2



## BASIC MACHINING CERTIFICATE

### OCCUPATIONAL CERTIFICATE

This certificate is for those students who are seeking to improve their skills for the machining industry. Students will learn the fundamentals of machining using lathes and milling machining. The basic fundamentals of setting up the machine, selecting the correct tool, adjusting tool speed, determining depth of cut, and the use of precision measuring tools will be covered. ► **Total = 18 Hours**

#### Fall Semester Cr. Hrs.

<input type="checkbox"/> MACH 1201	Machining Technology I	4
<input type="checkbox"/> MFG 1230	Blueprint Reading	<u>3</u>
		7

#### Spring Semester

<input type="checkbox"/> MACH 1202	Machining Technology II	4
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	<u>4</u>
		8

#### Fall Semester

<input type="checkbox"/> MACH 1203	Machining Technology III	3
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## PLC CERTIFICATE

### OCCUPATIONAL CERTIFICATE

This certificate will provide those seeking employment or current technicians with the fundamental electrical skills necessary to configure, program, connect sensors, motors, or other output devices, and troubleshoot Allen Bradley SLC 500 control systems. PLCs will be configured in a stand-alone and a network environment using a teach pendant and the computer-based RSLogic software. ► **Total = 20 Hours**

#### Fall Semester

<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> IST 2230	Introduction to PLCs	<u>3</u>
		11

#### Spring Semester

<input type="checkbox"/> INEL 1250	Electric Motors & Control Circuits	6
<input type="checkbox"/> IST 2231	Adv. Programmable Controllers	<u>3</u>
		9

## ROBOTS & AUTOMATION CERTIFICATE

### OCCUPATIONAL CERTIFICATE

This certificate will train students in the necessary skills and knowledge to seek employment as a technician responsible for the installation, maintenance and troubleshooting of automated equipment. Basic principles of DC, AC and digital circuits are the cornerstone of this certificate. Skills of wiring, programming and troubleshooting programmable logic controllers are then added to the student's basic knowledge. Robotics skills are taught, including robot set-up, flow charting, programming points, programming sequence instructions and conditional commands. ► **Total = 18 Hours**

#### Fall Semester Cr. Hrs.

<input type="checkbox"/> BUSI 1202	Employability Skills	1
<input type="checkbox"/> CNS 1240	Digital Fundamentals	3
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> IST 2230	Introduction to PLCs	<u>3</u>
		12

#### Spring Semester

<input type="checkbox"/> IST 1230	Intro to Robotics	3
<input type="checkbox"/> IST 2231	Advanced Programmable Controllers	<u>3</u>
		6

## INDUSTRIAL MAINTENANCE MULTI-TECH

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

This program is designed to train students in the Industrial Maintenance and Electronics field who have a complementary AAS or in-depth industry experience. These core technical classes are very valuable to those persons already employed in industry desiring to upgrade their skills. ► **Total 20 hours**

#### Fall Semester

<input type="checkbox"/> CNS 1240	Digital Fundamentals	3
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	<u>5</u>
		8

#### Spring Semester

<input type="checkbox"/> INEL 1250	Electric Motors & Control Circuits	6
<input type="checkbox"/> IST 2230	Introduction to PLC's	3
<input type="checkbox"/> INEL 1265	Solid State Electronics	
IST 2232	<b>or</b> Branded Controllers & Industrial PC's	<u>3</u>
		12

## INDUSTRIAL MAINTENANCE TECHNICIAN

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

This certificate is designed to assist those students desiring a fundamental set of skills in order to enter the job market quickly. All courses in this certificate can be used in the Industrial Electronics and Maintenance degree. ► **Total = 28 Hours**

#### Fall Semester

<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> MATH 1201	Technical Mathematics <sup>1</sup>	3
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	<u>4</u>
		15

#### Spring Semester

<input type="checkbox"/> MACH 1201	Machining Technology I	4
<input type="checkbox"/> FLPR 1262	Fluid Power Fundamentals	5
<input type="checkbox"/>	Elective – Technical *	<u>4</u>
		13

\* See technical electives from A.A.S. degree.

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## INDUSTRIAL TECHNOLOGY

### Associate in Science Degree

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

### INDUSTRIAL SPECIALTY

Industrial Technology has as its objective the training of qualified personnel who can develop and direct the manufacture and distribution of products. The program is a balanced curriculum of studies drawn from a variety of disciplines relating to the processes, principles of distribution and concepts of industrial management and human relations. Communication skills, humanities and social sciences are studied to develop managerial abilities. Knowledge of physical science, mathematics, design and technical skills gained from the program allows the graduate to cope with technical production problems. A total of 64 hours is required for the Associate in Science Degree. ► **Total = 64 Hours**

#### Fall Semester

#### Cr. Hrs.

<input type="checkbox"/>	CHE 1101	General Chemistry	5
<input type="checkbox"/>	ENGG 1101	Engineering Graphics	4
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	HEA 1101	Health Education	2
<input type="checkbox"/>	MATH 1108	College Algebra <sup>1</sup>	<u>3</u>
			17

**Spring Semester**

<input type="checkbox"/>	CSCI 1102	Intro to Computers w/ Business Applications <sup>2</sup>	3
<input type="checkbox"/>	ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1109	Plane Trigonometry	3
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>		Elective – Humanities	<u>3</u>
			15

**Fall Semester**

<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	PHY 1101	College Physics	5
<input type="checkbox"/>		Elective – Humanities	3
<input type="checkbox"/>		Elective – Social Science	3
<input type="checkbox"/>		Elective – Biological Science	<u>3</u>
			17

**Spring Semester**

<input type="checkbox"/>	MATH 2115	Calculus for Business	4
<input type="checkbox"/>	PHY 1102	College Physics II	5
<input type="checkbox"/>		Elective – Social Science <sup>3</sup>	3
<input type="checkbox"/>		Elective – Technical	<u>3</u>
			15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.  
<sup>2</sup> Student must pass pre-test prior to enrolling in course.  
<sup>3</sup> Social Science elective courses must come from two different areas.

**IT DATABASE SPECIALIST**

*Associate in Applied Science Degree*

APPLIED SCIENCE & TECHNOLOGY DIVISION

The IT Database Specialist is a two-year program designed to provide students with the necessary information and skills to become an IT technician with emphasis on databases. Courses contain a balance of classroom and laboratory activities with modern hardware and up-to-date software. Students who successfully complete this program qualify for a variety of entry-level positions in the computer industry. The series of courses are a foundation to CISCO, CCNP, CompTIA, PC Maintenance, and CWNA. National competency requirements have been used to develop the curriculum. The knowledge gained from these courses may enable students who are pursuing a four-year degree to capstone into programs at senior-level institutions.

► **Total 64 hours**

**Fall Semester**

		<b>Cr. Hrs.</b>	
<input type="checkbox"/>	CNS 1210	Intro to Networks	5
<input type="checkbox"/>	CNS 1212	Hardware and Operating Systems	5
<input type="checkbox"/>	CSCI 1102	Intro to Computers w/Business Applications	3
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I	<u>3</u>
			16

**Spring Semester**

		<b>Cr. Hrs.</b>	
<input type="checkbox"/>	CNS 1234	Linux Networking	3
<input type="checkbox"/>	CNS 1231	Windows Professional	3
<input type="checkbox"/>	CNS 2260	Wireless LAN/WAN	4
<input type="checkbox"/>	CSCI 1255	Microsoft Access Database	3
<input type="checkbox"/>	MATH 1201	Technical Mathematics	
	MATH 1107	or Contemporary College Mathematics <sup>1</sup>	<u>3</u>
			16

**Fall Semester**

		<b>Cr. Hrs.</b>	
<input type="checkbox"/>	CNS 1232	Windows Server	3
<input type="checkbox"/>	CNS 1235	Linux Server	4
<input type="checkbox"/>	CSCI 1257	SQL Server Database Design	3
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>	OFTC 1234	Communication In Tech Service	<u>3</u>
			16

**Spring Semester**

		<b>Cr. Hrs.</b>	
<input type="checkbox"/>	CNS 2200	Emerging Technologies	5
<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1280	Advanced Database Systems	3
<input type="checkbox"/>	COOP 1101	Cooperative Education	2
<input type="checkbox"/>		Elective	<u>3</u>
			16

**Recommended Electives**

<input type="checkbox"/>	CNS 1207	Fundamentals of Information Security	4
<input type="checkbox"/>	CSCI 2100	Discrete Structures	3
<input type="checkbox"/>	CSCI 2209	System Analysis and Design	3

<sup>1</sup> Students seeking transfer will need to take MATH 1107



## IT SECURITY SPECIALIST

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The IT Security Specialist is a two-year program designed to provide students with the necessary information and skills to become an IT technician with emphasis on security. Courses contain a balance of classroom and laboratory activities with modern hardware and up-to-date software. Students who successfully complete this program qualify for a variety of entry-level positions in the computer industry. The program provides a foundation for those who are seeking Cisco, Microsoft, and ComptiaTIA certifications. National competency requirements have been used to develop the curriculum. The knowledge gained from these courses may enable students who are pursuing a four-year degree to capstone into programs at senior-level institutions.

► **Total 64 hours**

A criminal history background check is required.

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 1210 Intro to Networks	5
<input type="checkbox"/>	CNS 1212 Hardware and Operating Systems	5
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/Business Applications	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I	<u>3</u>
		16

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 1207 Fundamentals of Information Security	4
<input type="checkbox"/>	CNS 1231 Wireless Professional	3
<input type="checkbox"/>	CNS 2260 Wireless LAN/WAN	4
<input type="checkbox"/>	MATH 1201 Technical Mathematics	
	MATH 1107 <b>or</b> Contemporary College Mathematics <sup>1</sup>	3
<input type="checkbox"/>	CNS 1234 Linux Networking	<u>3</u>
		17

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 1232 Windows Server	3
<input type="checkbox"/>	CNS 1235 Linux Server	4
<input type="checkbox"/>	CNS 2228 Hacking Techniques and Tools	4
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	OFTC 1234 Communications In Tech Service	<u>3</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 2200 Emerging Technologies	5
<input type="checkbox"/>	CNS 2231 Network Security Firewalls and VPNs	3
<input type="checkbox"/>	COOP 1101 Cooperative Education	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	<u>3</u>
		14

<sup>1</sup> Students seeking transfer will need to take MATH 1107

## IT SYSTEMS ASSISTANT

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

### MICROSOFT USER CERTIFICATE

This certificate program prepares students and professionals by concentrating on the Microsoft Office Suite, namely Word, Excel, PowerPoint, and Access. Topics covered in these courses help prepare the student for work using the various products as well as participation in the Microsoft Certified Application Specialist exams. Exams are not included in this program. ►

**Total = 16 Hours**

Fall Semester (Fall)		Cr. Hrs.
<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	CSCI 1263 Microsoft Excel Spreadsheet	<u>3</u>
		7
Spring Semester (Spring)		Cr. Hrs.
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2
<input type="checkbox"/>	CSCI 1255 Microsoft Access Database	3
<input type="checkbox"/>	CSCI 1275 Microsoft PowerPoint	3
<input type="checkbox"/>	SERV 1101 Service Learning	<u>1</u>
		9

NOTE: Students must be able to type 25 words per minute.

## IT SPECIALIST

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

The courses listed in the certificates are included in the IT Database Specialist or IT Security Specialist degrees. Students must be able to type 25 words per minute for these certificate programs.

### COMPUTER NETWORKING

The Computer Networking certificate provides students with the necessary information and skills to network computers on both wired and wireless networks. Course objectives will follow CompTIA Network+ certification guidelines. Courses offer a balance of classroom and laboratory activities. ► **Total = 14 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 1210 Intro to Networks	5
<input type="checkbox"/>	CNS 1212 Hardware and Operating Systems	<u>5</u>
		10
Spring Semester		Cr. Hrs.
<input type="checkbox"/>	CNS 2260 Wireless LAN / WAN	4





## CYBER SECURITY SPECIALIST

The Cyber Security Specialist certificate provides students with the necessary knowledge and skills to detect and mitigate cyber attacks. Students are taught how to understand cyber attack vectors and investigate cyber intrusions, as well as proactive defense methods. Courses offer a balance of classroom and laboratory activities. ► **Total = 25 Hours**

	<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1212	Hardware and Operating Systems	5
<b>Spring Semester</b>		
<input type="checkbox"/> CNS 1231	Windows Professional	3
<input type="checkbox"/> CNS 1234	Linux Networking	3
<input type="checkbox"/> CNS 1207	Fundamentals of Information Security	4
		10
<b>Fall Semester</b>		
<input type="checkbox"/> CNS 2228	Hacking Techniques and Tools	4
<input type="checkbox"/> CNS 1232	Windows Server	3
		7
<b>Spring Semester</b>		
<input type="checkbox"/> CNS 2231	Network Security Firewalls and VPN	3
		3

## LINUX NETWORKING

The Linux Networking certificate provides students with the necessary information and skills to be able to configure and install Linux-based desktops and servers. Courses offer a balance of classroom and laboratory exercises using Linux virtual machines. Competency requirements identified on a national level have been used to develop the curriculum. ► **Total = 12 Hours**

	<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1212	Hardware and Operating Systems	5
<b>Spring Semester</b>		
<input type="checkbox"/> CNS 1234	Linux Networking	3
<b>Fall Semester</b>		
<input type="checkbox"/> CNS 1235	Linux Server	4

## PC MAINTENANCE

The PC Maintenance Certificate is designed to provide students with the necessary information and skills to become a computer and network technician and to take the CompTIA A+ certification test. Courses contain a balance of classroom and laboratory activities with modern hardware and up-to-date software. Students completing this program should be qualified for a variety of entry-level positions as a technician and provide a foundation for those seeking to expand their knowledge of networks. Competency requirements identified on a national level have been used to develop the curriculum. ► **Total = 8 Hours**

	<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1212	Hardware and Operating Systems	5
<b>Spring Semester</b>		
<input type="checkbox"/> CNS 1231	Windows Professional	3

## WINDOWS

The Windows Certificate provides students with the necessary information and skills to become a Microsoft Certified Professional. The courses contain a balance of classroom and laboratory activities with modern hardware and up-to-date software. Competency requirements identified on a national level by the Microsoft Corporation are used to direct the curriculum. ► **Total = 11 Hours**

	<b>Fall Semester</b>	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1210	Intro to Networks	5
<b>Spring Semester</b>		
<input type="checkbox"/> CNS 1231	Windows Professional	3
<b>Fall Semester</b>		
<input type="checkbox"/> CNS 1232	Windows Server	3



## MANUFACTURING TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Manufacturing Technology program is designed to prepare graduates for supervisory or technical positions in manufacturing. Curriculum requirements are broad-based to enable graduates to obtain employment in a wide variety of manufacturing areas, such as the Manufacturing Skill Standards Council (MSSC) industry-recognized credentialing system which covers the four critical production functions common to all sectors of manufacturing. The technician will develop a fundamental knowledge of materials, manufacturing process, quality processes, and computer, electrical, mechanical and machine control systems related to manufacturing disciplines. ► **Total = 64 Hours**

### Fall Semester

		Cr. Hrs.
MFG 1207	Safety	3
MFG 1210	Quality Practices & Measurements	3
MACH 1201	Machine Technology I	4
MATH 1201	Technical Mathematics	3
INEL 1291	Basic Electronics For Technicians	5
		18

### Spring Semester

MFG 1208	Manufacturing Processes & Production	3
MFG 1209	Maintenance Awareness	3
IST 2230	Introduction To PLC's	3
MACH 1202	Machine Technology II	4
ENGL 1101	Rhetoric And Composition I	3
		16

### Fall Semester

CSCI 1101	Introduction To Computers	3
IST 2231	Advanced PLC's	3
MFG 1230	Blueprint Reading	3
WELD 1270	Introduction To Welding Processes	4
		13

### Spring Semester

Comm 1101	Principles of Effective Speaking	3
FLPR 1262	Fluid Power Fundamentals	5
INEL 1250	Electric Motors & Control Circuits	6
PSYC 2106	Human Relations	3
		17

<sup>1</sup> Prerequisite Course(S) May Be Required Based On Test Scores.

## MANUFACTURING TECHNOLOGY

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Manufacturing Technology program is designed to prepare graduates for supervisory or technical positions in manufacturing. Curriculum requirements are broad-based to enable graduates to obtain employment in a wide variety of manufacturing areas, such as the Manufacturing Skill Standards Council (MSSC) industry-recognized credentialing system which covers the four critical production functions common to all sectors of manufacturing. The technician will develop a fundamental knowledge of materials, manufacturing process, quality processes, and computer, electrical, mechanical and machine control systems related to manufacturing disciplines. ► **Total = 32 Hours**

### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	MACH 1201 Machine Technology I	4
<input type="checkbox"/>	MFG 1207 Safety	3
<input type="checkbox"/>	MFG 1210 Quality Practices & Measurement	3
<input type="checkbox"/>	MFG 1230 Blueprint Reading	3
<input type="checkbox"/>	WELD 1270 Introduction to Welding Processes	4
		17

### Spring Semester

<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	BUSI 1202 Employability Skills	1
<input type="checkbox"/>	IST 2230 Introduction to PLCs	3
<input type="checkbox"/>	MACH 1202 Machine Technology II	4
<input type="checkbox"/>	MFG 1208 Manufacturing Processes & Production	3
<input type="checkbox"/>	MFG 1209 Maintenance Awareness	3
		15

## CERTIFIED PRODUCTION TECHNICIAN

The Manufacturing Skill Standards Council (MSSC) industry-recognized credentialing system leading to a certified production technician covers the four critical production functions common to all sectors of manufacturing. This program provides the foundational knowledge and skill sets applicable for entry- to mid-level production technician jobs in the manufacturing industry. It is designed for individuals wanting to enter the manufacturing field as production line workers as well as experienced employees wishing to seek MSSC certification. Students must receive a "C" or better in all courses. ► **Total = 16 Hours**

### First Semester

		Cr. Hrs.
<input type="checkbox"/>	MFG 1207 Safety	3
<input type="checkbox"/>	MFG 1210 Quality Practices & Measurement	3
<input type="checkbox"/>	MFG 1208 Manufacturing Processes & Production	3
<input type="checkbox"/>	MFG 1209 Maintenance Awareness	3
<input type="checkbox"/>	Technical Elective(s)	4



## MATHEMATICS

Associate in Arts Degree

ARTS & 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, but excellent career opportunities exist in business- and economic-related positions and 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**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1110 Precalculus <sup>1</sup>	5
<input type="checkbox"/>	Elective – Life Science	4
<input type="checkbox"/>	Elective – Social Science	3
		<u>15</u>

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1121 Calculus and Analytic Geometry I <sup>5</sup>	5
<input type="checkbox"/>	Elective	3
<input type="checkbox"/>	Elective – Physical Science <sup>2</sup>	3
<input type="checkbox"/>	Elective – Social Science	3
		<u>17</u>

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II <sup>5</sup>	5
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	3
		<u>17</u>

Spring Semester		Cr. Hrs.
<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 <sup>5</sup>	4
<input type="checkbox"/>	MATH 2130 Differential Equations	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities <sup>3,4</sup>	3
		<u>15</u>

### RECOMMENDED ELECTIVES

<input type="checkbox"/>	EDUC 1101 Intro to Education & Observation	3
<input type="checkbox"/>	EDUC 1106 Human Development	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> One Life Science course and one Physical Science course needed to meet IAI core requirements.

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

<sup>4</sup> One Fine Arts course and one Humanities course needed to meet IAI core requirements.

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



## 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 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. A criminal history background check and drug screenings are required. ► **Total = 66 Hours**

Fall 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 <sup>1</sup>	3
<input type="checkbox"/>	HECO 1202 Healthcare Terminology	3
<input type="checkbox"/>	Elective – Humanities / Fine Arts	3
		<u>15</u>

Spring Semester		Cr. Hrs.
<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	4
<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	3
		<u>19</u>

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	CMA 1204 Professionalism & Safety	3
<input type="checkbox"/>	CMA 1205 Lab Diagnostics	4
<input type="checkbox"/>	CMA 1206 Patient Care II	3
<input type="checkbox"/>	CMA 1207 Practicum <sup>2</sup>	4
<input type="checkbox"/>	CMA 1208 Essentials in Health Information Management	3
		<u>17</u>

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	HEA 1120 Stress Management	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	SOCI 1101 Intro to Sociology	3
		<u>15</u>

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Students are required to complete a total of 200 unpaid hours at their designated practicum site. Students may not be provided, directly or indirectly, with any exchange of funds during their 200 practicum hours.

## MEDICAL ASSISTANT

Occupational Certificate

ALLIED HEALTH DIVISION ► **Total = 36 Hours**

All curriculum courses must be completed with a grade of "C" or better. To continue in the Medical Assistant Certificate program, all courses must be taken in the order outlined in the curriculum.

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ALH 1200 Intro to Pharmacology	3
<input type="checkbox"/>	ALH 1201 Anatomy & Physiology Fundamentals	3

continued on next page ...

<input type="checkbox"/>	CMA 1201	Administrative Aspects	4
<input type="checkbox"/>	CMA 1202	Patient Care I	3
<input type="checkbox"/>	CMA 1203	Billing & Coding	3
<input type="checkbox"/>	HECO 1202	Healthcare Terminology	3
			<u>19</u>

### Spring Semester

#### 12-Week Courses

<input type="checkbox"/>	ALH 1202	Medical Law & Ethics	3
<input type="checkbox"/>	CMA 1204	Professionalism & Safety	3
<input type="checkbox"/>	CMA 1205	Lab Diagnostics	4
<input type="checkbox"/>	CMA 1206	Patient Care II	3

#### 5 week course: After successful completion of all previous courses

<input type="checkbox"/>	CMA 1207	Practicum <sup>1</sup>	<u>4</u>
			17

<sup>1</sup> Students are required to complete a total of 200 unpaid hours at their designated practicum site. Students may not be provided, directly or indirectly, with any exchange of funds during their 200 practicum hours.

The Rend Lake College Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355-113th Street, N #7709  
Seminole, FL 33775  
[www.caahep.org](http://www.caahep.org)

## MEDICAL CODING

### Occupational Certificate

#### ALLIED HEALTH DIVISION

The Medical Coding program is a two-semester certificate designed to prepare students to work in the medical field as medical coders and to sit for credentialing as medical coders. Medical coding professionals play a key role in the revenue cycle process. Every time a patient is seen in a health care setting, the provider must document the services provided. The coder abstracts the information from that documentation, assigns the appropriate codes and creates a claim to be paid. The curriculum emphasizes practical hands-on learning experiences in the laboratory setting. A background check and drug screening test are required. All curriculum courses must be completed with a grade of "C" or better. ► **Total = 29 Hours**

Prerequisites		Cr. Hrs.	
<input type="checkbox"/>	CSCI 1102	Intro to Comp. with Business Applications	3
<input type="checkbox"/>	HECO 1202	Health Care Terminology	<u>3</u>
			6
Fall Semester			
<input type="checkbox"/>	ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	HIT 1201	Intro to Health Information	3
<input type="checkbox"/>	HIT 2205	Pharmacology for Health Information	2
<input type="checkbox"/>	HIT 2207	Compliance & Ethics in Health Care	3
<input type="checkbox"/>	MEDC 1206	Intro to Medical Coding	<u>3</u>
			14
Spring Semester			
<input type="checkbox"/>	HIT 1205	Pathophysiology for Health Information	4
<input type="checkbox"/>	HIT 2218	Health Care Reimbursement	2
<input type="checkbox"/>	MEDC 1200	Medical Office Procedures	3
<input type="checkbox"/>	MEDC 1208	Intermediate Medical & CPT Coding	3
<input type="checkbox"/>	MEDC 1210	Coding Practicum	<u>3</u>
			15

continued at the top of next column ...

## MEDICAL SUPPORT SPECIALIST

### Occupational Certificate

#### ALLIED HEALTH DIVISION

This one semester certificate program is designed to prepare students with the knowledge and skills necessary for an entry-level position in medical offices, hospitals, and other healthcare facilities. Students will be trained in basic computer skills, proper medical terminology, customer service communication, and medical billing and coding. ► **Total = 16 Hours**

First Semester		Cr. Hrs.	
<input type="checkbox"/>	ALH 1205	Clinical Experience	3
<input type="checkbox"/>	BUSI 1202	Employability Skills	1
<input type="checkbox"/>	CMA 1203	Billing & Coding	3
<input type="checkbox"/>	CSCI 1102	Intro to Computers w/Business Applications	3
<input type="checkbox"/>	HECO 1202	Health Care Terminology	3
<input type="checkbox"/>	OFTC 1234	Communication in Technical Services	<u>3</u>
			16

## MINING TECHNOLOGY – MINE OPERATIONS

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 16.5 Hours**

Fall Semester		Cr. Hrs.	
<input type="checkbox"/>	INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/>	MIN 1210	Intro to Mining	2.5
<input type="checkbox"/>	MIN 1220	Mine Atmosphere & Strata Control	3
<input type="checkbox"/>	MIN 1221	Machine Operations	2
<input type="checkbox"/>	WELD 1270	Intro to Welding Processes	<u>4</u>
			16.5



**MUSIC**

Associate in Fine Arts Degree

ARTS &amp; SCIENCES DIVISION

**MUSIC PERFORMANCE – INSTRUMENTAL OPTION**

Rend Lake College offers courses applicable to an Associate in Fine Arts Degree. This degree will require a total of 64 credit hours. General Education courses are described in the Illinois General Education Core Curriculum. Because completion of the A.F.A. curriculum does not fulfill the requirements of the Illinois General Education Core, students will need to complete the general education requirements of the institution to which they transfer. Consult with your counselor or music faculty advisor for more information. ► **Total = 64 Hours**

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MUSI 1101 Music Theory I	3
<input type="checkbox"/>	MUSI 1103 Aural Skills I	1
<input type="checkbox"/>	MUSI Applied Music I (Principal Instrument)	2
<input type="checkbox"/>	MUSI 1145 Piano Class I	1
<input type="checkbox"/>	MUSI 1161 Concert Band I	1
<input type="checkbox"/>	Elective	1
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15

<b>Spring Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MUSI 1102 Music Theory II	3
<input type="checkbox"/>	MUSI 1106 Aural Skills II	1
<input type="checkbox"/>	MUSI 1111 Music Literature	3
<input type="checkbox"/>	MUSI Applied Music I (Principal Instrument)	2
<input type="checkbox"/>	MUSI 1146 Piano Class II	1
<input type="checkbox"/>	MUSI 1161 Concert Band I	1
<input type="checkbox"/>	Elective – Life Science <sup>2</sup>	<u>3</u>
		17

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	MATH 1107 Contemporary College Math <sup>1</sup> (3) <b>or</b> Higher-Level Math	3-4
<input type="checkbox"/>	MUSI 1127 Applied Music I (Keyboard)	1
<input type="checkbox"/>	MUSI 2101 Music Theory III	3
<input type="checkbox"/>	MUSI 2103 Aural Skills III	1
<input type="checkbox"/>	MUSI Applied Music II (Principal Instrument)	2
<input type="checkbox"/>	MUSI 2161 Concert Band II	1
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17-18

<b>Spring Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MUSI 1127 Applied Music I (Keyboard)	1
<input type="checkbox"/>	MUSI 2102 Music Theory IV	3
<input type="checkbox"/>	MUSI 2104 Aural Skills IV	1
<input type="checkbox"/>	MUSI Applied Music II (Principal Instrument)	2
<input type="checkbox"/>	MUSI 2161 Concert Band II	1
<input type="checkbox"/>	Elective – Physical Science <sup>2</sup>	<u>4-5</u>
		15-16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Required: One Life Science course and one Physical Science course (at least one laboratory course).

NOTE: It is suggested that students enroll in an ensemble each spring and fall while in pursuit of the AFA degree.

**MUSIC**

Associate in Fine Arts Degree

ARTS &amp; SCIENCES DIVISION

**MUSIC PERFORMANCE – VOCAL OPTION**

Rend Lake College offers courses applicable to an Associate in Fine Arts Degree. This degree will require a total of 64 credit hours. General Education courses are described in the Illinois General Education Core Curriculum. Because completion of the A.F.A. curriculum does not fulfill the requirements of the Illinois General Education Core, students will need to complete the general education requirements of the institution to which they transfer. Consult with your counselor or music faculty advisor for more information. ► **Total = 64 Hours**

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MUSI 1101 Music Theory I	3
<input type="checkbox"/>	MUSI 1103 Aural Skills I	1
<input type="checkbox"/>	MUSI 1120 Applied Music I (Voice)	2
<input type="checkbox"/>	MUSI 1145 Piano Class I	1
<input type="checkbox"/>	MUSI 1159 Concert Choir I	1
<input type="checkbox"/>	Elective	1
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15

<b>Spring Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MUSI 1102 Music Theory II	3
<input type="checkbox"/>	MUSI 1106 Aural Skills II	1
<input type="checkbox"/>	MUSI 1111 Music Literature	3
<input type="checkbox"/>	MUSI 1120 Applied Music I (Voice)	2
<input type="checkbox"/>	MUSI 1146 Piano Class II	1
<input type="checkbox"/>	MUSI 1159 Concert Choir I	1
<input type="checkbox"/>	Elective – Life Science <sup>2</sup>	<u>3</u>
		17

<b>Fall Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	MATH 1107 Contemporary College Math <sup>1</sup> (3) <b>or</b> Higher-Level Math	3-4
<input type="checkbox"/>	MUSI 1127 Applied Music I (Keyboard)	1
<input type="checkbox"/>	MUSI 2101 Music Theory III	3
<input type="checkbox"/>	MUSI 2103 Aural Skills III	1
<input type="checkbox"/>	MUSI 2120 Applied Music II (Voice)	2
<input type="checkbox"/>	MUSI 2159 Concert Choir II	1
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17-18

<b>Spring Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MUSI 1127 Applied Music I (Keyboard)	1
<input type="checkbox"/>	MUSI 2102 Music Theory IV	3
<input type="checkbox"/>	MUSI 2104 Aural Skills IV	1
<input type="checkbox"/>	MUSI 2120 Applied Music II (Voice)	2
<input type="checkbox"/>	MUSI 2159 Concert Choir II	1
<input type="checkbox"/>	Elective – Physical Science <sup>2</sup>	<u>4-5</u>
		15-16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Required: One Life Science course and one Physical Science course (at least one laboratory course).

NOTE: It is suggested that students enroll in an ensemble each spring and fall while in pursuit of the AFA degree.

## NURSING

Associate in Applied Science Degree

ALLIED HEALTH DIVISION

The Nursing program is designed to provide a career mobility path for individuals interested in health care. The curriculum is a concept-based method of instruction emphasizing critical thinking, problem solving, decision making, clinical reasoning and nursing judgment. Graduates will be prepared to practice professional nursing in a variety of health care settings.

Students must achieve a grade of "C" or better in each course, as well as demonstrate competency in dosage calculations and math skills. The Illinois Department of Financial and Professional Regulation approves this program. Upon graduation, the student is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

► Total = 64 Hours

### PREREQUISITES

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> CNA 1201  | Certified Nurse Assistant               | 7 |
| <input type="checkbox"/> ENGL 1101 | Rhetoric and Composition I <sup>1</sup> | 3 |
- Both must be completed with a grade of "C" or better*

Competency in math (see admission requirements)  
A criminal history background check & drug testing are required.

### NURSING COURSES

Each course in the curriculum must be completed with a grade of "C" or better to meet program requirements.

Fall Semester		Cr. Hrs.
<input type="checkbox"/> NURS 1200	Intro to Health Concepts	4
<input type="checkbox"/> NURS 1201	Intro to Health Concepts Clinical	1
<input type="checkbox"/> NURS 1202	Health – Illness Concepts	4
<input type="checkbox"/> NURS 1203	Health – Illness Concepts Clinical	2
<input type="checkbox"/> NURS 1204	Tools for Nursing Education	2
<input type="checkbox"/> ZOO 1105	Anatomy & Physiology I <sup>1,2</sup>	4
		<u>17</u>
Spring Semester		
<input type="checkbox"/> NURS 1205	Family Health Concepts	3
<input type="checkbox"/> NURS 1206	Family Health Concepts Clinical	2
<input type="checkbox"/> NURS 1207	Holistic Health Concepts	3
<input type="checkbox"/> NURS 1208	Holistic Health Concepts Clinical	2
<input type="checkbox"/> NURS 1209	Pharmacology	2
<input type="checkbox"/> ZOO 1106	Anatomy & Physiology II <sup>1,2</sup>	4
		<u>16</u>
Fall Semester		
<input type="checkbox"/> MICR 1101	Basic Microbiology <sup>2</sup>	4
<input type="checkbox"/> NURS 1214	Medications in Nursing	2
<input type="checkbox"/> NURS 2212	Health Care Concepts	3
<input type="checkbox"/> NURS 2213	Health Care Concepts Clinical	2
<input type="checkbox"/> NURS 2214	Health Systems Concepts	3
<input type="checkbox"/> NURS 2215	Health Systems Concepts Clinical	2
		<u>16</u>
Spring Semester		
<input type="checkbox"/> NURS 2201	Registered Nurse Review Course	2
<input type="checkbox"/> NURS 2216	Complex Health Concepts	6
<input type="checkbox"/> NURS 2217	Complex Health Concepts Clinical	4
<input type="checkbox"/> PSYC 2101	Intro to Psychology	3
		<u>15</u>

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> ZOO 1105 & 1106 and MICR 1101 must have been completed within the last five years.

The Rend Lake College nursing program at Rend Lake College at the Ina campus located in Ina, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000 [www.acenursing.us/candidates/candidacy.asp](http://www.acenursing.us/candidates/candidacy.asp)

## PRACTICAL NURSING CERTIFICATE

Occupational Certificate

ALLIED HEALTH DIVISION

Students who prefer to test out at the practical nurse level may do so after completing two semesters of listed Associate Degree coursework and then completing NURS 1212. ► Total = 37 Hours

### PREREQUISITES

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> CNA 1201  | Certified Nurse Assistant               | 7 |
| <input type="checkbox"/> ENGL 1101 | Rhetoric and Composition I <sup>1</sup> | 3 |
- Both must be completed with a grade of "C" or better*

Competency in math (see admission requirements)  
A criminal history background check & drug testing are required.

### NURSING COURSES

Each course in the curriculum must be completed with a grade of "C" or better to meet program requirements.

Fall Semester		Cr. Hrs.
<input type="checkbox"/> NURS 1200	Intro to Health Concepts	4
<input type="checkbox"/> NURS 1201	Intro to Health Concepts Clinical	1
<input type="checkbox"/> NURS 1202	Health – Illness Concepts	4
<input type="checkbox"/> NURS 1203	Health – Illness Concepts Clinical	2
<input type="checkbox"/> NURS 1204	Tools for Nursing Education	2
<input type="checkbox"/> ZOO 1105	Anatomy & Physiology I <sup>1,2</sup>	4
		<u>17</u>
Spring Semester		
<input type="checkbox"/> NURS 1205	Family Health Concepts	3
<input type="checkbox"/> NURS 1206	Family Health Concepts Clinical	2
<input type="checkbox"/> NURS 1207	Holistic Health Concepts	3
<input type="checkbox"/> NURS 1208	Holistic Health Concepts Clinical	2
<input type="checkbox"/> NURS 1209	Pharmacology	2
<input type="checkbox"/> ZOO 1106	Anatomy & Physiology II <sup>1,2</sup>	4
		<u>16</u>
Summer Term		
<input type="checkbox"/> NURS 1212	Transition to Practical Nursing	4

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> ZOO 1105 & 1106 must have been completed within the last five years.

## LPN TO RN BRIDGE COURSE

Current Licensed Practical Nurses interested in obtaining their associate degree in nursing may complete one, four-hour course before enrolling in the second year of the Associate Degree coursework. All program requirements apply. The student must be accepted into the Nursing Program and have completed ZOO 1106 with a "C" or better within the last five years, prior to enrollment.

### Summer Term

- |                                    |                             |   |
|------------------------------------|-----------------------------|---|
| <input type="checkbox"/> NURS 1213 | Intro to Health Concepts II | 4 |
|------------------------------------|-----------------------------|---|

## OFFICE SYSTEMS TECHNOLOGY

### — OFFICE TECHNOLOGIES ASSISTANT

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This Office Technologies Assistant certificate program is designed to provide students with the introductory skills necessary to work as an office assistant. The curriculum will introduce various skills and technologies required for an entry-level position in an office / business setting and suitable for the student not wishing to pursue a degree. ► Total = 30 Hours

Fall Semester

Cr. Hrs.

*continued at the top of next page...*

<input type="checkbox"/>	CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	CSCI 1243	Beginning Microsoft Word	3
<input type="checkbox"/>	CSCI 1263	Microsoft Excel Spreadsheet	3
<input type="checkbox"/>	OFTC 1234	Communication in Technical Services	3
<input type="checkbox"/>	OFTC 1233	Office Accounting	3
<input type="checkbox"/>	BUSI 1200	Job Strategy	<u>1</u>
			16

**Spring Semester**

<input type="checkbox"/>	BUSI 1202	Employability Skills	1
<input type="checkbox"/>	CSCI 1275	Microsoft PowerPoint	3
<input type="checkbox"/>	CSCI 1236	Integrating Technologies	2
<input type="checkbox"/>	OFTC 1206	Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	BUSI 2107	Business Communications	3
<input type="checkbox"/>	CSCI 1255	Microsoft Access Database	3
<input type="checkbox"/>	SERV 1101	Service Learning	<u>1</u>
			14

**PERSONAL CARE AIDE**

*Occupational Certificate*

ALLIED HEALTH DIVISION

This program is designed to prepare individuals to be personal care aides. Personal care aides assist the elderly, convalescents, or persons with disabilities with daily living activities at a person's home or in a care facility. Students will learn the knowledge and skills necessary to provide routine individualized health care such as basic nutrition and personal hygiene, first aid, taking vital signs and reporting abnormal findings, geriatric care, and legal and ethical responsibilities. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. ► **Total = 16 Hours**

**First Semester**

**Cr. Hrs.**

<input type="checkbox"/>	ALH 1200	Intro to Pharmacology	3
<input type="checkbox"/>	ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	CNA 1201	Certified Nurse Assistant	7
<input type="checkbox"/>	HECO 1202	Healthcare Terminology	<u>3</u>
			16

**PHARMACY TECHNICIAN**

*Occupational Certificate*

ALLIED HEALTH DIVISION

The Pharmacy Technician certificate program seeks to provide qualified students with the technical skills and knowledge needed to practice in a variety of pharmacy settings. This program will give the student the knowledge base needed to pass the National Pharmacy Technician Certification Examination offered by the Pharmacy technician Certification Board. Pharmacy technicians work under the supervision of a registered pharmacist. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. ► **Total = 16 Hours**

**First Semester**

**Cr. Hrs.**

<input type="checkbox"/>	PHAR 1201	Pharmacology & Medical Calculations	3.5
<input type="checkbox"/>	PHAR 1202	Pharmacy Technician Practices	3
<input type="checkbox"/>	PHAR 1203	Pharmacy Drug Distribution	3.5
<input type="checkbox"/>	PHAR 1204	Pharmacy Community Clinical	3
<input type="checkbox"/>	PHAR 1205	Pharmacy Hospital Clinical	<u>3</u>
			16

**PHLEBOTOMY**

*Occupational Certificate*

ALLIED HEALTH DIVISION

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The phlebotomy program is a one-semester certificate designed to prepare students to work in the medical field as a phlebotomist. A phlebotomist is responsible for collecting blood specimens as ordered by a physician or other health care professional. The curriculum emphasizes practical hands-on learning experiences in the laboratory setting. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. ► **Total = 16 Hours**

**First Semester**

**Cr. Hrs.**

<input type="checkbox"/>	HECO 1202	Healthcare Terminology	3
<input type="checkbox"/>	PHLE 1200	Introduction to Phlebotomy <sup>1</sup>	4
<input type="checkbox"/>	PHLE 1201	Phlebotomy Practicum <sup>1</sup>	6
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology <sup>1</sup>	<u>3</u>
			16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

**PLANT & SOIL SCIENCE**

*Associate in Arts Degree*

APPLIED SCIENCE & TECHNOLOGY DIVISION

This degree program prepares a student to transfer into a four-year Plant and Soil Science program. The last two years of a student's program concentrate on professional objectives. Students are encouraged to consult an Academic Advisor for details regarding this program.

Many job opportunities exist for baccalaureate graduates in Plant and Soil Science ... soil conservationist, water conservationist, plant and soil laboratory technologist, production manager, plant pest control inspector, farm manager, plant breeding expert, plant pathologist, etc. ► **Total = 64 Hours**

**Fall Semester**

**Cr. Hrs.**

<input type="checkbox"/>	AGRI 1161	Soil Science	4
<input type="checkbox"/>	AGRI 1251	Intro to Ag Production	3
<input type="checkbox"/>	BIO 1101	College Biology	5
<input type="checkbox"/>	ENGL 1101	Rhetoric and Composition I <sup>1</sup>	<u>3</u>
			15

**Spring Semester**

<input type="checkbox"/>	COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/>	ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1107	Contemporary College Math <sup>1</sup>	3
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology <sup>1</sup>	3
<input type="checkbox"/>		Elective – Social Science	<u>3</u>
			15

**Fall Semester**

<input type="checkbox"/>	AGRI 1263	Crop Science	4
<input type="checkbox"/>	BOT 1101	Plants & Society	4
<input type="checkbox"/>	CHE 1101	General Chemistry I	5
<input type="checkbox"/>		Elective – Fine Arts	3
<input type="checkbox"/>		Elective – Humanities or Fine Arts	<u>3</u>
			19

**Spring Semester**

<input type="checkbox"/>	CHE 1102	General Chemistry II	5
<input type="checkbox"/>		Elective	1
<input type="checkbox"/>		Elective – Humanities	3
<input type="checkbox"/>		Elective – General Education	3
<input type="checkbox"/>		Elective – Social / Behavioral Sciences	<u>3</u>
			15

<sup>1</sup>Prerequisite course(s) may be required based on test scores.

## POLITICAL SCIENCE

Associate in Arts Degree

ARTS & SCIENCES DIVISION

This two-year transfer program leads to an Associate of Arts Degree and is designed for students pursuing a baccalaureate degree in political science. The Political Science transfer curriculum provides students with the background in political science and general studies necessary for advanced work at a four-year institution. Students are advised to check with the institution to which they are transferring or a Rend Lake College advisor for any additional requirements. ► **Total = 64 Hours**

### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	POLI 1101 State and Local Government <sup>1</sup>	3
<input type="checkbox"/>	Elective – Science with Lab	4
	Elective	3
		<u>16</u>

### Spring Semester

<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	GEOG 1101 Introduction to Geography	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	POLI 2101 American Government	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	SOCI 1101 <b>or</b> Introduction to Sociology	3
<input type="checkbox"/>	Elective	3
		<u>17</u>

### Fall Semester

<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	MATH 1111 Statistics <sup>1</sup>	4
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Social Science	3
		<u>16</u>

### Spring Semester

<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	ENGL 2106 Intermediate Composition	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Science	3
		<u>15</u>

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## PRE-LAW

Associate in Science or Associate in Arts Degree

ARTS & SCIENCES DIVISION

A baccalaureate degree from an accredited college and a satisfactory score on the Law School Admission Test (LSAT) are required for admission to most law schools. Applications for admission are evaluated on several criteria, including undergraduate grade-point average and score on the LSAT. Most law schools have no specific requirements with regard to the courses chosen in pre-legal study.

Students are encouraged to choose fields in which they have demonstrated interests and abilities. Common majors among pre-law students include business, history, political science, psychology and sociology. These subject areas help to develop the fundamental

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skills of thinking, comprehension and expression. Proficiency of these skills is considered essential for a career in law.

After selecting their major, students are advised to refer to that section of the Rend Lake College catalog and follow the guidelines for that particular two-year transfer program.

## PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY & PRE-VETERINARY MEDICINE

Associate in Science Degree

ARTS & SCIENCES DIVISION

A doctorate degree is required of anyone wishing to practice in these fields of study. Two years of excellent preparation at Rend Lake College make it possible to complete the prerequisite coursework based on generalized requirements for program admittance. Students may earn a bachelor's degree in any major, but a science major allows considerable overlapping of requirements, making it easier for the student to reach both sets of requirements. Standard majors include biology, chemistry, psychology or a related topic. Students should select the university to which they intend to transfer as early as possible and follow the specific guidelines set forth by that institution. Organic chemistry (CHE 2120 and CHE 2121) and physics must be completed in preparation for the third-year spring Medical College Admission Test. ► **Total = 64 Hours**

### Fall Semester

		Cr. Hrs.
<input type="checkbox"/>	CHE 1103 Inorganic Chemistry ( <i>see prerequisites</i> ) <sup>1,3</sup>	5
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1110 Precalculus <sup>1</sup>	5
<input type="checkbox"/>	SOCI 1101 Introduction to Sociology	3
		<u>16</u>

### Spring Semester

<input type="checkbox"/>	CHE 1104 Inorganic Chemistry / Qual. Analysis <sup>3</sup>	5
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1111 Statistics <b>or</b>	4
<input type="checkbox"/>	MATH 1121 Calculus & Analytic Geometry <sup>1</sup> (5)	3
<input type="checkbox"/>	Elective – Fine Arts	3
		<u>18</u>

### Fall Semester

<input type="checkbox"/>	BIO 1101 College Biology	5
<input type="checkbox"/>	CHE 2120 Organic Chemistry <sup>3</sup> I or	5
<input type="checkbox"/>	PHY 1101 College Physics <sup>3</sup>	5
<input type="checkbox"/>	PHIL 2101 Logic	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
		<u>16</u>

### Spring Semester

<input type="checkbox"/>	BIO 1104 College Biology II	5
<input type="checkbox"/>	CHE 2121 Organic Chemistry II <sup>3</sup> <b>or</b>	5
<input type="checkbox"/>	PHY 1102 College Physics II <sup>3</sup>	5
<input type="checkbox"/>	Elective	1
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
		<u>14</u>

### RECOMMENDED ELECTIVES:

MICR 1111	Microbiology	4
ZOO 1105	Anatomy and Physiology I	4
ZOO 1106	Anatomy and Physiology II	4
HEA 1101	Health Education	2
	Elective – Fine Arts / Humanities <sup>2</sup>	3

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> One Fine Arts course and one Humanities course needed to meet IAI core requirements.

<sup>3</sup> To guarantee full transfer of credit, students must complete the entire course sequence at the same school before transfer.



## PSYCHOLOGY

Associate in Arts Degree

ARTS & SCIENCES DIVISION

This two-year transfer program leads to an Associate of Arts Degree and is designed for students pursuing a baccalaureate degree in psychology.

The Psychology transfer program provides students with the background in psychology and general studies necessary for advanced work at a four-year institution. Students are advised to check with the institution to which they are transferring or a Rend Lake College advisor for any additional requirements.

► **Total = 66 Hours**

**Fall Semester**

	Cr. Hrs.
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> PSYC 2101 Introduction to Psychology <sup>1</sup>	3
<input type="checkbox"/> Elective – Fine Arts	3
<input type="checkbox"/> Elective – Science with Lab	4
<input type="checkbox"/> Elective	<u>3</u>
	17

**Spring Semester**

<input type="checkbox"/> ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/> HEA 1101 Health Education	2
<input type="checkbox"/> PSYC 2102 Child Psychology	3
<input type="checkbox"/> SOCI 1101 Introduction to Sociology	3
<input type="checkbox"/> Elective – Humanities	3
<input type="checkbox"/> Elective – Science	<u>3</u>
	17

**Fall Semester**

<input type="checkbox"/> ANTH 1101 Cultural Anthropology	3
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> MATH 1111 Statistics <sup>1</sup>	4
<input type="checkbox"/> PSYC 2105 Social Psychology	3
<input type="checkbox"/> SPAN 1101 Elementary Spanish I	<u>4</u>
	17

**Spring Semester**

<input type="checkbox"/> ENGL 2106 Intermediate Composition	3
<input type="checkbox"/> POLI 2101 American Government	3
<input type="checkbox"/> PSYC 2103 Educational Psychology	3
<input type="checkbox"/> SPAN 1102 Elementary Spanish II	4
<input type="checkbox"/> Elective – Fine Arts / Humanities	<u>3</u>
	16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## RADIOLOGIC TECHNOLOGY

Associate in Applied Science Degree

ALLIED HEALTH DIVISION

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org). This program is designed to prepare students for careers in Radiologic Technology. The curriculum includes instruction in the operation of radiographic equipment, study of human anatomy and clinical experience. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. **To continue in the Radiologic Technology program, all RAD courses must be taken in the order outlined in the curriculum.** ► **Total = 69.5 Hours**

**Summer Term**

<input type="checkbox"/> RAD 1200 Radiologic Technology Orientation	0.5
---	-----

**Fall Semester**

	Cr. Hrs.
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HECO 1202 Health Care Terminology	3
<input type="checkbox"/> RAD 1201 Intro to Radiology	2
<input type="checkbox"/> RAD 1202 Radiology Procedures	3
<input type="checkbox"/> RAD 1203 Patient Care	2
<input type="checkbox"/> ZOO 1105 Anatomy & Physiology I	<u>4</u>
	17

**Spring Semester**

<input type="checkbox"/> MATH 1107 Contemporary College Math	3
<input type="checkbox"/> RAD 1205 Radiographic Equipment & Imaging I	2
<input type="checkbox"/> RAD 1206 Intermediate Radiographic Procedures	3
<input type="checkbox"/> RAD 1207 Radiology Clinical I	5
<input type="checkbox"/> ZOO 1106 Anatomy & Physiology II	<u>4</u>
	17

**Summer Term**

<input type="checkbox"/> RAD 1208 Radiology Clinical II	6
---	---

**Fall Semester**

<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> RAD 1209 Radiographic Equipment & Imaging II	2
<input type="checkbox"/> RAD 1210 Radiology Pathology	2
<input type="checkbox"/> RAD 1211 Radiology Clinical III	7
<input type="checkbox"/> RAD 1215 Cross-Sectional Anatomy	<u>1.5</u>
	15.5

**Spring Semester**

<input type="checkbox"/> RAD 1212 Radiographic Equipment & Imaging III	2.5
<input type="checkbox"/> RAD 1213 Radiation Biology	2
<input type="checkbox"/> RAD 1214 Radiology Clinical IV	7
<input type="checkbox"/> RAD 1216 Radiology Review	<u>2</u>
	13.5

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## RADIOLOGIC TECHNOLOGY

### Occupational Certificates

ALLIED HEALTH DIVISION

#### COMPUTED TOMOGRAPHY CERTIFICATE

This program is designed to help equip a radiologic technologist with the knowledge, skills, and competence necessary to perform CT examinations in the workplace. This program includes topics on CT physics, CT applications, CT clinical training and cross-sectional anatomy. The program also is designed to assist the student in preparing for the ARRT's CT registry exam. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. ► **Total = 16 Hours**

Prerequisites: Successful completion of AAS in Radiologic Technology or must be ARRT registered.

<input type="checkbox"/> RAD 1220	Computed Tomography Applications	4
<input type="checkbox"/> RAD 1221	Computed Tomography Clinical	6
<input type="checkbox"/> RAD 1222	Computed Tomography Physics	4
<input type="checkbox"/> RAD 1223	Computed Tomography Cross-Sectional Anatomy	<u>2</u>
		16

#### MRI CERTIFICATE

The Magnetic Resonance Imaging (MRI) Certificate prepares radiographers to work in medical facilities as MRI technologists. Graduates of the program are equipped with the appropriate knowledge to take the national MRI certification examination given by the American Registry of Radiologic Technologists. All curriculum courses must be completed with a grade of "C" or better. A criminal history background check and drug screenings are required. ► **Total = 16 Hours**

Prerequisites: Successful completion of AAS in Radiologic Technology or must be ARRT registered.

<input type="checkbox"/> RAD 1232	MRI Principles	4
<input type="checkbox"/> RAD 1233	MRI Applications	4
<input type="checkbox"/> RAD 1234	MRI Cross-Section	2
<input type="checkbox"/> RAD 1235	MRI Clinical	<u>6</u>
		16

## SOCIAL WORK

### Associate in Arts Degree

ARTS & SCIENCES DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in social work.

The Social Work transfer program at Rend Lake College provides students with the background in behavioral science and general studies necessary for advanced work at a four-year institution. Students are advised to check with the institution to which they are transferring or an advisor at Rend Lake College for any additional requirements. ► **Total = 64 Hours**

#### Fall Semester

		Cr. Hrs.
<input type="checkbox"/> BIO 1101	College Biology	5
<input type="checkbox"/> CSCI 1101	Introduction to Computers <b>or</b> Elective	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> SOCI 2103	Introduction to Social Work <sup>1</sup>	<u>3</u>
		14

#### Spring Semester

<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/> SOCI 2101	Social Problems	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective	<u>1</u>
		15

#### Fall Semester

<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> ECON 2101	Principles of Economics I	3
<input type="checkbox"/> MATH 1111	Statistics <sup>1</sup>	4
<input type="checkbox"/> SOCI 2102	Marriage and the Family	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		16

#### Spring Semester

<input type="checkbox"/> ANTH 1101	Cultural Anthropology	3
<input type="checkbox"/> PSYC 2102	Child Psychology	3
<input type="checkbox"/> SOCI 1101	Introduction to Sociology <sup>1</sup>	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Physical Science	3
<input type="checkbox"/>	Elective	<u>4</u>
		19

<sup>1</sup> Prerequisite course(s) may be required based on test scores.



## SOCIOLOGY

Associate in Arts Degree

ARTS & SCIENCES DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in sociology.

The Sociology transfer program at Rend Lake College provides students with the background in sociology and general studies necessary for advanced work at a four-year institution. Students are advised to check with the institution to which they are transferring or an advisor at Rend Lake College for any additional requirements. ► **Total = 64 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	SOCI 1101 Introduction to Sociology <sup>1</sup>	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Science with Lab	<u>4</u>
		13

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	POLI 1101 State and Local Government	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	SOCI 2101 Social Problems	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	<u>3</u>
		17

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ANTH 1101 Cultural Anthropology	3
<input type="checkbox"/>	MATH 1111 Statistics <sup>1</sup>	4
<input type="checkbox"/>	PSYC 2105 Social Psychology	3
<input type="checkbox"/>	SPAN 1101 Elementary Spanish I	4
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 2106 Intermediate Composition	3
<input type="checkbox"/>	SOCI 2102 Marriage and the Family	3
<input type="checkbox"/>	SPAN 1102 Elementary Spanish II	4
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Science	3
<input type="checkbox"/>	Elective	<u>1</u>
		17

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## TRUCK DRIVER TRAINING

Occupational Certificate

COMMUNITY & CORPORATE EDUCATION

This certificate is designed to prepare students for a career as a Truck Driver. Career opportunities exist in the field of truck driving, including intrastate and interstate. Learning will occur in the classroom and in a tractor trailer. The Illinois Secretary of State's Commercial Driver's License Pre-Trip, Skills and Road Examinations will be administered. ► **Total = 7 Hours**

### Special Admission Requirements –

- Current Illinois Driver's License
- Intrastate students must be at least 18 years of age; interstate students must be at least 21 years of age
- Able to meet federal Department of Transportation physical / drug screen requirements using a DOT-certified physician designated by Rend Lake College
- Provide motor vehicle record documentation from a local Secretary of State facility

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	TRUK 1201 Commercial Driver's License Review	1
<input type="checkbox"/>	TRUK 1202 Truck Driver Training I	3
<input type="checkbox"/>	TRUK 1203 Truck Driver Training II	<u>3</u>
		7

## 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**

First Semester		Cr. Hrs.
<input type="checkbox"/>	DIEL 1204 Intermediate Diesels	4
<input type="checkbox"/>	DIEL 1208 Diesel Accessories	<u>2</u>
		6

Second Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1206 Ag Air Conditioning Systems	4
<input type="checkbox"/>	DIEL 1202 Basic Diesel Fuel Systems	2
<input type="checkbox"/>	DIEL 1203 Heavy Equipment Alignment	4
<input type="checkbox"/>	DIEL 1205 Heavy Equipment Brakes	3
<input type="checkbox"/>	TRUK 1201 Commercial Driver's License Review	1
<input type="checkbox"/>	TRUK 1202 Truck Driver Training I	3
<input type="checkbox"/>	TRUK 1203 Truck Driver Training II	<u>3</u>
		20



## UNMANNED AIRCRAFT SYSTEMS

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

Unmanned aircraft systems offer cutting-edge technology. In addition to business operations and programming, the collection and analysis of geospatial data offers a wide range of possibilities for many occupations. The use of unmanned aircraft systems provides students access to relevant real-time data and valuable experience. Successful completion of a criminal background check is required. To become a certified operator, students must be 17 years of age, pass an aeronautical knowledge test and be vetted by the Transportation Security Administration.

#### ► Total = 9 Hours

First Semester		Cr. Hrs.
<input type="checkbox"/>	UAS 1200 Intro to Unmanned Aircraft Systems	3
<input type="checkbox"/>	UAS 1201 Advanced Unmanned Aircraft Systems	3
<input type="checkbox"/>	UAS 1202 Unmanned Aircraft Systems Law & Test Prep	<u>3</u>
		9

## VETERINARY ASSISTANT

### Occupational Certificate

#### ALLIED HEALTH DIVISION

The Veterinary Assistant certificate program prepares students with the knowledge and skills needed for a career working with animals in a variety of settings such as veterinary clinics, boarding kennels, grooming salons, pet shops and animal shelters. ► Total 17 hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	VET 1210 Small Animal Nursing I	3
<input type="checkbox"/>	VET 1214 Animal Grooming or SERV 1101 Service Learning	3
<input type="checkbox"/>	VET 1215 Animal Facilities Management	3
<input type="checkbox"/>	VET 1218 Veterinary Practice Management	2
<input type="checkbox"/>	VET 2231 Veterinary Technology Internship I	<u>3</u>
		17

## VISUAL COMMUNICATION DESIGN

### Associate in Applied Science Degree

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

Visual Communication Design includes planning, analyzing and creating visual solutions to communication problems. Graphic designers use print, electronic and film media while using a variety of methods such as color, type, illustration, photography, animation and various print and layout techniques. Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports and other publications. They also produce promotional displays, packaging, marketing brochures for products and services, and logos for products and business, and develop signs / signage for systems for design, interactive media, multimedia projects and may also create the opening and closing credits of movies and television programs. Surveys of area businesses indicate a demand for graduates of this two-year Associate in Applied Science Degree program. Total = 67 Hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	ART 1105/ Drawing I	
<input type="checkbox"/>	GRD 1205 Drawing for Communications	3
		<i>continued at the top of the next column ...</i>

<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I	3
<input type="checkbox"/>	GRD 1201 Introduction to Graphic Design	3
<input type="checkbox"/>	GRD 1202 Typography and Color Theory	3
<input type="checkbox"/>	GRD 2201 Adobe Essentials I	3
<input type="checkbox"/>	MATH Math Elective <sup>1,2</sup>	<u>3</u>
		18

#### Spring Semester

<input type="checkbox"/>	GRD 1215 Web Page Design	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	GRD 1203 Advertising Design	3
<input type="checkbox"/>	GRD 1206 Production Prepress	4
<input type="checkbox"/>	GRD 2215 Adobe Essentials II	3
<input type="checkbox"/>	GRD 1209 Motion Design I	<u>3</u>
		19

#### Fall Semester

<input type="checkbox"/>	GRD 2205 Motion Design II	3
<input type="checkbox"/>	GRD 2206 Motion Design III	3
<input type="checkbox"/>	GRD 2209 Computer Type Design	3
<input type="checkbox"/>	GRD 2220 Adobe Essentials III	3
<input type="checkbox"/>	GRD 1220 Advanced Web Design or	
<input type="checkbox"/>	MRKT 2201 Principles of Marketing	<u>3</u>
		15

#### Spring Semester

<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	GRD 2204 Portfolio Review	3
<input type="checkbox"/>	BUSI 2107/ Business Communications/	
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/>	GRD 2203 Digital Illustration	3
<input type="checkbox"/>	GRD 2218 Package Design	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

<sup>2</sup> Consult advisor for elective choices to consider for transfer and other options.

## VISUAL COMMUNICATION DESIGN

### Occupational Certificates

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

## GRAPHIC TECHNICIAN

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Graphic Technician Certificate program prepares students for employment requiring design responsibilities in a variety of organizational settings. The curriculum partners the necessary knowledge of design techniques with skills needed to be successful in business settings through enhanced communications skills and a working knowledge of office systems software.

#### ► Total = 37 Hours

#### Fall Semester

		Cr. Hrs.
GRD 1201	Introduction to Graphic Design	3
GRD 1202	Typography and Color Theory	3
GRD 2201	Adobe Essentials I	<u>3</u>
		9

#### Spring Semester

GRD 1203	Advertising Design	3
GRD 1206	Production Prepress	4
GRD 2215	Adobe Essentials II	<u>3</u>
		10

#### Fall Semester

GRD 2209	Computer Type Design	3
CSCI 1102	Intro to Computers with Business Applications	3
GRD 2220	Adobe Essentials III	<u>3</u>
		9

*continued on next page ...*

### Spring Semester

GRD 2218	Package Design	3
BUS 2107	Business Communications	3
GRD 2204	Portfolio Review	<u>3</u>
		9

Stackable into Visual Communication Design AAS

### GRAPHIC WEB DESIGN

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This certificate will prepare individuals with the necessary skills for entry-level positions in the area of Web Design. The curriculum emphasizes a general knowledge of design elements and principles, typography, color theory, beginning and intermediate Adobe software training, web design applications and mobile platforms in a hands-on learning experience in the laboratory classroom. ► Total = 18 Hours

Fall Semester (Fall)		Cr. Hrs.
<input type="checkbox"/>	GRD 1201 Introduction to Graphic Design	3
<input type="checkbox"/>	GRD 1202 Typography and Color Theory	3
<input type="checkbox"/>	GRD 2201 Adobe Essentials I	<u>3</u>
		9

Spring Semester (Spring)		Cr. Hrs.
<input type="checkbox"/>	GRD 1215 Web Design	3
<input type="checkbox"/>	GRD 2215 Adobe Essentials II	<u>3</u>
		6

Fall Semester (Summer)		Cr. Hrs.
<input type="checkbox"/>	GRD 1220 Advanced Web Design	3

### MARKETING SPECIALIST

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Marketing Specialist certificate prepares students for an entry-level career in marketing for business and industry- helping companies figure out what sells, what people are buying, and what type of people are buying what products. The curriculum also provides individuals with skills to create graphics to illustrate important information and translate complex findings and materials into easy-to-understand graphic solutions, brainstorm with team members for creative promotional campaigns and advertising while using appropriate channels and media outlets. ► Total = 24 Hours

Fall Semester		Cr. Hrs.
	GRD 1201 Introduction to Graphic Design	3
	GRD 1202 Typography and Color Theory	3
	GRD 2201 Adobe Essentials I	3
	MRKT 2201 Principles of Marketing	<u>3</u>
		12

Spring Semester		Cr. Hrs.
	GRD 1203 Advertising Design	3
	GRD 1215 Web Page Design	3
	GRD 2215 Adobe Essentials II	3
	BUSI 2107 Business Communications	<u>3</u>
		12

Stackable into Visual Communication Design AAS and Business AAS.

### MOTION DESIGN

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Motion Design Certificate provides a fundamental knowledge of digital imaging, video, and motion graphics. Students begin with 2D and 3D fundamentals, imaging, and design. Students then study the aesthetic and design aspects of digital media with focused courses in graphic design and advanced imaging. Students explore how to animate in digital video, After Effects, and Adobe Premiere Pro. Motion Design professionals may pursue careers that include video production and post-production, visual effects, advertising, web applications, graphics software, architectural design, 3D modeling and simulation, and scientific research or visualization.

#### ► Total = 30 Hours

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	GRD 1201 Introduction to Graphic Design	3
<input type="checkbox"/>	GRD 1202 Typography and Color Theory	3
<input type="checkbox"/>	GRD 2201 Adobe Essentials I	3
<input type="checkbox"/>	GRD 1205 Drawing for Communications	<u>3</u>
		12

Spring Semester		Cr. Hrs.
<input type="checkbox"/>	GRD 1209 Motion Design I	3
<input type="checkbox"/>	GRD 2215 Adobe Essentials II	3
<input type="checkbox"/>	GRD 1215 Web Design	3
<input type="checkbox"/>	GRD 1203 Advertising Design	<u>3</u>
		12

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	GRD 2205 Motion Design II	3
<input type="checkbox"/>	GRD 2206 Motion Design III	<u>3</u>
		6



## 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.
<input type="checkbox"/> MATH 1201	Technical Mathematics <sup>1</sup>	3
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	4
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	4
<input type="checkbox"/> WELD 2274	Blueprint Reading	<u>3</u>
		18

Spring Semester		Cr. Hrs.
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> WELD 1284	GTAW Welding	3
<input type="checkbox"/> WELD 2240	Metallurgy and Heat Treatment	2
<input type="checkbox"/> WELD 2242	Weld Inspection for Quality Control	2
<input type="checkbox"/> WELD 2275	Advanced Shielded Metal Arc Welding	<u>2</u>
		12

Fall Semester		Cr. Hrs.
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1101	Intro to Computers	3
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> MACH 1201	Machining Technology I	4
<input type="checkbox"/> WELD 2262	Pipe Welding I	<u>4</u>
		19

Spring Semester		Cr. Hrs.
<input type="checkbox"/> IST 1221	Industrial Safety	2
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/> PSYC 2106	or Human Relations	3
<input type="checkbox"/> WELD 1283	GMAW / GTAW Pipe Welding	4
<input type="checkbox"/> WELD 2285	Pipe Welding II	4
<input type="checkbox"/>	Technical Elective	<u>3</u>
		16

### TECHNICAL ELECTIVES:

<input type="checkbox"/> COOP 1101	Cooperative Education	4
<input type="checkbox"/> IST 1230	Intro to Robotics	3
<input type="checkbox"/> IST 2220	Industrial Mechanics	4
<input type="checkbox"/> MACH 1202	Machining Technology II	4

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## WELDING TECHNOLOGY

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

Welding programs are designed to provide the student with a wide range of welding experiences. Programs will cover welding theory, blueprint reading, metallurgy and inspection and test procedures. There will be extensive laboratory practice in SMAW, GMAW, GTAW and oxy-acetylene welding processes. The student will learn to weld with electrodes and wires in all positions common to the welding industry. Program completers will have adequate skills to qualify for employment as a welder. ► **Total = 24 Hours**

## WELDING TECHNOLOGY CERTIFICATE

Fall Semester		Cr. Hrs.
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	4
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	4
<input type="checkbox"/> WELD 2274	Blueprint Reading	<u>3</u>
		15

Spring Semester		Cr. Hrs.
<input type="checkbox"/> WELD 1284	GTAW Welding	3
<input type="checkbox"/> WELD 2240	Metallurgy and Heat Treatment	2
<input type="checkbox"/> WELD 2242	Weld Inspection for Quality Control	2
<input type="checkbox"/> WELD 2275	Advanced Shielded Metal Arc Welding	<u>2</u>
		9

### WELDING FUNDAMENTALS CERTIFICATE

<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	4
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	<u>4</u>
		12

### ADVANCED WELDING TECHNIQUES CERTIFICATE

<input type="checkbox"/> WELD 1284	GTAW Welding	3
<input type="checkbox"/> WELD 2240	Metallurgy and Heat Treatment	2
<input type="checkbox"/> WELD 2242	Weld Inspection for Quality Control	2
<input type="checkbox"/> WELD 2274	Blueprint Reading	3
<input type="checkbox"/> WELD 2275	Advanced Shielded Metal Arc Welding <sup>1</sup>	<u>2</u>
		12

<sup>1</sup> Prerequisites: WELD 1270 & 1272

### PIPE WELDING TECHNOLOGY CERTIFICATE

Prerequisite: The Welding Technology Certificate or five years documented experience as a welder, ability to pass the overhead and vertical up-bend test and permission of the instructor.

<input type="checkbox"/> WELD 1283	GMAW / GTAW Pipe Welding	4
<input type="checkbox"/> WELD 2262	Pipe Welding I	4
<input type="checkbox"/> WELD 2285	Pipe Welding II	<u>4</u>
		12

### ADVANCED METALWORKING CERTIFICATE

This certificate is for those students who are seeking to improve their skills for the metalworking industry. Students will increase their skills in the welding, machining and layout processes that are commonly used in the metalworking industry. The skills learned will provide students with the necessary entry-level skills required by most small- to medium-sized metalworking job shops.

► **Total = 19 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	4
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	4
<input type="checkbox"/> WELD 2274	Blueprint Reading for Welders	<u>3</u>
		15

<input type="checkbox"/> MACH 1201	Machining Technology I	4
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continued at the top of the next column ...

# NOTES





## COLLEGE CREDIT

College credit courses – those numbered in the 1100-, 1200-, 2100- and 2200-level sequences – include both University-Parallel Credit courses and Occupational Credit courses offered at Rend Lake College. One semester hour of college credit is awarded for 16 hours of actual classroom (lecture) instruction, 32 hours of lab work or combination of lecture-lab.

Credit is transferable and counts toward associate transfer degrees, vocational-technical degrees and occupational certificates. A minimum of 64 credits from these courses is required for any associate degree awarded by Rend Lake College.

**1100-1200**  
**2100-2200**

## COLLEGE PREPARATORY

Courses are designed to remedy basic skills (i.e., reading, writing and arithmetic) deficiencies of new students. Placement into 1400-level courses (except .5-credit mini-courses) is determined by COMPASS, ASSET, ACCUPLACER, ACT or SAT scores. Completion of the reading and English requirements is mandatory for all associate degree and some certificate programs. Completion of English Review and math courses is prerequisite to taking higher-level courses.

**1400**  
**2400**

Credit is nontransferable and does not count toward associate transfer degrees.

## ADULT BASIC EDUCATION

ABE courses help non-high school graduates prepare for the HSE exam and are designed to bring students to a competency of eighth-grade equivalency. Credit is non-transferable and does not count toward any degree or certificate from RLC. Enrollment information and a complete listing of courses may be obtained from the Adult Education and Literacy Department.

**1700**

## ADULT SECONDARY EDUCATION

ASE courses help non-high school graduates prepare for the GED exam and are designed to bring students to a competency of 12th-grade equivalency. Credit is non-transferable and does not count toward any degree or certificate from Rend Lake College. Enrollment information and a complete listing of courses may be obtained from the Adult Education and Literacy Department.

**1800**

## ENGLISH AS A SECOND LANGUAGE

Courses are designed to help individuals who do not speak English as their native language develop English communication skills and a basic awareness of American government and the legislative system. Credit is nontransferable and does not count toward any degree or certificate from Rend Lake College.

**1900**

Enrollment information and a complete listing of courses may be obtained from Adult Education and Literacy.

## VOCATIONAL SKILLS

**1600**

Courses in this category provide vocational skills training that is not part of any Associate in Applied Science Degree or Occupational Certificate program.

Course credit is not transferable and does not count toward associate transfer degrees.

## COURSE NUMBERING SYSTEM

All courses offered by Rend Lake College are identified by a prefix followed by a four-digit number (excluding Community Education). The prefix indicates the broad subject area; i.e., mathematics. The first digit indicates the level, the second digit refers to the general curricular division and the last two digits indicate the sequential order within the program. Freshman-level courses generally begin with the digit "1" followed by three more digits. Most courses recommended for second-year studies begin with the digit "2" followed by three digits. The second digit may be interpreted thusly:

### 1 – Academic (Pre-Baccalaureate and Occupational)

Traditional academic courses equivalent to the first two years (lower-division) of baccalaureate study and the academic courses in occupational curricula.

### 2 – Technical/Applied (Pre-Baccalaureate/Occupational)

Courses are postsecondary technical or applied in nature. Although most were designed mainly for AAS degrees and occupational certificate programs, technical courses in certain fields are acceptable in specific AA/AS degrees.

### 3 – Community Education

 Non-credit courses.

### 4 – College Preparation

Courses are designed to remedy basic skill (i.e., reading, writing and arithmetic) deficiencies of high school graduates.

### 5 – General Studies

Courses are broad in nature and designed to meet individual student goals for personal improvement and self-understanding.

### 6 – Vocational Skills

Courses provide vocational skills training that is *not* part of occupational certificate or AAS degree programs.

### 7 – Adult Basic Education

Courses are designed to bring non-high school graduates to a competency of eighth-grade equivalency.

### 8 – Adult Secondary Education

Courses are designed to bring non-high school graduates to a competency of 12th-grade equivalency.

### 9 – English as a Second Language

Services are designed to help individuals who do not speak English as their native language develop English communication skills.

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## ACCOUNTING

### ACCO 1101 – Principles of Financial Accounting (4)

*Prerequisite: MATH 1407 with a “C” or better*

An introduction to the concepts of financial accounting, with an emphasis on the preparation and interpretation of external financial statements. Topics covered include the accounting cycle, accounting for current and long-term assets, accounting for current and long-term liabilities and accounting for owner's equity/corporations. Statement of cash flows and the analysis/interpretation of financial statements also are covered. Lecture 4 hours. ▶ IAI ~ BUS 903

### ACCO 1102 – Principles of Managerial Accounting (4)

*Prerequisite: ACCO 1101*

An introduction to the concepts of managerial accounting, with an emphasis on the use of accounting information for managerial planning, control and decision-making. Topics covered include job order and process cost accounting, cost-volume-profit analysis, segmented reporting, budgeting, standard costing, flexible budgets and overhead analysis, responsibility accounting, pricing, relevant costs and capital budgeting. Lecture 4 hours. ▶ IAI ~ BUS 904

### ACCO 1202 – Payroll Accounting (2)

This course contains subject matter and learning activities which provide a foundation in payroll and personnel records. Federal and state laws relating to payroll preparations are studied to determine the records needed to meet these requirements. Topics covered include compilation of wages and the accounting for wages paid and deductions made. Lecture 2 hours.

### ACCO 1209 – Computerized Accounting (3)

Introduction to software used for accounting information systems. Use of general ledger accounting software on the microcomputer, development of a computerized accounting information system and development of supporting software applications. Lecture 3 hours.

### ACCO 2201 – Intermediate Accounting I (3)

*Prerequisite: ACCO 1102*

The emphasis of the course is on financial reporting. The following topics are given detailed coverage: revenue recognition; present value; current and fixed assets; current, contingent, and long-term liabilities. Lecture 3 hours.

## ADULT BASIC EDUCATION (ABE)

Courses are designed to develop reading, writing, speaking, math and other basic skills within an integrated curriculum that includes job skills such as teamwork, communication and locating information. The skills content is comparable to that taught in the first- through eighth-grades; however, the emphasis is on relevant and meaningful engaged learning opportunities and applications for adult learners. Credit is nontransferable and does not count toward any degree or certificate from Rend Lake College. Enrollment information and a complete listing of courses may be obtained from the Adult Education and Literacy Department. Lecture 1-16.5 hours.

## ADULT SECONDARY EDUCATION (ASE)

Courses are designed to develop reading, writing, speaking, math and other basic skills within an integrated curriculum that includes job skills such as teamwork, communication and locating information. The skills content is comparable to that taught in the ninth- through 12th-grades; however, the emphasis is on relevant and meaningful engaged learning opportunities and applications for adult learners. Credit is nontransferable and does not count toward any degree or certificate from Rend Lake College. Enrollment information and a complete listing of courses may be obtained from the Adult Education and Literacy Department. Lecture 1-16.5 hours.

## AGRICULTURE

### AGRI 1141 – Agriculture Economics (3)

This course is designed to provide the student with an understanding of basic economic concepts. Various aspects of macro and microeconomics will be discussed, including supply and demand, market systems, market models, inflation, unemployment, money and banking, budget deficits and elasticities. This is a course in economics; however, examples and illustrations will be from agriculture whenever possible. Lecture 3 hours. ▶ IAI ~ AG 901

### AGRI 1161 – Soil Science (4)

This course is an introduction to the principles of soils and fertilizers. Emphasis is placed on properties of the soil and how they interact with fertility, how fertility relates to plant growth and on soil/fertilizer management. Topics covered include tillage, fertilizers, conservation practices, water management,

compaction, soil/plant relationships, soil nutrient relationships, soil testing and management decisions. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ AG 904

### AGRI 1181 – Introduction to Animal Sciences (4)

This course is concerned with the roles of animals in the world. Topics discussed include genetics, physiology, reproduction, nutrition, selection of breeding animals, disease, management and animal welfare. Emphasis is on beef, dairy, swine, poultry and sheep. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ AG 902

### AGRI 1203 – Ignitions and Electrical Systems (5)

Theory, testing and servicing of electrical systems and components common to ag equipment will be covered. Instruction will include the use of modern testing equipment and procedures, procedures for home-farm use, rebuilding of components and safety procedures. Lecture 2 hours. Lab 6 hours.

### AGRI 1204 – Physics of Hydraulics (4)

A course designed to acquaint the student with basic hydraulic laws and formulas. The student also will have hands-on experience with components for disassembly and reassembly. Lecture 2 hours. Lab 4 hours.

### AGRI 1205 – Assembly, Adjustment and Maintenance (5)

This course is designed to give the student a basic understanding of farm equipment design and adjustments for proper operation. Students will use operator and service manuals to adjust, maintain and repair agricultural machinery. Shop activities will develop skills needed for adjustment and reconditioning of farm-related equipment. Lecture 2 hours. Lab 6 hours.

### AGRI 1206 – Ag Air Conditioning Systems (4)

This course includes instruction in theory, principles of operation and construction of present-day agricultural air-conditioning systems. Also included are information and certification by ASE for the purchase and federal regulations for 12-12 and R-134a refrigerants. Lecture 2 hours. Lab 4 hours.

### AGRI 1207 – Machinery Reconditioning Restoration (5)

This course is designed to give a student basic knowledge of surface prep work associated with painting sheet metal and chassis of farm equipment. The student will be introduced to types of paints, proper paint mixing and finishes. The student will be instructed on dent pulling, surface priming and painting techniques. Lecture 2 hours. Lab 6 hours.

### AGRI 1208 – Diesel Engines (6)

The student is introduced to the general theory of diesel engine operation and function. The laboratory experience will acquaint the student with parts nomenclature, overhauling, diagnostic procedures and bench work operations. Lecture 3 hours. Lab 6 hours.

### AGRI 1210 – Supervised Occupational Experience (4)

*Prerequisite: Approval from the Dean and minimum 2.0 GPA*

This course is offered in the summer for eight weeks following the first year of the program. The student will be placed with an agricultural business for full-time job placement. The learning experiences will be supervised by both the college coordinator and the employer. The student will receive vocational counseling and individual assistance. Special attention will be given to career planning, on-the-job problems and current business practices. Lab 20 hours.

### AGRI 1213 – Pest Management (3)

A study of the identification and control of insects and diseases that attack horticultural plants. Emphasis is placed on control (cultural and chemical) and application procedures, including machinery. Integrated pest management practices are discussed. Lecture 2 hours. Lab 2 hours.

### AGRI 1215 – Small Engines (3)

The student is introduced to the basic principles of two- and four-cycle engine operation. The laboratory experience will acquaint the student with parts identification, overhauling and tune-up procedures. Lecture 2 hours. Lab 2 hours.

### AGRI 1221 – Introduction to Agriculture Occupations (1)

The student is introduced to the broad field of agricultural business and its many employment opportunities. Job titles are described on the basis of duties performed, knowledge and abilities needed. Included are an orientation to the Supervised Occupational Experience program and completion of a résumé for future use and to be filed in the Rend Lake College Cooperative Education and Job Placement Office. Lecture 1 hour.

### AGRI 1222 – Applied Mathematics (3)

A problem-solving course with emphasis on improving the student's skill in the fundamental processes of mathematics as used in business. Lecture 3 hours.

### **AGRI 1223 – Intro to Ag Business (3)**

This course is an introduction to the fundamental principles of agriculture business. Topics included are introductions to agricultural economics, marketing, sales and management. This course is designed to introduce essential basics to further the interest of the student to explore the subject matter on more in-depth levels. Lecture 3 hours.

### **AGRI 1251 – Intro to Ag Production (3)**

This course is an introduction to the fundamental principles of agronomy. Topics will revolve around essential basics of crops and soil sciences as they apply to production agriculture. This course is designed with the intent to build a working knowledge of agronomic principles in order to prepare for more in-depth subject matter. Lecture 3 hours.

### **AGRI 1262 – Agricultural Chemicals (3)**

This course deals with the major weeds and insects which attack field crops and stored grain and the associated herbicides and insecticides. An understanding is developed of how and why herbicides function. Lecture 3 hours.

### **AGRI 1263 – Crop Science (4)**

This course concentrates on crop production techniques and marketing practices. All principles are covered from the initial planning stages of crop production through marketing the crop. Students will be required to use knowledge acquired in previous courses, such as agricultural economics, soils and fertilizers and agricultural chemicals. Emphasis is placed on corn, soybean, wheat and forage production. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ AG 903

### **AGRI 1285 – Agriculture Technologies (3)**

This course is a study of the latest technologies applied in agriculture operations. The student is exposed to modern equipment, strategies for use, career opportunities and fundamental diagnosis of equipment used for assessing field conditions, applying chemicals and fertilizers and organizing crop production. Lecture 3 hours.

### **AGRI 1605 – Agriculture Update (1)**

Exploration of new technologies, trends and techniques unique to agricultural production and management. Lecture 1 hour.

### **AGRI 2201 – Transmissions and Power Trains (4)**

This course provides an in-depth study of the operation and service of clutches, transmissions, differentials, final drives, hydraulic shift devices and PTOs. Lecture 2 hours. Lab 4 hours.

### **AGRI 2204 – Advanced Major Overhaul (5)**

*Prerequisites: AGRI 1208 or consent of Dean*

This course will aid in developing and understanding proper shop procedures to use in the overhaul and major repair of agricultural and industrial equipment. Emphasis is placed on safety, proper handling of pollutants, organization, orderliness and demonstration of mechanical skills. The student will troubleshoot, repair and tune a power unit for field conditions. Lecture 2 hours. Lab 6 hours.

### **AGRI 2206 – Advanced Electrical & Hydraulics (4)**

This course provides in-depth study of modern electric and hydraulic troubleshooting techniques. The student will take part in lecture and lab practices involving electronic over hydraulic controls of power shift, CVT and hydrostat drive transmissions. Electronically displaced hydraulic systems and modern computer-controlled system troubleshooting and proper repair techniques will be practiced. Lecture 2 hours. Lab 4 hours.

### **AGRI 2210 – Supervised Agricultural Occupational Experience (4)**

*Prerequisites: Approval from Dean and minimum 2.0 GPA*

Similar to AGRI 1210; it will be offered the eight weeks at the end of the sophomore year. Lab 20 hours.

### **AGRI 2223 – Agricultural Finance (3)**

This course is the study of the importance and proper utilization of credit in an agricultural business. Topics include the use of financial instruments, alternative sources of credit, proper record keeping and accounting methods, as well as the use of equity and debt capital as a management tool. Lecture 3 hours.

### **AGRI 2225 – Food and Ag Policy (3)**

This course is the study of agriculture and food policy as it affects agriculture business. Emphasis will be placed on current issues. Topics will also include the use of policies as management tools in an agriculture business. Lecture 3 hours.

### **AGRI 2241 – Farm Management (3)**

This course focuses on business aspects of production agriculture. Emphasis is on balance sheet and income statement analysis, capital and credit use, enterprise, partial- and whole-farm budgeting and investment analysis. Economic principles and cost concepts as they relate to agriculture also are discussed. Students learn to apply these tools to develop a farm management plan. Lecture 3 hours.

### **AGRI 2242 – Marketing Agricultural Products (5)**

This course acquaints the student with various methods of marketing agricultural products. Emphasis is placed on marketing strategies and risk management. Topics include on-farm grain storage, cash contracts, interpretation of market-driving information, the futures and options market and price analysis. Lecture 5 hours.

## **ALLIED HEALTH**

### **ALH 1200 – Introduction to Pharmacology (3)**

This course provides the student with an introduction to basic pharmacology. Drugs are presented within the major drug classifications along with general drug actions, common adverse reactions, contraindication, precautions and interactions related to each body system. Emphasis is placed on ways to promote an optimal response to therapy, how to monitor and manage adverse reactions, and important points to keep in mind when educating patients about the use of these drugs. Lecture 3 hours.

### **ALH 1201 – Anatomy & Physiology Fundamentals (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

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 3 hours.

### **ALH 1202 – Medical Law & Ethics (3)**

This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence and ethical concepts as they relate to the medical profession. Managed care, HIPAA and other health care legislative rulings are discussed. Lecture 3 hours.

### **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.

### **ALH 1204 – Introduction to Venipuncture (.5)**

This course is an introduction to the theory and practice of venipuncture for personnel involved in accessing veins for the purpose of inserting intravenous catheters, maintaining intravenous access and administration of contrast. Instruction includes selection of appropriate site of intravenous catheter insertion, insertion techniques, care and ongoing assessment of insertion site, and selection of equipment. Emphasis throughout the course will be on occupational health hazards and appropriate precautions, including the Needlestick Safety and Prevention Act. Lecture .5 hour.

### **ALH 1205 — Clinical Experience (3)**

This course will provide students with the opportunity to demonstrate administrative skills and professional communications in a medical office setting. The clinical learning experience will allow students to perform clerical responsibilities and processing of information in a supervised setting. Lab 6 hours.

## **ANTHROPOLOGY**

*(If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411)*

### **ANTH 1101 – Cultural Anthropology (3)**

This course provides a survey of anthropology. The course embraces cultures from all continents, highlights major human subsistence patterns and illustrates human adaptations to environment from the beginning of human history to the present. It focuses on the thesis that every society is based on an integrated culture which satisfies human needs and facilitates survival. Lastly, the course explores the ways in which our own culture fits into the broad range of human possibilities. Lecture 3 hours. ▶ IAI ~ S1 901N

## ARCHITECTURE

### ARCH 1202 – Architectural Materials and Methods (5)

*Prerequisite:* ARCH 1209 or consent of instructor.

Through the use of architectural drafting, this course provides the student with the knowledge of current materials and methods of construction, their physical nature, adaptability and limitations as they pertain to masonry, reinforced concrete and steel. Lecture 3 hours. Lab 4 hours.

### ARCH 1205 – Introduction to Architectural Drawing (5)

An introduction to the basic principles related to the geometry of architectural drawing, including sketching, orthographic projection, axonometric drawing, oblique drawing and perspective drawing. Drafted and freehand drawings of actual and proposed environments are considered, including analysis of light, shade, materials, textures and various contextual elements. Lecture 3 hours. Lab 4 hours.

### ARCH 1208 – Architectural Drawing (3)

An introduction to the basic principles in the geometry of architectural drawing including sketching, orthographic projection, axonometric drawings and perspective drawing. Lecture 1 hour. Lab 4 hours.

### ARCH 1209 – Architectural Building Technology (3)

Introduction to basic materials and components used in contemporary construction. A survey of manufacturing methods, available sizes, performance characteristics, quality, finishes, and applications. Usage of vendors, brochures and standard references. Preparation of working drawing in light wood frame construction to practice current procedures, dimensioning, notation, and design correlation, with standard and creative detailing. Lecture 1 hour. Lab 4 hours.

### ARCH 1211 – Introduction to Architectural Theory / History (3)

An introductory course to the profession of architecture through an examination of recurrent themes in the history of architecture, with emphasis upon the problems and achievements in the art of designing the built environment. Lecture 3 hours.

### ARCH 1212 – Architectural Construction Systems (3)

An introductory course to building materials and their use in construction, with emphasis on their properties, selection criteria and methods of graphic representation. Examination of the architect's role in construction and selection of construction systems: foundation and enclosure systems; interior and exterior finishes; floor, ceiling, partition and roofing systems, and wood, masonry, steel and concrete structural systems. Lecture 3 hours.

### ARCH 2203 – Site Surveying (4)

Upon completion of this course, the student will be able to provide line and grade construction layout using the tape, level and transit. Lecture 3 hours. Lab 2 hours.

### ARCH 2206 – Architectural Drawing / Design (4)

*Prerequisites:* ARCH 1101, ARCH 1205 and CAD 1201

An introduction to the fundamentals of architectural design: object, perception and light. Vocabulary: figure-ground composition, balance and movement, proportion and rhythm, mass-space organization, multiple viewing positions, one- and two-point perspective, orthographic projection and freehand drawing. Lecture 1 hour. Lab 6 hours.

### ARCH 2207 – Architectural Rendering (4)

A course designed to apply principles learned in ARCH 1203 in preparation of pictorial drawings for presentation to clients. It involves a study of various media and techniques, including colored pencil, pen and ink and markers. Lecture 2 hours. Lab 4 hours.

### ARCH 2210 – Architectural Internship (3)

*Prerequisite:* Approval from Dean and Minimum 2.0 GPA

This course provides students an opportunity to gain valuable experience in their field of study while performing on-the-job training. The learning experience will be supervised by both a college faculty/staff member and the employer. Lab 15 hours.

### ARCH 2212 – Architectural Project (5)

*Prerequisites:* ARCH 1101, 1205, 2206, 2207; CAD 1201, or consent of Dean

This course familiarizes the student with all phases of the architectural process while designing a nonresidential project and preparing a working drawing package. Lecture 2 hours. Lab 6 hours.

### ARCH 2214 – Cost Estimating (2)

This course is designed to provide the student with a basic knowledge and understanding of making quantity takeoffs and working estimates of construction projects. Lecture 2 hours.

### ARCH 2215 – Mechanical and Electrical Systems (3)

This course deals with mechanical and electrical equipment in buildings, including the design of plumbing, heating and air conditioning equipment, electrical wiring and illumination. Lecture 3 hours.

### ARCH 2216 – Architectural / Engineering Project (4)

The study of materials and practices in document preparation for buildings using masonry, steel, and reinforced concrete construction. Investigation and use of local, state and federal codes regulating health and safety. Investigation of construction techniques relating to criteria of permanence, low maintenance and budget requirements. Produce a set of working drawings for a two-level, light commercial/industrial building. Lecture 2 hours. Lab hours 4 hours.

### ARCH 2218 – Site Planning (3)

This course is designed to study the considerations of site selection, including survey computations, contours, computations of cut and fill, drainage and grading. Lecture 2 hours. Lab 2 hours.

### ARCH 2220 – Structural Design and Analysis (4)

*Prerequisites:* ARCH 1101, 1205, 2206, 2207; CAD 1201, or consent of Dean

An introduction to the structural design process covering the use of mathematics and physics to determine loads, resolution of force systems and equilibrium analysis, structural properties of shapes and materials, shear and bending movements, deflection, column theory and awareness of structural system behavior. Lecture 4 hours.

### ARCH 2224 – Construction Documents (2)

This course will familiarize the student with traditional practices for architectural construction documents, utilizing the latest recommendations of the Construction Specification Institute and the American Institute of Architects. Lecture 2 hours.

### ARCH 2225 – Construction Systems (4)

An overview of the major construction materials and methods utilized in contemporary construction, including hands-on application. The course will enable an architectural technology student to comprehend the relationship between architectural drawing and actual construction. Lecture 2 hours. Lab 4 hours.

### ARCH 2226 – Architectural Documents and Cost Estimating (3)

This course is designed to provide the students with the basic knowledge and understanding of Architecture Construction Documents and a working knowledge for making estimates of construction projects. Lecture 3 hours

### ARCH 2227 – Architectural Building Codes (3)

Introduction to and overview of building codes, including various related issues which must be considered by the architect, engineer and builders. Lecture 3 hours.

### ARCH 2230 – Portfolio Review (1)

*Prerequisite:* Consent of instructor

Students will explore presentation and interviewing techniques used to find employment. Grooming of student portfolios, résumés, cover letters and other business correspondence is stressed. Oral skills also are reinforced, effective presentation skills and project refinements are covered. Students learn the components of business management. Basic record-keeping, licensing, banking, copyrights, contracts and business ethics are covered. Lecture 1 hour.

## ART

### ART 1101 – Art Appreciation (3)

This course leads the student to a discovery and understanding of the visual arts. Through readings, discussions, slides and films, the student will examine the role of the artist and the complex aspects of art as a humanizing element. Lecture 3 hours. ▶ IAI ~ F2 900

### ART 1103 – Design I (3)

This course provides an introduction to art's formal elements of two-dimensional design through line, shape, space, texture, color and their visual inter-relationships. This is the basis for all types of art from drawing to commercial design. Lab 6 hours.

### **ART 1104 – Design II (3)**

*Prerequisite: ART 1103*

Intended as a follow-up to Design I, this course is an investigation of the elements of three dimensional design with the emphasis on line, shape, space, texture and color. Lab 6 hours.

### **ART 1105 – Drawing I (3)**

An introduction to the basic techniques of drawing, with an emphasis on contour, variation of line, crosshatching, rendering and stippling. A wide range of media, such as pencil, charcoal, conté crayon and ink, will be used. Lab 6 hours.

### **ART 1106 – Drawing II (3)**

*Prerequisite: ART 1105*

This course provides further inquiry into the media and techniques used in Drawing I. Emphasis will be placed on the clothed figure as subject matter. Lab 6 hours.

### **ART 1107 – Painting I (3)**

A directed studio investigation of fundamental painting methods and materials. The course gives the student experience in working with watercolor, oil and acrylic. Emphasis is on development of both skills and personal vision. Lab 6 hours.

### **ART 1108 – Painting II (3)**

*Prerequisite: ART 1107*

This continuation of Painting I focuses on the development of individual expression through understanding of form, color theories and materials. The student may concentrate on a particular media introduced in Painting I. Lab 6 hours.

### **ART 2105 – Sculpture I (3)**

An introduction to some elementary materials, techniques and methods of sculpture, this course will include techniques of molding and carving. Lab 6 hours.

### **ART 2106 – Sculpture II (3)**

*Prerequisite: ART 2105*

This course provides further inquiry into the creative handling of materials, techniques and methods of sculpture as learned and practiced in Sculpture I. Lab 6 hours.

### **ART 2108 – Metalsmithing I (3)**

An introduction to the tools, techniques and materials used in metals. Students will explore forming and joining methods such as sawing, piercing, forging, soldering and riveting. Lab 6 hours.

### **ART 2109 – Metalsmithing II (3)**

*Prerequisite: ART 2108*

This course is a continuation of learning tools, techniques and materials used in Metalsmithing I. Students will further explore methods of enameling and etching techniques, including cloisonné and champlevé. Lab 6 hours.

### **ART 2111 – Art History I (3)**

*If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This is a survey of outstanding works of art produced by Western civilizations from 20,000 B.C. to 1800 A.D. Western civilization art and culture are inseparable and are a reflection of mankind. Lecture 3 hours.

### **ART 2112 – Art History II (3)**

*If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

Outstanding work from 1800-present are surveyed from the various movements of art forms. In addition, their relationships to and contributions to Western civilizations are covered. Lecture 3 hours.

### **ART 2113 – Introduction to Ceramics (3)**

This course is an introduction to the methods, materials, techniques, and tools used in making pottery forms. Students will make hand-built and wheel-thrown pottery and will explore various traditional glazing, decorating, and firing techniques. Lab 6 hours.

### **ART 2114 – Advanced Ceramics (3)**

*Prerequisite: ART 2113*

This course is a continuation of learning the methods, materials, specific techniques and tools used in making pottery forms. Students will make hand-

built and wheel-thrown pottery and will further explore traditional glazing, decorating and firing techniques. Lab 6 hours.

### **ART 2115 – Printmaking I (3)**

This course is an introduction into the basic printmaking processes: relief, intaglio, planographic and stencil. Lectures and film cover all processes. Studio lab work emphasis will be on relief and intaglio printmaking processes. Lab 6 hours.

### **ART 2116 – Printmaking II (3)**

*Prerequisite: ART 2115*

This course is a continuation of learning the methods, materials, specific techniques and tools used in the printmaking processes: relief intaglio, planographic and stencil. A student may elect to concentrate on a particular technique studied in Printmaking I. Lab 6 hours.

### **ART 2120 – Life Drawing (3)**

*Prerequisites: ART 1105 and ART 1106*

Through class lectures and discussion of the various drawing techniques and media, the student will become familiar with drawing the human figure. Students will draw using empirical observation of a model, emphasizing various drawing techniques in conjunction with the human figure. Drawing assignments will include gesture, facial and full-figure compositions. By the end of the semester, the student should be able to determine what figure drawing is, how the selection of medium, techniques and subject matter reflect the student's aesthetic values and what the student's personal involvement is with figure drawing. Lab 6 hours.

### **ART 2121- Introduction to Stained Glass (3)**

Designed for the beginning student, this course covers the basics of stained glass construction in lead and copper foil. The history of glass tools and supplies, pattern-making, cutting, grinding, and soldering construction will be covered. Lab 6 hours.

### **ART 2201 – Illustration I (3)**

*Prerequisite: ART 1105*

In this studio course, students will study various commercial artists and illustrators while developing their own individual style. Pen and ink, colored pencil, water color, scratch board, pastels, pencil and markers will be covered. Lab 6 hours.

### **ART 2202 – Illustration II (3)**

*Prerequisite: ART 2201*

This course is a continuation of Illustration I. Development of individual style, creativity, originality and design will be stressed. Students will be allowed to explore and refine techniques in illustration using various media. The computer will be introduced as an illustration tool while researching various computer illustrators and their styles. Lab 6 hours.

## **ASTRONOMY**

### **AST 1101 – Introduction to Astronomy I (4)**

*Prerequisite: ENGL 1411 or equivalent placement*

This is a non-mathematical introduction to astronomy, which includes topics on astronomy history, the planets, the universe, types of stars, our galaxy and use of star charts. Lecture 3 hours. Lab 2 hours. ► IAI ~ P1 906

## **AUTOMOTIVE TECHNOLOGY**

### **AUTO 1202 – Engine Repair (5)**

This course is a study of the diagnosis and repair of cylinder heads and valve trains, short blocks and lubrication and cooling system components. General engine diagnosis and engine completion and start-up procedures also are covered. Lecture 2 hours. Lab 6 hours.

### **AUTO 1210 – Supervised Occupational Experience (2-4)**

*Prerequisite: Consent of instructor or Dean*

This course is offered in the summer for eight weeks following the first year of the program. The student will be placed with an automotive business for full-time job placement. The learning experiences will be supervised by both the college coordinator and the employer. The student trainee will receive vocational counseling and individual assistance. Special attention will be given to career planning, on-the-job problems and current business practices. Lab 10-20 hours.

### **AUTO 1231 – Introduction to Automotive Technology (2)**

This course is a study of shop safety, shop operation and career opportunities in automotive technology. Also covered are basic servicing techniques as applied to automatic transaxles, electrical systems, air conditioning and engine repairs. Lecture 1 hour. Lab 2 hours.

### **AUTO 1232 – Auto Electrical Systems A (3)**

This course is a study of the principles of electricity and general electrical system diagnosis. Battery diagnosis and service and starting system diagnosis and repair are covered. Lecture 2 hours. Lab 2 hours.

### **AUTO 1235 – Engine Performance A (5)**

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.

### **AUTO 1240 – Auto Air Conditioning (3)**

This course is a study of the automotive air conditioning and climate control systems. Lecture 1 hour. Lab 4 hours.

### **AUTO 1245 – Braking Systems (4)**

This course is a study of the hydraulic principles and application of braking systems, including drum, disc and power brakes. Lecture 1 hour. Lab 6 hours.

### **AUTO 1266 – Maintenance and Light Repair (1)**

*Prerequisite: Consent of instructor or Dean*

This course provides web-based training using Ford Motor Company's Maintenance and Light Repair online training. The areas covered are electrical systems and power accessories, heating and air conditioning, alignment, suspension and steering, and automotive brakes. Lab 2 hours.

### **AUTO 1607 – Principles of Street Rodding (0.5 - 4)**

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

### **AUTO 2214 – Automatic Trans / Transaxle (5)**

This course is a study of automatic trans/transaxle maintenance, diagnosis and repair. In-car and off-car operations are covered. Lecture 2 hours. Lab 6 hours.

### **AUTO 2215 – Manual Drive Train and Axles (5)**

This course is a study of the diagnosis and repair of clutches, manual transmissions, manual transaxles and differentials. Drive shafts, CV joints, front-wheel drive and four-wheel drive components also are covered. Lecture 3 hours. Lab 4 hours.

### **AUTO 2230 – Auto Electrical Systems B (3)**

*Prerequisite: AUTO 1232 or consent of Dean*

This course is a study of charging system diagnosis and repair, lighting system diagnosis and repair and gauges and electrical accessories. Lecture 2 hours. Lab 2 hours.

### **AUTO 2232 – Engine Performance C (3)**

This course is a study of emission control systems. Individual emission control devices, such as air management, spark timing controllers and EGR, are covered in detail. Lecture 2 hours. Lab 2 hours.

### **AUTO 2235 – Engine Performance B (5)**

This course is a study of fuel and exhaust systems, including carburetion, fuel injection and computer-controlled fuel systems. Lecture 3 hours. Lab 4 hours.

### **AUTO 2245 – Suspension and Steering (4)**

This course is a study of steering systems, front suspension systems, rear suspension systems and wheel alignment diagnosis and repair. Lecture 1 hour. Lab 6 hours.

### **AUTO 2250 – Automotive Computer Electronics (3)**

*Prerequisite: AUTO 1232 or consent of Dean*

This course reviews Ohm's Law and applies it to the field of electronic components. Solid state devices, as they apply to the automotive field, are covered. Lecture 1 hour. Lab 4 hours.

## **BIOLOGY**

*Prerequisite: ENGL 1411 or equivalent placement*

### **BIO 1100 – College Biology for Non-Majors (4)**

Laboratory course emphasizing scientific inquiry through a breadth of selected concepts such as cell and molecular biology, structure and function, genetics and heredity, evolution, and ecology. Biological issues with personal and social implications will be clearly integrated throughout the course. Development of scientific literacy will be a foundation of the course to enable students to make informed decisions. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ L1 900L

### **BIO 1101 – College Biology (5)**

An introductory biology course for life science, plant and soil science and pre-professional majors. Topics include cell structure and function, energy transformations, genetics, reproduction and biotechnology. Lecture 3 hours. Lab 4 hours. ▶ IAI ~ L1 910L / BIO 910

### **BIO 1102 – Environmental Ecology (4)**

A laboratory course emphasizing scientific inquiry through a breadth of selected concepts focusing on environmental issues. Concepts include ecology, biodiversity, evolution, physiology and health, and human populations. Biological issues with personal and social implications will be clearly integrated throughout the course, emphasizing current environmental issues and possible solutions or courses of action. Development of scientific literacy will be a foundation of the course to enable students to make informed decisions. Class discussions are supplemented by laboratory exercises and field trips. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ L1 905L

### **BIO 1104 – College Biology II (5)**

*Prerequisite: BIO 1101 with a grade of "C" or better*

College Biology II is the second in a series. This combination of courses covers all the essential topics in a modern introductory biology sequence, including evolution, cellular and molecular biology, genetics, organismal biology and ecology. Course content includes: evolution as a unifying theme in biology; an introduction to biochemistry, cell structure, function, and processes; transmission and molecular genetics; an introduction to the diversity of major groups of microorganisms, fungi, animals, and plants; structure and function of representative organ systems in animals and / or plants; and ecological principles spanning a range of biological organization from physiological ecology of organisms to ecosystem ecology. Laboratory required. Lecture 3 hours. Lab 4 hours. ▶ IAI ~ L1 910L / BIO 910

## **BIOMEDICAL ELECTRONICS**

### **BME 1201 – Introduction to Biomedical Technology (3)**

*Prerequisite: Acceptance into the BME program*

This course is an introduction to biomedical instrumentation as related to anatomy and physiology, including detailed coverage of anatomical systems which use medical equipment for monitoring, diagnosis and treatment. Lecture 2.5 hours. Lab 1 hour.

### **BME 1202 – Biomedical Electronics Devices (3)**

*Prerequisite: Acceptance into BME program, BME 1201*

This course is a study of the basic principles by which physiological events are measured. Electronic fundamentals are used to understand electrodes, transducers, amplifiers and patient monitoring systems. Electrode care and placement and the operation of medical electronic instruments are studied. Lecture 2 hours. Lab 2 hours.

### **BME 1203 – Introduction to Radiography for Biomedical Technicians (3)**

*Prerequisite: Acceptance into BME program, BME 1201*

This course covers the theory of diagnostic imaging, including x-ray, computer-aided tomography, nuclear imaging, and ultrasound. Components and safety of nuclear imaging systems are included. Safety aspects of x-ray, the CT and MRI also are covered. Lecture 2 hours. Lab 2 hours.

### **BME 1204 – Biomed Internship I (3)**

*Prerequisite: Acceptance into BME program, BME 1201*

This course is an experience external to the college for a biomedical technology student involving a written agreement between the educational institution and a business or industry. Students will practice skills developed throughout the degree program in an environment which employs biomedical technologists. Lab 6 hours.

### **BME 1205 – Advanced Medical Electronics (3)**

*Prerequisite: Acceptance into BME program; BME 1201, 1202, 1203 & 1204*

This course provides a study of devices, circuits, computers, test equipment, transducers and sensors which are specific to the clinical laboratory. This course includes the analysis of applied electronics circuits incorporated in this environment. Lecture 2 hours. Lab 2 hours.

### **BME 1206 – Biomed Internship II (3)**

*Prerequisite: Acceptance into BME program; BME 1201, 1202, 1203 & 1204*

This is an experience external to the college for an advanced biomedical technology student involving a written agreement between the educational institution and a business or industry specific to biomedical technology. Lab 6 hours.

## **BME 1207 – CBET Exam Prep (1)**

*Prerequisite: Acceptance into BME program; BME 1201, 1202, 1203 & 1204*

This is a course designed for biomedical equipment technicians to test their knowledge and sharpen their skills. Covered topics include anatomy and physiology, electricity and electronics for those preparing for the certification exam. Lecture 1 hour.

## **BOTANY**

### **BOT 1101 – Plants and Society (4)**

*Prerequisite: ENGL 1411 or equivalent placement*

Laboratory course emphasizing scientific inquiry through a breadth of selected concepts using plants as the study organism. Concepts include cell and molecular biology, plant structure and function, plant genetics and heredity, evolution, and ecology. Biological issues with personal and social implications will be clearly integrated throughout the course. Development of scientific literacy will be a foundation of the course to enable students to make informed decisions. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ L1 901L

## **BUSINESS**

### **BUSI 1101 – Introduction to Business (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A survey of the basic fundamentals of business. The course is designed to give students exposure to all areas of business and form a solid base for further study in the field. Topics include: economics; business environments; the organization, operation and management of the business firm; marketing; finance; accounting; computer systems; business law, and international business. Lecture 3 hours.

### **BUSI 1103 – Business Law I (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

An examination of law as it relates to the transactions of modern business. It includes the American legal system, crimes and torts, contracts, agency law, sales and commercial paper. Lecture 3 hours.

### **BUSI 1200 – Job Strategy (1)**

This course is designed to provide the student with the skills necessary to secure an appropriate job in his or her field of study. Topics covered include career information, job search methods, résumé preparation and interviewing techniques. Job survival skills also are covered. Lecture 1 hour.

### **BUSI 1202 – Employability Skills (1)**

This course is designed to acquaint students with the importance of good work ethics. The topics included are identified as desirable work traits which will enhance the student's value as an employee. Lecture 1 hour.

### **BUSI 1203 – Entrepreneurial Skills (4)**

The courses covers the basic business knowledge and skills which are prerequisites or co-requisites for becoming a successful entrepreneur, as well as the processes and traits / behaviors associated with entrepreneurial success. Business concepts learned through the course include problem solving, teamwork, self-motivation, responsibility, higher-order thinking, communication and inquiry. Topics include economics; business environments; the organization, operation and management of the business firm; marketing; finance; accounting; computer systems; business law, and international business. Lecture 3 hours. Lab 2 hours.

### **BUSI 1204 – Business Functions (5)**

*Prerequisite: BUSI 1203*

The course covers business activities performed by entrepreneurs in managing a business. Business concepts learned through the course include problem-solving, teamwork, self-motivation, higher-order thinking, communication and inquiry. The course is a study of business organizations from the viewpoint of management with an emphasis placed on the decision-making skills required of an effective manager. The course examines concepts of management, including the basic functions of planning, organizing, leading and controlling and the essentials of marketing management with emphasis on the strategies of marketing decision-making, including product, distribution, promotion and pricing. Major environmental forces which affect marketing decision-making also are studied: economic, legal, social / cultural, competitive and the consumer. Lecture 3 hours. Lab 4 hours.

### **BUSI 2101 – Business Law II (3)**

*Prerequisite: BUSI 1103*

An examination of the law as it relates to the organization and regulation of business. It includes partnership law, corporate law, property, credit and state and federal regulations. Lecture 3 hours.

### **BUSI 2102 – Customer Service (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

This course provides a study of the essentials of customer service. The course will include topics dealing with attitude, understanding the customer's needs, communication, customer satisfaction, selling skills, and telephone skills. Lecture 3 hours.

### **BUSI 2105 – Legal / Social Environment of Business (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

An examination of the legal environment as it pertains to business, with an emphasis on ethics and social responsibility. Areas of study include ethical and social issues; the U.S. legal system; forms of business organization; contracts and tort law; employment legislation; antitrust and trade regulation, and debtor-creditor relations. Lecture 3 hours.

### **BUSI 2107 – Business Communications (3)**

*Prerequisite: ENGL 1101*

The course is designed to improve the student's understanding of the vital role of effective communication in business. Emphasis is on the development of skill in business writing through the preparation of various forms of memoranda, letters and reports. Also covered: oral presentations, listening skills, nonverbal communication, meetings, résumés and job interviews. Lecture 3 hours.

### **BUSI 2203 – Business Ethics (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A study of the essential concepts of leadership, business ethics and organizational integrity, with an emphasis on the role of leaders as they build, maintain, lead and self-govern organizations. Major focus will include leadership, moral and ethical responsibility, adherence to principle and constancy of purpose within the business organization. Lecture 3 hours.

### **BUSI 2205 – E-Commerce (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

This course is designed as an entry-level Electronic Commerce class for business majors as well as managers and professional people in any functional area of the business world. Course topics include: the definition of Electronic Commerce, how it is being conducted and managed, and its major opportunities, limitations, issues, and risks. The course includes applications such as electronic fund transfers, buying and selling stocks on the Internet, retailing operations, and advertising campaigns. Global competition, partnerships, and trading are emphasized. Students should be familiar with basic Windows and web navigation skills, as well as fundamental Internet concepts. Lecture 3 hours.

### **BUSI 2206 – Business Dynamics (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A study of the essential concepts of group dynamics with an emphasis on the strategies of interpersonal communication, verbal and nonverbal messages, creative and critical thinking and group problem solving. Major factors affecting group communication are: diversity, managing conflicts productively, leadership, planning, organizing and presenting information. Lecture 3 hours.

### **BUSI 2207 – Business Organization (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A study of the essential concepts of organizational behavior with an emphasis on the strategies of managing: the global economy, individuals, organizational processes and evolutions. Major forces impacting organizational structures are studied, focusing on cultivating organizational culture, decision making, managing conflict, managing diversity and managing change. Lecture 3 hours.

### **BUSI 2208 – Intercultural Business (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A study of the essential concepts of international communication with an emphasis on the role of language in international business communications focusing on: cultural knowledge, individuals and groups within business cultures and organization of messages to other cultures. Major focus will include: nonverbal language in intercultural communication; information, decisions and solutions; intercultural negotiation; legal and governmental considerations and effectiveness of intercultural business communication. Lecture 3 hours.

### **BUSI 2209 – Inventory Management (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

This course provides a study of the essentials of inventory management with an emphasis on the core aspects of inventory control. The course will include topics such as purchasing, forecasting, merchandise assortments, supplier relations, pricing, and vendor services. Lecture 3 hours.



## CERTIFIED NURSE ASSISTANT

### CNA 1201 – Certified Nurse Assistant (7)

*Prerequisite: Student must score a 53 or higher on the reading portion of the Accuplacer test.*

This is a course designed to teach those individuals basic nursing skills which would enable them to work as a nurse assistant in various health care facilities. This course is approved by the Illinois Department of Public Health. Upon successful completion, the student is eligible to apply to take the state registry exam. Lecture 5 hours. Lab 4 hours.

### CNA 1603 – Nursing Aide Skills Recertification (.5-1)

*Prerequisite: Current background check and approval from Illinois Nurse Aide Registry*

This course is designed for certified nurse assistants seeking recertification. Students will review 21 skills and demonstrate competency in a clinical setting as mandated by the Illinois Department of Public Health. Lecture .5-1 hour.

### CNA 1604 – Nursing Aide Skills (.5)

*Prerequisite: Admission to the RLC Nursing Program or approval of the Director of Nursing.*

This course is designed for students entering the Rend Lake College Nursing Program or those who want to review skills prior to CNA recertification. Students will review 21 skills and demonstrate competency. Lecture .5 hour.

## CHEMISTRY

*Prerequisite: ENGL 1411 or equivalent placement*

### CHE 1101 – General Chemistry I (5)

*Prerequisite: MATH 1407 or equivalent placement*

This beginning course provides a broad overview of inorganic chemistry for nursing and allied health students, as well as those students desiring a knowledge of chemistry needed to meet general studies requirements. It is concept-oriented (rather than mathematical) and covers general inorganic concepts of measurement, energy relationships, atomic structure and bonding, chemical equations, equilibria, reaction rates, states of matter, acid base theory. Lecture 3 hours. Lab 4 hours. ► IAI ~ P1 902L

### CHE 1102 – General Chemistry II (5)

*Prerequisite: CHE 1101 or consent of the Dean*

This beginning course provides a broad overview of organic/biological chemistry to the same student population as CHE 1101. It is concept-based and covers hydrocarbons, halides, alcohols, ethers, carbonyl groups, carbohydrates, organic acids, ester, organic nitrogen compounds, lipids, amino acids, enzymes, nucleic acids, digestion, body fluids, energy, carbohydrates and metabolism. Lecture 3 hours. Lab 4 hours.

### CHE 1103 – Inorganic Chemistry (5)

*Prerequisites: CHE 1101 or one year of high school chemistry; two years of high school algebra or successful completion of MATH 1407 or enrollment in MATH 1108; or consent of the Dean*

This is a beginning course for chemistry majors, chemistry minors, pre-engineering, pre-medical, pre-dental, pre-veterinary, pre-pharmacy and other pre-professional majors. It makes a detailed study of atomic structure and bonding, molecular geometry, intermolecular forces, stoichiometry, thermochemistry, chemical reactions, chemical periodicity, electronic structure of atoms, gases, and reactions in aqueous solution. Lecture 3 hours. Lab 4 hours. ► IAI ~ P1 902L / CHM 911

### CHE 1104 – Qualitative Analysis & Inorganic Chemistry (5)

*Prerequisite: CHE 1103*

This is a beginning course for chemistry majors, chemistry minors, engineering, pre-medical, pre-dental, pre-veterinary, pre-pharmacy, and other pre-professional and science majors. It makes a detailed study of atomic structure and bonding, molecular geometry, intermolecular forces, physical properties of solutions, chemical kinetics, chemical equilibrium, acids and bases, thermodynamics and electrochemistry, as well as a brief introduction to organic chemistry. Lecture 3 hours. Lab 4 hours. ► IAI ~ CHM 912

### CHE 2120 – Organic Chemistry I (5)

*Prerequisite: CHE 1104*

A study of the compounds of carbon, the mechanisms of organic reactions, and synthesis of representative organic compounds. Characterization of organic compounds using infrared and NMR spectroscopy will be emphasized. The chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers and other organic compounds will be studied, with a particular emphasis on

reaction mechanisms. A thorough study of bonding, acid-base chemistry, and stereochemistry is performed. Lecture 3 hours. Lab 4 hours. ► IAI ~ CHM 913

### CHE 2121 – Organic Chemistry II (5)

*Prerequisite: CHE 2120*

A continuation of CHE 2120. Topics stressed include alcohols and ethers, oxidation-reduction and organometallic compounds, conjugated unsaturated systems, reactions of aromatic compounds, the chemistry of carbonyl compounds, enols, enolates, carboxylic acids, amines, nucleophilic aromatic substitution, carbohydrates, and lipids. Particular emphasis is placed on organic synthesis and retrosynthetic analysis. Lecture 3 hours. Lab 4 hours. ► IAI ~ CHM 914

## COLLEGE PREPARATORY

### PREP 1403 – Allied Health ENGL & READ Bridge (3)

This accelerated English course is designed for Allied Health students from upper-level developmental skills to college-level reading, writing and critical thinking skills. This course will prepare students for the general rigors of most, if not all, Allied Health majors. This course is designed to enhance existing reading, writing and comprehension skills by improving vocabulary, critical and literal reading, writing, and comprehension skills and reading speed. Lecture 2 hours. Lab 2 hours.

### PREP 1404 – Integrated Reading and Writing (3)

This course involves comprehensive instruction on basic reading, writing, and study skills needed to be successful in college course work. Using a combination of lecture and lab sessions, areas of instruction will cover review of basic grammar, vocabulary development, comprehension skills, critical and literal reading skills, study strategies, paragraph and essay development, and when appropriate the use of technology to compete assignments. Lecture 2 hours. Lab 2 hours.

## COMMUNICATIONS

### COMM 1101 – Principles of Effective Speaking (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or ENGL 1411. May be taken concurrently with ENGL 1101; however, completion of ENGL 1101 is recommended.*

Students learn the theory and practice of speech communication in order to develop proficiency in various interpersonal and public speaking situations. Performance required. Lecture 3 hours. ► IAI ~ C2 900

### COMM 1103 – Small Group Communication (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

This course examines the processes and techniques appropriate for purposeful communication in small, face-to-face groups. Included are such topics as problem-solving, interpersonal communications and decision-making. This course does not fulfill the communication requirement for the Associate Degree. Lecture 3 hours.

### COMM 1104 – Interpersonal Communication (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

This is an introductory course in the study of interpersonal communication, including language processes, types of verbal and nonverbal communication, oral and visual means of transmitting information, history, means of encoding information and social consequences. It does not fulfill the communication requirement for the Associate Degree. Lecture 3 hours.

### COMM 1106 – Intercultural Communications (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

Students learn how culture influences communication beyond just the usage of language. The study of intercultural communication recognizes how culture pervades what we are, how we act, how we think and how we talk and listen. Included are such topics as high and low context cultures, nonverbal messages, adapting to different cultures and developing intercultural competencies and effectiveness. This course does not fulfill the communication requirement for the Associate Degree. Lecture 3 hours.

## COMPUTER-AIDED DRAFTING

### CAD 1201 – Introduction to Computer-Aided Drafting (2)

An elementary course designed to introduce the student to the basic operations of computer-aided drafting. These operations include, but are not

limited to, shape descriptions, revisions and modifications of descriptions and the preservation of completed drawings. Lecture 1 hour. Lab 2 hours.

### **CAD 1203 – Computer-Aided Drafting Applications ~ Architectural (2)**

*Prerequisite: CAD 1201 or consent of the Dean*

A practical applications course designed to utilize and extend operations learned in CAD 1201. It requires completion of drawings related to the architectural field. Lecture 1 hours. Lab 2 hours.

### **CAD 1204 – Computer-Aided Drafting Applications ~ Mechanical (2)**

*Prerequisite: CAD 1201 or consent of the Dean*

A practical applications course designed to utilize and extend operations learned in CAD 1201. The course requires completion of drawings of machine parts and assemblies by orthographic section and auxiliary view techniques. Lecture 1 hour. Lab 2 hours.

### **CAD 1205 – Computer-Aided Drafting Applications ~ Civil (2)**

*Prerequisite: CAD 1201 or consent of the Dean*

A practical applications course designed to use and extend operations learned in CAD 1201. The course requires the completion of drawings related to the civil engineering field, such as plots, plans, profiles and standards using a combination Autocad and Microstation software. Lecture 1 hour. Lab 2 hours.

### **CAD 1208 – Computer-Aided Drafting Applications ~ 3D (3)**

*Prerequisite: CAD 1201 or equivalent or consent of the Dean*

A practical applications course using the operations learned in Introduction to CAD. The course will cover the important concepts required to draw in 3D and will apply these concepts with a variety of drawing projects. These projects will explore lighting, camera, materials and rendering techniques with several software packages to provide realistic models. Lecture 1 hour. Lab 4 hours.

### **CAD 1210 – Computer Applications for Work Place (2)**

This course serves as an introduction to various electronic media utilized within the work place environment. To develop creative and effective skills in the use of computers for employment in areas such as architecture, engineering and other fields to meet the demands of today's job market. Lecture 1 hour. Lab 2 hours.

## **COMPUTER SCIENCE**

### **CSCI 1101 – Introduction to Computers (3)**

*Prerequisite: Typing skill*

This course is an introduction to the concepts and features of computer systems. Topics covered include computer hardware, application software, systems software, networks, Internet, computer applications and social issues, data security and control. The student will learn basic operations of the personal computer, general application fundamentals and the basic commands and operations of Windows. Lecture 3 hours.

### **CSCI 1102 – Introduction to Computers with Business Applications (3)**

*Prerequisite: Typing skill*

This course is an introduction to the concepts and features of computer information systems, with an emphasis on business applications. Topics covered include computer hardware, file organization and data base, operating systems, programming languages, application software and systems analysis and design. Students will learn to use a variety of business application software. Enrollment is recommended for students pursuing a degree in business. Lecture 3 hours.

### **CSCI 1103 – Introduction to Programming (3)**

*Prerequisite: MATH 1108, or MATH 1110, or consent of instructor*

This course is an introduction to computers and programming. The emphasis will be given to the design of algorithms to be used in problem-solving and the programming techniques required to implement algorithms in a particular programming language. Students will code programs in the "C/C++" language and be assigned problems in their field of study. Lecture 3 hours.

### **CSCI 1104 – Introduction to Programming (4)**

*Prerequisite: MATH 1108, or MATH 1110, or consent of instructor*

This course is an introduction to computers and programming. The emphasis will be given to the design of algorithms to be used in problem-solving and the programming techniques required to implement algorithms in a particular programming language. Students will code programs in the JAVA language and be assigned problems in their field of study. Lecture 4 hours. ▶ IAI ~ CS 911

### **CSCI 1236 – Integrating Technologies (2)**

*Prerequisite: CSCI 1101, CSCI 1102 or consent of instructor*

This course is designed to introduce students to emerging technology tools and the skills necessary for integrating technology into the office or business setting. Lecture 1 hour. Lab 2 hours.

### **CSCI 1237 – IT Support Professional (6)**

This course is an introduction to the fundamentals of IT support. Topics include troubleshooting, customer service, networking, operating systems, system administration, and security. The instructional content prepares students for industry-recognized credentials including Google IT Support Professional and CompTIA A+. Lecture 3 hours. Lab 6 hours.

### **CSCI 1243 – Beginning Microsoft Word (3)**

*Prerequisite: CSCI 1101 or consent of instructor*

This is a beginning-level course in designing and creating documents in a Windows-based environment. Students will learn to create, print, edit and format documents. In addition, students learn to use spelling and grammar tools, manipulate tabs, create headers and footers and create footnotes and endnotes. The textbook is approved by Microsoft as courseware that teaches the skills necessary to prepare for the Microsoft certification exam. Lecture 2 hours. Lab 2 hours.

### **CSCI 1255 – Microsoft Access Database (3)**

*Prerequisite: CSCI 1101 or consent of instructor*

This is a course in designing and creating databases in a Windows-based environment. Students will plan and design databases, create tables, create forms, produce reports, perform queries and filter records. Students also will create relationships between database tables, build and modify advanced tables, forms and reports. The textbook is approved by Microsoft as courseware that teaches the skills necessary to prepare for the Microsoft certification exam. Lecture 2 hours. Lab 2 hours.

### **CSCI 1257 – SQL Server Database Design (3)**

This is a course designed to teach students how to effectively design and develop SQL Server databases. Students will learn how to install, configure, and maintain SQL Server databases and servers. Lecture 3 hours.

### **CSCI 1260 – Intro to .NET Platform Programming (3)**

*Prerequisite: MATH 1108 or equivalent college algebra experience*

This course provides an introduction to programming for students with little or no prior programming experience. Students will gain a strong, accessible, hands-on foundation in the language and database skills needed to develop business applications. Lecture 3 hours.

### **CSCI 1261 – Mastering .NET Platform Fundamentals (3)**

*Prerequisite: CSCI 1260 or consent of instructor*

This course teaches programmers skills necessary to create data-driven applications for Microsoft's .NET platform. Lecture 3 hours.

### **CSCI 1262 – Advanced .NET Platform Development (3)**

*Prerequisite: CSCI 1261 or consent of instructor*

This course teaches programmers how to create database applications on Microsoft's .NET platform. Lecture 3 hours.

### **CSCI 1263 – Microsoft Excel Spreadsheet (3)**

*Prerequisite: CSCI 1101 or consent of instructor*

This is a course in designing and creating spreadsheets in a Windows-based environment. Students learn to prepare and format Excel worksheets, move data within and between worksheets, and insert formulas within a worksheet. In addition, students create charts, insert clip art images, format numbers and text, create and use templates, utilize Excel functions, audit and automate worksheets as well as import from and export to other data sources. The textbook is approved by Microsoft as courseware that teaches the skills necessary to prepare for the Microsoft certification exam. Lecture 2 hours. Lab 2 hours.

### **CSCI 1264 – Mastering Web Application Development (3)**

*Prerequisite: CSCI 1260 and WBM 1220*

This course teaches the skills necessary to create data-driven, connected web applications using Microsoft's .NET platform at the server. Lecture 3 hours.

### **CSCI 1275 – Microsoft PowerPoint (3)**

This is a course in creating and designing presentations in a Windows-based environment. The course is designed to identify concepts and terminology used with electronic slide presentation software and to identify tasks that can be accomplished with this software. The student will be able to use PowerPoint

to create visual aids and speaker notes for presentations, as well as to learn the techniques for producing audience handouts. Lecture 2 hours. Lab 2 hours.

### **CSCI 1280 – Advanced Database Systems (3)**

*Prerequisite:* CSCI 1257 or consent of instructor

This course will prepare students to build and use advanced database systems. The course will focus on data server technology and relational databases. Students will learn to model and design tables, build and run queries using SQL (Structured Query Language), create client server data systems, and understand database administration procedures. Lecture 3 hours.

### **CSCI 1290 – Special Programming Project (4)**

*Prerequisite:* CSCI 1262 or consent of instructor

This course will provide the student with the opportunity to employ all of the tools used to create a functioning computer program. Students will present proposed computer programs to class leaders for approval. Proposals will include outline, structure, function, and goals of the program page. Lab 20 hours.

### **CSCI 1600 – Selected Computer Topics (.5-3)**

This course is an in-depth study of selected topics in the computer field. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated 3 times if different topics are considered. Lecture .5-3 hours. (Repeatable 3 times)

### **CSCI 1612 – Beginning Microsoft Word (.5-4)**

Students will learn fundamentals of word processing. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1616 – Beginning Microsoft Excel (.5-4)**

Students will learn the fundamental operations of spreadsheets. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1617 – Intermediate Microsoft Excel (.5-4)**

*Prerequisite:* CSCI 1616 or equivalent experience

Students will broaden their knowledge of spreadsheets. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1621 – Intermediate Microsoft PowerPoint (.5-4)**

*Prerequisite:* CSCI 1620 or equivalent experience

Students will broaden their knowledge of presentation graphics software. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1694 – Beginning QuickBooks (.5-3)**

Students will learn the fundamentals of personal and small business accounting software. Lecture .5-3 hours. (Repeatable 3 times)

### **CSCI 2100 – Discrete Structures (3)**

*Prerequisite:* MATH 1108 or consent of instructor

This course is an introduction to computer science-related mathematics and structures. Topics include: sets, relations and functions, various numbering systems, combinations and permutations, boolean algebra and related logic design, basic matrix operations and elementary graph theory. Lecture 3 hours. ▶ IAI ~ CS 915

### **CSCI 2104 – Advanced Data Structures (4)**

*Prerequisite:* CSCI 1104

This course is a continuation of CSCI 1104. Emphasis will be on block-structured programming style and advanced features of the JAVA/"C++" language, including, but not limited to: object-oriented programming data structures, sorting and searching algorithms. Lecture 4 hours. ▶ IAI ~ CS 912

### **CSCI 2209 – System Analysis and Design (3)**

A working introduction to the principles of information system design. Topics covered will include problem definition techniques, tools for problem analysis, project management and presentation. This course will prepare students to effectively participate as part of a system development team. Lecture 3 hours.

### **CSCI 2243 – Intermediate Microsoft Word (3)**

*Prerequisite:* CSCI 1243 with "C" or better or consent of the instructor

This is an intermediate-level course in designing and creating documents in a Windows-based environment. Emphasis is continued on creating and formatting documents, such as newsletters, letters, and memos. Students will learn to utilize Word's Mail Merge and advanced table features as well as import data, create charts, macros, styles, outlines, master documents and fill-in forms. Students will also work with shared documents and create a table of contents, index and table of figures. The textbook is approved by Microsoft as courseware

that teaches the skills necessary to prepare for the Microsoft certification exam. Lecture 2 hours. Lab 2 hours.

### **CSCI 2245 – Integrating Microsoft Applications (3)**

*Prerequisites:* CSCI 1255, CSCI 1263 and CSCI 2243 with "C" or better or consent of instructor

This is an advanced course in which students will be integrating various Microsoft applications, namely Microsoft Word, Excel, Access and PowerPoint. In addition, students will learn to create macros, add ActiveX controls and edit macros using Visual Basic for Applications (VBA). Lecture 2 hours. Lab 2 hours.

## **CONTINUING EDUCATION**

### **CNTED 1600 – Selected Topics in Education (.5-4)**

This course is a study of topics in the field of education. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated 3 times if different topics are considered. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1601 – A to Z Grant Writing (.5-4)**

Students will learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1602 – Big Ideas in Little Books (.5-4)**

Students will learn how to increase student performance on standards important to their district by learning how to self-publish and sell work books, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1603 – The Classroom Computer (.5-4)**

Develop skills, knowledge and attitudes necessary to bring basic integration and subject-specific activities, based on current technology, into teaching plans. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1604 – The Creative Classroom (.5-4)**

This course will help teachers enrich their teaching talents and encourage students' creative thinking. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1605 – Differentiated Instruction in the Classroom (.5-4)**

This course will help teachers learn 10 practical Differentiated Instruction (DI) strategies. DI is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1606 – Enhancing Language Development in Childhood (.5-4)**

This course will help teachers discover how children learn to process language and how they become proficient speakers and thinkers. It will teach the student how to help children by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1607 – Get Assertive! (.5-4)**

This course will help students learn how to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Learn how you lose power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1608 – Guided Reading: Strategies for the Differentiated Classroom (.5-4)**

This course is designed for today's teachers grappling with the question of how to reach struggling readers. Learn how to combine the principles of differentiated instruction and guided reading. Mixed in the right proportion, these popular strategies will help build a balanced literary framework that gets results with even the most challenged learners. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1609 – Guiding Kids on the Internet (.5-4)**

This course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instruction will lead the student in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1610 – Integrating Technology in the K-5 Classroom (.5-4)**

Educational technology is advancing at an astounding rate, offering today's busy teacher quick and easy solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. This course will help students discover the power and creativity that technology can bring to the classroom. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1611 – Leadership (.5-4)**

Contrary to popular belief, leadership skills can be learned and developed. This course will teach students how to use the principles of great leadership to achieve success in every aspect of daily life. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1612 – Microsoft Word in the Classroom (.5-4)**

Students will learn how mastering Microsoft Word can improve productivity and creativity in the classroom. Students will learn to create, open, edit, and save documents as well as create tabs and margins, change alignment and line spacing, add clip art and tables, and complete other exciting tasks. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1613 – PowerPoint in the Classroom (.5-4)**

This course is designed to help students discover the exciting possibilities of using PowerPoint in the classroom. Students will learn to create compelling lessons and presentations filled with text, graphics, sounds, and videos. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1614 – MS Excel in the Classroom (.5-4)**

Learn the basics of MS Excel and explore ways to use the program in the classroom. Learn Excel terminology; how to use the toolbars, how to sort data; how to insert formulas for addition, subtraction, multiplication, and division; and how to create charts and graphs. Learn standards-based lesson plans and activities that can be used in the classroom. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1615 – Solving Classroom Discipline Problems I (.5-4)**

Some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1616 – Solving Classroom Discipline Problems II (.5-4)**

Get the teacher training needed to deal effectively with serious discipline problems and help the most challenging students make more responsible choices. Learn how to use a new research-based six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1617 – Understanding Adolescents (.5-4)**

This course will help teachers gain a deep understanding and appreciation of adolescent development and behavior. Uncover secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps to take to ensure that you are prepared to meet the needs of teens. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1618 – Using the Internet in the Classroom (.5-4)**

Learn how to harness the power of the Internet to make textbooks and lessons come alive! Learn how to teach your students how to locate and evaluate Internet resources. Discover how to safeguard students and personal information while using the Internet. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1619 – Introduction to Teaching ESL/EFL (.5-4)**

This course will show innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. It will give teachers a deeper understanding of students and they can be more reflective and effective English instructors. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1620 – Special Topics in Nursing (.5-4)**

This course is a study of topics in the field of nursing. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated 3 times if different topics are considered. Lecture .5-4 hours.

**CNTED 1621 – Special Topics in Health Care (.5-4)**

This course is a study of topics in the field of health care. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated 3 times if different topics are considered. Lecture .5-4 hours.

**CNTED 1622 – Special Topics in Radiology (.5-4)**

This course is a study of topics in the field of radiology. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated three times if different topics are considered. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1630 – Special Topics in Emergency Services (.5-4)**

This course is a study of topics in the field of emergency services. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated three times if different topics are considered. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1635 – Principles of Taxidermy (1)**

This course will explore the field of taxidermy and the requirements for becoming a certified taxidermist. Topics covered will include regulations, ethics, materials used, and basic techniques appropriate for preparing natural specimens. Lecture .5 hour. Lab 1 hour. (Repeatable 3 times)

**CNTED 1640 – Firearm Safety & Marksmanship (.5)**

*Prerequisite: Valid FOID card, 21+ years of age and consent of instructor.*

This course will provide firearm training to meet Illinois concealed carry license requirements. Topics include firearm safety, principles of marksmanship, loading and unloading, safety and cleaning. Lecture .5 hour.

**CNTED 1641 – Concealed Carry Law & Qualification (.5)**

*Prerequisite: Valid FOID card, 21+ years of age and consent of instructor.*

This course will provide firearm training to meet Illinois concealed carry license requirements. Topics include weapon handling, live fire qualification, and State and Federal laws relating to firearms. Lecture .5 hour.

**CNTED 1642 – Basic Handgun Training (.5)**

*Prerequisite: Valid FOID card, 18+ years of age and consent of instructor.*

This course will provide basic firearm training. Topics include firearm safety, principles of marksmanship, loading techniques, clearing malfunctions, shooting from cover and shooting from different positions. Lecture .5 hour.

**CNTED 1643 – Advanced Handgun Training (.5)**

*Prerequisite: Valid FOID card, 18+ years of age, CNTED 1642 and / or consent of instructor.*

This course will provide firearm training to citizens interested in improving their existing handgun-handling skills. Topics include firearm safety, principles of marksmanship, loading techniques, clearing malfunctions, advanced techniques of weak-hand shooting, one-hand shooting and reloading, and shooting on the move. Lecture .5 hour.

**CNTED 1644 – Low Light Handgun Training (.5)**

*Prerequisite: Valid FOID card, 18+ years of age, CNTED 1642 & 1643, and / or consent of instructor.*

This course will provide firearm training to citizens interested in improving their existing handgun-handling skills. Topics include firearms safety, principles of marksmanship, loading techniques, clearing malfunctions, and shooting from different positions. Techniques will be practiced in a low- or no-light environment using available lighting conditions or a handheld light source. Lecture .5 hour.

**CNTED 1650 – Sign Language (.5-4)**

This course is a study of the basics of sign language. Lecture .5-4 hours. (Repeatable 3 times)

**CNTED 1651 – Creating the Inclusive Classroom: Strategies for Success (.5-4)**

This course will provide the training needed to reach the diverse mix of students in the classroom. Learn proven strategies that turn diversity into opportunity and learn efficient and effective ways to help students with learning disabilities, neurobiological disorders, and physical challenges. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1652 – Guided Reading and Writing (.5-4)**

Get the professional development training needed to improve student literacy by learning the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework. Learn how to take students from groans to grins with creative lesson plans that really work! Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1653 – Survival Kit for New Teachers (.5-4)**

Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1654 – Ready, Set, Read! (.5-4)**

This course will discuss what the newest research says about how children really learn to read and write. Gain confidence and knowledge in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1655 – Speed Spanish (.5-4)**

This course is designed for anyone who wants to learn Spanish pronto. Learn six easy recipes for gluing Spanish words together to form sentences. Learn how to be able to go into any Spanish speaking situation and converse in Spanish. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1656 – Singapore Math Strategies: Model Drawing Grades 1–6 (.5-4)**

In this professional development course for teachers, get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. Model drawing will help your students start to enjoy math in a way they may never have before. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1657 – Working Successfully with Learning Disabled Students (.5-4)**

Learn how to successfully meet the diverse needs of the learning disabled students in the classroom. Empower yourself by discovering easy, practical, and creative strategies that you can use to help your struggling students find their light bulb moments. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1658 – Teaching Students with Autism (.5-4)**

This course will show you how to teach children with high-functioning autism and Asperger's Syndrome right alongside their neurotypical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1659 – Teaching Math Grades 4–6 (.5-4)**

Reinvent math instruction for grades 4–6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into the classroom. This course will help get students excited about math, whether you are a new teacher or a seasoned pro! Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1660 – Teaching Science Grades 4–6 (.5-4)**

Learn about foundational content in physical, life, and earth science, and ways to teach that content to students. Discover specific teaching methods and science process skills, and learn how to improve the emotional climate in the classroom. Several examples and worksheets that can be used in the classroom will be included. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1661 – Teaching Writing Grades 4–6 (.5-4)**

In this teacher-training course, learn how to motivate and assist developing writers. Master strategies for teaching the writing process and find out how to develop engaging lessons for different writing applications. Explore the benefits of writing across the curriculum, examine ways to organize writing instruction, and uncover the secrets of effective assessment. Lecture .5-4 hours. (Repeatable 3 times)

### **CNTED 1690 – Selected Topics for Continuing Education Professionals (.5-4)**

This course is a study of topics for continuing education professionals. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated three times if different topics are considered. Lecture .5–4 hours. (Repeatable 3 times)

### **CNTED 1691 – Special Topics in Environmental Sustainability (.5-4)**

This course is a study of topics in the field of environmental sustainability. The exact content will vary from semester depending on the subject studied. The course may be repeated three times if different topics are considered. Lecture .5-4 hours. (Repeatable 3 times)

## **COOPERATIVE EDUCATION**

### **COOP 1101 – Cooperative Education I (.5-4)**

*Prerequisite: Consent of the instructor*

This course is designed to give the student an opportunity to obtain further knowledge and skill in his / her field through a planned and supervised paid-work experience. The instructor must approve the co-op site. Lab .5-4 hours. (Repeatable 3 times)

### **COOP 2101 – Cooperative Education II (1-4)**

*Prerequisites: COOP 1101 and consent of the instructor*

This course is a continuation of COOP 1101. It is designed to give the student an opportunity to obtain further knowledge and skill in his/her field through a planned and supervised paid-work experience. The instructor may assist the student in finding employment. Lab 5-20 hours. (Repeatable 3 times)

## **COSMETOLOGY**

### **COSM 1201 – Barber / Cosmetology Theory I (3)**

*Corequisite: COSM 1202*

This course will introduce the student to the basic principles of barbering / cosmetology covering such topics as professional ethics, personal and professional health, physical presentation, personality development, effective communication skills, bacteriology, decontamination and infection control. Also covered will be hair design, shampooing, hair styling, hair structure, scalp and hair disorders. Lecture 3 hours.

### **COSM 1202 – Barber / Cosmetology Clinic I (7)**

*Corequisite: COSM 1201*

Students will demonstrate draping, shampooing, rinsing, conditioning, scalp hair care, hair styling, and thermal hair styling. Hands-on learning will include basic shampooing, hair design techniques, hair styling, the theory of scalp massage, and infection control practices as a salon professional. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Lab 14 hours.

### **COSM 1203 – Cosmetology Theory II (2)**

*Prerequisites: COSM 1226 and COSM 1227 or consent of Dean*

*Corequisite: COSM 1204*

This course will provide the student with an understanding of beauty techniques such as manicuring, pedicuring, nail care, hair removal, facials and facial makeup and the skin structure and its disorders. Lecture 2 hours.

### **COSM 1204 – Cosmetology Clinic II (8)**

*Prerequisites: COSM 1226 and COSM 1227 or consent of Dean*

*Corequisite: COSM 1203*

Hands-on learning will include basic manicuring, pedicuring, nail care, facials, and hair removal. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Lab 16 hours.

### **COSM 1205 – Barber / Cosmetology Clinic III (8)**

*Prerequisites: COSM 1228 and 1229 or COSM 1231 and 1232, or consent of Dean*

*Corequisite: COSM 1230*

Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Lab 16 hours.

### **COSM 1206 – Barber / Cosmetology Internship (1)**

*Prerequisites: COSM 1201/1202, COSM 1226/1227, COSM 1203/1204, COSM 1228/1229, COSM 1207/1208, COSM 1231/1232, COSM 1230/1205, BUSI 1202, or consent of Dean & 1,350 contact hours*

This course will develop and refine students' skills and professionalism. It will provide the student with on-the-job experience through observations in a

professional salon or barbershop. The learning experience will be supervised by the employer or mentor with site visits by college coordinator. Lab 5 hours.

### **COSM 1207 – Barber Theory II (2)**

*Prerequisites:* COSM 1226 and COSM 1227 or consent of Dean  
*Corequisite:* COSM 1208

This course will provide the student with an understanding of the techniques of men's hair cutting, facial shaving and facial treatments, and the skin structure and its disorders. Lecture 2 hours.

### **COSM 1208 – Barber Clinic II (8)**

*Prerequisites:* COSM 1226 and COSM 1227 or consent of Dean  
*Corequisite:* COSM 1207

Hands-on learning will include basic men's haircutting and hairstyling. Students will practice pre-service, service and post-service procedures, apply infection control practices, identify the layers of the skin and skin disorders, and practice and demonstrate facials and facial shaving. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Lab 16 hours.

### **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.

### **COSM 1210 – Post-Graduate Training I (10)**

This course is for licensed professionals interested in teaching cosmetology or barbering who have not had the required years of practical experience. Topics include skin disorders and diseases, manicuring, professional image and life skills. Lecture 3 hours. Lab 14 hours.

### **COSM 1211 – Post-Graduate Training II (8)**

This course is for licensed professionals interested in teaching cosmetology or barbering but do not have the required years of practical experience. Basic topics will be covered and reviewed, including scalp care, hair cutting, hair design, facials and infection control. Lecture 2 hours. Lab 12 hours.

### **COSM 1212 – Teaching Methods (3)**

This course will introduce the student to the basic principles of educational psychology and teaching methods. The student will learn about educational objectives, student characteristics and development, the learning process and classroom evaluation methods. In addition, the student will be exposed to theory relating to learning styles, lesson planning and design, lesson delivery, learning assessment, classroom management, classroom climate and student motivation. Lecture 3 hours.

### **COSM 1213 – Teaching Methods Application (5)**

This course is designed to allow students to apply theory learned in the Teaching Methods class. Students will be required to identify learning objectives, create lesson plans and deliver, evaluate and assess lessons that address the various learning styles and the learning process. In addition, students will be required to demonstrate effective classroom management techniques and how to deal with the classroom environment. Lab 10 hours.

### **COSM 1214 – Student Teaching (8)**

This course is designed as a student teaching experience for prospective cosmetology and barbering teachers. Students will be required to undertake teaching duties under the supervision of an Illinois licensed cosmetology or barber teacher. Lab 16 hours.

### **COSM 1215 – Nail Technology Theory I (4)**

*Corequisite:* COSM 1216

This course will introduce the student to the basic principles of nail technology, covering such topics as history of cosmetology and nail technology, career path as a nail tech, professional ethics, personal and professional health, physical presentation, personality development, effective communication skills, infection control, anatomy and physiology, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, and the theory of massage. Lecture 4 hours

### **COSM 1216 – Nail Technology Clinic I (4)**

*Corequisite:* COSM 1215

This course will provide experience with manicuring, pedicuring, and massage techniques. Students will exchange nail services on each other, mannequins, and clients in the clinic. Lab 8 hours.

### **COSM 1217 – Nail Technology Theory II (4)**

*Prerequisite:* COSM 1215 and COSM 1216 or consent of Dean

*Corequisite:* COSM 1218

This course will introduce the student to the advanced principles of nail technology, covering such topics as electric filing, nail tips and wraps, Monomer liquid and Polymer powder nail enhancements, and UV gel nails. Job search, work ethic, and the salon business will also be covered. Lecture 4 hours.

### **COSM 1218 – Nail Technology Clinic II (4)**

*Prerequisite:* COSM 1215 and COSM 1216 or consent of Dean

*Corequisite:* COSM 1217

This course will provide experience with electric filing, nail tips and wraps, Monomer / Polymer enhancements, UV gel nails and creative touches. Students will exchange nail services on each other, mannequins, and clients in the clinic. Lab 8 hours.

### **COSM 1219 – Esthetics Theory I (5)**

*Corequisite:* COSM 1220

This course will introduce the student to the basic principles of esthetics, covering such topics as professional ethics, personal and professional health, physical presentation, personality development, effective communication skills, infection control, the skin and its disorders, and hair removal. Lecture 5 hours.

### **COSM 1220 – Esthetics Clinic I (5)**

*Corequisite:* COSM 1219

This course will provide the student with hands-on experience of esthetics, covering such topics as professional ethics, physical presentation, effective communication skills, infection control, the skin and its disorders, and hair removal. Lab 10 hours.

### **COSM 1221 – Esthetics Theory II (5)**

*Prerequisite:* COSM 1219 or consent of Dean

*Corequisite:* COSM 1222

This course will introduce the student to basic nutrition of the skin. Topics covered include skin care products, general anatomy and physiology, facials and facial machines. Lecture 5 hours.

### **COSM 1222 – Esthetics Clinic II (5)**

*Prerequisite:* COSM 1220 or consent of Dean

*Corequisite:* COSM 1221

This course will provide the student with hands-on clinical experience with skin care products, general anatomy and physiology, facial movements and facial machines. Lab 10 hours.

### **COSM 1223 – Esthetics Theory III (5)**

*Prerequisite:* COSM 1222 or consent of Dean

*Corequisite:* COSM 1224

This course will introduce the student to the proper techniques for facial and body treatments, professional makeup application techniques and corrective makeup. Also covered will be public relations, effective communication skills and career planning. Lecture 5 hours.

### **COSM 1224 – Esthetics Clinic III (5)**

*Prerequisite:* COSM 1222 or consent of Dean

*Corequisite:* COSM 1223

This course will provide the student with hands-on experience of operating esthetics equipment, selecting products, performing facials and body treatments, professional makeup application techniques and corrective makeup. Lab 10 hours.

### **COSM 1225 – Internship (.5)**

*Prerequisites:* COSM 1222, or COSM 1216, or consent of Dean

*Corequisites:* COSM 1223 & 1224 or COSM 1217 & 1218

This course will provide the student with on-the-job experience through observations in a professional spa or salon. The learning experience will be supervised by the employer with site visits by a college instructor. Lab 2.5 hours.

### **COSM 1226 – Barber / Cosmetology Theory I-A (3)**

*Prerequisite:* COSM 1201 & 1202 or consent of Dean

*Corequisite:* COSM 1227

This course will introduce the student to the basic principles of barbering / cosmetology, covering effective client consultation for haircutting, basic haircutting techniques, types of hair color, hair coloring techniques, and hair lightening. Also covered will be permanent waving and chemical hair relaxers. Lecture 3 hours.

### **COSM 1227 – Barber / Cosmetology Clinic I-A (7)**

*Prerequisite:* COSM 1201 & 1202 or consent of Dean

*Corequisite:* COSM 1226

Hands-on learning will include haircutting, hair color application, hair lightening techniques and permanent waves. Practice pre-service, service and post-service procedures. Apply infection control practices as a salon professional. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Lab 14 hours.

### **COSM 1228 – Cosmetology Theory II-A (2)**

*Prerequisite:* COSM 1203 & 1204 or consent of Dean

*Corequisite:* COSM 1229

This course will provide the student with an understanding of nail enhancement techniques such as nail tips and wraps, acrylic nails, and hair braiding. Introduce the basics of electricity, chemistry, communication and cosmetology history. Lecture 2 hours.

### **COSM 1229 – Cosmetology Clinic II-A (8)**

*Prerequisite:* COSM 1203 & 1204 or consent of Dean

*Corequisite:* COSM 1228

Hands-on learning will include application of nail tips and procedure for nail enhancement. Practice pre-service, service and post-service procedures. Practice and demonstrate hair braiding. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Lab 16 hours.

### **COSM 1230 – Barber / Cosmetology Theory III (1)**

*Prerequisite:* COSM 1228 & 1229 or COSM 1231 & 1232 or consent of Dean

*Corequisite:* COSM 1205

Career and employment preparation. This course will provide the student with an understanding of preparing for licensure, on-the-job training and salon / shop business. Lecture 1 hour.

### **COSM 1231 – Barber Theory II-A (2)**

*Prerequisite:* COSM 1207 & 1208 or consent of Dean

*Corequisite:* COSM 1232

This course will provide the student with an understanding of nail disorders, diseases and manicuring, as well as electricity, general anatomy, basic chemistry, and anatomy and physiology. Lecture 2 hours.

### **COSM 1232 – Barber Clinic II-A (8)**

*Prerequisite:* COSM 1207 & 1208 or consent of Dean

*Corequisite:* COSM 1231

Hands-on learning will include manicure table setup, hand massage and procedure for manicuring. Practice pre-service, service and post-service procedures. Practice and demonstrate hair braiding. Students will exchange barbering / cosmetology services on each other and perfect barbering / cosmetology skills on a mannequin. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulation. Lab 16 hours.

### **COSM 1233 – NovaLash® Classic Lash Extensions (1)**

The NovaLash® program places special emphasis on theory, the science behind the procedure, safety, and advanced techniques that are guaranteed to produce longer-lasting lash applications. As the only physician-developed course in the lash extension industry, NovaLash® training is appealing to and attracting the most skilled cosmetologists, estheticians and makeup artists in the salon and spa industry. Lecture 0.5 hours. Lab 1 hour.

### **COSM 1234 – Special Topics in Cosmetology (0.5 - 4)**

This course is a study of topics for continuing education professionals in Cosmetology, Barber, Esthetics, or Nail Technology. The exact content will vary from semester to semester depending on the topic or subject area. The course may be repeated three times if different topics are considered. Lecture 0.5 - 4 hours.

## **CRIMINAL JUSTICE**

### **CRJS 1201 – Introduction to Criminal Justice (3)**

This introductory course deals with the processes, institutions and administration of criminal justice in the United States. Major topics include: the crime problem; criminal law; law enforcement; criminal prosecution; courts; juvenile justice, and corrections. Lecture 3 hours. ▶ IAI ~ CRJ 901

### **CRJS 1202 – Criminology (3)**

An introduction to the multi-disciplinary study of the nature, cause(s) and control of criminal behavior. Both the case-study approach and aggregate data methods to theory validation are utilized to study criminological theory. Lecture 3 hours. ▶ IAI ~ CRJ 912

### **CRJS 1203 – Introduction to Corrections (3)**

This course is an overview and critical analysis of contemporary correctional theory and practice. Comparison of American corrections with historical, cross-cultural, philosophical and nontraditional views of corrections. Institutional corrections, community corrections, the future of corrections and correctional careers will be reviewed. Lecture 3 hours. ▶ IAI ~ CRJ 911

### **CRJS 1204 – Community Policing (3)**

This course emphasizes developing the interpersonal skills needed to build good relationships with all those the police have sworn "to serve and protect." The course looks at individual projects and programs, including those which involve coordinated efforts of the police and the community. It discusses past successes and failures and emphasizes using a problem-oriented approach to fighting crime and delivering services. Lecture 3 hours.

### **CRJS 1205 – Cyber Crime and Law (3)**

This course will examine the federal and state laws which address cybercrime and computer intrusion. The focus will be on legal issues raised by cybercrimes as well as the skills needed to understand the evolving cyber law. Among the topics to be addressed are protection of computer software, information access and control, and privacy and security. The course will explore specific problems in applying the law to cyberspace in a variety of areas, including content control and the limits of jurisdiction. Lecture 3 hours.

### **CRJS 1206 – Community-Based Corrections (3)**

This course will provide the student with comprehensive, up-to-date, objective knowledge of the procedures, practices and personnel that constitute probation, parole and other community-based sanctions. Lecture 3 hours.

### **CRJS 1208 – Private Investigator (3)**

This course is for individuals desiring to work in the field of private investigation. This course is an investigator training and firearms qualification course certified by the State of Illinois Department of Professional Regulations. Participants who successfully complete this training will be issued the necessary documentation for state certification. Lecture 2 hours. Lab 2 hours.

### **CRJS 1209 – Law Enforcement Scenarios (3)**

*Prerequisite:* Signed waiver of liability

This course will provide realistic scenario-based training for students interested in learning the skills necessary to use proper judgment while handling some of the more common types of law enforcement incidents an officer might face during his or her career. Lecture 2 hours. Lab 2 hours.

### **CRJS 1220 – Introduction to Private Security (3)**

This course provides basic information to serve as an overview of the entire field as well as a solid foundation for future courses. A historical and philosophical perspective of private security will help students better understand the present state of private security and its principles, legal authority and effect on society. Lecture 3 hours.

### **CRJS 1250 – Special Topics in Criminal Justice (.5-3)**

Designed to encourage students to identify and intensely study some critical issues facing the criminal justice system. Special topics may include one or more aspects of complex areas: 1) crime and justice in America; 2) victimology; 3) police; 4) judicial system; 5) juvenile justice, and 6) punishment/corrections. Lecture .5-3 hours.

### **CRJS 1602 – Firearms Retraining and Qualification (.5)**

*Prerequisite:* CRJS 1601 or consent of the instructor

Individuals certified by the Illinois Department of Professional Regulation to work as armed private investigations and security agents are required to be retrained periodically in the proper and safe use of firearms. This course will satisfy these requirements. Lab 1 hour.

### **CRJS 1603 – Active Shooter Training (.5)**

Active Shooter Training is an instructor-led class providing preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event, whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence. Active Shooter Training is based on tactics which have become the accepted response, versus the traditional "lockdown only" approach. Lecture .5 hour.

### **CRJS 1604 – Firearms Training (1.5)**

Individuals certified by the Illinois Department of Professional Regulation to work as armed private investigations and security agents are required to attend a firearms training course. This course will satisfy those requirements. Lecture 1.5 hours.

### **CRJS 2201 – Police Patrol Tactical Operations (3)**

This course emphasizes the role, responsibilities and duties of uniformed police officers and detectives. It provides an in-depth examination of patrol strategies and techniques and crime prevention functions of officers assigned to field operations. Lecture 3 hours.

### **CRJS 2202 – Juvenile Justice (3)**

This course is designed to familiarize students with the origins, philosophy and objectives of the juvenile justice system. Other topics include: theoretical perspectives on delinquency; measures of delinquency; legal processes; roles of the participants, and current trends within the juvenile justice system. Lecture 3 hours. ▶ IAI ~ CRJ 914

### **CRJS 2203 – Police Traffic Functions (3)**

This course examines the law enforcement responsibilities for traffic management and collision investigation. Special attention will be given to the problems of apprehending the alcohol-impaired driver. Other topics include: enforcement of traffic violation laws; collecting and recording collision evidence; collision reconstruction, and the skills necessary to take a case to a successful conclusion. Lecture 3 hours.

### **CRJS 2204 – Criminal Justice Administration (3)**

This course examines the organizational structures and administrative theories of criminal justice agencies. Other topics include: leadership and supervisory effectiveness; communication processes; organization conflict; decision-making, and problem-solving. Organizational effectiveness will be considered. Lecture 3 hours.

### **CRJS 2205 – Police Weapons and Defensive Tactics (3)**

This course examines the various defensive weapons and tactics available to police, correctional and private security officers. Basic training skills will be taught using a variety of firearms, batons, flashlights, handcuffs, chemical agents, etc. The course will include an in-depth analysis of the current legal guidelines for the proper use of force when dealing with a dangerous or potentially dangerous adversary. Lecture 2 hours. Lab 2 hours.

### **CRJS 2206 – Criminal Procedure (3)**

This course deals with the legal steps through which a criminal case passes, from the initial investigation of the crime to the determination of punishment. The rules of evidence (search and seizure) and the legally prescribed methods for effecting the arrest of criminal suspects will be subjected to detailed analysis. Constitutional guidelines will be emphasized. U.S. Supreme Court decisions in these areas will be reviewed. Lecture 3 hours.

### **CRJS 2208 – Criminal Investigation (3)**

This course provides basic information about the criminal act and its investigation. Topics include: strategies for investigating crimes against person and property; fact-gathering and the problem of legally admissible proof; recognition, collection, identification and preservation of evidentiary matter; note-taking and narrative report writing. Lecture 3 hours.

### **CRJS 2209 – Criminal Law (3)**

This course explores the history and development of the criminal law as a system of social control. Emphasis is placed on legal principles and substantive law. Elements of a crime, specific statutes and various affirmative defenses are analyzed. Lecture 3 hours.

### **CRJS 2210 – Criminal Justice Internship (3)**

*Prerequisite: Approval from Dean and minimum 2.0 GPA*

This course provides an opportunity for students to have a learning experience (on-the-job training), intended to correlate theory with practice. The experience should be stimulating to the point of challenging, examining, questioning and analyzing those areas to which he/she is exposed. The Internship

also will provide students the opportunity to formalize goals and to better prepare themselves upon graduation to enter their field of choice Lab 15 hours.

### **CRJS 2212 – Correctional Counseling (3)**

The purpose of this course is to introduce students to the process of "correcting" the antisocial behavior of criminally convicted offenders. The topics include: casework; interviewing and interrogating offenders; case assessment and classifications; nondirective/directive and group counseling; legal and ethical issues. Also analyzed will be strategies for dealing with specialized offenders, including juveniles, females, the elderly, drug/alcohol-dependent offenders, the mentally ill and mentally deficient and sex-crime offenders. Lecture 3 hours.

### **CRJS 2214 – Probation and Parole (3)**

A study that traces the historical, philosophical and legal developments in the fields of probation and parole. This course describes the objectives of probation and parole and examines whether these objectives are achieved. Understanding these philosophies is enhanced through an examination of the history of parole and probation in the United States. Besides describing probation and parole programs, various classes of offenders are portrayed. In addition, several problems associated with the selection and training of probation and parole officers are highlighted, including their relationship with offender-clients. Lecture 3 hours.

### **CRJS 2216 – Cyber Crime and Investigation (3)**

This course is designed to provide students with the basic understanding of the cybercrime investigative process. The new and emerging investigative techniques available to investigate these crimes will be examined. Emphasis will be on the entire investigative process. Topics to be covered include crime scene processing; identification, preservation and collection of physical evidence; and the presentation of digital evidence in court. Lecture 3 hours.

### **CRJS 2220 – Loss Control and Crime Prevention (3)**

This course emphasizes basic principles and strategies for reducing or preventing crime. Its will focus on retail business security issues – vulnerabilities, losses and practical countermeasures to combat such crimes as internal theft and shoplifting. Additional topics: environmental design, security surveys, fire and safety protection, emergency planning, locks, lighting and alarms. Lecture 3 hours.

### **CRJS 2225 – Crime Scene Investigation (4)**

The role of the crime scene investigator will be examined. Topics will include: (1) the common types of hazards the investigator may be exposed to at the crime scene; (2) crime scene search methods and strategies; (3) crime scene photography methods and strategies; (4) crime scene sketching and demonstrative exhibits; (5) the recognition of objects possessing evidential value; (6) packaging and preserving evidence for subsequent laboratory examination; (7) crime scene reconstruction; and (8) the crime laboratory. Lecture 3 hours. Lab 2 hours.

## **CULINARY ARTS**

### **CULA 1201 – Professional Cooking I (6)**

This course is an introduction and application of basic fundamental cooking theories and techniques. Topics of study include matching appropriate methods in the cooking of vegetables, starches, potatoes and legumes; the preparation of fruits, salads, salad dressings; and sandwich ala carte production. Additionally, this course sets a professional foundation by defining culinary professionalism, basic sanitation practices, kitchen safety, knife skills, palate development and flavor profiling, identification and use of equipment, product identification, professional terminology, weights and measures, production timing, station organization, and outlining the history of the hospitality industry. Lecture 2 hours. Lab 8 hours.

### **CULA 1202 – Nutrition and Menu Planning (3)**

This course is designed to provide the most accurate and current nutritional information for culinary professionals to use in analyzing recipes, evaluating and modifying menus, and responding to customer needs. Topics include characteristics of the major nutrients, how to maximize nutrient retention in food preparation, applying the principles of nutrition throughout the life cycle, recipe development and menu design. Lecture 3 hours.

### **CULA 1203 – Professional Cooking II (6)**

*Prerequisite: CULA 1201 or consent of the Dean*

This course focuses on matching appropriate techniques and applications to food product categories. Topics of study include the theory and fundamental cooking methods used in the preparation of stocks, soups, basic sauces, meats, poultry and seafood; ala carte breakfast production; and skills development in



the fabrication of meats, poultry and seafood. Emphasis is placed on sanitation practices, kitchen safety, knife skills, palate development and flavor profiling, identification and use of equipment, product identification, professional terminology, weights and measures, production timing, and station organization. Lecture 2 hours. Lab 8 hours.

### **CULA 1205 – Food Sanitation (.5-2)**

The course will cover food temperatures, cross-contamination, cleaning, sanitizing and many other important components of food safety. Students will gain knowledge in current rules and regulations to assist in passing the required certification exam for the state (State of Illinois Food Service Sanitation Manager Certification) and national (ServSafe Food Protection Manager Certification) levels. Lecture .5-2 hours. (Repeatable 3 times)

### **CULA 1206 – Selected Topics in Culinary Arts (.5-4)**

This course will include an in-depth study of topics in the culinary arts field. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours. (Repeatable 3 times)

### **CULA 1207 – Culinary Math (3)**

*Prerequisite: MATH 1401 with a “C” or better or equivalent placement*

This course addresses the mathematical formulas and their applications typically used within the food service industry. Topics of study include identification and use of accurate measurement, measurement equivalents, portion controls, yield tests, recipe conversions, calculation of recipe costs, and food cost percentages. Lecture 3 hours.

### **CULA 1208 – Professional Artisan Bread (3)**

*Prerequisite: CULA 2201 or consent of Dean*

Professional Artisan Bread introduces the art and sciences of traditional methods of bread production in the artisanal style. Topics of study include theory and scientific understanding of the baking process, preparation of yeast-raised products consisting of the straight dough, preferment dough, sourdough, enriched dough and specialty breads. Formula analysis will be emphasized, as will the alteration of existing formulae and the creation of new formulae. Additional emphasis is placed on sanitation practices, kitchen safety, bench skills, identification and use of equipment, product identification, professional terminology, weights and measures, production timing, and station organization. Lecture 1 hour. Lab 4 hours.

### **CULA 1209 – Event Catering (2)**

This class is an introduction to the logistics and organizational techniques required for the efficient execution of catered events. This course outlines the procedures necessary for providing catering services off-premises. Topics of study include customer contact and negotiations, catering contracts, the building and use of function sheets, designing menus and recipes appropriate to the event and location, production organization, equipment location, product selection, sanitation requirements and obtaining permits. Lecture 1.5 hours. Lab 1 hour. Repeatable three times.

### **CULA 1210 – Grilling and Smoking (1)**

This course is designed as an introductory class to develop culinary skills in a variety of methods for outdoor cooking. Various direct and indirect types of equipment will be demonstrated, and individuals will have the opportunity to practice hands-on with methods, equipment and food products. Students will taste and evaluate the food produced. Lecture .5 hour. Lab 1 hour.

### **CULA 1605 – Food Sanitation Refresher (.5)**

This course is intended to prepare and meet the needs for recertification of the Food Service Managers Sanitation Managers Certification. This course will address all the requirements set by the Illinois Department of Health. Students will gain knowledge in current rules and regulations. The course will cover food temperatures, cross-contamination, cleaning and sanitizing and many other important components of food safety. Lecture .5 hour. (Repeatable 3 times)

### **CULA 2201 – Professional Baking Techniques (6)**

*Prerequisite: CULA 1207 or currently enrolled or consent of Dean*

This course addresses the fundamental baking skills required in kitchens and bakeries. Topics of study include identification of ingredients and equipment, Bakers Math, weight and volume measurement, and professional terminology. Essential baking techniques include mixing methods and procedures for cookies, quick breads, pies and tarts, creams and custard-related sauces, meringues, pate choux, yeast leavened breads, and the basic preparation and decoration of cakes. Emphasis is placed on sanitation practices, kitchen safety, palate development and flavor profiling. Bakeshop management, cost control, and workflow will be included throughout this course. Lecture 2 hours. Lab 8 hours.

### **CULA 2202 – Restaurant Management (3)**

This course focuses on human relations, personnel management, and leadership styles in the context of hospitality management. Developing schedules and labor cost, the interview process, effective communication, job descriptions, training methods, employee evaluations, conflict resolution, time management and organizational techniques will be addressed. Lecture 3 hours.

### **CULA 2203 – Dining Room / Banquet Management (4)**

This course is an introduction into Dining Room and Bar Management applied to ala carte and banquet service. Topics of study include the styles of table service and the skills necessary to achieve quality service goals; the qualities of a professional server and how to exceed customer needs; communication with the kitchen; dining room setup and tableside preparation; presentations of food and beverage; and dining room and beverage management. The study includes a survey of wine, beer, distilled spirits, and non-alcoholic beverages including coffee and tea. This is a very practical course in which the student participates in a full-service restaurant and banquet service Lecture 3 hours. Lab 2 hours.

### **CULA 2204 – Garde Manger (4)**

*Prerequisites: CULA 1203 or consent of Dean*

This course focuses on developing the skills used in the garde manger kitchen during the production and presentation of buffets and catered events. Topics of study include the use of appropriate garnishing and presentation techniques, the fundamentals of charcuterie, preservation and curing methods, the preparation of cold soups, condiments and cold sauces, as well as the preparation and study of cheeses. This course is designed to provide practical knowledge and training in organization, designing, and presentation of buffets, platters, and centerpieces. Emphasis is placed on individual as well as team production, sanitation, safety, knife skills, use of equipment, product identification, professional terminology, weights and measures, production timing, and station organization. Lecture 1 hour. Lab 6 hours.

### **CULA 2205 – Restaurant Cost Control (3)**

*Prerequisites: CULA 1207 or consent of Dean*

This course is designed to provide the student with critical knowledge of food, beverage, and labor cost control procedures and methods. Implementing control measures, calculating costs, taking corrective action, and evaluation of the control process will be covered. The course will also stress control tools, budgets, purchasing and receiving controls, production control, labor and sales controls. Lecture 3 hours.

### **CULA 2206 – Restaurant Operations (5)**

*Prerequisites: CULA 2202, CULA 2205, or consent of Dean*

This is a capstone class designed to utilize and strengthen learned skills needed in the creation, operation, and staffing of a restaurant. Topics of study include operational concept and design, marketing, financing, the creation of menus, recipe development, calculation of food and labor costs, workforce and production schedules, the organization and execution of a multi-course banquet and ala carte menus. A primary focus will be on training as a line cook preparing menu items to order. Students rotate through various cooking stations depending on the methods utilized for a la carte. Along with proper cooking methods, instruction will focus upon mise en place, organization, timing, sanitation, safety, and plate presentation. Lecture 1 hour. Lab 8 hours.

### **CULA 2207 – Professional Pastry Principles (6)**

*Prerequisite: CULA 2201 or consent of Dean*

This course provides advanced instruction in the art of professional pastry techniques. Advanced baking skills used in restaurants, hotels, resorts and specialty bakeries which feature signature desserts will be studied. Students will develop skills in the production and use of laminated dough, chocolate artistry, basic sugar work, pastillage, candies, frozen confections, dessert sauces and presentation, cold soufflés, advanced cake decorating and wedding cakes, marzipan and edible confection centerpieces. Lecture 2 hours. Lab 8 hours.

### **CULA 2208 – Exploring Wines (4)**

*Prerequisite: 21 years of age or older*

An examination in the roles that wines and spirits play as quality beverages in professional food service operations. The course will emphasize styles of wine from around the world; theory of matching wine with food, tasting wines, beers and other beverages and organizing wine service. Subjects to be explored include purchasing, storing, issuing, pricing, merchandising and serving wines and spirits in a restaurant setting. Students may also participate in a field trip to a local winery. Lecture 4 hours.

## **CULA 2209 – Professional Cooking III (6)**

*Prerequisite: CULA 1203*

The focus of this course is to expose students to a series of international cuisines through production techniques, preparations and presentations. Emphasis will be placed on ingredients, flavor profiles, and techniques representative of the cuisines studied. The class will also explore culinary history, how cultural beliefs influence cuisines and their effect on current culinary trends and menu development. Vegetarian and vegan menus will be introduced as well. Emphasis is placed on individual as well as team production, sanitation, safety, knife skills, use of equipment, product identification, professional terminology, weights and measures, production timing, and station organization. Lecture 2 hours. Lab 8 hours.

## **CULA 2210 – Restaurant Production Desserts (2)**

*Prerequisite: CULA 2201, CULA 2207 or currently enrolled*

This is a capstone class designed to utilize and strengthen learned skills needed in the preparation of signature desserts in ala carte and volume production. Students will focus on complex classical and modern plated desserts, their creation and concepts. Both hot and cold desserts and novel decorating techniques will be covered, as well as how to mise en place a pastry station in a kitchen to prepare desserts to order. Additional topics include identifying and pairing contemporary flavors and textures, garnishing and presentation principles, dessert sauce preparation and painting, use of equipment, and production procedures. Lecture .5 hour. Lab 3 hours.

## **DIESELS**

### **DIEL 1202 – Basic Diesel Fuel Systems (2)**

This course provides a background on the development and operation of the diesel engine, Roosmaster fuel injection systems and diagnosis and service of injection nozzle problems. Lecture 1 hour. Lab 2 hours.

### **DIEL 1203 – Heavy Equipment Alignment (2)**

A study of component system operations of steering and suspensions related to vehicles in the transportation and construction industry. Emphasis will be placed on diagnostics and alignment of these systems. Lecture 1 hour. Lab 2 hours.

### **DIEL 1204 – Intermediate Diesels (4)**

This course provides an in-depth study of the functioning diesel fuel system and its component parts. Lecture 2 hours. Lab 4 hours.

### **DIEL 1205 – Heavy Equipment Brakes (3)**

A course in hydraulics and air braking systems used in heavy duty vehicles in the transportation and construction industries. Lecture 1.5 hours. Lab 3 hours.

### **DIEL 1206 – Advanced Diesels (2)**

This course is an in-depth study of the systems used by diesel engine manufacturers. Lecture 1 hours. Lab 2 hours.

### **DIEL 1208 – Diesel Accessories (2)**

This course is designed to acquaint the student with the various accessories and auxiliary systems unique to diesel engine operations. Lecture 1 hour. Lab 2 hours.

### **DIEL 1210 – Supervised Occupational Experience (4)**

*Prerequisites: Approval from Dean and minimum 2.0 GPA*

This course provides eight weeks of diesel experience at a job during the first year of the program. The student will be placed in the position with an area business. Both the college coordinator and the employer will supervise the learning experience. The student trainee will receive technical counseling and individual assistance. Special attention will be given to career planning, on-the-job problems and current business practices. Lab 20 hours.

### **DIEL 2210 – Supervised Occupational Experience II (4)**

*Prerequisites: Approval from Dean and minimum 2.0 GPA*

This course provides eight weeks of employment experience working on diesel equipment. The student will be employed in the position with an area business. Both the college coordinator and the employer will supervise the learning experience. The student will use his/her education to demonstrate knowledge in the subject area. The student also will receive technical counseling and individual assistance through this transition. Lab 20 hours.

## **EARLY CHILDHOOD EDUCATION**

### **ECE 1201 – Child Development (3)**

A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social / emotional, cognitive, language, and aesthetic development; an examination of current research and

major developmental theories. An exploration of child development within a sociocultural context, such as gender, family, race, ethnicity, language, ability, socioeconomic, religion, and society. An emphasis on the implications for early childhood professional practice encompassing birth through age eight and may include pre-adolescents/adolescents. Lecture 3 hours. ▶ IAI ~ ECE 912

### **ECE 1202 – Introduction to Early Childhood Education (3)**

This course is an introduction to early childhood education, including the basic values, structure, organization and programming. Examination of the student's personal qualities in relationship to expectations of the field is addressed throughout the course. This course acquaints students with various career options, program models, and professional personnel working with children from birth to age eight. Lecture 3 hours.

### **ECE 1204 – Creative Arts for Young Children (3)**

This course examines art as a creative expression of young children. The focus is on practical ways in which adults can encourage and foster creative expressions. The course is also designed to equip students with some introductory competencies in this area. Lecture 2 hours. Lab 2 hours.

### **ECE 1205 – Health, Safety and Nutrition for Young Children (3)**

This course explores the principles of a healthy lifestyle including nutrition, health and safety issues. Additionally, health, safety, and nutrition for children in group care is explored. Preventative health and community health are also examined. Lecture 3 hours.

### **ECE 1206 – Curriculum for Young Children (3)**

*Prerequisite: ECE 1201 and ECE 1202*

The emphasis in this course is on planning and organizing the curriculum in early childhood programs. It includes strategies for organizing instruction and creating integrated curriculum. This course explores children's interest at a catalyst for curriculum development. The project approach where children investigate topic of interest over a period of time is also explored. Documenting children's learning as a means for sharing with parents is integrated into the course. Students will observe and interact with children in a laboratory setting. Lecture 2 hours. Lab 2 hours.

### **ECE 1207 – Language Arts for Young Children (3)**

Provides in-depth knowledge and understanding of language development, the stages involved, the role adults play and the relationship of language to other aspects of development. Introduces the student to a wide variety of language activities appropriate for young children and to assist students in developing skills in preparing, presenting and evaluating each of the language activities included in the course. Lecture 3 hours.

### **ECE 1208 – Family / Community / Staff Relations (3)**

This course concentrates on the teacher's role in working with the child's family and community. Parent education, changing families, and legal responsibilities are stressed. This course specifies criteria and methods for effective parent-teacher communications. It will also include an in-depth study of community resources. Lecture 3 hours.

### **ECE 1209 – Curriculum Lab (3)**

*Prerequisites: ECE 1206 and ECE 1210 (may be concurrent with consent of instructor) and 2.5 GPA. In addition, the student must pass a background check as required for DCFS.*

This course provides an opportunity for the student to engage in practical experiences working with children. Students work in a laboratory setting where they plan and implement learning experiences with young children and provide care for the children. Lecture 1 hour. Lab 4 hours.

### **ECE 1210 – Child Study and Observation (3)**

*Prerequisite: ECE 1201 and ECE 1202*

This course studies observational techniques and behavioral documentation which facilitate the physical, emotional, social, and mental development of the young child. Students will use case studies, anecdotal records, diagnostic tools, supervised observation, and written reports to develop and understand the relationship between careful observation, assessing young children's development, curriculum development, communication, and effective interaction with children. Thirty-two hours of observation and interaction with children is required for this course. Lecture 2 hours. Lab 2 hours.

### **ECE 1600 - Special Topics in ECE (0.5 - 4)**

This course is a study of topics in the field of early childhood education. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated 3 times if different topics are considered. Lecture 0.5 - 4 hours. Lab 0 Hours.

### **ECE 2202 – Center-Based Child Care Management (3)**

This course provides an overview of the director's responsibilities for starting a new center / home and maintaining an ongoing program. The total range of administrative demands in different types of early education centers also is included. Lecture 3 hours.

### **ECE 2203 – Science and Math for Young Children (3)**

Introduces the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials that encourage exploration, curiosity and interest. Lecture 3 hours.

### **ECE 2205 – Programming and Teaching School-Age (3)**

Focuses on planning and organizing programs and activities appropriate for the school-age child. Emphasis will be placed on implementing developmentally appropriate activities and setting up a school-age program in a variety of settings. This course is designed to provide the student with knowledge and skills necessary to work effectively with this age group. Lecture 3 hours.

### **ECE 2206 – Programming & Teaching Infants / Toddlers (3)**

Studies patterns of growth and development in the child from birth to 3 years. The specific needs of infants and toddlers in various child care settings will be examined, with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Lecture 3 hours.

### **ECE 2207 – Child Guidance (3)**

This course provides a comprehensive, caring, developmentally appropriate approach to guiding children's personal and social development. Techniques introduced include conflict management, encouragement, contact talks and class meetings. It is relevant to preschool and grade school levels. Lecture 2 hours. Lab 2 hours.

### **ECE 2208 – Teaching the Child with Disabilities (3)**

This survey course provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical and emotional needs. Identification, intervention strategies, methods and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Education Programs, and inclusive programming. Fulfills requirements of School Code 25.25. Lecture 3 hours. ▶ IAI ~ ECE 913

### **ECE 2209 – Practicum (4)**

*Prerequisites: Completion of 21 hours in Early Childhood Education, completion of ECE 1209 and 2.5 GPA. In addition, the student must pass a background check as required for DCFS.*

This course provides an opportunity for the student to engage in practical experiences working with children. Students work in a supervised laboratory setting where they plan and implement activities with children and provide quality care for the children. Lecture 1 hour. Lab 6 hours.

## **ECONOMICS**

*Prerequisite: ENGL 1411 or equivalent placement*

### **ECON 1101 – Introduction to Economics (3)**

*Prerequisite: ENGL 1411 (Accelerated Learning Program) or equivalent placement, or concurrent enrollment*

Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics. Lecture 3 hours. ▶ IAI S3 900

### **ECON 2101 – Principles of Economics I (3)**

*Prerequisite: MATH 1407 or equivalent placement*

A course designed to introduce the student to economics and the analytical concepts employed in this discipline. Topics covered include the various sectors of the economy and their contributions, national income accounting, causes of cyclical fluctuations in the American economy, government fiscal policy, money and banking, monetary policy and basic demand-supply analysis. The emphasis is on macroeconomics. Lecture 3 hours. ▶ IAI ~ S3 901

### **ECON 2102 – Principles of Economics II (3)**

*Prerequisite: MATH 1407 or equivalent placement*

A survey of developmental economic activity is conducted. The emphasis is upon the market structure faced and/or created by the firms within the business sector of an advanced society. The emphasis is upon microeconomics. Lecture 3 hours. ▶ IAI ~ S3 902

## **EDUCATION**

*Prerequisite: ENGL 1411 or equivalent placement*

### **EDUC 1101 – Introduction to Education & Observation (3)**

*Prerequisite: Illinois State Police background check required*

This course provides an orientation to the profession of teaching, including an overview of American public education and responsibilities of a teacher. Includes historical, philosophical and sociological overview of education, its organization and structure; finances; curriculum; teaching/learning process; federal/state/local governmental responsibilities, current issues and trends, and awareness of multicultural issues. Students will be placed in schools in the district for 32 hours of clinical observation to help confirm a desire to pursue a teaching career. Lecture 2 hours. Lab 2 hours.

### **EDUC 1104 – Educational Technology (3)**

*Prerequisite: Basic skills in word processing, spreadsheet, and database programs, CSCI 1101, or the consent of the instructor.*

This course is an introduction in the use and implementation of technology in education. An emphasis is placed on demonstrating proficiency in knowledge and skills related to the current technology standards. The course focuses on both knowledge and performance skills, and includes hands-on technology activities. Lecture 3 hours.

### **EDUC 1106 – Human Development (3)**

The course is designed as an overview and introduction to the study of development through the lifespan. Students will learn about various theories, themes and concepts applicable to the lifespan from birth through senescence and death, and explore ways in which they can apply these to their own development and the development of others. Lecture 3 hours.

### **EDUC 1107 – Diversity in Education (3)**

This course explores the intersections between education, democracy and diversity in American schooling. It introduces students to key philosophical, sociological and political questions in education and asks students to critically examine the role of education in a diverse and pluralistic democracy. Students will examine the relationship between democracy and education, including how educational institutions and practices might be structured democratically. Students will develop an awareness of race, ethnicity, class, gender and other lines of difference, and explore how schooling might be structured in ways that build equity and justice. Lecture 3 hours.

### **EDUC 1601 – Instructor Training (1-9)**

This course trains volunteers to work with students in adult education classrooms or one-on-one settings. Lecture 1-9 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 1603 – Instructional Methods & Strategies (3)**

This course, specifically designed for Rend Lake College faculty and Staff, will examine the pedagogy of the online learning environment and the technologies involved. Lecture 3 hours.

### **EDUC 1604 – Advanced Instructional Methods (3)**

This course, specifically designed for Rend Lake College faculty and staff, will continue to examine the pedagogy of the online learning environment and the technologies involved. Lecture 3 hours.

### **EDUC 1605 – Instructional Methods in Practice (.5-3)**

This course, specifically designed for Rend Lake College instructors, will examine the pedagogy of teaching at a community college and the preparation involved. Lecture .5-3 hours.

## ELECTRICITY

### ELEC 1210 – National Electrical Code (3)

This course introduces the National Electric Code to those practitioners who desire to expand their knowledge base. Lessons, homework and quizzes are posted on the Internet. Subjects include wiring methods and materials, overcurrent protection, grounding, services, motors and controls and a broad view of many National Electrical Code topics. Participants are required to visit campus for testing purposes unless special arrangements are made. Most current Code book provides the basis for the course. Lecture 3 hours.

### ELEC 1611 – Electrical Qualification Retraining ~ Underground (.5)

*Prerequisite: Student must hold current MSHA electrical card (underground)*

This course is approved and required by the Mine Safety and Health Administration (MSHA) for annual electrical qualification retraining (underground). Lecture .5 hour.

## EMERGENCY MANAGEMENT SERVICES

### EMS 1240 – HAZ/MAT Awareness: EMS (.5-4)

This course is designed to orientate the student to hazardous materials. It teaches the student to identify if a hazardous material is present in emergency situations and how to promote the safety of themselves and others. The student will use the incident command system to navigate a hazardous material situation by notification of an incident and implementation of hazardous material response. Lecture .5-4 hours. (Repeatable 3 times)

### EMS 1255 – Incident Command for First Responder (.5-4)

This course is designed for students of criminal justice, emergency medical services and healthcare, coal mining technology and other disciplines where response to emergencies is part of the job. Topics covered include Incident Command System organization and functions for personnel who may be expected to perform as part of an Incident Management Team. Lecture .5-4 hours. (Repeatable 3 times)

### EMS 1256 – Incident Command for Managers (.5-4)

*Prerequisite: EMS 1255 or consent of instructor*

This course is designed for students of criminal justice, emergency medical services and healthcare, coal mining technology and other disciplines where response to emergencies is part of the job. Topics covered include Emergency Operations Center organization and functions for personnel who may be expected to perform as managers as part of an Incident Management Team. Lecture .5-4 hours. (Repeatable 3 times)

### EMS 1601 – AHA Core Instructor (.5)

Instructors play a critical role in training people to save lives. For students to save lives, they must thoroughly learn the skills that instructors teach. This course provides the opportunity for instructors to improve their instructional skills. Lecture .5 hour. (Repeatable)

### EMS 1604 – AHA Basic Life Support Instructor (1)

*Prerequisites: Must be a current BLS Provider having reached Instructor potential on written exam and at least one practical station. Must have completed EMS 1601.*

This course is designed to train the BLS provider to be a BLS Instructor according to the American Heart Association Guidelines. Upon successful completion of this course, a BLS Instructor card from the American Heart Association will be presented. Lecture 1 hour. (Repeatable)

### EMS 1614 – CPR and First Aid (.5)

This course is designed to instruct correctional center employees with cardiopulmonary resuscitation and first aid in correctional center settings. Lecture .5 hour. (Repeatable)

### EMS 1620 – ACLS Preparatory (.5)

*Prerequisites: Certification in American Heart Association Basic Life Support Healthcare Provider.*

The ACLS Preparatory course is designed to prepare participants for the ACLS course. This course is designed to assist participants in dysrhythmia recognition, pharmacology therapy, and algorithm recognition related to Adult Basic Life Support (BLS), rapid cardiopulmonary assessment, triage to definitive care, provision of family support, pharmacological interactions and precautions, basic arrhythmia, and treatment of cardiac dysrhythmias for the immediate and emergency situation. Lecture .5 hour. (Repeatable)

### EMS 1621 – Advanced Cardiac Life Support (1)

This course is designed to teach the student skills and provide the knowledge necessary to become certified in American Heart Association Advanced Life Support. It is open to individuals who come from professional settings where cardiac arrests occur. This course provides an in-depth review of the core learning objectives, including review of all 10 Advanced Cardiac Life Support (ACLS) core cases, plus increased emphasis on the psychomotor domain of skills training and practice. Lecture .5 hour. Lab 1 hour. (Repeatable)

### EMS 1622 – ACLS Instructor (1)

*Prerequisites: Must be a current ACLS Provider having reached Instructor potential on written exam and at least one practical station. Must have completed EMS 1601.*

This course is designed to train the ACLS provider to be an ACLS Instructor according to the American Heart Association Guidelines. Upon successful completion of this course, an ACLS Instructor card from the American Heart Association will be presented. Lecture 1 hour. (Repeatable)

### EMS 1625 – PALS Preparatory (.5)

*Prerequisites: Certification in American Heart Association Basic Life Support Healthcare Provider.*

The PALS preparatory course is designed to prepare participants for the PALS course. This course is designed to assist participants in dysrhythmia recognition, pharmacology therapy, and algorithm recognition related to pediatric cardiac arrest. Participants should be able to demonstrate psychomotor skills related to pediatric basic life support (BLS), rapid cardiopulmonary assessment, triage to definitive care, provision of family support, pharmacological interactions with indications and precautions, basic arrhythmia, and treatment of cardiac dysrhythmias for the immediate and emergency situation. Lecture .5 hour. (Repeatable)

### EMS 1626 – Pediatric Advanced Life Support (1)

The Pediatric Advanced Life Support (PALS) provider course is designed to identify and treat cardiopulmonary arrest in infants and children. Upon successful completion, the participant will become certified in American Heart Association Pediatric Advanced Life Support. The course is open to individuals who come from professional settings where pediatric emergencies occur. Participants should be able to demonstrate psychomotor skills related to pediatric basic life support, rapid cardiopulmonary assessment, evaluation and stabilization of the pediatric trauma victim, triage to definitive care and provision of family support. Lecture .5 hour. Lab 1 hour. (Repeatable)

### EMS 1627 – PALS Instructor (1)

*Prerequisites: Must be a current PALS Provider having reached Instructor potential on written exam and at least one practical station. Must have completed EMS 1601.*

This course is designed to train the PALS provider to be a PALS Instructor according to the American Heart Association Guidelines. Upon successful completion of the course, a PALS Instructor card from the American Heart Association will be presented. Lecture 1 hour. (Repeatable)

### EMS 1641 – Basic Arrhythmias (1)

This course is designed to provide knowledge for health care professionals regarding basic arrhythmia recognition and 12-lead EKG interpretation. Lecture 1 hour.

### EMS 1642 – International Trauma Life Support (1)

*Prerequisites: Must have a current CPR card and valid EMT, PHRN or physician's license.*

The primary purpose of the International Trauma Life Support course is to provide students with the fundamental knowledge and experience necessary to get the trauma patient to the emergency department in the best possible condition. Lecture 1 hour.

### EMS 1643 – Trauma Nursing Core Course (1)

*Prerequisite: Must be a registered nurse with at least six months of clinical nursing experience in an emergency care setting.*

This course will provide nurses with the knowledge and skills required to work collaboratively as members of a trauma team in determining needs and plans of care. The concepts correlate broad psychophysiological and pathophysiological process to specific clinical problems and further develop substantive knowledge in trauma nursing. Lecture 1 hour. (Repeatable 3 times)

## EMERGENCY MEDICAL TECHNICIAN

### EMT 1204 – Emergency Medical Responder (3)

This course is designed to provide training in aspects of emergency medical care for first responders to accident scenes. Training time is devoted to practical aspects of emergency care, initial assessment of the scene and victims and skills to assist EMS providers. The student will develop skills in assessment and in initial emergency treatment. Lecture 3 hours.

### EMT 1250 – Emergency Medical Technician (9)

This course is designed to present skills required for the position of Emergency Medical Technician. It emphasizes recognition of signs and symptoms of injury and illness. Upon completion with a grade of “C” or better, the student is qualified to apply for the Illinois Department of Public Health Emergency Medical Technician licensure exam. Lecture 8 hours. Lab 2 hours. (Repeatable 2 times)

### EMT 1601 – EMT Refresher (1.5)

*Prerequisite: EMT licensure*

This course is designed to review the principles and procedures for updating the EMT in current medical standards through study of current trends and issues. This course is based on the National Highway Traffic Safety Administration National Standard Curriculum. Lecture 1.5 hours. (Repeatable 3 times)

### EMT 1605 – Paramedic Refresher (2)

This course is designed to supply information required for the EMT Paramedics to maintain licensure. The course will incorporate lecture and demonstration/return demonstration of critical procedures. The course is based on the National Highway Traffic Safety Administration National Standard Curriculum. Lecture 1.5 hours. Lab 1 hour. (Repeatable 3 times)

### EMT 1606 - Special Topics in Emergency Medicine (.5-1)

*Prerequisite: Current EMT licensure*

This course is a study of topics in the emergency medical field. The exact content will vary from semester to semester depending on the subject studies. The course may be repeated three times if different topics are considered. Lecture .5-1 hour. (Repeatable 3 times)

## EMT – PARAMEDIC

### EMTP 1250 – Drug Dosage & Calculations (3)

This course is designed for students of emergency medical services for instruction on specific measurements and calculations needed to assist in patient care. Lecture 3 hours.

### EMTP 1260 – Paramedic Services I (6)

*Prerequisites: Current Illinois EMT licensure, successful completion of EMT 1250 and CPR certification or consent of Dean*

This course is designed to build upon the skills acquired during the EMT-Basic course. Information provided deals with emergency medications, airway maintenance, treatment of trauma and decision-making during emergencies. Students will obtain experience in starting intravenous lines, administering medications and nebulizer treatments, drawing blood and performing intubation. Lecture 5 hours. Lab 2 hours.

### EMTP 1262 – Paramedic Services II (12)

*Prerequisite: EMTP 1260, current Illinois EMT licensure / Corequisite: EMTP 1272*

This course is designed to build upon the skills acquired during previous courses. Information provided deals with medical emergencies and special populations, including obstetrical and pediatric emergencies. Students will obtain experience in ECG interpretation, defibrillator use and medication administration. Lecture 9 hours. Lab 6 hours.

### EMTP 1263 – Paramedic Services III (12)

*Prerequisite: EMTP 1260, EMTP 1262, current Illinois EMT licensure, and CPR training / Corequisite: EMTP 1273*

This course is designed to build upon the skills acquired during previous EMT courses. Information provided deals with physical examinations in the field, burns, shock and spinal, thoracic and abdominal trauma. Skills include making advanced life support ambulance runs. Lecture 9 hours. Lab 6 hours.

### EMTP 1264 – Paramedic Services IV (6)

*Prerequisite: EMTP 1260, EMTP 1262, EMTP 1263, and CPR training / Corequisite: EMTP 1274*

This course is designed to build upon the skills acquired during the previous EMT courses. Information provided deals with emergencies involving the neurological, endocrine, gastroenterological, renal or hematopoietic systems,

as well as clients with psychiatric and substance abuse disorders. Skills include defibrillation and performing phlebotomy. Lecture 5 hours. Lab 2 hours.

### EMTP 1272 – Paramedic Clinical I (3)

*Prerequisite: EMTP 1260 / Corequisite: EMTP 1262*

This course is designed to meet the standards set by the state for clinical experience in basic life support ambulance runs. The student will integrate principles and skills learned in the classroom with hands-on experience in the field. The learning experience will be supervised by the employer with site visits by the college coordinator. Lab 11 hours.

### EMTP 1273 – Paramedic Clinical II (3)

*Prerequisite: EMTP 1260, EMTP 1262, EMTP 1272 / Corequisite: EMTP 1263*

This course is designed to meet the standards set by the state for clinical experience in intermediate life support ambulance runs. The student will integrate principles and skills learned in the classroom with hands-on experience in the field. The learning experience will be supervised by the employer with site visits by the college coordinator. Lab 11 hours.

### EMTP 1274 – Paramedic Clinical III (3)

*Prerequisite: EMTP 1260, EMTP 1262, EMTP 1263, EMTP 1273 / Corequisite: EMTP 1264*

This course is designed to meet the standards set by the state for clinical experience in advanced life support ambulance runs. The student will integrate principles and skills learned in the classroom with hands-on experience in the field. The learning experience will be supervised by the employer with site visits by the college coordinator. Lab 11 hours.

## ENGINEERING

### ENGG 1101 – Engineering Graphics (4)

An integrated study of the basis of mechanical drawing, projection theory and descriptive geometry. Freehand sketching, instrument drawing and computer-aided drafting are used to apply theory and conventional practices in orthographic, multi-view, axonometric, oblique and perspective projections. Analysis and synthesis made of theoretical and applied problems involving the size, shape and/or relative positions of geometric magnitudes such as points, lines and planes in space. Lecture 2 hours. Lab 4 hours. ► IAI ~ EGR 941

## ENGLISH

### ENGL 1101 – Rhetoric and Composition I (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

The general objectives of the first-semester composition course are to prepare the student for college work through teaching him or her to use the library, to read more effectively and to write good expository prose based on personal observation and reading. Grade of “C” or better required for IAI. Lecture 3 hours. ► IAI ~ C1 900

### ENGL 1102 – Rhetoric and Composition II (3)

*Prerequisite: Completion of ENGL 1101 with a “C” or better*

General objectives of the second-semester composition course are the same as the first with more advanced application. A research paper is required. Grade of “C” or better required for IAI. Lecture 3 hours. ► IAI ~ C1 901R

### ENGL 1103 – Creative Writing (3)

*Prerequisite: Completion of ENGL 1101 with a “C” or better*

The purpose of this course is to give students an opportunity, in a workshop setting, to develop their abilities in fiction writing. Short stories are the focus of the course, although poetry, drama, and the novel may be addressed as they relate to the art of writing fiction. Lecture 3 hours.

### ENGL 1104 – Writing for Nurses (3)

*Prerequisite: If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

This course is designed to prepare students for college writing. The course will include instruction in expository writing based on personal observation and reading and evidence-based writing based on research. The course is contextualized for students interested in nursing careers. Lecture 3 hours.

### ENGL 1201 – Technical Writing (3)

*Prerequisite: Completion of ENGL 1101 with a “C” or better*

An introductory course in written and oral technical communications. It covers library research methods, elementary business correspondence and technical report presentations. Lecture 3 hours.

### **ENGL 1411 – Accelerated Learning Program (3)**

*Prerequisite: Placement scores*

ENGL 1411 provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences. The course includes the process of drafting, revising and editing, as well as instruction in grammar, mechanics and usage. This course is a corequisite of English 1101. Lecture 3 hours.

### **ENGL 2101 – Classical Literature (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

The student will read representative classics from classical times through the 18th century and will acquire sufficient tools of literary analysis to speak and write with clarity about the works read. Lecture 3 hours. ▶ IAI ~ H3 906

### **ENGL 2102 – Introduction to Literature (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is recommended*

This course is designed to acquaint students with examples of the rich diversity of prose, poetry, and drama written in Great Britain and America from the Renaissance through contemporary eras. As a basic introduction to literature, this course cannot offer a complete chronological survey. It offers instead a series of literary texts, often thematically related, which appeal to modern readers and at the same time provide interesting insights into the cultural attitudes and values of the periods which produced them. Lecture 3 hours. ▶ IAI ~ H3 907

### **ENGL 2103 – Special Topics in Literature (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

Topics vary but could include women in literature, film and literature and others not covered by existing courses. Topics may be suggested by students or faculty. This course will require a volume of reading similar to ENGL 2101 and 2102. It may be taken no more than four times; topics must be different each time. Lecture 3 hours.

### **ENGL 2104 – The Short Story (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is recommended*

This course will cover a wide number of short stories ranging from late 19th century to the present. Students will analyze stories for both ideas and techniques. Lecture 3 hours. ▶ IAI ~ H3 901

### **ENGL 2105 – Introduction to Poetry (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

The course emphasizes critical analysis of poetry. Students will read, discuss and write on poems of different types and periods. The basic goal is to equip the student with the techniques and terminology of literary analysis. Lecture 3 hours. ▶ IAI ~ H3 903

### **ENGL 2106 – Intermediate Composition (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

This course is designed for students who wish to improve their writing skills beyond the level of freshman composition. It is especially recommended for those students who intend to seek bachelor's degrees at four-year institutions. Lecture 3 hours.

### **ENGL 2107 – Mythology (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is highly recommended.*

Students will read and analyze myth to determine the purposes they serve / have served in past and current cultures, how members of a society form and adapt myth to fulfill these purposes, and how the myths themselves then impact the societies that created them. Lecture 3 hours. ▶ IAI ~ H9 901

### **ENGL 2108 – Introduction to Shakespeare (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

The course encompasses Shakespeare's England, samples of his sonnets and his plays, as well as an examination of some of the criticism of his literary forms. Lecture 3 hours. ▶ IAI ~ H3 905

### **ENGL 2109 – British Literature ~ Beowulf to 1799 (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is highly recommended*

This course is a survey of British literature from the Middle Ages through the Restoration and the 18th Century. Students will read and analyze works from these periods. British history and culture are addressed as they relate to the literature. Lecture 3 hours. ▶ IAI ~ H3 912

### **ENGL 2110 – British Literature ~ 1800 to Present (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is highly recommended*

This course is a survey of British literature from 1800 to the present, including Victorian and Romantic works as well as 20th- and 21st-century writings. Students will read and analyze works from these periods. British history and culture are addressed as they relate to the literature. Lecture 3 hours. ▶ IAI ~ H3 913

### **ENGL 2111 – American Literature to 1865 (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

This course is a survey of American literature from the colonies to the Civil War. Students will read, write about and discuss a wide body of literature. Lecture 3 hours. ▶ IAI ~ H3 914

### **ENGL 2112 – American Literature, 1865 to Present (3)**

*Prerequisites: ENGL 1101 and ENGL 1102*

This course is a survey of American literature from the Civil War to the present. Students will read, discuss and write about a wide body of literature. Lecture 3 hours. ▶ IAI ~ H3 915

### **ENGL 2113 – Introduction to Drama (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is highly recommended*

This class will involve reading and discussing plays, ranging from classical to modern, with some attention to philosophical impetus and dramatic criticism. Students will explore dramatic genres, as well as interpret and analyze content, style and structure of representative plays. Lecture 3 hours. ▶ IAI ~ H3 902

### **ENGL 2114 – The Novel (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is recommended.*

This course will cover a wide number of novels ranging from early 18th century to the present. Students will analyze novels for both ideas and techniques. Lecture 3 hours. ▶ IAI ~ H3 901

### **ENGL 2115 – Introduction to Children's Literature (3)**

*Prerequisites: ENGL 1101. May be taken concurrently with ENGL 1102; however, completion of ENGL 1102 is recommended.*

The course will cover a wide variety of children's literature from early picture books to present-day pre-teen novels. Students will analyze these texts for both ideas and techniques. Lecture 3 hours. ▶ IAI ~ H3 918

## **ENGLISH AS A SECOND LANGUAGE**

Beginning, intermediate and advanced instruction in the reading, writing and speaking of English and in the American governmental legislative system for persons whose native language is not English. Credit is nontransferable and does not count toward any Rend Lake College degree or certificate. Enrollment and course schedule information is available from the Adult Education and Literacy Department. Lecture 1-9 hours.

## **FACILITY MANAGEMENT**

### **FMGT 1201 – Intro to Facility Management (3)**

This is an introductory course to facility management which includes terminology, business practices, and career pathways. This course introduces the fundamental topics of Operations & Maintenance, Project Management, Business Finance, and Leadership. Lecture 3 hours.

### **FMGT 1202 – Building Environments (3)**

Understanding concepts of building environments is fundamental to the design, operation, and maintenance of facilities. Knowledge of systems and controls enables facility managers to create healthy and productive environments for occupants. This course will explain how HVAC systems function together to create an appropriate building environment. Lecture 3 hours.

### **FMGT 1203 – Waste Management (1)**

This course will provide an overview of the historical and regulatory development of waste management. This course will explain the management of solid waste which may be encountered on a daily basis and address identification, transportation, and disposal of wastes. Students will discuss both conventional and innovative technologies which are used in the waste management industry. Lecture 1 hour.

### **FMGT 1204 – Fleet Management (1)**

This course will cover the basic concepts of fleet management. A fleet can include trailers, landscaping equipment, utility vehicles, trucks, buses, etc. The student will gain an understanding of the elements of fleet management including procurement, safety, accident prevention, operator training, maintenance, inspections and security. Lecture 1 hour.

### **GFM 1201 – Plan and Develop Green Facilities (4)**

This course will explore using the life-cycle of materials and energy to understand how facilities are managed and operated through green techniques. This will include new construction, retrofitting existing structures, and surrounding sites. Lecture 2 hours. Lab 4 hours.

### **GFM 1202 – Building Automation Control Systems (4)**

This course will provide the student a broad introduction to the specific issues involved with Building Automation Systems (BAS). Students will explore the processes that occur at every level in the air conditioning industry, including digital controls, energy conversation control strategies, and system maintenance. Lecture 2 hours. Lab 4 hours.

### **GFM 1203 – Energy Modeling and Management (4)**

This course will teach students methods to evaluate, choose, use, calibrate, analyze, and interpret the results of energy modeling software when applied to buildings systems, energy performance and economics. Students will demonstrate competence to model new and existing buildings systems with their full range of physics, environmental issues, and orientation. Lecture 2 hours. Lab 4 hours.

### **GFM 1204 – Landscape and Grounds Management (4)**

This course will teach students methods to save energy, lower water consumption, and maximize available resources, in developing eco-friendly and aesthetically pleasing environments. Students will learn techniques in managing both products and grounds care department use. Lecture 2 hours. Lab 4 hours.

### **SDGB 1201 – Sustainable Building Designs (3)**

The purpose of this course is to provide the student with an understanding of why sustainable design of buildings is important for our future and how it can have a global impact. Topics will include sustainable living and being stewards of the earth. This course will also assist in the preparation of taking the Leadership in Energy and Environmental Design (LEED) exam. Lecture 3 hours.

## **FIRE FIGHTER**

### **FIRE 1601 – Fire Fighter II ~ Module A (4)**

*Prerequisite: Associated with a fire department*

The first of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter II. This course will include topics on departmental organization, fire behavior, breathing apparatus, ladders, fire hoses and appliances, safety and portable fire extinguishers. Lecture 2 hours. Lab 4 hours.

### **FIRE 1602 – Fire Fighter II ~ Module B (4)**

*Prerequisite: Associated with a fire department*

The second of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter II. This course will include topics on water supply, nozzles, fire streams, ventilation, rescue, emergency medical care, forcible entry, overhaul and building construction. Lecture 2 hours. Lab 4 hours.

### **FIRE 1603 – Fire Fighter II ~ Module C (3)**

*Prerequisite: Associated with a fire department*

The third of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter II. This course will include topics on communications, sprinkler systems, salvage, fire prevention, public education, fire causes, ropes and hazardous materials. Lecture 2 hours. Lab 2 hours.

### **FIRE 1604 – Fire Fighter III ~ Module A (4)**

*Prerequisites: Associated with a fire department and Fire Fighter II certified*

The first of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter III. This course will include topics on departmental organization, fire behavior, breathing apparatus, ladders, fire hoses and appliances, safety and portable fire extinguishers. Lecture 2 hours. Lab 4 hours.

### **FIRE 1605 – Fire Fighter III ~ Module B (4)**

*Prerequisites: Associated with a fire department and Fire Fighter II certified*

The second of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter III. This course will include topics on water supply, nozzles, fire streams, ventilation, rescue, emergency medical care, overhaul and building construction. Lecture 2 hours. Lab 4 hours.

### **FIRE 1606 – Fire Fighter III ~ Module C (4)**

*Prerequisites: Associated with a fire department and Fire Fighter II certified*

The third of three courses designed to prepare a fire fighter in training to become a certified Fire Fighter III. This course will include topics on communications, sprinkler systems, fire prevention, public education, fire causes, ropes and hazardous materials. Lecture 2 hours. Lab 4 hours.

### **FIRE 1608 – Fire Prevention Officer (3)**

*Prerequisites: Fire Fighter III certified*

A course of study that will include topics covering prevention, inspection, investigation, building codes, fire protection systems and devices, as well as the development and implementation of a fire protection bureau. The course is designed to meet the requirements of Fire Prevention Officer I. Lecture 2 hours. Lab 2 hours.

### **FIRE 1609 – Management I (3)**

*Prerequisites: Associated with a fire department*

This course is an introduction to the principles of management as they relate to the fire fighting profession. Included are human resource management, community awareness and public relations, organizational structure and the budgeting process. Lecture 3 hours.

### **FIRE 1610 – Management II (3)**

*Prerequisites: Associated with a fire department and FIRE 1209*

This course is an introduction to the principles of management as they relate to the fire fighting profession. Areas of instruction include oral and written communications, human resource management, safety practices and organizational/government structure. Lecture 3 hours.

### **FIRE 1611 – Tactics and Strategy I (3)**

*Prerequisites: Associated with a fire department*

This course is an introduction to the principles of management as they relate to the fire ground officer. Areas of instruction include an introduction to tactics and strategy, leadership styles and techniques, strategic considerations, fire behavior and building construction and engine company operations. Lecture 3 hours.

### **FIRE 1620 – Fire Instructor I (3)**

*Prerequisites: Fire Fighter II certified*

This is an introduction to the principles of vocational-level skills training for people who will be conducting on-the-job fire training in local fire departments or other work-related fields. Students will gain knowledge and ability to teach from prepared materials. This course will not teach firemanship, but will equip firemanship trainers with the basics of adult vocational-level skills teaching. Areas of instruction include: communication; concepts of learning; human relations in the teaching-learning environment; methods of teaching; organizing the learning environment; records and reports; testing and evaluation; instructor's roles and responsibilities; teaching techniques, and use of instructional materials. Lecture 3 hours.

## **FLUID POWER**

### **FLPR 1262 – Fluid Power Fundamentals (5)**

This course is a study of hydraulic and pneumatic principles, components and applications, including fluid power theory, graphics, diagrams, air preparation and fluid conditioning. Hydraulic and pneumatic circuit development will be an important part of the class. Lecture 4 hours. Lab 2 hours.

### **FLPR 2255 – Hydraulic Circuitry and Controls (4)**

*Prerequisite: FLPR 1262*

Hydraulic system/circuit operation and individual component operation within circuits are covered, with emphasis on circuit diagramming and print reading. Additional instruction in electro/hydraulic servo operation and troubleshooting is included, along with a familiarization of test instruments used in circuit diagnosis. Lecture 2 hours. Lab 4 hours.

## **GEOGRAPHY**

### **GEOG 1101 – Introduction to Geography (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

A survey course devoted to the study of the geographical regions of the world. Lecture 3 hours. ▶ IAI ~ S4 906

## **GEOLOGY**

### **GEOL 1101 – Physical Geology (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

This course introduces the student to rocks and minerals, weathering, earth structure, aerial photographs, topographic maps, geology of the Southern Illinois basin and coal cyclotherms. Lecture 2 hours. Lab 2 hours. ► IAI ~ P1 907L

## **HEALTH**

### **HEA 1101 – Health Education (2)**

Modern principles and practices of personal and community health are covered, with sufficient physiology and anatomy to make the study more understandable to the student. Lecture 2 hours.

### **HEA 1102 – Basic First Aid (2)**

This course will present the theory and practice of first aid for the ill and the injured. It is designed to teach students the basic skills necessary to handle everyday emergencies. The American Red Cross First Aid Responding to Emergencies program will be used. Lecture 2 hours.

### **HEA 1103 – Introduction to Nutrition (3)**

A study of the basic principles of nutrition, including their application to solving nutritional problems. Includes the classification of major nutrients, food sources, functions in metabolism and daily requirements for different age groups. Lecture 3 hours.

### **HEA 1120 – Stress Management (3)**

This course provides a comprehensive introduction to stress and its management as it integrates the mental, emotional, physical, social and spiritual aspects of a healthy life. It emphasizes theoretical concepts regarding the causes and symptoms of stress, and the practical application of stress management techniques. Lecture 3 hours.

### **HEA 2130 – Substance Abuse (3)**

An overview of the far-reaching problem of the substance abuser in American society. It covers causes, symptoms, manifestations and treatment of substance abuse. Lecture 3 hours.

## **HEALTH CARE**

### **HECO 1200 – Introduction to Health Care (4)**

This course introduces a grouping of fundamental principles, practices and issues common in the health care profession. Career opportunities, ethics, basic human anatomy and essential patient care skills also will be covered. Lecture 4 hours.

### **HECO 1202 – Health Care Terminology (3)**

This course introduces students to the principles of medical word building in order to develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. Anatomy, physiology and pathology diseases also are discussed. Lecture 3 hours.

## **HEALTH INFORMATION**

### **HIT 1200 – Selected Topics in Health Information Tech (.5-4)**

The course will include an in-depth study of topics in the Health Information Technology field. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours.

### **HIT 1201 – Introduction to Health Information (3)**

A course that will initiate the student to the field of Health Information Technology. It will provide an overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record systems consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Lecture 3 hours.

### **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.

### **HIT 1205 - Pathophysiology for HIT (4)**

*Prerequisites: HECO 1202, ZOO 1105 or ALH 1201*

This course is designed to examine alterations in functions affecting individuals across the lifespan. Students will learn the disease processes affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis, and treatment of disease. Lecture 4 hours.

### **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.

### **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.

### **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.

### **HIT 2205 – Pharmacology for Health Information (2)**

*Prerequisite: HECO 1202*

This course emphasizes general pharmacology for health information professions. It introduces basic information about drugs used to treat various medical conditions and laboratory tests used to diagnose and monitor various medical conditions. It relates specific drugs and labs to the diagnosis and treatment of various diseases. Lecture 2 hours.

### **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.

### **HIT 2207 – Compliance & Ethics in Health Care (3)**

This course covers legal relationships of health care workers and patients, contractual agreements, professional liability, malpractice, medical practice acts, and informed consent. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethic and laws involved in providing medical services. Lecture 3 hours.

### **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.

### **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.

### **HIT 2218 – Health Care Reimbursement (2)**

*Prerequisites: Acceptance into HIT program and HIT 1201*

Study of reimbursement as it relates to the healthcare field and specifically to the Health Information Department. Includes an overview of reimbursement methodologies, government-sponsored health care programs, coding compliance, charge description master maintenance, and revenue cycle management. Lecture 2 hours.



### **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.

## **HEAVY EQUIPMENT TECHNOLOGY**

### **HEQT 1201 – Heavy Equipment Maintenance (4)**

This course is designed to provide students with a study of the components and system operations related to heavy equipment technology. Included is a survey of the chassis, engine, brakes, transmissions, rear and front drives, transfer case drives, etc. Emphasis will be placed upon general maintenance and troubleshooting of heavy equipment. Lecture 1 hour. Lab 6 hours.

### **HEQT 1208 – Fundamentals of Machine Electronics (3)**

This course is designed to include electrical concepts as they apply to heavy equipment electrical systems. It will include the use of electrical test equipment to diagnose electrical problems found on heavy equipment and engines. Lecture 1 hour. Lab 4 hours.

### **HEQT 1209 – Heating, Ventilation & Air Conditioning (2)**

This course provides an introduction into the basic theory and principles of heating, ventilation and air conditioning as they relate to heavy equipment. Use of equipment to diagnose and repair malfunctions, including repair of component parts and the charging and recharging of systems will be stressed in the laboratory. Lecture 1 hour. Lab 2 hours.

### **HEQT 1210 – Supervised Occupational Experience (4)**

*Prerequisites: Approval from Dean and minimum 2.0 GPA*

This summer course is offered for eight weeks following the first year of the program. The student will be placed with an agricultural business for full-time job placement. The learning experiences will be supervised by both the college coordinator and the employee. The student trainee will receive vocational counseling and individual assistance. Special attention is given to career planning, on-job problems and current business practices. Lab 20 hours.

### **HEQT 1211 – Engine Fuel Systems (3)**

This course is a study of combustion chamber design, heavy equipment fuel injection systems and diagnosing faults in fuel injection and combustion systems. Lecture 1 hour. Lab 4 hours.

### **HEQT 2203 – Machine Systems – Electronics (3)**

*Prerequisites: HEQT 1208 or consent of Dean.*

This course provides the background needed to diagnose and repair the sophisticated electronics and computerized circuits found on heavy equipment and heavy equipment engines. This course build upon the fundamentals of HEQT 1208 – Fundamentals of Machine Electronics. The course is a continuation of electronic concepts, component function and identification of malfunctions and testing of electronic systems. Lecture 1 hour. Lab 4 hours.

### **HEQT 2204 – Transmissions & Torque Converters (3)**

A study is made of the various sliding gear, hydrostatic synchromesh and power shift transmissions involving planetaries. Lecture 1 hour. Lab 4 hours.

### **HEQT 2205 – Undercarriage and Final Drives (3)**

This course is a continuation of power train systems with emphasis on final drives and track systems. The course also describes the proper maintenance, adjustment and installation of undercarriages and final drives. Lecture 1 hour. Lab 4 hours.

### **HEQT 2207 – Machine Systems Diagnosis & Troubleshooting (4)**

This is a course that studies the practical use of diagnostic equipment for analyzing and repairing heavy equipment machine and engine systems. Lecture 1 hour. Lab 6 hours.

## **HISTORY**

*(Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.)*

### **HIST 1101 – Western Civilization I (3)**

This course will examine the history of Western Civilization from the first human civilizations to the birth of the Enlightenment and the “modern” world

in the 18th century. It is an introductory, survey-level course that focuses on the formation and progression of human societies, exposing students to the events, people, and institutions that have played important roles in significantly shaping the history and culture of “Western” societies during the time period covered. Lecture 3 hours. ▶ IAI ~ S2 902

### **HIST 1102 – Western Civilization II (3)**

This course will examine the history of Western Civilization, and its influence on the rest of the world, from the Enlightenment in the early 18th century through the present-day. It is an introductory, survey-level course that focuses on the formation and progression of human societies, exposing students to the events, people, and institutions that have played important roles in significantly shaping the political, economic, cultural and social aspects of “Western” societies during the time period covered. Lecture 3 hours. ▶ IAI ~ S2 903

### **HIST 2101 – American History I (3)**

This course will examine the history of the United States from its pre-colonial roots through the end of the American Civil War in 1865. It is an introductory, survey-level course that focuses on the formation and progression of American society, exposing students to the events, people and institutions that have played important roles in significantly shaping the political, economic and social aspects of the culture of the United States during the time period covered. Lecture 3 hours. ▶ IAI ~ S2 900

### **HIST 2102 – American History II (3)**

This course will examine the history of the United States from the end of the Civil War in 1865 to the present-day. It is an introductory, survey-level course that focuses on the formation and progression of American society, exposing students to the events, people and institutions that have played important roles in significantly shaping the political, economic and social aspects of the culture of the United States during the time period covered. Lecture 3 hours. ▶ IAI ~ S2 901

### **HIST 2106 – Black American History (3)**

A survey of the history of Black Americans from their African heritage to the present, with an emphasis on the contributions of Black Americans to U.S. history. Lecture 3 hours.

### **HIST 2107 – Latin American History (3)**

This course will examine the history of Latin America from pre-colonial times to the present-day. It is an introductory, survey-level course that focuses on the formation and progression of human societies in Latin America, exposing students to the events, people and institutions that have played important roles in significantly shaping the cultural, social, political and economic aspects of the history and culture of Latin American societies during the time period covered. Lecture 3 hours. ▶ IAI ~ S2 920N

### **HIST 2108 – British History (3)**

This course provides students with a sound contextual knowledge of the formative features of British history as well as an understanding of the events, movements and individuals that helped comprise this history. The course begins with the Roman occupation and continues through the beginning of the modern age in the 18th Century. Because history is a narrative with many layers, the course will explore the past through various perspectives. Where possible, students will be given contemporary source material to supplement the core text. Lecture 3 hours.

## **HORTICULTURE**

### **HORT 1201 – Introduction to Horticulture (3)**

An introductory course to inform students of the principles and practices involved in the production and use of horticultural crops. Topics covered are fruits, vegetables, turf, floral, landscape, nursery and greenhouse cultural principles. Lecture 2 hours. Lab 2 hours. ▶ IAI ~ AG 905

## **HUMANITIES**

*(Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.)*

### **HUMT 1104 – Introduction to Film (3)**

The art of film language is examined; i.e. lighting, sound, camera movement. The understanding of the film as art increases appreciation of the cinema as art. Lecture 3 hours. ▶ IAI ~ F2 908

### **HUMT 1105 – The Humanities Through the Arts (3)**

A survey course of the human condition as seen through film, drama, music, literature, techniques, meaning and evaluation of individual works of western art. Lecture 3 hours. ▶ IAI ~ HF 900

## INDEPENDENT STUDY

### INDP 1200 (1-4)

*Prerequisite: Consent of the instructor and Dean*

Courses designed for students desiring a specialized study not available in regular offerings. Projects must be planned jointly by the student and instructor. Maximum credit allowed is four semester hours. Lab ratio is one hour of credit for two hours of lab work.

## INDUSTRIAL ELECTRONICS

### 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.

### INEL 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 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 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.

## INDUSTRIAL MAINTENANCE TECHNOLOGY

### IST 1221 – Industrial Safety (2)

This course familiarizes the student with various applications of industrial safety. The student will receive current information on a wide range of subjects, including workman's compensation laws and the Occupational Safety and Health Act. Lecture 2 hours.

### IST 1230 – Introduction to Robotics (3)

An introduction to the history of machine automation and reasons for its acceleration. It includes physical characteristics of robots and their relationship to other automated machines; the various control systems available for robots; power transmission systems; robotic sensing systems, and an overview of robotic applications. Lecture 2 hours. Lab 2 hours.

### IST 1606 - Selected Topics in Manufacturing (4)

This course will include an in-depth study of topics in the manufacturing field. The exact content will vary from semester to semester depending on the subject studied. Lecture 2 hours. Lab 4 hours.

### IST 1609 – Selected Topics in Industrial Safety (0.5 – 4)

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

### IST 1671 – Industrial Safety (.5-4)

This course is designed for employees and management in industry who wish to learn methods and ideas for preventing accidents and property damage in the workplace. Lecture .5-4 hour.

### IST 2220 – Industrial Mechanics (4)

*Prerequisite: MATH 1201 or consent of the instructor*

Theory, operation and maintenance practices involving gears, chains, bearings, seals, couplers and other mechanical components of industrial equipment will be covered. Lecture 3 hours. Lab 2 hours.

### IST 2230 – Introduction to PLCs (3)

*Prerequisites: INEL 1291 or consent of the instructor*

This course explains the operation, construction and uses of a Programmable Logic Controller. The student will program ladder logic circuits into several types of PLCs. Using ladder logic diagrams, the course covers troubleshooting PLC input and output circuit. Lecture 2 hours. Lab 2 hours.

### IST 2231 – Advanced Programmable Controllers (3)

*Prerequisite: IST 2230*

This course is a continuation of the Introduction to Programmable Controllers class. Programmable Logic Controller communication, data manipulation instructions, math instructions, sequencer and shift register instructions will be covered, along with a review of the basic instruction set. Troubleshooting, editing and hardware and software will be emphasized. Lecture 2 hours. Lab 2 hours.

### IST 2232 – Branded Controllers & Industrial PCs (3)

*Prerequisite: IST 2230*

Branded Controllers and PCs covers specific controllers used in local industry, Siemens and Beckhoff. Programming software and hardware of individual brands are covered with the primary goal of troubleshooting the specific variety of controller. Included in this course are selected objectives of computer maintenance and networking using the particular controllers. Lecture 2 hours. Lab 2 hours.

### IST 2258 – Automated Pneumatic Machine Control (4)

*Prerequisites: INEL 1291, FLPR 1262, IST 2230 or consent of instructor*

This course is designed to acquaint students with the control of automated industrial machinery, including robots. Emphasis will be placed on electrical, electronic and pneumatic control systems, ladder diagramming and troubleshooting experiences. Lecture 2 hours. Lab 4 hours.

## IT SYSTEMS SPECIALIST

### CNS 1207 – Fundamentals of Information Security (4)

*Prerequisites: CSCI 1101 with a grade of "C" or better or permission of the Dean; CNS 1212 with a grade of "C" or better or concurrent enrollment; successful completion of a criminal background check is required*

This course will develop basic computer forensics skills necessary to uncover digital evidence in an organized and reportable manner. The course will provide a comparative study of information technology, evidence analysis, chain of custody and data retrieval. Students will have hands-on laboratory experience using computer forensic tools, evidence preservation techniques and documentation. Lecture 3 hours. Lab 2 hours.

### CNS 1210 – Introduction to Networks (5)

*Prerequisite: CSCI 1101, CSCI 1102 or consent of instructor*

This course develops those skills necessary to design, build, maintain, manage and protect small to medium- size networks. This course will offer a balance of lecture and lab experiments. Elements of the CompTIA A+ and Cisco Certified Entry Networking Technician (CCENT) professional certification exams will be followed throughout the course. Lecture 4 hours. Lab 2 hours.

### CNS 1212 – Hardware and Operating Systems (5)

*Prerequisites: CSCI 1101 or consent of instructor*

This course will address the nomenclature, installation, configuration and troubleshooting of Windows operating system, as well as familiarize the student with the technology, maintenance and repair of microcomputers. Malfunctions will be diagnosed to the board level. Computer architecture also will be discussed and examined. Elements of the CompTIA A+ exam will be followed throughout the course. The class offers a balance of lecture and laboratory time. Lecture 4 hours. Lab 2 hours.

### CNS 1221 – Network Router Technology (5)

*Prerequisite: CNS 1210*

This course develops those skills necessary to design LAN and WAN networks; segmentation using routers, switches and VLANs in a LAN environment, and wide-area networking protocols. Cisco router commands and configurations also will be covered. The course will offer a balance of lecture and lab experiments. Elements of the Cisco Certified Networking Associate (CCNA) professional certification exam will be followed throughout the course. Lecture 4 hours. Lab 2 hours.

### CNS 1231 – Windows Professional (3)

*Prerequisite: CNS 1212 or instructor consent*

This course will introduce students to Microsoft Windows Professional in an enterprise environment. Students will learn about and use various tools for administering and configuring Windows. Labs will be conducted in a virtual environment. The course will offer a balance of lecture and lab experiments. Elements of the Microsoft Certified Solutions Associate (MCSA) professional certification exam will be followed throughout the course. Lecture 2 hours. Lab 2 hours.

### **CNS 1232 – Windows Server (3)**

*Prerequisite: CNS 1231 or consent of instructor*

This course will introduce Microsoft Windows Server through lectures, discussions and hands-on labs. Students will learn how to install Windows Server and to use Server Manager and Active Directory tools for configuring and administering Windows Server. Labs will be conducted in a virtual environment. The course will offer a balance of lecture and lab experiments. Elements of the Microsoft Certified Solutions Associate (MCSA) professional certification exam will be followed throughout the course. Lecture 2 hours. Lab 2 hours.

### **CNS 1234 – Linux Networking (3)**

This course develops skills necessary to set up and perform fundamental system administration activities in the Linux operating system. The course will offer a balance of lecture and lab experiments. Elements of the CompTIA Linux+ professional certification exam will be followed throughout the course. Lecture 2 hours. Lab 2 hours.

### **CNS 1235 – Linux Server (4)**

*Prerequisite: CNS 1234 or consent of instructor*

This course provides the knowledge and skills students need to install, configure and administer a Linux server for mission-critical network services. Students will learn to setup and administer a Linux server through the use of lectures, demonstrations, discussions and hands-on labs. Lecture 3 hours. Lab 2 hours.

### **CNS 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.

### **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 hours. Lab 2 hours.

### **CNS 2228 – Hacking Techniques and Tools (4)**

*Prerequisite: CNS 1207, CNS 1232 and CNS 1234 or concurrent enrollment, or consent of instructor; successful completion of a criminal background check is required*

This course develops fundamental network security skills necessary to build, test and deploy a secure network. The course will follow elements of the CompTIA Security+ professional certification. The course will offer a balance of lecture and lab experiments. Lecture 3 hours. Lab 2 hours.

### **CNS 2230 – Network Implementation (3)**

*Prerequisites: CNS 1232, 1235, and 2228 or concurrent enrollment*

This course will demonstrate the professional skills necessary to design, implement, document, optimize, and troubleshoot local- and wide-area networks based on a variety of technologies. The student will use the standard methodology for network design that assures the building of resilient, manageable networks. Lecture 1 hour online. Lab 4 hours.

### **CNS 2231 – Network Security Firewalls and VPNs (3)**

*Prerequisite: CNS 2228 or instructor consent; successful completion of a criminal background check is required*

This course will address how and why people attack computers and networks. The course will equip students with the knowledge and techniques to successfully analyze and mitigate network and operating system attacks. The course will offer a balance of lecture and lab experiments. Lecture 2 hours. Lab 2 hours.

### **CNS 2260 – Wireless LAN / WAN (4)**

*Prerequisite: CNS 1221 or consent of instructor*

This course investigates wireless networking technology. Planning, designing, installing and configuring wireless networks will be covered. Coverage of IEEE 802.11b/a/g/n implementation, security and troubleshooting also will be addressed. The course will offer a balance of lecture and lab experiments. Lecture 3 hours. Lab 2 hours.

## **JOURNALISM**

### **JOUR 1101 – Mass Media in Modern Society (3)**

*If reading or English review course(s) is required, the student must complete PREP 1404 or be co-enrolled in ENGL 1411.*

This is a course, applicable to all majors, designed to expose students to the forms, theories of use and criticism of the mass media as these media operate in the United States and elsewhere. Lecture 3 hours. ▶ IAI ~ MC 911

## **LEADERSHIP**

### **LEAD 1101 – Leadership Development Studies (.5-3)**

The course is designed to provide emerging and existing leaders opportunities to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Students will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and an awareness of one's own ability and style of leadership. This course enables students to develop leadership skills through study, observation and application. Lecture .5-3 hours.

### **LEAD 1102 – Furthering Leadership Potential (.5-3)**

This course is designed for students who want to explore leadership at the organizational level. Students will learn more about the organization, including philosophy, infrastructure, funding, planning, budgeting, and employee structure. Students will explore team building, motivating team members, interviewing, evaluation and retention. Service learning will be integrated into the course. Lecture 5-3 hours.

### **LEAD 1600 – Leadership (.5-4)**

This course provides an opportunity to examine leadership theories, develop a personal understanding of leadership, and build leadership skills. The essential skills of effective leaders, such as communication, team building, motivation, coaching and vision are explored. Student will be encouraged to examine their own leadership potential as they assess their skills and examine different leadership concepts. Lecture 5-4 hours.

## **MACHINING TECHNOLOGY**

### **MACH 1201 – Machining Technology I (4)**

This course is the first in a series to prepare students to obtain entry-level positions in the machine trades. The course is designed to introduce the student to basic skills in lathe operation, mill operation, drill press operation and layout. Emphasis will be on basic shop skills, machine operation and safe work habits. Lecture 2 hours. Lab 4 hours.

### **MACH 1202 – Machining Technology II (4)**

*Prerequisite: MACH 1201*

This course is the second in a series in the machine trades. It is designed to improve the skills developed in MACH 1201. The student also should learn additional and advanced skills in lathe operation, milling operation, drill press operation and other types of machinery. Emphasis will be placed on precision and quality of work. Lecture 2 hours. Lab 4 hours.

### **MACH 1203 – Machining Technology III (3)**

*Prerequisite: MACH 1202*

This course is the third in a series in the machine trades. The course is designed to improve the skills developed in MACH 1201 and MACH 1202. The student also will develop additional advanced skills. Emphasis will be placed on precision, quality, safety, developing machining processes and following written machining processes. Lecture 1 hour. Lab 4 hours.

### **MACH 1205 – Special Problems in Machining (3)**

This course is designed to enable the student to become proficient in solving problems related to the machine tool trades and machining operations. Using industry-accepted procedures, students will solve layout and machining problems. The "Machinery's Handbook" will be used as the textbook. Lecture 3 hours.

## **MANAGEMENT**

*Prerequisite: ENGL 1411 or equivalent placement*

### **MGMT 2201 – Principles of Management (3)**

A study of business organizations from the viewpoint of management. The course examines all concepts of management, including the basic functions of planning, organizing, leading and controlling. Emphasis is placed on the decision-making skills required of an effective manager. Lecture 3 hours.

### **MGMT 2207 – Supervision (3)**

The course assists new and potential supervisors in the analysis and solution of problems encountered by a contemporary supervisor. For experienced supervisors, it serves as a valuable refresher course. Topics covered include delegating authority, planning/time management, giving directives, introducing change, supervising protected groups, work group dynamics, performance appraisal and budgeting. Lecture 3 hours.

## **MANUFACTURING TECHNOLOGY**

### **MFG 1200 – Manufacturing Employment Skills (.5-5)**

Manufacturing Employment Skills is designed to familiarize students with the processes, technology and systems of the manufacturing industry. Students will be expected to demonstrate necessary workplace skills required to be reliable, informed, dependable, safe, productive employee in industry. Topics include safety in the workplace, work ethics, work environment, manufacturing processes and equipment. Successful completion of this course, along with student assessment, may be used as an employee screening tool. Lecture / lab .5-5 hours (variable credit).

### **MFG 1201 – Introduction to Materials (3)**

Studies those materials used in today's modern manufacturing facilities. Composites, plastics, metals and rubber characteristics will be studied. The concepts and procedures used to manufacture products will provide the basis for this class. Lecture 3 hours.

### **MFG 1205 – Manufacturing Processes (3)**

This course is an introduction to basic processes, equipment and materials used in a manufacturing environment. Includes plastics, metal removal, materials joining, casting techniques and current developments in processes. Lecture 3 hours.

### **MFG 1207 – Safety (3)**

This course is an introduction to the manufacturing workplace. The training covers a variety of safety and health hazards which a worker may encounter at a general industry site. The course is intended to provide a broad awareness of recognizing and preventing hazards in an industrial environment. Students will have the opportunity to earn the Safety Certification through the Manufacturing Skills Standards Council. Lecture 3 hours.

### **MFG 1208 – Manufacturing Processes & Production (3)**

In this course, students will learn the basics of how manufacturing transforms materials into products. Various types of production, materials and processes used in manufacturing will be covered, including machining, casting and assembly. Students also will discover the job skills necessary for a successful career. Topics include listening skills, oral communication, human relations, decision making / problem solving, teamwork and resource management. Students will have the opportunity to earn the Manufacturing Processes & Production Certification through the Manufacturing Skill Standards Council. Lecture 3 hours.

### **MFG 1209 – Maintenance Awareness (3)**

This course provides a basic understanding of tools and equipment used in manufacturing. Students will learn how to monitor production equipment for both routine and preventive maintenance. Students will have the opportunity to earn the Maintenance Awareness Certification through the Manufacturing Skill Standards Council. Lecture 3 hours.

### **MFG 1210 – Quality Practices & Measurement (3)**

This course covers the basics of controlling and improving quality in a manufacturing setting. Students will learn ways which manufacturers use data and analysis to improve and produce high-quality products. Students will have the opportunity to earn the Quality & Measurement Certification through the Manufacturing Skill Standards Council. Lecture 3 hours.

### **MFG 1220 – Production and Inventory Control (3)**

This course gives individuals an introduction to production and inventory control systems. Includes forecasting, master production scheduling, material requirements planning, capacity requirements planning, inventory management and production activity control. Lecture 3 hours.

### **MFG 1230 – Blueprint Reading (3)**

This course is designed to enable the student to become proficient in reading fabrication and assembly blueprints. Lecture 3 hours.

### **MFG 1610 – Selected Topics in Manufacturing (0.5 – 4)**

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

## **MARKETING**

### **MRKT 2201 – Principles of Marketing (3)**

*Prerequisite: ENGL 1411 or equivalent placement*

A study of the essentials of marketing management with emphasis on the strategies of marketing decision making: product, distribution, promotion and pricing. Major environmental forces which affect marketing decision making also are studied – economic, legal, social/cultural, competitive and the consumer. Lecture 3 hours.

## **MATHEMATICS**

*The Math Lab gives the self-motivated student flexibility in taking mathematics courses. Some courses may be taken in the Math Lab on an individualized, self-paced basis. A student can progress at his/her own rate and may finish the course before the semester is over. If more time is needed, students may take an additional eight weeks to complete the class. Those completing a course in the middle of a semester may begin another course immediately. An instructor is available to help students.*

### **MATH 1105 – Basic Concepts of Statistics (3)**

*Prerequisite: MATH 1403 or 1407 with a "C" or better or equivalent placement*

Basic concepts of descriptive statistics, inferential statistics (estimating parameters and testing hypothesis) experimental design, correlation and regression. This course is designed to help the student understand the language of statistics and to promote an understanding of statistical concepts and procedures. Lecture 3 hours.

### **MATH 1107 – Contemporary College Mathematics (3)**

*Prerequisite: MATH 1403 or 1407 with a "C" or better or equivalent placement*

This course is designed to fulfill the general education math requirements for the Associate of Arts degree. Topics covered include set/logic, graph theory, probability and statistics, geometry, logic and other selected topics. Three or four of these topics are studied in depth. This course is not a prerequisite for any other math course. Lecture 3 hours. ▶ IAI ~ M1 904

### **MATH 1108 – College Algebra (3)**

*Prerequisite: MATH 1407 with a "C" or better or equivalent placement*

This course covers complex numbers, quadratic equations, polynomial and rational inequalities, the algebra of functions, graphing functions, inverse functions, rational functions, polynomial functions, systems of equations, determinants, Cramer's Rule, the binomial theorem and other selected topics. Lecture 3 hours.

### **MATH 1109 – Plane Trigonometry (3)**

*Prerequisite: MATH 1108 with a "C" or better*

A course dealing with definitions of trigonometric functions, graphing, formulas, identities, solution of triangles using trigonometric functions and logarithmic functions, solution of trigonometric equations, inverse trigonometric functions and their graphs, complex numbers and the solution of practical problems. Lecture 3 hours.

### **MATH 1110 – Precalculus (5)**

*Prerequisite: MATH 1407 with a "C" or better or equivalent placement*

Recommended for students needing to fulfill their five-hour requirement in College Algebra and Trigonometry in order to be able to complete Calculus requirements by the end of their fourth semester. It covers all the main topics in MATH 1108 and MATH 1109, plus other selected topics from these areas. Students taking this course will not receive credit for MATH 1108 or MATH 1109. Lecture 5 hours.

### **MATH 1111 – Statistics (4)**

*Prerequisite: MATH 1403 or 1407 with a "C" or better or equivalent placement*

A course recommended for students in such areas as math, science, economics, education and business. Topics include the language and process of statistics; descriptive methods using quantitative, qualitative and bivariate data; linear correlation and regression; fundamentals of probability; probability distributions, including binomial, normal and chi-square distribution; confidence intervals; and hypothesis testing using P-values and statistical software. Tradition and online format. Lecture 4 hours. ▶ IAI ~ M1 902

### **MATH 1121 – Calculus and Analytic Geometry I (5)**

*Prerequisite: MATH 1108 and MATH 1109 with a “C” or better or MATH 1110 with a “C” or better or equivalent placement*

A first course in calculus and analytic geometry, this course includes limits, techniques of differentiation, applications of the derivative, curve sketching, introduction to techniques of integration, transcendental functions, and circular functions. Topics include, but are not limited to: limits and continuity; definition of derivative, rate of change, slope; derivatives of polynomial and rational functions; the chain rule; implicit differentiation; approximation by differentials; higher-order derivatives; Rolle’s Theorem and mean value theorem; applications of the derivative; antiderivatives; the definite integral; the fundamental theorem of calculus; the calculus of the trigonometric functions; logarithmic and exponential functions; and, techniques of integration, including numerical methods and substitution. Lecture 5 hours. ▶ IAI ~ MTH 901 / M1 900-1

### **MATH 1130 – Mathematics for Elementary Teachers I (4)**

*Prerequisite: MATH 1403 or 1407 with a “C” or better or equivalent placement*

Topics include problem-solving, set theory and Venn diagrams, data collection and analysis, probability, number theory, nondecimal number systems and mental and electronic computation. It is designed to prepare prospective teachers for contemporary math concepts presented in elementary school textbooks. Lecture 3 hours. Lab 2 hours.

### **MATH 1201 – Technical Mathematics (3)**

*Prerequisite: MATH 1401 with a “C” or better or equivalent placement*

Topics to be covered include: percentage; powers of ten; ratios and proportions; algebra topics, including polynomials, equations and formulas; an introduction to trigonometry, including basic right triangle formulas. Practical applications of math concepts are stressed. Use of a calculator is included. Lecture 3 hours.

### **MATH 1202 – Business Mathematics (3)**

*Prerequisite: MATH 1401 with a “C” or better or equivalent placement*

A course primarily offered for students who plan to pursue the business curriculum in college. It is a problem-solving course with emphasis on improving skill in the fundamental processes of math as used in business. Included are such topics as percentage, simple and compound interest, annuities, payrolls, taxes and deductions, discounts, depreciation and installment sales. Lecture 3 hours.

### **MATH 1401 – Computational Math (3)**

Emphasis is on increasing the student’s skill in the fundamental processes in arithmetic with whole numbers, fractions, decimals and percents. In addition to the review of fundamental operations in arithmetic, the course includes such topics as ratio and proportion, multiples, prime factorization and applications. It may be taken in a classroom setting or on an independent study basis through the Math Lab. Lecture 2 hours. Lab 2 hours.

### **MATH 1402 – Algebra for College Students (3)**

*Prerequisite: MATH 1401 with a “C” or better or equivalent placement*

A course intended for those students who have had little or no training in algebra or who feel the need for an intensive review in the fundamentals of algebra. Topics to be covered include elementary algebraic operations, signed numbers, exponents and polynomials, simple equations, special products and factors, algebraic fractions and quadratic equations. This course may be taken in a classroom setting or on an independent study basis through the Math Lab. Lecture 2 hours. Lab 2 hours.

### **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, contemporary college 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.

### **MATH 1407 – Geometry and Intermediate Algebra (5)**

*Prerequisite: MATH 1402 with a “C” or better or equivalent placement*

A course for students who have not taken a geometry course and have a limited algebra background. Geometry is covered first – basic terms/concepts, theorems, angles, congruent triangles, parallels and parallelograms, applications involving area, perimeter, volume circumference, ratio-proportion, similarities and regular polygons. Algebra topics – factoring, algebraic fractions, systems

of equations, quadratic equations, exponents, radicals and roots, graphing, functions, inequalities and selected topics. Lecture 4 hours. Lab 2 hours.

### **MATH 1408 – Math for Health Occupations (5)**

*Prerequisite: MATH 1401 with a “C” or better or equivalent placement and Allied Health major*

A course intended to serve as a bridge for students in the health field who need an intense study of the fundamental processes in arithmetic and algebra in order to prepare for the college credit classes in their field. Topics will include whole numbers, fractions, decimals, percents, algebraic operations, signed numbers, simple equations, proportions and special products. Lecture 4 hours. Lab 2 hours.

### **MATH 2103 – Business Statistics (3)**

*Prerequisite: MATH 2106 with a “C” or better.*

The course is designed to provide the student with the statistical tools necessary to determine appropriate mathematical techniques and statistical tests required to evaluate data in order to answer questions related to business situations. Students will be able to identify and use statistical tools and quantitative reasoning to extract information from data, interpret the findings and demonstrate the ability to make and communicate informed business decisions, and determine and execute appropriate statistical tests using historical business data to evaluate current climate and infer population parameters. Statistical tools studied should include but are not limited to: descriptive measures of populations and samples, central tendency and variability, probability theory, interval estimation, hypothesis tests of means and proportions, simple linear regression, chi square tests, and one-way analysis of variance. Areas of study include organizing and summarizing statistical data, probability, sampling, parametric and nonparametric tests of hypotheses, analysis of variance, regression and correlation analysis and time series. Lecture 3 hours. ▶ IAI ~ BUS 901

### **MATH 2106 – Finite Mathematics (3)**

*Prerequisite: MATH 1108 with a “C” or better or equivalent placement*

Emphasis on concepts and applications, rather than mathematical structures. Course designed especially for students in business, economics, social sciences and life sciences, with applications drawn from these fields. Includes such topics as: vectors, determinants, matrices and matrix algebra; systems of linear equations and matrices; systems of inequalities and linear programming; simplex method, set theory, logic and Boolean algebra; counting and probability theory; stochastic processes; game theory; Markov chain methods; mathematical modeling; and the mathematics of finance. Lecture 3 hours. ▶ IAI ~ M1 906

### **MATH 2108 – Linear Algebra with Applications (3)**

*Prerequisite: MATH 2122*

This is a study of basic concepts and techniques of linear algebra, including systems of linear equations, matrices, determinants, vector spaces, linear transformation, eigenvectors and applications, with emphasis on business and engineering problems. Lecture 3 hours. ▶ IAI ~ MTH 911

### **MATH 2110 – Mathematics for Elementary Teachers II (3)**

*Prerequisite: MATH 1130 with a “C” or better.*

This course includes geometric figures, congruence, similarity, symmetry, transformations, measurement, parallelism, perpendicularity and constructions. Topics are approached both formally and informally using a laboratory setting and computer software. Lecture 2 hours. Lab 2 hours. ▶ IAI ~ M1 903

### **MATH 2115 – Calculus for Business (4)**

*Prerequisite: MATH 1108 with a “C” or better or equivalent placement*

Designed specifically for students in business and the social sciences with applications stress throughout and does not count toward a major or minor in mathematics. The course emphasizes applications of the basic concepts of calculus rather than proofs. Topics include limits; techniques of differentiation applied to polynomial, rational, exponential and logarithmic functions; partial derivatives and applications; maxima and minima of functions; and elementary techniques of integration, including substitutions and integration by parts. Traditional and online format. Lecture 4 hours. ▶ IAI ~ M1 900-B

## **MATH 2122 – Calculus and Analytic Geometry II (5)**

*Prerequisite: MATH 1121 with a “C” or better*

A second course in calculus and analytic geometry. This course includes applications of the definite integral, integration techniques, sequences and infinite series, polar coordinates and conic sections. Topics include, but are not limited to: area, volume, other applications of the integral; integration by parts, trigonometric substitution, and partial fractions; indeterminate forms and L'Hôpital's rule; improper integrals; sequences and series, convergence tests, Taylor series; parametric equations; and polar coordinates and equations. Lecture 5 hours. ▶ IAI ~ MTH 902 / M1 900-2

## **MATH 2123 – Calculus and Analytic Geometry III (4)**

*Prerequisite: MATH 2122 with a “C” or better*

A third course in calculus and analytic geometry, this course includes three-dimensional vectors and analytic geometry, multivariable functions and partial derivatives, integral calculus of multivariable functions, double and triple integration, line and surface integrals, and theorems of Green, Stokes and Gauss. Topics include, but are not limited to: vectors in 2 and 3 dimensions, vector operations; lines and planes in space; surfaces; quadric surfaces; functions of more than one variable; partial derivatives; the differential, directional derivatives, gradients; double and triple integrals, evaluation and applications; and cylindrical and spherical coordinates. Lecture 4 hours. ▶ IAI ~ MTH 903 / M1 900-3

## **MATH 2130 – Differential Equations (3)**

*Prerequisite: MATH 2122 with a “C” or better*

A course covering methods of solving ordinary differential equations. Topics: first-order differential equations, linear differential equations with constant coefficients, the general linear equation, variation of parameters, undetermined coefficients, linear independence and the Wronskian, exact equations, separation of variables, second-order differential equations, Laplace transforms, systems of linear differential equations, numerical methods and applications from physics, engineering, business and other areas. Lecture 3 hours. ▶ IAI ~ MTH 912

## **MEDICAL ASSISTANT**

### **CMA 1201 – Administrative Aspects (4)**

*Prerequisite: Admission to the Medical Assistant program*

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments and perform routine office duties. This course focuses on the financial aspects of the medical office, including accounts payable and accounts receivable. Students examine billing and collection procedures. Lecture 3 hours. Lab 2 hours.

### **CMA 1202 – Patient Care I (3)**

*Prerequisite: Admission to the Medical Assistant program*

This course includes the skills necessary for an entry-level medical assistant. Aseptic practice of the medical office will be defined and basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied. Lecture 2.5 hours. Lab 1 hour.

### **CMA 1203 – Billing & Coding (3)**

*Prerequisite: Admission to the Medical Assistant program*

This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals and apply the correct procedure and diagnostic codes. This course is specific to the needs of medical assisting. Lecture 3 hours.

### **CMA 1204 – Professionalism & Safety (3)**

*Prerequisite: Admission to the Medical Assistant program*

This course reviews the role and function of the medical assistant and provides health care professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting. Students will be prepared to meet the expectations of their employers, to volunteer effectively and to be competent and safe responders. Lecture 3 hours.

## **CMA 1205 – Lab Diagnostics (4)**

*Prerequisite: Admission to the Medical Assistant program and ALH 1201 and HECO 1202.*

The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of the laboratory, including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students demonstrate competency in the wide variety of specimen techniques used to collect, process and test specimens. Lecture 3 hours. Lab 2 hours.

## **CMA 1206 – Patient Care II (3)**

*Prerequisite: Admission to the Medical Assistant program and CMA 1202*

This course focuses on expanding the knowledge and skills in Patient Care I. More complex and independent procedures performed by the medical assistant will be explored. This course addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing, and includes the performance of an electrocardiogram. Lecture 2 hours. Lab 2 hours.

## **CMA 1207 – Practicum (4)**

*Prerequisites: Admission to the Medical Assistant program and CMA 1201, 1202, 1203, 1204, 1205 and 1206; ALH 1200, 1201 and 1202; and HECO 1202.*

This course provides the opportunity to apply clinical, laboratory and administrative skills in a supervised, non-remunerated externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as entry-level health care professionals. Lab 12.5 hours.

## **CMA 1208- Essentials in HIM (3)**

*Prerequisites: admission to the Medical Assistant Associate in Applied Science Degree program and CMA 1201, 1203 or permission of Medical Assistant Director.*

This course is designed to provide a comprehensive understanding of the practice of health informatics and prepare students for success in today's technology-filled healthcare practice. Concise coverage includes information systems and applications such as electronic health records, filing systems, data integrity and security, ICD-10-CM implementation, HIPAA, clinical decision support, telehealth, e-Patients, and social media tools, as well as system implementation. Students will learn data science and analytics. Every topic is culturally sensitive within healthcare. Lecture 3 hours.

## **MEDICAL CODING**

### **MEDC 1200 – Medical Office Procedures (3)**

This course will provide life skills that are applicable to all types of health care occupations. It will help students explore their career options and understand the skills and education they need to achieve success. Students will learn how to best market themselves to potential and current employers, tailor their resumes to match a job opening, search for job opportunities and establish career goals. Lecture 3 hours.

### **MEDC 1206 – Introduction to Medical Coding (3)**

*Prerequisites: HECO 1202 and CSCI 1102*

This course covers ICD diagnostics and procedural coding conventions and guidelines for outpatient, inpatient, and ambulatory care. Lecture 1 hour. Lab 4 hours.

*MEDC 1208 – Intermediate Medical and CPT Coding (3) Prerequisites: ALH 1201, CSCI 1102, HECO 1202 and MEDC 1206*

This course covers ICD diagnostics and procedural coding conventions and guidelines for outpatient, inpatient, and ambulatory care. It also covers Current Procedural Terminology (CPT) which is a set of codes, descriptions, and guidelines that describe procedures and services performed by physicians and other qualified health care providers. Lecture 1 hour. Lab 4 hours.

### **MEDC 1208 – Intermediate Medical and CPT Coding (3)**

*Prerequisite: ALH 1201, CSCI 1102, HECO 1202, MEDC 1206*

This course covers ICD diagnostics and procedural coding conventions and guidelines for outpatient, inpatient, and ambulatory care. It also covers Current Procedural Terminology (CPT) which is a set of codes, descriptions, and guidelines that describe procedures and services performed by physicians and other qualified health care providers. Lecture 1 hour. Lab 4 hours.

### **MEDC 1210 – Coding Clinical Practicum (3)**

*Prerequisites: MEDC 1206 and HIT 2207*

This course is for students completing the Medical Coding Specialist Certificate program. It focuses on directed practice activities and supervised clinical experience while performing actual tasks and responsibilities. Students will have the status of learner and will not be considered agency employees. Lab 6 hours.

### **MEDC 1211 – Selected Topics in Medical Coding (.5-4)**

The course will include an in-depth study of topics in the Medical Coding field. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours.

## **MICROBIOLOGY**

*Prerequisite: ENGL 1411 or equivalent placement*

### **MICR 1101 – Basic Microbiology (4)**

A study of basic principles of microbiology, including morphology, physiology, cultivation, pathology, reproduction and control of bacteria. Activities of viruses, protozoa, algae, molds, yeasts and invertebrate parasites are included. Emphasis is on medically significant microorganisms. Lecture 2 hours. Lab 4 hours.

### **MICR 1111 – Microbiology (4)**

This course is a study of the basic principles and activities of microorganisms, including: archaea, bacteria, algae, protozoa, yeasts, molds, viruses, and invertebrate parasites. Topics covered will include the history of microbiological concepts including their classification and evolution, microbial cell structure and function, as well as controlling microorganisms. Their environmental and societal impact through health and disease, as well as tools of biotechnology, is included. Lecture 3 hours. Lab 2 hours. ▶ IAI ~ L1 903L

## **MINING TECHNOLOGY**

### **MIN 1210 – Introduction to Mining (2.5)**

Students are introduced to mining as it exists in the world today. Emphasis is placed on creating a true and relatively complete picture of the mining industry with special concentration on the basics of practical mining from the viewpoint of health and safety. Lecture 2.5 hours.

### **MIN 1220 – Mine Atmosphere and Strata Control (3)**

This course will enable students to become proficient in mine ventilation systems and practices as well as mine, roof and rib control systems and devices. Lecture 3 hours.

### **MIN 1221 – Machine Operations (2)**

This course is designed to enter all phases of the operation of mining machinery. All machines and systems involved in the production and hauling of coal, such as supportive machines involved in water removal, man and materials handling, and mine blasting will be covered. Emphasis is placed on job safety analysis and planning. Lecture 1 hour. Lab 2 hours.

### **MINE 1230 – Mine Rescue I (2)**

Mine Rescue I covers the basic knowledge and skill set to be a mine rescue team member. The duties of the various team members, equipment, and the function of the team are fundamental to this course. Students experience working as a team in low visibility conditions to explore, report and rescue under the direction of an instructor. Lecture 2 hours.

### **MIN 1240 – Mechanics (3)**

*Prerequisite: MIN 1210*

Theory and practice in the mechanical maintenance of the various industrial machines are covered. This includes drive trains, gears, conveyers, belts, chains and other mechanical parts of industrial equipment. Lecture 2 hours. Lab 2 hours.

### **MIN 1607 – Current Problems in Mine Rescue (.5 – 3)**

Current Problems in Mine Rescue allows existing mine rescue teams and their support personnel to satisfy federal requirements to practice on a regular basis. Teams will attend structured training sessions and will engage in team building activities, solving mine rescue problems, and practicing skills necessary for a mine rescue team and its members. Lecture .5 – 3 hours.

### **MIN 1608 – Mine Rescue - Fire Brigade I (1)**

This course expands the existing Mining Technology curriculum to offer mine rescue and firefighting skills beyond initial training offered to a miner. The training is to assist mine rescue teams in fulfillment of the requirements of CFR 30 49.18, Training for Mine Rescue Teams. Training offers initial skills in the self-contained breathing apparatus used in firefighting and proper use of

firefighting gear. Teamwork is emphasized in skill-building exercises in patient extraction (search and rescue) and firefighting. Lab 2 hours. (Repeatable 3 times.)

### **MIN 1609 – Mine Rescue - Fire Brigade II (1)**

This course expands the existing Mining Technology curriculum to offer mine rescue and firefighting skills beyond initial training offered to a miner. The training is to assist mine rescue teams in fulfillment of the requirements of CFR 30 49.18, Training for Mine Rescue Teams. It also allows the use of new multi-level facilities. Teamwork is emphasized in skill-building exercises in patient extraction (search and rescue), firefighting, rope rescue, smoke exploration and confined space training. Lab 2 hours. (Repeatable 3 times.)

### **MIN 1656 – Annual Retraining of Underground Coal Mine Employees (.5)**

This course is designed to comply with the CFR (Code of Federal Regulations) 30; Part 46-Section 46.8 and Part 48-Section 48.8, and meet the minimum requirement specified by Mine Safety and Health Administration (MSHA) for the annual retraining of underground employees. Topics include but are not limited to safe work procedures, mining law, mine accidents, and measures to be taken to prevent future accidents. Lecture .5 hours. (Repeatable)

### **MIN 1666 – Annual Retraining of Surface Area Mine Employees (.5)**

This course is designed to meet the minimum requirement specified by Mine Safety and Health Administration (MSHA) for the annual retraining of surface employees. Topics included, but are not limited to, safe work procedures, mining law, mine accidents, and measures to be taken to prevent future accidents. Lecture .5 hours. (Repeatable)

### **MIN 1672 – Mine Examiner/Manager Preparation (2)**

This course is designed to prepare students to take the Mine Manager and/or Mine Examiner test for state certification. Lecture 2 hours.

### **MIN 1675 – Surface Mine Certification (.5-4)**

This course is designed to be offered to only qualified individuals for the purpose of training him or her on the mandated requirements set forth by the State of Illinois. Up to 4 credit hours and 4 lab hours.

### **MIN 1683 – Practical Mining Methods (.5)**

*Prerequisite: Employment in the Mining Industry*

This course offers people employed in the Mining Industry an opportunity to learn the methods used to produce coal in an effective and economic means. The course also prepares students for certification as State of Illinois Mine Examiner or Mine Manager. Lecture .5 hours.

### **MIN 2225 – Repair / Maintenance of Prep Plant (3)**

An introduction to the operation of a coal cleaning and preparation plant in accordance with approved bureau and state standards. The types of maintenance and repair needed for preparation plants will be covered. Lecture 2 hours. Lab 2 hours.

### **MIN 2227 – Mine Health, Safety and Rescue (5)**

This course relates knowledge of mine ventilation systems, roof and rib control systems, dust and noise control devices to practical mining with emphasis on the health and safety aspects. Intensive instruction in mine gases and gas detection devices with proper procedures and devices used in a mining emergency situation is included. Lecture 5 hours.

### **MIN 2240 – Mine Electrical Systems (4)**

*Prerequisites: INEL 1250 and INEL 1291, or consent of instructor*

Mine Electrical Systems is designed to cover a broad range of mine power and control systems from incoming high voltage to the mining equipment. The mine substation, transmission, distribution and protective equipment and operation are covered. Mine-wide control systems, atmospheric monitoring, communication and tracking systems are investigated. Installation, inspection and testing of permissible and non-permissible equipment are taught. Lecture 2 hours. Lab 4 hours.

### **MIN 2245 – Advanced Mechanics Maintenance (3)**

*Prerequisite: IST 2220*

This course includes the advanced diagnosing and repair of malfunctions in mining machines and how to correct these problems with the least amount of “down” time. Lecture 2 hours. Lab 2 hours.

## MUSIC

### MUSI 11XX-21XX – Applied Lessons (Varies)

The RLC Music Program offers private lessons in all instruments (brass, classical guitar, percussion, piano, strings, woodwinds) and voice. Lessons are open to all students regardless of major and / or skill level. There are no auditions required for private lessons. Students taking applied music will work closely with instructors to develop a unique lesson plan that fits each individual's need and skill level. Lessons are taken for 1 credit (one half-hour lesson a week) or 2 credits (one-hour lesson a week) and carry an additional fee of \$225 and \$450, respectively.

Some instruments are available for rental. No fee will be charged for instrument rental unless an instrument is returned in disrepair or is not returned.

Students who register for lessons will be contacted by an instructor during the first week of each semester to schedule a lesson time. To obtain additional information about Applied Music lessons, contact Sara Alstat at Ext. 1817.

### MUSI 1100 – Music Appreciation (3)

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

A course for the non-music major designed to develop an understanding and appreciation of music. It covers fundamentals, terminologies, forms and styles, with an emphasis on listening. Lecture 3 hours. ▶ IAI ~ F1 900

### MUSI 1101 – Music Theory I (3)

*Prerequisite: MUSI 1109 or consent of instructor*

This course is designed to further develop a student's background in music theory and provide the student with the foundational knowledge they will need to be a more effective writer and player. The basic elements of music theory, including melody, harmony, rhythm and form will be examined. Lecture 3 hours.

### MUSI 1102 – Music Theory II (3)

*Prerequisite: MUSI 1101 and MUSI 1103*

A continuation of MUSI 1101, exploring music theory in further depth leading toward an understanding of the structure and function of chords and the eventual analysis and composition of music. Lecture 3 hours.

### MUSI 1103 – Aural Skills I (1)

*Prerequisite: MUSI 1109 or consent of instructor*

A laboratory course designed to complement Music Theory I. This course is designed to help develop the skill of sight singing; emphasis in ear training, sight singing, and keyboarding skills. Lab 2 hours.

### MUSI 1104 – Special Topics in Music (1-3)

This course provides a study of special topics and or problems in music through readings, discussion, guided research, and/or field trips. Topics vary from semester to semester and must be approved by the Dean of Arts & Sciences. On-site visitations and travel may be included. Lab 2-6 hours. Repeatable three (3) times.

### MUSI 1105 – Practicum in Music Theatre (3)

This course is a music practicum course for students involved in the Rend Lake College Musical Theatre. Through directed work on musical productions, the student will gain singing, acting, playing in an ensemble, and/or technical skills. Hours to be arranged with the music director. Repeatable for up to 15 hours credit. Lab 6 hours.

### MUSI 1106 – Aural Skills II (1)

*Prerequisite: MUSI 1101 and MUSI 1103*

A laboratory course designed to complement Music Theory II. This course is designed to help develop the skill of sight singing; emphasis in ear training, sight singing and dictation. Lab 2 hours.

### MUSI 1109 – Fundamentals of Music (3)

A course for the non-music major designed as an introduction to beginning notation, ear training, sight singing and fundamental harmonic study. Emphasis is placed upon practical usage of music theory concepts through the keyboard. (Recommended as a transfer course for elementary and special education majors.) Lecture 3 hours.

### MUSI 1110 – Introduction to American Music (3)

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411*

This course is a historical survey of American popular music and its heritage. Emphasis is placed on terminology, forms and styles, with special emphasis on listening. Lecture 3 hours. ▶ IAI ~ F1 904

### MUSI 1111 – Music Literature (3)

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411*

This course is a study of performance genres, representative composers throughout music history and a moderate depth understanding and basic analysis of their compositions and the styles and forms of the music periods. Lecture 3 hours.

### MUSI 1120 – Applied Music I (Private Voice) (1-2)

*Prerequisite: MUSI 1140 or consent of instructor*

The study of applied music through a weekly private lesson. This course will provide the student with instruction in vocal technique, stylistic interpretation of assigned literature, discussion of its historical context, guidance in pronunciation and comprehension of text, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1121 – Applied Music I (Woodwinds) (1-2)

The study of applied music through a weekly private lesson. This course will provide the student with instruction in woodwind technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1122 – Applied Music I (Brass) (1-2)

The study of applied music through a weekly private lesson. This course will provide the student with instruction in brass technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1123 – Applied Music I (Strings) (1-2)

The study of applied music through a weekly private lesson. This course will provide the student with instruction in string technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1124 – Applied Music I (Percussion) (1-2)

The study of applied music through a weekly private lesson. This course will provide the student with instruction in percussion technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1126 – Applied Music I (Classical Guitar) (1-2)

The study of applied music through a weekly private lesson. This course will provide the student with instruction in classical guitar technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1127 – Applied Music I (Keyboard) (1-2)

*Prerequisite: MUSI 1145 & 1146 or consent of instructor*

The study of applied music through a weekly private lesson. This course will provide the student with instruction in keyboard technique, stylistic interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable once. Lab .5 hour for each hour of credit.

### MUSI 1140 – Voice Class I (1)

*Prerequisite: MUSI 1109 is strongly recommended*

An introductory course designed to introduce the student to the mechanics of good vocal production. Through lecture and discussion of technique and anatomy, the course will cover vocal exercises, posture, physical and vocal warm-ups. Materials studied may include vocal exercises, English, Italian and German or French art songs, popular standards, and musical theater selections. Repertory will be assigned according to the student's needs and abilities. Lab 2 hours.



### **MUSI 1145 – Piano Class I (1)**

This course is designed for the student to have an opportunity to learn the basic principles of piano playing. Beginning with note reading, it progresses next to sight reading, technical exercise to aid in the development of skills used in the playing of the instrument, and ultimately, the addition of beginning piano repertoire. Lab 2 hours.

### **MUSI 1146 – Piano Class II (1)**

*Prerequisite: MUSI 1145*

This course is a continuation of MUSI 1145 (Piano Class I). Student will learn and review musical terminology, musical notations and symbols, and specific piano-related terminology. Topics covered will include major and minor key signatures; exercises and repertoire using major and minor scales; exercises and repertoire using major and minor, diminished, and augmented triads in root position and inversions; chord progressions; ensemble playing of two to four parts; and use of the damper pedal. Lab 2 hours.

### **MUSI 1159 – Concert Choir I (1)**

*Auditions will be held during the first week of the semester*

An auditioned vocal ensemble that performs in concerts and at college functions and strives to build a high-quality repertoire representative of collegiate or semiprofessional organizations. This course is designed to provide a performing outlet for talented college musicians. Required for all vocal music majors. Repeatable once. Lab 2 hours.

### **MUSI 1161 – Concert Band I (1)**

*Auditions will be held during the first week of the semester*

The concert band provides a playing outlet for experienced band musicians. At least one concert per semester will be given. Repeatable once. Lab 2 hours.

### **MUSI 1163 – Community Orchestra I (1)**

The Community Orchestra performs in concert and at various college functions, striving to build a high-quality repertoire. The organization is designed to provide a performing outlet to talented college and community musicians. Repeatable once. Lab 2 hours.

### **MUSI 1164 – Instrumental Ensemble I (1)**

This course is open to Rend Lake College students and the community by permission of the director. It provides an opportunity for continued development of instrumental performance ability. Functioning every semester, the group performs in various styles. Repeatable once. Lab 2 hours.

### **MUSI 1166 – Community Chorus I (1)**

Each choral organization performs in concerts and at college functions and strives to build a high-quality repertoire representative of collegiate or semiprofessional organizations. They are designed to provide a performing outlet for talented college and community musicians. Repeatable once. Lab 2 hours.

### **MUSI 2101 – Music Theory III (3)**

*Prerequisite: MUSI 1102 and 1106*

A continuation of MUSI 1102, with an emphasis on the analysis and writing of chromatic harmonies. Also included are an introduction to 18th century counterpoint and the analysis of various classical forms. Lecture 3 hours.

### **MUSI 2102 – Music Theory IV (3)**

*Prerequisite: MUSI 2101 and 2103*

A continuation of MUSI 2101, with an emphasis on the analysis and writing of extended and chromatic harmonies. This course will also include an introduction to the theory, analysis, and practices of nineteenth and twentieth century music. Lecture 3 hours.

### **MUSI 2103 – Aural Skills III (1)**

*Prerequisite: MUSI 1102 and 1106*

A laboratory course designed to complement Music Theory III. This course is designed to further develop the skill of sight singing; emphasis in ear training, sight singing, and dictation. Lab 2 hours.

### **MUSI 2104 – Aural Skills IV (1)**

*Prerequisite: MUSI 2101 and 2103*

A laboratory course designed to complement Music Theory IV. This course is designed to further develop the skill of sight singing; emphasis in ear training, sight singing, and dictation. Lab 2 hours.

### **MUSI 2120 – Applied Music II (Private Voice) (1-2)**

*Prerequisite: Two semesters of MUSI 1120*

The continued study of applied music through a weekly private lesson. This course will provide the student with continued instruction in vocal technique,

stylistic interpretation of assigned literature, discussion of its historical context, guidance in pronunciation and comprehension of text, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2121 – Applied Music II (Woodwinds) (1-2)**

*Prerequisite: Two semesters of MUSI 1121*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in woodwind technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2122 – Applied Music II (Brass) (1-2)**

*Prerequisite: Two semesters of MUSI 1122*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in brass technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2123 – Applied Music II (Strings) (1-2)**

*Prerequisite: Two semesters of MUSI 1123*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in string technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2124 – Applied Music II (Percussion) (1-2)**

*Prerequisite: Two semesters of MUSI 1124*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in percussion technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2126 – Applied Music II (Classical Guitar) (1-2)**

*Prerequisite: Two semesters of MUSI 1126*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in classical guitar technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2127 – Applied Music II (Keyboard) (1-2)**

*Prerequisite: Two semesters of MUSI 1127*

The continued study of applied music through a weekly, private lesson. This course will provide the student with instruction in keyboard technique, stylistic, interpretation of assigned literature, discussion of its historical context, and communication through both sound and sight from the recital stage. Repeatable three times. Lab .5 hour for each hour of credit.

### **MUSI 2159 – Concert Choir II (1)**

*Prerequisite: Two semesters of MUSI 1159*

A continuation of MUSI 1159. An auditioned vocal ensemble that performs in concerts and at college functions and strives to build a high-quality repertoire representative of collegiate or semiprofessional organizations. This course is designed to provide a performing outlet for talented college musicians. Required for all vocal music majors. Repeatable once. Lab 2 hours.

### **MUSI 2161 – Concert Band II (1)**

*Prerequisite: Two semesters of MUSI 1161*

The concert band provides a playing outlet for experienced band musicians. At least one concert per semester will be given. Repeatable once. Lab 2 hours.

### **MUSI 2163 – Community Orchestra II (1)**

*Prerequisite: Two semesters of MUSI 1163*

A continuation of MUSI 1163. The Community Orchestra performs in concert and at various college functions, striving to build a high-quality repertoire. The organization is designed to provide a performing outlet to talented college and community musicians. Repeatable once. Lab 2 hours.

### **MUSI 2164 – Instrumental Ensemble II (1)**

*Prerequisite: Two semesters of MUSI 1164*

A continuation of MUSI 1164. This course provides opportunity for continued and advanced development of instrumental performance ability. Functioning every semester, the group performs in various styles. Repeatable three times. Lab 2 hours.

### **MUSI 2166 – Community Chorus II (1)**

*Prerequisite: Two semesters of MUSI 1166*

A continuation of MUSI 1166. Each choral organization performs in concerts and at college functions and strives to build a high-quality repertoire representative of collegiate or semiprofessional organizations. They are designed to provide a performing outlet for talented college and community musicians. Repeatable three times. Lab 2 hours.

## **NURSING**

### **NURS 1200 – Introduction to Basic Health Concepts (4)**

*Prerequisite: Acceptance into the RLC Associate Degree Nursing program*

This is an introductory course focusing on the study of nursing principles and skills basic to the care of individuals throughout the lifespan. Emphasis is placed on the concepts within each of the domains of the individual, nursing and health care. The concepts include medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in the course. Lecture 3.5 hours. Lab 1 hour.

### **NURS 1201 – Basic Health Concepts Clinical (1)**

*Prerequisite: Acceptance into the RLC Associate Degree Nursing program*

This is a clinical course focusing on the study of nursing principles and skills basic to the care of individuals throughout the lifespan. Emphasis is placed on the concepts within the three domains of the individual, health care, and nursing. Upon completion students should be able to provide safe nursing care incorporating the concepts identified in this course. Lab 2 hours (2 lab hours = 32 clinical hours).

### **NURS 1202 – Health & Illness Concepts (4)**

*Prerequisites: NURS 1200, NURS 1201*

This is a continuation of introductory course content focusing on the study of nursing principles and skills basic to the care of individuals throughout the lifespan. Emphasis is placed on the concepts within each of the domains of the individual, nursing and healthcare. The concepts include oxygenation/perfusion, fluid & electrolytes, acid-base, nutrition and metabolism, perioperative care, rest/sleep, comfort & grief, informatics, evidence based practice, individual centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in the course. Lecture 3.5 hours. Lab 1 hour.

### **NURS 1203 – Health & Illness Concepts Clinical (2)**

*Prerequisites: NURS 1200, NURS 1201*

This clinical is designed as a continuation of introductory course content focusing on the study of nursing principles and skills basic to the care of individuals throughout the lifespan. Emphasis is placed on the concepts within each of the domains of the individual, nursing, and healthcare. The concepts include oxygenation/perfusion, fluid & electrolytes, acid-base, nutrition and metabolism, perioperative care, rest/sleep, comfort & grief, informatics, evidence-based practice, individual centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in the course. Lab 4 hours (2 lab hours= 32 clinical hours).

### **NURS 1204 – Tools for Nursing Education (2)**

*Prerequisite: Admission into the RLC Associate Degree Nursing program*

This course is designed to prepare nursing students to be successful within the educational setting of the Associate Degree Nursing program. The course includes: communication skills, utilizing the learning resource center, introducing APA format for all nursing-related written assignments, dimensional analysis for dosage calculations, nursing history and the nursing process, stress and time management, study skills, test-taking strategies, and computer skills that includes the use of college e-mail and Canvas. Students will also begin to work online with a standardized testing tool used throughout the nursing program. Lecture 2 hours.

### **NURS 1205 – Family Health Concepts (3)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

This course is designed to further develop the concepts within the three domains of the individual, nursing, and health care. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief / loss, mood / affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. Lecture 3 hours.

### **NURS 1206 – Family Health Concepts Clinical (2)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

This clinical course is designed to further develop the concepts within the three domains of the individual, health care, and nursing and apply these concepts into the clinical / lab area. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief / loss, mood / affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Lab 4 hours (2 lab hours = 32 clinical hours).

### **NURS 1207 – Holistic Health Concepts (3)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

This course is designed to further develop the concepts within the three domains of the individual, health care, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress / coping, mood / affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Lecture 2.5 hours. Lab 1 hour.

### **NURS 1208 – Holistic Health Concepts Clinical (2)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

This clinical course is designed to further develop the concepts within the three domains of the individual, health care and nursing. Emphasis is placed on caring for patients with concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision making, caring interventions, managing care and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Lab 4 hours (2 lab hours = 32 clinical hours).

### **NURS 1209 – Pharmacology (2)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

This course emphasizes nursing responsibilities related to pharmacologic and non-pharmacologic therapies for health promotion. This course will synthesize pharmacological concepts including an overview of the history of drugs along with current issues. Pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions for prototype drugs for multiple body systems will be discussed. Major emphasis will be placed on nursing management practices as well as adverse drug reactions and drug use in special populations. Lecture 2 hours.

### **NURS 1212 – Transition to Practical Nursing (4)**

*Prerequisites: NURS 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208 & 1209; and ZOO 1105 & 1106, all with a minimum grade of "C", and approval from the Director of Nursing.*

The Practical Nursing Exit-Out option is designed to provide education preparing the student for practice as a licensed practical nurse after completion of the first two semesters of the ADN RN program. This course includes expansion of the leadership and management skills necessary for personal and career growth and development, emphasizing assignment delegation and conflict management. This course will provide the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurse's defined scope of practice related to clinical practice, communication, nursing process, ethical / legal issues and leadership skills. This course also provides an opportunity to acquire additional knowledge in areas of concern and to build on areas of strength to improve the chances of being successful in the NCLEX-PN. Lecture 3 hours. Lab 2 hours.

### **NURS 1213 – Introduction to Health Concepts II (4)**

*Prerequisite: Current Illinois LPN and ZOO 1106 within the past five years.*

This course is designed to facilitate a successful transition into the second year of the Associate Degree Nursing Program for those students who have successfully completed a Practical Nursing Program. The course utilizes concept-based instruction, which is the foundation of the nursing curriculum. Emphasis is placed on critical thinking and applying first-year nursing knowledge to classroom and lab situations. Integration of technical skills and assessment techniques are essential for success in this course. Students will examine their knowledge base and review nursing skills in order to enter the second year of the nursing program. Lecture 3 hours. Lab 2 hours.

### **NURS 1214 – Medications in Nursing (2)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204, NURS 1205, NURS 1206, NURS 1207, NURS 1208 and NURS 1209 or NURS 1213*

This course emphasizes nursing responsibilities related to pharmacologic and non-pharmacologic therapies for health promotion. This course will continue the discussion of pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions for drugs for multiple body systems. Major emphasis will be placed on nursing management practices as well as adverse drug reactions and drugs use in special populations. This course will present current issues and nursing implications related to pharmacology for the continuum of illnesses across lifespans. Lecture 2 hours.

### **NURS 1609 – Metrics for Nursing (.5)**

This course is the study of calculations required for medications administration. Students will demonstrate mathematical ability using dimensional analysis to calculate dosage problems, as well as, conversion between systems of measurement. Lecture .5 hours.

### **NURS 1616 – Clinical Skills Review (1)**

*Prerequisites: PNUR 1214 and PNUR 1215*

This course will provide a review of basic and advanced nursing skills such as: sterile techniques, vital signs, medical asepsis, etc. The course will consist of demonstrations, explanations and return demonstration performances by students. Lab 2 hours.

### **NURS 1625 – CNA Instructor (3)**

*Prerequisite: Must be a registered nurse who meets the nurse aide instructor requirements in 77 Illinois Administrative Code Section 395.50*

This course is designed to prepare registered nurses to teach nurse assistant students. It includes content related to instructional methods, instructional materials, learning theory and student evaluation. These areas will be applied to teaching in a classroom, clinical or laboratory setting. Illinois Department of Public Health regulations for education of nurse assistants will be covered. Also contained in the course is a review of Alzheimer's disease including symptoms, nursing care and available resources for families and health care providers. Lecture 3 hours.

### **NURS 1655 – Occupational Health Care Experience (4 – 6)**

*Prerequisite: Instructor consent.*

An in-depth study of topics in the health field. The exact content will vary from semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Lecture 1 hour. Lab 6 -10 hours.

### **NURS 2201 – Registered Nurse Review Course (2)**

*Prerequisites: NURS 2212, NURS 2213, NURS 2214 & NURS 2215*

This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). This course review knowledge, skills, concepts and attitudes essential for the safe and effective practice of nursing at the entry level for the registered nurse. Situations are given to review application and analysis of nursing knowledge. The nursing process and client needs are addressed in health care situations that registered nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-RN. Lecture 2 hours.

### **NURS 2212 – Health Care Concepts (3)**

*Prerequisites: ZOO 1105, ZOO 1106, NURS 1205, NURS 1206, NURS 1207, NURS 1208, NURS 1209*

This course is designed to further develop the concepts within the three domains of the individual, health care, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring

interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Lecture 2.5 hours. Lab 1 hour.

### **NURS 2213 – Health Care Concepts Clinical (2)**

*Prerequisites: ZOO 1105, ZOO 1106, NURS 1205, NURS 1206, NURS 1207, NURS 1208 & NURS 1209*

This clinical is designed to further develop the concepts within the three domains of the individual, health care, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Lab 4 hours (32 clinical hours = 2 lab hours).

### **NURS 2214 – Health Systems Concepts (3)**

*Prerequisites: ZOO 1105, ZOO 1106, NURS 1205, NURS 1206, NURS 1207, NURS 1208, NURS 1209, NURS 2212 & NURS 2213*

This course is designed to further develop the concepts within the three domains of the Individual, healthcare, and nursing. Emphasis is placed on the concepts of comfort, mood and affect, grief and loss, violence, health-wellness-illness, collaboration, managing car safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts of psychiatric nursing, leadership qualities and understanding of the interdisciplinary healthcare team. Lecture 2.5 hours. Lab 1 hour.

### **NURS 2215 – Health Systems Concepts Clinical (2)**

*Prerequisites: ZOO 1105, ZOO 1106, NURS 1205, NURS 1206, NURS 1207, NURS 1208, NURS 1209, NURS 2212 & NURS 2213*

This clinical is designed to further develop the concepts within the three domains of the individual, health care, and nursing. Emphasis is placed on the concepts of grief / loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, health care systems, ethics, accountability, and evidenced-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts of psychiatric nursing, leadership qualities and understanding the interdisciplinary health care team. Lab 4 hours (32 clinical hours = 2 lab hours).

### **NURS 2216 – Complex Health Concepts (6)**

*Prerequisites: NURS 2212, NURS 2213, NURS 2214, NURS 2215, PSYC 2101*

This course is designed to assimilate the concepts within the three domains of the individual, health care, and nursing. Emphasis is placed on the concepts of fluid / electrolytes, metabolism, perfusion, mobility, stress / coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, health care systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, care for complex medical issues and demonstrate leadership in the nursing profession. Lecture 5.5 hours. Lab 1 hour.

### **NURS 2217 – Complex Health Concepts Clinical (4)**

*Prerequisites: NURS 2212, NURS 2213, NURS 2214, NURS 2215, PSYC 2101*

This clinical course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health wellness-illness, professional behaviors, caring interventions managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized care for complex medical issues and demonstrate leadership in the nursing profession. Clinical hours are incorporated into this course to enhance the knowledge achieved. 32 clinical hours = 2 lab hours

## **OCCUPATIONAL**

### **OCCU 1601 – Skills for a Successful Career (1-6)**

This course is designed to provide pre-employment skills to prepare individuals for future jobs. Topics included are: career awareness, resume writing, career assessment, goal setting, financial responsibilities and job seeking skills such as conflict resolution and relationship building. Lecture 1-6 hours.

## OFFICE SYSTEMS TECHNOLOGY

*Those courses which are individualized are indicated in the heading. Individualized instruction allows the student to progress at his or her own rate. Each student must attend a two-hour orientation session the first week of classes. Flexible hours may be arranged through an instructor. The course is concluded upon successful completion of its requirements.*

### OFTC 1203 – Building Keyboarding Speed and Accuracy I (1)

This course is designed for students to improve keystroking speed and accuracy through timed copy analysis, goal-setting and corrective drill practice using skillbuilding software. Students should type a minimum of 45 words per minute for five minutes, with five or fewer errors, by the end of the semester. Lab 2 hours.

### OFTC 1204 – Building Keyboarding Speed and Accuracy II (1)

*Prerequisite: OFTC 1203 with "C" or better*

This course is designed for students to improve keystroking speed and accuracy through timed copy analysis, goal-setting and corrective drill practice using skillbuilding software. Students should type a minimum of 55 words per minute for five minutes, with five or fewer errors, by the end of the semester. Lab 2 hours.

### OFTC 1206 – Computerized Accounting with QuickBooks (1)

This course is an introduction to computerized accounting using QuickBooks, the general ledger software for small- and medium-sized businesses. Students will learn how to maintain a general ledger, track vendors, customers and inventory activities, process payroll for company employees, prepare bank reconciliations and complete other key accounting procedures. Lecture .5 hour. Lab 1 hour.

### OFTC 1232 – Business Data Entry (3)

This course provides applications and activities to familiarize students with the procedures for data entry used in modern business offices. Activities will include building speed and accuracy using the touch system for the numeric pad. Applications will include calculating payrolls, invoices, purchase orders, merchandise inventory, interest rates, tax returns and real estate taxes, etc. Speed tests will be given to develop speeds that will prepare students for data-entry jobs. Lecture 1 hour. Lab 4 hours.

### OFTC 1233 – Office Accounting (3)

This course is designed for an individual who is seeking an understanding of general office accounting principles such as debits / credits, t-accounts, entering journal entries, and posting to the general ledger. Emphasis will be placed on various scenario-driven accounting problems which students will likely encounter in a traditional office setting. Lecture 3 hours.

### OFTC 1234 – Communication in Technical Services (3)

This course is designed to provide a foundation in customer and employee service. Students will examine skills and attitudes necessary to successfully interact with the public and coworkers. The course will focus on effective written and oral communication skills, valuable soft skills necessary to meet customer / coworker needs, and the importance of serving as a positive representative in the office / business setting. Lecture 3 hours.

### OFTC 1252 – Records Management Concepts and Computerized Applications (3)

This course introduces the student to the field of records management and will describe job levels in the field. The student will be provided with an overview of equipment, supplies and methods used for storing paper records. An in-depth explanation and application of the ARMA simplified filing rules will be provided through the use of a simulation project covering alphabetic, numeric, subject and geographic storage and retrieval. These rules also will be applied to computer applications. Lecture 3 hours.

### OFTC 1280 – Medical Terminology (3)

The course is designed to familiarize students with root words, prefixes and suffixes used to describe the systems of the body in normal and abnormal conditions. Emphasis is placed on the formation, definition and pronunciation of words used in the practice of medicine. Lecture 3 hours.

### OFTC 1281 – Medical Transcription (3)

*Prerequisite: OFTC 1280 with "C" or better*

This course is designed to develop skill in keyboarding/formatting and in transcribing from machine dictation a variety of medical documents such as forms, correspondence, consultation and simple reports. Reinforcement of medical terminology and language skills and use of reference materials will be emphasized. Lecture 2 hours. Lab 2 hours.

### OFTC 2261 – Office Procedures and Technology (3)

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.

### OFTC 2262 – Integrated Office Procedures (3)

*Prerequisite: OFTC 2261*

This course is designed to integrate technological skills with communications, human relations and records management. Office simulations utilizing the model office will be an integral part of the course. Students will be working in a team-building environment. Lecture 2 hours. Lab 2 hours.

### OFTC 2265 – Office Supervision and Administration (3)

This course is designed to acquaint students with management principles and practices and to develop an understanding of leadership styles of the office manager. This course introduces planning, organizing, implementing, evaluating and controlling organizational functions as related to supervisory positions. Areas covered include human resource management, supervision of employees, managing electronic systems, decision making, productivity improvement, information management, financial resource management and ergonomics. Lecture 3 hours.

### OFTC 2291 – Cooperative Experience I (3)

*Prerequisites: Consent of the instructor and successful completion of the first year of one of the Office Systems Technology degree programs with a minimum of a 2.0 cumulative grade-point average*

This course is designed to give the Office Systems Technology student an opportunity to obtain further knowledge and skills through planned and supervised work experience in an office setting. The student may receive both financial remuneration and academic credit. Lab 15 hours.

## ORIENTATION

### ORIE 1101 – Orientation (1.5)

This course is designed to improve academic, personal/social and career survival skills. Topics include the college's organization, layout, offerings and policies. Lecture 1 hour. Lab 1 hour.

## PHARMACY TECHNICIAN

### PHAR 1201 – Pharmacology & Medical Calculations (3.5)

Students will review drug trade names and generic names as well as drug classifications and routes of administration. Drug classifications include anti-infectives, endocrine, gastrointestinal, hormone, narcotic, neurological, psychiatric, renal and respiratory. Routes of administration topics include topical, ophthalmic, otic and oral agents. It will provide students in-depth information on the therapeutic use and side effects of prescription medications, nonprescription medications and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms and routes of administration. Therapeutic areas covered include cardiac agents, muscle relaxants, narcotic analgesics, anti-inflammatory drugs, immunizations and neoplastic agents. Inventory and purchasing guidelines, professional communication, customer service skills, safety and medication error preventions will be explored and practiced. Lecture 3.5 hours.

### PHAR 1202 – Pharmacy Technician Practices (3)

*Prerequisite: Admission to the Pharmacy Technician program; PHAR 1201 or concurrent enrollment*

Pharmacy Technician Practices outlines the role of medical insurance and pharmacy billing within the pharmacy industry. Students demonstrate the use of current technology to carry out administrative pharmacy tasks. Medication dispensing and over-the-counter compliance in accordance with federal and state laws and regulations is outlined and practiced in simulated scenarios. Students practice interpreting prescriptions by learning common pharmacy terms and abbreviations. This class will introduce the student to medication laws, standards and regulations affecting pharmacy technicians. Quality assurance and quality control will be examined as well as professional behaviors needed to become a successful pharmacy technician. The in-depth role of a pharmacy technician will be explored. Diversity and healthcare confidentiality will be explored in detail. Lecture 3 hours.

### **PHAR 1203 – Pharmacy Drug Distribution (3.5)**

*Prerequisite: Admission to the Pharmacy Technician program; PHAR 1201 or concurrent enrollment*

This lab will introduce the student to hands-on experience in the production of pharmaceutical products. Medication preparations, labeling, product storage, providing supplemental patient information, and quality assurance will be demonstrated and mastered. Throughout this course, students gain an appreciation for the value of technician certification and active involvement in professional organizations. Lecture 2.5 hours. Lab 2 hours.

### **PHAR 1204 – Pharmacy Community Clinical (3)**

*Prerequisite: Admission to the Pharmacy Technician program; PHAR 1201 or concurrent enrollment*

Students practice skills developed throughout the certificate program in an environment which employs pharmacy technicians. The second rotation will be within a community or outpatient pharmacy which does not offer infusion services. Performance of all activities performed by a pharmacy technician at the specific site will be evaluated by the site supervisor. Lab 6 hours.

### **PHAR 1205 – Pharmacy Hospital Clinical (3)**

*Prerequisite: Admission to the Pharmacy Technician program, PHAR 1201 or concurrent enrollment.*

Students practice skills developed throughout the certificate program in an environment which employs pharmacy technicians. The first internship rotation will provide infusion services. Performance of all activities performed by a pharmacy technician at the specific site will be evaluated by the site supervisor. Lab 6 hours.

## **PHILOSOPHY**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

### **PHIL 1101 – Introduction to Philosophy (3)**

An introduction to the problems and branches of philosophy such as metaphysics, epistemology, ethics, political philosophy, philosophy of religion and contemporary views of philosophy. The aim of the course is to have students undertake a critical examination of their own ideas in relation to traditional philosophical positions. Lecture 3 hours. ▶ IAI ~ H4 900.

### **PHIL 2101 – Logic (3)**

The purpose of the course is to develop the student's reasoning and problem-solving skills. These skills include the ability to identify and formulate problems, as well as to propose solutions to various problems. Logical skills relating to decision-making, correct inference, evaluation of evidence and the detection fallacies and propaganda will be increased through analysis. Lecture 3 hours. ▶ IAI ~ H4 906

### **PHIL 2103 – World Religions (3)**

The purpose of this course is to introduce the student to contemporary and historical world religions, such as Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam and indigenous religions. These religions will be analyzed through study of their development, sacred texts, and distinctive teachings. Emphasis will be on understanding religion as an expression of cultural diversity. Lecture 3 hours. ▶ IAI ~ H5 904N

### **PHIL 2104 – Ethics (3)**

The purpose of this course is to introduce the student to the elements of ethics, including principal ethical theories, concepts and meanings and their practical application to contemporary moral problems. Lecture 3 hours. ▶ IAI ~ H4 904

### **PHIL 2105 – Non-Western Philosophy (3)**

A survey of philosophical concepts and value systems of several non-Western cultures. Thinkers, texts and philosophical movements from Africa, South Asia and East Asia are studied. Cultural biases involved in thinking are examined for a better understanding of cultural diversity. Lecture 3 hours. ▶ IAI ~ H4 903N

### **PHIL 2106 – Philosophy of Religion (3)**

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 afterlife, religious language and religious experience. Lecture 3 hours. ▶ IAI ~ H4 905

## **PHLEBOTOMY**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

### **PHLE 1200 – Introduction to Phlebotomy (4)**

The course will provide basic instruction on techniques, procedures, and issues pertaining to the proper collection of blood specimens for routine clinical laboratory testing. Lecture 4 hours.

### **PHLE 1201 – Practicum (6)**

This course will provide a clinical experience for students in laboratory facilities. Clinical experiences provide opportunities for students to utilize knowledge and skills in direct care situations. Successful completion of this course requires the student to complete all hours and to complete a minimum of 100 successful unaided venipunctures, 25 successful unaided skin punctures and orientation in a full service laboratory. Lab 12 hours.

## **PHYSICAL EDUCATION**

### **PYED 1103 – Golf (1)**

Develop skills, knowledge, attitudes and conditions essential to playing golf. Lab 2 hours. (Repeatable – 2 times)

### **PYED 1104 – Basketball (1)**

Develops skills, knowledge, attitudes and conditions for playing basketball. Lab 2 hours. (Repeatable – 2 times)

### **PYED 1105 – Weight Conditioning (1)**

The course offers instruction and practice in proper techniques of the development of muscular strength, endurance, and flexibility. Emphasis is placed on application of scientific principles and methods used to build, improve and maintain proper muscular fitness through a variety of exercise options. Lab 2 hours.

### **PYED 1107 – Volleyball (1)**

Develop skills, knowledge and attitudes essential to those interested in playing volleyball. Lab 2 hours. (Repeatable – 2 times)

### **PYED 1108 – Baseball (1)**

Develops skills, knowledge, attitudes and conditions necessary for playing baseball. Lab 2 hours. (Repeatable – 2 times)

### **PYED 1118 – Aerobics ~ Individualized Fitness Program (1)**

An introductory course in Aerobics as an individualized fitness program, with emphasis on safe, physical participation, including an evaluation of individual progress and a study of the concepts involved. Lab 2 hours.

### **PYED 1128 – Softball (1)**

Develops skills, knowledge and attitudes essential for playing softball. Lab 2 hours. (Repeatable – 2 times)

### **PYED 1130 – Introduction to Physical Education (3)**

This course is designed to give the prospective physical education teacher / coach / recreation worker the philosophy, objectives, professional preparation, duties and qualifications of the physical educator using lectures, class discussions and field observations. Lecture 3 hours.

### **PYED 1133 – Concepts of Physical Fitness (3)**

A course designed to provide Physical Education students with the most recent scientific evidence to promote health-related physical fitness by introducing different training programs, their benefits and means of evaluation. Lecture 2 hours. Lab 2 hours.

### **PYED 1136 – Aerobics II (1)**

*Prerequisite: PYED 1118*

An intermediate course in Aerobics as an individualized fitness program, with emphasis on safe, physical participation including an evaluation of individual progress and a study of the concepts involved. Lab 2 hours.

### **PYED 1137 – Lifeguard Training I (1.5)**

*Prerequisite: Minimum age of 15 and ability to demonstrate competency in a swimming pre-test.*

Develop skills, knowledge and attitudes needed to prevent and respond to aquatic emergencies required to become a certified American Red Cross Lifeguard. Lecture 1 hour. Lab 1 hour.

### **PYED 1142 – Sports and Modern Society (3)**

A study of the interrelationships between society, cultures, values and sports, and the ways in which they influence one another. Lecture 3 hours.

### **PYED 1143 – Weight Conditioning II (1)**

*Prerequisite: PYED 1105*

The course of intermediate weight conditioning continues the instruction and practice in proper techniques of the development of muscular strength, endurance, and flexibility. Emphasis is placed on the application of the scientific principles and methods used to build, improve, and maintain proper muscular fitness through a variety of exercise options. Included in the course are body composition, nutrition information, and various avenues for attaining cardiovascular health and fitness. Lab 2 hours.

### **PYED 1144 – Weight Training I (1.5)**

The weight training course offers classroom instruction in basic strength training principles and practice in the proper techniques for the development of muscular strength, endurance, and flexibility. Instruction will emphasize the application of scientific principles and methods used to build, improve, and maintain proper muscular fitness, body composition and nutritional information. Lecture .5 hour. Lab 2 hours.

### **PYED 1160 – Fitness Center (1)**

Individualized introduction to and participation in a multi-station aerobic super-circuit utilizing sub-maximal weights with multiple repetitions. After cardiovascular and other physiological testing, students will be provided opportunities to increase cardiovascular efficiency, improve muscle tone and reduce percent of body fat by rotating through a circuit, going from a stationary bike to Universal equipment. Orientation session to be scheduled with instructor during the first week of class. Lab 2 hours.

### **PYED 1164 – Introduction to Coaching (2)**

The various aspects of the coaching career will be analyzed, with focus on such topics as how to become a coach, why people coach, how coaches motivate, techniques of coaching and the coach's relationships with other members of the institution and community. Lecture 2 hours.

### **PYED 1165 – Fitness Center II (1)**

*Prerequisite: PYED 1160*

An individualized continuation of PYED 1160 – Fitness Center I. The course is for those students desiring to continue benefits from universal super-circuit workouts. An orientation session will be scheduled with the instructor during the first week of classes. Lab 2 hours.

### **PYED 1170 – Fitness Center III (1)**

*Prerequisite: PYED 1165*

An individualized continuation of PYED 1165 – Fitness Center II. This course is designed for those who wish to continue their physical fitness and aerobic improvement in the super-circuit fitness center. An orientation session will be scheduled with the instructor during the first week of classes. Lab 2 hours.

### **PYED 1175 – Fitness Center IV (1)**

*Prerequisite: PYED 1170*

An individualized continuation of PYED 1170 – Fitness Center III. This course is intended to provide an opportunity for students to continue participation in the multi-station aerobic super-circuit fitness center. An orientation will be scheduled with the instructor during the first week of classes. Lab 2 hours.

### **PYED 1180 – Aquatic Fitness I (1)**

*Required: Orientation/Testing Session*

After the orientation and physiological testing, students will be given a printout of the test results and a proposed individualized workout schedule that will provide opportunities to increase cardiovascular efficiency, improve muscle tone and reduce percent of body fat by participation in a multi-station water aerobic circuit and lap swimming. Workout sessions may be conducted any time the pool is open. Lab 2 hours.

### **PYED 1185 – Aquatic Fitness II (1)**

*Prerequisite: PYED 1180*

A continuation of PYED 1180 – Aquatic Fitness I, this course is for students desiring to continue to benefit from the multi-station water aerobics circuit and lap swimming. Workouts may be conducted any time the pool is open. Orientation will be scheduled with instructor during the first week of classes each semester. Lab 2 hours.

### **PYED 1190 – Aquatic Fitness III (1)**

*Prerequisite: PYED 1185*

(Individualized) A continuation of PYED 1185, this course is for students wishing to continue their physical fitness and aerobic improvement from the multi-station water aerobic circuit and lap swimming. Workouts may be conducted any time the pool is open. It may be taken for a letter grade or pass-fail, but that determination must be made at the time of registration and may not be changed. Orientation session to be scheduled with instructor during the first week of classes each semester. Lab 2 hours.

### **PYED 1195 – Aquatic Fitness IV (1)**

*Prerequisite: PYED 1190*

A continuation of PYED 1190 – Aquatic Fitness III, this course is for students wishing to continue their physical fitness and aerobic improvement from the multi-station water aerobics circuit and lap swimming. Workouts may be conducted any time the pool is open. Orientation will be scheduled with instructor during the first week of classes. After the orientation and physiological testing, students will be given a print out of the test results and a proposed individualized workout schedule that will provide opportunities to increase cardiovascular efficiency, improve muscle tone and reduce percent of body fat by participation in a multi-station water aerobic circuit and lap swimming. Lab 2 hours.

## **PHYSICAL SCIENCE**

*Prerequisite: ENGL 1411 and MATH 1402 or equivalent placement*

### **PHSC 1101 – Physical Science (5)**

An introductory course into the interdisciplinary physical sciences. The subject matter includes units on astronomy, chemistry, physics and earth science. It is designed to fulfill the physical science requirement for general education students. Lecture 4 hours. Lab 2 hours. ▶ IAI ~ P9 900L

### **PHSC 1102 – Principles of Earth Science (3)**

Principles of Earth Science will introduce the student to the make-up and processes of the planet Earth. The course will include history of the Earth, plate tectonics, physical properties and materials, natural phenomena such as volcanoes, earthquakes, and landslides, weathering and erosion, natural resources, oceans, waste and pollution, and human impact. Lecture 3 hours. ▶ IAI ~ P1 905

## **PHYSICS**

### **PHY 1101 – College Physics I (5)**

*Prerequisite: MATH 1109 or MATH 1110 with a "C" or better*

An introductory course in classical and modern physics without calculus as a prerequisite. Units covered include kinematics, Newton's Laws, circular motion, work and energy, fluids, thermodynamics, the kinetic theory of matter and heat. Classes are for premedical, dental, pharmacy and pre-four-year engineering technology students. Lecture 4 hours. Lab 2 hours. ▶ IAI ~ P1 900L

### **PHY 1102 – College Physics II (5)**

*Prerequisite: PHY 1101 with a "C" or better or approval of the Dean*

A continuation of PHY 1101 into a study of waves, simple harmonic motion, electricity, magnetism, light and optics and special relativity. It is intended for premedical, dental, pharmacy and pre-four-year engineering technology students. Lecture 4 hours. Lab 2 hours.

### **PHY 1103 – University Physics I (5)**

*Prerequisite: MATH 1121 with a "C" or better*

This course covers the mechanics of vectors, linear motion, Newton's Laws, rotational motion, mechanics of solids and liquids and thermodynamics and heat. It is intended for pre-engineering and science majors. Lecture 4 hours. Lab 2 hours. ▶ IAI ~ P2 900L

### **PHY 1104 – University Physics II (5)**

*Prerequisite: MATH 2122 or concurrent enrollment and PHY 1103 with a "C" or better*

This is a continuation of PHY 1103 and includes DC-AC electricity and magnetism, wave motion and light. Intended for pre-engineering and science majors. Lecture 4 hours. Lab 2 hours.

### **PHY 2101 – Statics (3)**

*Prerequisites: MATH 1121 and PHY 1101, or PHY 1103 with a "C" or better*

A study of particle statics, general principles and force vectors, rigid body equilibrium, moments of inertia, distributed forces and centroids, analysis of structures, virtual work, and friction. Students will demonstrate ability to solve two and three-dimensional force systems by vector and scalar methods and learn to apply principles of forces to problems involving structures and friction. Lecture 3 hours. ▶ IAI ~ EGR 942

### **PHY 2102 – Dynamics (3)**

*Prerequisite: PHY 2101 with a “C” or better*

A study of particle kinematics (rectilinear and curvilinear); Newton’s laws; energy, work and momentum methods; planar dynamics and rigid bodies; rigid body kinematics; impulse and momentum; vibrations; displacements, velocity and acceleration of a particle; relation between forces acting on rigid bodies and the changes in motion produced; translation; rotation; plan motion solutions using the principles of force, mass and acceleration; work and energy, impulse and momentum. Students will demonstrate skills in problem solving by identifying, formulating, and solving engineering problems in the dynamics topic areas previously mentioned. Lecture 3 hours. ▶ IAI ~ EGR 943

### **PHY 2121 – Electrical Engineering Circuits (4)**

*Prerequisite: MATH 2123 and PHY 1104 with a “C” or better*

This course is designed to meet the lecture requirements for an introductory Electrical Engineering Circuits course for electrical engineering majors and other engineering majors. Topics include concepts of electricity and magnetism; circuit variables (units, voltage, inductance, power and energy); circuit elements (R, L, C and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents and superposition); transient analysis; and sinusoidal steady state (analysis and power). Lecture 3 hours. Lab 2 hours. ▶ IAI ~ EGR 931

## **POLITICAL SCIENCE**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

### **POLI 1101 – State and Local Government (3)**

The structure, function and operation of state, county and local units of government are studied. Contemporary problems are given special attention, as well as Illinois politics and its constitution. Office holders will be used to emphasize practical applications. *Successful completion of this course is evidence of having passed the State and Federal Constitution Test.* Lecture 3 hours. ▶ IAI ~ S5 902

### **POLI 2101 – American Government (3)**

A study of the origin, nature and purpose of the national government. The structure, functions and powers of government in current affairs are emphasized. Attention is given to the relationship of the citizen and interest groups to government in order to create knowledge and leadership potential that will be transformed into practical demonstrative service. *Successful completion of this course is evidence of having passed the State and Federal Constitution Test.* Lecture 3 hours. ▶ IAI ~ S5 900

## **PSYCHOLOGY**

### **PSYC 2101 – Introduction to Psychology (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

An introductory course in the scientific study of affect, behavior and cognition. The broad scope of the field of psychology will be covered, with emphasis on major theories, multi-cultural and gender differences, and behavior patterns of the individual. Child development, learning theories, abnormal psychology, mental health, personality and mental measurement and their practical applications will be studied. Lecture 3 hours. ▶ IAI ~ S6 900

### **PSYC 2102 – Child Psychology (3)**

*Prerequisite: PSYC 2101*

A study of the psychological development of the child, with emphasis on practical applications useful to parents, educators and other caregivers. The course covers human development from conception through young adulthood, including multi-cultural and gender-related issues. Lecture 3 hours. ▶ IAI ~ S6 903

### **PSYC 2103 – Educational Psychology (3)**

*Prerequisite: PSYC 2102 or consent of instructor*

Study and application of the principles of development, learning and motivation as they apply to children from birth to adulthood. Emphasis is given to the characteristics of effective school, effective teachers and students. Topics include learning theories, content areas, motivational and measurement techniques. Application of psychological principles will be presented as they relate to individual differences, multi-cultural backgrounds, societal expectations and gender roles. Lecture 3 hours.

### **PSYC 2104 – Personality Dynamics (3)**

*Prerequisite: PSYC 2101*

Investigation of selected theories of personality development, motivation, stress and stress reactions and maladaptive coping patterns. Human behavior in the personal, interpersonal and social context will be examined. Lecture 3 hours.

### **PSYC 2105 – Social Psychology (3)**

*Prerequisite: PSYC 2101*

This course introduces students to the scientific study of how people interact with, influence and perceive others in both group and individual settings. Lecture 3 hours. ▶ IAI ~ S8 900

### **PSYC 2106 – Human Relations (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This course will show that learning and then practicing good human relations will increase an understanding of yourself, the people around you and your relationship with them. It will teach you to cope effectively with relationships at work. Lecture 3 hours.

### **PSYC 2107 – Forensic Psychology (3)**

*Prerequisite: PSYC 2101*

This course focuses on the interaction between the discipline of psychology and the criminal justice system. It examines the aspects of human behavior directly related to the legal process, such as eyewitness memory, testimony, jury decision-making, and criminal behavior. It embraces psychology and the law, psychology of police and policing, corrections, parole, victim services, addiction services, family services and the full range of activities related to law enforcement and treatment of offenders, providing a strong foundation of understanding for individuals interested in psychology, law, criminal justice and related fields. Lecture 3 hours.

## **RADIOLOGIC TECHNOLOGY**

### **RAD 1200 – Radiologic Technology Orientation (.5)**

*Prerequisite: Acceptance into the Radiologic Technology program*

This is a course designed to develop the student’s knowledge and understanding of the policies of the Rend Lake College Radiologic Technology program. Lecture .5 hour.

### **RAD 1201 – Introduction to Radiography (2)**

*Prerequisite: RAD 1200*

This course includes the historical development of radiography, basic radiation protection, introductory medical terminology, ethical and legal issues facing health care professionals and an orientation to the program and health care in general. Lecture 2 hours.

### **RAD 1202 – Radiographic Procedures (3)**

*Prerequisite: RAD 1200*

This course introduces students to radiographic positioning. A review of routine upper and lower extremity examinations, as well as an introduction to positioning of the chest and abdomen. Students will be given the opportunity to position fellow students and to produce radiographs of the positions. Lecture 2 hour. Lab 2 hours.

### **RAD 1203 – Patient Care (2)**

*Prerequisite: RAD 1200*

This course includes patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills and basic pharmacology. Lecture 2 hours.

### **RAD 1205 – Radiographic Equipment and Imaging (2)**

*Prerequisite: RAD 1200, 1201, 1202 and 1203*

This course will provide a study of the equipment and physics of X-ray production, basic X-ray circuits, and the relationship of equipment components to the imaging process. Students also will analyze radiographic image qualities and the effects of exposure variables upon these qualities. Lecture 2 hours.

### **RAD 1206 – Intermediate Radiographic Procedures (3)**

*Prerequisite: RAD 1200, 1201, 1202 and 1203*

This course is a continuation of the study of proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology. Lecture 2 hour. Lab 2 hours.

### **RAD 1207 – Radiology Clinical I (5)**

*Prerequisite: RAD 1200, 1201, 1202 and 1203*

Designed for the first-year, second-semester Radiologic Technology student, this is an orientation to clinical experience in radiographic positioning, darkroom, office procedures, patient management, and critical analysis of radiographs. Lab 17 hours.

### **RAD 1208 – Radiology Clinical II (6)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206 and 1207

Designed for the summer semester between the first and second years of the Radiologic Technology program, this is a continuation of earlier clinical experience in radiographic positioning, darkroom, office procedures, patient management, and critical analysis of radiographs. Lab 20.5 hours.

### **RAD 1209 – Radiographic Equipment and Imaging II (2)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208; ZOO 1105 & 1106

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Lecture 2 hours.

### **RAD 1210 – Radiology Pathology (2)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208; ZOO 1105 & 1106

This course is designed for the second-year, first-semester radiologic technology student. This course is a continuation of the study of radiography. Students will learn to evaluate images for proper demonstration of advanced anatomy and related pathology. The importance of technical factors in relation to pathology will also be discussed. Lecture 2 hours.

### **RAD 1211 – Radiology Clinical III (7)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208; ZOO 1105 & 1106

A continuation of earlier clinical experience in radiographic positioning, darkroom, office procedures, patient management, and critical analysis of radiographs. Lab 24 hours.

### **RAD 1212 – Radiographic Equipment and Imaging III (2.5)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208; ZOO 1105 & 1106

An advanced course, including the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Lecture 2 hour. Lab 1 hour.

### **RAD 1213 – Radiation Biology (2)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207, 1208, 1209, 1210, 1211 and 1212; ZOO 1105 & 1106

This course will provide the radiologic technology student theories and principles of the interaction of ionizing radiation with living systems. Radiation effects on biologic molecules and organisms and factors affecting biological response are explored. Acute and long-term effects of ionizing radiation exposure and radiation projection are discussed. Lecture 2 hours.

### **RAD 1214 – Radiology Clinical IV (7)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207, 1208, 1209, 1210, 1211 and 1215; ZOO 1105 & 1106

A continuation of earlier clinical experience in radiographic positioning, darkroom, office procedures, patient management, and critical analysis of radiographs. Lab 24 hours.

### **RAD 1215 – Cross-Sectional Anatomy (1.5)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208; ZOO 1105 & 1106

The study of human anatomy as viewed in cross-section. A comparison will be made of planar anatomy, as viewed in conventional radiography, and cross-sectional anatomy and how they relate to computed tomography and magnetic resonance imaging. Lecture 1.5 hours.

### **RAD 1216 – Radiologic Technology Review (2)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1215, and ZOO 1105 & 1106, or has completed an accredited Radiologic Technology program.

Provides a review of basic knowledge from previous courses and helps the student prepare for the national certification examinations for radiologic technologist. Lecture 2 hours.

### **RAD 1220 – Computed Tomography Applications (4)**

*Prerequisite:* Successful completion of an accredited Radiologic Technology program.

This Internet-based course concentrates on the use of computed tomography as an imaging tool from the technologist's perspective. Lecture 4 hours.

### **RAD 1221 – Computed Tomography Clinicals (6)**

*Prerequisite:* Successful completion of an accredited Radiologic Technology program.

This course is designed for the student in the certificate program for computer tomography. This clinical rotation will give the student an opportunity to perform routine CT examinations and administer patient care related to a CT exam. Lab 12 hours.

### **RAD 1222 – Computed Tomography Physics (4)**

*Prerequisite:* Successful completion of an accredited Radiologic Technology program.

This Internet-based course explores basic physics, instrumentation and quality control in CT scanning. This course is also designed to assist the student in preparing for the ARRT's CT registry. Lecture 4 hours.

### **RAD 1223 – Computed Tomography Cross-Sectional Anatomy (2)**

*Prerequisite:* Successful completion of an accredited Radiologic Technology program.

This course is a comprehensive review of the study of human anatomy as viewed in cross-section. A comparison will be made of planar anatomy to cross-sectional anatomy and how they relate to computed tomography and magnetic resonance imaging. This course includes the cranium, anatomical structure in brain, chest, abdomen, spine, pelvis. Required relationship and research of cross-sectional pathology. Lecture 2 hours.

### **RAD 1224 – Clinical Education for Technologists (.5)**

*Prerequisite:* ARRT Registered Technologist

This course is designed to help the radiologic technologist gain better insight and expertise needed to become more effective when working with radiologic technology students at their clinical sites. Lecture .5 hour.

### **RAD 1230 – Patient Care and Clinical Concepts (.5-4)**

*Prerequisite:* Currently enrolled or accepted into the Radiologic Technology program or a registered Radiologic Technologist

This course is designed to enhance the skills and knowledge of Radiologic Technologists at all levels, focusing on current trends and developments in patient care, equipment, and image analysis and production. Lecture .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 HIPAA information including the latest privacy guidelines with legal and ethical implications will also be discussed. Lecture 2 hours.

### **RAD 1232 – MRI Principles (4)**

*Prerequisite:* Successful completion of an AAS Radiologic Technology program or ARRT registered

This course will provide the radiographer with a brief history of how MRI was developed and the different main mathematical methods which are utilized in MRI. The radiographer will learn about the different pulse sequences, different types of data manipulation, sequence parameters and imaging options which are essential when performing MRI examinations. This course will prepare the radiographer for the AART's MRI registry exam. Lecture 4 hours.

### **RAD 1233 – MRI Applications (4)**

*Prerequisite:* Successful completion of an AAS Radiologic Technology program or ARRT registered

This course will provide the radiographer with an introduction to magnetic resonance imaging hardware, software, general applications, system components, pulse sequence and image formation. This course will prepare the radiographer for the ARRT's MRI registry exam. Lecture 4 hours.



### **RAD 1234 – MRI Cross-Sectional Anatomy (2)**

*Prerequisite: Successful completion of an AAS Radiologic Technology program or ARRT registered*

This course will provide the radiographer with knowledge of cross-sectional human anatomy. A comparison will be made of planar anatomy to cross-sectional anatomy and how they relate to MRI. Upon completion, the student will be able to identify cross-sectional anatomy from an MRI study. Lecture 2 hours.

### **RAD 1235 – MRI Clinicals (6)**

*Prerequisite: Successful completion of an AAS Radiologic Technology program or ARRT registered*

This course is designed for the student in the MRI certificate program. The clinical rotation will give the student an opportunity to perform routine MRI examinations and administer patient care related to an MRI exam. Lab 12 hours.

### **RAD 1236 – Digital Radiography and PACS (2)**

*Prerequisite: ARRT Registered Technologist or enrolled in an AAS Radiologic Technology program*

This course is designed to help the student gain additional knowledge regarding the principles of digital radiographic image acquisition and processing. The student also will learn the fundamentals of PACS as well as quality control and quality management which are required to be maintained in the PACS systems. Lecture 2 hours.

## **SERVICE LEARNING**

### **SERV 1101 – Service Learning (.5-3)**

A service learning experience to encourage the personal, academic and professional development of the individual. Student selection and placement within the college or with an agency, community-based organization, business or institution is based upon the student's interest, knowledge and skills. Service opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, youth activities, environmental safety, animal shelter care, elderly and disable assistance, hospital or mental health care. This course may be repeated three times and offered as variable credit. Lab 1-6 hours.

## **SOCIAL SCIENCE**

### **SOSC 2101 – Topics in Social Science (1-6)**

A seminar on a special topic or current issue in one of the following social sciences: anthropology, economics, geography, history, political science, psychology or sociology. The seminar may include experiential learning involving travel to a foreign country or instruction in a correctional facility. Repeatable three times. Lecture 1-6 hours.

### **SOSC 2102 – Inside-Out Prison Exchange (3)**

*Prerequisite: Acceptance to the course through application process*

The Inside-Out Prison Exchange Program is a course that creates a dynamic partnership between institutions of higher learning and correctional facilities. The course integrates college students (outside students) and detainees (inside students) at a local justice center, allowing them to deepen conversations about social justice, crime, deviance, stratification, economics, inequality and other issues of social concern. Students evaluate their value systems, making connections between American values and the construction of social institutions such as the criminal justice system and the prison industrial complex. Additionally, students examine the impact of incarceration on individuals and families. Inside-out is designed to create a paradigm shift for students. Lecture 3 hours.

## **SOCIOLOGY**

### **SOCI 1101 – Introduction to Sociology (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This course is a study of the basic elements of sociological inquiry, including culture, personality, social structure, stratification, community and deviant behavior. It is designed to equip sociology majors with the necessary foundation to continue in sociology and provide non-majors with a general understanding of the structure and process of society. Lecture 3 hours. ► IAI ~ S7 900

### **SOCI 2101 – Social Problems (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

Students will evaluate why certain conditions and situations are treated as social problems while others remain on a personal level. Issues related to several social problems will be presented and discussed. Students will be given the opportunity to hear guest speakers and participate in discussions relevant to the problems being studied. Field trips may be taken or volunteer work opportunities offered. Lecture 3 hours. ► IAI ~ S7 901

### **SOCI 2102 – Marriage and the Family (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This course is a study of the basic elements of family life. A "life course" perspective is used, beginning with theory, moving to patterns of dating and marriage, following the family through child-bearing and child-rearing and concluding with marriage in the later years. This course is designed to acquaint the student with a sociological perspective on the family. It is not intended to be a "how to" course for a happy family or to assist individuals experiencing family difficulties. Lecture 3 hours. ► IAI ~ S7 902

### **SOCI 2103 – Introduction to Social Work (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This course introduces the student to the role of the generalist social worker. Topics include theoretical perspectives for social work, social welfare policies, historical trends, issues of social and economic justice, and contemporary social welfare programs. Settings in which social workers are frequently employed are explored. In addition, issues related to the special populations typically encountered in social work settings are discussed. Lecture 3 hours.

### **SOCI 2104 – Modern Britain (3)**

This course introduces some of the main institutions and issues in modern British society. It begins with an outline of the main British political institutions, examines the organization of British politics and looks at debates over change and reform. The course then explores the national and international context of British politics and culture, examining such issues as subnational identity, the devolution of government and Britain's international relationships. The last part looks in greater detail at British culture and society, examining issues such as the role of media, racial relations and law and order. Lecture 3 hours.

## **SPANISH**

### **SPAN 1101 – Elementary Spanish I (4)**

This course is designed to develop understanding, speaking, reading and writing skills, with emphasis on direct presentation and practice in Spanish of the basic grammatical structures and vocabulary of the language. (No transfer credit unless SPAN 1102 also is taken.) Lecture 4 hours.

### **SPAN 1102 – Elementary Spanish II (4)**

*Prerequisite: SPAN 1101 or one year of high school Spanish and consent of instructor*

A continuation of SPAN 1101, including oral work. Lecture 4 hours.

### **SPAN 2101 – Modern Spanish I (4)**

*Prerequisite: SPAN 1102 or two years of high school Spanish and consent of instructor*

This course aims at further development of understanding and speaking, with more emphasis on reading and writing. Advanced oral practice and grammar study in the language, including discussion in Spanish of Spanish and Latin American civilizations. Lecture 4 hours.

### **SPAN 2102 – Modern Spanish II (4)**

*Prerequisite: SPAN 2101 or three years of high school Spanish and consent of instructor*

This course is a continuation of SPAN 2101, including oral and written practice. Lecture 4 hours.

## **THEATRE**

### **THEA 1101 – Acting (3)**

This introductory course includes the theories and techniques of acting, including the following: movement, blocking, characterization and analysis and group scene development. There are no prerequisites. Performances are required and presented as in-class assignments. Lecture 3 hours. ► IAI ~ TA 914

### **THEA 1102 – Practicum in Theatre (3)**

Through directed work on theatrical productions, the student will gain acting and technical skills. Hours to be arranged with the theatre director. Skills include experience in such positions as assistant director, prop master and a plethora of other duties necessary to execute a performance. (Repeatable for up to 12 hours credit.) Lab 6 hours.

### **THEA 1103 – Acting II (3)**

*Prerequisite: THEA 1101*

This course will continue the development of fundamentals introduced in THEA 1101. It will emphasize an increasingly intensive approach to acting exercises, improvisations and scene study. Performances are required and presented as in-class assignments. Lecture 3 hours.

### **THEA 1105 – Stage Makeup (3)**

This course introduces elementary stage makeup techniques including highlighting and shadowing, old age, wounds and scars, fantasy, animals and basic corrective makeup. Lecture 2 hours. Lab 2 hours.

### **THEA 1106 – Theatre Appreciation (3)**

*Prerequisite: If reading review course is required, the student must complete PREP 1404 or be concurrently enrolled in ENGL 1411.*

This course is designed to stimulate an interest in the theatre and to develop an understanding of the elements that make up the theatrical event. It explores the relationship between theatre and the society of which it is a part. Lecture 3 hours. ▶ IAI ~ F1 907

### **THEA 1107- Introduction to Technical Theatre (3)**

This course introduces elementary construction techniques to create theatrical scenery and stage properties, utilizing a variety of carpentry tools; additional scenic painting and lighting techniques will be explored. Backstage safety practices including backstage organization will also be examined. Laboratory experience is mandatory. Lecture .5 hour. Lab 5 hours.

## **TRUCK DRIVER TRAINING**

### **TRUK 1201 – Commercial Driver's License Review (1)**

*Prerequisites: Valid Illinois driver's license; provide Motor Vehicle Report, and successful completion of a DOT Physical / Drug Screen (to be arranged by Rend Lake College Truck Driver Training program staff)*

A review of the rules and regulations set forth by the Commercial Motor Vehicle Safety Act to prepare individuals for the written portion of the Illinois Secretary of State's Commercial Driver's License Examination. Lecture 1 hour. (Repeatable 3 times)

### **TRUK 1202 – Truck Driving I (3)**

*Prerequisite: Successful completion of TRUK 1201 or consent of Dean; valid Commercial Driver's License Learner's Permit*  
*Corequisite: TRUK 1203*

An introduction to the skills and techniques utilized in the operation of a semi-tractor trailer unit. Instruction will include driver safety and introduction to backing, shifting and cornering techniques. Students will be assisted with job placement. Industry recruiters will conduct employment seminars throughout the class. Lecture 2.00 hours, Lab 2.00 hours. (Repeatable 3 times)

### **TRUK 1203 – Truck Driver Training II (3)**

*Prerequisites: Successful completion of TRUK 1201 or consent of Dean*  
*Corequisite: TRUK 1202*

Hands-on instruction to improve and upgrade the skills and techniques utilized in the operation of a semi-tractor trailer unit. Instruction will include pre-trip inspection, backing, shifting and cornering techniques. The Illinois Secretary of State's Commercial Driver's License Pre-Trip, Skills and Road Examinations will be administered at the conclusion of this course. Lecture 1 hour. Lab 4 hours. (Repeatable 3 times)

### **TRUK 1604 – Truck Driving Refresher (1)**

*Prerequisites: Successful completion of TRUK 1201, TRUK 1202, and TRUK 1203, or consent of Dean and a current Class A Illinois Commercial Driver's License.*

This course provides hands-on training to refresh or improve skills required to operate a semi-tractor trailer unit. Lab 2 hours. (Repeatable 3 times)

### **TRUK 1605 – Commercial Driving Instructor Review (1.5)**

This course is designed for the individual who wishes to become a driver training instructor and apply for certification from the Illinois Secretary of State. This course will include a review of Title 92, Chapter II, Section 1060 of the Illinois Administrative Code, Illinois Occupational Skill Standards for Entry-Level Truck Driver, the Illinois Commercial Driver's License Study Guide, and the psychology of training adults. Participants will receive classroom and behind-the-wheel instruction in the techniques of operating a commercial vehicle safely and how to convey this information to student trainees. Lecture 1 hour. Lab 1 hour. (Repeatable 3 times)

### **TRUK 1606 – Teen Accreditation Instructor Review (3)**

This course is designed for the individual who wishes to become a driver education training instructor and apply for certification from the Illinois Secretary of State. This course will include a review of Title 92, Chapter II, Section 1060 of the Illinois Administrative Code, Illinois Rules of the Road, Secretary of State Driver Education rules and regulations, and the psychology of training adults and teens. Participants will receive classroom and behind-the-wheel instruction in the techniques of driver training and how to convey this information to student trainees. Lecture 3 hours. (Repeatable 3 times)

## **UNMANNED AIRCRAFT SYSTEMS**

### **UAS 1200 – Intro to Unmanned Aircraft Systems (3)**

This course will cover several facets of UAS systems. This will include an examination of safety procedures, human factors, payloads and information gathering, all of which will steadily work towards flight in the National Airspace System. This course also will incorporate flight simulations and live flying exercises. Lecture 2 hours. Lab 2 hours.

### **UAS 1201 – Advanced Unmanned Aircraft Systems (3)**

The use of UASs can offer students at Rend Lake College valuable experience in a range of disciplines, including Computer Science, Criminal Justice and Agriculture. In addition to experience associated with programming / flying UASs, students can benefit from the selection and operation of sensors and from the post-processing and analyses of sensor data. Use of UASs can provide students access to relevant data from the region to enhance projects within existing courses (e.g. Criminal Justice, Agriculture, Computer Programming, and Cyber Security). Lecture 1 hour. Lab 4 hours.

### **UAS 1202 – Unmanned Aircraft Law & Test Prep (3)**

This course will examine current FAA guidelines on the flight of a UAS system in U.S. airspace. It also will cover all applicable state and federal laws. This course also will include a test prep portion to study the FAA material to pass the UAS Certification Exam. Lecture 3 hours.

### **UAS 1204 – Advanced Flight, Nature Videography (3)**

*Prerequisite: CSCI 1101, UAS 1202, or consent of instructor*

This course will cover advanced UAS flying techniques, including various autonomous flight applications and strategies to deal with challenges in capturing video and stills. This course will address safety concerns when flying in and around controlled airspace. This course will also focus on developing skills in videography. Lecture 2 hours. Lab 2 hours.

### **UAS 1205 – Videography Production (3)**

*Prerequisite: CSCI 1101, UAS 1202, or consent of instructor*

This course will cover basic and intermediate instruction and hands-on video editing training of Adobe Premiere Elements 15. Students will take raw video with their drones and learn how to turn the footage into professional-looking movies, complete with audio, title and other text, transitions, color and lighting adjustments and removal of unwanted clips. Lecture 1 hour. Lab 4 hours.

### **UAS 1600 – sUAS / Test Prep ? Flight (.5-2)**

This course will examine current FAA guidelines on the flight of a sUAS in the National Airspace. This will include all applicable federal and state laws. This course will include a test preparation portion to ensure students have the knowledge to pass the required FAA Knowledge Exam with a sUAS rating. It also will include basic flight applications on a professional sUAS. Lecture 0.5-1 hour. Lab 0.5-2 hours.

## **VETERINARY ASSISTANT**

### **VET 1210 – Small Animal Nursing I (3)**

*Prerequisite: Admission to program*

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on laws and ethics in veterinary medicine, breed identification, restraint techniques, history taking, physical examination, grooming, diagnostic sampling, therapeutic techniques, wound management, bandaging, fluid therapy, catheter placement, and preventive medicine. Lecture 1 hour. Lab 4 hours.

### **VET 1214 – Animal Grooming (3)**

This course provides basic knowledge of animal grooming. Basic canine anatomy, coat and skin disorders, animal behavior, safe handling and restraining, and grooming tools and techniques will be included. Grooming standards for specific breeds as well as grooming and clipping techniques for thinning, cutting and styling each one is covered, as well as creative grooming for mixed breeds. Lecture 2 hours. Lab 2 hours.

### **VET 1215 – Animal Facilities Management (3)**

This course is designed to introduce the principles and processes involved with housing and caring for animals as part of a business model. In addition, students will be familiarized with other aspects of owning and operating a variety of animal-related businesses, including grooming salons, retail businesses, boarding facilities and shelters. Areas to be addressed include location, zoning, licensure, interior and exterior design, pricing, hiring, equipment and client relations. Lecture 3 hours.

### **VET 1218 – Veterinary Practice Management (2)**

Office practices used in a veterinarian hospital, including OSHA regulation, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations. Lecture 2 hours.

### **VET 2231 – Veterinary Technology Internship I (3)**

*Prerequisite: Successful completion of first year of program*

Skill and proficiency development through participation in clinical rotations at veterinary clinics. Skills developed through the clinical site should include: large animal (if applicable), surgery, radiology, clinical pathology, nursing, client relations and care, telephone etiquette, necropsy, and exotics. Students will be placed within a designated clinic for the duration of the semester where all required hours must be successfully completed. Lab 15 hours.

## **VISUAL COMMUNICATION DESIGN**

### **GRD 1201 – Introduction to Graphic Design (3)**

Introductory course which offers training in the use of two-dimensional processes of design, elements and principles, concepts, materials, styles and terminology. Design projects produced with emphasis on content application, concept, and composition utilizing creative problem solving through the design process for visual problems. Lecture 1 hour. Lab 4 hours.

### **GRD 1202 – Typography and Color Theory (3)**

Introduction to typography with emphasis on letterform design, analysis of classical typefaces through the history of type, type anatomy, form and application utilizing spacing, type color and compositional balance and tension. The color theory portion discusses the psychological and cultural aspects of color, color systems with emphasis on color properties and interaction within a design and end user. Lecture 1 hour. Lab 4 hours.

### **GRD 1203 – Advertising Design (3)**

*Prerequisite: GRD 1201, 1202, 2201*

Emphasis on creative strategy and conceptual development. Coursework will focus on creating effective advertising and solutions to visual design problems in promotional materials, campaigns and ads and their presentation. Overview of the advertising industry, terminology and various media outlets. Lecture 1 hour. Lab 4 hours.

### **GRD 1204 – Digital Photography I (3)**

Introduction to basic digital photography focusing on skills useful for a graphic designer. Topics include basic operation of a digital camera, composition, camera, controls, exposure, and basic image enhancement for creative use. Lecture 2 hours. Lab 2 hours.

### **GRD 1205 – Drawing for Communications (3)**

This course is an introduction to drawing fundamentals for graphic designers which are applicable for logo design, storyboarding, concept development and finished work. Skills and topics covered include hand-eye coordination, direct observation, drawing from memory, drawing from reference, proportion, perspective and composition. Students will apply techniques ranging from quick-sketch to rendering while developing drawing skills using line, shape, form and color of images in a representational format for successful communication in design. Lecture 2 hours. Lab 2 hours.

### **GRD 1206 – Production Prepress (4)**

Printing production is introduced with an emphasis on printing processes, type specification, file formats, ink analysis, printing substrates-paper stock / vinyl, product price estimation, printer bids and printing terminology. Current reproduction methods of print material will be discussed. Emphasis on design projects that demonstrate these various process techniques. Lecture 2 hour. Lab 4 hours.

### **GRD 1207 – Creativity (3)**

This course will explore creativity and innovation as a tool in both the sciences and the arts. The focus will be on the use of different techniques, such as brainstorming, improvisation games and whiteboard techniques, for finding and developing ideas and applying them in common projects and professional situations. Using case studies and other examples, we will view the creative process and its complexity, especially as it fuels innovation. The process involves developing, managing and presenting those ideas to others. Lecture 3 hours.

### **GRD 1208 – History of Graphic Design (3)**

This course will survey the history of graphic design and is structured for the graphic designer whose objective is to understand the influence of society, culture and events on the development and practice of design over time. There will be insight into influential designers and familiarity with various graphic styles throughout history. Lecture 3 hours.

### **GRD 1209 – Motion Design I (3)**

*Prerequisite: GRD 1201, GRD 1202, GRD 1205 and GRD 2201*

This course explores time-based media and essential principles of motion design through exercises in creative problem-solving, composition, digital media, movement, idea generation and collaboration. Various techniques used to create ideas in motion include drawing, photography, video, audio and animation. Emphasis on movement, metaphorphosis, transition, sequential, time and rhythm, pace, and editing. This course will include introductions to software such as Adobe Photoshop, Premiere, and After Effects, as well as Mac OS. Lecture 1 hour. Lab 4 hours.

### **GRD 1215 – Web Page Design (3)**

Introductory course with emphasis on design fundamentals relevant to web publishing. Basic skills for website development, concept, and design applied through in-class projects. Lecture 1 hour. Lab 4 hours.

### **GRD 1220 – Advanced Web Design (3)**

*Prerequisite: GRD 1215*

Overview of techniques utilized to design advanced layouts, apply interaction to designs through forms and visual feedback, and create unique designs for mobile platforms. A comprehensive application of these techniques will be demonstrated via the development of a complete website for a client. Lecture 2 hours. Lab 2 hours.

### **GRD 2201 – Adobe Essentials I (3)**

This course is the first course in the Adobe Essentials series: Adobe InDesign, Adobe Photoshop and Adobe Illustrator. This course introduces the basic use of tools in Adobe Photoshop, Adobe Illustrator, Adobe InDesign and other Adobe essential software. Students will learn the fundamentals of the programs utilizing tutorials and class projects. Lecture 1 hour. Lab 4 hours.

### **GRD 2202 – Advanced Digital Photography (3)**

*Prerequisite: GRD 1204, (recommended GRD 2201) or consent of instructor*

Advanced digital photography skills discussed with focus on artistic composition, analysis of digital works and artistic concepts. Utilization of previous knowledge of the digital camera settings to capture photographs featuring rules of composition, light, exposure, colors, focus and depth of field. Adobe Photoshop will be used to enhance photos with artistic expression of an underlying concept. A final portfolio will be developed. Lecture 2 hours. Lab 2 hours.

### **GRD 2203 – Digital Illustration (3)**

*Prerequisite: GRD 1201, 1202, 1205, 2201, 2215, 2220*

This advanced course examines the use of the computer as a medium and as an additional tool for illustrators, artists and designers. Through projects, discussions and lectures, a variety of digital techniques will be explored using the computer as a tool to illustrate a concept. Assignments will have an emphasis on concept, creativity, communication, technical achievement and presentation. Exploration and experimentation encouraged with refinement of familiar methods and techniques. Lecture 2 hours. Lab 2 hours.

### **GRD 2204 – Portfolio Review (3)**

*Prerequisite: Consent of instructor*

Project creation and refinement for student portfolios, resume, cover letter and other business correspondence are stressed. Emphasis on presentation and interviewing techniques for professional scenarios. Focus on self-promotion, oral skills and effective presentation skills. Lecture 3 hours.

### **GRD 2205 – Motion Design II (3)**

*Prerequisite: GRD GRD 1201, GRD 1202, GRD 1205, GRD 1209, GRD 2201 and GRD 2215*

This course will concentrate on various aspects of audio and video post-production tools and techniques, using Adobe After Effects with an emphasis on creating 2-D animation. Students will learn the basic principles of animation, storyboarding, character creation, sound design, compositions with video, Photoshop, Illustrator and other files. Creation of advanced text effects, video blending, keying effects and track mattes will be addressed. Students will view and analyze a variety of existing and peer work. Lecture 1 hour. Lab 4 hours.

### **GRD 2206 – Motion Design III (3)**

This course provides a solid foundation in Premiere Pro for video editing. An emphasis on skills and techniques required to organize, edit and export video projects in a variety of formats. Lecture 1 hour. Lab 4 hours.

### **GRD 2208 – Electronic Prepress 3 (3)**

*Prerequisite:* GRD 1206 and 2201

This course teaches the preparation of design concepts to electronic documents in a digital format ready for print production using industry standard software applications. Topics include scanning images, digital image manipulation, color corrections, saving files in proper formats and preflight. Includes use of spot color and process color, pre-press methods, printer's marks, file formatting to produce files for service bureaus and commercial printers. Lecture 1 hour. Lab 4 hours.

### **GRD 2209 – Computer Type Design (3)**

*Prerequisite:* GRD 1202, 1203, 2201

An advanced typography course with problems in combining of typefaces, type as image, advanced techniques for emphasis, composition and their applications in a variety of design projects. Emphasis on professional-level type for print with an emphasis on publication design, grid systems, legibility, readability, typographic hierarchy, style sheets and multi-page documents. Introduction to animated type and motion graphic incorporation utilizing industry standard software. Lecture 1 hour. Lab 4 hours.

### **GRD 2210 – Cooperative Experience I (3)**

*Prerequisite:* Approval from Dean and minimum 2.0 GPA

The Graphic Design student will have an opportunity to receive practical experience and use acquired skills in a workforce environment. The student will gain invaluable lessons in a variety of areas within the graphic design field. Lab 15 hours.

### **GRD 2215 – Adobe Essentials II (3)**

*Prerequisite:* GRD 2201

This course is the second course in the Adobe Essentials series: Adobe InDesign, Adobe Photoshop and Adobe Illustrator. Students will apply previous knowledge of software application tools to projects and tutorials. This course introduces moderate to advanced tools and techniques to create original works. Lecture 1 hour. Lab 4 hours.

### **GRD 2218 – Package Design (3)**

*Prerequisite:* GRD 1201, 1202, 1203, 2201, 2208, 2215, 2220

Creative project development of three-dimensional designs for packaging, displays and exhibits through practical and experimental construction techniques in a variety of media materials and techniques. Emphasis on original design work will be executed and presented via 3D products with focus on purpose, identification, branding and communication. Lecture 1 hour. Lab 4 hours.

### **GRD 2220 – Adobe Essentials III (3)**

*Prerequisite:* GRD 2201 & 2215

This course is a continuation of the Adobe Essentials series: Adobe InDesign, Adobe Photoshop and Adobe Illustrator. Students will construct complex documents integrating all three software applications utilizing previous software knowledge and honing the skills they have developed thus far in the Adobe Essential series. These projects may consist of tutorials, assignments / projects as well as real-world projects requested by the college, community and business industry. Lecture 1 hour. Lab 4 hours.

## **VOLUNTEERISM**

### **VOL 1100 – Volunteerism (.5-1)**

This course is intended to meet legislative guidelines providing students with opportunities to participate in community service experiences. Students will select work and be placed based on skills, knowledge and interest. Opportunities include tutoring, literacy training, neighborhood improvement, environmental safety, assisting the elderly, disabled and/or community agencies. Hours TBA. (Repeatable 3 times)

## **WEBMASTER**

### **WBM 1220 – Introduction to HTML (3)**

This course will develop basic skills necessary to create and maintain Web pages. Students will develop an understanding of basic HTML codes, page layout, links and how they affect different browsers. Lecture 3 hours.

### **WBM 1222 – JavaScript Web Applications (3)**

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)**

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)**

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.

## **WELDING**

### **WELD 1270 – Introduction to Welding Processes (4)**

This course is designed to give the student an overview of the various metal-joining processes used in general industry, construction and fabrication industries. Processes include shielded metal arc welding, gas metal arc welding, oxy-acetylene welding and brazing and gas tungsten arc welding. Lecture 2 hours. Lab 4 hours.

### **WELD 1272 – Structural Shielded Metal Arc Welding (4)**

*Prerequisite:* WELD 1270 or concurrent enrollment

Concentrated instruction in the use of different welding electrodes, electrode identification, electrode storage and basic welding symbols. The course provides practical applications of AC/DC theory in the area of fillet joints in the vertical up and overhead positions. Lecture 2 hours. Lab 4 hours.

### **WELD 1282 – GMAW / GTAW Welding (4)**

Introduces Gas Metal and Gas Tungsten Arc Welding for use in auto body and production manufacturing processes where light gauge metals are used. The ability of GMAW and GTAW processes to weld nonferrous materials with high quality results will be stressed. Lecture 2 hours. Lab 4 hours.

### **WELD 1283 – GMAW / GTAW Pipe Welding (4)**

*Prerequisites:* WELD 1282 and WELD 1272 or consent of instructor

Introduces Gas Metal Arc Welding and Gas Tungsten Arc Welding for use in pipe welding manufacturing. Safety and proper welding technique will be stressed. Lecture 2 hours. Lab 4 hours.

### **WELD 1284 – GTAW Welding (3)**

This course provides the student with a thorough knowledge of gas tungsten arc welding fundamentals, arc characteristics and welding safety. The course will include lecture and lab activities on the welding characteristics of carbon steel, stainless steel and aluminum. Lecture 2 hours. Lab 2 hours.

### **WELD 1605 – Welding Refresher (.5)**

This course is designed to meet the individual needs of the experienced welder who wishes to update his/her skills. The course is designed to review skills in preparation for industrial welding test. Lecture .25 hour. Lab .5 hour.

### **WELD 2240 – Metallurgy and Heat Treatment (2)**

The purpose is to enable students to identify metals other than low carbon steel and to know proper welding procedures for the metals. The student will be able to identify physical properties and gain a broad overview of different metals and their physical characteristics as well as laboratory usage of the annealing furnaces and hardness tester used to measure those properties. Lecture 2 hours.

### **WELD 2242 – Weld Inspection for Quality Control (2)**

This course is an introductory discussion of both destructive and nondestructive inspection methods, welding processes, the metals a product is made of and the various codes (AWS, ASTM, etc.) and standards, as well as the specifications with which a welding inspector may be required to work. Lecture 2 hours.

### **WELD 2262 – Pipe Welding I (4)**

*Prerequisite:* WELD 1272 and WELD 2275 or consent of the instructor

This course is designed to familiarize the student with procedures for welding various size pipe in the 2G and 5G pipe positions, using E-6010 and E-7018 electrodes in preparation for destructive testing. Lecture 2 hours. Lab 4 hours.

### **WELD 2274 – Blueprint Reading for Welders (3)**

The purpose of this course is to aid the student in becoming proficient in reading field blueprints for fabrication work in the welding industry. The course will include various written exams and identification of symbols and details of field blueprints. Lecture 2 hours. Lab 2 hours.

### **WELD 2275 – Advanced Shielded Metal Arc Welding (2)**

*Prerequisite: WELD 1272 or consent of the instructor*

This course is designed to familiarize the student with welding procedures as stipulated by American Welding Society (AWS) D1.1 structural code for qualifications, testing and standards. Lecture .5 hour. Lab 3 hours.

### **WELD 2276 – Flux Core Arc Welding (FCAW) (3)**

This course introduces students to Flux Core Arc Welding (FCAW) for industry and production manufacturing processes where heavier gauge metals are used. Students will gain the knowledge and technical skill to use the FCAW process to weld ferrous materials. Emphasis will be on the importance of high quality results, which meet industry expectations. Lecture 2 hours. Lab 2 hours.

### **WELD 2285 – Pipe Welding II (4)**

*Prerequisite: WELD 2262*

Advanced pipe welding is designed to meet student needs for ASME and AWS standards for welding pipe in the 6G position. Students will be able to read blueprints for layout work. Destructive tests will be conducted. Lecture 2 hours. Lab 4 hours.

## **ZOOLOGY**

*Prerequisite: ENGL 1411 or equivalent placement*

### **ZOO 1101 – General Zoology (4)**

A laboratory course that utilizes animals as the type of organism to emphasize scientific inquiry through selected concepts in biology, such as organization, function, heredity, evolution, and ecology. Topics may include animal structure, growth, genetics, evolution, physiology, and reproduction. Concepts include cell and molecular biology, animal structure and function, animal genetics and heredity, evolution, and ecology. Biological issues with personal and social implications will be clearly integrated throughout the course. Development of scientific literacy is a foundation of the course to enable students to make informed decisions. It is recommended for those pursuing a career in zoology, wildlife, forestry, and fisheries. Lecture 3 hours. Lab 2 hours.  
► IAI ~ LI 902L

### **ZOO 1105 – Anatomy and Physiology I (4)**

This course provides an overview of cytology, histology and organ systems, including integumentary, muscle, skeletal and nerve. Biochemistry will be discussed as it relates to each of these systems. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammals and cadavers. Required for all students pursuing a career in allied health. Lecture 3 hours. Lab 2 hours.

### **ZOO 1106 – Anatomy and Physiology II (4)**

*Prerequisite: ZOO 1105 with a “C” or better*

This course is a continuation of ZOO 1105, focusing on the anatomy and physiology of such areas as the endocrine, reproductive, urinary, cardiovascular, immune and digestive systems. Laboratory work includes identification of structures from each system on selected mammals and cadavers. Required for those pursuing a career in allied health. Lecture 3 hours. Lab 2 hours.

## **RESTRICTED CLASSES**

*The following classes are restricted to students enrolled in the listed programs.*

### **AMERICORPS**

#### **EDUC 1200 – Tutor Training (2)**

This course is designed to provide students with awareness of literacy challenges and the opportunity to develop tutoring skills and techniques that enable student achievement. Students will learn effective means of providing quality tutoring services to those in grades K-8. Lecture 2 hours.

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### **CREDIT RECOVERY**

Credit Recovery provides high school students with the opportunity to take high school courses at Rend Lake College in the evening or during the summer. Successful students will receive high school credit to meet graduation requirements. Classes offered include English I through IV, Science, Biology, Pre-Algebra, Algebra I and II, Geometry, American History, Government, and Geography. For more information check with your high school counselor.

### **UPWARD BOUND**

#### **ENGL 1204 – Selected Topics in Liberal Arts (.5-4)**

This course will include an in-depth study of topics in Liberal Arts. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours, repeatable three times.

#### **ENGL 1205 – Selected Topics in English & Literature (.5-4)**

This course will include an in-depth study of topics in English and Literature. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours, repeatable three times.

#### **MATH 1203 – Selected Topics in Mathematics (.5-4)**

This course will include an in-depth study of topics in Mathematics. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours, repeatable three times.

#### **PHSC 1201 – Selected Topics in Science (.5-4)**

This course will include an in-depth study of topics in Science. The exact content will vary from semester to semester depending on the subject studied. Lecture .5-4 hours, repeatable three times.





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An aerial photograph of a campus with various buildings, parking lots, and green spaces. A solid red vertical bar is positioned on the left side of the image. The text is overlaid on the lower-left portion of the image.

## OUR MISSION

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives.

With Rend Lake College, student journeys start here.

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