



REND LAKE  
COLLEGE

# CATALOG

**2017-2018**

## 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, 2017***

### NON-DISCRIMINATION

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.

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.

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.

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 Compliance Officer  
Administration Building, Room 118 – Ext. 1237

Angie Kistner, Deputy Title IX Compliance Officer  
Administration Building, Room 163 – Ext. 1221

Lisa Price, Deputy Title IX Compliance Officer  
Administration Building, Room 110 – Ext. 1205

## COLLEGE MISSION

### PHILOSOPHY:

*Rend Lake College's philosophy outlines the manner in which the college fulfills its mission:*

The college is committed to offering programs and services of the highest quality that are affordable to its constituents. The college will maintain a student-friendly atmosphere, making its services as accessible as possible. Courses and programs offered by the college will be transferable or lead to attractive employment opportunities. The college will provide these programs and services in an effective manner while maintaining financial responsibility.

### 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 that we serve. In addition to our commitment to fulfill all our education and community-focused program objectives, we are committed to every degree-completing student demonstrating the fundamental skills of effective critical thinking, problem-solving, oral communication, and written communication. In fulfilling its mission, Rend Lake College will be an active leader in our region's development. Our students' success is our own success.

### 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.

### STATEMENT ON GENERAL EDUCATION

To be educated and worthy of a diploma is not only a mastery of one discipline area or technical skill, but also includes learning a broad range of knowledge and skill sets. General Education is one way in which students prepare to function in a diverse and changing world. Upon graduation, a degree-completing student will be expected to demonstrate the competencies outlined in the college's mission and by the student's respective program outcomes as well as the following:

- **Knowledge** – It is important for students to have a knowledge base from a variety of disciplines. In addition to demonstrating an understanding of the fundamental concepts and vocabulary of their specific programs, degree-completing students will demonstrate basic and broad knowledge of science, social science, math and the arts.

- **Skills** – With a broad-based knowledge, students should have specific skills. In addition to the institutional outcomes of effective oral and written communication, problem-solving and critical thinking skills, degree-completing students will demonstrate an understanding of the modes of discovery, cooperate as a member of a team to complete assignments and use applicable technology proficiently.

- **Values** – In an evolving global society, students will benefit from the ability to formulate their own values while remaining open-minded to the views of others. Degree-completing students will demonstrate an awareness of a wide range of perspectives as well as have opportunities to appreciate and understand the fine arts and to explore individual values in a multi-cultural world.

## WHO WE ARE

The college history and other background documents define the college from the perspective of organization and assets; however, the personnel that operate within the college systems and manage those assets are the primary element for successful education. Rend Lake College believes that 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 five divisions: Allied Health; Applied Science & Technology; Community & Corporate Education; Liberal Arts; and Math & Sciences. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment in the hope of success for 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 was centered on age and socioeconomic status more than diverse ethnic origin. As Rend Lake College has broadened its programs and the mobility of Americans has diversified the ethnic origin of district students, the college recognizes that many cultural distinctions are found in our student population:

- Age
- Race/ethnicity
- Gender
- Socioeconomic status
- Disability

### Diversity of Purpose

Rend Lake College provides general education to traditional and non-traditional students who will transfer to universities after their first two years. We provide training to those wishing to learn a skill or trade that will ensure gainful employment and economic success. We also serve those wishing to find personal fulfillment and growth by taking community and general education classes at Rend Lake College. Often, a student's purpose for attending is a combination of all of these:

- General Education, Transfer
- Career-Technical Transfer, Certification, and Retraining
- Personal Growth
- Community Education

### Diversity of Origin

The majority of the student population we serve is comprised of in-district, on-campus traditional and non-traditional students; however, reciprocal agreements, state-wide educational programs, expansion of our dual-credit high school classes and international recruitment in our athletic programs have increased the scope of origin of our students:

- In-District High School Dual Credit
- Out-Of-District
- International
- Traditional
- Special Populations

## COMMON OUTCOME

Regardless of the diverse cultural backgrounds, purposes and origins of our students, Rend Lake College serves each student equally with its open admission policy and an equal opportunity for success. Furthermore, the shared commitment by student, faculty and staff to meet all the expected institutional, general education and program objectives unifies all those that Rend Lake College serves.

# 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](mailto:welcomecenter@rlc.edu) • 618.437.5321, Ext. 1343

*College office hours:*

8 a.m.-4:30 p.m. Mon-Thurs • 8 a.m.-4 p.m. Fri

8 a.m.-4 p.m. Weekdays during Summer

REND LAKE COLLEGE  
468 N. KEN GRAY PKWY  
INA, IL 62846

*Take Interstate 57 to Exit 83*

## OUR CAMPUSES



# www.rlc.edu



A collection of social media icons: Facebook, Twitter, YouTube, Instagram, and Flickr.



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## WELCOME

From Terry Wilkerson,  
President of Rend Lake College ...

This year, Rend Lake College celebrates its 50th anniversary. It is a privilege to be part of this institution, which has served our area with dedication over the past decades.

Rend Lake College continues to remain an excellent option for those wanting to earn a higher degree or train to go to work. Regardless of the challenges we face in today's economy, we continue to look for new opportunities to serve you and new educational and training programming demanded by today's working world.

Rend Lake College remains a cost-effective choice for higher education, with access provided not only at our main campus in Ina, but also at our satellite campuses in Mt. Vernon and Pinckneyville. Making education even more accessible are the options for online and hybrid classes.

Rend Lake College has been recognized for its achievements at the state and national levels as well. In 2016, RLC was ranked seventh in the nation and first in the state based on factors ranging from cost and finances to education and career outcomes. We have made the list of the top 150 community colleges in the nation by the Aspen Institute four consecutive times, most recently in 2016.

As I've said in this space before, we want and expect great things from our students, and we also expect to hold ourselves accountable to you. We want to help you get to where you want to be, and we welcome you to Rend Lake College.



Terry Wilkerson  
President



# ACADEMIC CALENDAR 2017-2018

## FALL SEMESTER 2017

- July 26 / Aug. 2 / Aug. 12** Warrior Days Orientation Workshops
- Aug. 10** Part-Time Faculty Orientation
- Aug. 11** Student Learning Day (*Faculty*)
- Aug. 14** **First Day of Classes**
- Sept. 1** Fall 2017 Graduation Application Deadline
- Sept. 4** Labor Day Holiday
- Sept. 13** Fun Fest (*No classes from Noon-3 pm; morning and night classes will meet*)
- Oct. 6** **Midterm**
- Oct. 9** Columbus Day Holiday / Faculty & Staff In-Service
- Oct. 20** Grant & Scholarship Refund Checks Issued
- Nov. 10** Veterans Day Holiday (Observed)
- Nov. 22-25** Thanksgiving Holiday
- Dec. 1** Spring 2018 Graduation Application Deadline  
**Last Day of Regular Classes**
- Dec. 2-7** Semester Exams
- Dec. 15** Deadline for Spring Semester Payments Before Purge
- Dec. 24-Jan. 2** Holiday Break (offices closed)

## INTERSESSION

- Dec. 11-Jan. 12** Five-Week Intersession (*On-line Classes and Telecourses only*)

### Deadlines for Dropping Classes

Withdrawal From 12- To 16-Week Classes (Fall / Spring)	
	REFUND
Prior to end of second week of classes	100%
During third week of classes and thereafter	0%
Withdrawal From 8-Week Classes (Summer / Fall / Spring)	
	REFUND
Prior to end of first week of classes	100%
During second week of classes and thereafter	0%

## SPRING SEMESTER 2018

- Jan. 5** Student Learning Day (*Faculty*)
- Jan. 8** **First Day of Classes**
- Jan. 15** Martin Luther King Jr. Day
- Feb. 15** First Day to File for Student Trustee Candidate
- Feb. 19** Presidents' Holiday
- Feb. 20** Faculty / Staff In-Service (*No classes day or night, on- or off-campus*)
- Feb. 24** Last Day to File for Student Trustee Candidacy
- Feb. 28** Scholarship Applications Due
- March 1** Last Day to Withdraw as Candidate for Student Trustee
- March 3** Student Trustee Ballots Ready for Inspection
- March 6** Student Trustee Absentee Voting
- March 7 & 8** Student Trustee Elections
- March 2** **Midterm**
- March 12-17** Spring Break
- March 16** Grant & Scholarship Refund Checks Issued
- March 30-31** Good Friday Holiday
- May 4** Summer 2018 Graduation Application Deadline
- May 4** **Last Day of Regular Classes**
- May 5-10** Semester Exams
- May 12** Commencement
- May 15** Deadline for Summer Term Payments Before Purge
- June 4** **First Day of Classes**
- June 29** **Midterm**
- July 4** Independence Day
- July 6** Grant & Scholarship Refund Checks Issued
- July 15** Deadline for Fall Semester Payments Before Purge
- July 27** **Last Day of Classes**



## BOARD OF TRUSTEES



ERIC BLACK  
*Chair*  
 Mt. Vernon 2011-2021



RANDY RUBENACKER  
*Vice Chair*  
 McLeansboro 2011-2017



JOHN KABAT  
*Secretary*  
 Scheller 2011-2017



RICK MARLOW  
*ICCTA Representative*  
 Mt. Vernon 2009-2017



DR. DAVID ASBERY  
 Mt. Vernon 2013-2021



RANDALL CROCKER  
*Sesser* 2013-2019



LARRY MANNING  
 Belle Rive 2013-2019



ERIC SCHUMM  
*Student Trustee*  
 Wayne City 2016-2017

## ADMINISTRATION



TERRY WILKERSON  
*President*



ANGIE KISTNER  
*Vice President of  
 Finance & Administration*



LISA PRICE  
*Vice President of  
 Student Services*



LORI RAGLAND  
*Vice President of  
 Career Technical Instruction*



ANDREA BANACH  
*Dean*  
 Math & Sciences



HENRY "BUSTER" LEECK  
*Dean*  
 Liberal Arts



CHRIS NIELSEN  
*Dean*  
 Applied Science & Tech



KIM WILKERSON  
*Dean*  
 Allied Health

# IMPORTANT PHONE NUMBERS

## Dial 618-437-5321 + Extension

Welcome Center.....(Ext. 1343)

### Enrollment Services

..... Vicki Schulte, *Director of Enrollment Services* (Ext. 1331)  
*Student Records*..... Kelly Downes, *Director of Student Records / Registrar* (Ext. 1327)  
..... Tyson Ellis, *Records Specialist* (Ext. 1230)..... Abbi Kash, *Records Specialist* (Ext. 1233)  
..... Juliana Rubenacker, *Records Specialist* (Ext. 1231)  
*Graduation Applications / Diplomas*..... Kelly Downes, *Director of Student Records / Registrar* (Ext. 1327)  
*Academic Advisement / Testing*..... Jena Jensik, *Director of Academic Advisement* (Ext. 1293)  
..... Jordan Hicks, *Academic Advisor* (Ext. 1361)  
..... Charlotte Loquasto, *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)..... Heather Sanders, *Financial Aid Specialist* (Ext. 1297)  
..... Rachel Sveda-Webb, *Financial Aid & Admissions Coordinator* (Ext. 1298)  
*Recruitment & Retention*..... Rachel Sveda-Webb, *Financial Aid & Admissions Coordinator* (Ext. 1298)

### Administrative Offices

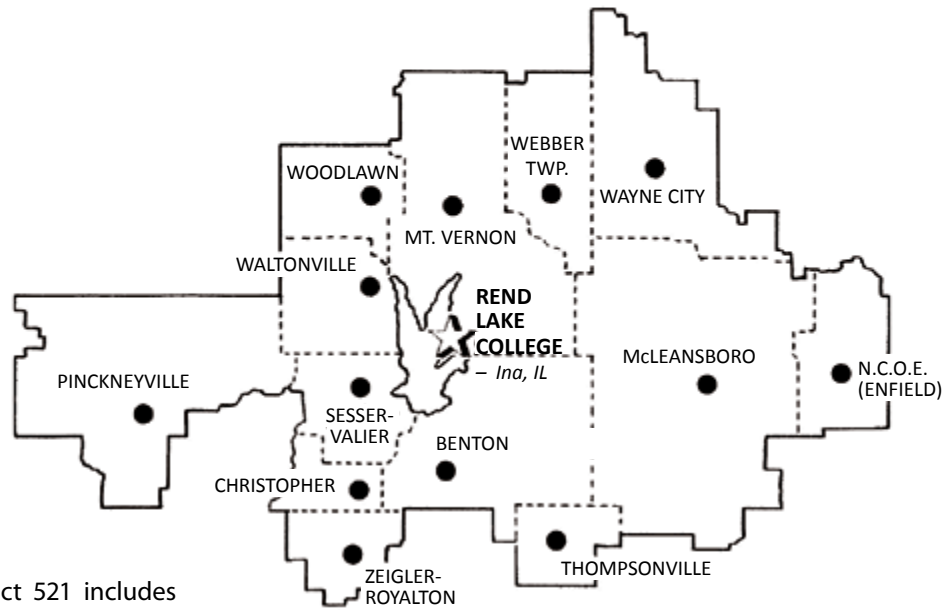
*President*..... Terry Wilkerson, *President* (Ext. 1242)  
..... Mary Cornett, *Executive Assistant to the President* (Ext. 1243)  
*Instruction*..... Lori Ragland, *Vice President of Career Technical Instruction* (Ext. 1200)  
..... Jean Huie, *Executive Assistant to the Vice President of Instruction* (Ext. 1247)  
*Student Services*..... Lisa Price, *Vice President of Student Services* (Ext. 1205)  
*Business and Finance*..... Angie Kistner, *Vice President of Finance and Administration* (Ext. 1221)  
*Rend Lake College Foundation / Scholarships*..... Kay Zibby-Damron, *Chief Executive Officer* (Ext. 1214)  
..... Britt Fullerton, *Development Coordinator* (Ext. 1213)..... Liz Oliver, *Assistant Director* (Ext. 1324)

### Academic Divisions

*Allied Health*..... Kim Wilkerson, *Dean / Title III Project Manager* (Ext. 1775)  
..... Bria Robinson, *Coordinator* (Ext. 1777)  
*Applied Science and Technology*..... Chris Nielsen, *Dean* (Ext. 1292)  
..... Joy Fitts, *Administrative Assistant* (Ext. 1261)  
*Community & Corporate Education*..... Margo Wagner, *Director* (Ext. 1367)  
..... Stephanie Smith, *Community Education Specialist* (Ext. 1714)  
*Liberal Arts*..... Henry "Buster" Leeck, *Dean* (Ext. 1790)  
..... Kelsey Page, *Administrative Assistant* (Ext. 1263)  
*Math & Sciences*..... Andrea Banach, *Dean* (Ext. 1258)  
..... Arvella Waugh, *Administrative Assistant* (Ext. 1288)  
*Adult Education and Literacy / GED® Classes*..... Christina Hutcheson, *Director* (Ext. 1220)  
*AmeriCorps*..... Megan Rounds, *Director* (Ext. 1351)  
*Aquatics Center*..... Laura Johnston, *Coordinator* (Ext. 1207)  
*Athletics*..... Tim Wills, *Athletic Director* (Ext. 1270)  
..... Julie Oxford, *Administrative Assistant* (Ext. 1250)  
*Distance Learning / Media Technology*..... Nathan Burkitt, *Computer Technician* (Ext. 1344)  
*Information Technology*..... Help Desk (Ext. 1259)  
*Learning Enhancement Center / Disability Services*..... Sue Cunningham, *Learning Enhancement Specialist* (Ext. 1204)  
*Library Services*..... Beth Mandrell, *Reference Librarian* (Ext. 1276)  
..... Sandy West, *Tech Services / Collection Development Coordinator* (Ext. 1249)  
*Perkins Program*..... Kristina Shelton, *Coordinator* (Ext. 1267)  
*RLC Foundation Children's Center*..... Brooke May, *Director* (Ext. 1393)  
*RLC MarketPlace (Mt. Vernon Campus)*..... Corey Phillips, *Director* (Ext. 2003)  
..... Whitney Waldman, *Administrative Assistant* (Ext. 2000)  
*RLC Murphy-Wall Pinckneyville Campus*..... Heather Bauersachs, *Coordinator* (Ext. 3001)  
*Security*..... Gary McGill, *Chief* (Ext. 1212)  
*STARS Program*..... Leah Stallman, *Director* (Ext. 1366)  
..... Amy Cook, *STARS Advisor* (Ext. 1720)..... Jessica Phillips, *STARS Advisor* (Ext. 1326)  
..... Marcia Whitehead, *Program Specialist / Administrative Assistant* (Ext. 1236)  
*Textbook Sales & Rental / Retail Store*..... Casey Rhine, *Manager* (Ext. 1281)  
..... Hannah Webb, *Assistant Manager* (Ext. 1320)  
*Upward Bound Grant Program*..... Leah Stallman, *Director* (Ext. 1366)  
..... Beth Hoffman, *Student Advisor* (Ext. 1219)..... Deidra Traylor, *Student Advisor* (Ext. 1365)  
..... Marcia Whitehead, *Program Specialist / Administrative Assistant* (Ext. 1236)

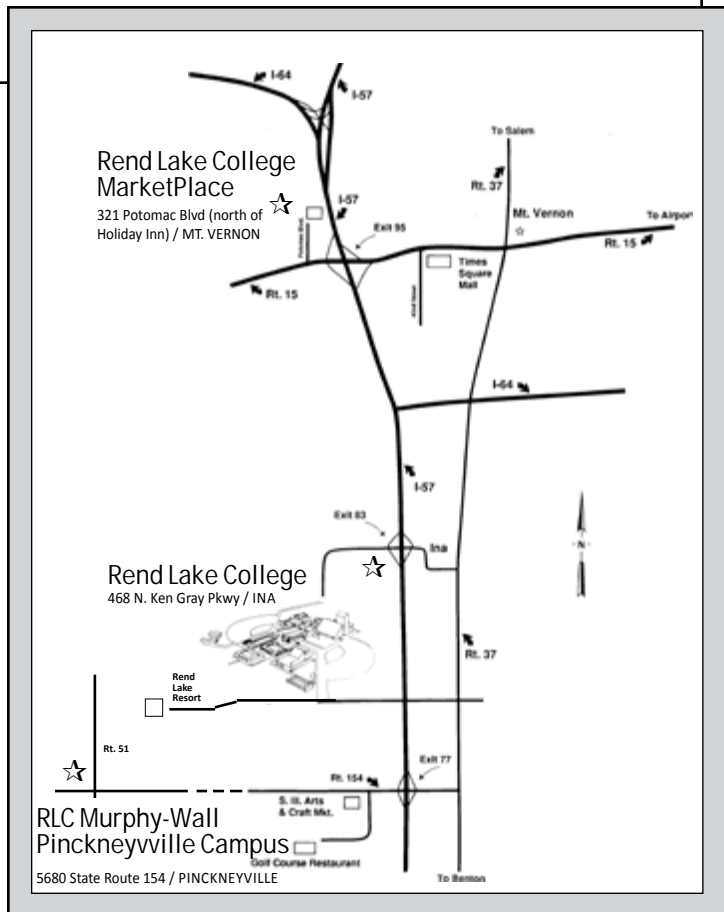
# REND LAKE COLLEGE

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)

CAMPUS ACCESS MAP



## 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 over the last 12 years, 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 850,000 students each year.*

*The "typical" Illinois community college student is 30 years old and enrolled part-time.*

*Nearly 74 percent of employers have hired a community college student.*

*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.*



*One year after graduation, Illinois' community college occupational graduates averaged a full-time salary of \$35,270 in 2012.*

*The average full-time Illinois community college student pays \$3,758 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 16,000 students with disabilities and 45,000 students with limited English proficiency are served each year.*

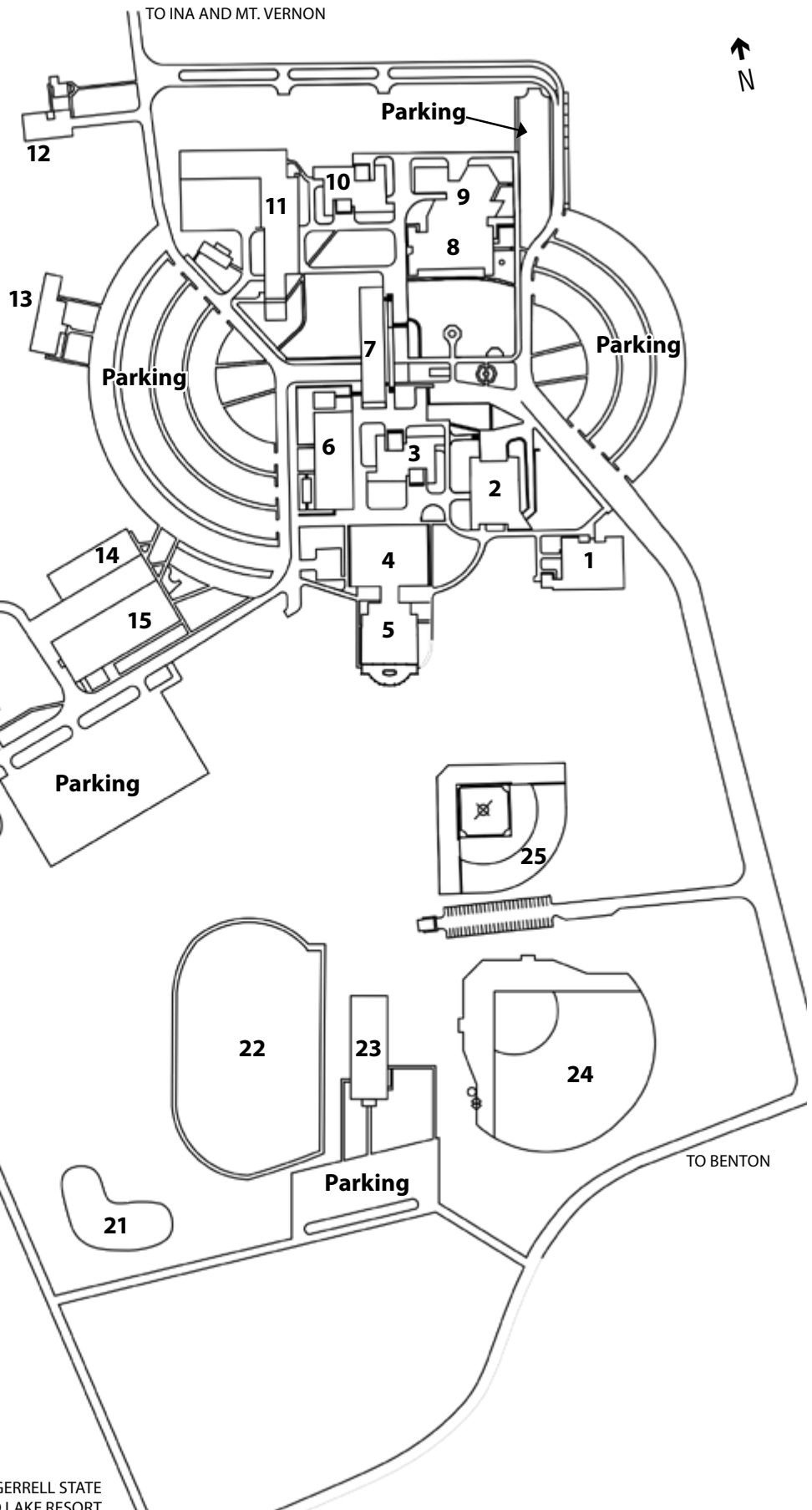
*Nine out of 10 Illinois community college graduates live, work, pay taxes, and raise their families in Illinois.*

# REND LAKE COLLEGE

## CAMPUS MAP

1. Dr. Allen Y. Baker Administration Building
2. Student Center (STC)
3. South Oasis (OSS)
4. James "Hummer" Waugh Gymnasium (GYM)
5. Aquatics Center (AQU)
6. Science Building (SCI)
7. Academic Building (ACA)
8. Learning Resource Center (LRC)
9. Theatre (THEA)
10. North Oasis (OSN)
11. Vocational Building (VOC)
12. One-Room "Independence" Schoolhouse

13. RLC Foundation Children's Center
14. Maintenance Building
15. Advanced Technology Center (ATC)
16. Mark S. Kern Applied Science Center (ASC)
17. Coal Mine Training Center (CMTC)
18. Mine Rescue / Fire Training Facility
19. Fire Rescue Training
20. Shooting Range
21. Aquaculture Ponds
22. Track
23. The Rec (RLC Recreational Center)
24. Baseball Field
25. Softball Field



TO WAYNE FITZGERRELL STATE  
PARK & REND LAKE RESORT

## 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 89,416 in 2014, 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 \$893,757,772. 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](http://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 has been the place “where learning never ends” for many years, serving thousands of in-district residents annually.

The 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. The campus was 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.

An Aquatics Center adjoining James (Hummer) Waugh Gymnasium opened on campus in February 1998. The Aquatics Center is available for public use and is equipped to fill rehabilitative needs of area residents. It includes a six-lane, 75-foot by 45-foot pool which features a ramp for the physically challenged and ranges from 3 feet 6 inches in depth to 7 feet 6 inches. A 10-foot by 20-foot therapy pool and a whirlpool 10 feet in diameter add to the usefulness of the facility. In addition to classes, the pool is open during certain time periods daily for recreational use, and memberships are available to the public.

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 many 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 Theatre building, was completed. In 2015, the Fire Rescue training facility was established.

## 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' offices, Academic Advisement Center, Business Office, Enrollment Services, Financial Aid, Information Technology, Institutional Research, Marketing and Public Information, Student Records and Testing Center.
- The **Advanced Technology Center**, which houses Computer Programming, Criminal Justice, Electricity and Electronics, Health Information Technology, Industrial Maintenance and Technician programs, IT Systems programs, Manufacturing Technology, Medical Coding, Radiologic Technology, Unmanned Aircraft Systems and Welding.
- The **Aquatics Center**, which features a six-lane, 75-foot pool with access for the physically challenged, therapy pool and whirlpool. Included are shower and locker room facilities.
- 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.
  - Two greenhouses for botanical research.
  - 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, Title III offices, the Health Studies Student Success Center, and the Certified Medical Assistant, Nursing and Pharmacy Technician programs. Also housed here are the RLC Theatre facility and the Art, Music and Theatre programs.
    - 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 Liberal Arts Division, as well as the

First-Year Experience Coordinator, Adult Education and Literacy Department, and Disability Services offices.

- The **Rec** (RLC Recreational Center), which includes practice areas for various athletic teams, exercise facilities, and the RLC Fitness Center.
- 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 Math & Sciences – along with AmeriCorps, 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 and Security, as well as the Subway restaurant 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 • 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; Project CHILD (Child Care Resource and Referral); Adult Education and Literacy classrooms; retail stores (including the RLC Golf Outlet); a coffee shop and a steakhouse. 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 • 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 many disciplines without the need to travel to the main campus.



## 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 Letter of Review
- Health Information Technology – Commission on Accreditation for Health Informatics and Information Management Education
- Radiologic Technology – Joint Review Committee on Education in Radiologic Technology

### Approvals

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

## 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 Medical Assistant, Certified Nurse Assistant, Health Care Coach, Health Information Technology, Home Health Aide, Medical Coding, Medical Laboratory Technician, Occupational Therapy Assistant, Personal Care Coach, Pharmacy Technician, Phlebotomy, Radiology, Surgical Technology, Therapeutic Massage and Veterinary Technology. Training for Emergency Medical Technician and EMT-Paramedic is available through Community and Corporate Education.

**APPLIED SCIENCE & TECHNOLOGY** – Includes Agriculture, Architectural Technology, Automotive Technology, 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, IT Systems Assistant and IT Systems Specialist.

**COMMUNITY & CORPORATE EDUCATION** – Encompasses Cosmetology (also including Barbering, Esthetics and Nail Technology), Culinary Arts, EMT / EMT-Paramedic, and Truck Driver Training. The American Heart Association Training Center also is administered here, and Real Estate, Work Ethics and Community Education classes are offered by this division. Business and Industry Training, Computer Workshops, Cooperative Education and Volunteerism are part of Community and Corporate Education as well.

**LIBERAL ARTS** – Offers courses in Communication (oral and written), Foreign Languages, Humanities, Social Sciences, and Performing and Visual Arts.

**MATH & SCIENCES** – Offers pre-professional curricula, including Engineering, and programs of instruction in Business, Early Childhood Education, Education, Health, Math, Physical Education and Science.

## DISTANCE LEARNING

### ONLINE NAVIGATION ESSENTIALS

Any student requesting to enroll in an online or hybrid course who does not score a minimum of 80 on the Online Proficiency Exam will be required to complete Online Navigation Essentials (ONE 1500), a one-time online orientation. These self-paced lessons and activities provide necessary and essential skills for online learning. Students must pass the proficiency exam or complete ONE 1500 with a score of 80 or higher to enroll in an online or hybrid course.

### ONLINE & HYBRID COURSES

At Rend Lake College, an online course is a course which is 100% online without any face-to-face classroom, laboratory, clinical or field meeting time required. Students enrolled in online courses must have access to the Internet and word processing software. Students enrolled in RLC online courses may utilize the open computer lab located in the Learning Resource Center.

A hybrid course is a course which substitutes any portion of its face-to-face classroom, laboratory, clinical or field meeting time with an online component of teaching and learning. Students enrolled in hybrid courses must have access to the Internet and word processing software.

Students must successfully complete Online Navigation Essentials or the Online Proficiency Exam prior to registering for an online or hybrid course.

### 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.

## REND LAKE COLLEGE FOUNDATION

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

Scholarships totaling more than \$450,000 annually are awarded to Rend Lake College students each academic year. These scholarships are made possible by generous local businesses and individuals who care about the future of our students and community. Scholarships, for the most part, range from approximately \$500 to \$1,500 annually.

The Foundation Board of Directors invites, and in fact encourages, all interested students to apply for these scholarships. Each year, more than 300 scholarships are awarded by the Foundation. Scholarship awards include endowed scholarships, annual scholarships, or one-time scholarships.

To apply, students must:

- Designate Rend Lake College as their college choice
  - Submit an online RLC Foundation Scholarship application ([www.rlc.edu/rlcf](http://www.rlc.edu/rlcf)), copies of transcripts and a letter of recommendation to the RLC Foundation office
  - Apply for student assistance through the Financial Aid office
- Additional information is available at [www.rlc.edu/foundation](http://www.rlc.edu/foundation).

## ORGANIZATION

A Board of Directors comprised of business and professional persons from the college district governs the RLC Foundation, meeting regularly throughout the year. All Foundation activities are reviewed and approved by this board, whose members serve without compensation. The college President and the Foundation Chief Executive Officer serve in ex-officio capacities.

## BOARD OF DIRECTORS

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 KEVIN PYLE (Hamilton County) / Vice Chair  
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## ENDOWED SCHOLARSHIPS

Endowed scholarships honor special individuals and businesses. The interest from endowment gifts is used to provide the following scholarship awards:

Allen Trucking LLC Scholarship  
 Andrea K. Boucher Memorial Scholarship  
 Ann M. Santoro Memorial Scholarship  
 Arnistine Tolbert Memorial Scholarship Austin-Welch Scholarship  
 Bank of Illinois  
 Benton BPW Scholarship  
 Benton Lions Club Scholarship  
 Blake Trout Memorial Scholarship  
 Brad & Brian Evilsizer Memorial Scholarship  
 Brandon Dame Memorial Scholarship  
 Brian C. Fleri Memorial Scholarship

Busby Family Scholarship  
 Carlos & Bonnie Tolbert Scholarship  
 Ceramic Sculpture Award  
 C.H. Reed Memorial Scholarship  
 Christian Chapel Church Scholarship  
 Clayton Charles Ragland Memorial Scholarship  
 Clifton Caldwell Memorial Scholarship  
 Continental Tire the Americas Scholarship  
 Craig V. Rudofski Memorial Scholarship  
 Dallas Carl & Anna Mae Bargesser Nursing Scholarship  
 David E. Hill MD 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 & Mary Roe Scholarship  
 Dr. Evelyn Claxton Art Scholarship  
 Dr. Evelyn E. Claxton Memorial Scholarship  
 Dr. Gary Sweeten Isaiah 61 Scholarship  
 Dr. Leslie Johnson / Ed Kownacki Scholarship  
 Dr. Robert & Marilyn Parks Scholarship  
 Dr. Warren E. Petty Memorial Scholarship  
 Emil Perpich Family Memorial Scholarship  
 Everett "Boogie" & Dolores Ames Memorial Scholarship  
 First Cellular of Southern Illinois Scholarship  
 Fornear Family Scholarship  
 Frank & W. Juanita Kern Memorial Scholarship  
 Franklin County Medical Society Scholarship  
 G. William "Billy" Rector Memorial Scholarship  
 George/Anna Orshak & Paul/Bernice Petty Memorial Scholarship  
 Henry & Fern Peacock Nursing Scholarship  
 Howard L. Payne Scholarship  
 Illinois Manufacturers Association Scholarship  
 International Police Association, Region 57 Scholarship  
 Jim & Carole Mounier Golf Scholarship  
 Joe P. Boyle & Lois Ferne Boyle & His Ancestors Who Lived in Belle Rive Scholarship  
 John C. Riley IV Scholarship  
 John D. & Ada D. Whittington Scholarship  
 John D. & S.L. Cookie Drew Scholarship  
 Judge Roy O. Gulley Scholarship  
 Julie Trout Memorial Scholarship  
 Karen L. Bertschi Memorial  
 Keith Bauman Memorial Scholarship  
 Leeck Family Scholarship  
 Mark S. Kern Scholarship  
 Maurice P. Kirsch Memorial Scholarship  
 Mel Farlow Memorial Scholarship  
 Michael Dean Memorial Scholarship  
 Mt. Vernon Rotary Club STRIVE Scholarship  
 NAPA John's John H. Winger Scholarship  
 Norma Harrell RN Scholarship  
 North Hamilton County Coal Association Scholarship  
 Oliver D. Spittler Memorial Scholarship  
 Pat Kern Endowment  
 Polk Lodge No. 137 - McLeansboro Scholarship  
 Rachel R. Nielsen Engineering Memorial Scholarship  
 Ribella Palada Family Scholarship  
 RLC A.D.N Scholarship  
 RLC Foundation Scholarship  
 RLC Foundation Student Scholarship  
 RLC Physical Plant Department Scholarship  
 RLC Students for Students Art Scholarship  
 RLCF Pathway to Success Scholarship  
 Robert & Rose Rice Scholarship  
 Rodney Rubenacker Memorial Scholarship  
 Rubenacker Family Scholarship  
 Southern Illinois Farm Assoc. Scholarship  
 Stan & Jean Koziara Scholarship  
 Stella M. Baker Scholarship  
 Thomas B. Harrell Memorial Scholarship  
 Thomas J. & Leota L. Sweeten Christian Mem  
 Timothy Keith Chamness Memorial  
 Tommy Mundell Memorial Scholarship  
 Tri-County Electric Co-Op Scholarship  
 US Bank Scholarship  
 Venita Brinkley Memorial Scholarship  
 Victor & Betty Rapp Scholarship  
 Wayne Fitzgerrell Memorial 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.



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Another Account



Electronic Deposit To A  
BankMobile Vibe Account



Paper Check  
Delivered By USPS

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



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## 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.

Enrollment forms are available at the college, on the college's website ([www.rlc.edu](http://www.rlc.edu)) and at district high schools. 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 test scores 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 or 16 years or older to attend Rend Lake College.

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 Department.

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 apply to Rend Lake College must have a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) or 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.

A TOEFL exemption may be obtained for students from countries where English is a main mode of education. These countries include: American Samoa, Anguilla, Antarctica, Antigua, Australia, Bahamas, Bahrain, Bangladesh, Barbados, Barbuda, Belize, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Brunei, Canada, Cayman Islands, Commonwealth Caribbean, Cyprus, Dominica, Falkland Islands, Fiji, Gambia Ghana, Gibraltar, Grenada, Guyana, India, Ireland, Islas Malvinas, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Swaziland, Tanzania, Tobago, Tonga, Trinidad, Turks, and Caicos Islands, Tuvalu, Uganda, United Kingdom, Vanuatu, Vatican City, Virgin Islands, West Samoa, Zambia, Zimbabwe. Students should provide certification and successful completion (C or better) through translated high school transcripts.

Rend Lake College may issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) to an international student for the purpose of obtaining a F-1 or M-1 Visa. For more information, contact the Vice President of Student Services at 618-437-5321, Ext. 1205, or at [advising@rlc.edu](mailto:advising@rlc.edu).

### 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 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 the Learning Resource Center or from Student Records in the Administration Building. 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.

#### 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

#### IN-DISTRICT TUITION

Current tuition rates 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. Tuition rates are subject to change with Board of Trustees approval. There is a technology fee of \$10 per credit hour and a facilities fee of \$5 per credit hour for most classes. In addition to tuition and the two fees listed, additional fees may be assessed for specific courses.

#### 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). 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 is enrolled in a course being provided under terms of a contract for services between the employer and the college.

#### 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. 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 is enrolled in a course being provided under terms of a contract for services between the employer and the college.

#### SENIOR CITIZEN TUITION AND FEES

In-district 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.

#### TRANSCRIPT FEES

Student official transcripts are \$5 per transcript. All requests for official transcripts are processed online at [www.rlc.edu/myrlc](http://www.rlc.edu/myrlc). 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 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 only 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 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 and / or terminations 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.

#### PAYMENT PLANS – Online Option

Students may make online payments for the balance of their tuition and fees or service charges. An individual can authorize online payments from either a checking account or a MasterCard, American Express, or Discover credit card. A convenience fee will

be charged for this service. The convenience fee is not charged or collected by Rend Lake College. To complete an online payment, an individual can visit the Rend Lake College website at [www.rlc.edu](http://www.rlc.edu) and click on the link to the Online Student Records System or visit [www.epayillinois.com](http://www.epayillinois.com).

#### 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 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 deadlines are:

Fall Semester – July 15

Spring Semester – December 15

Summer Term – May 15

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 \$15 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.

### 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. Every new student receives a Refund Selection Kit in the mail at the beginning of each semester. The Refund Selection Kit will be mailed in a green envelope and will include a unique personal code that students will use to select their refund preference. Students can choose from having their refund amounts transferred to an existing account, deposited onto a BankMobile Vibe account card, or delivered by paper check processed from BankMobile. Credit balances cannot be transferred to future terms. More information about BankMobile is available in the Business Office, located in the Administration Building.

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.

## DIPLOMA AND CERTIFICATE APPLICATION PROCESS

*(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
- Of 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 Student Services 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 makes this decision.

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)

## 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.

SCHOLARSHIPS

*Grants*

PRESIDENTIAL  
AWARD

*RLC  
Foundation*

FAFSA

*Student  
Employment*

LOANS

HIGH ACHIEVER AWARD

FINANCIAL AID

## 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.

Example: A student's financial aid consists of a Pell Grant of \$2,888, and the student's tuition is \$1,520. The student withdraws on the 26th day of a 118-day semester. The student is eligible for 22% of \$2,888, or \$635. The college would return \$2,253 (\$2,888-\$635) to the U.S. Department of Education, and the student would owe the college \$885 (\$1,520-\$635).

### SPECIAL CIRCUMSTANCES

Eligibility to receive financial assistance is based on the previous 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

For the 2017-18 school year, you can complete the Free Application for Federal Student Aid (FAFSA) after Oct. 1, 2016. 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 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 award committees led by the Deans of the college. Academic awards are given in varying dollar amounts based on several factors. The recipient must:

- Have a Free Application for Federal Student Aid (FAFSA) on file with the Financial Aid office
- Be a full-time student and maintain that status
- Maintain a 2.5 GPA or higher for each semester and a 2.5 GPA overall
- Remain enrolled in the program for which the award was initially granted
- Submit a letter of recommendation

Recipients of academic awards may reapply each year. More information is available from the Financial Aid office in the Administration Building, Ext. 1298.

## 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 for two years, including summers, at Rend Lake College. It is awarded to in-district high school students scoring a 27 or higher composite score on the ACT test who enroll at RLC immediately after graduating high school. For more information, contact the 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 or 16 years or older. 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 Probation fails to meet the Satisfactory Progress Requirements criteria during any semester of attendance after being placed on probation. 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
- Sudden, unexpected employment changes
- Suspension is 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%.

#### **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

Questions about the college, its programs, courses, services, activities, current events, registration, faculty and facilities can be directed to the college's Communications and Information Administrative Assistant at 618-437-5321. Inquiries will then 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.

### CAREER DEVELOPMENT AND GOAL SETTING

The RLC Virtual Career Center is available 24 hours a day, seven days a week and is accessible at [www.rlc.edu/vcc](http://www.rlc.edu/vcc).

### 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 reading prerequisite. All students registering for 12 or more credit hours or students who have accumulated 12 credit hours must take the assessment test prior to registration. **However, students are exempt if they scored at least a 20 in English, a 20 in Reading and a 22 in Math on the ACT or a 490 in English and a 520 in Math on the SAT.** For more information, please 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 five 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.

• **College credit by examination** – Students may elect to earn college credit by demonstrating proficiency in subject area examinations.

CLEP – College-Level Examination Program  
General and Subject Examinations

### 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 prior to taking the test.

Rend Lake College will allow CLEP credit for scores of 50 or above as follows:

<u>CLEP TEST</u>	<u>Receives Credit for Rend Lake College Course</u>
College Mathematics	MATH 1107
College Algebra	MATH 1108
Calculus	MATH 1121
Principles of Macroeconomics	ECON 2101
Principles of Microeconomics	ECON 2102
Biology	BIO 1100
Chemistry	CHE 1101
American Government	POLI 2101
American Literature	ENGL 2111 and 2112
Intro to Educational Psychology	PSYC 2103
College Composition	ENGL 1101
English Literature	ENGL 2109 and 2110
French	FREN 1101, 1102, 2101 and 2102
German	GRMN 1101, 1102, 2101 and 2102
History of the United States I	HIST 2101
History of the United States II	HIST 2102
Human Growth & Development	PSYC 2102
Humanities	HUMT 1105
Intro to Psychology	PSYC 2101
Intro to Sociology	SOCI 1101
Spanish	SPAN 1101, 1102, 2101 and 2102
Western Civilization I	HIST 1101
Western Civilization II	HIST 1102
Information Systems	CSCI 1101

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 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 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 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, and must request the Educational Testing Service (ETS) to send an official copy of the examination results to the Vice President of Student Services Office. The examination results must be received by Rend Lake College prior to the student taking the course for which credit is sought. Credit will be placed on the student’s transcript after the student successfully completes 12 credit hours of study at 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.

Rend Lake College will allow Advanced Placement credit for scores of 3, 4, or 5 as follows:

<u>Advanced Placement Course</u>	<u>Receives Credit for Rend Lake College Course</u>
AP Language and Composition	ENGL 1101
AP Literature and Composition	ENGL 1101
AP Biology	BIO 1101
AP American History A	HIST 2101
AP American History B	HIST 2102
AP Calculus	MATH 1121

#### 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 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.

#### SCHEDULING OF CLASSES

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

### ADULT EDUCATION & LITERACY PROGRAMS

The Adult Education and Literacy programs prepare students for the GED® (high school equivalency) tests and help students develop their skills in basic reading, math, job readiness and the English language. 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®) 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 and Perry counties.

## Adult Volunteer Literacy

You can make a difference! Volunteers are trained to help individuals 16 and over improve basic math and reading skills. Volunteer tutors work with students individually or in a group setting. For more information, call (618) 437-5321, Ext. 1342.

## 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).

## 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.

## English as a Second Language

English as a Second Language tutoring services are provided to help individuals who do not speak English as their native language develop their English communication skills. Students will begin at their present levels of proficiency and develop skills in English speaking, reading, writing and listening.

## ATHLETICS

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

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 men and women's basketball; baseball; softball; men and women's golf; women's tennis, and women's volleyball.

In 2013, the RLC mens' basketball team won the Division II national championship.

In just its second year of existence, the Warriors won the 2001 NJCAA Division II Men's Cross-Country Championship. They repeated national honors in both 2002 and 2003, and won the Division I Championship in 2006 and 2009. At the Indoor Track and Field Nationals, Warriors and Lady Warriors took individual D-I titles in 2008.

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 Women's Tennis team has advanced to the NJCAA Championships four of the last five years.

## BOOKSTORE AND RETAIL STORE

*([www.rlc.edu/bookstore](http://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 and snacks also are available.

## CAMPUS 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.

## DINING SERVICES

Subway, located in the Student Center, offers breakfast and lunch for students and staff. Vending is available in various buildings on campus.

## 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 / SOUTHERN SEVEN AMERICORPS

Land of Lincoln / Southern 7 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 \$2,865 to \$5,600, 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.

## LEARNING ENHANCEMENT CENTER

*(www.rlc.edu/lec)*

The purpose of the Rend Lake College Learning Enhancement Program 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.

### Communication 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)*

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, and rooms for quiet study. The LRC has a book collection of approximately 20,000 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. Students may also receive student identification cards 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.

## 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.

## 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. All students must obtain a parking decal, available in the Administration Building.

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, through Illinois E-Pay at [www.epayillinois.com](http://www.epayillinois.com), 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.

## 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).

Each year, the RLC Theatre program is committed to producing two shows – a fall play and a spring children's show. The RLC Music Department puts on a spring musical each year. Auditions for the shows are open to students and community members who want to gain experience and training on the stage. For more information about these performances, or about Music and / or Theatre, contact the RLC Liberal Arts Division at Ext. 1263.

## 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 Coordinator in the Student Center, Room 105, or at Ext. 1267.

## REND LAKE COLLEGE FOUNDATION CHILDREN'S CENTER

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

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.

## RLCares

RLCares (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 RLCares meeting. To schedule, contact Jena Jensik at Ext. 1293 or [jensikj@rlc.edu](mailto:jensikj@rlc.edu).

## STUDENT ACTIVITIES

Opportunities for the development of leadership, social and interpersonal relationships, skills and character are made available to RLC students through organizations and activities on-campus.

### 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:

- AgriAchievers
- Agriculture Club
- Art League
- Automotive Club
- Business Club
- CMYK Club (Graphic Design)
- Community Action Team
- Computer Club
- College Bowl
- Collegiate FFA
- Creative Writing Club
- Culinary Arts Club
- Fellowship of Christian Athletes
- Health Information Technology Club
- International Studies
- Lamda Nu (Radiology)
- Lesbian, Gay, Bisexual, Transexual and Allies
- Musical Notes Society
- Nursing Club
- Outdoor Adventure Klub (OAK)
- Phi Theta Kappa (Honor Society)
- Radiology Club
- Skills USA
- Society for Leadership and Success
- Student Ambassadors
- Thespians Club

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

### COLLEGE BOWL

College Bowl is the varsity sport of the mind. The team competes with colleges in the Southern Illinois Collegiate Common Market (SICCM) conference – John A. Logan and Shawnee – and travels to other tournaments as well. Rend Lake College won the first statewide "Academics Olympics" competition in 1993, and five more Southeast Region championships, including second in the state in 2000, third in 1996, 2003 and 2010 and fourth in 1999, 2002 and 2009. Rend Lake College also won the SICCM crown six straight seasons between 1990 and 1995 and 10 of 15 overall through the 1999-2000 season, and was 22nd in the nation in 2011 at the National Academic Quiz Tournament.

### 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.

## RECREATION AREAS

The RLC Fitness Center at the Rec and the Aquatics Center are available for use by students due to facilities fees paid with tuition, or on a membership or fee basis by the community. The Aquatics Center may be used during open swim hours or during specified times by students who have enrolled in specific aquatics classes. 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 physical education staff in the athletic office, which is located in Waugh Gymnasium. 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. Discs are available for purchase at the RLC Bookstore and can be rented for the day from the Fitness Center with a student ID.

## 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.

## 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 counseling,

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) or a student with a documented disability. 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).

## TITLE III

In September 2013, Rend Lake College was named one of 39 schools across the nation and the only school in Illinois to be awarded part of a \$20.1 million grant from the U.S. Department of Education. The goal of Title III is to assist RLC in its expansion of high-demand health care offerings and degree programs while providing tools which will build students' essential knowledge, ensuring their success.

## HEALTH STUDIES STUDENT SUCCESS CENTER

Title III has developed a Health Studies Student Success Center, located in Learning Resource Center 142. The HSSSC provide students with tutoring, group study space and career exploration and development information. Students also can learn more about marketing their educations and skills once they complete their degrees. For additional information, contact Ext. 1769.

## UPWARD BOUND PROGRAM

The Upward Bound program is a federally funded TRIO college preparatory program designed to provide academic support, personal / career counseling 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/academic-home](http://www.rlc.edu/academic-home))

Rend Lake College offers programs that include courses in liberal arts and sciences and 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 that meet the needs of students deficient in fundamental skills.

### 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 several Illinois community colleges allows students to take a career technical program at another college if their sending college does not offer that program. Participating colleges are:

- Black Hawk College
- Carl Sandburg College
- College of DuPage
- College of Lake County
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Eastern Community Colleges
- Illinois Valley Community College
- John A. Logan College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Moraine Valley Community College
- Morton College
- Oakton Community College
- Parkland College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- Shawnee Community College
- Southeastern Community College
- South Suburban College
- Southwestern Illinois College
- Spoon River College
- Waubensee Community College
- William Rainey Harper College

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 an Academic Advisor for more information.

#### Central Methodist University (CMU)

- Early Childhood Education
- Nursing

#### Chamberlain College of Nursing

- Nursing

#### Eastern Illinois University

- Nursing

#### McKendree University

- Nursing

#### Murray State University

- Agricultural

#### Rocky Mountain College of Art & Design

- Graphic Design

#### Southern Illinois University Carbondale (SIUC)

- AS Business + BS Accounting
- AS Business + BS Business and Administration
- AAS + BS Technical Resource Management
- AAS CMA + BS Health Care Management
- AAS ECE + BS Curriculum & Instruction – Child & Family
- AAS HIT + BS Health Care Management
- AAS Industrial Electronics & Maintenance Technician + BS Industrial Technology
- AAS Radiologic Technology + BS Radiologic Sciences
- AA Psychology + BA Psychology

#### Southern Illinois University Edwardsville (SIUE)

- Associate of Engineering Science + BS Civil Engineering
- Associate of Engineering Science + BS Computer Engineering
- Associate of Engineering Science + BS Electrical Engineering
- Associate of Engineering Science + BS Industrial Engineering
- Associate of Engineering Science + BS Mechanical Engineering

#### Watkins College of Art, Design, & Film

- Graphic Design

### CHARGEBACK TUITION

Individuals who want to enroll in an Associate in Applied Science degree or certificate program not offered by their own community college or through the CAREER Agreement may apply for a chargeback, which is financial assistance with the out-of-district portion of the tuition.

Rend Lake College district residents who desire a degree or certificate not offered by RLC may apply for chargeback tuition if they attend another public community college in Illinois that offers the program. This application must be submitted each year to the Vice President of Career Technical Instruction no later than 30 days prior to the beginning of the semester.

### 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. Rend Lake College proficiency exams are available for specific Rend Lake College courses (see instructor or Dean)

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 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. 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 Vice President of Student Services and will be responsible for tuition and other costs.

#### 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.

#### 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 one-day 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.

## 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 online at [www.rlc.edu](http://www.rlc.edu). 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; Advanced Placement; Correctional / Law Enforcement Academy
- I – Incomplete work
- NC – No credit given
- R – Repeat
- TC – Transfer Credit
- W – Withdrawal after second week but by end of the 13th week.

### 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	2	x	3	=	6
<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 16-week or longer course, with the exception of College Preparatory courses, up to the 13th week of the semester. **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.) From the beginning of the 14th week through the end of the 16-week semester, 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	Three weeks prior to end of class
8 to 11	First week	Two weeks prior to end of class
2 to 7	Prior to 2nd class meeting	One week prior to end 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.

### ADDING AND DROPPING COURSES

Students may make a change of course (add / drop) 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 20 or more credits during the Fall or Spring Semester or 10 or more credits during the Summer Term must have the Registration form signed by a 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 POLICIES

### Placement

Students shall be placed into appropriate college preparatory classes based upon their placement test scores. Students may not re-take placement tests after classes begin and may test a maximum of two times. Students may be placed into English ALP or Integrated Reading and Writing.

### 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 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 chooses the PREP 1404 option they must 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-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. However, they:

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 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. Courses from post-secondary institutions which are classified as junior- or senior-level courses (300 or 400 level) will not transfer to Rend Lake College.

5. Credit earned in remedial or developmental courses will not be accepted.

6. Credit for orientation, freshman experience, or first-year seminars will not be accepted.

7. 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. In addition, courses from which the student has withdrawn will NOT be accepted for transfer credit.

8. 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.

9. 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.

10. 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 Vice President of Student Services will 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 Vice President of Student Services, to be eligible for a full refund of paid tuition and fees.

After the official withdrawal date has passed, the Vice President of 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 Vice President of Student Services.

## ACCESS TO RECORDS

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

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.

## 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 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.

## 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" for the 2015-2016 school year 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.

## **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.

1. **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.

**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.

**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.

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

**Domestic Violence:** assorted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence.

**Harassment:** unwelcome conduct based on 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 compliance officer.

**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.

**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 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.

## Complaint Resolution Procedures Summary

**Note:** The full version of these procedures, including options for reporting alleged violations of the policy, can be found online at [www.rlc.edu/titleix-policy](http://www.rlc.edu/titleix-policy).

**Informal Resolution:** Depending on the complainant's comfort level, the first attempt may be an informal resolution (only in cases not involving sexual assault, sexual violence, dating violence, domestic violence or stalking). This is an attempt to reach a mutually satisfactory arrangement with the alleged offender, with help from an impartial third party. To request an informal resolution attempt, the complainant should contact the RLC Police Department or the RLC Vice President of Student Services within 60 days of the occurrence and complete a complaint form, available at [www.rlc.edu/student-services](http://www.rlc.edu/student-services) and at the RLC Student Services Office and the RLC Police Department Office.

**Formal Resolution:** If an informal resolution is not appropriate or is not preferred by the complainant, a formal investigation will be conducted. This will involve interviews with the complainant, any witnesses, and the alleged offender. When complete, a determination based on all of the evidence is provided to the college President and the Title IX Lead Compliance Officer along with a recommendation for further action if warranted. If an informal resolution attempt was made first, the request for a formal investigation should be submitted in writing within 14 days of the informal resolution disposition. The college also may start a formal investigation on its own. When notified, the alleged offender must respond to the complaint within 14 days. When the investigation is concluded, the outcome will be provided to the complainant and to the alleged offender, and a hearing before a disciplinary committee will be scheduled. Within 7 days of the hearing, the Vice President of Student Services will prepare a report containing a conclusion and recommendation and then submit it to the complainant, the alleged offender and the college President. The outcome may be appealed by either the complainant or the alleged offender.

## 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/offender-registry](http://www.rlc.edu/offender-registry) 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.

## PROGRAM REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN SCIENCE DEGREE

ASSOCIATE IN FINE ARTS DEGREE

ASSOCIATE IN ENGINEERING 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. Graduates with these degrees are prepared for upper-division study in their discipline.

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

All students wishing to enter the Associate in Arts, Associate in Science, Associate in Fine Arts or Associate in Engineering 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 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) You are exempt from taking the placement test if you scored at least a 20 in English, a 20 in Reading and a 22 in Math on the ACT.

## 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 – communications, health, arts, humanities, mathematics and science and social science;
  - 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 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 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.

## 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 appropriate 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.*

## 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 English 1101 with a grade of "C" or better.
7. Complete MATH 1403, 1407, 1408 or higher unless math placement scores are met.

Upon notification of conditional acceptance:

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

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## CERTIFIED MEDICAL ASSISTANT RADIOLOGIC TECHNOLOGY

Admission of a student to the Associate Degree in Certified 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 a completed Certified Medical Assistant or Radiologic Technology 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 PSB 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.

## OCCUPATIONAL THERAPY ASSISTANT MEDICAL LABORATORY TECHNOLOGY SURGICAL TECHNOLOGY VETERINARY TECHNOLOGY

1. Graduate from an approved high school or demonstrate equivalent competency (GED examination).
2. Complete general admission procedures for Rend Lake College.
3. By March 1, file the following OTA, MLT, STP or VET application information with the Chairperson of the Allied Health Division at Rend Lake College:
  - A. Completed OTA / MLT / STP / VET application form;
  - B. Health Occupations Aptitude Test – Revised results;
  - C. Official transcripts of previous college experience;
  - D. Completed Rend Lake College new student enrollment form;
  - E. Official high school transcript or GED results.
4. Achieve competitive level on a composite selection score for the college. A predetermined number of top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Test – Revised results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant, Medical Laboratory Technology, Surgical Technology or Veterinary Technology required curriculum.
5. Upon notification and acceptance of admission, complete a successful physical examination, required vaccination

/ immunization series and job shadowing prior to the beginning of coursework.

6. Upon notification and acceptance of admission, a background check is required.
7. Demonstrate current competency in American Heart Association Healthcare Provider CPR.
8. Submit to a drug screening test as per the Southern Illinois Collegiate Common Market (SICCM) policy.
9. Provide proof of current health insurance.
10. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
11. Accept provisions of the Rend Lake College Substance Abuse Policy.

## 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. Provide copy of a physical exam, health screenings and immunizations as required by clinical facilities.
6. Submit to and pass a background check.
7. Provide proof of current health insurance.
8. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
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.

## 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 the appropriate areas which follow – mathematics, health, English, science (including social science). 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 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 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. Any deficiencies noted must be corrected and information requested must be provided before a degree will be posted to a student's permanent record.
- 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.

#### 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 appropriate 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 – CAREER / OCCUPATIONAL CERTIFICATES

##### CERTIFIED MEDICAL ASSISTANT

Admission of a student to the Certified 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 Certified 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 PSB 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.

*continued at top of next page ...*

## 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 Work Ethics (BUSI 1202).
3. Complete at least half of the required hours of the declared curriculum as a Rend Lake College student.
4. Candidates should apply for graduation; see the graduation section for details.

- 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.

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.

### CERTIFIED NURSE ASSISTANT

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. Provide a copy of physical exam, health screenings and immunizations as required by clinical facilities.
4. Be at least 18 years of age before completion of course.
5. Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPAA).
6. Submit to and pass a background check.
7. Provide proof of current health insurance.
8. Accept provisions of the Rend Lake College Substance Abuse Policy. Students will be required to submit to a drug screening test as per policy.

### 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.

## 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 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2101 - Intro to 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 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)   | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)  | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1102 - Western Civilization II (3)    | <input type="checkbox"/> POLI 2102 - International Relations (3)  | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

### 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 (3)              | <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 Biology (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)      | <input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *    |

#### 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) |   |

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 Speaking (3)      \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)      \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. REND LAKE COLLEGE REQUIREMENTS – Required course (1.5 hrs.)

- \_\_\_ ORIE 1101 - Orientation (1.5) \*      \* Required during first semester in attendance for all first-time, full-time, degree-seeking students

### 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 2103 - Contemporary History (3)   | ___ PSYC 2103 - Educational Psychology (3) | ___ SOSC 2101 - Topics in Social Science (3) |
| ___ HIST 2106 - Black American History (3) | ___ PSYC 2104 - Personality Dynamics (3)   | ___ SOCI 2103 - Intro to Social Work         |
| ___ POLI 2103 - Public Administration (3)  | ___ PSYC 2106 - Human Relations (3)        | ___ SOSC 2102 - Inside-Out Prison Exchange   |

**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 1102 - Comp. / Bus. Applications (3) * | ___ PHY 2101 - Statics (3)                       |
| ___ CHE 1102 - General Chemistry II (5)         | ___ CSCI 1104 - Intro to Programming (4) *      | ___ PHY 2102 - Dynamics (3)                      |
| ___ CHE 1104 - Q.A. / Inorganic Chemistry (5)   | ___ CSCI 2104 - Advanced Programming (4) *      | ___ PHY 2121 - Electrical Engineer. Circuits (4) |
| ___ CHE 2120 - Organic Chemistry I (5)          | ___ MICR 1101 - Basic Microbiology (4)          | ___ ZOO 1105 - Anatomy / Physiology I (4)        |
| ___ CHE 2121 - Organic Chemistry II (5)         | ___ PHY 1102 - College Physics II (5)           | ___ ZOO 1106 - Anatomy / Physiology II (4)       |
| ___ CSCI 1101 - Introduction to Computers (3) * | ___ PHY 1104 - University Physics II (5)        | * Not a laboratory course                        |

**COMMUNICATIONS / HUMANITIES / FINE ARTS ELECTIVES \*\***

- |  |  |  |
|--|--|--|
| ___ ARCH 1101 - Architectural Theory/History (3) | ___ ART 2117 - Commercial Art (3)                | ___ JOUR 1101 - Mass Media (3)                                     |
| ___ ART 1103 - Design I (3)                      | ___ ART 2120 - Life Drawing (3)                  | ___ JOUR 1102 - Introduction to Journalism (3)                     |
| ___ ART 1104 - Design II (3)                     | ___ ART 2121 - Intro to Stained Glass (3)        | ___ JOUR 1103 - Journalism Practicum (1)                           |
| ___ ART 1105 - Drawing I (3)                     | ___ ART 2201 - Illustration I (3)                | ___ LEAD 1101 - PTK Leadership Dev. (3)                            |
| ___ ART 1106 - Drawing II (3)                    | ___ ART 2202 - Illustration II (3)               | ___ MUSI 1101 - Music Theory I (3)                                 |
| ___ ART 1107 - Painting I (3)                    | ___ COMM 1103 - Small Group Commun. (3)          | ___ MUSI 1102 - Music Theory II (3)                                |
| ___ ART 1108 - Painting II (3)                   | ___ COMM 1104 - Interpersonal Commun. (3)        | ___ MUSI 1109 - Music Fundamentals (3)                             |
| ___ ART 1111 - Photography I (3)                 | ___ COMM 1106 - Intercultural Commun. (3)        | ___ MUSI 1145 - Piano Class I (1)                                  |
| ___ ART 1112 - Photography II (3)                | ___ ENGL 1103 - Creative Writing (3)             | ___ PHIL 2102 - Medical Ethics (3)                                 |
| ___ ART 2105 - Sculpture I (3)                   | ___ ENGL 2103 - Special Topics in Literature (3) | ___ PHIL 2106 - Philosophy of Religion (3)                         |
| ___ ART 2106 - Sculpture II (3)                  | ___ ENGL 2106 - Intermediate Composition (3)     | ___ SPAN 1101 - Elementary Spanish I (4) *                         |
| ___ ART 2108 - Beginning Jewelry (3)             | ___ ENGL 2114 - The Novel (3)                    | ___ SPAN 1102 - Elementary Spanish II (4) *                        |
| ___ ART 2109 - Advanced Jewelry (3)              | ___ ENGL 2115 - Children's Literature (3)        | ___ SPAN 2101 - Modern Spanish I (4) *                             |
| ___ ART 2111 - Art History I (3)                 | ___ FREN 1101 - Elementary French I (4) *        | ___ THEA 1101 - Acting (3)   |
| ___ ART 2112 - Art History II (3)                | ___ FREN 1102 - Elementary French II (4) *       | ___ THEA 1102 - Practicum in Theatre (3)                           |
| ___ ART 2113 - Introduction to Ceramics (3)      | ___ FREN 2101 - Modern French I (4) *            | ___ THEA 1103 - Acting II (3)                                      |
| ___ ART 2114 - Advanced Ceramics (3)             | ___ GRMN 1101 - Elementary German I (4) *        | ___ THEA 1105 - Stage Makeup (3)                                   |
| ___ ART 2115 - Printmaking I (3)                 | ___ GRMN 1102 - Elementary German II (4) *       | * All languages require one full-year sequence for transfer credit |
| ___ ART 2116 - Printmaking II (3)                | ___ GRMN 2101 - Modern German I (4) *            |  |

**OTHER ELECTIVES**

- \_\_\_ \_\_\_\_\_      \_\_\_ \_\_\_\_\_      \_\_\_ \_\_\_\_\_

\*\* 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.

**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:

<b>IAI SOCIAL and BEHAVIORAL SCIENCES</b>		
<input type="checkbox"/> ANTH 1101 - Cultural Anthropology (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)
<input type="checkbox"/> HIST 1102 - Western Civilization II (3)	<input type="checkbox"/> POLI 2102 - International Relations (3)	
	<input type="checkbox"/> PSYC 2101 - Intro to Psychology (3)	

#### 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.

<b>IAI MATHEMATICS</b>		
<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 (3)	<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 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.

<b>IAI LIFE SCIENCES</b>		
<input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4)	<input type="checkbox"/> BIO 1102 - Environmental Biology (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)
<b>IAI PHYSICAL SCIENCES</b>		
<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

<b>IAI HUMANITIES (Required one or two courses)</b>		
<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)	<input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *
<b>IAI FINE ARTS (Required one or two courses)</b>		
<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)	

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 Speaking (3)      \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)      \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. REND LAKE COLLEGE REQUIREMENTS – Required 1 course (1.5 hrs.)

- \_\_\_ ORIE 1101 - Orientation (1.5) \*      \* Required during first semester in attendance for all first-time, full-time, degree-seeking students

### 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 2103 - Contemporary History (3)   | ___ PSYC 2103 - Educational Psychology (3) | ___ SOSC 2101 - Topics in Social Science (3) |
| ___ HIST 2106 - Black American History (3) | ___ PSYC 2104 - Personality Dynamics (3)   | ___ SOCI 2103 - Intro to Social Work         |
| ___ POLI 2103 - Public Administration (3)  | ___ PSYC 2106 - Human Relations (3)        | ___ SOSC 2102 - Inside-Out Prison Exchange   |

**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 2121 - Electrical Engineer. Circuits (4) |
| ___ CHE 1102 - General Chemistry II (5)         | ___ CSCI 2104 - Advanced Programming (4) * | ___ ZOO 1105 - Anatomy / Physiology I (4)        |
| ___ CHE 1104 - Q.A. / Inorganic Chemistry (5)   | ___ MICR 1101 - Basic Microbiology (4)     | ___ ZOO 1106 - Anatomy / Physiology II (4)       |
| ___ CHE 2120 - Organic Chemistry I (5)          | ___ PHY 1102 - College Physics II (5)      | * Not a laboratory course                        |
| ___ CHE 2121 - Organic Chemistry II (5)         | ___ PHY 1104 - University Physics II (5)   |  |
| ___ CSCI 1101 - Introduction to Computers (3) * | ___ PHY 2101 - Statics (3)                 |  |
| ___ CSCI 1102 - Comp. / Bus. Applications (3) * | ___ PHY 2102 - Dynamics (3)                |  |

**COMMUNICATIONS / HUMANITIES / FINE ARTS ELECTIVES \*\***

- |  |  |  |
|--|--|--|
| ___ ARCH 1101 - Architectural Theory/History (3) | ___ ART 2117 - Commercial Art (3)                | ___ JOUR 1101 - Mass Media (3)                                     |
| ___ ART 1103 - Design I (3)                      | ___ ART 2120 - Life Drawing (3)                  | ___ JOUR 1102 - Introduction to Journalism (3)                     |
| ___ ART 1104 - Design II (3)                     | ___ ART 2121 - Intro to Stained Glass (3)        | ___ JOUR 1103 - Journalism Practicum I (1)                         |
| ___ ART 1105 - Drawing I (3)                     | ___ ART 2201 - Illustration I (3)                | ___ LEAD 1101 - PTK Leadership Dev. (3)                            |
| ___ ART 1106 - Drawing II (3)                    | ___ ART 2202 - Illustration II (3)               | ___ MUSI 1101 - Music Theory I (3)                                 |
| ___ ART 1107 - Painting I (3)                    | ___ COMM 1103 - Small Group Commun. (3)          | ___ MUSI 1102 - Music Theory II (3)                                |
| ___ ART 1108 - Painting II (3)                   | ___ COMM 1104 - Interpersonal Commun. (3)        | ___ MUSI 1109 - Music Fundamentals (3)                             |
| ___ ART 1111 - Photography I (3)                 | ___ COMM 1106 - Intercultural Commun. (3)        | ___ MUSI 1145 - Piano Class I (1)                                  |
| ___ ART 1112 - Photography II (3)                | ___ ENGL 1103 - Creative Writing (3)             | ___ PHIL 2102 - Medical Ethics (3)                                 |
| ___ ART 2105 - Sculpture I (3)                   | ___ ENGL 2103 - Special Topics in Literature (3) | ___ PHIL 2106 - Philosophy of Religion (3)                         |
| ___ ART 2106 - Sculpture II (3)                  | ___ ENGL 2106 - Intermediate Composition (3)     | ___ SPAN 1101 - Elementary Spanish I (4) *                         |
| ___ ART 2108 - Beginning Jewelry (3)             | ___ ENGL 2114 - The Novel (3)                    | ___ SPAN 1102 - Elementary Spanish II (4) *                        |
| ___ ART 2109 - Advanced Jewelry (3)              | ___ ENGL 2115 - Children's Literature (3)        | ___ SPAN 2101 - Modern Spanish I (4) *                             |
| ___ ART 2111 - Art History I (3)                 | ___ FREN 1101 - Elementary French I (4) *        | ___ THEA 1101 - Acting (3)   |
| ___ ART 2112 - Art History II (3)                | ___ FREN 1102 - Elementary French II (4) *       | ___ THEA 1102 - Practicum in Theatre (3)                           |
| ___ ART 2113 - Introduction to Ceramics (3)      | ___ FREN 2101 - Modern French I (4) *            | ___ THEA 1103 - Acting II (3)                                      |
| ___ ART 2114 - Advanced Ceramics (3)             | ___ GRMN 1101 - Elementary German I (4) *        | ___ THEA 1105 - Stage Makeup (3)                                   |
| ___ ART 2115 - Printmaking I (3)                 | ___ GRMN 1102 - Elementary German II (4) *       | * All languages require one full-year sequence for transfer credit |
| ___ ART 2116 - Printmaking II (3)                | ___ GRMN 2101 - Modern German I (4) *            |  |

**OTHER ELECTIVES**

\*\* 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.

**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 65 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.)

Choose two or more subject areas:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ANTH 1101 - Cultural Anthropology (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"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)  | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2102 - International Relations (3)  | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |
| <input type="checkbox"/> HIST 1102 - Western Civilization II (3)    | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3)      |  |

#### II. MATHEMATICS – Required 1 course (3 to 4 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 (3)                | <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)*

##### LIFE SCIENCES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Biology (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 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2101 - Logic (3)                  |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2113 - Introduction to Drama (3)     | <input type="checkbox"/> PHIL 2103 - World Religion (3)         |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2104 - Ethics (3)                 |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3) |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> HUMT 1104 - Introduction to Film (3)      | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3) |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      | <input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *    |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)        | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3)   |
| <input type="checkbox"/> ENGL 2110 - British Literature II (3)  | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3)   |   |
| <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)   | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)       |   |

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 Speaking (3)      \_\_\_ ENGL 1101 - Rhetoric and Comp. I (3)      \_\_\_ ENGL 1102 - Rhetoric and Comp. II (3)

### VI. ART REQUIREMENTS – Required 7 courses (21 hrs.)

- \_\_\_ ART 1103 - Design I (3)                      \_\_\_ ART 1106 - Drawing II (3)                      \_\_\_ ART 2120 - Life/Figure Drawing (3)  
 \_\_\_ ART 1104 - Design II (3)                      \_\_\_ ART 2111 - Art History I (3)  
 \_\_\_ ART 1105 - Drawing I (3)                      \_\_\_ ART 2112 - Art History II (3)

### VII. ART ELECTIVES (9 hrs.)

- \_\_\_ ART 1107 - Painting I (3)                      \_\_\_ ART 2106 - Sculpture II (3)                      \_\_\_ ART 2114 - Ceramics II (3)  
 \_\_\_ ART 1108 - Painting II (3)                      \_\_\_ ART 2108 - Metalsmithing I (3)                      \_\_\_ ART 2115 - Printmaking I (3)  
 \_\_\_ ART 1111 - Photography I (3)                      \_\_\_ ART 2109 - Metalsmithing II (3)                      \_\_\_ ART 2116 - Printmaking II (3)  
 \_\_\_ ART 1112 - Photography II (3)                      \_\_\_ ART 2121 - Intro to Stained Glass (3)                      \_\_\_ ART 2117 - Commercial Art (3)  
 \_\_\_ ART 2105 - Sculpture I (3)                      \_\_\_ ART 2113 - Introduction to Ceramics (3)                      \_\_\_ GRD 1201 - Intro to Graphic Design (3)

### VIII. REND LAKE COLLEGE REQUIREMENT – Required 1 course (1.5 hrs.)

- \_\_\_ ORIE 1101 - Orientation (1.5) \*  
 \* Required during first semester in attendance for all first-time, full-time, degree-seeking students

### IX. REQUIREMENT TO TRANSFER TO SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

- \_\_\_ HEA 1101 - Health Education (2)

### X. DEFICIENCIES


*No single course can be used to fulfill more than one requirement.*

**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 – 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 2101 - American History I (3)       | <input type="checkbox"/> PSYC 2101 - Intro to 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 2102 - Child Psychology (3)    |
| <input type="checkbox"/> ECON 2102 - Principles of Economics II (3) | <input type="checkbox"/> HIST 2107 - Latin American History (3)   | <input type="checkbox"/> PSYC 2105 - Social Psychology (3)   |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)  | <input type="checkbox"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1102 - Western Civilization II (3)    | <input type="checkbox"/> POLI 2102 - International Relations (3)  | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |

**II. MATHEMATICS – Required 1 course (3 to 5 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 (3)                | <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)*

**LIFE SCIENCES**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIO 1100 - Biology for Non-Majors (4) | <input type="checkbox"/> BIO 1102 - Environmental Biology (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)      | <input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *    |

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_

## ASSOCIATE IN FINE ARTS DEGREE (MUSIC – 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 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) <b>x2</b> | ___ 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.)

*Required: Two semesters of MUSI 1159 & MUSI 2159 or two semesters of MUSI 1161 & MUSI 2161*

- |                                     |                                      |                                     |
|-------------------------------------|--------------------------------------|-------------------------------------|
| ___ MUSI 1159 - Concert Choir I (1) | ___ MUSI 2159 - Concert Choir II (1) | ___ MUSI 2161 - Concert Band II (1) |
| ___ MUSI 1161 - Concert Band I (1)  |                                      |                                     |

### VIII. APPLIED MUSIC – Required 4 semesters (8 hrs.)

*Required: Four semesters of principal instrument lessons*

- |   |  |   |
|---|--|---|
| ___ MUSI 1120 - Applied Music I – Private Voice (2) | ___ MUSI 1126 - Applied Music I – Classical Guitar (2) | ___ MUSI 2123 - Applied Music II – Strings (2)          |
| ___ MUSI 1121 - Applied Music I – Woodwinds (2)     | ___ MUSI 1127 - Applied Music I – Keyboard (2)         | ___ MUSI 2124 - Applied Music II – Percussion (2)       |
| ___ MUSI 1122 - Applied Music I – Brass (2)         | ___ MUSI 2120 - Applied Music II – Private Voice (2)   | ___ MUSI 2126 - Applied Music II – Classical Guitar (2) |
| ___ MUSI 1123 - Applied Music I – Strings (2)       | ___ MUSI 2121 - Applied Music II – Woodwinds (2)       | ___ MUSI 2127 - Applied Music II – Keyboard (2)         |
| ___ MUSI 1124 - Applied Music I – Percussion (2)    | ___ MUSI 2122 - Applied Music II – Brass (2)           |   |

### IX. REND LAKE COLLEGE REQUIREMENT – Required 1 course (1.5 hrs.)

- \_\_\_ ORIE 1101 - Orientation (1.5) \*
- \* Required during first semester in attendance for all first-time, full-time, degree-seeking students

### X. REQUIREMENT TO TRANSFER TO SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

- \_\_\_ HEA 1101 - Health Education (2)

### XI. DEFICIENCIES

_____	_____
_____	_____
_____	_____

*No single course can be used to fulfill more than one requirement.*

**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 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.)**

___ ANTH 1101 - Cultural Anthropology (3)	___ HIST 2101 - American History I (3)	___ PSYC 2101 - Intro to Psychology (3)
___ ECON 2101 - Principles of Economics I (3)	___ HIST 2102 - American History II (3)	___ PSYC 2102 - Child Psychology (3)
___ ECON 2102 - Principles of Economics II (3)	___ HIST 2107 - Latin American History (3)	___ PSYC 2105 - Social Psychology (3)
___ GEOG 1101 - Introduction to Geography (3)	___ POLI 1101 - State / Local Government (3)	___ SOCI 1101 - Intro to Sociology (3)
___ HIST 1101 - Western Civilization I (3)	___ POLI 2101 - American Government (3)	___ SOCI 2101 - Social Problems (3)
___ HIST 1102 - Western Civilization II (3)	___ POLI 2102 - International Relations (3)	___ SOCI 2102 - Marriage and Family (3)

**II. MATHEMATICS – Required 1 course (3 to 5 hrs.)**

___ MATH 1107 - Contemporary College Math (3)	___ MATH 2103 - Business Statistics (3)	___ MATH 2115 - Business Calculus (4)
___ MATH 1111 - Statistics (3)	___ MATH 2106 - Finite Mathematics (3)	___ MATH 2122 - Calculus/An. Geometry II (5)
___ MATH 1121 - Calculus/An. Geometry I (5)	___ MATH 2110 - Math/Elem. Teachers II (3)	___ 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)*

**LIFE SCIENCES**

___ BIO 1100 - Biology for Non-Majors (4)	___ BIO 1102 - Environmental Biology (4)	___ MICR 1111 - Microbiology (5)
___ BIO 1101 - College Biology (5)	___ BOT 1101 - General Botany (5)	___ ZOO 1101 - General Zoology (4)

**PHYSICAL SCIENCES**

___ AST 1101 - Intro to Astronomy (4) *	___ GEOL 1101 - Physical Geology (3)	___ PHY 1101 - College Physics I (5)
___ CHE 1101 - General Chemistry I (5)	___ PHSC 1101 - Physical Science (5)	___ PHY 1103 - University Physics I (5)
___ CHE 1103 - Inorganic Chemistry (5)	___ 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

___ ENGL 2101 - Classical Literature (3)	___ ENGL 2110 - British Literature II (3)	___ PHIL 1101 - Intro to Philosophy (3)
___ ENGL 2102 - Intro to Literature (3)	___ ENGL 2111 - American Lit to 1865 (3)	___ PHIL 2101 - Logic (3)
___ ENGL 2104 - The Short Story (3)	___ ENGL 2112 - American Lit 1865-Present (3)	___ PHIL 2103 - World Religion (3)
___ ENGL 2105 - Introduction to Poetry (3)	___ ENGL 2113 - Introduction to Drama (3)	___ PHIL 2104 - Ethics (3)
___ ENGL 2107 - Mythology (3)	___ ENGL 2114 - The Novel (3)	___ PHIL 2105 - Non-Western Philosophy (3)
___ ENGL 2108 - Intro to Shakespeare (3)	___ ENGL 2115 - Intro to Children's Lit (3)	___ PHIL 2106 - Philosophy of Religion (3)
___ ENGL 2109 - British Literature I (3)	___ HUMT 1105 - Humanities thru Arts (3)	___ SPAN 2102 - Modern Spanish II (4) *

Hours I \_\_\_\_\_ Hours II \_\_\_\_\_ Hours III \_\_\_\_\_ Hours IV \_\_\_\_\_ TOTAL Pg. 1 \_\_\_\_\_

## ASSOCIATE IN FINE ARTS DEGREE (MUSIC – VOCAL 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 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 – Keyboard (1) <b>x2</b> | ___ 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.)

*Required: Two semesters of MUSI 1159 & MUSI 2159 or two semesters of MUSI 1161 & MUSI 2161*

- \_\_\_ MUSI 1159 - Concert Choir I (1)      \_\_\_ MUSI 2159 - Concert Choir II (1)      \_\_\_ MUSI 2161 - Concert Band II (1)  
 \_\_\_ MUSI 1161 - Concert Band I (1)

### VIII. APPLIED MUSIC – Required 4 semesters (8 hrs.)

*Required: Four semesters of applied voice lessons*

- |   |  |   |
|---|--|---|
| ___ MUSI 1120 - Applied Music I – Private Voice (2) | ___ MUSI 1126 - Applied Music I – Classical Guitar (2) | ___ MUSI 2123 - Applied Music II – Strings (2)          |
| ___ MUSI 1121 - Applied Music I – Woodwinds (2)     | ___ MUSI 1127 - Applied Music I – Keyboard (2)         | ___ MUSI 2124 - Applied Music II – Percussion (2)       |
| ___ MUSI 1122 - Applied Music I – Brass (2)         | ___ MUSI 2120 - Applied Music II – Private Voice (2)   | ___ MUSI 2126 - Applied Music II – Classical Guitar (2) |
| ___ MUSI 1123 - Applied Music I – Strings (2)       | ___ MUSI 2121 - Applied Music II – Woodwinds (2)       | ___ MUSI 2127 - Applied Music II – Keyboard (2)         |
| ___ MUSI 1124 - Applied Music I – Percussion (2)    | ___ MUSI 2122 - Applied Music II – Brass (2)           |   |

### IX. REND LAKE COLLEGE REQUIREMENT – Required 1 course (1.5 hrs.)

- \_\_\_ ORIE 1101 - Orientation (1.5) \*  
 \* Required during first semester in attendance for all first-time, full-time, degree-seeking students

### X. REQUIREMENT TO TRANSFER TO SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

- \_\_\_ HEA 1101 - Health Education (2)

### XI. DEFICIENCIES

_____	_____
_____	_____
_____	_____

*No single course can be used to fulfill more than one requirement.*

**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 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"/> POLI 1101 - State / Local Government (3) | <input type="checkbox"/> SOCI 1101 - Intro to Sociology (3)  |
| <input type="checkbox"/> GEOG 1101 - Introduction to Geography (3)  | <input type="checkbox"/> POLI 2101 - American Government (3)      | <input type="checkbox"/> SOCI 2101 - Social Problems (3)     |
| <input type="checkbox"/> HIST 1101 - Western Civilization I (3)     | <input type="checkbox"/> POLI 2102 - International Relations (3)  | <input type="checkbox"/> SOCI 2102 - Marriage and Family (3) |
| <input type="checkbox"/> HIST 1102 - Western Civilization II (3)    | <input type="checkbox"/> PSYC 2101 - Intro to Psychology (3)      |  |

#### 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"/> PHY 1103 - University Physics I (5)  | <b>COMPUTER PROGRAMMING (3 hours)</b>                            |
| <input type="checkbox"/> CHE 1103 - Inorganic Chemistry (5)        | <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 Biology (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 (12 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 2110 - British Literature II (3)     | <input type="checkbox"/> PHIL 2101 - Logic (3)                   |
| <input type="checkbox"/> ENGL 2101 - Classical Literature (3)   | <input type="checkbox"/> ENGL 2111 - American Lit to 1865 (3)      | <input type="checkbox"/> PHIL 2103 - World Religion (3)          |
| <input type="checkbox"/> ENGL 2102 - Intro to Literature (3)    | <input type="checkbox"/> ENGL 2112 - American Lit 1865-Present (3) | <input type="checkbox"/> PHIL 2104 - Ethics (3)                  |
| <input type="checkbox"/> ENGL 2104 - The Short Story (3)        | <input type="checkbox"/> ENGL 2113 - Intro to Drama (3)            | <input type="checkbox"/> PHIL 2105 - Non-Western Philosophy (3)  |
| <input type="checkbox"/> ENGL 2105 - Introduction to Poetry (3) | <input type="checkbox"/> ENGL 2114 - The Novel (3)                 | <input type="checkbox"/> PHIL 2106 - Philosophy of Religion (3)  |
| <input type="checkbox"/> ENGL 2107 - Mythology (3)              | <input type="checkbox"/> ENGL 2115 - Intro to Children's Lit (3)   | <input type="checkbox"/> SPAN 2102 - Modern Spanish II (4) *     |
| <input type="checkbox"/> ENGL 2108 - Intro to Shakespeare (3)   | <input type="checkbox"/> HUMT 1105 - Humanities thru Arts (3)      |  |
| <input type="checkbox"/> ENGL 2109 - British Literature I (3)   | <input type="checkbox"/> PHIL 1101 - Intro to Philosophy (3)       |  |
| <b>FINE ARTS</b>  | <input type="checkbox"/> HUMT 1104 - Introduction to Film (3)      | <input type="checkbox"/> MUSI 1110 - Intro to American Music (3) |
| <input type="checkbox"/> ART 1101 - Art Appreciation (3)        | <input type="checkbox"/> MUSI 1100 - Music Appreciation (3)        | <input type="checkbox"/> THEA 1106 - Theatre Appreciation (3)    |

#### 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 Speaking (3) | <input type="checkbox"/> ENGL 1101 - Rhetoric and Comp. I (3) | <input type="checkbox"/> ENGL 1102 - Rhetoric and Comp. II (3) |
|---|---|--|

#### VI. REND LAKE COLLEGE REQUIREMENT – Required 1 course (1.5 hrs.)

- ORIE 1101 - Orientation (1.5) *Required during first semester in attendance for all first-time, full-time, degree-seeking students*

#### VII. DEFICIENCIES *No single course can be used to fulfill more than one requirement.*

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

Total Hours I through VI \_\_\_\_\_

56 Hrs. 2nd Digit "1" \_\_\_\_\_

OK Graduation? Yes  No



# 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.

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.

## 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.**



# 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 are not 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.**

# 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

### Vice President of Student Services

Lisa Price .....Ext. 1205 / price@rlc.edu / Admin. 110

### Director of Advising

Jena Jensk .....Ext. 1293 / jensikj@rlc.edu / Admin. 107

### Advisor

Jordan Hicks .....Ext. 1361 / hicksj@rlc.edu / Admin. 108

## Allied Health Division

### Dean / Title III Project Manager

Kim Wilkerson .....Ext. 1775 / wilkersonk@rlc.edu / LRC 129

### Certified Medical Assistant

Dr. Nina Goloubeva .....Ext. 1766 / goloubevan@rlc.edu / LRC 131

### Medical Coding / Health Information Technology

Charlotte Henry .....Ext. 1772 / henryc@rlc.edu / ATC 195

Lora Phillips .....Ext. 1287 / phillipsl@rlc.edu / ATC 131

### Nursing

Betty Jo Herbert .....Ext. 1706 / herbertb@rlc.edu / S. Oasis 123

### Radiologic Technology

Holly Heisner .....Ext. 1778 / heinerh@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: Electricity / Unmanned Aircraft Systems

Chris Nielsen .....Ext. 1292 / nielsen@rlc.edu / ATC 138

### Agriculture / Agricultural Mechanics / Plant & Soil Science

Kathy Craig .....Ext. 1066 / craigk@rlc.edu / ASC 113

### Architecture / Computer-Aided Drafting (CAD)

Kevin Weston .....Ext. 1816 / westonk@rlc.edu / N. Oasis 112

### Automotive Technology

Shannon Perkins .....Ext. 1784 / perkins@rlc.edu / N. Oasis 108

Nigel Thompson .....Ext. 1806 / thompson@rlc.edu / N. Oasis 111

### Computer Science / IT Systems Specialist & Assistant

Shari Carpenter .....Ext. 1774 / carpenter@rlc.edu / ATC 180

Ricky Robinson .....Ext. 1789 / robinson@rlc.edu / ATC 185

Chris Sink .....Ext. 1798 / sink@rlc.edu / ATC 183

### 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

### Graphic Design

Jennifer Tarantino Linsin .....Ext. 1716 / tarantino@rlc.edu / N. Oasis 110

### Heavy Equipment Technology

Zachary Vahlkamp .....Ext. 7914 / vahlkampz@rlc.edu / ASC 114

### Industrial Electronics & Maintenance Technician

Chris Sink .....Ext. 1798 / sink@rlc.edu / ATC 183

### Mining Technology

Don McBride .....Ext. 1217 / mcbrided@rlc.edu / CMTC 104

### Office Systems Technology

Sarah Bilderbeck .....Ext. 1754 / bilderbeck@rlc.edu / ATC 130

### Welding Technology

Pete Wilce .....Ext. 1272 / wilcep@rlc.edu / ATC 135

## Dial 618.437.5321 & listed extension

## Community & Corporate Education

### Director Community & Corporate Education; Advisor for: Certified Production Technician / Real Estate / Truck Driver Training

Margo Wagner .....Ext. 1367 / wagnerm@rlc.edu / STC 207

### Cosmetology / Barber / Esthetics / Nail Technology

Daphne Mitchell .....Ext. 2030 / mitchelld@rlc.edu / RLC MarketPlace

Melissa Bertschi .....Ext. 2030 / bertschim@rlc.edu / RLC MarketPlace

Erin Butler .....Ext. 2030 / butlere@rlc.edu / RLC MarketPlace

### Culinary Arts

Robert Wilson .....Ext. 1332 / wilsonr@rlc.edu / STC 132B

Jeff Fairbanks .....Ext. 1334 / fairbanksj@rlc.edu / STC 132A

### EMT / EMT - Paramedic

Robert Hyman .....Ext. 1419 / hymanr@rlc.edu / RLC MarketPlace

## Liberal Arts Division

### Dean; Advisor for: English / Foreign Lang. / Journalism

Henry "Buster" Leeck .....Ext. 1790 / leeckh@rlc.edu / N. Oasis 145

### Art

Therese Melena .....Ext. 1747 / melenat@rlc.edu / N. Oasis 139

Melissa McClement-Engler

.....Ext. 1719 / mcclement@rlc.edu / N. Oasis 140

### Communications

Dr. Elizabeth Bailey-Smith .....Ext. 1493 / smithe@rlc.edu / N. Oasis 144

### History

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

### Sociology

Sarah Draper .....Ext. 1809 / drapers@rlc.edu / N. Oasis 149

### Theatre

Tracey Webb .....Ext. 1295 / webbt@rlc.edu / N. Oasis 113

## Math & Sciences Division

### Dean; Advisor for: Engineering / Pre-Law / Pre-Med

Andrea Banach .....Ext. 1258 / banacha@rlc.edu / S. Oasis 145

### Biology

Caroline Ragan .....Ext. 1378 / raganc@rlc.edu / S. Oasis 147

### Business

Mark Jornd .....Ext. 1273 / jorndm@rlc.edu / S. Oasis 154

### Chemistry

Paul Sandrock .....Ext. 1732 / sandrockp@rlc.edu / S. Oasis 138

### Early Childhood Education

Tina Grounds .....Ext. 1396 / grounds@rlc.edu / S. Oasis 153

Brenda Heinzmann .....Ext. 1397 / heinzmann@rlc.edu / S. Oasis 152

### Education

Brenda Heinzmann .....Ext. 1397 / heinzmann@rlc.edu / S. Oasis 152

## Satellite Campuses

### RLC Murphy-Wall Pinckneyville Campus

Heather Bauersachs .....Ext. 3001 / bauersachsh@rlc.edu / MWPC

### RLC MarketPlace (Mt. Vernon)

Corey Phillips .....Ext. 2003 / phillips@rlc.edu / RLCMP

## ASSOCIATE DEGREE PROGRAMS

Agricultural Business (AAS) .....	73
Agricultural Mechanics (AAS) .....	73
Agricultural Prod. & Management (AAS) .....	74
Agriculture (AA) .....	75
Architectural Technology (AAS) .....	75
Art (AFA).....	77
Automotive Technology (AAS).....	78
Biological Sciences (AS) .....	79
Biomedical Electronics (AAS).....	79
Business (AA).....	80
Certified Medical Assistant (AAS).....	80
Chemistry (AS).....	81
Communications (AA) .....	82
Computer Programming (AAS).....	82
Computer Science - Business (AS).....	83
Computer Science - Science (AS) .....	83
Cosmetology	
Barber (AAS) .....	85
Cosmetology (AAS).....	84
Criminal Justice (AA) .....	87
Criminal Justice (AAS).....	88
Culinary Arts Management (AAS).....	89
Diesel Technology (AAS).....	90
Early Childhood Education (AAS).....	90
Education	
Elementary (AA) .....	92
Secondary (AA / AS).....	92
EMT Paramedic .....	93
Engineering Science (AES).....	94
Engineering Technology (AS).....	94
English (AA) .....	95
Graphic Design (AAS) .....	95
Health Information Technology (AAS).....	96
Heavy Equipment Technology (AAS) .....	97
History (AA) .....	98
Industrial Elec. & Maint. Technician (AAS).....	99
Industrial Technology (AAS).....	100
IT Systems Assistant (AAS).....	101
IT Systems Specialist (AAS).....	102
Manufacturing Technology (AAS) .....	103
Mathematics (AA).....	104
Medical Laboratory Technology (AAS).....	105
Music (AFA)	
Instrumental Option.....	106
Vocal Option.....	107
Nursing (AAS) .....	107
Occupational Therapy Assistant (AAS) .....	108
Office Systems Technology (AAS)	
Medical Office Specialist.....	109
Office Systems Technology Specialist .....	110
Oil & Natural Gas Technician (AAS).....	111
Pharmacy (AS) .....	112
Plant & Soil Science (AA).....	113
Political Science (AA) .....	113
Pre-Dentistry (AS) .....	114
Pre-Law (AA / AS) .....	114
Pre-Medicine (AS) .....	114
Pre-Veterinary Medicine (AS).....	114
Psychology (AA).....	115
Radiologic Technology (AAS) .....	115
Social Work (AA) .....	116
Sociology (AA) .....	117
Surveying Technology (AAS) .....	118
Veterinary Technology (AAS).....	119
Welding Technology (AAS).....	120

**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 on Pages 56 through 66 of this catalog. Consult with your counselor or advisor for more information about your program of study.

## OCCUPATIONAL CERTIFICATES

Agricultural Mechanics .....	74
Agricultural Production & Management .....	74
Architectural Technology.....	76
Computer-Aided Drafting .....	76
Green Facilities Management.....	76
Sustainable Design / Green Building .....	76
Automotive Technology.....	78
Automotive Air Conditioning .....	78
Automotive Brake.....	78
Automotive Electrical .....	78
Automotive Engine Repair.....	78
Automotive Suspension & Steering.....	78
Automotive Transmission.....	78
Ford Maintenance & Light Repair .....	78
Certified Medical Assistant .....	81
Cosmetology.....	84
Barber .....	84
Barber Teacher I .....	85
Barber Teacher II .....	85
Cosmetology Teacher I.....	86
Cosmetology Teacher II.....	86
Esthetics.....	86
Nail Technology .....	86
Criminal Justice.....	88
Corrections .....	88
Cyber Forensics Specialist .....	87
Police Science .....	88
Private Protection.....	88
Culinary Arts.....	88
Baking & Pastry Arts .....	89
Diesel Technology .....	89
Early Childhood Education	
Early Childhood Assistant .....	91
Early Childhood Certificate - Level 3 .....	91
Early Childhood Certificate - Level 2 .....	91
Infant / Toddler Credential.....	
Emergency Medical Technician .....	93
EMT Paramedic .....	93
Graphic Design.....	96
Graphic Web Design .....	96
Health Care Coach .....	96
Home Health Aide .....	98
Industrial Electronics & Maintenance Tech	
Basic Machining .....	99
PLC .....	99
Robots & Automation .....	99
Industrial Maintenance Technician .....	100
IT Systems Assistant	
Microsoft User.....	101
IT Systems Specialist	
Computer Networking .....	102
Cyber Security Specialist .....	102
PC Maintenance .....	103
Windows.....	103
Manufacturing Technology.....	104
Certified Production Technician .....	104
Medical Coding.....	105
Mining Technology	
Mine Operations .....	106
Office Systems Technology	
Medical Office Assistant.....	110
Office Technologies Assistant.....	111
Oil & Natural Gas Technician .....	111
Personal Care Aide.....	111
Pharmacy Technician.....	112
Phlebotomy.....	112
Practical Nursing .....	108
Radiologic Technology	
Computed Tomography .....	116
MRI .....	116
Surgical Technology.....	117
Truck Driver Training.....	118
Heavy Equipment Transportation.....	118
Unmanned Aircraft Systems .....	119
Welding Technology .....	120
Advanced Metalworking .....	120
Advanced Welding Techniques .....	120
Pipe Welding Technology .....	120
Welding Fundamentals .....	120



## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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
<b>Second Semester</b>		
<input type="checkbox"/> AGRI 1141	Agricultural Economics	3
<input type="checkbox"/> AGRI 1181	Introduction to Animal Science	4
<input type="checkbox"/> AGRI 1210	Supervised Occupational Experience	4
<input type="checkbox"/> AGRI 1221	Intro to Agricultural Occupations	1
<input type="checkbox"/> AGRI 1262	Agricultural Chemicals	<u>3</u>
		15
<b>Third Semester</b>		
<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	Computer Applications	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	
PSYC 2106	<b>or</b> Human Relations	<u>3</u>
		19
<b>Fourth Semester</b>		
<input type="checkbox"/> AGRI 1223	Intro to Ag Business	3
<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>
		18

<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 = 72 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> AGRI 1205	Assembling, Adjusting and Reconditioning Farm Equipment	5
<input type="checkbox"/> AGRI 1208	Diesel Engines	6
<input type="checkbox"/> AGRI 1215	Small Engines	
AGRI 1225	<b>or</b> Intro to Agriculture Mechanization	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HEA 1101	Health Education	
HEA 1102	<b>or</b> Basic First Aid	<u>2</u>
		19
<b>Second Semester</b>		
<input type="checkbox"/> AGRI 1204	Physics of Hydraulics	5
<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"/> DIEL 1202	Basic Diesel Fuel Systems	<u>2</u>
		15
<b>Third Semester</b>		
<input type="checkbox"/> AGRI 1203	Ignition and Electrical Systems	5
<input type="checkbox"/> AGRI 1222	Applied Mathematics <sup>1</sup>	
MATH	<b>or</b> Elective – Math <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
<b>Fourth Semester</b>		
<input type="checkbox"/> AGRI 1206	Ag Air Conditioning Systems	4
<input type="checkbox"/> AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	
PSYC 2106	<b>or</b> Human Relations	3
<input type="checkbox"/>	Elective – General Education <sup>2</sup>	<u>3</u>
		15
<b>Fifth Term</b>		
<input type="checkbox"/> AGRI 2210	Supervised Occupational Experience	4
<b>RECOMMENDED COURSE:</b>		
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	4

<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 = 27 Hours**

First 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

Second Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1204	Physics of Hydraulics	5
<input type="checkbox"/> AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/> DIEL 1202	Basic Diesel Fuel Systems	<u>2</u>
		12

### 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 herdsmen 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**

First 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"/>	Elective – General Education	<u>3</u>
		19

### Second Semester

<input type="checkbox"/> AGRI 1141	Agricultural Economics	3
<input type="checkbox"/> AGRI 1181	Introduction to Animal Science	4
<input type="checkbox"/> AGRI 1210	Supervised Occupational Experience	4
<input type="checkbox"/> AGRI 1221	Intro to Agricultural Occupations <b>or</b> Work Ethics	1
<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

### Third Semester

<input type="checkbox"/> AGRI 1205	Assembling, Adjusting and Reconditioning Farm Equipment	5
<input type="checkbox"/> AGRI 1263	Crop Science	4
<input type="checkbox"/> AGRI 2225	Food & Agricultural Policy	3
<input type="checkbox"/> AGRI 1285	Agricultural Technologies	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		18

### Fourth Semester

<input type="checkbox"/> AGRI 1223	Intro to Ag Business	3
<input type="checkbox"/> AGRI 1262	Agricultural Chemicals	3
<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	<u>2</u>
		16

### 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**

First Semester		Cr. Hrs.
<input type="checkbox"/> AGRI 1161	Soil Science	4
<input type="checkbox"/> AGRI 1205	Assembling, Adjusting and Reconditioning Farm Equipment	5
<input type="checkbox"/> AGRI 1208	Diesel Engines	6
<input type="checkbox"/>	Elective ( <i>Fall or Spring</i> )	<u>3</u>
		18

### Second Semester

<input type="checkbox"/> AGRI 1181	Intro to Animal Science	4
<input type="checkbox"/> AGRI 1221	Intro to Ag Occupations	1
<input type="checkbox"/> AGRI 1263	Crop Science	4
<input type="checkbox"/> AGRI 2241	Farm Management	<u>3</u>
		12

### RECOMMENDED ELECTIVES

AGRI 1262	Agricultural Chemicals	3
AGRI 1282	Feeds and Feeding	3
AGRI 1285	Agriculture Technologies	3
DIEL 1202	Basic Diesel Fuel Systems	2
HORT 1213	Pest Management	3

## 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. 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**

#### First Semester

	<b>Cr. Hrs.</b>
<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

#### Second Semester

<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

#### Third Semester

<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

#### Fourth Semester

<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 program. The curriculum also has transfer options into SIU's Professional Construction Management program, Illinois State University's Construction Management program and Purdue University's Building Construction and Management 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**

#### First Semester

	<b>Cr. Hrs.</b>
<input type="checkbox"/> ARCH 1101 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

#### Second Semester

<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

<input type="checkbox"/> ARCH 2215 Mechanical / Electrical Systems	3
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#### Third Semester

<input type="checkbox"/> ARCH 1202 Architectural Materials & Methods II	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

#### Fourth Semester

<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.

## ARCHITECTURAL TECHNOLOGY

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

#### ► Total = 30 Hours

##### First Semester

	Cr. Hrs.
<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

##### Second 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

### SUGGESTED GENERAL EDUCATION ELECTIVES:

#### MATH:

MATH 1107 Contemporary College Mathematics <sup>1</sup>	3
MATH 1108 College Algebra	3
MATH 1109 Plane Trigonometry	3
MATH 1110 College Algebra and Trigonometry	5
MATH 1201 Technical Mathematics <sup>2</sup>	3

#### SCIENCE:

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:

ARCH 2210 Architectural Internship	3
ART 1101 Art Appreciation	3
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.

## ARCHITECTURE ~ COMPUTER-AIDED DRAFTING

### Occupational Certificate \*

APPLIED SCIENCE & TECHNOLOGY DIVISION

#### ► Total = 11 Hours

##### First Semester

	Cr. Hrs.
<input type="checkbox"/> CAD 1201 Intro to Computer-Aided Drafting	2
<input type="checkbox"/> CAD 1204 CAD Applications – Mechanical	<u>2</u>
	4

##### Second Semester

<input type="checkbox"/> CAD 1203 CAD Applications – Architectural	2
<input type="checkbox"/> CAD 1208 CAD Applications – 3D	<u>3</u>
	5

##### Third Semester

<input type="checkbox"/> CAD 1205 CAD Applications – Civil	2
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\* 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.

## ARCHITECTURE ~ GREEN FACILITIES MANAGEMENT

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Green Facilities Management certificate will provide students with the skills and knowledge to plan and manage green facilities. They will be able to retrofit existing facilities to make them green and energy efficient. ► Total = 16 Hours

##### First Semester

	Cr. Hrs.
<input type="checkbox"/> GFM 1201 Planning & Development of Green Facilities	4
<input type="checkbox"/> GFM 1202 Building Automation & Control Systems	4
<input type="checkbox"/> GFM 1203 Energy Modeling of Buildings	4
<input type="checkbox"/> GFM 1204 Green Landscape & Grounds Management	<u>4</u>
	16

## ARCHITECTURE ~ SUSTAINABLE DESIGN / GREEN BUILDING

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Sustainable Design certificate will provide students with the fundamental concepts of sustainable design and green building practices. They will understand how global environmental issues are causing an evolution in the way buildings are designed and built. ► Total = 14 Hours

##### First Semester

	Cr. Hrs.
<input type="checkbox"/> SDGB 1201 Foundations of Sustainable Building Design	3
<input type="checkbox"/> SDGB 1202 BIM & Sustainable Design	4
<input type="checkbox"/> SDGB 1203 Sustainable Landscape Design	3
<input type="checkbox"/> SDGB 1204 Sustainable Design & Construction Project	<u>4</u>
	14

## ART

### Associate in Arts Degree

#### LIBERAL ARTS 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 = 64-65 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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>	3
	POLI 1101 <b>or</b> State and Local Government <sup>1</sup>	
	POLI 2101 <b>or</b> American Government <sup>1</sup>	<u>3</u>
		15
<b>Second Semester</b>		
<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"/>	Science with Lab	<u>4-5</u>
		16-17
<b>Third Semester</b>		
<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"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Science	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		17
<b>Fourth Semester</b>		
<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)	
	MATH <b>or</b> Higher-Level Math	3-4
<input type="checkbox"/>	Elective – Fine Arts / Humanities	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15-16

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## ART

### Associate in Fine Arts Degree

#### LIBERAL ARTS 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 = 64-66 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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>	
	POLI 2101 <b>or</b> American Government <sup>2</sup>	<u>3</u>
		15
<b>Second Semester</b>		
<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>	<u>4-5</u>
		16-17
<b>Third Semester</b>		
<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)	
	MATH <b>or</b> Higher-Level Math	3-4
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15-16
<b>Fourth Semester</b>		
<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>	<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

##### First Semester

<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	<u>3</u>
		10

##### Second 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	<u>4</u>
		12

##### Third 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	<u>4</u>
		15

##### Fourth 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	<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

#### AUTOMOTIVE TRANSMISSION CERTIFICATE

##### Spring Semester

<input type="checkbox"/> AUTO 2214	Automatic Trans/Transaxle	5
<input type="checkbox"/> AUTO 2215	Manual Drive Train and Axles	<u>5</u>
		10

#### AUTOMOTIVE ELECTRICAL CERTIFICATE

##### Fall Semester

<input type="checkbox"/> AUTO 1232	Electrical Systems A	3
<input type="checkbox"/> AUTO 2230	Electrical Systems B	<u>3</u>
		6

#### AUTOMOTIVE BRAKE CERTIFICATE

##### Fall Semester

<input type="checkbox"/> AUTO 1231	Intro to Automotive Technology	2
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##### Spring Semester

<input type="checkbox"/> AUTO 1245	Braking Systems	<u>4</u>
		6

#### AUTO SUSPENSION and STEERING CERTIFICATE

##### Fall Semester

<input type="checkbox"/> AUTO 1231	Intro to Automotive Technology	2
<input type="checkbox"/> AUTO 2245	Suspension and Steering	<u>4</u>
		6

#### AUTOMOTIVE AIR CONDITIONING CERTIFICATE

##### Fall Semester

<input type="checkbox"/> AUTO 1231	Intro to Automotive Technology	2
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##### Spring Semester

<input type="checkbox"/> AUTO 1240	Air Conditioning	<u>3</u>
		5

#### AUTOMOTIVE ENGINE REPAIR CERTIFICATE

##### Fall Semester

<input type="checkbox"/> AUTO 1202	Engine Repair	5
<input type="checkbox"/> AUTO 1231	Intro to Automotive Technology	<u>2</u>
		7

#### FORD MLR CERTIFICATE ► Total = 18 Hours

##### First Semester

<input type="checkbox"/> AUTO 1266	Ford MLR	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

##### Second Semester

<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

##### First Semester

<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

##### Second 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
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> MATH	Elective – Math <sup>1</sup>	<u>3</u>
		18

##### Third 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
<input type="checkbox"/> HEA 1101	Health Education	
	<b>or</b> Basic First Aid	2
<input type="checkbox"/>	Elective – General Education <sup>2</sup>	<u>3</u>
		20

##### Fourth Semester

<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 test scores.

<sup>2</sup> Consult advisor for choices to consider for transfer / other options.

## BIOLOGICAL SCIENCES

Associate in Science Degree

MATH & 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**

### First Semester

		Cr. Hrs.
<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

### Second Semester

<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

### Third Semester

<input type="checkbox"/>	BIO 1102 Environmental Ecology	4
<input type="checkbox"/>	CHE 1103 Inorganic Chemistry (see prerequisites) <sup>5</sup>	5
<input type="checkbox"/>	MATH 1111 Statistics <sup>1,6</sup>	3
<input type="checkbox"/>	Elective – Social Science <sup>2</sup>	<u>3</u>
		15

### Fourth 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>2</u>
		17

### 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 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

PENDING ICCB APPROVAL – 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**

### First Semester

		Cr. Hrs.
<input type="checkbox"/>	CNS 1240 Digital Fundamentals	3
<input type="checkbox"/>	CSCI 1101 Intro to Computers	3
<input type="checkbox"/>	INEL 1291 Basic Electronics for Technicians	5
<input type="checkbox"/>	MATH 1108 College Algebra <sup>1</sup>	<u>3</u>
		14

### Second Semester

<input type="checkbox"/>	ALH 1201 Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	BME 1201 Intro to Biomed Tech	3
<input type="checkbox"/>	CNS 1210 Network Fundamentals	5
<input type="checkbox"/>	INEL 1265 Solid State Electronics	4
<input type="checkbox"/>	MATH 1109 Plane Trigonometry	<u>3</u>
		18

### Third 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 Microcomp Hardware / Operating Systems	5
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	<u>3</u>
		17

### Fourth 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"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	PHY 1101 College Physics I	<u>5</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## 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.

**BUSINESS***Associate in Arts Degree*

MATH &amp; SCIENCES DIVISION

**Distance-Delivered  
Option Available**

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

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	<u>3</u>
		15
<b>Second Semester</b>		
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 2106	Finite Mathematics <sup>1</sup>	3
<input type="checkbox"/>	Elective – Business	2
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17
<b>Third Semester</b>		
<input type="checkbox"/> ACCO 1101	Principles of Financial Accounting	4
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> ECON 2101	Principles of Economics I	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Physical Science	<u>3</u>
		16
<b>Fourth Semester</b>		
<input type="checkbox"/> ACCO 1102	Principles of Managerial Accounting	4
<input type="checkbox"/> ECON 2102	Principles of Economics II	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/>	Elective – Fine Arts / Humanities <sup>2</sup>	3
<input type="checkbox"/>	Elective – Life Science	<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	3
MRKT 2201	Principles of Marketing	3
MATH 2103	Business Statistics	3
MATH 2115	Calculus for Business	4

<sup>1</sup> Prerequisite course(s) may be required based test scores.

<sup>2</sup> One Fine Arts course and one Humanities course needed to meet IAI core requirements.

**CERTIFIED MEDICAL ASSISTANT***Associate in Applied Science Degree*

ALLIED HEALTH DIVISION

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

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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	<u>3</u>
		15
<b>Second Semester</b>		
<input type="checkbox"/> ALH 1200	Intro to Pharmacology	3
<input type="checkbox"/> ALH 1201	Anatomy & Physiology Fundamentals	3
<input type="checkbox"/> CMA 1201	Administrative Aspects	3
<input type="checkbox"/> CMA 1202	Patient Care I	3
<input type="checkbox"/> CMA 1203	Billing & Coding	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	<u>3</u>
		18
<b>Third Semester</b>		
<input type="checkbox"/> CMA 1204	Professionalism & Safety	3
<input type="checkbox"/> CMA 1205	Lab Diagnostics	4
<input type="checkbox"/> CMA 1206	Patient Care II	4
<input type="checkbox"/> CMA 1207	Practicum	4
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	<u>3</u>
		18
<b>Fourth Semester</b>		
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> HEA 1120	Stress Management	3
<input type="checkbox"/> HIT 1202	Health Records Systems	3
<input type="checkbox"/> OFTC 1234	Communication in Technical Services	3
<input type="checkbox"/> SOCI 1101	Intro to Sociology	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based test scores.



## CERTIFIED 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 Certified Medical Assistant Certificate program, all courses must be taken in the order outlined in the curriculum.

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ALH 1200 Intro to Pharmacology	3
<input type="checkbox"/>	ALH 1201 Anatomy & Physiology Fundamentals	3
<input type="checkbox"/>	CMA 1201 Administrative Aspects	3
<input type="checkbox"/>	CMA 1202 Patient Care I	3
<input type="checkbox"/>	CMA 1203 Billing & Coding	3
<input type="checkbox"/>	HECO 1202 Healthcare Terminology	<u>3</u>
		18
<b>Second Semester</b>		
<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	4
<input type="checkbox"/>	CMA 1207 Practicum	<u>4</u>
		18

## CHEMISTRY

### Associate in Science Degree

MATH & 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. Among the new professions which have arisen because of the increasing complexity and interdisciplinary nature of scientific and technological problem-solving is that made up of 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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	<u>3</u>
		16
<b>Second Semester</b>		
<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	<u>3</u>
		16
<b>Third Semester</b>		
<input type="checkbox"/>	CHE 2120 Organic Chemistry I	5
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II <sup>2</sup>	5
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		15
<b>Fourth Semester</b>		
<input type="checkbox"/>	CHE 2121 Organic Chemistry II	5
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities <sup>3</sup>	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		17

<sup>1</sup> Prerequisite course(s) may be required based 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

LIBERAL ARTS 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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
<b>Second Semester</b>		
<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
<b>Third Semester</b>		
<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
<b>Fourth Semester</b>		
<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 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	CSCI 1260 Intro to Programming with Microsoft Visual Basic	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
<b>Second Semester</b>		
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1255 Microsoft Access Database	3
<input type="checkbox"/>	CSCI 1261 Mastering Visual Basic Fundamentals	3
<input type="checkbox"/>	CSCI 2100 Discrete Structures	<u>3</u>
		15
<b>Third Semester</b>		
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	CNS 1210 Network Fundamentals	5
<input type="checkbox"/>	CSCI 1257 SQL Server Database Design	3
<input type="checkbox"/>	CSCI 1262 Advanced Visual Basic Development	3
<input type="checkbox"/>	Elective – Technical	<u>3</u>
		18
<b>Fourth Semester</b>		
<input type="checkbox"/>	CSCI 1264 Web Application Development	3
<input type="checkbox"/>	CSCI 1280 Advanced Database Systems	3
<input type="checkbox"/>	CSCI 1290 Special Programming Project	
	COOP 1101 <b>or</b> Cooperative Experience I	4
<input type="checkbox"/>	CSCI 2209 System Analysis and Design	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	<u>3</u>
		16
<b>RECOMMENDED ELECTIVES</b>		
<input type="checkbox"/>	CSCI 1103 Introduction to Programming (C++)	3
<input type="checkbox"/>	CSCI 1104 Introduction to Programming (Java)	4
<input type="checkbox"/>	CSCI 1267 Introduction to Game Programming	3
<input type="checkbox"/>	CSCI 2104 Advanced Programming	4

<sup>1</sup> Prerequisite course(s) may be required based test scores.

NOTE: Students must be able to type 25 words per minute.

## COMPUTER PROGRAMMING

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

#### PROGRAMMING WITH VISUAL BASIC

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 = 9 Hours**

##### First Semester

<input type="checkbox"/> CSCI 1260	Introduction to Visual Basic	3
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##### Second Semester

<input type="checkbox"/> CSCI 1261	Mastering Visual Basic Fundamentals	3
<input type="checkbox"/> CSCI 1280	Advanced Database Systems	<u>3</u>
		6

## 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. A total of 64 hours is required for the Associate in Science Degree. 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.*)

##### First Semester

<input type="checkbox"/> CSCI 1101	Introduction to Computers <sup>1</sup>	3
<input type="checkbox"/> CSCI 1104	Introduction to Programming	4
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1110	College Algebra and Trigonometry <sup>1</sup>	5
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		18

##### Second Semester

<input type="checkbox"/> CSCI 2100	Discrete Structures	3
<input type="checkbox"/> CSCI 2104	Advanced Programming	4
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 1121	Calculus and Analytic Geometry I	<u>5</u>
		15

##### Third Semester

<input type="checkbox"/> ECON 2101	Principles of Economics I	3
<input type="checkbox"/> MATH 1111	Statistics	3
<input type="checkbox"/> PHIL 2101	Logic	3
<input type="checkbox"/> PHY 1101	College Physics I	5
<input type="checkbox"/>	Elective – Social/Behavioral Science	<u>3</u>
		17

##### Fourth Semester

<input type="checkbox"/> BIO 1100	Biology for Non-Majors	4
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>	Elective – Fine Arts	<u>2</u>
		14

<sup>1</sup> Prerequisite course(s) may be required based 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 several areas, including but not limited to hardware/software development, software engineering, computer network design, systems analysis and Internet/World Wide Web development. A total of 64 hours is required for the Associate in Science Degree. 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.*)

##### First Semester

<input type="checkbox"/> CSCI 1104	Introduction to Programming	4
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1110	College Algebra and Trigonometry <sup>1</sup>	5
<input type="checkbox"/> SOCI 1101	Introduction to Sociology <sup>1</sup>	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		18

##### Second Semester

<input type="checkbox"/> CSCI 2100	Discrete Structures	3
<input type="checkbox"/> CSCI 2104	Advanced Programming	4
<input type="checkbox"/> ENGL 1102	Rhetoric and Composition II	3
<input type="checkbox"/> MATH 1121	Calculus and Analytic Geometry I	<u>5</u>
		15

##### Third Semester

<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> MATH 2122	Calculus and Analytic Geometry II	5
<input type="checkbox"/> PHY 1103	University Physics I	5
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		16

##### Fourth Semester

<input type="checkbox"/> BIO 1100	Biology for Non-Majors	4
<input type="checkbox"/> ECON 2101	Principles of Economics I	3
<input type="checkbox"/> HEA 1101	Health Education	2
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>	Elective – Humanities / Fine Arts	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based 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. Some Saturday clinical work is to be expected. ► **Total = 65 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1201	Cosmetology / Barber Theory I	5
<input type="checkbox"/> COSM 1202	Cosmetology / Barber Clinic I	<u>16</u>
		21
<b>Second Semester</b>		
<input type="checkbox"/> COSM 1203	Cosmetology Theory II	5
<input type="checkbox"/> COSM 1204	Cosmetology Clinic II	<u>16</u>
		21
<b>Third Semester</b>		
<input type="checkbox"/> COSM 1205	Cosmetology / Barber Clinic III	7
<input type="checkbox"/> COSM 1206	Cosmetology / Barber Internship	<u>1</u>
		8
<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	
<input type="checkbox"/> MATH 1107	<b>or</b> Contemporary College Mathematics	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	
<input type="checkbox"/> PSYC 2106	<b>or</b> Human Relations	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based 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. Some Saturday clinical work is to be expected. 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1201	Cosmetology / Barber Theory I	5
<input type="checkbox"/> COSM 1202	Cosmetology / Barber Clinic I	<u>16</u>
		21
<b>Second Semester</b>		
<input type="checkbox"/> COSM 1203	Cosmetology Theory II	5
<input type="checkbox"/> COSM 1204	Cosmetology Clinic II	<u>16</u>
		21
<b>Third Semester</b>		
<input type="checkbox"/> COSM 1205	Cosmetology / Barber Clinic III	7
<input type="checkbox"/> COSM 1206	Cosmetology / Barber Internship	<u>1</u>
		8

## 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	Cosmetology / Barber Theory I	5
<input type="checkbox"/> COSM 1202	Cosmetology / Barber Clinic I	<u>16</u>
		21
<b>Second Semester</b>		
<input type="checkbox"/> COSM 1207	Barber Theory II	5
<input type="checkbox"/> COSM 1208	Barber Clinic II	<u>16</u>
		21
<b>Third Semester</b>		
<input type="checkbox"/> COSM 1205	Cosmetology / Barber Clinic III	7
<input type="checkbox"/> COSM 1206	Cosmetology / Barber Internship	<u>1</u>
		8

## 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**

### First Semester

	Cr. Hrs.
<input type="checkbox"/> COSM 1201 Cosmetology / Barber Theory I	5
<input type="checkbox"/> COSM 1202 Cosmetology / Barber Clinic I	<u>16</u>
	21

### Second Semester

<input type="checkbox"/> COSM 1207 Barber Theory II	5
<input type="checkbox"/> COSM 1208 Barber Clinic II	<u>16</u>
	21

### Third Semester

<input type="checkbox"/> COSM 1205 Cosmetology / Barber Clinic III	7
<input type="checkbox"/> COSM 1206 Cosmetology / Barber Internship	<u>1</u>
	8

### 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 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

Prerequisite: Three years of practical experience as a licensed barber

#### First Semester

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

### BARBER TEACHER II

#### First Semester

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

#### Second Semester

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

## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1219	Esthetics Theory I	5
<input type="checkbox"/> COSM 1220	Esthetics Clinic I	5
<input type="checkbox"/> COSM 1221	Esthetics Theory II	5
<input type="checkbox"/> COSM 1222	Esthetics Clinic II	<u>5</u>
		20

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COSM 1223	Esthetics Theory III	5
<input type="checkbox"/> COSM 1224	Esthetics Clinic III	5
<input type="checkbox"/> COSM 1225	Internship	<u>5</u>
		10.5

## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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	<u>4</u>
		16

## 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

Prerequisite: Two years of practical experience as a licensed cosmetologist

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> BUSI 1101	Intro to Business <b>or</b>	
	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

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

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> BUSI 1101	Intro to Business <b>or</b>	
	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 – CYBER FORENSICS SPECIALIST

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Cyber Forensics Specialist occupational certificate prepares students to work in the criminal justice field dealing with cyber crime. The curriculum blends the areas of computer technician with criminal investigator. Learners are taught the legal and technical limits of a forensic search of a digital system. State-of-the-art software enables students to retrieve information from personal computers, cell phones and tablets. ► **Total = 24 Hours**

#### Prerequisites:

CNS 1212 – Hardware & Operating Systems	5
CSCI 1101 – Intro to Computers *	3
* Completed with a "C" or better or permission of the Dean	

#### First Semester

	Cr. Hrs.
<input type="checkbox"/> CRJS 1201 Intro to Criminal Justice	3
<input type="checkbox"/> CRJS 1202 Criminology	3
<input type="checkbox"/> CRJS 1207 Computer Forensics I	3
<input type="checkbox"/> CRJS 2206 Criminal Procedures	3
	<u>12</u>

#### Second Semester

<input type="checkbox"/> CRJS 1205 Cyber Crime & Law	3
<input type="checkbox"/> CRJS 2209 Criminal Law	3
<input type="checkbox"/> CRJS 2216 Cyber Crime & Investigation	3
<input type="checkbox"/> CRJS 2217 Computer Forensics II	3
	<u>12</u>

## 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**

#### First 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>	3
	<u>15</u>

#### Second Semester

<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	3
	<u>17</u>

#### Third Semester

<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	3
	<u>17</u>

#### Fourth Semester

<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	3
	<u>15</u>

#### 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 test scores.

## 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.

## 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. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 1201 Introduction to Criminal Justice	3
<input type="checkbox"/>	CRJS 1202 Criminology	3
<input type="checkbox"/>	CRJS Elective – Criminal Justice	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

Second Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CRJS 2208 Criminal Investigation	3
<input type="checkbox"/>	CRJS Elective – Criminal Justice	3
<input type="checkbox"/>	CRJS 2209 Criminal Law	3
<input type="checkbox"/>	HEA 1101 Health Education	
	HEA 1102 <b>or</b> Basic First Aid	2
<input type="checkbox"/>	PSYC 2101 Intro to Psychology	<u>3</u>
		17

Third Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 2204 Criminal Justice Administration	3
<input type="checkbox"/>	CRJS 2205 Police Weapons / Defensive Tactics	3
<input type="checkbox"/>	CRJS Elective – Criminal Justice	3
<input type="checkbox"/>	POLI 1101 State & Local Government	3
<input type="checkbox"/>	PYED Elective – Physical Education	1
<input type="checkbox"/>	SOCI 1101 Intro to Sociology	<u>3</u>
		16

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 2202 Juvenile Justice	3
<input type="checkbox"/>	CRJS 2225 Crime Scene Investigation	4
<input type="checkbox"/>	CRJS Elective – Criminal Justice	3
<input type="checkbox"/>	MATH 1107 Contemporary College Mathematics	3
<input type="checkbox"/>	Elective	<u>3</u>
		16

\* 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.

<sup>1</sup> Student must pass pre-test prior to enrolling in course.

<sup>2</sup> Prerequisite course(s) may be required based test scores.

## 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.

## CRIMINAL JUSTICE

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

CORRECTIONS ► **Total = 12 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 1203 Introduction to Corrections	3
<input type="checkbox"/>	CRJS 2212 Correctional Counseling	<u>3</u>
		6

Second Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 1206 Community-Based Corrections	3
<input type="checkbox"/>	CRJS 2209 Criminal Law	<u>3</u>
		6

POLICE SCIENCE ► **Total = 12 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 2201 Police Patrol Tactical Operations	3
<input type="checkbox"/>	CRJS 2206 Criminal Procedure	<u>3</u>
		6

Second Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 2203 Police Traffic Functions	3
<input type="checkbox"/>	CRJS 1204 Community Policing	<u>3</u>
		6

PRIVATE PROTECTION ► **Total = 12 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 1208 Private Investigator	3
<input type="checkbox"/>	CRJS 1220 Introduction to Private Security	<u>3</u>
		6

Second Semester		Cr. Hrs.
<input type="checkbox"/>	CRJS 2209 Criminal Law	3
<input type="checkbox"/>	CRJS 2220 Loss Control and Crime Prevention	<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**

First 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

Second 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 = 70 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CSCI 1101	Intro to Computers	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>	3
<input type="checkbox"/> PSYC 2106	<b>or</b> Human Relations	<u>3</u>
		18

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<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>
		18

<b>Third Semester</b>		<b>Cr. Hrs.</b>
<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

<b>Fourth Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> BUSI 1202	Work Ethics	1
<input type="checkbox"/> COOP 1101	Cooperative Experience I	1
<input type="checkbox"/> CULA 2204	Garde Manger	4
<input type="checkbox"/> CULA 2206	Restaurant Operations	5
<input type="checkbox"/> CULA 2211	American Regional Cuisine	<u>5</u>
		16

### RECOMMENDED ELECTIVES

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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CULA 1205	Food Sanitation	2
<input type="checkbox"/> CULA 1208	Professional Artisan Bread	3
<input type="checkbox"/> CULA 2207	Professional Pastry Principles	6
<input type="checkbox"/> CULA 2210	Restaurant Production Desserts	<u>2</u>
		13

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## DIESEL TECHNOLOGY

Occupational Certificate

### APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 30 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> AGRI 1206	Ag Air Conditioning Systems <sup>3</sup>	4
<input type="checkbox"/> DIEL 1202	Basic Diesel Fuel Systems	2
<input type="checkbox"/> DIEL 1203	Heavy Equipment Alignment <b>or</b> Elective <sup>2</sup>	4
<input type="checkbox"/> DIEL 1205	Heavy Equipment Brakes <b>or</b> Elective <sup>2</sup>	<u>3</u>
		13

## 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.

## 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. ► **Total = 66 Hours**

<b>First 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"/> HEA 1101	Health Education	
<input type="checkbox"/> HEA 1102	<b>or</b> Basic First Aid	2
<input type="checkbox"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	
<input type="checkbox"/> PSYC 2106	<b>or</b> Human Relations	<u>3</u>
		16
<b>Second Semester</b>		
<input type="checkbox"/> AGRI 1204	Physics of Hydraulics	5
<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"/>	Elective – General Education <sup>2</sup>	<u>3</u>
		17
<b>Third Semester</b>		
<input type="checkbox"/> AGRI 1203	Ignition and Electrical Systems	5
<input type="checkbox"/> AGRI 1222	Applied Mathematics	
<input type="checkbox"/> MATH	<b>or</b> Elective – Math <sup>1</sup>	3
<input type="checkbox"/> AGRI 2201	Transmission and Power Trains	4
<input type="checkbox"/> DIEL 1204	Intermediate Diesels	<u>4</u>
		16
<b>Fourth Semester</b>		
<input type="checkbox"/> AGRI 1206	Ag Air Conditioning Systems <sup>3</sup>	4
<input type="checkbox"/> AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/> DIEL 1206	Advanced Diesels	4
<input type="checkbox"/> DIEL 2210	Supervised Occupational Experience	<u>4</u>
		17

### RECOMMENDED COURSE

WELD 1270 Introduction to Welding Processes 4

<sup>1</sup> Prerequisite course(s) may be required based test scores.

<sup>2</sup> See Division Chair for list of approved courses.

<sup>3</sup> Highly recommended course for students in the Diesel Technology program.

## 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.

## EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree

MATH & SCIENCES 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.

**All bolded core ECE courses in this program should be taken prior to enrolling in additional ECE courses. ► 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.

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> <b>ECE 1201</b>	<b>Child Development</b>	<b>3</b>
<input type="checkbox"/> <b>ECE 1202</b>	<b>Intro to Early Childhood Education</b>	<b>3</b>
<input type="checkbox"/> ECE 1204	Creative Arts for Young Children	3
<input type="checkbox"/> ECE 1207	Language Arts for Young Children	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	<u>3</u>
		15
<b>Second Semester</b>		
<input type="checkbox"/> ART 1101	Art Appreciation <sup>1</sup>	3
<input type="checkbox"/> ECE 1205	Health, Safety and Nutrition	3
<input type="checkbox"/> <b>ECE 1206</b>	<b>Curriculum for Young Children</b>	<b>3</b>
<input type="checkbox"/> <b>ECE 1208</b>	<b>Family / Community / Staff Relations</b>	<b>3</b>
<input type="checkbox"/> <b>ECE 1210</b>	<b>Child Study and Observation</b>	<b><u>3</u></b>
		15
<b>Third Semester</b>		
<input type="checkbox"/> ECE 1209	Curriculum Lab	3
<input type="checkbox"/> ECE 2205	Programming / Teaching School-Age	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"/> 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>Fourth Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	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 2203	Science and Math for Young Children	3
<input type="checkbox"/> ECE 2209	Practicum	<u>4</u>
		18

### RECOMMENDED ELECTIVE

PSYC 2101 Introduction to Psychology <sup>1</sup> 3

<sup>1</sup> Prerequisite course(s) may be required based test scores.

**EARLY CHILDHOOD ASSISTANT**  
*Occupational Certificate*

These foundation courses provide the student with basic knowledge needed for entry-level positions in the field of early childhood education. ► **Total = 6 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	<u>3</u>
		6

**EARLY CHILDHOOD CERTIFICATE – LEVEL TWO**  
*Occupational Certificate*

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

<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	<u>3</u>
		6
<b>Spring Semester</b>		
<input type="checkbox"/>	ECE 1205 Health, Safety and Nutrition	3
<input type="checkbox"/>	ECE 1206 Curriculum for Young Children	<u>3</u>
		6

**EARLY CHILDHOOD CERTIFICATE – LEVEL THREE**  
*Occupational Certificate*

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

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

<sup>1</sup> Prerequisite course(s) may be required based test scores.

**TECHNICAL ASSISTANCE CREDENTIAL**  
*Occupational Certificate*

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

**Prerequisites:**

<input type="checkbox"/>	PREP 1404 – Integrated Reading & Writing	3
<input type="checkbox"/>	ENGL 1101 – Rhetoric & Composition I (or concurrent enrollment)	3

**Spring Semester**

<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECE 2202 Center-Based Child Care Management	3
<input type="checkbox"/>	MGMT 2201 Principles of Management	<u>3</u>
		9

**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.

## EDUCATION – ELEMENTARY

Associate in Arts Degree

### MATH & SCIENCES 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**

#### First 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

#### Second Semester

<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	3
<input type="checkbox"/>	PHSC 1101 Physical Science	<u>5</u>
		17

#### Third Semester

<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"/>	ECE 2208 Teaching the Child with Disabilities	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>	3
<input type="checkbox"/>	Elective	<u>1</u>
		17

#### Fourth Semester

<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

#### SUGGESTED ELECTIVES \*

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 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.

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

### MATH & SCIENCES 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.

#### SUGGESTED ELECTIVES \*

EDUC 1101	Intro to Education & Observation	3
EDUC 1104	Educational Technology	3
EDUC 1106	Human Development	3
PSYC 2103	Educational Psychology	3

## EMERGENCY MEDICAL TECHNICIAN

### Occupational Certificate

#### COMMUNITY & CORPORATE EDUCATION 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**

<input type="checkbox"/> EMT 1250	Emergency Medical Technician	9
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## EMT PARAMEDIC

### Occupational Certificate

#### COMMUNITY & CORPORATE EDUCATION 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
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Licensure as an Emergency Medical Technician through the Division of Emergency Medical Services and Highway Safety.

#### First Semester

<input type="checkbox"/> EMTP 1260	Paramedic Services I	6
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#### Second Semester

<input type="checkbox"/> EMTP 1262	Paramedic Services II	12
<input type="checkbox"/> EMTP 1272	Paramedical Clinical I	<u>3</u>
		15

#### Third Semester

<input type="checkbox"/> EMTP 1263	Paramedic Services III	12
<input type="checkbox"/> EMTP 1273	Paramedic Clinical II	<u>3</u>
		15

#### Fourth Semester

<input type="checkbox"/> EMTP 1264	Paramedic Services IV	6
<input type="checkbox"/> EMTP 1274	Paramedic Clinical III	<u>3</u>
		9

## EMT PARAMEDIC

### Associate in Applied Science Degree

#### COMMUNITY & CORPORATE EDUCATION 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:

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.

#### First Semester

<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> ZOO 1105	Anatomy and Physiology I	<u>4</u>
		7

#### Second 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	<u>4</u>
		13

#### Third Semester

<input type="checkbox"/> EMTP 1260	Paramedic Services I	6
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#### Fourth Semester

<input type="checkbox"/> EMTP 1262	Paramedic Services II	12
<input type="checkbox"/> EMTP 1272	Paramedical Clinical I	<u>3</u>
		15

#### Fifth Semester

<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

#### Sixth Semester

<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 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  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350 • [www.caahep.org](http://www.caahep.org)

## 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.

## ENGINEERING SCIENCE

Associate in Engineering Science

### MATH & SCIENCES DIVISION

The engineer basically is concerned with the application of scientific principles to practical problems. Engineering spans such a wide range of activities, including over 25 major specialties, that employment opportunities for engineers include the entire spectrum of the work force. In a typical four-year engineering curriculum, the first two years are spent studying basic sciences, including 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. This degree will require a total of 68 credit hours. General education courses are described in the Illinois General Education Core 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 has partnered in 2+2 programs with both Southern Illinois University Edwardsville and Missouri University of Science and Technology, through which graduates of RLC's program may transfer smoothly into related programs with these universities. Contact your academic advisor for further information. ► **Total = 68 Hours**

Consult with your counselor or advisor for more information about A.E.S. Degree requirements.

First Semester		Cr. Hrs.
<input type="checkbox"/>	CHE 1103 Inorganic Chemistry (see prerequisites) <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

Second Semester		Cr. Hrs.
<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

Third Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1103 Intro to Programming <sup>2</sup>	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	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

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	BIO 1100 Biology for Non-Majors	4
<input type="checkbox"/>	MATH 2130 Differential Equations	3
<input type="checkbox"/>	PHIL 2101 Logic	3
<input type="checkbox"/>	PHY 2102 Dynamics	3
<input type="checkbox"/>	PHY 2121 Electrical Engineering Circuits	<u>4</u>
		17

### SUGGESTED ELECTIVES \*

CHE 1104	Inorganic Chemistry / Qual. Analysis <sup>4</sup>	5
CHE 2120	Organic Chemistry I	5
CHE 2121	Organic Chemistry II	5
MATH 2108	Linear Algebra	3

<sup>1</sup> Prerequisite course(s) may be required based 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.

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.

Rend Lake College has an engineering curriculum that has been articulated with the University of Illinois, University of Missouri at Rolla, Southern Illinois University Carbondale and Southern Illinois University Edwardsville. Students should see an engineering advisor for specific information about these agreements.

## ENGINEERING TECHNOLOGY

Associate in Science Degree

### MATH & 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**

### CIVIL / ELECTRICAL / MECHANICAL SPECIALTIES

First Semester		Cr. Hrs.
<input type="checkbox"/>	CHE 1101 General Chemistry I <sup>1</sup>	5
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>2</sup>	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		14

Second Semester		Cr. Hrs.
<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 <sup>2</sup>	5
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Life Science	<u>5</u>
		18

Third Semester		Cr. Hrs.
<input type="checkbox"/>	MATH 2122 Calculus and Analytic Geometry II	5
<input type="checkbox"/>	PHY 1101 College Physics I <sup>3</sup>	5
<input type="checkbox"/>	Elective – Engineering Specialty	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		16

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MATH 2123 Calculus and Analytic Geometry III	4
<input type="checkbox"/>	PHY 2101 Statics	3
<input type="checkbox"/>	Elective – Social Science	3
<input type="checkbox"/>	Elective – Fine Arts / Humanities <sup>4</sup>	<u>3</u>
		16

### RECOMMENDED ELECTIVES

ENGG 1101	Engineering Graphics	3
MATH 2108	Linear Algebra	3
PHY 2102	Dynamics	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 requirements.

## ENGLISH

Associate in Arts Degree

### LIBERAL ARTS 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 = 64-65 Hours**

#### First 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 (3) <sup>1</sup> or Higher-Level Math (3-4)	3-4
<input type="checkbox"/>	Elective – Fine Arts *	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15-16

#### Second 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

#### Third Semester

<input type="checkbox"/>	ENGL 2107 Mythology HUMT 1104 or Introduction to Film	3
<input type="checkbox"/>	ENGL 2109 British Literature – Beowulf to 1799 ENGL 2111 or 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

#### Fourth 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 ENGL 2112 or American Literature II	3
<input type="checkbox"/>	HIST 2101 American History I POLI 1101 or State and Local Government POLI 2101 or 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 test scores.

## 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.

## GRAPHIC DESIGN

Associate in Applied Science Degree

### APPLIED SCIENCE & TECHNOLOGY DIVISION

Graphic 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**

#### First Semester

		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	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 1205 Drawing for Communications	3
<input type="checkbox"/>	GRD 1208 History of Graphic Design	3
<input type="checkbox"/>	GRD 2201 QUIPS I (Quark/Illustrator/Photoshop)	<u>3</u>
		18

#### Second Semester

<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	GRD 1203 Advertising Design	3
<input type="checkbox"/>	GRD 1206 Production Methods I	3
<input type="checkbox"/>	GRD 1215 Web Page Design	3
<input type="checkbox"/>	GRD 2215 QUIPS II	3
<input type="checkbox"/>	HEA 1101 Health Education	<u>2</u>
		17

#### Third Semester

<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	GRD 2208 Electronic Prepress	3
<input type="checkbox"/>	GRD 2209 Computer Type Design	3
<input type="checkbox"/>	GRD 2220 QUIPS III	3
<input type="checkbox"/>	MATH Math Elective <sup>1</sup>	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	<u>3</u>
		18

#### Fourth Semester

<input type="checkbox"/>	ARCH 2207 Rendering	4
<input type="checkbox"/>	ARCH 2230 Portfolio Review	1
<input type="checkbox"/>	GRD 2203 Digital Illustration	3
<input type="checkbox"/>	GRD 2218 Package Design	3
<input type="checkbox"/>	Tech Elective	<u>3</u>
		14

#### RECOMMENDED ELECTIVE

<input type="checkbox"/>	GRD 1204 Digital Photography	3
<input type="checkbox"/>	GRD 1207 Creativity	3
<input type="checkbox"/>	GRD 1220 Advanced Web Design	3
<input type="checkbox"/>	GRD 2202 Advanced Digital Photography	3
<input type="checkbox"/>	GRD 2210 Cooperative Experience I	3

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## GRAPHIC DESIGN

### Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 31 Hours**

	<b>Cr. Hrs.</b>
<b>First Semester</b>	
<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 QUIPS I (Quark/Illustrator/Photoshop)	<u>3</u>
	9
<b>Second Semester</b>	
<input type="checkbox"/> GRD 1203 Advertising Design	3
<input type="checkbox"/> GRD 1206 Production Methods I	3
<input type="checkbox"/> GRD 2215 QUIPS II	<u>3</u>
	9
<b>Third Semester</b>	
<input type="checkbox"/> GRD 2208 Electronic Prepress	3
<input type="checkbox"/> GRD 2220 QUIPS III	<u>3</u>
	6
<b>Fourth Semester</b>	
<input type="checkbox"/> ARCH 2230 Portfolio Review	1
<input type="checkbox"/> GRD 1215 Web Page Design	3
<input type="checkbox"/> GRD 2218 Package Design	<u>3</u>
	7

## 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**

	<b>Cr. Hrs.</b>
<b>First Semester (Fall)</b>	
<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 QUIPS I	<u>3</u>
	9
<b>Second Semester (Spring)</b>	
<input type="checkbox"/> GRD 1215 Web Design	3
<input type="checkbox"/> GRD 2215 QUIPS II	<u>3</u>
	6
<b>Third Semester (Summer)</b>	
<input type="checkbox"/> GRD 1220 Advanced Web Design	3

## 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.

## HEALTH CARE COACH

### Occupational Certificate

ALLIED HEALTH DIVISION

The Health Care Coach program is a one-semester certificate designed to prepare students to work in the medical field as a health coach. A health coach works under the close mentorship of a group of multidisciplinary health professionals. All curriculum courses must be completed with a grade of "C" or better. ► **Total = 16 Hours**

	<b>Cr. Hrs.</b>
<b>First Semester</b>	
<input type="checkbox"/> HEA 1103 Introduction to Nutrition	3
<input type="checkbox"/> HECO 1200 Introduction to Health Care	4
<input type="checkbox"/> HECO 1201 Health Care Psychology	3
<input type="checkbox"/> HECO 1202 Health Care Terminology	3
<input type="checkbox"/> HECO 1203 Community Health Care	<u>3</u>
	16

## HEALTH INFORMATION TECHNOLOGY

### Associate in Applied Science Degree

ALLIED HEALTH DIVISION

RLC's Health Information Technology program prepares you to collect, manage, and maintain records in health care facilities, in both paper and electronic formats. Health information technicians process patient information for health care providers, payers, and the government. RLC's two-year program results in an Associate in Applied Science Degree.

The demand for health information technicians has increased in recent years with the adoption of electronic health records and other technology-based information sources. Technicians are needed to manage and use the electronic data to safely and effectively deliver health care to patients.

The HIT program will prepare you to use and manage health information to serve patients by managing communication between health care providers and insurance providers. You will gain an understanding of the content and purpose of the health record and how it is used for data integrity, reimbursement, research, quality improvement, privacy and security, and accessibility to information for patients and health care providers.

Health information technicians have several options when it comes to employment, including hospitals, physician groups, long-term care, hospice, ambulatory surgery centers and more. The expansion of the electronic health record is allowing health information technicians to choose from new roles in the areas of information technology, EHR consulting companies, and health information exchange settings.

All curriculum courses must be completed with a grade of "C" or better. Grades of "D," "E" or "F" are considered failing. A student failing any HIT course must repeat it with a passing grade – "A," "B" or "C." HIT courses are only offered once a year, so the student will have to wait to take courses until the prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified, unless permission granted by program director.

A background check and drug screening are required. ■

**Total = 66 Hours**

*continued on next page ...*



## Accreditation Status

The Rend Lake College Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Verification of accreditation is available on the CAHIIM website at [www.cahiim.org](http://www.cahiim.org).

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CSCI 1102	Intro to Comp. with Business Applications	3
<input type="checkbox"/> ENGL 1101	Rhetoric & Composition I	3
<input type="checkbox"/> HECO 1202	Health Care Terminology	3
<input type="checkbox"/> HIT 1201	Introduction to Health Information	3
<input type="checkbox"/> ZOO 1105	Anatomy & Physiology I	<u>4</u>
		16
<b>Second Semester</b>		
<input type="checkbox"/> CSCI 1255	Microsoft Access Database	3
<input type="checkbox"/> HIT 1202	Health Records Systems	3
<input type="checkbox"/> HIT 1205	Pathophysiology for HIT	4
<input type="checkbox"/> HIT 2206	Medical Coding	3
<input type="checkbox"/> ZOO 1106	Anatomy & Physiology II	<u>4</u>
		17
<b>Summer Term</b>		
<input type="checkbox"/> MATH 1111	Statistics	3
<b>Third Semester</b>		
<input type="checkbox"/> HIT 2201	Health Data Statistics	2
<input type="checkbox"/> HIT 2203	Management in Health Care	3
<input type="checkbox"/> HIT 2205	Pharmacology for Health Information	2
<input type="checkbox"/> HIT 2207	Medical Law & Ethics	3
<input type="checkbox"/> HIT 2208	Electronic Health Records	4
<input type="checkbox"/> HIT 2219	Procedural Coding	<u>3</u>
		17
<b>Fourth Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> HIT 2202	Clinical Practicum I	3
<input type="checkbox"/> HIT 2217	Quality Management	3
<input type="checkbox"/> HIT 2218	Reimbursement Management	2
<input type="checkbox"/> HIT 2220	Health Information Review	<u>2</u>
		13

<sup>1</sup> Prerequisite course(s) may be required based on test scores.

## 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 = 72 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> AGRI 1208	Diesel Engines	6
<input type="checkbox"/> CSCI 1101	Intro to Computers	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	Intro to Machine Maintenance	<u>4</u>
		18
<b>Second Semester</b>		
<input type="checkbox"/> AGRI 1204	Physics of Hydraulics	5
<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>
		18
<b>Third Semester</b>		
<input type="checkbox"/> AGRI 1222	Applied Mathematics <sup>1</sup>	
	MATH or Elective – Mathematics <sup>1</sup>	3
<input type="checkbox"/> AGRI 2201	Transmissions and Power Trains	4
<input type="checkbox"/> DIEL 1204	Intermediate Diesels	4
<input type="checkbox"/> HEQT 2203	Machine Systems Electronics	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	
	PSYC 2106 or Human Relations	<u>3</u>
		17
<b>Fourth Semester</b>		
<input type="checkbox"/> AGRI 2204	Advanced Major Overhaul	5
<input type="checkbox"/> DIEL 1203	Heavy Equipment Alignment	4
<input type="checkbox"/> HEQT 1209	Heating, Ventilation and A/C	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 test scores.

<sup>2</sup> See Division Chairperson for list of approved courses.

## HISTORY

*Associate in Arts Degree*

LIBERAL ARTS 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**

### First 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"/>	MATH 1107 Contemporary College Mathematics <sup>1</sup>	3
<input type="checkbox"/>	Elective – Science with Lab	<u>5</u>
		17

### Second 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	
	SOCI 1101 <b>or</b> Introduction to Sociology	3
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

### Third 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 1105 Basic Concepts of Statistics	3
<input type="checkbox"/>	Elective – Fine Arts	<u>3</u>
		15

### Fourth 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 test scores.

## HOME HEALTH AIDE

*Occupational Certificate*

ALLIED HEALTH DIVISION

This program is designed to prepare individuals to be home health aides. Home health aides assist in providing routine care and support for home-bound disabled, recovering or elderly people in the patient's home environment. Students will learn the knowledge and skills necessary to provide routine individualized health care such as basic nutrition, home sanitation, infection control, first aid, taking vital signs, personal hygiene, interpersonal communication skills, supervised home management, emergency recognition and referral, 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 = 28 Hours**

### First Semester

		Cr. Hrs.
<input type="checkbox"/>	ALH 1200 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 Health Care Terminology	<u>3</u>
		16

### Second Semester

<input type="checkbox"/>	ALH 1202 Medical Law & Ethics	3
<input type="checkbox"/>	COMM 1104 Interpersonal Communications	3
<input type="checkbox"/>	HEA 1103 Nutrition	3
<input type="checkbox"/>	PSYC 2101 Intro to Psychology	<u>3</u>
		12

## 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.

## 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**

First 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

Second Semester		Cr. Hrs.
<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

Third Semester		Cr. Hrs.
<input type="checkbox"/> INEL 2232	Branded Controllers & Industrial PCs	3
<input type="checkbox"/> IST 2220	Industrial Mechanics	4
<input type="checkbox"/> IST 2231	Advanced Programmable Controllers	3
<input type="checkbox"/> MACH 1201	Machining Technology I	4
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	<u>4</u>
		18

Fourth Semester		Cr. Hrs.
<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
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/> PSYC 2106	or Human Relations	3
<input type="checkbox"/>	Elective – Technical <sup>2</sup>	<u>3</u>
		19

TECHNICAL ELECTIVES <sup>2</sup>		Cr. Hrs.
<input type="checkbox"/> CNS 1212	Hardware/Operating Systems	5
<input type="checkbox"/> COOP 1101	Cooperative Educational Experience	3
<input type="checkbox"/> CSCI 1243	Beginning Microsoft Word	3
<input type="checkbox"/> CSCI 1263	Beginning MS Excel Spreadsheet	3
<input type="checkbox"/> ELEC 1210	National Electric Code	3
<input type="checkbox"/> MACH 1202	Machining Technology II	4
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW/GTAW Welding	4

<sup>1</sup> Prerequisite course(s) may be required based test scores.

### BASIC MACHINING 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**

First Semester		Cr. Hrs.
<input type="checkbox"/> MACH 1201	Machining Technology I	4
<input type="checkbox"/> MACH 1205	Special Problems in Machining	<u>3</u>
		7

Second Semester		Cr. Hrs.
<input type="checkbox"/> MACH 1202	Machining Technology II	4
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	<u>4</u>
		8

Third Semester		Cr. Hrs.
<input type="checkbox"/> MACH 1203	Machining Technology III	3

### PLC 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**

First Semester		Cr. Hrs.
<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

Second Semester		Cr. Hrs.
<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

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**

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 1202	Work Ethics	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

Second Semester		Cr. Hrs.
<input type="checkbox"/> IST 1230	Intro to Robotics	3
<input type="checkbox"/> IST 2231	Advanced Programmable Controllers	<u>3</u>
		6

## 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**

First Semester		Cr. Hrs.
<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
Second 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 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**

First 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

Second 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

Third 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

Fourth 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 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.

## 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.

## 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 = 15 Hours**

<b>First Semester (Fall)</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CSCI 1243	Beginning Microsoft Word	3
<input type="checkbox"/> CSCI 1263	Microsoft Excel Spreadsheet	3
<input type="checkbox"/> CSCI 1275	Microsoft PowerPoint	<u>3</u>
		9
<b>Second Semester (Spring)</b>		
<input type="checkbox"/> CSCI 1255	Microsoft Access Database	3
<input type="checkbox"/> CSCI 2245	Integrating Microsoft Applications	<u>3</u>
		6

NOTE: Students must be able to type 25 words per minute.

## IT SYSTEMS ASSISTANT

### Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year program leads to the AAS Degree in IT Systems Assistant. The program is designed to provide students with the background in technical skills and general studies necessary for a career as an IT Systems Assistant. Graduates will be prepared to provide technical assistance and training to microcomputer system users in business, government and education. The program lets individuals already employed upgrade job skills and improve advancement potential. ► **Total = 65 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1210	Network Fundamentals	5
<input type="checkbox"/> CNS 1212	Hardware / Operating Systems	5
<input type="checkbox"/> CSCI 1102	Intro to Computers w/ Business Applications	3
<input type="checkbox"/> CSCI 1243	Beginning Microsoft Word	3
<input type="checkbox"/> OFTC 1203	Building Keyboarding Speed & Accuracy	<u>1</u>
		17
<b>Second Semester</b>		
<input type="checkbox"/> CSCI 2243	Intermediate Microsoft Word	3
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I * <sup>1</sup>	3
<input type="checkbox"/> MATH 1107	Contemporary College Mathematics <sup>1</sup>	3
<input type="checkbox"/> OFTC 1206	Computerized Accounting w/ QuickBooks	1
<input type="checkbox"/> OFTC 1233	Office Accounting	3
<input type="checkbox"/> PHIL 2101	Logic	<u>3</u>
		16
<b>Third Semester</b>		
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1260	Intro to Programming in MS Visual Basic	3
<input type="checkbox"/> CSCI 1263	Microsoft Excel Spreadsheet	3
<input type="checkbox"/> OFTC 1234	Communications in Technical Services	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology	<u>3</u>
		18
<b>Fourth Semester</b>		
<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"/> CSCI 2209	Systems Analysis and Design	3
<input type="checkbox"/> CSCI 2245	Integrating Microsoft Applications	<u>3</u>
		14

<sup>1</sup> Prerequisite course(s) may be required based test scores.

NOTE: Students must be able to type 25 words per minute.

## IT SYSTEMS SPECIALIST

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The IT Systems Specialist is a two-year program designed to provide students with the necessary information and skills to become a computer network technician. 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 Windows, CompTIA Security+ and CompTIA A+ certifications. National competency requirements have been used to develop the curriculum. Students also will develop a working knowledge of wireless communications and Voice over IP courses that have been added to better prepare students for the modern computing job market. These courses may be used as a basis for a four-year degree with capstone programs at senior-level institutions. ► **Total = 67 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CNS 1210 Network Fundamentals	5
<input type="checkbox"/>	CNS 1212 Hardware/Operating Systems	5
<input type="checkbox"/>	CSCI 1101 Introduction to Computers	3
<input type="checkbox"/>	ORIE 1101 Orientation	1
<input type="checkbox"/>	Non-Technical Elective <sup>4</sup>	<u>3</u>
		17
<b>Second Semester</b>		
<input type="checkbox"/>	CNS 1221 Network Router Technology	5
<input type="checkbox"/>	CNS 1231 Windows Professional	3
<input type="checkbox"/>	CSCI 1255 Microsoft Access Database	3
<input type="checkbox"/>	MATH 1201 Technical Mathematics <sup>1,2,3</sup>	3
<input type="checkbox"/>	WCT 2260 Wireless LAN/WAN	<u>4</u>
		18
<b>Third Semester</b>		
<input type="checkbox"/>	CNS 1232 Windows Server	3
<input type="checkbox"/>	CNS 1234 Linux Networking	3
<input type="checkbox"/>	CNS 2228 Security	4
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1,2</sup>	3
<input type="checkbox"/>	OFTC 1234 Communications for Tech Services	<u>3</u>
		16
<b>Fourth Semester</b>		
<input type="checkbox"/>	CNS 1235 Linux Server	4
<input type="checkbox"/>	CNS 2230 Network Implementation	3
<input type="checkbox"/>	CNS 2231 Advanced Security	3
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking <sup>2</sup>	3
<input type="checkbox"/>	WCT 2200 Voice Over IP	<u>4</u>
		17

<sup>1</sup> Prerequisite course(s) may be required based on test results.

<sup>2</sup> Recommend taking class prior to First Semester or during Summer Term between Second and Third Semesters.

<sup>3</sup> Recommended: Students transferring to SIUC should take MATH 1108.

<sup>4</sup> Advisory Committee recommends BUSI 1101 - Intro to Business

NOTE: Students must be able to type 25 words per minute.

## IT SYSTEMS SPECIALIST

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

The courses listed in the certificates are included in the IT Systems Specialist degree. Students who successfully complete the degree will also receive all of the certificates. 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CNS 1210 Network Fundamentals	5
<b>Second Semester</b>		
<input type="checkbox"/>	CNS 1221 Network Router Technology	5
<input type="checkbox"/>	WCT 2260 LAN Switching	<u>4</u>
		9

### 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 = 19 Hours**

#### Prerequisites:

CNS 1212 – Hardware / Operating Systems

CNS 1231 – Windows Professional

or consent of instructor.

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CNS 1232 Windows Server	3
<input type="checkbox"/>	CNS 1234 Linux Networking	3
<input type="checkbox"/>	CNS 2228 Network Security	4
<input type="checkbox"/>	CRJS 1207 Computer Forensics I	<u>3</u>
		13
<b>Second Semester</b>		
<input type="checkbox"/>	CNS 2231 Advanced Security	3
<input type="checkbox"/>	CRJS 2217 Computer Forensics II	<u>3</u>
		6

### 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>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CNS 1212 Hardware/Operating Systems	5
<b>Second Semester</b>		
<input type="checkbox"/>	CNS 1234 Linux Networking	3
<b>Third 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**

### First Semester

	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1212 MicroComp Hardware / Operating Systems	5

### Second Semester

<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**

### First Semester

	<b>Cr. Hrs.</b>
<input type="checkbox"/> CNS 1210 Network Fundamentals	5

### Second Semester

<input type="checkbox"/> CNS 1231 Windows Professional	3
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### Third Semester

<input type="checkbox"/> CNS 1232 Windows Server	3
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## 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**

### First Semester

	<b>Cr. Hrs.</b>
<input type="checkbox"/> BUSI 1202 Work Ethics	1
<input type="checkbox"/> ENGL 1101 Rhetoric & Composition I <sup>1</sup>	3
<input type="checkbox"/> MACH 1201 Machine Technology I	4
<input type="checkbox"/> MFG 1201 Intro to Materials	3
<input type="checkbox"/> MFG 1207 Safety	3
<input type="checkbox"/> MFG 1208 Manufacturing Processes & Production	<u>3</u>
	17

### Second Semester

<input type="checkbox"/> MACH 1202 Machine Technology II	4
<input type="checkbox"/> MFG 1205 Manufacturing Processes	3
<input type="checkbox"/> MFG 1209 Maintenance Awareness	3
<input type="checkbox"/> MFG 1210 Quality Practices & Measurement	3
<input type="checkbox"/> WELD 1270 Introduction to Welding Processes	<u>4</u>
	17

### Third 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 Math <sup>1</sup>	3
<input type="checkbox"/> MFG 1220 Production & Inventory Control	3
<input type="checkbox"/> PSYC 2106 Human Relations	<u>3</u>
	17

### Fourth Semester

<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> IST 2230 Introduction to PLCs	3
<input type="checkbox"/> MFG 1230 Blueprint Reading	3
<input type="checkbox"/> Technical Elective	<u>4</u>
	13

### Technical Electives

<input type="checkbox"/> INEL 1250 Electric Motors & Control Circuits	6
<input type="checkbox"/> IST 2231 Advanced PLCs	3
<input type="checkbox"/> MACH 1203 Machine Technology III	3
<input type="checkbox"/> MACH 1205 Special Problems in Machining	3
<input type="checkbox"/> MFG 1200 Manufacturing Employment Skills	3
<input type="checkbox"/> WELD 1272 Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282 GMAW / GTAW Welding	4

<sup>1</sup> Prerequisite course(s) may be required based 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

First Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	MACH 1201 Machine Technology I	4
<input type="checkbox"/>	MFG 1201 Intro to Materials	3
<input type="checkbox"/>	MFG 1207 Safety	3
<input type="checkbox"/>	MFG 1208 Manufacturing Processes & Production	<u>3</u>
		14
Second Semester		Cr. Hrs.
<input type="checkbox"/>	MACH 1202 Machine Technology II	4
<input type="checkbox"/>	MFG 1205 Manufacturing Processes	3
<input type="checkbox"/>	MFG 1209 Maintenance Awareness	3
<input type="checkbox"/>	MFG 1210 Quality Practices & Measurement	3
<input type="checkbox"/>	WELD 1270 Introduction to Welding Processes	<u>4</u>
		17

#### 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 1208 Manufacturing Processes & Production	3
<input type="checkbox"/>	MFG 1209 Maintenance Awareness	3
<input type="checkbox"/>	MFG 1210 Quality Practices & Measurement	3
<input type="checkbox"/>	Technical Elective(s)	<u>4</u>
		16

## MATHEMATICS

### Associate in Arts Degree

#### MATH & SCIENCES DIVISION

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

First Semester		Cr. Hrs.
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1110 College Algebra and Trigonometry <sup>1</sup>	5
<input type="checkbox"/>	Elective – Life Science	4
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15
Second 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	<u>3</u>
		17
Third 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	<u>3</u>
		17
Fourth 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>	<u>3</u>
		15
RECOMMENDED ELECTIVE		Cr. Hrs.
<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 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 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 licensing as medical coders. Medical coding professionals play a key role in the medical billing 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

		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1102 Intro to Comp. with Business Applications	3
<input type="checkbox"/>	HECO 1202 Health Care Terminology	<u>3</u>
		6

### First 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 Medical Law & Ethics	3
<input type="checkbox"/>	MEDC 1206 Intro to Medical Coding	<u>3</u>
		14

### Second Semester

<input type="checkbox"/>	HIT 1205 Pathophysiology for Health Information	4
<input type="checkbox"/>	HIT 2218 Reimbursement Management	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

## MEDICAL LABORATORY TECHNOLOGY

Associate in Applied Science Degree

ALLIED HEALTH DIVISION

PENDING ICCB APPROVAL – The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices and other health care facilities. The MLT performs testing on blood and body fluids under the supervision of a medical technologist and/or pathologist in the areas of hematology, chemistry, blood bank, urinalysis, serology, coagulation and microbiology. The MLT performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and relates laboratory findings to common disease processes. In addition, the MLT interacts with physicians and other health care personnel.

Each Spring Semester, five students from each college are admitted to begin the program the following Fall Semester. Admission requirements include taking the ASSET test for admission to the college and the Psychological Services Bureau (PSB) Health Occupations Aptitude Test - Revised. The PSB is offered at least four times yearly as announced by the college.

Admission to the program is nondiscriminatory concerning race, creed, color, religion, sex, national origin, and mental or physical handicap. Certain personal and physical attributes are key to success in the profession. These include good general physical health, good vision (with correction), good color vision, good manual dexterity and good problem-solving ability.

Clinical rotations are required in the second year consisting of two semesters with 240 clockhours in each semester. Clinicals are completed in area hospital laboratories and clinics. Upon completion of program requirements, the student will be eligible to take a certification exam offered by several national agencies.

Retention of the student in the MLT program requires that the student earn a grade of "C" or better in all MLT and natural science courses (Anatomy and Physiology, Chemistry, Microbiology). Grades lower than "C" are failing. The student must maintain a "C" average or better in all courses required in the MLT curriculum.

Admission requirements for the Medical Laboratory Technician program are listed under Associate in Applied Science Degree programs. A background check and drug screening test are required. ► **Total = 67 Hours**

### Summer Term

		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ZOO 1105 Anatomy & Physiology I	4

### First Semester

<input type="checkbox"/>	CHE 1101 General Chemistry I	5
<input type="checkbox"/>	MATH 1108 College Algebra <sup>1</sup>	3
<input type="checkbox"/>	MLT 1200 Introduction to Clinical Laboratory	3
<input type="checkbox"/>	ZOO 1106 Anatomy and Physiology II	<u>4</u>
		15

### Second Semester

<input type="checkbox"/>	CHE 1102 General Chemistry II	5
<input type="checkbox"/>	MICR 1101 Basic Microbiology	4
<input type="checkbox"/>	MLT 1201 Serology	1.5
<input type="checkbox"/>	MLT 1202 Clinical Microscopy <sup>4</sup>	1.5
<input type="checkbox"/>	MLT 1211 Phlebotomy <sup>4</sup>	<u>3</u>
		15

continued on next page ...

## MUSIC

*Associate in Fine Arts Degree*

LIBERAL ARTS 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>First 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>Second Semester</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>Third Semester</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>Fourth Semester</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 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.

<b>Summer Term</b>		
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> PSYC 2101	Introduction to Psychology <sup>1</sup>	<u>3</u>
		6

<b>Third Semester</b>		
<input type="checkbox"/> MLT 1210	Clinical Rotation I <sup>3</sup>	3
<input type="checkbox"/> MLT 2203	Immunohematology <sup>1</sup>	4
<input type="checkbox"/> MLT 2228	Hematology and Hemostasis	<u>5</u>
		12

<b>Fourth Semester</b>		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> MLT 2205	Clinical Chemistry <sup>1</sup>	4
<input type="checkbox"/> MLT 2210	Clinical Rotation II <sup>3</sup>	3
<input type="checkbox"/> MLT 2229	Applied Clinical Microbiology <sup>1</sup>	<u>5</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based test scores.  
<sup>2</sup> First 10.5 weeks  
<sup>3</sup> Last 6.5 weeks  
<sup>4</sup> Pending ICCB approval

## MINING TECHNOLOGY – MINE OPERATIONS

*Occupational Certificate*

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 17 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> MIN 1210	Intro to Mining	3
<input type="checkbox"/> MIN 1220	Mine Atmosphere & Strata Control	3
<input type="checkbox"/> MIN 1221	Machine Operations	2
<input type="checkbox"/> ELEC 1260	MSHA Electrical Qualification <sup>1</sup> <b>or</b>	6
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> WELD 1270	Intro to Welding Processes	<u>4</u>
		17-18

<sup>1</sup> Requires one year electrical experience in mine or equivalent.

## 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.

## 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.

## MUSIC

Associate in Fine Arts Degree

LIBERAL ARTS 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**

### First Semester

		Cr. Hrs.
<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

### Second Semester

<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

### Third Semester

<input type="checkbox"/>	MATH 1107 Contemporary College Math <sup>1</sup> (3) or 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

### Fourth Semester

<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 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.

## NURSE ASSISTANT

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.

		Cr. Hrs.
<input type="checkbox"/>	CNA 1201 Certified Nurse Assistant *	7

\* All students in program must go through background check as required by the Illinois Department of Public Health.

## 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). Students who prefer to test out at the practical nurse level may do so after completing the first two semesters of listed coursework and then completing NURS 1212 – Practical Nurse Role Development (4 credit hours). ► **Total = 64 Hours**

### PREREQUISITES

<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
	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.

		Cr. Hrs.
<b>First Semester</b>		
<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>	<u>4</u>
		17

### Second 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	4
<input type="checkbox"/>	ZOO 1106 Anatomy & Physiology II <sup>1,2</sup>	<u>4</u>
		18

continued on next page ...

# OCCUPATIONAL THERAPY ASSISTANT

*Associate in Applied Science Degree*

## ALLIED HEALTH DIVISION

PENDING ICCB APPROVAL – The OTA courses have both lecture and hands-on laboratory components. Portions of the lecture section of several courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive or developmental disabilities.

The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client’s life environments and relationships. Occupation may be defined as the ordinary things people do each day to work, to play and to take care of themselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. We all choose many “occupational” roles that are important to us and make us excited to engage in life. When our function becomes impaired, we may lose both our independence and sense of self-worth.

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes or environments; disability prevention techniques, and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will work directly with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident or other disability.

<b>Third Semester</b>		
<input type="checkbox"/> MICR 1101	Basic Microbiology <sup>2</sup>	4
<input type="checkbox"/> MICR 1111	<b>or</b> Microbiology <sup>2</sup>	5
<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	<u>2</u>
		14-15

<b>Fourth Semester</b>		
<input type="checkbox"/> NURS 2216	Complex Health Concepts	6
<input type="checkbox"/> NURS 2217	Complex Health Concepts Clinical	6
<input type="checkbox"/> PSYC 2101	Intro to Psychology	<u>3</u>
<input type="checkbox"/> HECO 1201	<b>or</b> Healthcare Psychology	3
		15

<sup>1</sup> Prerequisite course(s) may be required based on test scores.  
<sup>2</sup> ZOO 1105 & 1106 and MICR 1101 or 1111 must have been completed within the last five years.

## PRACTICAL NURSING CERTIFICATE

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 = 39 Hours**

### PREREQUISITES

<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
	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.

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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>	<u>4</u>
		17

<b>Second Semester</b>		
<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	4
<input type="checkbox"/> ZOO 1106	Anatomy & Physiology II <sup>1,2</sup>	<u>4</u>
		18

<b>Summer Term</b>		
<input type="checkbox"/> NURS 1212	Practical Nurse Role Development	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.

<input type="checkbox"/> NURS 1213	Intro to Health Concepts II	4
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Occupational Therapy serves a diverse population in a variety of settings, such as hospitals, clinics, facilities for rehabilitation, extended and long-term care, sheltered workshops, schools, camps, private homes, physicians' offices, community programs and private practice.

A background check and drug screening test are required.

Admission requirements are listed under Associate in Applied Science Degree programs. ► **Total = 70 Hours**

**Prerequisite:**

- ZOO 1105 Anatomy & Physiology I 4

**First Semester**

	<b>Cr. Hrs.</b>
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> HECO 1202 Healthcare Terminology	3
<input type="checkbox"/> OTA 1200 Introduction to Occupational Therapy	2
<input type="checkbox"/> OTA 1210 Clinical Observation	2
<input type="checkbox"/> OTA 1231 Disease and Impact on Occupation	3
<input type="checkbox"/> OTA 1232 Occupational Development	1
<input type="checkbox"/> OTA 2210 Occupational Therapy Theory I	<u>4</u>
	18

**Second Semester**

<input type="checkbox"/> OTA 1212 Activities of Daily Living	3
<input type="checkbox"/> OTA 1220 Occupational Therapeutic Media	3
<input type="checkbox"/> OTA 1222 Occupational Therapy Group Process	2
<input type="checkbox"/> OTA 1233 Clinical Rotation I	1
<input type="checkbox"/> OTA 2202 Occupational Therapy in Physical Disabilities	3
<input type="checkbox"/> PSYC 2101 Introduction to Psychology	3
<input type="checkbox"/> ZOO 1106 Anatomy and Physiology II	<u>4</u>
	19

**Summer Semester**

<input type="checkbox"/> MATH 1111 Statistics <sup>1</sup>	
<input type="checkbox"/> MATH 1201 <b>or</b> Technical Mathematics <sup>1</sup>	3
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	<u>3</u>
	6

**Third Semester**

<input type="checkbox"/> OTA 1214 Clinical Rotation II	2
<input type="checkbox"/> OTA 2205 Occupational Therapy in Pediatrics	4
<input type="checkbox"/> OTA 2211 Occupational Therapy Theory II	1.5
<input type="checkbox"/> OTA 2220 Psychosocial Therapy and Practice	3
<input type="checkbox"/> OTA 2232 Aging and Impact of Occupation	1.5
<input type="checkbox"/> PSYC 2102 Child Psychology	<u>3</u>
	15

**Fourth Semester**

<input type="checkbox"/> OTA 2217 Fieldwork Experience I <sup>2</sup>	4.5
<input type="checkbox"/> OTA 2218 Fieldwork Experience II <sup>2</sup>	4.5
<input type="checkbox"/> OTA 2250 Occupational Therapy Administration	<u>3</u>
	12

<sup>1</sup> Prerequisite course(s) may be required based test scores.

<sup>2</sup> Fieldwork Experience must be completed within 18 months of academic coursework.

NOTE: Reading course(s) may be required based on results of COMPASS or ASSET scores.

NOTE: OTA students must also demonstrate competency in using a computer, navigating word processing and documentation software, accessing and using Internet search engines and research sites and databases, and communicating to faculty and classmates via email and chat rooms. Assignments will require these skills throughout the program. If the applicant has not had keyboarding skills, it is strongly suggested that a college class or a continuing education course in keyboarding be taken prior to beginning OTA classes. If the applicant has no computer experience, it is also suggested that a beginning continuing education class in basic computer use be taken. Further support will be provided by OTA faculty.

NOTE: Students planning to transfer and pursue an advanced degree should, when given a choice, enroll in the general education course that are IAI GECC approved and articulated with participating institutions.

**OFFICE SYSTEMS TECHNOLOGY  
~ MEDICAL OFFICE SPECIALIST**

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

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

**First Semester**

	<b>Cr. Hrs.</b>
<input type="checkbox"/> OFTC 1203 Building Keyboarding Speed/Accuracy I	1
<input type="checkbox"/> OFTC 1232 Business Data Entry	3
<input type="checkbox"/> OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/> OFTC 1280 Medical Terminology <sup>3</sup>	3
<input type="checkbox"/> OFTC 1281 Medical Transcription <sup>3</sup>	3
<input type="checkbox"/> PSYC 2101 Introduction to Psychology <sup>2</sup>	
<input type="checkbox"/> PSYC 2106 <b>or</b> Human Relations <sup>2</sup>	<u>3</u>
	16

**Second Semester**

<input type="checkbox"/> ALH 1201 Anatomy & Physiology Fundamentals	3
<input type="checkbox"/> CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/> CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/> ENGL 1101 Rhetoric & Composition I <sup>1</sup>	3
<input type="checkbox"/> OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/> OFTC 1233 Office Accounting	<u>3</u>
	16

**Summer Term**

<input type="checkbox"/> OFTC 2291 Cooperative Experience I	
<input type="checkbox"/> BUSI 2203 <b>or</b> Business Ethics	3

**Third Semester**

<input type="checkbox"/> CMA 1203 Billing & Coding	3
<input type="checkbox"/> CSCI 1263 Beginning Microsoft Excel	3
<input type="checkbox"/> CSCI 2243 Intermediate Microsoft Word	3
<input type="checkbox"/> OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/> OFTC 2261 Office Procedures and Technology	<u>3</u>
	15

**Fourth Semester**

<input type="checkbox"/> BUSI 1200 Job Strategy	1
<input type="checkbox"/> BUSI 1202 Work Ethics	1
<input type="checkbox"/> BUSI 2107 Business Communications	3
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1255 Beginning Microsoft Access	3
<input type="checkbox"/> MATH 1202 Business Mathematics <sup>1,2</sup>	
<input type="checkbox"/> MATH 1107 <b>or</b> Contemporary College Math	<u>3</u>
	14

**RECOMMENDED ELECTIVE**

<input type="checkbox"/> CSCI 1236 Integrating Technologies	2
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<sup>1</sup> Prerequisite course(s) may be required based test scores.

<sup>2</sup> Talk to an advisor if transferring to a four-year institution.

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

**OFFICE SYSTEMS TECHNOLOGY  
~ MEDICAL OFFICE ASSISTANT**

*Occupational Certificate*

APPLIED SCIENCE & TECHNOLOGY DIVISION

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

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

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

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	MATH 1202 Business Mathematics <sup>1</sup>	3
	MATH 1107 <b>or</b> Contemporary College Math	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed / Accuracy II	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
<input type="checkbox"/>	PSYC 2101 Intro to Psychology	3
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		14

<b>RECOMMENDED ELECTIVE</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2

<sup>1</sup> Prerequisite course(s) may be required based on test scores.  
<sup>2</sup> In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.

**OFFICE SYSTEMS TECHNOLOGY  
~ MEDICAL OFFICE ASSOCIATE**

*Occupational Certificate*

APPLIED SCIENCE & TECHNOLOGY DIVISION

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

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

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	MEDC 1206 Intro to Medical Coding <b>or</b>	
	CMA 1203 Billing & Coding	3
<input type="checkbox"/>	OFTC 1280 Medical Terminology <sup>1</sup>	3
<input type="checkbox"/>	OFTC 1281 Medical Transcription <sup>1</sup>	<u>3</u>
		10

<b>RECOMMENDED ELECTIVE</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2

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

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

*Associate in Applied Science Degree*

APPLIED SCIENCE & TECHNOLOGY DIVISION

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

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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 1203 Building Keyboarding Speed & Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	3
	PSYC 2106 <b>or</b> Human Relations	<u>3</u>
		16

<b>Second Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word <sup>3</sup>	3
<input type="checkbox"/>	MATH 1202 Business Mathematics <sup>1,2</sup>	3
	MATH 1107 <b>or</b> Contemporary College Mathematics	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	<u>3</u>
		15

<b>Summer Term</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	OFTC 2291 Cooperative Experience I	3
	BUSI 2203 <b>or</b> Business Ethics	3

<b>Third Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1263 Beginning Microsoft Excel <sup>3</sup>	3
<input type="checkbox"/>	CSCI 2243 Intermediate Microsoft Word	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	<u>3</u>
		15

<b>Fourth Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	BUSI 1200 Job Strategy	1
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2
<input type="checkbox"/>	CSCI 1255 Beginning Microsoft Access <sup>3</sup>	3
<input type="checkbox"/>	CSCI 1275 Microsoft PowerPoint <sup>3</sup>	3
<input type="checkbox"/>	CSCI 2245 Integrating Microsoft Applications <sup>3</sup>	3
<input type="checkbox"/>	OFTC 2265 Office Supervision & Administration	<u>3</u>
		15

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

## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	OFTC 1203 Building Keyboarding Speed & Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts / Computerized Applications	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	<u>3</u>
		16
<b>Second Semester</b>		
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	<u>2</u>
		14

## OIL & NATURAL GAS TECHNICIAN

### Occupational Certificate

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Advanced Oil and Natural Gas Technician option can be stacked on the Oil and Natural Gas Technician certificate for the student wishing only to complete several industry-focused courses. The certificate option provides the student with the knowledge and skills required for employment in the petroleum and natural gas industries but may not want to pursue a degree. ► **Total = 23 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	GEOL 1101 Physical Geology	3
<input type="checkbox"/>	INEL 1291 Basic Electronics for Technicians	5
<input type="checkbox"/>	SURV 1205 Intro to Mapping and Geographic Info. Systems	<u>3</u>
		11
<b>Second Semester</b>		
<input type="checkbox"/>	IST 2230 Intro to PLCs	3
<input type="checkbox"/>	ONGT 1204 Oil and Gas Production Equipment	2
<input type="checkbox"/>	ONGT 2201 Petroleum Refining	4
<input type="checkbox"/>	ONGT 2202 Oil and Gas Well Mapping and Logging	<u>3</u>
		12

## OIL & NATURAL GAS TECHNICIAN

### Associate in Applied Science Degree

#### APPLIED SCIENCE & TECHNOLOGY DIVISION

The Oil and Natural Gas Technician program is designed to provide the student with the knowledge and skills required for employment in the petroleum and natural gas industries. The program gives the students a broad range of skills which are essential for technician who want to work in the petroleum and natural gas service, production, transportation and refining industries. ► **Total = 65 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	CSCI 1101 Intro to Computers	3
<input type="checkbox"/>	DIEL 1202 Basic Diesel Fuel Systems	2
<input type="checkbox"/>	INEL 1291 Basic Electronics for Technicians	5
<input type="checkbox"/>	MATH 1201 Technical Mathematics (or higher)	3
<input type="checkbox"/>	ONGT 1200 Intro to the Petroleum Industry	1
<input type="checkbox"/>	ONGT 1201 Oil and Gas Production I	<u>3</u>
		17
<b>Second Semester</b>		
<input type="checkbox"/>	DIEL 1208 Diesel Accessories	2
<input type="checkbox"/>	FLPR 1262 Fluid Power Fundamentals	5
<input type="checkbox"/>	GEOL 1101 Physical Geology	3
<input type="checkbox"/>	ONGT 1202 Artificial Lift Systems	3
<input type="checkbox"/>	ONGT 1203 Oil and Gas Production II	3
<input type="checkbox"/>	ONGT 1204 Oil and Gas Production Equipment	<u>2</u>
		18
<b>Third Semester</b>		
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	IST 2230 Intro to PLCs	3
<input type="checkbox"/>	ONGT 2203 Safety - SafeLands / OSHA	2
<input type="checkbox"/>	SURV 1205 Intro to Mapping and Geographic Info. Systems	3
<input type="checkbox"/>	WELD 1270 Intro to Welding Processes	<u>4</u>
		15
<b>Fourth Semester</b>		
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	INEL 2201 Process Control	2
<input type="checkbox"/>	ONGT 2201 Petroleum Refining	4
<input type="checkbox"/>	ONGT 2202 Oil and Gas Well Mapping and Logging	3
<input type="checkbox"/>	ONGT 2210 Supervised Occupational Experience	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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

Associate in Science Degree

### MATH & SCIENCES DIVISION

A five-year bachelor's degree is required of anyone wishing to practice as a registered pharmacist. Two years of excellent preparation may be received at Rend Lake College, but some professional schools prefer that the student transfer at the beginning of the second year, thus taking four years of training at the senior institution. Students should select, as early as possible, the school to which they intend to transfer and follow the specific guidelines set forth by that institution. If students plan to spend a second year at RLC, they may be required to attend a summer session at the professional school to pick up specialized courses normally taught during the second year. Students should consult with an advisor for more information concerning this program.

► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	BIO 1101 College Biology	5
<input type="checkbox"/>	CHE 1103 Inorganic Chemistry (see prerequisites) <sup>1,3</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"/>	MATH 1108 College Algebra <sup>1</sup>	<u>3</u>
		18

Second Semester		Cr. Hrs.
<input type="checkbox"/>	BIO 1104 College Biology II	5
<input type="checkbox"/>	CHE 1104 Inorganic Chemistry / Qual. Analysis <sup>3</sup>	5
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 1109 Plane Trigonometry I <sup>1</sup>	<u>3</u>
		16

Third Semester		Cr. Hrs.
<input type="checkbox"/>	CHE 2120 Organic Chemistry <sup>3</sup>	5
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	SOCI 1101 Introduction to Sociology	3
<input type="checkbox"/>	MATH 1121 Calculus & Analytic Geometry I <sup>1</sup>	<u>5</u>
		16

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	CHE 2121 Organic Chemistry II <sup>3</sup>	5
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		14

RECOMMENDED ELECTIVE		Cr. Hrs.
<input type="checkbox"/>	MICR 1111 Microbiology	5
<input type="checkbox"/>	Elective – Fine Arts / Humanities <sup>2</sup>	3

<sup>1</sup> Prerequisite course(s) may be required based 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.

## 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

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 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**

First 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
Second 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
Third Semester		
<input type="checkbox"/> AGRI 1263	Crop Science	4
<input type="checkbox"/> CHE 1101	General Chemistry I	5
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – General Education	3
<input type="checkbox"/>	Elective – Humanities or Fine Arts	<u>3</u>
		18
Fourth Semester		
<input type="checkbox"/> BOT 1101	General Botany	5
<input type="checkbox"/> CHE 1102	General Chemistry II	5
<input type="checkbox"/>	Elective – Humanities	3
<input type="checkbox"/>	Elective – Social / Behavioral Sciences	<u>3</u>
		16

<sup>1</sup> Prerequisite course(s) may be required based test scores..

## POLITICAL SCIENCE

Associate in Arts Degree

LIBERAL ARTS 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**

First 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"/> MATH 1107	Contemporary College Mathematics <sup>1</sup>	3
<input type="checkbox"/> POLI 1101	State and Local Government <sup>1</sup>	3
<input type="checkbox"/>	Elective – Science with Lab	<u>5</u>
		17
Second 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	<u>3</u>
<input type="checkbox"/>	Elective	<u>3</u>
		17
Third 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 1105	Basic Concepts of Statistics <sup>1</sup>	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Social Science	<u>3</u>
		15
Fourth 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	<u>3</u>
		15

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## 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.

## 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.

## PRE-LAW

Associate in Science or Associate in Arts Degree

### MATH & 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 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-VETERINARY MEDICINE

Associate in Science Degree

### MATH & SCIENCES DIVISION

Pre-med students may earn a bachelor's degree in any major. Requirements must be met at the time pre-medical requirements are taken. If a science major is chosen, there will be considerable overlapping of requirements, thus making it easier for the student to reach both sets of requirements. Organic chemistry (CHE 2120 and CHE 2121) and physics must be completed before the end of the third year in preparation for the Medical College Admission Test that spring. These courses are suggested below, but are not necessary if a student chooses to take them at the university level. An advisor can prepare a program for a specific four-year degree.

#### ► Total = 64 Hours

		Cr. Hrs.	
<b>First Semester</b>			
<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	College Algebra and Trigonometry <sup>1</sup>	5
<input type="checkbox"/>		Elective – Social Science	<u>3</u>
			16
<b>Second Semester</b>			
<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"/>		Elective – Fine Arts	3
<input type="checkbox"/>		Elective – Humanities	<u>3</u>
			17
<b>Third Semester</b>			
<input type="checkbox"/>	CHE 2120	Organic Chemistry <sup>3</sup> I or PHY 1101 <sup>3</sup>	5
<input type="checkbox"/>	MATH 1111	Elementary Statistics	3
<input type="checkbox"/>	PSYC 2101	Introduction to Psychology	3
<input type="checkbox"/>	BIO 1101	College Biology	<u>5</u>
			16
<b>Fourth Semester</b>			
<input type="checkbox"/>	BIO 1104	College Biology II	5
<input type="checkbox"/>	CHE 2121	Organic Chemistry II <sup>3</sup>	5
	PHY 1102	<b>or</b> College Physics II <sup>3</sup>	5
<input type="checkbox"/>	HEA 1101	Health Education	2
<input type="checkbox"/>		Elective – Social Science	<u>3</u>
			15
<b>RECOMMENDED ELECTIVES:</b>			
<input type="checkbox"/>	ZOO 1105	Anatomy and Physiology I	4
<input type="checkbox"/>	ZOO 1106	Anatomy and Physiology II	4
<input type="checkbox"/>		Elective – Fine Arts / Humanities <sup>2</sup>	3

*It is strongly suggested students take PHY 1101 Third Semester and PHY 1102 Fourth Semester. Both should be taken to guarantee full transfer to four-year institution.*

<sup>1</sup> Prerequisite course(s) may be required based 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.

## 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.

## PSYCHOLOGY

Associate in Arts Degree

### LIBERAL ARTS 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	MATH 1107 Contemporary College Mathematics <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	<u>5</u>
		17
<b>Second Semester</b>		
<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
<b>Third Semester</b>		
<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>	3
<input type="checkbox"/>	PSYC 2105 Social Psychology	3
<input type="checkbox"/>	SPAN 1101 Elementary Spanish I	<u>4</u>
		16
<b>Fourth Semester</b>		
<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 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**

<b>Summer Term</b>		
<input type="checkbox"/>	RAD 1200 Radiologic Technology Orientation	0.5
<b>First Semester</b>		<b>Cr. Hrs.</b>
<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
<b>Second Semester</b>		
<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
<b>Summer Term</b>		
<input type="checkbox"/>	RAD 1208 Radiology Clinical II	6
<b>Third Semester</b>		
<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
<b>Fourth Semester</b>		
<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 test scores.

## RADIOLOGIC TECHNOLOGY

### Occupational Certificate

#### 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

## RADIOLOGIC TECHNOLOGY

### Occupational Certificate

#### ALLIED HEALTH DIVISION

#### 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

#### LIBERAL ARTS 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**

#### First 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"/>	MATH 1107	Contemporary College Mathematics <sup>1</sup>	3
<input type="checkbox"/>	SOCI 2103	Introduction to Social Work <sup>1</sup>	<u>3</u>
			17

#### Second 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

#### Third 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 1105	Basic Concepts of Statistics <sup>1</sup>	3
<input type="checkbox"/>	SOCI 2102	Marriage and the Family	3
<input type="checkbox"/>		Elective – Humanities	<u>3</u>
			15

#### Fourth 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 – Science	3
<input type="checkbox"/>		Elective	<u>2</u>
			17

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## 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.

## 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.

## SOCIOLOGY

Associate in Arts Degree

LIBERAL ARTS 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 = 66 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> ENGL 1101	Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/> MATH 1107	Contemporary College Mathematics <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>5</u>
		17
<b>Second Semester</b>		
<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
<b>Third Semester</b>		
<input type="checkbox"/> ANTH 1101	Cultural Anthropology	3
<input type="checkbox"/> MATH 1105	Basic Concepts of Statistics <sup>1</sup>	3
<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>
		16
<b>Fourth Semester</b>		
<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	<u>3</u>
		16

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## SURGICAL TECHNOLOGY

Occupational Certificate

ALLIED HEALTH DIVISION

PENDING ICCB APPROVAL – Upon completion of the program, the technologist will be able to demonstrate entry-level competencies for Surgical Technologists. Graduates of the Surgical Technology program must sit for the National Board Certification Exam for Surgical Technologists. The exam is given one week before completion of the program. Successful completion of this exam confers the title of Certified Surgical Technologist (CST). A background check and drug screening test are required. ► **Total = 42 Hours**

(Surgical Technology Grade Standards – The student must maintain a “C” average or better in all courses of the Surgical Technology program.)

<input type="checkbox"/>	Prerequisite: ZOO 1105 Anatomy and Physiology I (4) or ZOO 1106 Anatomy and Physiology II (4)	
<b>Summer Term</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> ZOO 1105	Anatomy and Physiology I	4
<b>First Semester</b>		
<input type="checkbox"/> STP 1215	Introduction to Surgical Technology	3
<input type="checkbox"/> STP 1216	Principles and Practices of Surgical Technology	6
<input type="checkbox"/> STP 1221	Pharmacology for Health Professions	3
<input type="checkbox"/> ZOO 1106	Anatomy and Physiology II	<u>4</u>
		16
<b>Second Semester</b>		
<input type="checkbox"/> MICR 1101	Basic Microbiology <sup>2</sup>	4
<input type="checkbox"/> STP 1217	Surgical Procedures I	5
<input type="checkbox"/> STP 1219	Clinical Rotation I <sup>3</sup>	<u>5</u>
		14
<b>Third Semester</b>		
<input type="checkbox"/> STP 1218	Surgical Procedures II	3
<input type="checkbox"/> STP 1220	Clinical Rotation in Surgical Technology II	<u>5</u>
		8

<sup>1</sup> Must be completed by the end of the first semester.

<sup>2</sup> Must be completed by the end of the second semester.

<sup>3</sup> Student must be certified in Healthcare Provider CPR by October 1.

## 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.

## SURVEYING TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

A two-year program leading to an AAS Degree in Surveying Technology. Students wishing to pursue a baccalaureate degree in Advanced Technical Studies at Southern Illinois University Carbondale may do so with an additional 60 semester hours of coursework.

Upon completion of the Advanced Technical Studies Degree, a graduate will be able to take the Surveyor-in-Training Examination. ► **Total = 69 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	ARCH 1101 Intro to Architectural Theory / History	3
<input type="checkbox"/>	ARCH 1208 Architectural Drawing	3
<input type="checkbox"/>	ARCH 2203 Site Surveying	4
<input type="checkbox"/>	CAD 1201 Intro to Computer-Aided Drafting	2
<input type="checkbox"/>	MATH Elective – Math <sup>1</sup>	3
<input type="checkbox"/>	SURV 1205 Intro to Mapping / GIS	<u>3</u>
		18

Second Semester		Cr. Hrs.
<input type="checkbox"/>	ARCH 1209 Architectural Materials / Building Technology	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"/>	HEA 1102 <b>or</b> Basic First Aid	3
<input type="checkbox"/>	MATH 1109 Plane Trigonometry	<u>5</u>
<input type="checkbox"/>	Elective – Physics	16

Third Semester		Cr. Hrs.
<input type="checkbox"/>	ARCH 2225 Construction Systems	4
<input type="checkbox"/>	CAD 1205 CAD Applications ~ Civil	2
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	MATH 2106 Finite Mathematics	3
<input type="checkbox"/>	SURV 2210 GIS / GPS Concepts / Applications	3
<input type="checkbox"/>	Elective – General Education <sup>2</sup>	<u>3</u>
		18

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	ARCH 2210 Architectural Internship	3
<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"/>	SURV 2201 Engineering Surveying	<u>4</u>
		17

### RECOMMENDED ELECTIVES:

<input type="checkbox"/>	PHY 1101 College Physics I	5
<input type="checkbox"/>	PHY 1201 <b>or</b> Technical Physics I	4

<sup>1</sup> Prerequisite course(s) may be required based test scores.

<sup>2</sup> Consult with advisor for recommended courses.

## 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

First 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 1202 Basic Diesel Fuel Systems	2
<input type="checkbox"/>	DIEL 1203 Heavy Equipment Alignment	4
<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>
		13

Second Semester		Cr. Hrs.
<input type="checkbox"/>	AGRI 1206 Ag Air Conditioning Systems	4
<input type="checkbox"/>	DIEL 1205 Heavy Equipment Brakes	3
<input type="checkbox"/>	DIEL 1204 Intermediate Diesels	4
<input type="checkbox"/>	DIEL 1208 Diesel Accessories	<u>2</u>
		13

## UNMANNED AIRCRAFT SYSTEMS

### Occupational Certificates

#### 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 TECHNOLOGY

### Associate in Applied Science Degree

#### ALLIED HEALTH DIVISION

PENDING ICCB APPROVAL – The Veterinary Technician possesses both administrative and technical skills necessary to assist the veterinarian in all phases of medicine and surgery for small, large, exotic and lab animals. Technicians typically conduct clinical work in a private practice under the supervision of a veterinarian – often performing various medical tests (urinalysis, blood counts, tissue samples) along with treating and diagnosing medical conditions and diseases in animals. Veterinary Technicians assisting small-animal practitioners usually care for companion animals, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish and frogs. The Veterinary Technician plays an important role in client education, grief counseling and public relations.

The program curriculum covers small and large animal breeds, nutrition and husbandry, veterinary terminology, legal issues and office management, parasitology, surgical nursing, veterinary pharmacology, anesthesiology, emergency care and clinical pathology. Students benefit from theoretical-based

classroom learning, as well as extensive hands-on experience through practicums at a variety of veterinary facilities. Additional job opportunities include working in animal shelters, zoos, medical research laboratories and private industry.

Admission requirements are listed under Associate in Applied Science Degree programs. ► **Total = 67 Hours**

Fall Semester		Cr. Hrs.
<input type="checkbox"/>	MATH 1111 Statistics <sup>1</sup>	
	MATH 1107 <b>or</b> Contemporary College Math <sup>1</sup>	
	MATH 1201 <b>or</b> Technical Mathematics <sup>1</sup>	3
<input type="checkbox"/>	MICR 1101 Basic Microbiology	4
<input type="checkbox"/>	VET 1210 Small Animal Nursing I	3
<input type="checkbox"/>	VET 1212 Animal Anatomy and Physiology I	4
<input type="checkbox"/>	VET 1217 Animal Radiography	2
<input type="checkbox"/>	VET 1218 Veterinary Practice Management	<u>2</u>
		18
Spring Semester		
<input type="checkbox"/>	VET 1211 Small Animal Nursing II	3
<input type="checkbox"/>	VET 1213 Animal Anatomy and Physiology II	3
<input type="checkbox"/>	VET 1216 Large Animal Nursing	3
<input type="checkbox"/>	VET 1219 Animal Clinical Lab I	3
<input type="checkbox"/>	VET 1233 Animal Surgical Tech I	3
<input type="checkbox"/>	VET 1238 Animal Pharmacology I	<u>2</u>
		17
Summer Term		
<input type="checkbox"/>	VET 2231 Veterinary Technology Internship I	3

Fall Semester		
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking <sup>1</sup>	3
<input type="checkbox"/>	VET 2219 Animal Clinical Lab II	3
<input type="checkbox"/>	VET 2233 Animal Surgical Tech II	3
<input type="checkbox"/>	VET 2238 Animal Pharmacology II	2
<input type="checkbox"/>	VET 2239 Animal Diseases	2
<input type="checkbox"/>	Elective – Social Science (IAI Approved)	<u>3</u>
		16

Spring Semester		
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I <sup>1</sup>	3
<input type="checkbox"/>	VET 2232 Veterinary Technology Internship II	4
<input type="checkbox"/>	VET 2235 Lab Animals / Exotics	3
<input type="checkbox"/>	VET 2236 Animal Management / Nutrition	<u>3</u>
		13

NOTE: Students planning to transfer and pursue a baccalaureate degree, should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

NOTE: All courses require a grade of "C" or better.

<sup>1</sup> Prerequisite course(s) may be required based test scores.

## 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**

<b>First Semester</b>		<b>Cr. Hrs.</b>
<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
<b>Second Semester</b>		
<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 Welding	<u>2</u>
		12
<b>Third Semester</b>		
<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
<b>Fourth Semester</b>		
<input type="checkbox"/>	IST 1221 Industrial Safety	2
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology	
	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 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**

<b>WELDING TECHNOLOGY CERTIFICATE</b>		<b>Cr. Hrs.</b>
<b>First Semester</b>		
<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
<b>Second Semester</b>		
<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 Welding	<u>2</u>
		9
<b>WELDING FUNDAMENTALS CERTIFICATE</b>		
<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
<b>ADVANCED WELDING TECHNIQUES CERTIFICATE</b>		
<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 Welding <sup>1</sup>	<u>2</u>
		12
	<sup>1</sup> Prerequisites: WELD 1270 & 1272	
<b>PIPE WELDING TECHNOLOGY CERTIFICATE</b>		
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
<b>ADVANCED METALWORKING CERTIFICATE</b>		
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. ► <b>Total = 19 Hours</b>		
<b>First Semester</b>		<b>Cr. Hrs.</b>
<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
<b>Second Semester</b>		
<input type="checkbox"/>	MACH 1201 Machining Technology I	4



## 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, 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.

Credit is nontransferable and does not count toward associate transfer degrees.

1400  
2400

## 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.

## ADULT BASIC EDUCATION

ABE courses help non-high school graduates prepare for the GED 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.

## 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 (e.g., graphic arts, drafting, surveying, child care) 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.

The third digit in the four-digit sequence indicates prerequisites or degree of difficulty in an ascending order. In general, the fourth number will indicate first-semester work if it is an odd number and second-semester work if it is an even number. The purpose of such a numbering system is to facilitate record keeping and to provide an easy means of identifying various courses as to their degree of difficulty, general curriculum, etc.

## COURSE DESCRIPTIONS

Accounting .....	124	Horticulture .....	151
Adult Basic Education (ABE) .....	124	Humanities .....	151
Adult Secondary Education (ASE) .....	124	Independent Study.....	151
Agriculture .....	124	Industrial Electronics.....	151
Allied Health.....	125	Industrial Maintenance Technology .....	152
Anthropology .....	125	Insurance .....	153
Architecture.....	126	IT Systems Specialist.....	153
Art .....	127	Japanese .....	154
Astronomy .....	128	Journalism.....	154
Automotive Technology .....	128	Leadership .....	154
Banking .....	128	Machining Technology.....	154
Biology .....	129	Management .....	155
Biomedical Electronics .....	129	Manufacturing Technology .....	155
Botany .....	129	Marketing.....	155
Business .....	129	Mathematics .....	156
Certified Medical Assistant .....	130	Medical Coding .....	157
Certified Nurse Assistant .....	130	Medical Laboratory Technology .....	157
Chemistry .....	130	Microbiology.....	158
College Preparatory.....	131	Mining Technology .....	158
Communications .....	131	Music.....	158
Computer-Aided Drafting .....	131	Nursing.....	160
Computer Science.....	132	Occupational Therapy Assistant .....	162
Construction Management .....	135	Office Systems Technology.....	163
Continuing Education.....	135	Oil & Natural Gas Technician.....	164
Cooperative Education.....	136	Orientation .....	165
Cosmetology.....	137	Pharmacy Technician .....	165
Criminal Justice.....	138	Philosophy .....	165
Culinary Arts.....	139	Phlebotomy.....	166
Diesels .....	140	Physical Education .....	166
Early Childhood Education .....	141	Physical Science .....	167
Economics.....	142	Physics .....	167
Education .....	142	Political Science .....	168
Electricity.....	142	Psychology.....	168
Emergency Management Systems .....	143	Quality Control.....	168
Emergency Medical Technician.....	144	Radiologic Technology .....	169
EMT - Paramedic .....	144	Real Estate.....	170
Engineering .....	145	Restricted Classes.....	175
English.....	145	Americorps .....	175
English as a Second Language .....	146	Upward Bound .....	175
Environmental / Wastewater Tech.....	146	Social Science .....	170
Fire Fighter .....	146	Sociology.....	170
Fluid Power.....	146	Spanish.....	171
French.....	147	Surgical Technology .....	171
Geography .....	147	Surveying .....	171
Geology.....	147	Theatre .....	172
Graphic Design.....	147	Therapeutic Massage.....	172
Green Facilities Management .....	148	Truck Driver Training .....	173
Health .....	148	Unmanned Aircraft Systems.....	173
Health Care Coach.....	148	Veterinary Technology.....	173
Health Information .....	149	Volunteerism.....	174
Heating, Air Cond. & Refrigeration .....	149	Webmaster.....	174
Heavy Equipment Technology .....	149	Welding.....	174
History .....	150	Zoology.....	175

## 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 1100 – Biofuels (3)

The student is introduced to the general theory, production and uses of methane, ethanol and biodiesel. The laboratory experience will acquaint the student with nomenclature, production technique and quality control. Lecture 2 hours. Lab 2 hours.

### 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 4 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 4 hours. ► IAI ~ AG 902

### AGRI 1191 – Introduction to Aquaculture (5)

Introduction to Aquaculture is a course that covers a growing area of alternative agriculture in the United States. Specifically Illinois and other Midwest states are showing a rapid increase in this industry. This course will cover the history of aquaculture, water quality and management, cultured fish species, fish nutrition and health, disease, pond site selection and construction, production, processing, harvesting, marketing, and legal considerations in the United States and Illinois. This course introduces students to careers in the aquaculture industry and fisheries management. Lecture 3 hours. Lab 4 hours.

### 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 (5)

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 6 hours.

### AGRI 1205 – Assembly, Adjustment and Reconditioning Farm Equipment (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 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 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 1242 – Microcomputers in Agriculture (3)**

This course is an introduction to microcomputers and their uses in agriculture. Various hardware/software choices and existing software applications will be discussed, as well as the Internet and e-mail. Emphasis will be on spreadsheet, word processing and database programs. The student will learn custom application and problem-solving using the software. Lecture 2 hours. Lab 2 hours. ▶ IAI ~ AG 913

### **AGRI 1245 – Introduction to Equine Management (3)**

This course emphasizes the importance of proper equine selection. The student will be able to identify unsoundness, vices and confirmation faults. Selection of proper feed ration for different use and need situations will be taught. Satisfactory completion of this course will provide the fundamental knowledge and skills necessary to perform preventive medicine programs and assess the health of equine. The general anatomy of the horse will be covered. Facility design and selection, as well as proper choice and maintenance of tack, also will be covered. 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 4 hours. ▶ IAI ~ AG 903

### **AGRI 1282 – Feeds and Feeding (3)**

This course is designed to expose the student to general nutrition concepts in animals. Emphasis is placed on ration formulation and the various feed ingredients used in economically balancing diets for various ages and classes of livestock. Topics discussed include energy, protein and vitamin and mineral nutrition. Lecture 3 hours.

### **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 1617 – Biofuels (1)**

This course is designed to be an introduction to the production and uses of methane, ethanol and biodiesel. The laboratory experience with acquaint the student with nomenclature, production technique and quality control. Lab 32 contact hours.

### **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 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)**

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

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

## ANTHROPOLOGY

(If a 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 1101 – 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 1102 – 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 1201 – Architectural Materials and Methods I (5)

Through the use of architectural drafting, this course provides the student with a knowledge of current materials and methods of construction, their physical nature, adaptability and limitations. Lecture 3 hours. Lab 4 hours.

### ARCH 1202 – Architectural Materials and Methods II (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 1206 – Architecture Independent Study (4)

Course designed for students desiring a specialized study not available in regular course offerings. Projects must be planned jointly by the student and instructor. The maximum credit allowed is four semester hours. Lab 8 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 1601 – Computer Applications ~ Architecture (1)

This course covers new computer software applications in architecture and related fields. Lecture 1 hour.

### 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, 1201, 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)

*Prerequisite: None, but PHY 1201 is strongly recommended*

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 Document 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)**

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 1111 – Photography I (3)**

This course is designed to provide the student with basic knowledge of black-and-white photography. The course will include experiences in developing film, paper printing and other darkroom and photographic techniques. Students must have access to a manual operable 35mm camera Lab 6 hours.

### **ART 1112 – Photography II (3)**

*Prerequisite: ART 1111 or consent of the instructor*

This course is designed to provide the student with an advanced experience in black-and-white photography, darkroom and studio techniques. The course assumes a thorough knowledge of techniques taught in ART 1111. 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)**

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 a 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 2117 – Commercial Art (3)**

This course is an introduction to the theoretical and practical aspects of visual communication, including techniques, processes, terminology and basic compositional and conceptual skills of commercial art and graphic design. 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: Sophomore standing and enrolled in the Automotive Technology program*

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 1249 – Automotive Maintenance (5)**

This course is a study of the operating systems of the modern automobile, preventive maintenance and troubleshooting procedures. Lecture 2 hours. Lab 6 hours.

### **AUTO 1266 – Maintenance and Light Repair (1)**

*Prerequisite: Sophomore standing and enrolled in the Automotive Technology program*

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 1604 – Small Gasoline Engines (1.5)**

A course to develop a basic understanding of two- and four-cycle gasoline engines. Lecture 1 hour. Lab 1 hour.

### **AUTO 1608 – Auto Mechanics Review (3)**

This course is designed for the professional automotive mechanic. It provides a review of eight major areas of automotive mechanics and should provide an

excellent review for anyone planning to take the test for certification by the National Institute for Automotive Service Excellence. Lecture 3 hours.

### **AUTO 1609 – Small Engine Repair (2)**

This course is for individuals wanting an understanding of the maintenance and service of two- and four-cycle small engines. Lecture 1 hour. Lab 2 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.

## **BANKING**

### **BANK 1601 – Principles of Banking (3)**

A comprehensive introduction to the diversified services offered by the banking industry. Topics include documents and language, deposit and teller functions, check processing, bookkeeping, loans and investments, accounting and profitability, regulation, personnel and bank services. Lecture 3 hours.

### **BANK 1603 – Law and Banking: Principles (3)**

The course provides an overview of the legal aspects of banking and an understanding of how the legal system directly affects banks. Topics covered include the court system, consumer protection, negotiable instruments, secured transactions, partnerships and corporations, sales, commercial paper and bank transactions. Lecture 3 hours.

### **BANK 1606 – Money and Banking (3)**

The course presents basic economic principles as they relate to banking. Areas examined include money and economic activity, financial intermediaries, money creation, the payments mechanism, the business of banking, Federal Reserve System, fiscal and monetary policy, monetary theory, policy goals and international banking. Lecture 3 hours.

### **BANK 1611 – Consumer Lending (3)**

*Prerequisite: BANK 1601*

The course provides an overview of the consumer credit operation. Topics covered include credit risks, consumer credit policy, loan application, loan documentation, loan closings, servicing and collection of loans, consumer compliance and portfolio management. Lecture 3 hours.

### **BANK 1613 – Commercial Lending (3)**

*Prerequisite: BANK 1601*

The course examines the role of the commercial lending function within the banking industry. Areas examined include the role of commercial banking in the U.S. economy; the analytical aspects of commercial lending to include

the customer, products, pricing, support, documentation and analysis; funding risks, and the management of the commercial lending function. Lecture 3 hours.

## BIOLOGY

*Prerequisite: ENGL 1411 or equivalent placement*

### BIO 1100 – College Biology for Non-Majors (4)

For students who are non-majors but want a general knowledge of biology. An introduction to biology and the nature of science, as well as historical and modern applications of biology to other sciences and society. Topics include organisms and ecology, Mendelian genetics and evolution, biochemistry, DNA, cell organization and energy transformations in cells. 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 900L / 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 ~ BIO 910

## BIOMEDICAL ELECTRONICS

*All BME courses are pending ICCB approval*

### 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

*Prerequisite: ENGL 1411 or equivalent placement*

### BUSI 1101 – Introduction to Business (3)

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)

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 – Work Ethics (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 course 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)**

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)**

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)**

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.

## **CERTIFIED MEDICAL ASSISTANT**

### **CMA 1201 – Administrative Aspects (3)**

*Prerequisite: Admission to the Certified 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 2.5 hours. Lab 1 hour.

### **CMA 1202 – Patient Care I (3)**

*Prerequisite: Admission to the Certified 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 Certified 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 Certified 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 Certified Medical Assistant program*

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 (4)**

*Prerequisite: Admission to the Certified 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 4 hours.

### **CMA 1207 – Practicum (4)**

*Prerequisites: Admission to the Certified 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.

## **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.

## **CHEMISTRY**

*Prerequisite: ENGL 1411 or equivalent placement*

### **CHE 1101 – General Chemistry I (5)**

*Prerequisite: Placement into MATH 1407 or consent of Dean*

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 the atomic structure and bonding, 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 and 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. Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermochemistry, the gaseous state, basic concepts of the liquid and solid states, solutions, acid and bases, equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry and descriptive topics in inorganic chemistry. Laboratory required. 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. NOTE: Students placing into READ 2409 and / or ENGL 1412 may be placed in PREP 1404, Integrated Reading and Writing, instead of READ 2409 and ENGL 1412. If the student places into PREP 1404 they must register for, attend, and complete the course with an "A," "B" or "C" within the first 12 credit hours attempted. Students completing the course with a "D" or "E" should repeat the course the semester immediately following.

*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.*

### **PREP 1801 – The Federal and Illinois Constitution (.5)**

This course is designed to prepare students for the Federal and Illinois Constitution Test as required by Illinois state law in order to receive the GED certificate. Lecture .5 hour.

## **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 NETWORKING SYSTEMS**

### **See IT Systems Specialist**

## **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. ▶ IAI ~ BUS 902

### **CSCI 1103 – Introduction to Programming (3)**

*Prerequisite: 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 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 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 Programming in MS Visual Basic (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 MS Visual Basic Fundamentals (3)**

*Prerequisite: CSCI 1260 or consent of instructor*

This course teaches programmers skills necessary to create Microsoft Visual Basic programming system desktop applications. Lecture 3 hours.

### **CSCI 1262 – Mastering MS Visual Basic Development (3)**

*Prerequisite: CSCI 1261 or consent of instructor*

This course teaches Microsoft Visual Basic programmers how to create database applications using components. 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 Using MS Visual Basic (3)**

*Prerequisite: CSCI 1260*

This course teaches site developers who perform architectural planning, technology selection or Web site programming tasks how to create enterprise-level Web sites that use component object model (COM) components on both the client and server. Lecture 3 hours.

### **CSCI 1265 – Mastering Enterprise Development Using MS Visual Basic (3)**

*Prerequisite: CSCI 1262 or consent of instructor*

This course will teach Microsoft Visual Basic programmers, who currently build desktop applications and access corporate databases, the basics of how to build three-tier client/server solutions. Lecture 3 hours.

### **CSCI 1266 – Distributed Application Design and Development Using MS Visual Basic (2)**

*Prerequisite: CSCI 1260*

This course introduces developers to the opportunities and challenges of creating enterprise-level applications. Students will see how creating such flexible and scalable applications can be challenging, but they will learn how to address these challenges by employing appropriate design, tools and technology. Lecture 2 hours.

### **CSCI 1267 – Introduction to Game Programming (3)**

*Prerequisite: CSCI 1260 or consent of instructor*

This course gives an introduction to the graphics and animation aspects of computer games. Initial focus is on graphics and animation techniques in standard Windows-based applications. Secondary focus covers the two standards of the gaming industry, DirectX and OpenGL. Lecture 2 hours. Lab 2 hours.

### **CSCI 1270 – Computerized Accounting (3)**

This course is an 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.

### **CSCI 1273 – Visual Presentation Software (2)**

This course is designed to teach the student how to create visual presentations with various techniques. The course will focus on electronic slide presentation and desktop publishing software. The student will learn the commands necessary to create attractive and effective visual presentations. Lecture 1 hour. Lab 2 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 1608 – Beginning Computers / Windows (.5-4)**

Students will learn the basic fundamentals of computer operating systems using Windows. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1609 – Intermediate Computers / Windows (.5-4)**

*Prerequisite: Beginning Computers / Windows Introduction or equivalent experience*

Students will broaden their knowledge of computer operating systems using Windows. Lecture .5-4 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 1613 – Intermediate Microsoft Word (.5-4)**

*Prerequisite: CSCI 1612 or equivalent experience*

Students will broaden their knowledge of word processing. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1614 – Advanced Microsoft Word (.5-4)**

*Prerequisite: CSCI 1613 or equivalent experience*

Students will broaden their knowledge of word processing. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1615 – Microsoft Word Macros (.5)**

*Prerequisite: Equivalent experience or coursework*

Students will broaden their knowledge of word processing macros. Lecture .5 hour. (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 1618 – Advanced Microsoft Excel (.5-4)**

*Prerequisite: CSCI 1617 or equivalent experience*

Students will broaden their knowledge of spreadsheets. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1619 – Microsoft Excel Macros (.5)**

*Prerequisite: Equivalent experience or coursework*

Students will broaden their knowledge of spreadsheet macros. Lecture .5 hour. (Repeatable 3 times)

### **CSCI 1620 – Beginning Microsoft PowerPoint (.5-4)**

Students will learn the fundamentals of presentation graphics software. 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 1623 – Intro to Computer Keyboarding (1)**

This course offers basic instruction on the computer keyboard. Students needing to operate a computer keyboard achieve basic skills which will allow them to input information into a computer using the proper keyboarding techniques. Lecture 1 hour. (Repeatable 3 times)

### **CSCI 1624 – Computer Basics: Getting Started (.5-4)**

Students will learn the basics of operating a computer using Microsoft Windows and Microsoft Word. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1625 – Beginning Microsoft Access (.5-4)**

Students will learn the basic operations of databases. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1626 – Intermediate Microsoft Access (.5-4)**

*Prerequisite: CSCI 1625 or equivalent experience*

Students will broaden their knowledge of databases. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1627 – Advanced Microsoft Access (.5-4)**

*Prerequisite: CSCI 1626 or equivalent experience*

Students will broaden their knowledge of databases. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1630 – Beginning Microsoft Outlook (.5-4)**

Students will learn the fundamentals of information and time management programs. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1631 – Intermediate Microsoft Outlook (.5-4)**

*Prerequisite: CSCI 1630 or equivalent experience*

Students will broaden their knowledge of information and time management programs. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1632 – Teaching Online with Blackboard (.5)**

This course is designed to expand the knowledge of instructors with regards to teaching online, blended, or Blackboard-enhanced courses. Blackboard is a course management system used by Rend Lake College to offer online courses and improve face-to-face courses with electronic content. Topics include distribution of materials via the Web, organizational and layout techniques, receiving and grading assignments electronically, administering online tests, using the Blackboard grade book, and how to create a productive online class. Lab 1 hour.

### **CSCI 1634 – Computer Basics: Internet & Email (.5-4)**

Students will learn the basics of utilizing the Internet and email. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1657 – Visual Basic Introduction (1)**

Students will learn fundamentals of programming Windows applications utilizing Visual Basic. Lecture 1 hour.

### **CSCI 1658 – Visual Basic Intermediate (1)**

Students will learn techniques involved in creating multiple forms, dialog boxes, coding events, and debugging. Lecture 1 hour.

### **CSCI 1659 – Computer Programming Fundamentals (.5-4)**

This course is designed to meet the needs of student groups that have different backgrounds in programming. The level of detail that is covered in the class will be adjusted to meet the needs of the student group. Beginning student groups will cover the basic concepts that are required of a computer programmer. More advanced student groups will cover a greater amount of material and more sophisticated programming concepts. The programming language that will be utilized will be dependent upon the needs of the student group. Students will be allowed to participate in more advanced sections of the course for a total of three times. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1665 – Beginning Microsoft Publisher (.5-4)**

Students will learn the fundamentals of desktop publishing. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1666 – Beginning Web Page Design (.5-4)**

Students will learn to create and edit web pages. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1667 – Intermediate Web Page Design (.5-4)**

*Prerequisite: CSCI 1666 or equivalent experience*

Students will broaden their knowledge of creating and managing a visually pleasing and easy-to-navigate Web site. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1668 – Intermediate Microsoft Publisher (.5-4)**

*Prerequisite: Beginning Microsoft Publisher or equivalent experience*

Students will broaden their knowledge of the fundamentals of desktop publishing. Lecture .5-4 (Repeatable 3 times)

### **CSCI 1686 – HTML Introduction (.5)**

*Prerequisites: Introduction to Windows and Introduction to the Internet.*

*Students should be able to manage multiple windows, copy and paste material from one document to another, and be familiar with the Windows interface.*

Students will be introduced to the basics of creating web pages using HTML. Lecture .5 hours.

### **CSCI 1687 – HTML Intermediate (.5)**

Students will be introduced to additional features of the HTML language. Lecture .5 hours.

### **CSCI 1688 – Programming Concepts (.5)**

Students will learn fundamentals of programming to write simple programs through study of common programming structures and languages. Lecture .5 hours.

### **CSCI 1693 – Beginning Internet (.5-4)**

*Prerequisite: Beginning Computers/Windows or equivalent experience*

Students will learn the fundamentals of using the Internet. 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 1695 – Beginning Photoshop (.5-4)**

Students will learn the basics of image manipulation and enhancement; creating/transforming layers; working with colors and color settings; common tools and shortcuts; and modifying photographs. Lecture .5-4 hours. (Repeatable 3 times)

### **CSCI 1697 – Scanner & Digital Cameras (.5)**

Students will be introduced to scanner technology including the basics of hardware and software functions. Lecture .5 hour.

### **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 2103 – COBOL Programming I (3)**

*Prerequisite: CSCI 1104 or consent of the instructor*

The student will solve business-oriented problems using the COBOL programming language. Content will include basic input/output procedures, arithmetic operations, editing output, basic logic operations and control break processing. Lecture 3 hours.

### **CSCI 2104 – Advanced Programming (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 2105 – COBOL Programming II (3)**

*Prerequisite: CSCI 2103*

In a continuation of CSCI 2103, COBOL will be studied in greater depth and the use of both sequential and direct magnetic files will be emphasized. Indexed sequential and direct files will be created and used. Specialized techniques will be examined through an extensive project simulating actual business applications. Lecture 3 hours.

### **CSCI 2109 – Assembly Language Programming (3)**

*Prerequisite: CSCI 2104*

This course is an introduction to computer organization using assembly language. Macros, interrupts, various addressing techniques, the assembly process

and machine instructions will be covered. Binary and hexadecimal systems are studied to gain an understanding of internal data representation. Lecture 3 hours.

### **CSCI 2201 – Intro to Programming with Perl (3)**

This course teaches fundamental concepts and techniques of programming using the Perl Language. Lecture 3 hours.

### **CSCI 2203 – Advanced Programming with Objects (3)**

*Prerequisite: CSCI 1101, CSCI 1102 or consent of Dean*

This course is an introduction to computers and programming. Emphasis is given to design of algorithms used in problem-solving and programming techniques required to implement algorithms in programming language. Students will code programs in the "C" language and be assigned problems in their field. Lecture 3 hours.

### **CSCI 2205 – Basic Computer Maintenance & Support (3)**

*Prerequisites: CSCI 1200 & CSCI 1201*

This course will prepare students to serve in the capacity of office support specialist. Topics include the installation of microcomputers and peripheral equipment, loading software, testing systems and diagnosing problems, making minor equipment repairs and assisting users in troubleshooting and reporting problems. Lecture 2 hours. Lab 2 hours.

### **CSCI 2207 – Networking (3)**

Survey course in network management that provides the foundation of the theory and design of Local Area Networks (LANs), including hands-on experience using a current network operating system. Topics include network topologies, standards and protocols and LANs as nodes in larger networks, directory structures, system security, installing software, creating users and user groups, working with files, system utilities and services, printing, menus and login scripts. Students must be knowledgeable of computer systems and computer terminology. Lecture 3 hours.

### **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 2211 – Basics of Electronic Commerce (3)**

This course is an introduction to the economic foundations of electronic commerce, an exploration of technologies and infrastructures necessary to support electronic commerce and business strategies and basic web page design considerations to effectively implement electronic commerce. 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.

## **CONSTRUCTION MANAGEMENT**

### **CMTE 1205 – Construction Blueprints (3)**

This course enables the student to have a working knowledge of blueprints used on construction sites. Contents include types of prints, interpretation of prints showing floor plans, footings, foundations, site plans, elevations and framing. Math review of fractions, decimals and metrics is included. Lecture 3 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 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 (5)**

*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, anatomy and physiology, properties of the hair, scalp, nail care, the skin and its disorders. Also covered will be hair design, shampooing, rinsing and conditioning, as well as women's hair styling, women's hair cutting, hair coloring, lightening and hair texture. Lecture 5 hours.

### **COSM 1202 – Barber / Cosmetology Clinic I (16)**

*Corequisite: COSM 1201*

Students will study draping, shampooing, rinsing, conditioning, scalp hair care, hair styling, thermal hair styling and facials. Instructors will demonstrate basic hair design techniques, manicuring, women's hairstyling, hair cutting, hair coloring, hair lightening and the theory of scalp massage. Students will exchange barbering/cosmetology services on each other and perfect barbering/cosmetology skills on a mannequin. Lab 32 hours.

### **COSM 1203 – Cosmetology Theory II (5)**

*Prerequisites: COSM 1201 and COSM 1202 or consent of Dean*

*Corequisite: COSM 1204*

This course will provide the student with a general understanding of the principles of chemistry and electricity as applied to beauty science and advanced beauty techniques such as braiding, extensions, wigs, hair enhancement, chemical texturing, hair coloring, hair removal, facial makeup and advanced nail techniques. Also included will be the principles of the business of cosmetology. Lecture 5 hours.

### **COSM 1204 – Cosmetology Clinic II (16)**

*Prerequisites: COSM 1201 and COSM 1202 or consent of Dean*

*Corequisite: COSM 1203*

This course is a continuation of the previous course, with the additional study of braiding and braid extension, wig and hair enhancements, chemical texturing, hair coloring techniques, hair removal techniques, facial makeup and advanced nail techniques. Students will exchange cosmetology services on each other, mannequins and clients in the clinic. Lab 32 hours.

### **COSM 1205 – Barber / Cosmetology Clinic III (7)**

*Prerequisites: COSM 1203 and 1204 or COSM 1207 and 1208, or consent of Dean*

This course is designed as a review and to practice skill areas taught in previous courses. Students will study state board preparation, licensing law, on the job training, and barbershop / cosmetology business. Students will practice skills on each other and clients during clinic time. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Illinois Department of Professional Regulations. Lab 14 hours.

### **COSM 1206 – Barber / Cosmetology Internship (1)**

*Prerequisites: COSM 1203 and 1204 or COSM 1207 and 1208, 1,350 contact hours or consent of Dean*

This course will provide the student with on-the-job experience through observations in a professional salon/barbershop. The learning experience will be supervised by the employer with site visits by college coordinator. Lab 5 hours.

### **COSM 1207 – Barber Theory II (5)**

*Prerequisites: COSM 1201 and COSM 1202 or consent of Dean*

*Corequisite: COSM 1208*

This course will provide the student with a general understanding of the principles of chemistry and electricity as applied to the science of barbering and professional barbering such as men's hair cutting and styling, shaving and facial design, men's hair replacement, and men's facial treatments. Lecture 5 hours.

### **COSM 1208 – Barber Clinic II (16)**

*Prerequisites: COSM 1201 and COSM 1202 or consent of Dean*

*Corequisite: COSM 1207*

This course is a continuation of the previous course with a general understanding of the principles of chemistry and electricity as applied to the science of barbering and professional barbering such as men's hair cutting and styling, shaving and facial design, men's hair replacement, men's facial treatments. Students will exchange barbering services on each other, mannequins and clients in the clinic. Lab 32 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.

## **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 1207 – Computer Forensics I (3)**

*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 2 hours. Lab 2 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 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 1601 – Security Officer Training (3)**

This course is designed to train security officers for positions in business and industry. Topics covered include conduct and ethics, crime prevention, law enforcement, criminal investigation, weapons and defensive tactics, routine services, hazardous duty and emergency services and interpersonal relations. Lecture 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 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 2207 – Criminalistics (4)**

The increasing application of scientific principles to difficult court cases has given rise to the general field of forensic science, or science applied to law. That particular area of forensic science which describes the services normally provided by crime laboratories is known as criminalistics. This course introduces the students to the various ways that a crime lab examines evidence in criminal cases. Lecture 3 hours. Lab 2 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 2213 – Current Issues in Corrections (3)**

This course offers incisive, expanded discussions on emerging issues and trends in contemporary American corrections. Problem areas which have attracted attention include: jail/prison overcrowding; violent prison gangs; correctional worker/inmate stress; capital punishment; AIDS/infectious diseases; suicide; jail/prison disorder and riots; recidivism; prisoner rights; privatization; treatment versus punishment, and the impact of technology. Debate format with scenario and role-play exercises. 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 2215 – Firearms and Tactics for Corrections (2)**

A study designed to acquaint students with the various firearms and tactics available to correctional personnel. Basic training skills will be taught when using a handgun, shotgun and rifle. The general and specific safety rules for handling firearms will be emphasized. The course will include in-depth analysis of the current legal guideline for the proper use of force when dealing with a dangerous and potentially dangerous adversary. Lecture 2 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 2217 – Computer Forensics II (3)**

*Prerequisite: CRJS 1207; successful completion of a criminal background check is required*

This course will develop the knowledge and skills necessary to use tools to recover forensic information from Internet artifacts and mobile devices. The course will provide students with scenarios, logical acquisition, and analysis of forensic data. Students will have hands-on laboratory experience using advanced computer forensic tools, evidence preservation techniques and documentation. Lecture 2 hours. Lab 2 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 2222 – Crisis Management (3)**

This course is an introduction to interpersonal skills and methods of handling a variety of security situations in a correctional facility. Emphasis will be placed on the analysis of problems, research that suggests probable solutions and the correct choice among a variety of alternative strategies. Crisis intervention techniques and stress management techniques also are included. Lecture 3 hours.

### **CRJS 2225 – Crime Scene Investigation (4)**

*Prerequisite: Sophomore standing and enrolled in the Criminal Justice program or consent of the instructor*

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 2 hours. Lab 1.5 hours.

### **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.

### **CULA 2211 – American Regional Cuisines (5)**

*Prerequisite: CULA 2209*

The focus of this course is to expose students to the food culture and cooking of American regional dishes through production techniques, preparations and presentations. Emphasis will be placed on ingredients, flavor profiles, and techniques representative of the regional cuisines studied. Lecture 1 hour. Lab 8 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 (4)**

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 6 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 (4)**

This course is an in-depth study of the systems used by diesel engine manufacturers. Lecture 2 hours. Lab 4 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*

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 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*

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 2101 – Principles of Economics I (3)**

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)**

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 and 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 government 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. Classroom observation 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 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 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.

## **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 1230 – Fundamentals of Direct Current Electricity (3)**

This course acquaints the student with direct current electrical theory. It covers symbols and has students hook up circuits from schematic diagrams. Students learn to use various electrical testing instruments while testing circuits. Lecture 2 hours. Lab 2 hours.

### **ELEC 1231 – Electrical Blueprint Reading (2)**

*Prerequisite: ELEC 1230*

This course includes a study of conventional and solid-state components and symbols. Emphasis is on analysis of fundamental industrial wiring diagrams and schematics. Lecture 2 hours.

### **ELEC 1236 – Electrical Law for Surface and Underground Coal Mining (2.5)**

This course provides approved instruction that will allow the student to attain a satisfactory grade on each of the four written MSHA examinations on Federal Laws for underground and/or surface coal mine electricians. Lecture 2.5 hours.

### **ELEC 1240 – Basic Electricity for Manufacturing (3)**

This course prepares individuals to apply electrical principles and technical skills in support of manufacturing using automated systems. Includes system

safety, transducers, input elements, output devices, AC / DC motors, solenoids, actuators, control theory, measurements and controllers. Lecture 2 hours. Lab 2 hours.

### **ELEC 1260 – Electrical Qualification Course (Surface and Underground) (6)**

Course provides electrical instruction approved by the Mine Safety and Health Administration leading to qualification as an underground or surface coal mine electrician. Lecture 5 hours. Lab 2 hours.

### **ELEC 1601 – Basic Electricity (1)**

This course is for the student desiring an introduction to the basics of electrical current transmission, electrical branch circuit wiring methods and grounding. It emphasizes application of basic electrical principles to residential installations. It is not intended to train installers or electricians. Lecture 1 hour.

### **ELEC 1602 – Intermediate Electricity (1)**

This course will be a review and continuation of ELEC 1601. It will review Ohm's Law, electrical terms and the electrical code. This course will emphasize service entrance installation, load requirements of different buildings, electric motors and controls for the motors. Lecture .5 hour. Lab 1 hour.

### **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.

### **ELEC 1621 – Electrical Qualification Retraining ~ Surface (.5)**

*Prerequisite: Student must hold current MSHA electrical card (surface)*

This course is approved and required by the Mine Safety and Health Administration (MSHA) for annual electrical qualification retraining (surface). Lecture .5 hour.

### **ELEC 1630 – Surface Electrical Qualification (1)**

*Prerequisite: Qualification for underground electrician*

This course is a training plan for qualified underground electricians, enabling them to receive their surface electrical qualification. Lecture 1 hour.

### **ELEC 1650 – Introduction to the National Electric Code (.5)**

This course gives students a basic idea of NEC construction and content. The course will cover the more common sections of the Code dealing with general requirements, wiring and protection, wiring methods and materials and equipment for general use. Lecture .5 hour.

### **ELEC 2203 – Industrial Electrical Wiring (6)**

This course builds upon basic skills developed through previous applications and directed industrial situations. Emphasis is on installation of electrical service power, lighting and special systems in new construction; changeovers from old systems to new; provision of additional electrical capacity, periodic maintenance and repair. Lecture 4 hours. Lab 4 hours.

### **ELEC 2230 – Electronics for Electricians (6)**

This course is designed to give a basic knowledge of electronics and provide a comprehensive overview of solid state devices and systems, including fiber optics, integrated circuits and light-activated components from an electrical perspective. Lecture 4 hours. Lab 4 hours.

### **ELEC 2236 – Fundamentals of A.C. Electricity (3)**

*Prerequisite: ELEC 1230*

This course is the study of alternating current theory, components and circuits. Alternating current and direct current motors and electrical wiring will be covered in a general way. Lecture 2 hours. Lab 2 hours.

### **ELEC 2690 – Conventional and Solid State Equipment (.5)**

This course provides information on the identification and solving of special problems in electrical systems of the coal mining industry. Special emphasis will be placed on conventional and solid state equipment. 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 1602 – CPR for Non-Healthcare Providers (.5)**

This course is designed to teach the student skills and provide the knowledge necessary to become certified in American Heart Association (AHA) Heartsaver CPR. Lecture .5 hour. (Repeatable)

### **EMS 1603 – CPR for Healthcare Providers (.5)**

*Prerequisites: Must be a healthcare professional or in the healthcare field.*

This course is designed to teach the student skills and provide the knowledge necessary to become certified in American Heart Association (AHA) Healthcare Provider CPR. This course includes advanced basics of cardiopulmonary resuscitation and use of an Automated External Defibrillator (AED) in the healthcare environment. 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 1610 – AHA First Aid (.5)**

This course is designed to teach the student skills and provide the knowledge necessary to become certified in American Heart Association (AHA) First Aid. Lecture .5 hour. (Repeatable)

### **EMS 1611 – AHA Pediatric First Aid (.5)**

This course is designed to teach the student skills and provide the knowledge necessary to become certified in American Heart Association (AHA) Pediatric First Aid. Lecture .5 hour. (Repeatable)

### **EMS 1612 – AHA First Aid Instructor (1)**

*Prerequisites: Must be a current First Aid 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 First Aid provider to be a First Aid Instructor according to the American Heart Association Guidelines. Upon successful completion of this course, a First Aid Instructor card from the American Heart Association will be presented. Lecture 1 hour. (Repeatable)

### **EMS 1613 – Basic First Aid for Educators (.5)**

This course is designed to assist teachers and non-nursing school personnel to meet state guidelines in assisting with medical needs in the school setting. Training will include management of diabetes and insulin, seizures, anaphylaxis and epinephrine, asthma and nebulizers, and MRSA. Lecture .5 hour. (Repeatable)

### **EMS 1614 – CPR and First Aid for Corrections (.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 (1)**

*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 1 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 (1)**

*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 1 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 1640 – Child Care Safety and First Aid (.5)**

This course is designed to review playgrounds for daycares and schools as a preparation for state certification. Included is a playground first aid course in which the educator will be trained as to injuries and basic treatment of injuries on the playground. Lecture .5 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 1201 – First Aid / CPR for Correctional Officers (.5)**

The material in this course is designed to comply with the American Heart Association (AHA) basic life support standards. The first aid component is in accordance with the Illinois Department of Corrections First Aid course. Lecture .5 hour.

### **EMT 1202 – First Aid / CPR with AED Training (.5)**

The material in this course is designed to comply with the American Heart Association (AHA) basic life support standards, including instruction in the operation of automatic external defibrillators (AED). The first aid component is in accordance with the Illinois Department of Corrections First Aid course. Lecture .5 hour.

### **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.

### **EMT 1601 – EMT Refresher (1.5)**

*Prerequisite: EMT licensure*

This course is a review of principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Lecture 1.5 hours. (Repeatable 3 times)

### **EMT 1602 – Health Care Trends (1.5)**

This course deals with issues related to the health care system, trends for the future, current developments in programs and research, ethical and legal considerations and responsibilities of the health care team. Lecture 1.5 hours. (Repeatable 3 times)

### **EMT 1605 – Paramedic Refresher (2)**

This course is designed to supply information required for the EMT paramedic to remain current. The course will incorporate lecture and demonstration/return demonstration of critical procedures. The course is based on the National Standard Paramedic 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 1607 – A & P for EMS Professionals (1)**

This course is designed for the continuing education of emergency medical professionals to review and upgrade knowledge as well as skills related to anatomy and physiology in the pre-hospital environment. Lecture 1 hour.

## **EMT 1608 – Preparatory Needs for Patient Care (1)**

This course is designed for the continuing education of emergency medical professionals to review and upgrade knowledge as well as skills related to preparatory needs for patient care. Lecture 1 hour.

## **EMT 1609 – Pathophysiology for EMS Professionals (1)**

This course is designed for the continuing education of emergency medical professionals to review and upgrade knowledge as well as skills related to pathophysiology in pre-hospital care. Lecture 1 hour.

## **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 / Corequisite: EMTP 1272*

This course is designed to build upon the skills acquired during the EMT-Basic course. 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 1262 / 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 1263 / 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 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 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.

## **ENVIRONMENTAL – WATER / WASTEWATER TECHNOLOGY**

### **EVPA 1601 – Basic Waterworks Operations (3)**

Designed to prepare student for the "D" level certification examination. Lecture 3 hours.

### **EVPA 1602 – Intermediate Waterworks Operations (3)**

*Prerequisite: EVPA 1601 or consent of instructor*

Designed to prepare students for the "C" and "B" level certification examination. Lecture 3 hours.

### **EVPA 1604 – Basic Wastewater Plant Operations (3)**

Designed to prepare students for the Class IV certification examination. Lecture 3 hours.

### **EVPA 1605 – Intermediate Wastewater Plant Operations (3)**

*Prerequisite: EVPA 1604 or consent of instructor*

Designed to prepare students for the Class III and Class II certification examination. Lecture 3 hours.

### **EVPA 1606 – Advanced Wastewater Treatment (3)**

*Prerequisite: EVPA 1605 or consent of instructor*

Designed to prepare students for the Class I certification examination. 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 (3)**

*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 1240 – Fluid Power for Manufacturing (3)**

A hydraulic and pneumatic course designed for workers, supervisors and managers in manufacturing industries. This course will acquaint the student with fluid power theory, components, circuitry and control systems used in manufacturing. Preventive maintenance, troubleshooting procedures and safety practices are emphasized. Lecture 2 hours. Lab 2 hours.

### **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.

## **FRENCH**

### **FREN 1100 – French Conversation (2)**

This is a conversational course for beginners designed to equip the student to understand and speak everyday French in common situations often met by travelers. Lecture 2 hours.

### **FREN 1101 – Elementary French I (4)**

Emphasis is on understanding and speaking skills, as well as reading and writing skills. Language lab work may be assigned. (No transfer credit unless FREN 1102 also is taken.) Lecture 4 hours.

### **FREN 1102 – Elementary French II (4)**

*Prerequisite: FREN 1101 or one year high school French and consent of instructor*

This course is a continuation of FREN 1101, including oral work. Lecture 4 hours.

### **FREN 2101 – Modern French I (4)**

*Prerequisite: FREN 1102 or two years of high school French and consent of instructor*

The course continues the development of speaking and understanding, with emphasis on reading and writing, including grammar review. French civilization will be discussed in French. Lecture 4 hours.

### **FREN 2102 – Modern French II (4)**

*Prerequisite: FREN 2101 or three years of high school French and consent of instructor*

A continuation of FREN 2101, providing practice in more advanced skills. Lecture 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 ~ \$4 900N

## **GEOLOGY**

### **GEOG 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

## **GERMAN**

### **GRMN 1101 – Elementary German I (4)**

This course develops speaking, reading and writing skills, with emphasis on direct presentation and practice in German of basic grammatical structures and vocabulary. (No transfer credit unless GRMN 1102 is taken.) Lecture 4 hours.

### **GRMN 1102 – Elementary German II (4)**

*Prerequisite: GRMN 1101*

A continuation of GRMN 1101, this course includes oral work. Lecture 4 hours.

### **GRMN 2101 – Modern German I (4)**

*Prerequisite: GRMN 1102 or two years of high school German and consent of instructor*

This course provides further development of understanding and speaking with more emphasis on reading and writing; advanced oral practice and grammar study. Lecture 4 hours.

### **GRMN 2102 – Modern German II (4)**

*Prerequisite: GRMN 2101 or three years of high school German and consent of instructor*

A continuation of GRMN 2101, this course includes advanced oral and written practice in the language. Lecture 4 hours.

## **GRAPHIC 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 Methods (3)**

*Prerequisite: GRD 1201, 1203, 1204*

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 1 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 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 – QUIPS I (3)**

Basic introduction to use of tools in Adobe Photoshop, InDesign & Illustrator. Fundamentals of these software programs implemented in two-dimensional

digital designs while applying design fundamentals through individualized projects to improve creative visual solutions. Lecture 1 hour. Lab 4 hours.

### **GRD 2202 – Advanced Digital Photography (3)**

*Prerequisite: GRD 1213, (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 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 – QUIPS II (3)**

*Prerequisite: GRD 2201 or consent of Dean*

An advanced level of design software application training utilized to solve practical 2D design problems through individualized projects. Focus on combining applications and tools for advanced graphic techniques to improve creative visual design solutions. Lecture 1 hour. Lab 4 hours.

### **GRD 2218 – Package Design (3)**

*Prerequisite: GRD 1201, 1202, 1203, 1204, 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 – QUIPS III (3)**

*Prerequisite: GRD 2201 and 2215 or consent of Dean*

Continues development of advanced-level design software application training. Focus is on solving design problems while utilizing the tools of the computer application software for layout image manipulation and creation through individualized projects. Emphasis on combining applications and tools for advanced creative visual design solutions. Lecture 1 hour. Lab 4 hours.

## **GREEN FACILITIES MANAGEMENT**

### **GFM 1201 – Planning & Development of Green Facilities (4)**

Using the life cycle of materials and energy to understand how facilities are managed and operated through green techniques from new construction, retrofitting existing structures, and surrounding sites. Lecture 2 hours. Lab 4 hours.

## **GFM 1202 – Building Automation & Control Systems (4)**

The course will provide the student a broad introduction to the specific issues involved with Building Automation Systems (BAS). You will explore the processes which occur at every level in the air conditioning industry, including digital controls, energy conservation control strategies and system maintenance. Lecture 2 hours. Lab 4 hours.

## **GFM 1203 – Energy Modeling of Buildings (4)**

Methods used to evaluate, choose, use, calibrate, analyze and interpret the results of energy modeling software when applied to building and systems energy performance and economics competence to model new and existing buildings and systems with their full range of physics, environmental issues and orientation. Lecture 2 hours. Lab 4 hours.

## **GMF 1204 – Green Landscape & Grounds Management (4)**

Methods to save energy, lower water consumption and maximize available resources in developing eco-friendly and aesthetically pleasing environments. Techniques in managing both products and their grounds care department use. Lecture 2 hours. Lab 4 hours.

## **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 COACH**

### **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 1201 – Health Care Psychology (3)**

This course will cover topics such as enhancing and compromising health behaviors, death, dying, stress and coping. The course also will explore the role of personality, gender, interpersonal relations, ethnic and sociocultural influences and their links to risk, prevention, illness and wellness. Lecture 3 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.

### **HECO 1203 – Community Health Care (3)**

A study of key issues concerning community health care aimed at developing practical approaches to supporting patients. Topics include: challenges of delivering adequate healthcare in communities; population medicine; specific problems posed by diabetes, obesity and cardiovascular disease; ethical dimensions of the concept of “underinsurance”; community medicine and the law; methods of improving compliance, and measuring outcomes. 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 Systems (3)**

*Prerequisite: HIT 1201*

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 Data and Statistics (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- HIT Practicum (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 – Management in Health Care (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 Medical Law and Ethics (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 Electronic Health Records (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 Management (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 – Reimbursement Management (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.

## **HEATING, AIR CONDITIONING & REFRIGERATION**

### **HACR 1210 – Federal Clean Air Act – Section 608 (1)**

The purpose of this course is to prepare the student for the Federal Clean Air Act – Section 608 examination. This examination is required for all persons who maintain, service, repair or dispose of equipment containing regulated refrigerants. Lecture 1 hour.

### **HACR 1607 – Section 608 Certification (.5)**

This course is an eight-hour class to prepare students for the mandatory certification under Section 608 of the Federal Clean Air Act. The material is designed to prepare the student for the test on Section A; General Knowledge, Type I, Type II, Type III and Universal certification. A general knowledge of refrigeration is required before attempting this course. Lecture .5 hour.

## **HEAVY EQUIPMENT TECHNOLOGY**

### **HEQT 1201 – Introduction to Machine 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 1204 – Introduction to the Service Industry (2)**

This course is designed to provide students with a solid background in the various skills needed for success in heavy equipment technology industry. This course provides instruction and laboratory experience in shop safety, shop operation and how to obtain service information. Lecture 1 hour. Lab 2 hours.

### **HEQT 1205 – Basic Internal Combustion (4)**

The principles of compression ignited internal combustion engines are taught and variations in design are discussed. Heavy equipment engines are used for laboratory disassembly and assembly. Lecture 1 hour. Lab 6 hours.

### **HEQT 1206 – Diesel Engine I (4)**

This course introduces the procedure for complete diesel engine rebuild. It also includes a discussion of combustion chamber types, major components and component disassembly inspection, and repair. Lecture 1 hour. Lab 6 hours.

### **HEQT 1207 – Fundamentals of Hydraulics (3)**

This course is a practical study of the basic principles and components of hydraulic circuits and the application of these principles to heavy equipment competencies in the areas of servicing and maintaining hydraulic equipment. Laboratory practices include disassembly and reassembly of components and tracing circuits. Lecture 2 hours. Lab 2 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 2201 – Diesel Engine Performance (4)**

*Prerequisites: HEQT 1206 and HEQT 1211 or consent of Dean.*

A course to provide a thorough understanding of the necessary diagnostic skills required for troubleshooting heavy equipment engines and fuel systems. Emphasis will be placed upon knowledge and skills necessary to assure product reliability and performance. This course is a continuation of HEQT 1206 Diesel Engine I and HEQT 1211 Engine Fuel Systems and will build upon the fundamentals learned in these courses. Lecture 1 hour. Lab 6 hours.

### **HEQT 2202 – Machine Systems - Hydraulics (3)**

*Prerequisites: HEQT 1207 and HEQT 1208 or consent of Dean.*

This course is designed for inspecting, testing, servicing and diagnosing heavy equipment basic hydraulic systems. This course is a continuation of HEQT 1207 Fundamentals of Hydraulics and HEQT 1208 Fundamentals of Machine Electronics. 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 2206 – Machine Specific Systems (4)**

This course is designed to develop knowledge and skills used to test and adjust specific heavy equipment machine systems. Lecture 1 hour. Lab 6 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.

### **HEQT 2210 – Supervised Occupational Experience (4)**

*Prerequisites: Approval from Dean and minimum 2.0 GPA*

This course is offered in the summer for eight weeks following the third semester of the program. The student will be placed with a heavy equipment 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 20 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. *Successful completion of this course is evidence of having passed the State and Federal Constitution Test.* 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 910N

### 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

### HORT 1205 – Grounds Maintenance (3)

A course dealing with landscaping and maintaining grounds for home and industry. Course content includes design, planting, maintenance of grounds, plant selection, site analysis, soil management, structures and construction materials. Lecture 2 hours. Lab 2 hours.

### HORT 1211 – Landscape Plants (3)

Students will learn to identify over 200 landscape plants and relate their adaptation and value to design. Emphasis is placed on both common and Latin names. Lecture 2 hours. Lab 2 hours.

### HORT 1212 – Introduction to Plant Pruning (1)

An introduction to the principles involved in plant pruning. Emphasis is placed on pruning for light penetration and obtaining desired shapes. Root pruning practice also will be covered. Lecture .5 hour. Lab 1 hour.

### HORT 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.

### HORT 1214 – Horticulture Mechanics (3)

An introduction to adjustment, repair and maintenance of equipment used in the horticulture industry. Lecture 2 hours. Lab 2 hours.

### HORT 1215 – Turf Management (3)

An introduction to the management and care of common turf grasses. Emphasis is placed on identification of turf grasses and related cultural problems associated with their growth. Topics covered include weed identification, insects, diseases, fertilizers and equipment usage for the management of turf grasses in parks, golf courses, home growth and sod farms. Lecture 2 hours. Lab 2 hours.

### HORT 1216 – Greenhouse Operations (3)

An introduction to the general maintenance and proper use of greenhouse structures and equipment. Emphasis is placed on growing techniques used in the production of greenhouse crops. Environmental controls and nutritional applications are covered. Lecture 2 hours. Lab 2 hours.

### HORT 1219 – Specialty Crop Production (2)

A practical, hands-on course in the methods and techniques of small-scale specialty crop production. Students will select a site, develop a marketing plan, select a crop, perform cultural practice and market a crop. Lab 4 hours.

### HORT 1220 – Fruit and Vegetable Production (3)

An introduction to commercial fruit and vegetable production in the Midwest. Emphasis will be placed on cultural systems, variety selection and pest control. Lecture 3 hours.

### HORT 2201 – Landscape Design (3)

*Prerequisite: HORT 1211 or consent of the Dean*

An introduction to the graphic presentation and placement of plant materials in the landscape. Emphasis is placed on layout design and cost calculations. Topics covered include design concepts, field studies, contracting and landscape maintenance. Lecture 2 hours. Lab 2 hours.

### HORT 2202 – Nursery Operations (2)

This course is designed to give students hands-on experience at nursery facilities. Students will learn planting, pest control, marketing propagation and equipment usage. Lecture 1 hour. Lab 2 hours.

### HORT 2203 – Golf Course Operations (2)

*Prerequisite: HORT 1215 or consent of the Dean*

This course is designed to introduce the student to golf course operations. Emphasis is placed on maintenance of irrigation equipment, traps, greens, fairways and trees. Lecture 1 hour. Lab 2 hours.

### HORT 2204 – Greenhouse Management (2)

This course will acquaint students with the management practices involved in greenhouse production. Emphasis will be placed on rotations, individual crop production practices, utilization of greenhouse space and marketing plans. Lecture 1 hour. Lab 2 hours.

## 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 1101 (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 1231 – AC / DC Electronics (5)**

This course is an introduction to basic AC and DC electronics, including relationships of voltage, current, resistance and power to components and circuits. Measuring and troubleshooting principles with AC/DC instruments will be applied. Lecture 3 hours. Lab 4 hours.

### **INEL 1240 – Digital Electronics (6)**

This course provides instruction and experience with binary and hexadecimal number systems, binary codes and numerous digital gates and circuits, such as flip-flops, counters, shift registers, decoders, multiplexers and other digital circuitry. In addition, the course provides circuit design techniques and digital applications. Lecture 4 hours. Lab 4 hours. ▶ IAI ~ EGR 932L

### **INEL 1241 – Digital Electronics (5)**

This course provides instruction and experience with binary and hexadecimal number systems, binary codes and numerous digital gates and circuits, such as flip-flops, counters, shift registers, decoders, multiplexers and other digital circuitry. In addition, the course provides circuit design techniques and digital applications. Lecture 3 hours. Lab 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 1260 – Solid-State Devices (6)**

*Prerequisite: Consent of instructor*

This course investigates field effect transistors, bipolar transistors, small-signal amplifiers, large-signal amplifiers, regulated power supplies, operational amplifiers and troubleshooting for all circuits studied. 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 1290 – Electricity / Electronics Troubleshooting (3)**

This course exposes the student to basic DC/AC theory, circuits, electrical math, and components. Hands-on and troubleshooting are stressed. Lecture 2 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.

### **INEL 1601 – D.C. Electronics (1)**

This course is designed to introduce students to the basic concepts of Direct Current Electronics, components, circuits, theories and laws. Lecture 1 hour.

### **INEL 1602 – A.C. Electronics (1)**

This course is designed to introduce students to the basic concepts of Alternating Current Electronics, components, circuits, theories and laws. Lecture 1 hour.

### **INEL 1603 – Introduction to Digital Electronics (1)**

An introduction to the world of digital electronics, with an emphasis on basic fundamentals of the subject. Lecture 1 hour.

### **INEL 1604 – A/C Fundamentals (3)**

This course is designed for those interested in exploring Alternating Current applications to electronics. Components and circuits will be covered. A/C motors and motor characteristics also will be covered. Lecture 2 hours. Lab 2 hours.

### **INEL 1605 – D/C Fundamentals (3)**

This course is designed for those interested in exploring Direct Current Electricity applications to electronics. D/C theory will be covered and students will learn to use various electrical testing instruments. Lecture 2 hours. Lab 2 hours.

### **INEL 1621 – Introduction to Electronics (2)**

*Prerequisite: ELEC 1230*

This course introduces semiconductors, printed circuit boards, components, amplifiers, power supplies, operation amplifiers, oscillators, logic circuits and troubleshooting methods. Lecture 1 hour. Lab 2 hours.

### **INEL 1622 – Microprocessor Interfacing and Application (4)**

This course reviews the 6800 microprocessor and investigates interfacing methods. Digital-to-analog and analog-to-digital converters are studied. Various sensors, transducers, stepper motors and phase-locked loops experiments will be conducted. Lecture 3 hours. Lab 2 hours.

### **INEL 2230 – Industrial Electronics (3)**

*Prerequisites: INEL 1250 and INEL 1265*

This course familiarizes the student with many devices used in industry, such as sensors and transducers, variable frequency drives, thyristors, etc., and other specialized circuits. Lecture 2 hours. Lab 2 hours.

## **INDUSTRIAL MAINTENANCE TECHNOLOGY**

### **IST 1200 – Introduction to Industrial Technology (3)**

This course covers the principal power systems used in industry. Applied physics in the context of principles such as force in mechanical systems, fluid systems, electrical systems and thermal systems will be covered. Lecture 2 hours. Lab 2 hours.

### **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 1601 – Industrial Fire Control (.5)**

Designed to prepare employees of local industrial firms in awareness of fire potential and techniques and procedures in handling fire emergencies as they might occur at the work site. Lecture .5 hour.

### **IST 1605 – Special Topics on Precision Products (4)**

Hands-on experience with selected electronic components and devices found in industry, including switching gears, motors and microprocessors. Lecture 2 hours. Lab 4 hours.

### **IST 1610 – Robotics and Automation (2)**

This course provides a picture of computer-integrated manufacturing found in industry today. The hardware and software of the course is reviewed and an audiovisual introduction to Robotics and Automation is included. The course introduces the computer as well as basic robotic terminology and includes a basic training robot. Robotic concepts of degrees of freedom, work envelopes, axis of motion and coordinate systems are discussed. Accessories with the basic training robot allow for practical exercises that demonstrate these concepts. Lecture 2 hours.

### **IST 1620 – Electronic Devices (2)**

*Prerequisite: IST 1610*

This course discusses basic concepts of electronics with related mathematics and physics. The concept of electric current and basic calculation of current,

voltage, resistance, power and impedance are shown, and it introduces the ideas and symbols of basic logic gates. Hands-on exercises include simulation of logic gates as well as setting up and testing for specific inputs and outputs. Lecture 2 hours.

### **IST 1630 – Industrial Robotics (2)**

*Prerequisite: IST 1620*

This course introduces the Industrial Training Robot (a robot similar to those used in industry today) and a computer-controlled interface unit. It enables experimentation with sensors and other input sources in conjunction with the interface unit. It also describes drive systems and the computer control of those systems. The hands-on exercises use various devices, including proximity sensors, photoelectric sensors and actuators, and it teaches the setting of inputs and outputs with the computer. Other exercises include using the computer to control stepper motors and pneumatic cylinders, driving and programming the robot, editing a program and programming the robot to carry out a sub-routine. Point-to-point programming and speed and repeatability also are discussed. Analog and digital signals and their conversion systems are presented. Lecture 2 hours.

### **IST 1640 – Robotic Applications (2)**

*Prerequisite: IST 1630*

This course is an accumulation of all the information learned in the other 1600-level Industrial Service Technology courses. This course discusses information technology within the manufacturing industry. Information on safe robot usage, factory layout, material flow and robot reliability also are discussed. Hands-on experience consists of combining the interfacing control editor and its associated output devices with the Industrial Training Robot on an industrial simulator. Lecture 2 hours.

### **IST 1650 – HAZ/MAT: Hazardous Materials Technology (.5-4)**

An introduction to Hazardous Waste Operations and Emergency Response (HAZWOPER) Training for the Hazardous Materials Technician. Content includes an introduction to and characteristics of hazardous materials, risk assessment, the basics of toxicology, exposure limits and emergency response organization. Chemical, physical and biological hazards will be discussed along with the basics. Both general and fire safety, air monitoring, spill control, decontamination and equipment use in handling emergencies associated with hazardous materials will be covered. In-plant emergency response personnel, firefighters and others with emergency response responsibilities should benefit. Lecture .5-4 hours.

### **IST 1660 – HAZ/MAT: General Site Worker (2.5)**

This course addresses hazardous waste operations and emergency response health and safety training for general site workers. It includes an introduction to HAZWOPER, industrial hygiene and toxicology, hazardous evaluations, radiation exposure, protective equipment and respiration. Air monitoring, instrumentation, site control, decontamination and hazards in confined spaces also will be covered. It is intended for those working at uncontrolled hazardous waste sites. Lecture 2.5 hours.

### **IST 1665 – Hazardous Materials: Annual Review (.5)**

An annual refresher course for workers who need to maintain certification to work with potentially hazardous materials at work on sites where the hazard may exist. Topics covered will include regulatory review and changes, site safety, respiratory protection, confined spaces, chemical protective clothing and a review of basic standard operating procedures. Lecture .5 hour.

### **IST 1670 – Industrial Safety (1.5)**

This course offers an in-depth look at methods and ideas to prevent personal injury and property damage in a variety of workplaces. Lecture 1.5 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 1672 – Light Equipment Operation (.5)**

This course is designed to instruct students from a variety of industrial settings on methods and ideas to prevent personal injury or property damage when operating light industrial equipment. This course is suitable for both initial and refresher training. Lecture .5 hour.

### **IST 1675 – Statistical Process Control (1)**

This course is designed to familiarize industrial workers and supervisors with Statistical Process Control concepts of quality control. Lecture 1 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*

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.

### **IST 2264 – Advanced Blueprint Reading (1-3)**

This course is a continuation of ELEC 1231 which includes advanced blueprint reading relative to industrial equipment and systems. Lecture 1-3 hours (variable credit).

## **INSURANCE**

### **INS 1620 – Insurance and Licensure Review (.5)**

This course provides the analysis and solution of problems encountered in automobile travel and transportation. License renewal requirements and procedures, dynamics of traffic, compensation of reaction time, specific traffic laws in the State of Illinois and the changes of driving calisthenics with an aging society will be presented. Automobile insurance issues regarding safety analysis and planning will be the emphasis. Lecture .5 hour. (Repeatable 2 times)

## **IT SYSTEMS SPECIALIST**

### **CNS 1210 – Introduction to Networks (5)**

*Prerequisite: Basic computer skills*

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 – MicroComp Hardware / Operating Systems (5)**

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 1213 – Computer Technologies (3)**

This course will address the various system components of computers, utilizing Windows tools and utilities to view configuration information and manage computers, and the basics of networking computers. The course will offer a balance of lecture and virtual lab experiments. Lecture 2 hours. Lab 2 hours.



### **CNS 1218 – Networking Basics (2.5)**

This course familiarizes students with computer networking systems. Students will develop the skills necessary to build small networks. The course also helps prepare students for the Cisco CCENT (Cisco Certified Entry Networking Technician) certification exam. Activities will offer a balance between classroom and laboratory work. Lecture 2 hours. Lab 1 hour.

### **CNS 1219 – Routers and Routing Basics (2.5)**

*Prerequisite: CNS 1218*

This course develops those skills necessary to design, build, and maintain medium-size networks. The course also helps prepare students for the Cisco CCENT (Cisco Certified Entry Networking Technician) certification exam. Activities will offer a balance between classroom and laboratory work. Lecture 2 hours. Lab 1 hour.

### **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 1224 – Operating Systems (4)**

This course will address nomenclature, internal and external commands, batch file construction, installation, and configuration for MS-DOS and Microsoft Windows. Emphasis will be placed on the current version of Microsoft's Operating System. This course will also introduce students to these operating systems with special emphasis on Windows installation, setup, modification, and optimization. Lecture 3 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 1620 – Computer Networking Basics (.5)**

This course will cover the basics of networking a Small Office / Home Office (SOHO). Topics include basic components of a network, types of networking hardware and designing a small network. Lecture .5 hour.

### **CNS 2221 – Intro to Communications (3)**

Focusing on all aspects of telecommunications, this course provides a comprehensive overview of how information, including voice and data, travels throughout the world. A high-level overview of telecommunications, the technical aspects of the field, and applications in telecommunications will demonstrate the practical uses of telecommunications. Lecture 3 hours.

### **CNS 2224 – LAN Switching (4)**

*Prerequisite: CNS 1221*

This course develops those advanced skills necessary to design, build and maintain small to medium-sized networks. The course will follow elements of the Cisco Certified Network Professional program. Activities will offer a balance between classroom and laboratory work. Lecture 3 hours. Lab 2 hours.

### **CNS 2228 – Network Security (4)**

*Prerequisite: CNS 1221, 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 1221, 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 – Advanced Security (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.

## **JAPANESE**

### **JAPN 1103 – Japanese for Business Travelers (3)**

This course is designed to assist English-speakers who travel to Japan for professional purposes. Course content will address survival language skills such as those used in greetings, transportation and scheduling appointments. Aspects of Japanese culture that affect business relations also will be discussed. Lecture 3 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

### **JOUR 1102 – Introduction to Journalism (3)**

*Prerequisite: JOUR 1101 or permission of the instructor*

The goal of this course is to introduce students to basic news writing and editing. Lecture 3 hours.

### **JOUR 1103 – Journalism Practicum (1.5)**

*Prerequisite: JOUR 1101 or permission of the instructor*

Through directed work on the student newspaper, students will practice writing and editing skills. Hours are arranged with the journalism instructor. (Repeatable up to 4 hours credit.) Lab 3 hours.

## **LEADERSHIP**

### **LEAD 1101 – PTK Leadership Development Studies (3)**

The Phi Theta Kappa Leadership Development Studies 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 3 hours.

### **LEAD 1102 – Furthering Leadership Potential (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 3 hours.

## **LIBRARY SCIENCE**

### **LIBS 1101 – Information in Society (2)**

*If English review course(s) are required, student must complete ENGL 1410, ENGL 1412, or PREP 1404. If Reading course is required, student must complete READ 2409 or PREP 1404.*

This is a two-credit course designed to help students develop research skills that will assist them in locating, evaluating, and using information effectively and ethically. Students will also learn to utilize information by developing a research topic, creating an online learning tool, and documenting sources by creating citations. Lecture 2 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)**

*Prerequisite: MATH 1201 or higher*

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 (3)**

Manufacturing Employment Skills is designed to be a course to familiarize students with the history of the manufacturing industry along with the manufacturing industry in proximity to Rend Lake College. Learners also will be expected to demonstrate necessary workplace skills required to be a safe, productive employee in industry. Topics which will be covered include history and types of manufacturing, safety in the workplace, work ethics, work environment, shift work and schedules, and human resources. Successful students will exhibit that they have incorporated instruction into their day-to-day activities. This complete course, along with individual evaluations, could be used as an employee screening tool. Lecture 3 hours.

### **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 1204 – Introduction to Plastics (3)**

This course of study is concentrated on the injection molding process as it relates to the plastic industry. Topics include an overview of the industry, the development of the process, the basic injection molding machine and its operation, injection molds, productivity schedules and quality checks. Lecture 2 hours. Lab 2 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 1206 – Introduction to Manufacturing (3)**

This course will focus on an introduction to manufacturing, with emphasis on product design, applications and the human factor. A majority of the course will be presented in a hands-on format using several manufacturing processes, including molding, foundry processes and milling. Lecture 2 hours. Lab 2 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 1211 – Industrial Metrology (3)**

This course gives individuals an introduction to the methods and equipment used in industrial measurement and inspection. Includes destructive and nondestructive testing, optical devices, vernier calipers, micrometers, lasers, measuring techniques and standards. Lecture 2 hours. Lab 2 hours.

### **MFG 1212 – Polymer Compound Testing (3)**

This course of study will identify the types of testing which are used to quantify the mechanical, electrical and chemical characteristics of polymer compounds. Students will develop the skills necessary to conduct tests, acquire relevant data and present the data in a proper format. Lecture 2 hours. Lab 2 hours.

### **MFG 1213 – Mold Part Design (3)**

This course of study will introduce students to the design considerations which must be studied when designing a part and selecting the material which will be used. Students also will explore the molding parameters which limit or enhance part design. Lecture 2 hours. Lab 2 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 1225 – Introduction to Computerized Control (3)**

This course studies the use of computer controls which directly affect the manufacturing process. Computerized controls which track, monitor or govern the product and inventory, preventive maintenance, statistical process and machine operation will be covered. Lecture 2 hours. Lab 2 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 1601 – Mold Prep / Gel Coat Application (3)**

This course is designed to acquaint students with mold care / preparation and gel coat application / maintenance for those who desire to enter into the fiberglass composites manufacturing field. Lecture 1 hour. Lab 4 hours.

### **MFG 2222 – Fiberglass Patch & Repair III (3)**

*Prerequisite: MFG 2221 or consent of instructor*

This course will acquaint students with the advanced techniques of patching and repairing gel coat laminate. This course is for those desiring to increase their skill and employability in the fiberglass composite industry. Lecture 1 hour. Lab 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. In addition, a few Math classes are now available over the Internet. Students should check the Course Schedule published each semester for these classes.*

### **MATH 1105 – Basic Concepts of Statistics (3)**

*Prerequisite: MATH 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 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 – College Algebra and Trigonometry (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 (3)**

*Prerequisite: MATH 1407 with a "C" or better or equivalent placement*

A course recommended for students in such curricula as math, science, economics, education and business. Topics will include summarization of data, fundamentals of probability, probability distributions, normal distributions, sample mean and standard deviation, statistical estimations, Chi-square distributions and linear correlation and regression. Lecture 3 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 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, liberal arts mathematics and mathematics for education majors. Topics to be covered include elementary algebraic operations, signed numbers, exponents and polynomials, linear equations and inequalities, basic geometric concepts, counting techniques, probability and odds, and statistics. This course may be taken in a classroom setting or on an independent study basis through the Math Lab. Lecture 4 hours. Lab 2 hours.

### **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 (6)**

*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 5 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 ~ M1 902 / BUS 901

### **MATH 2106 – Finite Mathematics (3)**

*Prerequisite: MATH 1108 with a "C" or better or equivalent placement with proof of Geometry prerequisite*

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 can not take the place of MATH 1108. It can count as a Math elective.*

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*

The course includes techniques of differentiation, increasing/decreasing functions, curve sketching, max-min problems in business and social sciences, partial derivatives, La Grange multipliers and elementary techniques of integration. 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 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 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.

## **MEDICAL LABORATORY TECHNOLOGY**

### **MLT 1200 – Introduction to Clinical Laboratory (3)**

*Prerequisites:* Admission to MLT Program and ZOO 1105 (can be waived with consent of Program Director)

Acquaints students with the profession of medical laboratory technology. Includes an overview of major disciplines in laboratory medicine, basic laboratory mathematics, collection and handling of specimens, handling and care of lab equipment, preparation of solutions and media, methods of sterilization and elements of quality control. Introduces disciplines of hematology, immunohematology, clinical chemistry, urinalysis and microbiology. Lecture 2 hours. Lab 2 hours.

### **MLT 1201 – MLT Serology (1.5)**

*Prerequisites:* MLT 1200 and ZOO 1106

This course covers an introduction to immunology, with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions and serological procedures most widely performed in the clinical laboratory will be covered in the eight-week course. Lecture 1 hour. Lab 1 hour.

### **MLT 1202 – MLT Clinical Microscopy (1.5)**

*Prerequisites:* MLT 1200 and ZOO 1106

A study of the theory and microscopic examination of urine and other body fluids (i.e., synovial fluid, thoracentesis fluid, semen and gastric fluid). Lecture 1 hours. Lab 1 hours.

### **MLT 1210 – Clinical Rotation I (3)**

*Prerequisites:* MLT 2203, MLT 2204 and MLT 2207

Supervised clinical experience. Students rotate in hematology, serology, immunohematology and clinical microscopy. 240 clinical hours during last 6 1/2 weeks of semester. Lab 15 hours.

### **MLT 1211 – MLT Phlebotomy (3)**

*Prerequisites:* MLT 1200 or consent of the instructor

This course covers the phlebotomist's role in health care, confidentiality and ethics, Patient's Bill of Rights, Quality Assurance, basic anatomy and physiology of the circulatory system, safety, infection control, isolation techniques, OSHA standards, handling accidental needle stick exposures, phlebotomy equipment, phlebotomy technique such as the routine venipuncture, dermal punctures, drawing difficult patients, specimen collection and handling, compliance, customer service, patient identification procedures and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting. Lecture 2 hour. Lab 2 hour.

### **MLT 2203 – MLT Immunohematology (4)**

*Prerequisites:* MLT 1201 and MLT 1202; CHE 1101 and CHE 1102; MATH 1108; ZOO 1105 and ZOO 1106

A study of the blood groups of man and their significance in blood-banking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping and quality control are stressed. Lecture 3 hours. Lab 2 hours.

### **MLT 2205 – MLT Clinical Chemistry (4)**

*Prerequisites:* MLT 2203, MLT 2204, MLT 2207; CHE 1101, CHE 1102; ZOO 1105, ZOO 1106; MATH 1108

A study of the diagnostic chemistry tests in the average clinical laboratory. It includes normal physiology, principles of the reactions and interpretation of test results. Also includes basic instrumentation, laboratory mathematics and quality control. Lecture 3 hours. Lab 2 hours.

### **MLT 2210 – Clinical Rotation II (3)**

*Prerequisites:* MLT 1210, MLT 2205 and MLT 2206

Supervised clinical experience. Students rotate in clinical chemistry / clinical microbiology and clinical microbiology / serology. 240 clinical hours during last 6 1/2 weeks of semester. Lab 15 hours.

### **MLT 2228 – Hematology and Hemostasis (5)**

*Prerequisites:* MLT 1201 and MLT 1202; CHE 1101 and CHE 1102; ZOO 1105 and ZOO 1106; MATH 1108

This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow-up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for the analysis of clinical conditions. Lecture 4 hours. Lab 2 hours.

### **MLT 2229 – MLT Applied Clinical Microbiology (5)**

*Prerequisites:* MLT 2203, 2204 and 2207; CHE 1101 and 1102; ZOO 1105; ZOO 1106; MATH 1108; MICR 1101

A study of the normal and pathogenic microflora of man, with emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology and mycobacteriology. Lecture 4 hours. Lab 2 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 (5)**

A study of the basic principles of Microbiology, including bacteriology, virology, phycology, mycology and parasitology. It is designed for students in allied health careers, dental hygiene, dental technology, respiratory therapy, animal science and others. Lecture 3 hours. Lab 4 hours. ► IAI ~ LI 903L

## **MINING TECHNOLOGY**

### **MIN 1210 – Introduction to Mining (3)**

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 3 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.

### **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 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 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**

*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 \$250 and \$500, 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 compliment 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 Liberal Arts. 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 notation 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 MUSI 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 MUSI 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 MUSI 1106; this is the third of a four-semester sequence of courses*

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 MUSI 2103; this is the fourth of a four-semester sequence of courses*

A laboratory course designed to compliment 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 2108 – Introduction to Jazz (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 the history and nature of jazz music. It covers historical background, forms, aesthetics, personalities, literature and evolution of jazz and its influences on art and music. Lecture 3 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 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 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. Lecture 3.5 hours. Lab 1 hour.

### **NURS 1203 – Health & Illness Concepts Clinical (2)**

*Prerequisites: NURS 1200, NURS 1201*

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 (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, stress and time management, study skills, test-taking strategies, and computer skills including use of college email and Blackboard. Students also will 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 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 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 (4)**

*Prerequisites: NURS 1200, NURS 1201, NURS 1202, NURS 1203, NURS 1204*

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 4 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 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 1644 – Basic Venipuncture (.5)**

This is an introductory course to the theory and practice of venipuncture for laboratory personnel, emergency medical personnel, and other health care providers involved in accessing veins for the purpose of drawing specimens, administering radiologic contrast, and inserting intravenous catheters. Instruction includes anatomy of the venous system within the upper extremity, insertion site selection, selection and use of equipment, insertion techniques, care and on-going assessment of insertion site. Emphasis throughout the course will be on occupational health hazards and appropriate precautions, including the Needlestick Safety and Prevention Act. Lecture .5 hour.

### **NURS 2212 – Health Care Concepts (3)**

*Prerequisites: ZOO 1105, ZOO 1106, NURS 1205, NURS 1206, NURS 1207, NURS 1208, NURS 1209, or successful completion of an accredited practical nursing program with the addition of NURS 1211*

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, or successful completion of an accredited practical nursing program with the addition of NURS 1211*

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, or successful completion of an accredited practical nursing program with the addition of NURS 1211*

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 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. 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, or successful completion of an accredited practical nursing program with the addition of NURS 1211*

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 or HECO 1201*

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 (6)**

*Prerequisites:* NURS 2212, NURS 2213, NURS 2214, NURS 2215, PSYC 2101 or HECO 1201

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, entry-level nursing care. Clinical hours are incorporated into this course to enhance the knowledge achieved. Lab 12 hours (32 clinical hours = 2 lab hours).

## **OCCUPATIONAL THERAPY ASSISTANT**

### **OTA 1200 – Introduction to Occupational Therapy (2)**

*Prerequisite:* Admission to the OTA program and ZOO 1105

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework. Lecture 2 hours.

### **OTA 1210 – Clinical Observation (2)**

*Prerequisite:* Admission to the Occupational Therapy Assistant program and ZOO 1105

This Level I Fieldwork experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice: 1) critical observation of abilities and disabilities within physical, emotional, cognitive and social domains, and 2) therapeutic communication techniques. Lecture 1 hour. Lab 3 hours.

### **OTA 1212 – Activities of Daily Living (3)**

*Prerequisites:* OTA 1200, OTA 1210, OTA 1231, OTA 1232 and OTA 2210

Basic self-care skills of feeding, hygiene and dressing, independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed. Lecture 2 hours. Lab 3 hours.

### **OTA 1214 – Clinical Rotation II (2)**

*Prerequisites:* OTA 1212, OTA 1220, OTA 1222, OTA 1233 and OTA 2202

This Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients / clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the Level II Fieldwork experiences is provided. Lab 6 hours.

### **OTA 1220 – Occupational Therapeutic Media (3)**

*Prerequisites:* OTA 1200, OTA 1210, OTA 1231, OTA 1232 and OTA 2210

Theory and practice of selected creative manual arts, includes acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem-solving, therapeutic application and laboratory and equipment maintenance. Lecture 2 hours. Lab 3 hours.

### **OTA 1222 – Occupational Therapy Group Process (2)**

*Prerequisites:* OTA 1200, OTA 1210, OTA 1231, OTA 1232 and OTA 2210

Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation and activity selection skills will be developed. Lecture 1 hour. Lab 3 hours.

### **OTA 1231 – Disease & Impact on Occupation (3)**

*Prerequisite:* Admission to the Occupational Therapy Assistant program and ZOO 1105

This course provides an overview of the etiology, clinical course, management and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries; and examines the effects of such conditions on occupational performance throughout the lifespan, as well as explores the effects of wellness on the individual, family, culture and society. Lecture 3 hours.

### **OTA 1232 – Occupational Development (1)**

*Prerequisite:* Admission to the Occupational Therapy Assistant program and ZOO 1105

Occupational Development is an overview of movement patterns and movement development required for the participation in occupations. An

introduction to the *Occupational Therapy Practice Framework* and theories that impact movement and occupational participation are also presented. The course explores the general and more specific aspects to movement development for occupational performance. Lab 3 hours.

### **OTA 1233 – Clinical Rotation I (1)**

*Prerequisites:* OTA 1200, OTA 1210, OTA 1231, OTA 1232 and OTA 2210

This Level I Fieldwork experience is designed to build Physical Skills clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select outpatient physical disability settings. The course will focus on preparatory (including Physical Agent Modalities), purposeful and occupational treatment techniques for all orthopedic and neurological disabilities. In the clinic, students will provide hands-on therapy under the direct line-of-sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment and activity. Lab 3 hours.

### **OTA 2202 – Occupational Therapy in Physical Disabilities (3)**

*Prerequisites:* OTA 1200, OTA 1210, OTA 1231, OTA 1232 and OTA 2210

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of prevention, reduction or alleviation of certain aspects of disease or illness which impede activities and self-care performance. Lecture 2 hours. Lab 3 hours.

### **OTA 2205 – Occupational Therapy in Pediatrics (4)**

*Prerequisites:* OTA 1212, OTA 1220, OTA 1222, OTA 1233 and OTA 2202

In analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective and self-care/work readiness domains. It investigates issues, treatment and service systems in effective occupational performance. Lecture 3 hours. Lab 3 hours.

### **OTA 2210 – Occupational Therapy Theory I (4)**

*Prerequisite:* Admission to the Occupational Therapy Assistant program and ZOO 1105

Introduction to the fundamental concepts of joint and muscle movement. Overview of sensory systems, musculoskeletal systems, neuroanatomy, kinesiology, and basic assessment of previously mentioned. Lecture 3 hours. Lab 3 hours.

### **OTA 2211 – Occupational Therapy Theory II (1.5)**

*Prerequisites:* OTA 1212, OTA 1220, OTA 1222, OTA 1233 and OTA 2202

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span. Lecture 1 hour. Lab 1.5 hours.

### **OTA 2217 – Fieldwork Experience I (4.5)**

*Prerequisites:* Successful completion of ALL academic coursework, except OTA 2250

Development of professional skills through supervised application of treatment principles. This first Level II Fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from "student to clinician." Within the eight weeks, students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (schools systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience.

Fieldwork Experience I *must* be successfully completed within 18 months of academic coursework.

### **OTA 2218 – Fieldwork Experience II (4.5)**

*Prerequisites:* Successful completion of ALL academic coursework, except OTA 2250

This second Level II Fieldwork experience is designed to provide the ongoing opportunity for transition from "student to clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (schools systems minimum 280 hours, all others

minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience.

Fieldwork Experience II *must* be successfully completed within 18 months of academic coursework.

### **OTA 2220 – Psychosocial Therapy and Practice (3)**

*Prerequisite: OTA 1212, OTA 1220, OTA 1222, OTA 1233 and OTA 2202*

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills and use of self as a therapeutic modality are emphasized. Lecture 2 hours. Lab 3 hours.

### **OTA 2232 – Aging & Impact on Performance (1.5)**

*Prerequisite: OTA 1212, OTA 1220, OTA 1222, OTA 2233 and OTA 2202*

This course introduces the student to the physical, psychological, socioeconomic and cultural aspects of aging and their relationships to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation and community programming. Lecture 1 hour. Lab 1.5 hours.

### **OTA 2250 – Occupational Therapy Administration (3)**

*Prerequisite: OTA 1214, OTA 2205, OTA 2211, OTA 2232 and OTA 2220*

This course provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing Web-based format. Lecture 3 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 1200 – Professional Keyboarding (1)**

This course offers basic instruction on the electronic alphanumeric keyboard. Students needing to operate a computer keyboard achieve basic skills which will allow them to input information into a computer using the proper keyboarding techniques. It is not open to Office Systems Technology students. The student should be able to key a minimum of 25 words per minute for five minutes, with a maximum of five errors, by the end of the course. The course will include an introduction to and use of e-mail. Lab 2 hours.

### **OFTC 1202 – Beginning Document Formatting (3)**

Emphasis is placed on the production of business correspondence, tabulations, reports, forms and other administrative documents, from unarranged and rough-draft copy using word-processing software. The student should be able to key a minimum of 35 words per minute for five minutes, with a maximum of five errors, by the end of the semester. Lecture 2 hours. Lab 2 hours.

### **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 1205 – Building Keyboarding Speed and Accuracy III (1)**

*Prerequisite: OFTC 1204 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 65 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 1211 – Speed Writing (2)**

This course is designed for students who wish to develop note-taking skills for personal or business use. This system utilizes the alphabet in conjunction with normal writing styles. Lecture .1 hour. Lab 2 hours.

### **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 the office assistant who needs an understanding of general office accounting. Emphasis also is placed on accounting problems and situations encountered in medical and legal offices. The course will include hands-on experience on the microcomputer. 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 1241 – Machine Transcription (3)**

*Prerequisite: Consent of the instructor*

This course trains students to type correspondence from the spoken word into mailable form. A transcribing machine will be used. Emphasis will be on listening and understanding effectively, spelling, syllabication, proofreading, punctuation, grammatical usage, proper methods of handling transcribing materials and developing a marketable transcription speed. Lecture 2 hours. Lab 2 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 1282 – Advanced Medical Terminology / Transcription (3)**

*Prerequisite: OFTC 1281 with “C” or better*

This course, a continuation of OFTC 1280 and OFTC 1281, is designed to give an intensive emphasis on expanding medical terminology related to various specialties and on gaining skill in transcribing medical reports: history and physical examinations, consultations, operative notes, discharge summaries. Professionalism, decision-making, quality/productivity standards and work priority will be stressed. Lecture 2 hours. Lab 2 hours.

### **OFTC 1284 – Medical Insurance Processing (3)**

*Prerequisite: OFTC 1280 with “C” or better*

The course is designed to teach students how to process medical insurance forms by abstracting information from patients’ records. Emphasis is placed on ICD-9-CM and CPT-4 coding. Lecture 3 hours.

### **OFTC 1285 – Coding (5)**

*Prerequisite: OFTC 1280*

An introduction to concepts of ICD-9-CM and CPT, the medical classification systems used in the United States for the collection of information regarding disease and injury. Lecture 5 hours.

### **OFTC 1610 – Data Entry Training (1)**

*Prerequisite: Consent of instructor*

The course is designed to teach the student the basics about data entry procedures. The student will learn data entry skills as well as upgrade existing keyboarding and proofreading skills. The importance of good work ethic skills will also be covered. Lecture .5 hour. Lab 1 hour.

### **OFTC 2201 – Advanced Document Formatting (3)**

*Prerequisite: 35 words/minute, or consent of instructor*

This course is a continuation of OFTC 1202. After a brief review of basic production techniques, each unit places the student in a different office situation where the emphasis is on such important modern office skills as editing, decision-making, abstracting information, setting priorities, work flow, following directions and working under pressure and interruptions. The course develops speed and accuracy through various drills. The student should be able to key a minimum of 45 words per minute for five minutes (maximum of five errors) by its conclusion. 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 stimulations 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.

### **OFTC 2292 – Cooperative Experience II (3)**

*Prerequisite: OFTC 2291 with a “C” or better and consent of the instructor*

This course is a continuation of OFTC 2291. Lab 15 hours.

## **OIL & NATURAL GAS TECHNICIAN**

### **ONGT 1200 – Introduction to the Petroleum Industry (1)**

This course provides an overview of the oil and gas industry, focusing on the procedure for extracting oil and gas from the underground source. Students will be introduced to basic oil and gas field concepts and will explore the multitude of career options available in this ever-changing and growing industry. Lecture 1 hour.

### **ONGT 1201 – Oil and Gas Production I (3)**

*Prerequisite: ONGT 1200*

This course consists of the study of the principles of drilling methods and drilling systems, including drilling fluids, bit programs, casing and cementing, well control and drilling data analysis. Student will explore many issues related to conventional well development and specialty applications, including horizontal drilling. Emphasis will be placed on the applications of new technology. Lecture 2 hours. Lab 2 hours.

### **ONGT 1202 – Artificial Lift Systems (3)**

*Prerequisite: ONGT 1201*

This course is designed to provide an introduction to the different methods associated with petroleum production, natural flow and artificial lift. The student also will develop skills and competency in lease layouts and specific recovery methods, such as water flooding, chemical flooding, thermal processes and CO<sub>2</sub> injections. Lecture 2 hours. Lab 2 hours.

### **ONGT 1203 – Oil and Gas Production II (3)**

*Prerequisites: ONGT 1200 & 1201*

This course is a continuation of ONGT 1201 – Oil and Gas Production I. It will familiarize the students with the duties of an oil and gas technician. Topics covered include: natural gas treatment; dehydration and compression systems and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; well completion; and safety, health and environmental consideration relative to the field of oil and gas production. Lecture 2 hours. Lab 2 hours.

### **ONGT 1204 – Oil and Gas Production Equipment (2)**

*Prerequisite: ONGT 1201 or concurrent enrollment*

This course reviews the fundamentals and operating considerations of process equipment and processes, including valves, piping, vessels, positive displacement and centrifugal pumps, reciprocating and centrifugal compressors, steam turbines, motors, heat transfer equipment, cooling towers, boilers, furnaces and process flow diagrams. This course develops theory as well as mechanics of plant equipment. Lecture 2 hours.

### **ONGT 2201 – Petroleum Refining (4)**

This course studies the origin, exploration and physical properties of petroleum. Review of the production process along with stabilization and storage of petroleum are discussed. The explanation of physical refining processes like thermal and catalytic conversions, starting with distillation; catalytic cracking, alkylation, reformation and isomerization are described in a very comprehensive way. Treating processes, as well as other auxiliary operations of particular importance for the process of petroleum refining, are reviewed. Laboratory activities mainly concentrate on petroleum products testing. Lecture 3 hours. Lab 2 hours.

### **ONGT 2202 – Oil and Gas Well Mapping and Logging (3)**

*Prerequisites: GEOL 1101 and SURV 1205*

This course is designed to provide an in-depth exploration of the geological processes which create oil and gas resources in sedimentary rocks. Specific techniques used in the oil and gas industry for locating and extracting oil and gas reserves will be studied, as well as the environmental impacts caused by their development. An understanding of the limited nature of fossil fuels will be encouraged. Lecture 2 hours. Lab 2 hours.

### **ONGT 2203 – SafeLand USA Training (2)**

This course is a study of ideas and methods for preventing personal injury and property damage specific to the oil and gas industry and provides instructions in safety, ethics and responsibilities for entry-level personnel. Lecture 2 hours.

## **ONGT 2210 – Supervised Occupational Experience (3)**

*Prerequisite: Approval of Dean and minimum 2.0 GPA*

This is eight weeks of employment experience working in the petroleum and natural gas industry. The student will be employed in a business. The college coordinator and the employer will supervise the learning. The student will use his or her education to demonstrate knowledge in the subject area. The student will receive technical counseling and individual assistance through this transition. Lab 6 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 (.5-3)**

Develops skills, knowledge, attitudes and conditions essential to playing golf. Activity 3 hours per week first 11 weeks of fall semester; last 11 weeks of spring semester. Lab 1-6 hours. (Repeatable – 3 times)

### **PYED 1104 – Basketball (.5-4)**

Develops skills, knowledge, attitudes and conditions necessary for playing basketball. Lab 1-8 hours. (Repeatable – 3 times)

### **PYED 1105 – Weight Conditioning (.5-1)**

Offers instruction and practice in proper techniques of the development of muscular strength, endurance and flexibility. Emphasis placed on application of scientific principles and methods used to build, improve and maintain proper muscular fitness through a variety of exercise options. Lab 1-2 hours. (Repeatable – 3 times)

### **PYED 1106 – Tennis (.5-3)**

Develops skills, knowledge and attitudes essential to playing tennis. Activity 3 hours per week first 11 weeks of fall semester; last 11 weeks of spring semester. Lab 1-6 hours. (Repeatable – 3 times)

### **PYED 1107 – Volleyball (.5-4)**

Develops skills, knowledge and attitudes essential to those interested in playing volleyball. Lab 1-8 hours. (Repeatable – 3 times)

### **PYED 1108 – Baseball (.5-4)**

Develops skills, knowledge, attitudes and conditions necessary for playing baseball. Lab 1-8 hours. (Repeatable – 3 times)

### **PYED 1118 – Aerobics ~ Individualized Fitness Program (.5-1)**

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 1-2 hours. (Repeatable – 3 times)

### **PYED 1128 – Softball (.5-4)**

Develops skills, knowledge and attitudes essential for playing softball. Lab 1-8 hours. (Repeatable – 3 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 (.5-1)**

*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. (Repeatable – 3 times)

### **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 1140 – Introduction to Recreation (3)**

This course will give the prospective recreation leader knowledge of the philosophy and learning objectives of recreation. Included is a study of the professional preparation, duties and qualifications for the field of recreation. Lecture 3 hours.

### **PYED 1141 – Recreation Program Planning (3)**

A study of the essential elements and basic principles involved in planning, organizing and promoting recreation programs. Emphasis is on class discussion, field trips and field experiences for planning and conducting programs for community agencies. Lecture 3 hours.

### **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 (.5-1)**

*Prerequisite: PYED 1105*

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 1-2 hours. (Repeatable – 3 times)

### **PYED 1144 – Weight Training I (1.5)**

Weight training 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. (Repeatable – 3 times)

### **PYED 1160 – Aerobic Super-Circuit Fitness Center I (.5-4)**

*(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 cardio-vascular efficiency, improve muscle tone and reduce percent of body fat by rotating through a 23-station circuit, going from a stationary bike to Universal equipment every 30 seconds. May be taken for a letter grade or pass-fail; 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. (Sequence Repeatable – 3 times)

### **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 – Aerobic Super-Circuit Fitness Center II (.5-4)**

*Prerequisite: PYED 1160*

*(Individualized)* A continuation of Aerobic Super-Circuit Fitness Center I. It is for those students desiring to continue to benefit from Universal super-circuit workouts. 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 1-8 hours. (Sequence Repeatable – 3 times)

### **PYED 1170 – Aerobic Super-Circuit Fitness Center III (.5-4)**

*Prerequisite: PYED 1165*

*(Individualized)* A continuation of PYED 1165. It is for those students who wish to continue their physical fitness and aerobic improvement in the super-circuit fitness center. May be taken for a letter grade or pass-fail, but determination must be made at time of registration and may not be changed. Orientation session to be scheduled with instructor during the first week of classes each semester. Lab 1-8 hours. (Sequence repeatable – 3 times)

### **PYED 1175 – Aerobic Super-Circuit Fitness Center IV (.5-4)**

*Prerequisite: PYED 1170*

*(Individualized)* A continuation of Aerobic Super-Circuit 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. 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 1-8 hours. (Sequence repeatable – 3 times)

### **PYED 1180 – Aquatic Aerobic Fitness I (.5-4)**

*Required: Orientation/Testing Session*

*(Individualized)* After the orientation and physiological testing, the student will be given a printout of the test results and a proposed workout schedule that will provide opportunities to increase cardiovascular efficiency, improve muscle tone and reduce the percent of body fat by engaging in a 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 1-8 hours. (Sequence Repeatable – 3 times)

### **PYED 1185 – Aquatic Aerobic Fitness II (.5-4)**

*Prerequisite: PYED 1180*

*(Individualized)* A continuation of PYED 1180, this course is for students desiring to continue to benefit 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 1-8 hours. (Sequence Repeatable – 3 times)

### **PYED 1190 – Aquatic Aerobic Fitness III (.5-4)**

*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 1-8 hours. (Sequence Repeatable – 3 times)

### **PYED 1195 – Aquatic Aerobic Fitness IV (.5-4)**

*Prerequisite: PYED 1190*

(*Individualized*) A continuation of PYED 1190, this course is intended to provide an opportunity for students to continue participation in 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 must be determined 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 1-8 hours. (Sequence Repeatable – 3 times)

### **PYED 2301 – Arthritis Aquatics (CE)**

*Prerequisite: PYED 1199 four times*

A continuation of the water exercise program to give people with arthritis and minimal joint involvement who have completed the credit courses an opportunity to do gentle, warm water activities which may lead to endurance-building and muscle-strengthening. This course is non-credit and no grade is assigned.

### **PYED 2302 – Aquatic Aerobic Fitness (PL)**

*Prerequisite: PYED 1180/1185/1190/1195 class sequence completed four times*

This course is intended to provide an opportunity for students to continue participation in the multi-station water aerobic circuit and lap swimming. Workouts may be conducted any time the pool is open. This course is non-credit and no grade is assigned. Orientation session to be scheduled with instructor during the first week of classes each semester.

## **PHYSICAL SCIENCE**

*Prerequisite: ENGL 1411 or equivalent placement*

### **PHSC 1101 – Physical Science (5)**

*Prerequisite: MATH 1402 or equivalent placement*

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 and Liberal Arts 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**

*Prerequisite: ENGL 1411 or equivalent placement*

### **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)**

*Prerequisites: 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

### **POLI 2102 – Intro to International Relations (3)**

This course surveys the many aspects of cooperation, interaction and discord between nations, including the nationwide system, national power, international law, United Nations, causes of conflict and possible solutions and international problems. The student is expected to examine and form reasoned judgments about the relationship between the U.S. and world community. Lecture 3 hours. ▶ IAI ~ S5 904

## **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**

*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.

## **QUALITY CONTROL**

### **QUAL 1201 – Procurement Quality Control (3)**

This course presents a systematic and complete description of the basic principles involved in vendor-vendee relationships and provides guidelines which can aid in the control of quality at the buyer-seller interface. Lecture 3 hours.

### **QUAL 1202 – Industry Standards and Radiation Protection (4)**

An overview of standards and regulations procurement personnel must deal with on a daily basis to insure quality of the products and services they purchase for their industry. Lecture 4 hours.

### **QUAL 1203 – Introduction to Quality Control (3)**

This course gives individuals an introduction to the methods for establishing and maintaining industrial quality control. Includes the procurement process, statistical methods, histograms, Pareto diagrams, control charts, acceptance sampling, process capability, reliability and in-process inspection principles. Lecture 3 hours.

### **QUAL 1601 – Quality Control Statistical Methods (.5)**

Organization and methods for establishing and maintaining industrial quality control. Includes statistical methods, cost analysis and control techniques, and final and in-process inspection principles and techniques. Lecture .5 hour.

## **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*

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*

Students will continue the study of radiography in this course, which includes modules on trauma radiology, medical terminology, special procedures, contrast medias, anatomy and positioning of the facial bones and skull, myelograms and pediatric radiology. Lecture 2 hours.

### **RAD 1211 – Radiology Clinical III (7)**

*Prerequisite: RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207 and 1208*

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

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

Course content includes an introduction to the separate imaging modalities – tomography, computerized tomography, nuclear medicine, ultrasound, PET, digital MRI, and radiation therapy. Radiation protection, radiobiology, quality assurance and radiography review also will be covered. Self-assessment exercises and self-study will be used throughout the semester. Lecture 2 hours.

### **RAD 1214 – Radiology Clinical IV (7)**

*Prerequisite:* RAD 1200, 1201, 1202, 1203, 1205, 1206, 1207, 1208, 1209, 1210, 1211 and 1212

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, 1208, 1209, 1210, 1211 and 1212

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 1201, 1202, 1203, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1215, 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)**

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)**

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)**

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 ARRTs CT registry. Lecture 4 hours.

### **RAD 1223 – Computed Tomography Cross-Sectional Anatomy (2)**

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 1230 – Special Topics in Radiology (.5-4)**

This class is designed to enhance the skills and knowledge of radiologic technologists at all levels, focusing on current trends and developments in patient care. Lecture .5-4 hours.

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

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.

## **REAL ESTATE**

*The following courses can be applied toward the required hours to become a licensed Real Estate Broker or Managing Broker. Students must have a "C" grade-point average or higher in order to successfully complete requirements to sit for the examinations. Students also must meet minimum hours of instruction requirements.*

### **REAL 1205 – Broker Pre-License Topics (5)**

An introductory course pertaining to the fundamentals of Real Estate. Topics covered include federal, state and license law, marketing, seller and buyer relationships, real estate principles, real estate transactions, types of real estate opportunities, and application of real estate principles. Lecture 5 hours. (Repeatable 3 times)

### **REAL 1207 – Broker Prelicense Applied Principles (1)**

*Prerequisite:* REAL 1205

This interactive course, along with Broker Pre-License Topics, satisfies the 90 hours of instruction as required by the Illinois Department of Professional and Financial Regulation. Successful completion allows students to sit for the Illinois Real Estate Broker Examination. Lecture 1 hour. (Repeatable 3 times)

### **REAL 1208 – Broker Post-License Topics (1)**

*Prerequisites:* REAL 1205 and REAL 1207

This course is designed for successful completers of the Illinois Real Estate Broker Examination. Topics covered include license law, state / federal laws, agency and real estate transactions. Lecture 1 hour. (Repeatable 3 times)

### **REAL 1209 – Broker Post-License Applied Practices (1)**

*Prerequisites:* REAL 1205, REAL 1207, REAL 1208

This interactive course, along with Broker Post-License Topics, satisfies the 30 hours of instruction as required by the Illinois Department of Professional and Financial Regulation. Lecture 1 hour. (Repeatable 3 times)

## **REAL 1210 – Managing Broker Pre-License Topics (2)**

*Prerequisites: REAL 1205, REAL 1207, REAL 1208, REAL 1209*

This course is designed for current Illinois Brokers interested in becoming a Managing Broker. Topics covered include licensing and operations, managing licensees, and risk management, laws and issues. Lecture 2 hours. (Repeatable 3 times)

## **REAL 1211 – Managing Broker Applied Management (1)**

*Prerequisites: REAL 1205, REAL 1207, REAL 1208, REAL 1209, REAL 1210*

This interactive course, along with Managing Broker Pre-License Topics, satisfies the 45 hours of instruction as required by the Illinois Department of Professional and Financial Regulation. Successful completers are eligible to sit for the Illinois Managing Broker Examination. Lecture 1 hour. (Repeatable 3 times)

## **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 1100 – Spanish Conversation (2)**

This is a conversational course for beginners designed to equip the student to understand and speak everyday Spanish in common situations often met by travelers. Lecture 2 hours.

### **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 1103 – Conversational Spanish I (3)**

*Prerequisite: SPAN 1100 or consent of instructor*

This course is a continuation of Spanish Conversation I. It covers additional vocabulary Spanish useful to probation officers and law enforcement. Oral communications and basic Spanish sentence structure are emphasized. Some reading and writing in Spanish is included. The material may be adjusted to cover additional questions of probation and law enforcement or to apply to other careers, such as medicine and horticulture. Lecture 3 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. ▶ IAI ~ HI 900

## **SURGICAL TECHNOLOGY**

### **STP 1215 – Introduction to Surgical Technology (3)**

*Prerequisite: Acceptance into program*

This course introduces the student to the broad field of surgical technology. This course has three basic sections: 1) general introductory information; 2) introduction to basic principles of aseptic technique, and 3) introduction to patient care. Lecture 3 hours.

### **STP 1216 – Principles of Surgical Technology (6)**

*Prerequisite: STP 1215*

This course introduces the student to the practice of surgical technology. The focus is on the skills that are specifically those of the scrub role and circulator role. The student will demonstrate the proper and safe execution of procedures and instruments and equipment. Adequate laboratory time for the practice and testing of skills is required. Lecture 4 hours. Lab 4 hours.

### **STP 1217 – Surgical Procedures I (5)**

*Prerequisites: STP 1216, STP 1221 and ZOO 1105*

This course is designed to prepare students for clinic practice training. Instruction combines lectures and lab to introduce students to all surgical specialties. Lecture 5 hours.

### **STP 1218 – Surgical Procedures II (3)**

*Prerequisite: STP 1217, MICR 1101 and ZOO 1106*

This course is a continuation of STP 1217 and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course. Lecture 3 hours.

### **STP 1219 – Clinical in Surgical Technology I (5)**

*Prerequisites: Certified in CPR; STP 1215, STP 1221 and ZOO 1105*

This course introduces the student to the operating room and its routines. This course functions to expand knowledge gained in STP 1215 and supports the knowledge being gained in the Principles and Practice of surgical technology courses. This course is offered Pass/Fail. Lab 15 hours.

### **STP 1220 – Clinical in Surgical Technology II (5)**

*Prerequisites: Certified in CPR; STP 1222, MICR 1101 and ZOO 1106*

This course is a continuation of STP 1222. It is designed to provide the student with continued exposure to the operating room and its routines. This course expands knowledge gained in STP 1215, STP 1216 and STP 1222. It is offered Pass/Fail. Lab 15 hours.

### **STP 1221 – Pharmacology for Health Professions (3)**

*Prerequisite: STP 1215*

This course provides basic knowledge of the most commonly used medications. Discusses commonly prescribed medications, potential adverse reactions, dietary response to treatment and desired effect. Lecture 3 hours.

## **SURVEYING**

### **SURV 1205 – Introduction to Mapping and Geographic Information Systems (3)**

This is an introductory course that will explore the art and science of map making focusing on Geographic Information Systems (GIS). This course will examine the history and uses of maps as well as how computer software and hardware currently play a vital role in their development. Global Positioning Systems, remote sensing and aerial photogrammetry will be discussed, as well as how they relate to GIS with application into the fields of natural resource management, city planning, scientific research and business applications. Lecture 2 hours. Lab 2 hours.

### **SURV 1601– Foundations and Application of Geographic Information Systems (1)**

By alternating lecture and hands-on assignments, students will learn and apply the basics of GIS, including geographic principles, ethics and accountability in map making, cartographic design, databases and computer information systems. Class activities will involve small independent mapping projects as well as creating and compiling data to make a final map project. Lab 2 hours.

### **SURV 2201 – Engineering Surveying (4)**

Upon completion of this course, the student will be able to provide line and grade construction layout using tape, level and transit. Lecture 2 hours. Lab 4 hours.

### **SURV 2210 – GIS / GPS Concepts and Applications (3)**

This course is designed to introduce Geographic Information Systems (GIS) and Global Positioning Systems (GPS) in the form of classroom curriculum and hands-on training. Topics include basic GIS concepts, basic GPS concepts, mapping data input and analysis. Lecture 2 hours. Lab 2 hours.

## **SUSTAINABLE DESIGN GREEN BUILDING**

### **SDGB 1201 – Foundations of Sustainable Building Design (3)**

The purpose of these courses is to provide the student with an understanding of why sustainable design of buildings is so important for our future and how it can have a global impact. It will prepare those who would like to lead more sustainable lives and be stewards of the earth. This course also will assist in the preparation for those planning to take the Leadership in Energy and Environmental Design (LEED) exam. Lecture 3 hours.

### **SDGB 1202 – BIM & Sustainable Design (4)**

Building information modeling merged with sustainable design allows for complex processes, formerly too labor-intensive and expensive, to be performed. Complete collection of techniques merging data to design via digital application. Lecture 2 hours. Lab 4 hours.

### **SDGB 1203 – Sustainable Landscape Design (3)**

Obtain understanding in sustainable techniques, methods and elements working in unison to create a landscape which is responsive to the environment, regenerative and actively contributes to a health community. Lecture 2 hours. Lab 2 hours.

### **SDGB 1204 – Sustainable Design & Construction Project (4)**

Techniques and application of sustainable elements (passive and active) through design projects / requirements and construction (built environment) phase. Informative design decisions based upon analysis, research and

sustainable knowledge applied to physical testing and construction. Lecture 2 hours. Lab 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.

## **THERAPEUTIC MASSAGE**

### **THM 1201 – Introduction to Therapeutic Massage (2)**

*Prerequisite: Acceptance into program*

This course is designed to serve as an introduction to basic principles and techniques of therapeutic massage. Students will learn basic Swedish massage techniques and how to apply them to the back, arms and legs. Identification of the major muscle groups and bony landmarks, indications and contraindications to massage and professional ethics will be addressed. Lecture 1 hour. Lab 2 hours.

### **THM 1202 – Therapeutic Massage Techniques I (3)**

*Prerequisite: THM 1201*

This course is designed to serve as the initial training in therapeutic massage. Students will learn about medical terminology, self-care techniques and history of massage, as well as the benefits of massage. Swedish massage techniques and variations will be taught and developed into a sequence for a full-body massage. Pathologies, pressure sensitivity, draping techniques and communication skills also will be covered. Lecture 1.5 hours. Lab 3 hours.

### **THM 1203 – Human Body for Massage Therapy I (3)**

*Prerequisite: Acceptance into program*

This course is an investigation into the study of the structure and functional relationships, homeostasis of body systems. The course incorporates the systems approach and integration of the systems into one functioning unit – the human body. Laboratory procedures, basic chemistry, the cell and development are incorporated into the course. Lecture 2 hours. Lab 2 hours.

### **THM 1204 – Pathology for Therapeutic Massage (3)**

This course is designed to provide the student of therapeutic massage the knowledge of disease processes that affect the human body as it relates to therapeutic massage. It will provide general information on anatomy and physiology, assessment techniques, general and specific disease manifestations, indications and contra-indications to therapeutic massage. Lecture 3 hours.

### **THM 1208 – Business Practices and Ethics (3)**

*Prerequisite: Acceptance into program*

This course is designed to explore the various aspects of developing and maintaining a successful therapeutic massage practice. Topics to be covered include how to establish a bookkeeping system, maintain client records, marketing, developing a business plan, the client/therapist relationship and ethical issues. Lecture 3 hours.

### **THM 1209 – Responding to Client Emergencies (1)**

This course is designed to prepare practitioners to respond appropriately to the client in an emergency situation. It includes training in cardiopulmonary resuscitation, first aid and communication skills. Lecture 1 hour.

### **THM 1210 – Human Body for Massage Therapy II (3)**

*Prerequisite: THM 1203*

This course is an in-depth study of bones and muscles, which is a continuation of THM 1203. Specific bones, prominent surface landmarks, surface muscles and joint structures, as they pertain to therapeutic massage, are included. Study also will include origins, insertions and actions of muscles. Lecture 2 hours. Lab 2 hours.

### **THM 1211 – Therapeutic Massage Techniques II (4)**

*Prerequisite: THM 1202*

This course is designed to provide the student with the skills of deep connective tissue massage techniques and incorporate them into a massage session to meet the client's needs. Joint mobilization, various forms of stretching and chair massage will be included. Lecture 2 hours. Lab 4 hours.

### **THM 1212 – Therapeutic Massage Clinical I (4)**

*Prerequisite: THM 1201, THM 1202 and THM 1203*

This course is designed to provide the student with the opportunity to apply principles, techniques and procedures practiced in Therapeutic Massage Techniques. Under the direction of the clinical supervisor, students will be expected to demonstrate proper ethics, client/therapist communication skills, proper draping technique, adequate sanitary precautions, perform full-body massage based on client needs and properly document the session in the client's record. Student will be expected to massage three clients consecutively. Lecture 2 hours. Lab 4 hours.

### **THM 1222 – Therapeutic Massage Clinical II (1)**

*Prerequisite: THM 1201, THM 1202 and THM 1203*

This course is designed to provide the student with the opportunity to apply principles, techniques and procedures practiced in Therapeutic Massage Techniques. Under the direction of the clinical supervisor, students will be expected to demonstrate proper ethics, client/therapist communication skills, proper draping techniques, adequate sanitary precautions, perform full-body massage based on client needs and properly document the session in the client's record. Students will be expected to massage three clients consecutively while demonstrating professional behavior. Lab 2 hours.

### **THM 1223 – National Certification Exam Review (2)**

This course is designed to provide a comprehensive review of material covered by the Therapeutic Massage and Bodywork Certification Examination, including anatomy, physiology, kinesiology, clinical pathology, theory of massage and bodywork, professional standards, ethics and business practices. Lecture 2 hours.

### **THM 1601 – Special Topics in Therapeutic Massage (1)**

*Prerequisite: THM licensure*

This course is a study of topics in the therapeutic massage field. The exact content will vary from semester to semester depending on the subject studied. The course may be repeated three times depending on the subject studied. Lecture 1 hour.

## **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 (3.0)**

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.

## VETERINARY TECHNOLOGY

### 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 1211 – Small Animal Nursing II (3)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

A continuation of VET 1210 with emphasis on bandaging, venipuncture, immunology, dentistry, urinary disease and emergency nursing. Lecture 1 hour. Lab 4 hours.

### VET 1212 – Animal Anatomy and Physiology I (4)

*Prerequisites: Admission to program*

Course provides an overview of the structure and function of animal body systems with focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian cadavers. Lecture 3 hours. Lab 2 hours.

### VET 1213 – Animal Anatomy and Physiology II (3)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

This course is a continuation of VET 1212. Subjects covered include; fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian and avian cadavers. Lecture 2 hours. Lab 2 hours.

### VET 1216 – Large Animal Nursing (3)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

Handling, restraint, and nursing techniques in horses, cows, swine, and sheep. Fundamentals of selection, management, genetics, nutrition and physiology of farm animals. Lecture 1 hour. Lab 4 hours.

### VET 1217 – Animal Radiology (2)

*Prerequisite: Admission to program*

Utilization of radiographic equipment on animals and positioning for various anatomical exposures, with an emphasis on radiation safety and methods of obtaining high-quality diagnostic pictures. Lecture 1 hour. Lab 2 hours.

### VET 1218 – Veterinary Practice Management (2)

*Prerequisite: Admission to program*

Office practices utilized in a veterinary hospital including OSHA regulations, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations. Lecture 2 hours.

### VET 1219 – Animal Clinical Lab I (3)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

This course teaches routine laboratory testing with an emphasis on hematology, urinalysis and fecal examination. Lecture 1 hour. Lab 4 hours.

### VET 1233 – Animal Surgical Technology I (3)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

Methods of surgery preparation with emphasis on surgery packs, instruments, autoclaves, sterile technique, surgical preps and suture material. An introduction to intubation and anesthesia. Lecture 1 hour. Lab 4 hours.

### VET 1238 – Animal Pharmacology I (2)

*Prerequisite: Successful completion of VET 1210, 1212, 1217 and 1218*

A discussion of dosage and solution problems, dispensing procedures, client education, administration of drugs, and introduction to common veterinary drug classes. Lecture 2 hours.

### VET 2219 – Animal Clinical Lab II (3)

*Prerequisite: Successful completion of first year of program and VET 2231*

A continuation of VET 1219. Emphasis on blood chemistry, internal parasites, CBCs, cytology, histology, sample preparation and other veterinary diagnostic testing. Lecture 1 hour. Lab 4 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.

### VET 2232 – Veterinary Technology Internship II (4)

*Prerequisite: Successful completion of first year of program and VET 2219, 2231, 2233, 2238 and 2239*

A continuation of VET 2231. Continued skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease laboratories, rescue facilities, university teaching hospitals, emergency clinics or large animal facilities. Students will be placed within a designated facility for the duration of the semester where all required hours must be successfully completed. Students will meet once per week for participation in review for the Veterinary Technician National Examination (VTNE). Lecture 1 hour. Lab 15 hours.

### VET 2233 – Animal Surgical Technology II (3)

*Prerequisite: Successful completion of first year of program and VET 2231*

A continuation of VET 1233 with emphasis on anesthesia, surgical assisting, trauma surgery, and ophthalmic and thoracic surgery. Lecture 1 hour. Lab 4 hours.

### VET 2235 – Laboratory and Exotic Animals (3)

*Prerequisite: Successful completion of first year of program and VET 2219, 2231, 2233, 2238 and 2239*

Students will be introduced to handling, restraint and nursing techniques in common laboratory, exotic and wild animal species. Topics will include care and use of laboratory animals, sanitary procedures, clinical pathology and common diseases. Lecture 2 hours. Lab 2 hours.

### VET 2236 – Animal Management and Nutrition (3)

*Prerequisite: Successful completion of first year of program and VET 2219, 2231, 2233, 2238 and 2239*

This course will introduce basic principles of animal and herd health management including nutrition, reproduction, pharmacology, vaccinations, diseases and laboratory tests. Lecture 3 hours.

### VET 2238 – Animal Pharmacology II (2)

*Prerequisite: Successful completion of first year of program and VET 2231*

A continuation of VET 1238 with emphasis on drugs currently used in veterinary practice. Lecture 2 hours.

### VET 2239 – Animal Diseases (2)

*Prerequisite: Successful completion of first year of program and VET 2231*

This course introduces students to the causes, symptoms, diagnosis and treatment of selected diseases of companion animals. Students will gain knowledge of disease processes and how they affect companion animals. Students will learn about commonly seen diseases within organ systems of mammals. Lecture 2 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.

## 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)**

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 1601 – Welding (2)**

This course is designed to acquaint the beginning student with the selection, installation and maintenance of oxyacetylene and electric welding equipment, as well as the safety precautions which should be observed when welding. Beginning welding provides the instruction and practice necessary to develop the specific skills required for welding. Lecture 1 hour. Lab 2 hours.

### **WELD 1602 – Advanced Welding (2)**

This course is a continuation of WELD 1601. It is designed to develop additional skills necessary for the fabrication of metal products. It also provides training necessary for the welding of special metals and metal alloys. Lecture 1 hour. 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 1610 – Welding Applications (2)**

A course is designed to meet the specific needs of the experienced welder. Instruction is individualized and provided on an open-entry/open-exit basis. Each student will meet with the instructor to design his/her course of instruction, which should center around a special project, welding technique or preparation for an employer-required weld test. No student will be admitted prior to meeting with, and being granted approval by, the instructor. Lecture .5 hour. Lab 3 hours.

### **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 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 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 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)**

This course provides a survey of the Animal Kingdom, including morphology, physiology, life cycles and comparative anatomy of representative animals in each phylum. The first part of the course considers anatomical and physiological changes due to evolutionary pressures. The latter part focuses on taxonomy and ecology as they relate to local wildlife. 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 1102 – 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.

#### **EDUC 1103 – Mentor Training (1)**

This course is designed to provide students with awareness of practices and techniques for effective mentoring of learners in grades K-8. Lecture 1 hour.

### **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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M.S., Capella University

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