

2021 - 2022  
**STUDENT HANDBOOK & CATALOG**



# Student Handbook

## Our Mission

Empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

## Purposes

1. Provide transfer programs for students seeking baccalaureate and advanced degrees
2. Provide career certificate and associate degree programs for students seeking entry into the workforce or career advancement
3. Provide programs and services for students seeking enrollment in college level courses and programs
4. Provide experiences that foster individual development and encourage lifelong learning
5. Provide an inclusive learning environment that is supported by teaching excellence, high quality student services, and premier facilities
6. Promote economic development and conduct research through institutional initiatives and collaborative partnerships
7. Contribute to the well-being of the community through cultural, wellness, and civic activities and services

## Core Values

The five core values reflect our fundamental moral compass as professionals and individuals:  
Service, Respect, Responsibility, Compassion, and Integrity

## Vision

We are the preeminent provider of relevant, high quality learning experiences to the communities we serve. The college combines the best of the traditional and the modern to provide an environment that is accessible and highly conducive to learning, social interaction, personal enrichment, physical development, and job skills enhancement. Programs and support services are carefully designed to serve the current and evolving needs of our students. Faculty and staff exemplify the highest standards of service and performance and take pride in the achievement of our students and the college as a whole. Our actions reflect Lewis and Clark's core values of service, respect, responsibility, compassion and integrity. We hold ourselves accountable for our performance as educators and as stewards of the resources entrusted to us. The true measure of our performance is the personal and academic success of our students, the overall well-being and cultural enrichment of the communities we serve, and the economic vitality of the region.

## Accreditation

The Higher Learning Commission ([www.hlcommission.org](http://www.hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education.

Illinois Board of Higher Education

Accreditation Council for Occupational Therapy Education (ACOTE)

Accrediting Bureau of Health Education Schools, Medical Assisting (ABHES)

American Dental Association, Commission of Dental Accreditation (ADA-CODA)

Accreditation Commission for Education in Nursing, Inc. (ACEN)

The Paramedicine program of Lewis and Clark Community College 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).

National Automotive Technicians Education Foundation (NATEF)

National Alliance of Concurrent Enrollment Partnerships (NACEP)

## Board of Trustees

David Heyen, Chairman (Bunker Hill)

Julie Johnson, Vice Chairman (Edwardsville)

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## **Nondiscrimination Statement**

Lewis and Clark Community College is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. This commitment requires that decisions involving students and employees be based on individual merit and be free from discrimination or harassment in all its forms. Lewis and Clark Community College adheres to the principles of equal opportunity in education and employment. Lewis and Clark Community College does not discriminate on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law in its educational programs and activities. Likewise, Lewis and Clark Community College does not discriminate in any aspect of the employment relationship on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

Lori Artis, Vice President, Administration  
 Lewis and Clark Community College  
 5800 Godfrey Road, Erickson Hall, Room 103  
 Godfrey, IL 62035  
 618-468-3000

Lewis and Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

The college abides by affirmative action principles, makes reasonable efforts to accommodate qualified individuals with special needs, and complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. These include but are not limited to: (a) Title VII of the Civil Rights Act of 1964; (b) Title IX of the Education Amendments of 1972; (c) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1975, (e) the Illinois Human Rights Act, and (f) the Mental Health Act of 2017. It is the policy of the college that any form of discrimination or harassment, including sexual harassment, of employees or students on campus is unacceptable and shall not be tolerated. Any employee or student of the college who feels that he/she has been a victim of any form of discrimination or harassment should notify the college's Human Resources office and the complaint will be investigated. Complaints of discrimination or harassment prohibited by college policy are to be resolved within the existing college procedures.

## **Important Notice Concerning Changes in the Student Handbook**

This student handbook is a guide for the convenience of L&C students. The college reserves the right to change this handbook or anything contained in it at any time at its sole discretion, including, but not limited to, the following: changing fees, the college calendar, admissions, registration, instruction, graduation requirements; and/or changing, modifying or eliminating any other rules or policies governing students.

# Semester Calendars

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## Fall Semester 2021

*Off-campus classes at district high schools will meet each semester according to the schedule of the individual school district*

Registration for fall semester begins	March 15
On and off campus classes begin	August 23
Labor Day Holiday (campus closed; no classes, no office hours)	September 6
Mid-fall session begins	October 18
Veterans Day Holiday (campus closed; no classes, no office hours)	November 11
Last day to petition for fall graduation	November 15
Thanksgiving recess;	
Campus open; no classes	November 24
Campus closed; no classes, no office hours	Nov. 25-28
Last day of classes (semester ends at 10:30 p.m.)	December 16

## Winter Intersession

Registration for winter intersession begins	October 18
Classes begin	December 20
Campus closed	Dec. 24-Jan. 2
Last day of classes	January 14

## Spring Semester 2022

*Off-campus classes at district high schools will meet each semester according to the schedule of the individual school district.*

Registration for spring semester begins	October 18
Martin Luther King Jr. Holiday (campus closed; no classes, no office hours)	January 17
On and off campus classes begin	January 18
Registration for summer term begins	February 14
Last day to petition for spring graduation	February 15
Registration for fall terms begins	March 14
Spring recess (campus open; no classes) <i>Classes at non-L&amp;C sites (i.e., public schools) will observe the "spring break" of that facility, not the L&amp;C Spring Recess. Friday evening and Saturday classes are scheduled to meet March 18 and 19.</i>	March 14-18
Last day to petition for summer graduation	March 15
Spring classes resume	March 21
Mid-spring classes begin	March 21
Easter recess (campus closed; no classes, no office hours)	April 15-17
Last day of classes (semester ends at 4:30 p.m.)	May 13
Commencement	May 18
GED Graduation	June 9

## Summer Session 2022

Registration for summer session begins	February 14
Twelve week classes begin	May 23
Memorial Day Holiday (campus closed; no classes, no office hours)	May 30
Eight week classes begin	June 6
Independence Day Holiday (campus closed; no classes, no office hours)	July 4
Last day of eight week classes	July 29
Last day of twelve week classes	August 12



# Admissions and Registration

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Lewis and Clark Community College (L&C) follows an "open door" policy which welcomes you without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law. However, admission does not mean you will be enrolled immediately in a program with specified admission requirements.

The Enrollment Center (Admissions/Records/Advisement) is located in Baldwin Hall, Room 1450. Financial Aid and the Bursar's Office are located in Baldwin Hall, Room 2450. Students can contact these services by calling 618-468-LCCC (5222), 1-800-YES-LCCC (in IL/MO), or emailing [enroll@lc.edu](mailto:enroll@lc.edu).

Steps for admission to the college vary, depending on what you plan to accomplish. YOU ARE ENCOURAGED TO CONTACT US EARLY, AS MANY OF THESE STEPS ARE TO BE COMPLETED BEFORE REGISTRATION. Questions should be directed to the Enrollment Center. (Electronic submission of Admission Forms is subject to review and acceptance by the college.)

NOTE: If you are an Illinois Sex Offender, the Illinois Sex Offender Registration Act requires you to complete a Registration Form before enrolling in classes. Bring completed forms to Student Development and Counseling or complete a form in that office before enrolling in classes.

## If You Plan to Enter a Degree or Certificate Program

1. **Complete an Application** - Students interested in attending Lewis and Clark Community College will need to complete the application available at [www.lc.edu](http://www.lc.edu). For additional information on specific degree programs please refer to the specific program section in the catalog.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment Center at 618-468-5220 or your local Community Education Center. All students who are pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you are planning on being a course taker and graduated less than 4 years ago, you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Enroll in MYLC, New Student Orientation** - Orientation is mandatory for all new degree or certificate seeking students. MYLC includes an orientation presentation, campus tour, meeting with your advisor, and registration. Enroll in MYLC by calling 618-468-5240.

The following admission requirements apply to all new students seeking to enroll in a transfer degree program (Associate in Arts, Associate in Science, Associate in Engineering Science, or Associate in Fine Arts). To meet the admission requirements, students may fulfill any one of the requirements in each category. Students who lack any of the requirements may develop an individualized plan with an academic advisor to fulfill these requirements.

1. Four years of high school English and one of the following sequences:
  - L&C English placement test into ENGL 131
  - ACT score of 18 or higher on the English and Reading subscore; or ACT subscore of 14 and concurrent enrollment in a study skills class
  - SAT subscore of 25 in Reading and Writing or a 21 and concurrent enrollment in a study skills class
  - ENGL 125 and READ 125 - all with grades of "C" or higher
  - ENGL 120 and READ 120 plus ENGL 125 and READ 125 - all with grades of "C" or higher
2. Three years of high school mathematics (algebra, geometry, advanced algebra) and complete one of the following sequences:
  - L&C algebra math placement test into college-level Math, plus MATH 113 (if necessary) with a grade of "C" or higher
  - ACT score of 22 or higher on the Math subscore; or ACT subscore of 14 and concurrent enrollment in a study skills class
  - SAT subscore of 25 on Math subtest or 22 and concurrent enrollment in a study skills class
  - Completion of necessary remedial Math courses based on placement scores - all with grades of "C" or higher
3. Three years of high school laboratory science and successful completion of one laboratory science course at L&C.
4. Two years of high school foreign language, music, vocational education, or art and successful completion of two L&C courses in humanities, foreign language, or vocational education.

## If You Are a Course Taker (Credit) and Do Not Plan to Enter a Degree, Diploma or Certificate Program and Want to Register for Courses of Special Interest

(Students in this category are not eligible for financial aid.)

1. **Complete an Application** - This is available at [www.lc.edu](http://www.lc.edu). This should be done early and before the registration period.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Register for Classes** - You are not required to meet with an advisor, however, it is encouraged and advisors are available if you need assistance. You can register online through Student Planner at [selfservice.lc.edu](http://selfservice.lc.edu) or by going to the Enrollment Center or any of the Community Education Centers. Refer to The Schedule of Classes at [www.lc.edu](http://www.lc.edu) for registration dates and availability of classes.

## If You Are Undecided or Need Assistance Before Selecting a Program

1. **Complete an Application** - This is available at [www.lc.edu](http://www.lc.edu). This should be done early and before the registration period.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years then you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment Center at 618-468-5220 or your local Community Education Center. All students pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Enroll in MYLC, New Student Orientation** - Orientation is mandatory for all new students. MYLC includes an orientation presentation, campus tour, meeting with your advisor and registration. Enroll in MYLC by calling 618-468-5220.

## If You Are a High School Student in a L&C District High School Planning to Enroll in Lewis and Clark Class(es)

L&C district high school students are eligible to enroll under certain conditions. Please follow the instructions that apply to each category below.

### High School Students Who Wish to Enroll in Regular College Credit Courses:

- Complete an application
- Send an official transcript
- Provide a signed L&C Concurrent Enrollment Form from [www.lc.edu](http://www.lc.edu) or your high school administrator
- Provide a signed [L&C Parent/Guardian Memorandum of Understanding](#)
- Send an Official High School Transcript to the L&C Enrollment Center
- Send an Official ACT or SAT Test Score Report to the L&C Enrollment Center
- Meet with an Academic Advisor - Talk with one of L&C's academic advisors to determine cooperatively the most appropriate course(s) for you

### High School Students in College/High School Partnership Programs

- If you are a qualified student at an area high school which has entered into an agreement with L&C to offer high school partnership courses, you may enroll in these courses
- All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement, ACT, or SAT score in English, reading, and/or mathematics
- All students who seek enrollment in career and technical education courses will need to have the appropriate GPA or have an appropriate ACT or SAT score in reading to be eligible for enrollment. The only exceptions are for the following courses: BTEC 115, CDEV 130, DRFT 131, DRFT 146, MATH 122, WELD 190, and WELD 194
- High school partnership courses are taught at the high school by qualified high school faculty during the regular school day
- Lewis and Clark Community College will charge a transcription fee of \$10 per credit hour for all dual credit courses
- For further information about high school partnership courses, call the office of the Director of High School Partnership and Community Education at 618-468-5050

### If You are a High School Age Student Participating in a Home School Program

- Complete an application
- Send an official transcript
- Provide a signed [L&C Concurrent Enrollment Form](#) from the high school district where you reside
- Provide a signed L&C Parent/Guardian Memorandum of Understanding
- Send an Official High School Transcript to the L&C Enrollment Center
- Send an Official ACT or SAT Score Report to the L&C Enrollment Center
- If you do not have ACT or SAT scores then you will need to take Placement Tests - Home Schooled students must take the Placement Test prior to registering. Call the Assessment Center at 618-468-5220 to schedule an appointment. If your placement test scores indicate the need for developmental courses, you will be required to enroll in these courses.
- Meet with the Assistant Director of Admissions and Registration - The college reserves the right to limit or structure your course schedule as appropriate for you. Call 618-468-5120 to schedule an appointment.
- Please note that only courses taken through an institution recognized by the Illinois State Board of Education will meet prerequisite requirements

### If You Are High School Age but are Not Enrolled in a District High School and Want to Register for L&C Courses

High school age students who are not currently enrolled in a district high school must provide the college with documentation of non-enrollment. This documentation is the L&C Concurrent Enrollment Form from the resident's school district signed by a district official. Also, the signed L&C Parent/Guardian Memorandum of Understanding is required.

- You are encouraged to complete some form of secondary education or General Educational Development (GED) program prior to becoming an L&C regular student.
- You must take the College Placement Test, submit any transcript of high school level course work, and meet with an advisor to discuss your goals.
- The college reserves the right to limit or structure your course schedule as appropriate for you. In general, you may be limited to courses appropriate to the completion of Home Study programs, for re-entry into a district high school, or to upgrade certain skills.

### If You Plan To Complete High School Through the Test of General Education Development (GED) or High School Equivalency Test (Hi-SET)

High school equivalency (HSE) testing, formerly referred to as GED testing offers you an option if you have not completed high school. L&C offers HSE preparation classes. The classes provide instruction in language arts - reading, language arts - writing, mathematics, social studies and science to help prepare you to take and pass one of the HSE tests. In class, you will also prepare for and take the U.S. and Illinois Constitution test that is required before signing up for a HSE test.

L&C offers HSE classes on campus and in off-campus education centers. These classes combine group and individualized instruction to best meet your learning needs. There is no fee for the classes. However, a fee is charged by the test provider at the time you register to take one of the HSE tests. For more information about HSE test preparation classes, call the Adult Education office at 618-468-4141.

Project READ offers confidential services to adults 16 years and over seeking help with their reading and/or math skills. In addition to attending HSE classes, you may qualify for one-on-one tutoring. Combining tutoring from Project READ with attendance in HSE classes could result in making progress towards your goal more quickly. There is no fee for these services. For more information about Project READ, call the Adult Education office at 618-468-4141.

## International Students

Legal residents with permanent Visas (Alien Registration Card holders) are admitted to L&C in the same manner as native citizens of the United States of America. Legal residents who need "English as a Second Language" should contact the Adult Education office at 618-468-4141.

International students requesting F-1 or M-1 visas (I-20 forms) must complete the following requirements:

1. **Complete an application** - available at [www.lc.edu](http://www.lc.edu)
2. **Send Official Transcripts** - If you graduated from high school within the last three years, you must provide an official high school transcript (translated into English) in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit. Please note: All international transcripts must be translated into English.
3. **Send TOEFL Score** - Supply the L&C Enrollment Center with the official results of your performance on the TOEFL (Test of English as a Foreign Language). A minimum score of 500 (paper-based), 173 (computer-based), 61 (internet-based) is required for admission to Lewis and Clark Community College.
4. **Send Proof of Ability to Pay** - Supply a statement of ability to pay the college's foreign student tuition rate and living expenses. The estimated cost for both tuition and living expenses is \$20,000 per year. This statement should come from a family member or sponsor with documentation from a financial institution.
5. **Submit the International Student Data Sheet** - All information must be received by the Enrollment Center at least 90 days before the beginning of the requested semester.

Upon admission, international students are required to follow an Education Plan and maintain a fulltime enrollment status (at least 12 semester hours) each semester. I-20 forms will only be issued when all above requirements are met.

Students with an I-20 are able to pursue any degree or certificate except for the Selective Admissions programs. Students must take classes on the Godfrey campus only. Students who are enrolled in 12 credit hours of face-to-face classes may enroll in a maximum of two online classes.

Like all students, international students must have cultural and social support while attending college. We strongly recommend that international students have a sponsor or mentor within the college district to provide cultural and social support while living in the area.

International students transferring to L&C from another American institution must complete the Transfer In Form, have a proper visa, and an I-20 that is in good status. The transferring student must also be in good academic standing at the transferring school. The applicant must also be compliant with U.S. immigration regulations.



# Tuition and Fees/Payments and Refunds

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## Residency Requirements

When enrolling at L&C, you are classified as in-district, out-of-district, out-of-state, or international student for purposes of tuition and fees.

**In-District:** A student is considered to be in-district if his/her legal residence is within the boundaries of L&C District No. 536 for at least 30 days prior to the start of the semester in which the student plans to enroll and for purposes other than attending college. Students who are residents of the former Metropolitan Community College District and attend L&C as a result of the East St. Louis Higher Education Campus will be charged the in-district rate (documentation of tax district may be required).

Or if the student attends the East St. Louis Higher Education Center campus for residents of the former Metropolitan Community College District. (Documentation of tax district may be required.)

**Out-of-District:** A student living outside L&C District No. 536, who is a resident of the State of Illinois and does not attend L&C under the terms of a cooperative agreement, is considered an out-of-district student and will be charged the appropriate tuition rate.

**Out-of-State:** A student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition rate.

**International Student:** An international student on a student Visa enrolled in 12 semester hours or more who has been issued an I-20 form will be charged the appropriate out-of-state tuition rate. International students who have been issued an I-20 to attend L&C or any other college or university may not establish eligibility for in-district tuition rates.

**Employer In-District:** Out-of-district and out-of-state students who receive training from, and are employed by, an industry within L&C District No. 536 may qualify for in-district rates. The required form may be obtained at the Godfrey Campus Enrollment Center, N. O. Nelson Campus or any of the off-campus Community Education Centers. The in-district employer must complete a new form each semester.

**Cooperative Agreements:** Out-of-district students who attend L&C under the terms of a cooperative agreement between L&C and another community college district will be charged L&C's in-district tuition rate.

## Tuition and Fees

Tuition and fees are established by the Board of Trustees of Community College District 536 and are subject to change.

### Tuition

In-District Student Rate	\$125 per credit hour
Out-of-District Student Rate	\$375 per credit hour
Out-of-State Student Rate	\$500 per credit hour
International Student Rate	\$500 per credit hour
Out-of-District, Out-of-State, Online Courses	\$146 (maximum) per credit hour

### Fees

Student Activity Fee	\$3 per credit hour
Athletic Fee	\$14 per credit hour
Technology Fee	\$4 per credit hour
Ecological "Green" Fee	\$2 per credit hour
Laboratory/Course Fee	as designated per course

### Other Fees

Application Fee	no charge
Digital Materials Fee	as designated per course
Late Registration Fee	\$7 per course
Non-Credit Course Cost	as designated per course
Non-Traditional Credit Fee	\$10 per credit hour granted
Online Course Fee	\$40 per course
Proficiency Exam Fee	\$50 per exam
Replacement Diploma Fee	\$20
Returned Check Fee	\$20 each
Student ID Fee	First ID free, \$10 for replacement ID
Transcript Fee (Academic & Financial Aid)	no charge

**Additional Costs** - Students must be aware that additional expense will be incurred through the purchase of textbooks, instructional supplies, and materials needed for specific classes, such as equipment, tools, software, uniforms, licensing exams, etc.

**Senior Citizen Rates** - Lewis and Clark Community College has adopted tuition and fee policies which affect residents of the L&C District who are 65 years of age or older. These individuals who are enrolled in credit courses will receive a 100 percent tuition waiver. However, all students must pay all approved student fees and any applicable laboratory/course fees. All students enrolled in a non-credit course must pay all costs at the time of registration.

## Tuition Payment Due Dates

The payment due date for non-credit classes differs from the payment due date for credit classes.

**Non-Credit Classes:** Non-credit courses are those courses with a prefix beginning with CE, e.g., CECK-101. Non-credit courses must be paid in full at the time of registration.

**Credit Classes:** The payment due date for credit classes is approximately thirteen (13) days prior to the start of the term. (This date is posted on your registration statement.) Students using financial aid must authorize use of their grant or scholarship at the Financial Aid office on the main campus in Baldwin 2450. Students who make partial payments are responsible for completing their payments within the deadlines listed. Payment for late starting credit classes (generally those starting after the third week of each semester) are due seven (7) days prior to the start of the individual classes.

## Tuition Payment Options

Students may pay in person, by mail, or online. Payment is accepted at the Bursar's Office, the N.O. Nelson Campus, the Tri-County County Community Education, or the Macoupin County Community Education Centers. Payment options include cash, check, debit card/credit card (MasterCard, Visa, Discover, and American Express only), online via BlazerNet by credit card (Master Card, Visa, Discover, and American Express only), Financial Aid, the Installment Plan, and Employer Tuition Assistance. Payments by check may not be accepted on student accounts which have had previous returned check activity.

**Credit/Debit Card Payments** - Tuition, fees, and fines can be paid by MasterCard, Visa, Discover, or American Express in person or on-line at [www.lc.edu](http://www.lc.edu) using BlazerNet. After logging in, choose "Students" from the main menu. "Make a Payment" is located in the Financial Information section within the Students Menu.

**Installment Payment Plan** - An installment payment plan is available to assist in the payment of tuition and fees for credit classes only. Non-credit classes are not eligible for the installment plan. To qualify for the installment plan, you must have tuition and fee charges of at least \$500. You must sign/acknowledge a promissory note.

A \$15 non-refundable service fee will be charged up front if you are accepted to the plan. You will also have to make an initial down payment. This down payment consists of: the non-refundable \$15 service fee; plus, one third of the tuition, activity fees, technology fees, ecological fees, and lab fee charges, which are rounded up to the closest dollar. After the down payment, you will make two more payments, four weeks apart, to complete the total tuition and fee balance. When an installment plan is set up, the plan arrangement lists the student's specific payment due dates. Students either receive that plan in writing as soon as it is set up or are given the opportunity to print it if they are setting it up on online. Students are also able to review their status at any time through BlazerNet. Failure to pay as scheduled may jeopardize your ability to create future installment arrangements. Textbooks and classroom supplies may not be charged to this plan. You may apply for the installment payment plan online via BlazerNet at [www.lc.edu](http://www.lc.edu), in person at the Bursar's office, the N. O. Nelson Campus, or at one of the Community Education Centers, after registration.

## Tuition Refund Policy

### Regular Credit Courses

For classes that begin the first week of the semester and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following the first day of the term. Students are eligible for a 100 percent refund through the second Friday following the first day of the 8 week summer term. For classes that begin at midterm and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following midterm. There are no refunds thereafter. Requests for refund (deregistration) must be presented in writing by the end of the business day on that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner, faxed to the Enrollment Center (618-468-2310), or mailed and postmarked before that Friday. Written requests must include the student's signature and social security number or student identification number.

For late starting classes (those that begin after the third week of the semester), students are eligible for a 100 percent refund through the first 12 calendar days (NOT course meetings) of each course. (Calendar days include Saturdays and Sundays.) This period is extended one day for each holiday. There are no refunds thereafter. If the last day for a refund is scheduled on a Saturday or Sunday, the request for refund (deregistration) must either be presented in writing the previous business day at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet on or before the 12th calendar day, mailed and postmarked before the 12th calendar day, or faxed to the Enrollment Center (618-468-2310) on or before the 12th calendar day. Written requests must include the student's signature and social security number or student identification number.

### Short Term Credit Courses

Students enrolled in short-term credit courses of less than 24 days (i.e., the number of days between the course beginning date and ending date) are eligible for a 100 percent refund through the mid-point of each course.

### Non-Credit Courses with a CE-- prefix

Students in courses that meet for four or more sessions are eligible for a 100 percent refund prior to the start of the second session. There are no refunds for courses that consist of three or fewer sessions once the course begins. Certain specialized non-credit courses may have separate and specific refund policies outlined in contractual agreements or in course outlines.

### Non-Credit Online Courses

Students in non-credit online courses are eligible for a 100 percent refund prior to the first 10 percent point of a course using the course beginning and end dates. No refund is issued after the 10 percent point of the course. Certain online non-credit courses may have separate and specific refund policies.

**Note:** Debts owed to the college must be satisfied before any refunds or payments are made to the student.

A non-refundable \$50 fee will be charged for each proficiency exam and must be paid before testing.

# Financial Aid

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We recognize students often need financial assistance to pursue post-secondary education. Various options are available at Lewis and Clark Community College (L&C) for students who need financial assistance while attending classes. The L&C Financial Aid Office is the best place to start to obtain information regarding scholarships and grants, as well as federal, state and institutional financial aid opportunities. The Financial Aid Office staff is available to assist you in completing application forms and in understanding financial aid programs.

Start the application process early to ensure the Financial Aid Office will have time to perform all the financial aid functions required to assist you in paying for your education. Estimated award letters and letters requesting additional documentation or forms will be mailed to students who list Lewis and Clark Community College's federal school code (010020) on their Free Application for Federal Student Aid (FAFSA) applications. Students are also instructed on how to accept their financial aid awards and view how their financial aid will be applied to institutional charges.

Students who have questions or need more individualized assistance can contact the Financial Aid Office at 618-468-2223. The Financial Aid Office is located on the Godfrey Campus in Baldwin 2450.

## Federal and State Student Aid Programs

Federal student aid includes the Federal Pell Grant, Federal Work-Study (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Student loans. The Illinois Student Assistance Commission's (ISAC) administers the State of Illinois Monetary Award Program (MAP) Grant that can be applied towards a student's tuition and mandatory fees. Please see the college's website ([www.lc.edu](http://www.lc.edu)) for links to more state aid resources. Each student who reports Illinois as his/her state of legal residence automatically applies for the MAP grant when completing the FAFSA annually. The FAFSA can be completed as early as October 1 prior to the academic year that starts on or after July 1. ISAC will calculate MAP awards only for those Illinois residents who list a MAP eligible school as one of their school choices on the FAFSA. Lewis and Clark students should list the college's federal school code (010020) on the federal student aid application. For priority consideration for state and some federal aid, students are encouraged to apply for financial aid as soon as possible starting October 1st each year.

**Federal Pell Grant** - A federal grant program designed to provide financial aid to students with need to attend post-secondary educational institutions. Need is determined by the evaluation of your FAFSA application. Even if you are ineligible to receive a Federal Pell Grant, you may be eligible for other programs such as the ISAC Monetary Award Program (MAP) Grant, Federal Work-Study, or one of the loan programs. Award amounts are determined by evaluating your Expected Family Contribution as determined by the FAFSA, the college's Cost of Attendance, and your Enrollment Status.

**Federal Work Study** - An employment program funded by L&C and federal funds. Students who request Federal Work Study and qualify for this program on the basis of financial need may seek employment opportunities by visiting the Financial Aid section of the college's website to view available job listings and download a work study application. Students are paid minimum wage, and the average work load usually cannot exceed 20 hours per week. Please Note: Additional employment opportunities can be obtained by accessing Career & Employment Services under Community Services at [www.lc.edu](http://www.lc.edu).

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A federal grant which provides students with financial need a supplement to attend institutions of post-secondary education. Funds are limited and are awarded to students with the most need as determined by the FAFSA. Priority is given to students receiving the Federal Pell Grant and who apply for financial aid before the Financial Aid Office's priority deadline of June 30th each year.

**Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) Grant** - A State of Illinois grant that provides payment of tuition and mandatory fees only. The MAP Grant is based on need. You must meet ISAC's Illinois residency criteria. ISAC determines annual award amounts based on information reported on the FAFSA.

### Federal Direct Loans

- Subsidized - A federally subsidized loan based on financial need for which you are not charged interest while you are enrolled in school at least half-time (6 credit hours).
- Unsubsidized - A non-need based loan in which the interest begins accruing (accumulating) when the loan is disbursed. The interest will be added to the principle balance of the loan, or students may opt to make monthly interest payments thereby reducing the interest on the loan prior to repayment.

### The maximum annual loan amounts are:

First year students:           \$5,500 Dependent Students  
   \$9,500 Independent Students  
   Only \$3,500 can be subsidized if eligible

Second year students:       \$6,500 Dependent Students  
   \$10,500 Independent Students  
   Only \$4,500 can be subsidized if eligible

**Federal Direct Parent Loan for Undergraduate Students (PLUS Loan)** - is available to help pay for a Dependent student's educational expenses. These loans are not based on financial need but cannot exceed the student's Cost of Attendance minus other awarded aid. Repayment usually begins 60 days after loan funds have been disbursed but can also be deferred. Contact the Financial Aid Office for additional information.

To receive a Direct Student Loan or to benefit from a PLUS Loan, a student must meet the general eligibility criteria for all Federal Student Aid (FSA) programs (referenced from the Code of Federal Regulations regarding Title IV Federal Student Aid Programs, 34 CFR Section 668.32).

Students cannot be on financial aid or academic suspension and receive a federal student loan. Students must maintain at least half-time enrollment status for student loan eligibility.

Per federal regulations, student loans will be prorated for those in their last term of study (34 CFR Section 682.204). All student loan borrowers must participate in loan entrance and exit counseling sessions to review loan terms, obligations, and options for student loan repayment.

*The Code of Federal Regulations, in reference to the Federal Family Education Loan (FFEL) Program {34 CFR Section 682.602(e) (1)}, provides that a school may refuse to certify a FFEL Stafford or PLUS loan application or may reduce the borrower's determination of need for the loan if the reason for that action is documented and provided to the student in writing, provided the determination is made on a case-by-case basis.*

## How to Apply for Financial Aid

To apply for federal and state financial student aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) for the academic school year they plan to attend. To complete and submit your FAFSA, go to <https://studentaid.ed.gov/sa/fafsa>. New students are encouraged to apply for a Federal Student Aid ID (FSA ID) to electronically sign your application at <https://fsaid.ed.gov> before beginning the online process. You must apply for financial aid using the FAFSA each school year. You can apply as early as October 1 for the next full academic school year (which usually begins with the fall semester and ends with the summer term).

## What Happens After You Apply

Once you have submitted your FAFSA, the Central Processing System (CPS) for the United States Department of Education will process your FAFSA within two weeks. Lewis and Clark will receive the results of your FAFSA electronically. If there is no additional information required, once processing for the school year begins, the Financial Aid Office will calculate an estimated award package, and you will receive an award notification in the mail. You must accept your awards online through Lewis and Clark's website. In lieu of an award letter, you may receive a request for more information or documentation. Once the required documentation is received, verified, and your file is complete, the office will calculate an estimated award package for you. The Financial Aid Office will begin processing award packages in the spring of each year for the following school year.

Some students are selected for verification upon CPS processing of their financial aid applications. The Financial Aid Office will request certain financial documents from you if you are selected for verification.

You have the option to accept or reject any student financial assistance offer on your award package. You can also request a lower loan amount depending on your educational needs. Unlike grants and scholarships, student loan funds must be repaid.

## How Financial Aid Eligibility is Determined

The Department of Education calculates an Expected Family Contribution (EFC) from the information you reported on the FAFSA using a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index the college will use to determine how much financial aid (grants, loans or work-study) you could receive. Your EFC is determined from two prior year's income (i.e. your income for 2019 is used for the 2021-2022 FAFSA), the number of people in the family, the number of people in college, and your current assets in some cases. You and your family are expected to make a maximum effort to assist with your college expenses. Financial assistance should be viewed as a supplement to you and/or your family's effort to finance your education.

Within guidelines by the Department of Education, we may be able to adjust the data elements that determine your EFC or to your Cost of Attendance (COA) to better reflect your true need. Additional paperwork, time, and documents are required for these processes.

Your EFC number, which is calculated from the information you report on the FAFSA, is used to determine your eligibility for the Federal Pell Grant, the ISAC MAP Grant, Federal Work Study, and federal student loan programs.

If you indicate on your FAFSA that you wish to be considered for the Federal Work Study Program or L&C determines that you are eligible for an additional federal grant, the Financial Aid Office will indicate these awards on your estimated financial aid award package. Your award package will specify for which programs you are eligible and the estimated award amount(s) you can expect to receive from the program(s). Your financial aid is packaged using the following formula:

	<b>\$x,xxx</b>	<b>Cost of Attendance Budget (COA)</b>
minus	\$x,xxx	Expected Family Contribution (EFC)
<b>=</b>	<b>\$x,xxx</b>	<b>Financial Need</b>
minus	\$x,xxx	Federal and State Grants
minus	\$x,xxx	Private Grants and Scholarships
minus	\$x,xxx	Federal College Work-Study
minus	\$x,xxx	Federal Loans
<b>=</b>	<b>\$x,xxx</b>	<b>Unmet Financial Need</b>

In order to be eligible to receive any federal and ISAC state student assistance, you must be enrolled as a regular student. For all federal and ISAC state aid programs, a regular student is one who:

- Has the ability to benefit from higher education by having a certificate of graduation from a secondary school (High School Diploma), has a General Education Development (GED) certificate, or has completed a home school curriculum and is beyond the age of compulsory school attendance (17 for the state of Illinois).
- Is enrolled as a degree-seeking student in an eligible program
- Is enrolled in courses that apply toward his/her program
- If required, is registered with Selective Service (males between the ages of 18 and 25)
- Is a U.S. citizen or eligible non-citizen
- Has not applied for and is not receiving financial aid at two colleges at the same time; unless the course is needed for degree completion and a consortium agreement is approved by both colleges in which one school will award aid. Student must see the Director of Financial Aid for approval information.
- Has a valid Social Security number
- Is not debarred or suspended from any federal programs
- Does not owe a federal student aid refund
- Is not in default of a federal student loan

Any student receiving federal or ISAC state financial aid is also responsible for knowing, understanding, and complying with the preceding and following information. All information is subject to change and all changes will be publicized by L&C. This information is correct at the time of this printing and complies with all applicable consumer information reporting requirements.

## How Your Cost of Attendance is Determined

All students incur comparable direct educational expenses based on enrollment hours. Your indirect expenses are based on your own circumstances, and can vary from student to student. Budget figures are allowances derived from average and expected costs. Your costs may be higher or lower. In some circumstances, the Financial Aid Office may be able to make adjustments to your budget. Budgets are based on an average full-time attendance of 14 semester hours in the fall and spring semesters.

### Direct Educational Expenses

Tuition & Fees	\$4,144
Books & Supplies	\$1,008

### Indirect Education Expenses for Independent Students

Room, Board, and Personal Expense Allowance	\$7,002
Transportation Allowance	\$2,700
<b>Total Allowance for Financial Aid</b>	<b>\$14,854</b>

### Indirect Educational Expenses for Dependent Students

Room, Board, and Personal Expense Allowance	\$5,598
Transportation Allowance	\$2,700
<b>Total Allowance for Financial Aid</b>	<b>\$13,420</b>

Budgets will be prorated for students enrolled less than full-time and for summer terms. Budgets can be adjusted if a student is attending the fall, spring, and summer semesters during the academic year.

## What is Required After Accepting Your Financial Aid

Once you have accepted your aid, you are expected to maintain satisfactory academic progress standards. If you do not maintain satisfactory academic progress standards, you may be denied financial aid in the future. You are expected to attend class regularly. If you have registered and later decide not to attend classes in a particular semester, you must officially withdraw from those classes. For more information, please see the sections on the college's withdrawal and tuition refund policies.

If you are receiving aid from the following federal and state programs, you must meet satisfactory academic progress standards to remain in good standing for the:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Parent Loan for Undergraduate Students
- Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) Grant

In accordance with United States Department of Education regulations (as dictated by Public Law 94-482 as amended) and Illinois Student Assistance Commission regulations, a student receiving federal or state funded financial assistance must be "making measurable progress toward the completion of his/her course of study" in order to continue receiving financial assistance. The requirement that a financial aid recipient must maintain satisfactory progress should not be confused with the academic requirements as described in the College's Academic Standards Policy. A conceptual difference exists between the two. Good standing or academic probation (warning) means you are allowed by the institution to continue in enrollment according to the academic standards as described in the most recent catalog. Financial aid satisfactory academic progress must be maintained to continue receiving federal and most state financial student assistance.



## Satisfactory Academic Progress Standards for Financial Aid

The financial aid satisfactory academic progress (SAP) standards for federal student aid and state grant recipients conform to federal and state regulations. The standards complement the academic standards for all L&C students, encourage the timely completion of academic programs, and promote academic achievement. The standards will look at a student's cumulative progress; in addition to how the student performed in the term for which financial aid is received.

Lewis & Clark Community College has established qualitative and quantitative measures for evaluating the efforts of financial aid recipients pursuing an educational degree or certificate. An assessment of these efforts will occur after each fall, spring, and summer term. Financial Aid Satisfactory Academic Progress Standards are consistently applied to all students who are enrolled in an undergraduate program at all enrollment levels (i.e. Full-time -12 or more credit hours, Three-quarter-time - 9 to 11.5 credit hours, Half-time - 6 to 8.5 credit hours, and Less than half-time - 5.5 or less credit hours) and include the evaluation of successfully completed courses of grades A, B, C, D, and S as well as Remedial courses, Repeats, Withdrawals, Incompletes, Failures (PR, W, I, X, F) and Transfer hours even if federal student aid was never received.

**Financial Aid Good Standing:** In order to remain in financial aid good standing, a student must maintain a cumulative grade point average (GPA) of 2.0 or higher, a pace of progression of 67 percent or higher, AND must not exceed the maximum timeframe of his/her program of study at Lewis and Clark. The financial aid pace of progression is not the same as comparing academic hours attempted or earned as indicated on your L&C transcript and should not be confused as such. The pace of progression is calculated by dividing the total credit hours earned by the total credit hours attempted.

Grades A, B, C, D, and S are passing grades and are considered course completions. Grades X, I, PR, W, F and repeats are not passing grades and are treated as non-completions when calculating SAP and are considered attempted hours. Blank grades (due to late grade reports) are also calculated as non-completions. When a blank grade or an incomplete is reported, students need to notify the Financial Aid Office when the actual grades are entered on their records. If warranted, the student's status can be upgraded. Remedial, prerequisite courses, and transfer hours are included in SAP and are considered attempted hours.

**Financial Aid Warning:** A student who is receiving financial aid and who fails to maintain a cumulative 2.00 or higher GPA and/or a pace of progression that will ensure graduation within the maximum timeframe of the student's program by earning at least 67 percent of all credit hours attempted through each semester or summer term, will be placed on financial aid Warning. This status is a warning to students who need to improve academic performance in order to graduate in the required timeframe with the required GPA. While on financial aid Warning, a student may continue to receive financial aid.

*To End a Warning Status:* If a student brings his/her cumulative GPA to 2.00 or higher and pace of progression to 67 percent or higher while on Warning, he/she will be placed back in Financial Aid Good Standing.

**Financial Aid Suspension:** A student will continue to receive financial aid during his/her first semester on financial aid Warning. At the end of that semester, the cumulative GPA must be 2.0 or higher and the cumulative pace of progression must be 67 percent or higher in order to avoid financial aid suspension.

**Financial Aid Suspension and the Maximum Timeframe:** Per federal and state financial aid regulation, a student must be able to complete an eligible program within a maximum timeframe. The maximum timeframe consists of 150 percent of the total number of credit hours needed for completion of a program. This regulation includes all federal aid programs and ISAC MAP. All credit hours attempted are considered when calculating this Financial Aid Suspension status: hours attempted at Lewis and Clark, hours transferred from other colleges, hours withdrawn, and hours repeated. A student's suspension status applies whether or not financial aid was received for any of the attempted credit hours. Credits granted for GED courses and continuing education courses are not counted toward the maximum timeframe.

While on Suspension, a student cannot receive any type of federal or state financial aid. If a student has been suspended from financial aid and wishes to have his/her financial aid reinstated, he/she can seek the following options:

1. Bring the cumulative GPA to 2.0 or higher and the cumulative pace of progression to 67 percent or higher without the use of financial aid.
2. Appeal to the Financial Aid Committee explaining the mitigating circumstances which interfered with successful completion of his/her studies and what has changed.

If a student appeals his/her financial aid suspension status to the Financial Aid Committee and the appeal is approved, the student will be reinstated for financial aid and placed on Financial Aid Probation for one semester or must follow an academic plan that ensures the student will meet SAP by a specific point in time. Many students will be restricted by the number of credit hours and the types of courses that can be taken in a semester. The student must adhere to this educational plan to receive aid. In some cases, the Financial Aid Committee may consult with Academic Advising concerning educational plans for student success. Once a student has been reinstated for financial aid through the appeal process, if the student successfully maintains a 100 percent semester pace of progression AND at least a 2.0 semester GPA, while on the academic plan, the student will remain on Financial Aid Probation, though the cumulative GPA may still be below 2.0 and/or the cumulative pace of progression may still be below 67 percent. If a student does not continue to make progress by successfully maintaining a 100 percent semester pace of progression AND at least a 2.0 semester GPA after his/her appeal has been approved, the student will again be placed on Financial Aid Suspension.

## Financial Aid Appeals

**Students have a right to appeal their financial aid suspension status to the Financial Aid Committee:**

Appeal to the Financial Aid Committee with documented, mitigating circumstances or family hardships, explaining why you are not meeting the standards. Explain your circumstances in a letter addressed to the Financial Aid Committee in care of the Financial Aid Office. Your letter can be typed or handwritten and should be no longer than one page. The Financial Aid Committee will assess your appeal based on the documentation you provide. You will be notified in writing of the Committee's decision.

A student **may** still be eligible for other forms of assistance such as private scholarships or grants, the Workforce Innovation and Opportunity Act (WIOA), and the Department of Human Services Division of Rehabilitation Services (DHS DRS) and some Veterans Educational Benefits.

### Repeat Courses and Financial Aid:

- Failed and withdrawn courses can be repeated with financial aid coverage. However, multiple unsuccessful attempts will negatively affect financial aid satisfactory academic progress and could result in increased course costs on the 4th attempt.
- Courses in which a passing grade was received may be retaken only one additional time and be covered by financial aid. Any additional repeats will not count toward enrollment status and will be ineligible for financial aid. (i.e. If a student receives a D in a class and then retakes the class for a better grade, but the retake results in a F or a W, the student cannot receive aid for any further repeats of the course.)
- In addition, if a student successfully passes a course and wants to repeat the course within 4 years of the successful completion, the charges for the course will be the equivalent of the out-of-district tuition rate.

## Return of Federal Funds

The law specifies how Lewis and Clark Community College (L&C) must determine the amount of Federal Student Aid (FSA) assistance that you earn if you withdraw from school. The FSA programs administered by L&C that are covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Direct Student Loans, and Parent PLUS Loans.

**When a student withdraws during a payment period, the amount of FSA program assistance that he/she has earned up to that point is determined by a specific formula.** If you received (or L&C or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the federal government by L&C and/or you.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if you completed 30 percent of your payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you are considered to have earned all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Lewis and Clark may automatically use all or a portion of your post-withdrawal disbursement for tuition and fees. If any part of the disbursement consists of loan funds, we will request your permission to use that part of the funds to pay tuition and fees or other institutional charges.

If a student receives (or L&C or your parent receives on your behalf) excess FSA program funds that must be returned, L&C must return a portion of the excess. If L&C is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the servicer of the loan over a period of time.

**Any amount of unearned grant funds that you must return is called an overpayment.** You can make arrangements with L&C or the Department of Education to return the unearned grant funds.

The requirements for FSA program funds when you withdraw are not to be confused with the college's Refund Policy. Therefore, you may still owe funds to L&C to cover unpaid institutional charges. **L&C will hold you accountable for any FSA program funds that the school was required to return.**

If you have questions about your FSA program funds, you can call Lewis and Clark Community College's Financial Aid Office at 618-468-2223 or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

All financial aid recipients are required to view Financial Aid Satisfactory Academic Progress Standards and Return of Federal Funds policies through the **Self Service Financial Aid link in Blackboard**.

## Student Loan Defaults

If you are currently in default of a federal student loan, you are not eligible for federal or certain state student financial aid. However, you may be eligible for assistance from other agencies. If you have defaulted on a student loan you can rehabilitate your loan and regain Title IV (federal) and state student aid eligibility by establishing satisfactory repayment. Please contact the Financial Aid Office for defaulted federal student loan repayment options. To regain financial aid eligibility, you must submit documentation from the loan servicer, guarantee agency, or Department of Education to the Financial Aid Office once satisfactory repayment has been established. You must continue your payment agreement in order to retain eligibility for student aid.

## Disbursement of Federal/State Funds

Financial Aid credit balances will be disbursed for students who have complete financial aid files, no later than the sixth week of a semester. All tuition and fees must be paid before any remaining financial aid is disbursed to the student. Student aid awards based on late starting classes will not be disbursed until those class refund periods have ended. A credit balance may be comprised of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, and/or scholarships. Students may charge books and supplies to their student accounts if they have available funds.

## What To Do With Your Financial Aid Refund

By signing the Free Application for Federal Student Aid (FAFSA), you have certified that you will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education. You are expected to use the financial aid funds you receive for the costs of attending L&C as listed in the "Cost of Attendance" budget.

## Student Rights

You have the right to know and should understand the following:

**Available financial programs** - This information is found in the L&C Student Handbook and Catalog, on the Federal Student Aid website ([www.StudentAid.gov](http://www.StudentAid.gov)), and in Illinois Student Assistance Commission publications and on their website ([www.isac.org](http://www.isac.org)). Current publications are available in the Financial Aid Office. See the Financial Aid section of the college's website ([www.lc.edu](http://www.lc.edu)) for more information.

**Cost of Attendance** - Cost of Attendance (COA) budgets are found in the current L&C Student Handbook and Catalog. Certain academic programs require additional tools and/or supplies that are not purchased through L&C or the college bookstore. Contact the appropriate program coordinator for a program syllabus that will list required tools and/or supplies, estimated costs, and possible sources of procurement. If you are in an academic program that requires additional tools and/or supplies, your COA budget may be adjusted to reflect these costs.

**Determination of satisfactory academic progress** - Policy about how L&C determines if you are making satisfactory academic progress and what happens if you are not is printed in the current L&C Student Handbook and Catalog, available on the college website, and accessible through the Self Service Financial Aid link in Blackboard. Satisfactory progress is monitored every semester.

**Explanation of programs in the student aid package** - Information about all financial aid programs can be found in the current L&C Student Handbook and Catalog, on the Federal Student Aid website ([www.StudentAid.gov](http://www.StudentAid.gov)), in ISAC brochures, and on ISAC's website ([www.isac.org](http://www.isac.org)).

**Financial Aid Deadlines** - Can be found on application forms, the current L&C Student Handbook and Catalog, and in the Financial Aid Office. A student who fails to complete the verification process and/or submit all required paperwork and/or documents by the end of a term for which aid is sought cannot receive that aid, unless the student is continuing into another term within the same academic year.

**Financial aid distribution process** - Information about how financial aid is distributed, how decisions regarding financial aid are made, and the basis for those decisions is available in the current L&C Student Handbook and Catalog, the Financial Aid Office, the U.S. Department of Education, and the Illinois Student Assistance Commission.

**Financial aid student loan repayment** - You must be aware of what portion of student aid received must be repaid, what portion is grant aid, and what portion must be earned (work-study). If the aid is a federal student loan, you should know the rate of interest and total amount borrowed. For repayment procedures, deferment criteria, the length of time for repayment, and when repayment is to begin, please contact your loan servicer through <https://nslds.ed.gov>. Further information is available in the financial aid section of L&C's website, the U.S. Department of Education (<https://studentaid.ed.gov/sa/repay-loans>), or the Illinois Student Assistance Commission.

**Financial need determination process** - Information about how financial aid is determined including costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., is found in the current L&C Student Handbook and Catalog, is available in the Financial Aid Office, can be found in federal and state publications, and is available on the Web.

**Job Placement Rates** - Prospective, new, and continuing students have the right to review the data used to calculate job placement rates, if they are advertised by L&C, and to be informed of state licensing requirements for those jobs. The college also provides data to the Illinois Community College Board's yearly Occupational Follow-up Study. Data is available for review upon request.

**L&C's accrediting and licensing organizations** - This information is printed in the current L&C Student Handbook and Catalog, available on the college's website, and materials are available for inspection. Contact the College Administration if you wish to review these documents.

**L&C's faculty, services, and facilities** - Information about L&C's instructional, laboratory, and other physical facilities, faculty, special facilities and services for individuals with disabilities, and the drug abuse referral program can be obtained through the appropriate offices on campus.

**L&C graduation rates and licensure rates for all students and athletes, athletic program revenue and costs, on campus crime rates, and drug and alcohol abuse consequences and prevention programs.** - Refer to the college's website and other L&C literature and brochures on these topics.

**L&C's refund policy** - The general L&C refund policy is printed in the current L&C Student Handbook and Catalog. The refund policy that affects all Title IV (federal) student aid recipients is also printed in the Student Handbook and Catalog and available on the college's website. A "Return of Title IV Funds" calculation must be performed for all Title IV recipients who totally withdraw before completing 60 percent of the semester of enrollment for which he/she was awarded. Refunds are made to the federal aid program(s) and only apply when a student withdraws from all of his/her classes.

**Other program rights and responsibilities, especially the loan programs** - This information is printed in aforementioned sources as well as in and with any additional paperwork or requirements that must be read or completed by the aid recipient.

**Portion of financial need met** - Information about how much of your financial need is met as determined by L&C is included in the Financial Aid Award Package. Please be aware that need is based on Cost of Attendance (COA) budgets that use allowances and averages; your true need may not be reflected on your Package. Adjustments to Expected Family Contributions (EFC) and COA budgets may be possible; see the Financial Aid Office if you have unusual circumstances. Financial Aid award packages may not meet 100% of financial need.

**Resources considered in the calculation of need** - Information about what resources are considered in the calculation of financial aid need such as assets, parental contributions, other financial aid, etc., can be found on the Federal Student Aid website (<https://studentaid.ed.gov>). Calculation worksheets that show in detail how aid is determined are also available from the Department of Education, the Financial Aid Office, or the Web.

**Student confidentiality** - Student information is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and will not be released without written consent of the student unless it is needed by another school or agency to determine aid eligibility.

## Student Responsibilities

You are responsible for knowing and understanding the following:

**Awareness of the college's refund policies.** This information is found in the current L&C Student Handbook and Catalog and is also available from the Financial Aid Office.

**Communicating changes in enrollment status, name or address.** You are to inform the Financial Aid Office and the Admissions and Records Office of changes in enrollment status, name, or address.

**Completing applications.** You must complete all application forms accurately and submit them on time to the proper agency or office.

**Maintaining satisfactory progress.** You must maintain financial aid satisfactory academic progress in order to receive financial aid.

**Meeting application deadlines.** You must be aware of and comply with the deadlines for application and reapplication for aid. You must reapply for aid every academic school year.

**Performing assigned work.** You must perform the work that is agreed upon when accepting a Federal Work-Study job.

**Providing correct information.** Incorrect reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U. S. Criminal Code, state prosecution, and L&C disciplinary action. Read the application directions carefully and ask questions if you do not understand what you have read.

**Reading and understanding all signed agreements, documents, and forms.** You are responsible for reading and understanding all forms you sign, for keeping copies of each, and for fulfilling the obligations of each.

**Repaying all student loans.** Federal Student Loan Entrance and Exit Counseling is required for each student borrowing a federally guaranteed student loan. You must repay your loan even if you do not graduate or do not get a job in the field for which you studied.

**Returning all required documentation.** You must return or provide all documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which application was made if you wish to receive student financial aid.

**Note:** Additional information about the topics addressed above appears elsewhere in the current L&C Student Handbook and Catalog, is available in L&C Financial Aid Office, or in official government publications. Be advised that the information in this section is subject to change. This information is provided for your benefit and does not constitute any type of contract with you or obligation to you by Lewis and Clark Community College, the federal government, the state government, private donors, or other agencies. As law and regulations change, L&C will inform students and the public through various media on what those changes are and how they will be implemented at L&C. Law and regulation changes tend to nullify previous policies and procedures; therefore, student use of previously published guidelines, such as found in the Student Handbook and Catalog under which a student matriculates and uses for academic program completion, cannot be used as a defense for not meeting current financial aid standards, deadlines, and procedures if those guidelines have been superseded.

## If You Need Further Information

You can contact the Financial Aid Office for more information concerning your eligibility and how to apply for aid at 618-468-2223, or [finaid@lc.edu](mailto:finaid@lc.edu). You may also contact:

**U.S. Department of Education: 800-433-3243 ([www.ed.gov](http://www.ed.gov)) TDD number is 800-730-8913**

- Free Application for Federal Student Aid (FAFSA)
- Federal Student Aid Programs (Pell Grant, Federal Work Study, Federal Direct Student Loans)

**Illinois Student Assistance Commission (ISAC): 800-899-4722 ([www.isac.org](http://www.isac.org))**

- Monetary Award Program (MAP)
- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Other ISAC administered programs

# Veteran & Service Member Education Benefits

L&C is approved by the Department of Defense and the Illinois Department of Veterans Affairs' State Approving Agency (SAA) to process veteran and service member education benefits and, in that capacity, certifies veteran and service member students to receive education benefits for associate degree programs and some non-degree programs. Contact a L&C VA Certifying Official in Financial Aid, Baldwin Hall, Room 2450, 618-468-2223 for further information. All veteran and service member education benefit recipients must:

- Submit a completed application for admission to L&C to the Enrollment Center, Baldwin Hall, Room 1450, Lewis and Clark Community College, Godfrey, IL 62035-2466, or on-line at [www.lc.edu](http://www.lc.edu).
- Submit official academic transcripts of any previous college work or schooling including college courses taken while in the military and any military training for which you would like to receive college credit. Official transcripts must be sent directly to the Enrollment Center from the school you attended. Military training transcripts must be requested through Joint Services Transcript (<https://jst.doded.mil>) and <http://www.airuniversity.af.edu/Barnes/CCAF> (Air Force only).
- Complete the appropriate application(s) for state and/or federal veteran and service member education benefits. Service members who plan to utilize Tuition Assistance should contact the Educational Services Officer in their particular branch of service prior to enrolling. Contact a L&C VA Certifying Official in Financial Aid for assistance. Veterans and service members may also be eligible for financial aid in addition to state and/or federal education benefits for which they are entitled.

## Veteran and Service Member Education Programs

The following are summaries of several state and federal education programs at L&C. Since these programs are always subject to change, for the most current information go to: [www2.illinois.gov/veterans/benefits/Pages?education.aspx](http://www2.illinois.gov/veterans/benefits/Pages?education.aspx) or [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

**Chapter 30** - The Montgomery GI Bill® provides up to 36 months of education benefits to eligible veterans who entered active duty for the first time after June 30, 1985; received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of their first obligated period of service; received an honorable discharge; continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

**Chapter 31** - The Vocational Rehabilitation & Employment Vet Success Program (Voc Rehab) is for those veterans with a service-connected disability that creates an obstacle to employment. The purpose of Voc Rehab is simple: Assist service-disabled veterans to train for, find and hold down a suitable job, or achieve independence in daily living. Chapter 31 recipients need approval from their assigned VA counselor each semester in order to receive benefits.

**Chapter 33** - The Post 9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Veterans must have received an Honorable Discharge to be eligible for the Post-9/11 GI Bill®. You may be able to transfer benefits to your spouse or dependent children.

**Chapter 35** - This program is for survivors and dependents of veterans, who died on active duty, died of a service-connected disability, are missing in action or were captured in the line of duty by a hostile force, or are totally and permanently disabled.

**Chapter 1606** - The Montgomery GI Bill® - Selected Reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard.

**Chapter 1607** - The Reserve Educational Assistance Program (REAP) is an education program that provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve (IRR) and National Guard, who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.

**Illinois Veterans Grant (IVG)** - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to [www.illinois.gov/veterans/benefits/Pages/education](http://www.illinois.gov/veterans/benefits/Pages/education). Grant recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

**Illinois National Guard (ING) Grant** - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to: [www.illinois.gov/veterans/benefits/Pages/education](http://www.illinois.gov/veterans/benefits/Pages/education). Grant recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

**Illinois MIA-POW Scholarship** - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to [www.illinois.gov/veterans/benefits/Pages/education](http://www.illinois.gov/veterans/benefits/Pages/education). Scholarship recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

**Tutorial Assistance** - For information on VA tutorial assistance, contact the L&C VA Certifying Official in Financial Aid or the L&C Veterans Services Office. Additionally, L&C offers free tutoring in many academic fields through the Student Success Center. Contact them at 618-468-4772 or [www.lc.edu/ssc](http://www.lc.edu/ssc).

**Veterans Administration Work-Study Program** - VA Work-Study jobs are available both on- and off-campus for veterans receiving education benefits and who are enrolled at least three-quarter time (9 or more credit hours). Contact a VA Certifying Official in Financial Aid or L&C Veterans Services for additional information.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).



## Veteran and Service Member Rate of Attendance

Once a veteran or service member has set his/her education goal, satisfactory progress is expected toward that goal. L&C is required by law to report all changes in status, whether that change is withdrawing from a class, adding a class, unsatisfactory academic progress, academic suspension, or withdrawal from all classes. Financial Aid Satisfactory Academic Progress standards for good standing, warning, and suspension are also applicable to all veteran and service member students receiving education benefits. (See the Financial Aid section on Satisfactory Academic Progress for details.)

General studies and community education courses that are not required for a degree are not eligible for VA federal education benefits, nor will courses taken outside your major be used to determine enrollment status for federal education benefits. You should always consult an Academic Advisor prior to registering each semester to make sure the courses you are taking apply to your approved program of study.

All veterans and service members must notify the L&C VA Certifying Official in Financial Aid before withdrawing from classes or adding classes in order to learn how the change may affect benefits. Changes in enrollment status may change monthly benefit amounts. Depending on the circumstances involved, benefits may be reduced effective with the change or they may be reduced retroactively, resulting in money owed back to the VA or the state.

Each semester, all veterans and service members attending L&C and receiving education benefits from the VA or the State of IL must complete a "Certification Request" form and submit it to L&C Financial Aid. In addition, each semester you must submit a copy of your class schedule to L&C Financial Aid. These two documents initiate your L&C certification to the VA/State of IL for education benefits for the upcoming semester. If you do not submit the documents to L&C Financial Aid, you will not be certified as a student and your benefits will not flow. If you have questions, please contact a L&C VA Certifying Official in Financial Aid or the Veterans Services office.

## Veteran and Service Member Terms and Concepts

Please review the following terms and concepts to help you secure and maintain your eligibility for education benefits:

**Advance Pay** - You can apply for advance pay 30-60 days before a semester begins so money may be available to help pay for books, but tuition should be paid first. You cannot apply for advance pay if you are a continuing student.

**Break Pay/Interval Pay** - If you are a continuing veteran student, according to current law, you will not be paid for the break periods between any terms.

**Change of Program** - If you change your major, it must be reported to the VARO by the L&C VA Certifying Official in Financial Aid. However, if you change to a similar major and there is no substantial loss of credit, the VA will not consider this a program change. The VA allows one program change. Second and subsequent program changes must have VA counselor documentation in order to obtain VA approval. It is your responsibility to inform L&C Financial Aid of any change of program you make even if you already discussed the change with an L&C Academic Advisor or your Program Coordinator.

**Enrollment Status** - During fall and spring semesters, 6-8 credit hours are considered half time, 9-11 credit hours are considered three-quarter time, and 12 or more credit hours are considered full time. For eight-week courses and Summer semesters, enrollment status is based on the number of 50-minute class sessions per week and follows the above criteria for credit hours. You should always be certain of the number of credit hours you are receiving for the courses and the length of the courses. For example, if an eight-week course ends and you don't have another course scheduled to begin, you could drop below one of the enrollment thresholds and therefore your benefits would be reduced for the remainder of the semester. Utilizing the services of a L&C Academic Advisor each semester will help ensure you do not encounter credit hour issues.

**Financial Aid for Veterans and Service Members** - It is possible to receive either veteran or service member education benefits and federal or state financial aid. All veterans and service members are encouraged to apply for financial aid online using the Free Application for Federal Student Aid (FAFSA) application ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If you have recently been discharged, be sure to inquire about an Expected Family Contribution (EFC) adjustment to determine eligibility. Contact L&C Financial Aid with any FAFSA questions.

**VA Monthly Benefits** - The monthly payment amounts vary by program and enrollment status. The most current payment information can be found online at [www.qibill.va.gov](http://www.qibill.va.gov).

**Previous College Credit** - College credit received from previous educational institutions attended must be evaluated for your L&C program. It is best to have previous coursework evaluated upon initial submission of paperwork to the VA, though a one-semester grace period is allowed. Students must register early and see a L&C Academic Advisor to have this evaluation done in a timely fashion.

**Military Training/Experience** - College credit for military training and/or experience may be granted to students once they have completed at least one semester hour of L&C credit. L&C will award, upon request, three semester credit hours in Health and two semester credit hours in Physical Education (free of charge) to veterans who served at least one year on active duty and received an Honorable or General Discharge. To receive credit for other military training and/or experience, students need to supply L&C's Enrollment Center with appropriate documentation, such as DD-214s, official military transcripts, training certificates with course description, etc. After L&C receives all necessary documentation, an evaluation is made by L&C using the American Council on Education (ACE) guidelines. The student may also be interviewed as part of the evaluation process. Credit cannot be granted for military training and/or experience that does not equate to L&C courses. Because this evaluation process can be complicated and time consuming, please start it early. Veteran and service member students should be aware that receiving credit for military training/experience may have an impact on financial aid awards and/or VA education benefits. You are encouraged to contact the L&C VA Certifying Official in Financial Aid to discuss any potential unintended consequences.

**Remedial Courses** - Generally, most veteran and service member students can receive benefits for remedial courses if they are required before enrolling in college level courses; however, these courses cannot be taken online. Contact the L&C VA Certifying Official in Financial Aid for additional information.

**Repeat Courses** - Repeat courses may or may not be approved for benefits depending on the previous grade obtained and program requirements. Contact the L&C VA Certifying Official in Financial Aid for additional information.

## Additional Veteran and Service Member Contact Information

If you have questions about your eligibility for federal or state education benefits based on military service, contact the L&C VA Certifying Official in Financial Aid, L&C Veterans Services, or one of the following offices:

### U.S. Department of Veteran Affairs

P.O. Box 66830  
St. Louis, MO 63166-6830  
(888 GI BILL1) or 314-442-4551  
[www.gibill.va.gov](http://www.gibill.va.gov)

### IL Department of Veterans' Affairs (DVA)

833 South Spring Street  
Springfield, IL 62794-9432  
217-782-6641  
[www2.illinois.gov/veterans](http://www2.illinois.gov/veterans)

### IL DVA Service Office

231 East Edwardsville Road  
Wood River, IL 62095  
618-259-9790  
[vaoffice.madison@illinois.gov](mailto:vaoffice.madison@illinois.gov)

### VA Vocational Rehabilitation and Employment

521 West Main Street, Suite 15  
Belleville, IL 62220  
618-239-0087

For more useful links and phone numbers, go to [www.lc.edu/veterans](http://www.lc.edu/veterans)

## Veterans Services Department

L&C continues to be recognized as a Military Friendly School by G.I. Jobs magazine. We are proud of that accomplishment and we will continue to support veterans and service members as they pursue their education goals at L&C.

We established a Veterans Resource Center (VRC) on the Godfrey Campus in Caldwell Hall 4335. The center has computers, a printer/scanner/copier, phone, TV, a couch and chairs, lots of brochures and pamphlets, and free bottled water. There is also a VRC on the Nelson Campus in N4, Room 213.

In addition to designating a Financial Aid Advisor to focus on assisting veterans and service members, we have established our Veterans Services Department in Baldwin Hall 2418.

This office is managed by a veteran who himself used state and federal education assistance to obtain a college degree. His job is to assist you during your time at L&C. He will supplement the work of the Enrollment, Advising, and Financial Aid departments in meeting your needs. He will serve as a liaison and advocate for you with other L&C departments, faculty and staff. He is available to confidentially discuss personal issues that are affecting your ability to carry out your education mission and will make referrals as needed to campus and/or community assistance.

Please make contact at some point during the semester. You can just stop by to say hello and be assured you have an advocate on campus. You will also find a variety of information on the tables outside the office and at [www.lc.edu/veterans](http://www.lc.edu/veterans). Terry Lane is the Director of Career and Veterans Services and may be contacted at 618-468-5500 or [tdlane@lc.edu](mailto:tdlane@lc.edu).

# Scholarship Opportunities

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Lewis and Clark Community College and the Lewis and Clark Community College Foundation together award more than 150 scholarships each academic year valued around \$422,000. Nearly half are for full tuition and fees, approximately a \$4,500 value for a full-time student. The scholarships administered by the college are guided by the philosophy that scholarships will be distributed to qualified students as widely as possible. All students are encouraged to apply for a scholarship. Scholarships established by private donors and L&C Trustees exist for students of all ages, abilities, levels of academic standing and full or part-time enrollment status. The online application is available at [www.lc.edu/scholarships](http://www.lc.edu/scholarships). Students complete one online form. The online application automatically matches scholarships to qualifying applicants. The application process begins each November, with the application deadline in March. Students are notified in May of their awards for the upcoming academic year. To apply or learn more, visit [www.lc.edu/scholarships](http://www.lc.edu/scholarships), or contact the Financial Aid office at 618-468-2223, or the Foundation office at 618-468-2011.

## Other Grants/Scholarships Administered by the Illinois Student Assistance Commission, the State of Illinois and/or Illinois Counties, and Other Groups

Please see Grant/Scholarship descriptions for contact information.

**Calvin and Juanita Ritchey Whitlock Education Foundation** - Multiple scholarships are available for Jersey County residents who can show residency in Jersey County at their birth and graduation from Jersey Community High School, Southwestern High School, successful completion of a GED with a score of 2500 or higher on the GED test, or a score of 2500 or higher on the GED test if home-schooled. Applicants must have a GPA of at least 2.0, and be enrolled in 12 or more credit hours. Applicants may receive no more than \$3,000 in scholarship funds for any given school year. The number of awards granted annually will vary based upon available funds. Applications are available through Jersey State Bank in Jerseyville, IL.

**Illinois Department of Public Health Nursing Education Scholarship** - Applicant must be a resident of Illinois for at least one year prior to application; be a U.S. citizen or lawful permanent resident alien of the United States; be enrolled in or accepted for admission to a nursing program in Illinois that is approved by the Illinois Department of Financial and Professional Regulation or the Illinois Board of Higher Education; contact program staff to see which schools are approved by the Illinois Board of Higher Education; demonstrate financial need based on the applicant's Student Aid Report; and agree to the nurse employment or nurse educator employment obligation. Applications are available <http://dph.illinois.gov/topics-services/life-stages-populations/rural-underserved-populations/nursing-education-scholarship-program>. Application submission period is March 1, 2021 through April 30, 2021.

**Illinois MIA-POW Scholarship** - Available through the Illinois Department of Veterans' Affairs to any spouse, natural child, legally adopted child, or any child in legal custody of an Illinois resident prior to or during the time the U.S. Department of Defense has declared such serviceman or service woman to be a prisoner of war, a person missing in action, a person killed in service, a person who died as a result of a service-connected disability or a serviceman or service woman who has been declared by the U.S. Department of Defense or the U.S. Veterans' Administration to be permanently disabled with 100 percent disability. Recipients may be able to receive other financial aid including a Federal Pell Grant. Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

**Illinois National Guard (ING) Grant** - Basically limited to active NG members who have served at least one year in the Illinois National Guard, but check eligibility details. This grant pays for tuition and activity fees only. Student must be enrolled at least half-time (6 hours or more) each semester. Online applications are available at [www.isac.org](http://www.isac.org). Students cannot use ISAC MAP if eligible for the IL National Guard Grant. The deadline dates for submitting applications and school changes are as follows:

First semester (full academic year)	October 1
Second semester	March 1
Summer term	June 15

A new application is required to establish your eligibility each academic year. Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

**Illinois Veterans' Grant (IVG)** - Limited to veterans who were Illinois residents at the time of entry in the military service, who returned to Illinois as permanent residents within six months following discharge from the military service, who were honorably discharged, and whose DD-214 separation paper indicates one year or more of continuous active duty in the U.S. Armed Forces. Effective September 15, 2004, any member of the Illinois National Guard or a Reserve component of the U.S. Armed Forces who meets the eligibility requirements is considered a qualified applicant for the IVG Program, along with Illinois veterans or members of the U. S. Armed Forces. This grant pays tuition and some fees. Usage for the grant is computed on a point system with a 120 unit maximum. One hundred twenty (120) units are equivalent to four academic years of full-time enrollment. IVG does not cover course fees, lab fees, or late fees. Online applications are available at [www.isac.org](http://www.isac.org). Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

**Madison County Economic Development Scholarship** - A \$1,500 scholarship for the academic year (\$750 for fall and \$750 for spring) to the applicant(s) who demonstrate financial need (as defined by the Madison County Economic Development), who have lived the majority of their life in Madison County, and meet academic standards. This scholarship will first be applied to unpaid balances in the following order: Tuition and fees, books and supplies. Any unused amounts will be disbursed to the student. L&C Financial Aid Committee recommends the top applicants and the Madison County Board selects the recipient(s). This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. The application deadline is tentatively the last Friday in April.

**Reserve Officer Training Commission (ROTC) Scholarship** - Three annual awards are available to students who transfer from Lewis and Clark Community College to a senior state university or college. Contact the ROTC office at the school to which you are transferring. For full consideration, the L&C Financial Aid Office must receive a nomination from your college or university. Note: A recipient of a scholarship or award

that pays for tuition and fees only cannot receive a tuition reimbursement if a second scholarship or award is also received that pays tuition and fees only. For example, the recipient may not receive a tuition reimbursement from the ISAC MAP award if an L&C award has been granted. If a MAP grant is awarded, tuition will be charged to MAP and the scholarship or award will be reimbursed. There are some exceptions. Students may also receive Federal Pell Grants if they are receiving a L&C, L&C Foundation, or a private donor scholarship because Pell Grants can be used for other education expenses. Scholarship recipients may also be eligible for Federal Work Study and student loans. L&C tuition waivers cannot be used to pay tuition at another college for cooperative or concurrent enrollment programs. Contact the L&C Financial Aid Office for further information.

## **Are There Other Scholarships Available?**

L&C posts and distributes new scholarship information around campus as it is received. Information is also forwarded to the L&C student radio station, WLCA, and to the L&C student newspaper, The Bridge, as well as to local newspapers. Students should also do their own research on scholarships offered by foundations, religious organizations, fraternities or sororities, community clubs, and professional organizations. The internet is a great resource to search for scholarship information. Please see the Financial Aid section of the college's website for more details.

## **Other Student Employment Opportunities**

Institutional Student Employment - This is an employment program which is not based on financial need and which requires a student to be enrolled in at least one credit hour in the term for which work is performed. Contact the Financial Aid Office for further information.

## **Other Resources**

### **Workforce Innovation and Opportunity Act (WIOA)**

The WIOA grant is for underemployed, unemployed, under-skilled and unskilled students. WIOA entities also certify Dislocated Worker status for Title IV and ISAC aid applicants. Contact your county WIOA office at:

Southwestern IL workNet Center (Madison, Bond, Jersey, Greene), 101 East Edwardsville Road, Wood River, IL 62095, 618-296-4301

The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, Montgomery), 116 South Plum, Carlinville, IL 62626, 217-854-9642

### **Employers**

Many local employers will also provide educational assistance to employees or their dependents through grants, scholarships, tuition reimbursements, etc. Contact your employer for details. Please be advised that if you live out of L&C's district, but work 35 hours per week at an employer within the district, you may be eligible for the lower in district tuition rate. Contact the Enrollment Center for forms and procedures.

### **Educational Opportunity Center (EOC)**

The EOC will help adult students research and apply for college admissions, scholarships, financial aid, and helps re-establish aid eligibility for those students with defaulted loans. These services are not available to those who are eligible for the L&C Talent Search Program. The EOC can be reached at: 11 West Third Street, Alton, IL 62002 618-465-5124

### **Illinois Department of Human Services Division of Rehabilitation Services (DORS)**

The DORS program may assist qualified individuals with the cost of education. If you have a disabling condition and want to develop employability skills, contact: 606 W. St. Louis Avenue, East Alton, IL 62024 618-258-9996

# Academic Information

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## Student Responsibilities

You are responsible for following all policies and meeting all requirements and deadlines for enrollment, course withdrawal, and graduation. Policies are subject to change. It is your responsibility to be familiar with the information presented in the Student Handbook and Catalog, and to know and observe all regulations and procedures relating to the program you are pursuing. In no case will a regulation be waived or an exception granted because you plead ignorance of, or contend that you were not informed of the regulations or procedures.

- Academic Standards
- Attendance
- Auditing a Course
- Classification of Students
- Course Load
- Courses from a Non-Accredited Institution
- Credit for Prior Learning
- Grade Point Average (GPA)
- Grades
- Graduation
- Honors
- Honors College
- Repeating Courses
- Waitlist Policy
- Withdrawing from a Course

## Academic Standards

All students are expected to make satisfactory academic progress, and the standards are as follows:

**Good Standing:** To be in good standing you must maintain a cumulative grade point average (GPA) of 2.0 or higher. Failure to do so may result in the following.

**Academic Probation:** If you have attempted any credit hours at L&C (including transfer hours accepted by L&C), you will be placed on academic probation if you meet one of the following conditions: (a) your cumulative grade point average is lower than 1.75 and the total number of credit hours attempted at L&C plus any transfer hours accepted by L&C is less than 16; or (b) your cumulative grade point average is lower than 2.00 and the total number of credit hours attempted at L&C plus any transfer hours accepted by L&C is 16 or more. To be removed from probation, you must raise your cumulative GPA to the required level. If you are placed on probation you should seek academic help from the Counseling office. You will be required to meet with an advisor prior to registering for classes. You are also limited to a maximum of 14 credit hours for fall and spring semesters and seven credit hours in the summer while you are on probation.

**Academic Suspension:** If, while on probation, your cumulative GPA stays below 2.00 and you have 24 or more credit hours attempted (including transfer hours accepted by L&C) and your semester GPA drops below 2.00, you will be placed on suspension. Students on academic suspension are required to develop a Student Success plan with an advisor which could include repeating courses or limiting the number of courses taken in the next semester or sitting out for one semester. While it is recommended that you work with an advisor and continue working toward a degree or certificate, you may not be eligible for financial aid while your GPA is below 2.0. If you are suspended in the fall semester you cannot register for the spring semester if you do not develop a Student Success plan with your advisor. If you are suspended in the spring semester you cannot register for the following semester (either summer or fall) if you do not develop a Student Success plan with your advisor. If you are suspended in the Summer session you cannot register for the fall semester if you do not develop a Student Success plan with your advisor.

**Academic Renewal:** Students with a GPA below 2.0 at L&C and who have not enrolled at the college for four or more years may apply to the Director of Enrollment and Advising for academic renewal. If approved, all prior L&C grades will be voided with a "W" placed in front of each grade on the academic transcript. Academic renewal pertains to Lewis and Clark only and not to any other college or university the student may attend. Financial aid status is not affected by academic renewal. Students who have received degrees or certificates from L&C may not be eligible for academic renewal. Once academic renewal has been awarded and posted on the student's transcript, it cannot be reversed. Academic Renewal may only be done once.

**Transfer Students:** The academic standards of L&C apply to transfer students who have been accepted on the basis of total hours transferred from the institution attended. Credit hours (but not grade points) you have earned at the previous institution will be included for satisfaction of L&C graduation and academic standards requirements.

## Attendance

Class absences seriously disrupt your progress in a course and visibly diminish the quality of classroom interaction which is so important. There is also a close relationship between the number of absences and your final grade. Our data show that 80% of students who miss the first day of class fail or withdraw from the course. Although an occasional absence may be unavoidable, it in no way excuses you from meeting the requirements of the course. You are responsible both for completing any work you miss and for preparing for the next class. Your instructor may allow full credit, partial credit, or no credit at all for work you complete late. Your Course Outline specifies the instructor's attendance policy.

## Auditing a Course

You may register to audit a course during the week prior to the start of the course. We suggest that you meet the course prerequisite or obtain permission from the instructor. You **MUST** indicate on your registration form that you are auditing the course. Once a class has begun, the period for audit registration has expired.

If auditing a course, you are expected to attend regularly. However, you do not have to take examinations, and will not receive college credit. A record of audit will be entered on your transcript as AU with no college credit given. It cannot later be converted to a letter grade with college credit.

You must pay full tuition and fees for an audit. You cannot receive financial aid, scholarships, nor veterans educational benefits for audited courses. For additional information, contact the Enrollment Center, Baldwin 1450.



## Classification of Students

You will be classified as follows:

- Freshman: A student who has earned fewer than 28 credit hours.
- Sophomore: A student who has earned 28 or more credit hours.
- Full-Time Student: A student enrolled for 12 or more credit hours.
- Part-Time Student: A student enrolled for fewer than 12 credit hours.

## Course Load

You are considered a full-time student if you are registered for at least 12 credit hours in the fall or spring semester or for at least 6 credit hours in the Summer semester. The majority of associate degree programs are 60 credit hours. Enrolling in 15 credit hours in the fall and spring semesters, increases the likelihood of graduating in four semesters or two years. However, you may register for a maximum of 18 credit hours (with the exception of the Dental Assisting Program) in the fall or spring semesters or for a maximum of 12 credit hours during the Summer sessions. Overload hours beyond these maximums require the permission of an Enrollment Center manager. If on academic probation, you will be required to meet with an advisor prior to registering for classes. You are also limited to a maximum of fourteen credit hours for fall and spring semesters and eight credit hours in the summer while you are on probation.

## Courses from a Non-Accredited Institution

L&C does not accept transfer courses from non-accredited institutions. The definition of a "non-accredited" institution is a post-secondary educational institution that is not accredited by one of the six regional associations of higher education.

## Credit for Prior Learning

Academic credits may be earned through a variety of prior learning assessments. These credits may be added to earned credits and used to satisfy program requirements resulting in a certificate, a degree, and/or a transfer to other colleges. In addition to transferring credits earned while attending other accredited institutions, persons may have earned credits (general occupational) for established professional knowledge and skill development through military training and work life experience. If the student earns a score on a proficiency test that demonstrates knowledge at the level established by L&C, proficiency credit may be entered on the student's transcript. A person seeking credit for prior learning at L&C must be enrolled prior to awarding credit for prior learning. These credits might not transfer to other colleges. Credit for Prior Learning is counted toward graduation but is limited to no more than 50 percent of the credit hours required for an associate's degree or a certificate of proficiency. The credit is not included in the calculation of the grade point average and may not be used to establish full-time eligible status. An appointment with an academic advisor in the Enrollment Center, Baldwin Hall 1450, is encouraged. Please call 618-468-2222 to schedule an appointment. The following procedures may be used in obtaining proficiency credits:

**Advanced Placement (AP) Program** - The Advanced Placement program is sponsored by the College Board and gives secondary school students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many AP subjects. Scores from AP examinations should be submitted to the Enrollment Center, Baldwin Hall 1450. An amendment to the College and Career Success for All Students Act in fall 2015 provides that a student who takes a College Board Advanced Placement examination and receives a score of 3 or higher on the examination is entitled to receive postsecondary level course credit at a public institution of higher education. It requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. L&C will grant credit for eligible AP tests at \$10 per credit hour.

**College Level Examination Program (CLEP)** - The College Level Examination Program is a national credit-by-examination program that offers an individual the opportunity to obtain recognition for college-level achievement. Through CLEP, a person can demonstrate knowledge that merits academic credit. On-the-job experience, military training, personal study, or distance learning are some of the sources that can prepare an individual to earn college credit. Anyone may take the CLEP test, no matter where or how a person has learned. To determine if the CLEP credit will meet general education requirements, check with an academic advisor. Science courses credited by CLEP will not meet L&C's general education lab science requirements. Test credit will not be allowed when students have previously received credit in equivalent courses. In addition, test credit will not be granted when students are currently enrolled in an equivalent course, or a higher level course. The non-refundable \$87 CLEP test fee must be paid in advance of taking the test, along with an additional \$15 test-proctoring fee. L&C will transcribe proficiency credit for eligible CLEP exams at \$10 per credit hour. For a current list of courses available for CLEP credit or to register to take a CLEP test contact the Assessment Center, Baldwin Hall 1442, 618-468-5220.

**International Baccalaureate (IB) Program** - The International Baccalaureate Program gives students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many IB subjects. Scores from IB examinations should be submitted to the Enrollment Center, Baldwin Hall 1450. Scores of 4 or higher on International Baccalaureate Diploma Program examinations shall be accepted for credit to satisfy elective, general education requirements, or major requirements. The L&C Enrollment Center can provide information on the scores required to receive credit for those purposes. L&C will grant credit for eligible IB tests at \$10 per credit hour.

**Military Credit** - Among the methods of earning credit for veterans and service members are the Defense Subject Standard Tests (DSST), formerly known as Defense Activity for Non-traditional Education Support tests (DANTES), and credit based on the completion of courses at service schools, transcribed on a Joint Services Transcript and that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education (ACE). The DSST program is a national, credit-by-exam program offered by Prometric. The DSST examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. L&C will grant credit for eligible DSST tests at \$10 per credit hour. Service members, veterans, and their dependents are encouraged to consult with their Base Education Services Office or with the L&C Veterans Services Office in Baldwin Hall 2418, 618-468-5500. Students who have had one year of active duty and an honorable discharge automatically qualify for three credits in health education and two credits in physical education at no charge. Credit is determined from documentation supplied by the student's official discharge document (DD214) which must be presented to the L&C Enrollment Center.

**Institutionally Prepared Proficiency Exams** - Students may also earn credit in a number of disciplines through institutionally prepared proficiency examinations. Proficiency exams are not available for all courses and are offered at the discretion of the program coordinator/faculty. Students may not take a proficiency exam for a course in which they were previously enrolled and received a grade of D, F, W, or I. Students may only attempt a proficiency exam one time for any particular course and may not take a proficiency exam after the first week of a course in which they are currently enrolled. Students seeking to take a proficiency exam must register for the exam through the Main Campus Enrollment Center, the Nelson Campus, a Community Education Center, or online. A non-refundable \$50 fee will be charged for each proficiency exam. L&C will transcribe proficiency credit at \$10 per credit hour. Both the exam fee and the credit hour fee must be paid prior to testing. Proof of payment will be required at the time of testing. If a student fails the proficiency exam, the student should complete a refund form and the transcription fee will be refunded through the Bursar's Office. Examinations may not be administered to students who have passed a higher level course than the one for which the proficiency is requested unless specifically approved in advance by the dean responsible for that program area. In all cases, credit to be granted for successful completion of tests will be determined by the program coordinator and his/her dean. Credit earned through examinations cannot duplicate credit earned in college course work. Exceptions to any of the procedures noted in this section must be discussed with the appropriate dean. Proficiency examinations are taken at times set by the program coordinator and are administered by the Assessment Center. For more information about proficiency credit, contact the appropriate program coordinator and/or her/his dean. Proficiency exams may be taken for the following courses: CIS 135, CIS 260, ENGL 131, FREN 131, FREN 132, FREN 231, FREN 232, GERM 131, GERM 132, GERM 231, GERM 232, BTEC 120, SPAN 131, SPAN 132, SPAN 231, and SPAN 232.

**State Seal of Biliteracy** - The Illinois State Seal of Biliteracy gives secondary school students the opportunity to demonstrate proficiency in a foreign language that equates to college credit. High school programs encourage qualified students to complete standardized assessments to establish proficiency. The State Seal of Biliteracy is transcribed by the high school and under state statute; public community colleges and universities must accept the seal as equivalent to foreign language course credit. L&C accepts the State Seal of Biliteracy and will transcribe Proficiency (P) credit earned in the Elementary foreign language courses, I and II, in Spanish, French and German. High school graduates who earn a State Seal of Biliteracy must request foreign language course credit within three academic years after graduating from high school. Qualified students are encouraged to meet with an academic advisor in the Enrollment Center, Baldwin Hall 1450.

## Grade Point Average (GPA)

We use a quality point average system based on 4.0, which equals an "A." "B" equals 3.0, "C" equals 2.0, and "D" equals 1.0. The overall grade point average is computed by dividing the total quality points earned by the total credit hours completed. For example:

1 credit hour of A = $1 \times 4.0 =$	4 quality points
4 credit hours of B = $4 \times 3.0 =$	12 quality points
6 credit hours of C = $6 \times 2.0 =$	12 quality points
2 credit hours of D = $2 \times 1.0 =$	2 quality points
<hr/>	
13 credit hours	30 quality points
30 divided by 13 =	2.308 GPA

PR, AU, I, S, W, and X are not counted when computing your GPA.

## Grades

The following letter grades are used at L&C:

A	Superior Performance
AU	Audit, no credit
B	Good Performance
C	Average Performance
D	Poor Performance (may not qualify as a passing grade in some programs)
F	Failing the Course
I	Incomplete. Student in good standing who did not complete the requirements of the course due to extenuating circumstances. Work must be completed at least two weeks prior to the end of the next regular semester (Summer sessions not included) or a grade of F will automatically be recorded on the transcript.
P	Proficiency credit earned
PR	Progress - Re-enroll, made progress but did not successfully complete course. Generally awarded only in developmental education courses at the discretion of the instructor. No credit earned and no grade point value. Can be awarded twice per course.
S	Satisfactory. Awarded for completion of those courses designated as pass/fail.
W	Withdrawal
WA, WB, WC, WD, WF, WI, WS, WX, WPR	Identifies grades forgiven through Academic Renewal
X	Unsatisfactory. Indicates failure to satisfactorily complete the requirements of a designated pass/fail course.
ZA, ZC, ZD, ZL, ZM, ZN, ZP	Proficiency credit earned from the Advanced Placement program (ZA), the College Level Examination Program (ZC), the Defense Subject Standard Test and/or Defense Activity for Non-traditional Education Support Test (ZD), life experiences (ZL), the military (ZM), non-accredited institutions (ZN), and institutionally-prepared proficiency exams (ZP).

### Grade Changes

Students that believe they have received a grade in error have a maximum of two years to request a grade change. This includes late withdrawals in which a previously earned grade is changed to a W. Requests should be made to the Director of Enrollment and Advising and must include supporting documentation explaining why a grade change is necessary.

### Grade Reports

Reports indicate a letter grade for each course, a grade point average, and a cumulative grade point average of all work attempted and credit earned. Grade reports are available on Lewis and Clark's website through Student Planner and are no longer routinely mailed to students. Students who need a hard copy of their final grades should contact the Enrollment Center and a grade report will be mailed to their homes at the end of the term, or they may request an official transcript.

## Graduation

### General Graduation Requirements

- Have all, if any, high school and post-secondary transcripts sent directly to the Enrollment Center from those institutions.
- Successfully complete the prescribed minimum number of credit hours.
- Successfully complete the human relations course requirement under State of Illinois Public Act 87-581 for any of the transfer degrees.
- Complete a minimum of 15 credit hours of the degree at L&C to fulfill the residency requirement. For the AAS degree, all 15 hours must be core program courses, not general education courses. For the Certificate of Proficiency, 9 hours must be core program courses, not general education courses. For the Certificate of Completion, 6 hours must be core program courses, not general education courses.
- Achieve a minimum grade point average of C or 2.00 for courses attempted at L&C subject to the academic standards.
- Pay all financial obligations to L&C.
- Be sure that all incomplete grades are assigned a regular grade.

NOTE: Graduation requirements for an Associate in General Studies degree vary. Make an appointment with a counselor at 618-468-4121 for details.

### Posthumous Degree Policy

In the case of a student's death, the student's academic record will be reviewed. Students who have been approved to graduate will be awarded the certificate or Associate's Degree for which the student is eligible. Deceased students who have completed a minimum of 45 graduation hours toward any Associate's Degree or have completed a minimum of 75% of a certificate program at the time of the student's death are also eligible for a posthumous degree or certificate award.

### Degree Completion Requirements

- No student may graduate using the requirements of a L&C catalog that is more than six years old prior to the date of graduation.
- Any exception or waiver of these requirements must be approved by the Academic Vice President.
- To become eligible to receive a certificate in a career program at L&C, please refer to the Career Programs section of this catalog.

### Graduation Procedure - Follow these steps:

1. Apply for Graduation - Fill out the on-line graduation application through Student Planner by the appropriate deadline date as shown below. If interested in participating in the Commencement Ceremony in May, you will need to order your cap and gown online when completing the graduation application.

Graduation Date	Application Deadline
Fall Semester Graduation	November 15
Spring Semester Graduation	February 15
Summer Graduation	March 15

2. Complete Course Requirements Listed on Your Program Evaluation - You will not receive any further correspondence from the college regarding the requirements. It is your responsibility to complete the requirements listed on your program evaluation. If you fail or withdraw from required courses, contact the L&C Registrar at 618-468-5110 immediately to change your graduation date.

**Other Important Graduation Information** - After the semester ends in which you plan to graduate, the Registrar will certify your graduation. Your transcript will be updated to show your degree, and your diploma will be predated. If the Registrar is unable to certify your graduation, you will be informed by email. If problems can be resolved, your graduation will be certified by mid-term of the following semester. Otherwise, you will need to be reapplied for the following semester by the Registrar or your graduation file will remain inactive.

If you need any waivers or substitutions, it is your responsibility to contact your faculty advisor or program coordinator and be sure the proper forms are initiated and processed. This step must be completed prior to applying for graduation. The Registrar will send you a copy when the process is complete.

In March, candidates for graduation are sent informational packets containing information needed to participate in commencement. All graduates are encouraged to attend the commencement ceremonies in May in the Hatheway Cultural Center. The Registrar will inform you by email when your diploma is ready for pick up.

## Honors

### You will be named to the Dean's List if you:

- are enrolled in twelve or more credit hours and earn a semester GPA between 3.250 and 3.749, or
- have accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA between 3.250 and 3.749.

### You will be named to the President's List if you:

- are enrolled in twelve or more credit hours and earn a semester GPA of 3.750 or higher, or
- have accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA of 3.750 or higher.

**Graduation Honors** - If you graduate with a cumulative grade point average of between 3.250 and 3.749, you will graduate with honors. With a cumulative grade point average of 3.750 or higher, you will graduate with high honors. If you graduate with honors or high honors, the designation will appear on your transcript and diploma.

## Honors College

The Honors College at Lewis and Clark provides an opportunity for students with outstanding potential to complete their first two years of a four-year degree while saving thousands of dollars and taking advantage of other benefits offered by a community college, including small class sizes and faculty mentorship opportunities.

This program enhances the college experience through honors courses, service and social opportunities and a culminating undergraduate research project and symposium. Students move through the program together as a cohort with 10-20 peers, and work closely with a designated transfer advisor and faculty mentor throughout their two years at L&C to guide a smooth transfer to their four-year university. For best results, students should declare a transfer school upon admission to this program.

Upon graduation, students will have earned an Associate in Science or Associate in Arts degree, with a special honors designation at Commencement and on their college transcript.

## Repeating Courses

You may attempt any course three times in which you earn a "PR", "D", "W", "X" or an "F" except in certain programs where specific repeat policies are identified. Only the highest grade earned will be computed into your Grade Point Average (GPA). If you are unsuccessful in the third take of the course, you will be blocked from future registrations for the course. You may appeal by meeting with an academic advisor. If the advisor approves another registration in this course, you will be required to pay the equivalent of the out-of-district tuition rate.

**Note:** If the last attempt of the course has been four years or more, the student can have another three attempts before the out-of-district rate is applied.

If you successfully pass a course (earn a grade of "C" or higher) and want to repeat the course within 4 years of the successful completion you will be required to pay the equivalent of the out-of-district tuition rate. This includes transfer courses. The exceptions to this rule are NUAD 120, Basic Nurse Assistant Training and EMT 120, Emergency Medical Technician. If a student successfully completes NUAD 120 or EMT 120, and repeats the course within 4 years, the student will not have to pay the out-of-district rate. If it has been more than 4 years since a student successfully completed a course he or she will not be charged the out-of-district rate.

Please note: Some courses are designed such that the student is expected to gain increased depth of knowledge through repetition. The following courses are designed to be repeated for additional credit and cannot be repeated for improving grade point average: AUTO 250, BRDG 100-141, BTEC 124, 275, DENT 299, DRFT 249-250, DST 130, EASL 101-103, EDTR 221, 223, 224, 240, 250, 251, 259, 260, 266, 268, 279, 286, 287, ENGL 031, 037, FIRE 100, 110, 120, 160, 160A, 190, 201, 250, 260, 270, GED 101-103, JOBS 100, 131-133, MATH 025, 031, 037, 038, 045, MCOM 280, MUSI 142-147, 149, 168, 172, 196-199, 233, 299, NURS 127, OTLC 0010-0012, PRCS-271, SCT 111, SERV 130, and STSK 132.

## Waitlist Policy

Students who are placed on a waitlist will be automatically enrolled in the class once a seat becomes available. Once enrolled, the student will receive an email to his/her Lewis and Clark email address notifying him/her that he/she has been enrolled. Students will not be automatically enrolled if there is a time conflict, a registration restriction (i.e. the student owes a fine to the college), the student doesn't meet the required prerequisite, or if the student is registered in another section of the class. If this happens, the student will be skipped and the open seat will go to the next student on the waitlist. Students can use "Manage My Waitlist" from their BlazerNet account to see where they rank on the waitlist.

Once the payment deadline has passed students who haven't paid their tuition will be removed from their classes. Waitlisted students will be automatically enrolled in classes that have room in them. Students will get an email notifying them that they have been enrolled in the class(es) and that they need to pay their tuition within 24 hours. The waitlist will then be shut off and no other students will be added. Waitlisted students who did not get enrolled in a class will receive an email notifying them that they did not get enrolled and that the waitlist has been shut off.

## Withdrawing from a Course

All students, credit and non-credit, who wish to withdraw from any course, need to officially withdraw. You can officially withdraw in three ways: (1) by logging into Student Planner and processing your withdrawal online, (2) by letter with your signature requesting the withdrawal either mailed or faxed to the Enrollment Center, N. O. Nelson Campus or Community Education Centers, (3) by course change form in person at the Enrollment Center (BA 1450) or at any of the Community Education Centers.

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE\_\_ prefix. Withdrawal from non-credit courses after the refund periods is not necessary. When withdrawing via Student Planner, use your ID and password.

Credit students need to officially withdraw by course deadline dates. You can find the exact withdrawal dates for your courses at [www.lc.edu](http://www.lc.edu). Click on Schedule of Classes to access Search for Sections, then enter your course information.

Be aware that these deadlines are not related to refunds (See Refund Policy). You are encouraged to inform your instructor(s) of your intentions to withdraw. The withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If you do not officially withdraw from a course, you will receive a grade based on work completed - which may not be sufficient to give you a passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on your transcript. However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal.

Requests to withdraw after the official withdrawal period will not be processed. Exceptions can be made only in hardship cases, described in writing, to the Director, Enrollment and Advising.

# Resources for Students

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- Academic Advisement/Counseling
- Assessment Center
- Blackboard/Student Resources
- Bookstore
- Career Planning
- Career Services
- Carl D. Perkins Student Support Project
- Child Care
- Closing Policy
- Disability Student Services
- Drug and Alcohol Abuse Prevention
- Health Services/Family Health Clinic/Dental Clinic
- Library
- Lost and Found
- Online and Web-Blended Classes
- Parking
- Security
- Student Activities
- Student Conduct Code
- Student Employment
- Student Grievance Procedure
- Student Identification Cards
- Student Records (Transcripts)
- Student Success Center (SSC)
- Talent Search
- Upward Bound
- Voter Registration

## Academic Advisement/Counseling

Academic Advisement and Counseling are two related, yet distinct, groups of services at Lewis and Clark. While many prospective students use the term counseling to refer to advisement and counseling, L&C has separated the services for more comprehensive attention to student needs. In general, Academic Advising provides more basic enrollment assistance related to students' course and program selections and Counseling provides more specific assistance related to individual and personal needs. More complete descriptions follow. Academic Advisement is located in the Enrollment Center, Baldwin 1450, and Counseling is located in Caldwell 2320. In-person, virtual, and telephone appointments are available by calling Academic Advisement at 618-468-2220 or Student Development and Counseling at 618-468-4121.

**Academic Advisement** - Assisting students with all of their academic needs is a priority within the Advising Department. All new, returning, transfer, and occupational students are advised by academic advisors and/or faculty advisors. Academic advisors also advise prospective students, providing them with general information related to admissions at Lewis and Clark. By utilizing all resources available, the academic advisors and faculty advisors are committed to placing students appropriately in classes that meet their academic requirements. Advisors assist students in planning an educational outline best adapted to the students' needs, abilities and interests.

New students who have graduated from high school within the last 4 years and wish to enroll in a degree or certificate program will need to submit their high school transcripts in order to register for classes. Course takers who wish to take English, Math or other college-level courses and have graduated from high school within the last 4 years and will need to submit their high school transcripts in order to register for classes. Students who graduated from high school 4 or more years ago will need to take the college placement test. To make an appointment for placement testing on campus, visit the Assessment Center located in Baldwin Hall Room 1442. You may also call 618-468-5220, or call/visit your nearest Community Education Center. All new, degree-seeking students will meet with an academic advisor during MYLC, New Student Orientation who will interpret their scores or high school transcripts and schedule the students in classes appropriate to their current academic skill level. The earlier students complete the process, the better the selection of courses.

**Personal Counseling** is available by nationally certified or state licensed counselors. Crisis intervention counseling is available for situations requiring immediate attention, and short-term intervention counseling is available for situations requiring adjustment to life changes, such as a death of a family member or friend, divorce, job loss, or the stress of the multiple demands of school, work, and family responsibilities.

**Academic Counseling** is available for situations related to classroom achievement, such as test anxiety, a problem with methods of instruction, lack of adequate study skills or time management issues.

**Education Counseling** is available for students with special learning needs. These students have access to a variety of resources including assistive technology, specialized tutoring, learning styles inventories and educational assessments.

**Counseling and Other Resource Referrals** are available to students for community based agencies and services.

For counseling services, contact the Student Development and Counseling Office by visiting the office in Caldwell 2320 or by calling 618-468-4121.

## Assessment Center

You will have your first experience as a new student in the Assessment Center when you take the college placement tests. Lewis and Clark administers the Accuplacer Next-Generation test, a computerized assessment that will evaluate your skills in Reading, Writing, and Math. The Assessment Center also administers a variety of other tests including CLEP, Pearson Vue, and HSE tests.

The Assessment Center offers make-up course testing and proctored testing for online and other types of distance learning courses. Make-up exams and other types of proctored testing are arranged within time frames designated by instructors. The Assessment Center is located in Haskell B25 and can be reached by phone at 618-468-5220.

## Blackboard/Student Resources

Blackboard is your one stop online shop for everything Lewis and Clark. Your initial login and password information will be given to you at orientation, and you are encouraged to log in daily for the information and tools you need to be a successful student at Lewis and Clark Community College.

All classes that use Blackboard - This includes fully online classes, those that are web-blended (online classes with some on-campus meetings), and web-enhanced classes (face-to-face classes that place materials in Blackboard) - will find the following on the Blackboard login page (<https://blackboard.lc.edu>)

**Lewis and Clark Email** - The college, as well as your instructors, will use your Lewis and Clark email account to send you important messages and correspondence, so be sure to log in often.

**Student Planner** - Student Planner functionality will allow you to manage your enrollment and financial aid, retrieve grades and unofficial transcripts, and much more.

**Password Management** - Manage your own password, including password changes and security.

**LC Alert** - Set up and maintain your contact information for important campus announcements or emergency alerts.

## Bookstore

You can buy textbooks and supplies needed for your course work in the L&C bookstore. Many textbooks can be rented, and you must have a Lewis and Clark ID to rent books. Students taking online classes through Lewis and Clark also may order the necessary course materials here.

The bookstore is located on the Godfrey Campus in Baldwin 1401, where Baldwin and Caldwell halls meet. Please check our website [lc.edu/bookstore](http://lc.edu/bookstore) for current store hours. You can contact the bookstore at 618-468-2268 or by email at [bookstore@lc.edu](mailto:bookstore@lc.edu).

## Career Planning

Students seeking career development assistance have several options. L&C Academic Advisors (in the Enrollment Center) and Student Support Specialists (in the L&C Student Success Center) can assist students making program decisions.

The Student Success Center will also discuss administering interest inventories to help students identify potential career choices. *Career Coach* also offers a quick interest inventory.

The following courses are also designed to help students make informed decisions:

### Face-to-face sections

**CDEV 130** - This course may be the best choice for students who need more help with career decision making. Undecided students may benefit from the structure and faculty attention provided in a regular classroom setting. Students who experience anxiety about making a career choice, lack knowledge about available careers, or lack confidence in their ability to make a career decision should consider taking CDEV 130 in a face-to-face section.

**JOBS 131**- This one-credit hour course appeals to students who do not need the more extensive CDEV 130. The course includes the administration and interpretation of the Myers-Briggs Type Indicator, the Strong Interest Inventory, and an orientation to computerized career information and decision-making materials.

### Online sections

**CDEV 130** - If a self-directed and more self-paced learning experience appeals to you, the online sections provide students with a guided career planning experience. CDEV 130 online sections include individual conferences with a career counselor as well as selected activities which are completed online.

For more information call the Student Success Center at 618-468-4393.

Any Lewis and Clark student or prospective student seeking information regarding real-time, regional jobs and job information related to L&C programs can go to *Career Coach* at: [www.lc.edu](http://www.lc.edu).

## Career Services

L&C Career Services provides access to a variety of information and job search tools through its Career Resource Center on the Godfrey Campus in Caldwell Hall 4337 and on the Nelson Campus in N4, Room 213. Online job-seeking resources include Career Coach software which is designed to help students, prospective students, and members of the community find a job by providing current local data on wages, employment trends, job postings, and associated education and training. A resume builder is also included free of charge in Career Coach. L&C also provides access to College Central Network (CCN). In addition to employment data, CCN provides an abundance of webinars, podcasts and tutorials. Students may walk in or call 618-468-5503 for career and job readiness assistance. Employment opportunities can also be obtained by accessing the Community Job Board at [www.lc.edu/career](http://www.lc.edu/career). We are not a job placement service.

Workforce Innovation and Opportunity Act (WIOA) information and unemployment services can be found throughout L&C's district at the following locations:

Southwestern IL workNet Center (Madison, Bond, Jersey, Greene), 101 East Edwardsville Road, Wood River, IL 62095, 618-296-4301

The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, Montgomery), 116 South Plum, Carlinville, IL 62626, 217-854-9642



These centers, in partnership with L&C and several other agencies, provide valuable job-seeking services. Students and all county residents are free to utilize the services at these centers which include WIOA training funds, a local job bulletin board, job market statistics, resume and office software, a full library of self-help resources for job search and online job bank access.

Illinois Cooperative Work Study Program Grant - Students who are enrolled in a paid internship class of their career program are eligible for this reimbursement program. Other students receiving wages from area employers may also be eligible under the grant.

## Carl D. Perkins Student Support Project

The Carl D. Perkins grant is designed to help the United States compete in the world marketplace by providing monies for career programs. The Perkins Student Support Project, in part, can provide various forms of assistance to students who are economically disadvantaged, single parent, and/or enrolled in a nontraditional career program (a program in which 25% or less of the student's gender is employed in that field). To be eligible for Perkins Student Support Project services, the Grant requires that students must be enrolled in an officially declared major in a career program (an AAS or Certificate program) with the intent to enter the workplace in that career field immediately after receiving a degree or certificate from Lewis and Clark, or, are currently employed and enrolled in a career program with the intent of improving their job skills in that field. Services may include: the loan of required career specific textbooks, and/or loan of some required career specific supplies and materials. No direct monetary assistance is provided to students, nor can the Project provide for transportation, child care, tuition, fees, testing, physicals, background checks, and/or reimbursement for items purchased by students. For more information, contact the Perkins Project Manager at 618-468-4020 or visit Caldwell 4333. The office is generally open Monday through Friday, 8:15 to 4:15. Appointments are not required.

When seeking services, students begin the process by contacting the Perkins & Transfer Transition and Recruitment Coordinator (Transition Coordinator) and setting up an appointment for assessment and information about additional resources that may be available to offset costs and expenditures. All students seeking Perkins services are required to meet with the Transition Coordinator before those services can be provided. The Transition Coordinator can be reached by calling 618-468-2730, or visiting Caldwell 4327. Appointments are recommended.

## Child Care

The Montessori Children's House located on the Godfrey Campus provides childcare for employees and enrolled students with children aged two years through elementary school. The school is open from 7:00 am to 5:30 pm weekdays, excluding holidays. For more information, call 618-468-3154 or visit their website at [MCHGodfrey.org](http://MCHGodfrey.org).

## Closing Policy

**Inclement Weather** - If it becomes necessary to close the college due to inclement weather, notification will occur in the form of voice messages, text messages, and emails based on user managed settings through the LC Alert system. Closings are also posted on the college's website and social media channels, as well as major St. Louis television stations, and major St. Louis and local community radio stations.

Classes held at the N. O. Nelson Campus and Community Education Centers throughout the district will follow the same closing policy as on-campus classes.

Classes held at community public schools throughout the district will not meet whenever the main L&C campus is officially closed for inclement weather even if the off-campus site remains open. Off-campus sites may also be closed on a site-by-site basis by the local authority (principal or superintendent) even if the main L&C campus remains open.

Classes held at specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of those organizations.

**Holidays, Thanksgiving Recess, Spring Recess** - L&C's Godfrey campus, the N. O. Nelson Campus, and the Community Education Centers will maintain the academic calendar and holiday schedule published in the Student Handbook and Catalog.

However, classes held at community public schools and other specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of the individual organizations. For example, if a public school teacher in-service day falls on a day when L&C courses are scheduled to meet, the L&C courses WILL NOT MEET on that day or evening in that location.

When L&C observes Spring Recess, on-campus and off-campus L&C courses WILL NOT MEET.

## Disability Student Services

Disability Student Services are available to students referred from the Division of Rehabilitation Services and other students with documented disabilities, including students with learning disabilities. Services may include individualized testing arrangements, special counseling, classroom relocations, special equipment loan and individual rehabilitation services as required.

Students with hearing or visual impairments should notify the Student Development Office at least 30 days prior to the first day of classes in order to ensure that necessary accommodations can be arranged. Because of the demand for qualified interpreters, the college may not be able to provide sign language interpreters for those students who register late.

For further information call the Student Development Office at 618-468-4121.

## Drug and Alcohol Abuse Prevention

Lewis and Clark Community College supports federal, state and local efforts to eliminate the abusive use of alcohol and the use of illicit drugs by both students and employees of the college. L&C takes all reasonable steps to ensure a drug-free environment in its programs and services. Students or employees seeking assistance with drug or alcohol problems will be referred by counseling or health services to appropriate community agencies. Special information is published in the Drug Free & Campus Regulations.

## Health Services/Family Health Clinic/Dental Clinic

**The Lewis and Clark Family Health Clinic** is a full service clinic, located in Fobes 1525, offering both acute and chronic care for all students and members of the community. The clinic is staffed by board certified nurse practitioners and collaborates with several health-service agencies and school districts to help expand healthcare services and education in rural communities. Our service area includes Greene, Macoupin, Jersey, Calhoun and Madison counties.

The clinic offers family practice basic services within the nursing philosophy, emphasizing health promotion and preventative care. Care includes but is not limited to diagnosis and treatment of simple acute health problems such as infections and injuries, diagnosis and treatment for chronic disease such as diabetes and high blood pressure, prescription medications and specialist referrals, health maintenance care for adults, including annual physicals, well-woman exams, contraception, mental health assessment and support for conditions such as anxiety, depression and stress, healthcare education for pediatrics and adults, pediatric care (age two through adolescence) including sick- and well-child exams, and mobile health unit services.

The clinic hours are Monday through Friday 8:00 am - 4:30 pm. Both walk-in and appointments are welcome. To schedule an appointment or for further information regarding the clinic please call 618-468-6800.

**The Paul B. Hanks Dental Clinic** offers thorough dental assessment, a treatment plan, x-rays, preventive (teeth cleaning) or therapeutic periodontal treatment, oral hygiene instructions, fluoride treatments and sealant placement and any necessary referral for treatment outside the realm of these services.

Dental treatment is provided by dental hygiene students of Lewis and Clark under the supervision of licensed dentists and dental hygienists. The clinic has been providing these services to the community since the inception of the program in 1996, and at the new campus facility since 2002. Appointment days and times vary each semester, so interested patients are asked to call the clinic at 618-468-4463 for more information or to schedule a screening appointment.

## Library

Reid Memorial Library, located in Reid Hall, serves to provide user-focused services and collections to support L&C students, faculty and staff.

As a member of the I-Share library consortium, L&C students, faculty and staff have access to Reid Library's collection of 50,000 books plus an additional 30 million books collectively held by other I-Share libraries. Requests for materials owned by other I-Share libraries may be placed online and are generally available for check-out within 48 hours. A valid campus ID is required to check-out all library material. Reid Library also offers access to over 40 full-text periodical and electronic book databases via the Internet. These databases can be accessed in Reid Library or off-campus with a valid campus ID card. Special collections including: DVDs, spoken word material, music, popular reading, local history and the explorers Meriwether Lewis and William Clark are also available.

Other library services include: two computer labs, study tables, wireless Internet, reference assistance, interlibrary loan, self-serve photocopier, fax machine, DVD/VHS players, and a private study room. Both computer labs provide Internet access, word processing software, instructional programs and access to network printers. Students wishing to reserve a private study room need to make an appointment by calling 618-468-4320. A wheelchair accessible workstation with screen magnification software is also available. Lab assistance is provided for most hours.

Reid Memorial Library also serves as a location for two services provided by the Student Success Center (SSC)--Academic Tutoring and The Writing Desk. These services provide one-on-one support for students seeking assistance in areas related to study skills, test preparation, and writing assignments. No appointment is necessary. Hours vary by service and semester. For more information visit the Student Success Center web page at <http://www.lc.edu/ssc> or call 618-468-4SSC.

Library and computer lab hours are 8 a.m.-8 p.m. Monday - Thursday, 8 a.m.-4:30 p.m. Friday. Summer session hours are 8 a.m.-7 p.m. Monday-Thursday and 8 a.m.-4:30 p.m. Friday. No Saturday or Sunday hours. Hours may vary during breaks and on holiday weekends. Call the library at 618-468-4301 for exact schedules.

## Lost and Found

L&C's Lost and Found service is maintained by the Campus Information and Security Office, located at the north entrance to the campus. Any lost items should be turned in promptly. Unclaimed items are donated at the end of the academic year. Security services are maintained 24 hours a day, seven days a week. For additional information or assistance, call the Campus Information and Security Office at 618-468-2300.

## Online and Web-Blended Classes

Online courses at Lewis and Clark provide the same rigor as traditional courses, and their flexibility makes them a convenient alternative. As long as you meet expected due dates, you can work around your schedule and at your own pace.

**L&C offers two types of online classes:**

**Online** - Classes that are fully online with no on-campus meetings. Some online courses may require in-person proctored tests.

**Web-blended** - Classes where most of the work is completed online with some on-campus requirements.

**Restrictions:** New students with no GPA and those with a GPA above 2.3 may enroll in online courses. You may not enroll in an online class if your GPA is below 2.3 or if you have previously received a grade of PR, D, I, or F in the same class whether online or face-to-face. Please see an academic advisor to create an academic plan to raise your GPA to the level needed for online learning. The following courses require a 2.7 GPA in order to enroll in an online section: BIOL 164, BIOL 165, BUSN 161, CIS 235, ENGL 132, MATH 111, MATH 112, MATH 116, MATH 125, MATH 131, MATH 165, PSYC 131, PSYC 232, PSYC 233, and PSYC 260.

For F-1 students enrolled in credit classes, no more than three credits/semester completed online may be counted toward the full course of study requirement. Web-blended courses that require students' physical attendance for some class meetings or examinations are exempted from this restriction.

## Parking

Students, faculty and staff are required to have a valid parking permit properly displayed when parking on campus. Parking permits, along with campus maps and complete campus regulations, are available at the Campus Information and Security Office located at the north entrance of the Godfrey campus. The Campus Information and Security Office is open 24 hours a day, seven days a week, and can be reached by dialing "0" from on-campus phones or 618-468-7000 if calling from off campus.

Designated parking areas are established on campus for students, staff and faculty, and visitors. All vehicles must be parked on pavement, between parking lines, and/or centered on parking block bumpers. Parking is not allowed on grass, sidewalks, roadways, circle drives, or in restricted areas.

**Student Parking:** Students must use established designated parking areas. Student parking is permitted in staff and faculty lots after 4:30 p.m.

**Visitor Parking:** When visitor lots are full, visitors may park in either student lots (anytime) or in staff and faculty lots (after 4:30 p.m.). Visitors must display a visitor's parking permit which is available from the Campus Information and Security Office at the north entrance.

**Parking for Individuals with Disabilities:** Individuals with disabilities who have a valid parking permit issued by the Illinois Secretary of State may park in designated areas.

## Security

Lewis and Clark Campus Safety and Security works to ensure a safe environment for all students, faculty, staff and visitors. Campus safety officers patrol the campus by motor vehicle and on foot 24 hours a day, 7 days a week.

The Security Office is located at the north entrance of our Godfrey campus where campus maps, visitor parking permits, and complete campus regulations are available.

Lewis and Clark Campus Safety and Security works closely with all members of the college community and with local law enforcement agencies. The Security Office is alerted of all 9-1-1 calls, as received by the Madison County 9-1-1 service. Lewis and Clark Community College Security immediately notifies the local or state police agencies when confronted with a need for an arrest regarding criminal/civil violations on campus. Security will assist the police agencies in all appropriate ways.

Services provided by Lewis and Clark Campus Safety and Security include but are not limited to: security escorts, securing campus buildings, mobile patrol, enforcement all college policies and procedures, enforcement of student code of conduct violations, traffic, crowd, and parking control, lost and found services, emergency medical assistance, vehicle assistance (jumps and lock-outs), crime reporting and investigations, security detail for special events, security education and training, and confidential counseling referrals.

To reach the Security Office by phone, dial "0" if on campus and 618-468-2300 if off campus.

## Student Activities

Student activities are important to the educational experience at Lewis and Clark, and a comprehensive program of activities is provided. For information about the following services, call 618-468-6001.

You will have the opportunity to participate in student government, the student published newspaper called The Bridge, service organizations, special interest clubs, band, intramurals, and other related activities.

Student Activities offices are located in the River Bend Arena. Common places to look for information are the message boards and the student newspaper. Near the beginning of each semester, Student Activities distributes calendars about special events. The Student Center offers recreational activities including TV, and organized activities.

**Intercollegiate Athletics:** L&C is a member of the National Junior College Athletic Association and the Midwest Community College Athletic Conference and the Midwest Athletic Conference. An athletic program is conducted under the rules of the conferences and includes five men's sports (golf, basketball, soccer, baseball, and tennis) and five women's sports (soccer, basketball, softball, tennis, and volleyball).

**Intramural Sports:** You are encouraged to participate in the wide range of activities. It is less formal than the intercollegiate level; nevertheless, it provides opportunity for well-conducted team and individual competition. The program is directed by a professional who works with the students in the organization of teams and games.

## Student Conduct Code

Lewis and Clark Community College respects the civil rights and liberties of each member of the College. It is imperative for the College to be a safe environment, free from violence, threats of violence, coercion and harassment. Students are held to standards of academic integrity, allowing for the exchange and expression of ideas.

Student conduct is governed by this Student Conduct Code. Violations of the Student Conduct Code are subject to disciplinary action, up to and including expulsion from the College. Prohibited student conduct which is subject to disciplinary action includes, but is not limited to:

- Violations of federal, state and local laws on any property owned, operated, leased or controlled by the College or at any College-sponsored activity, whether on- or off-campus. Violation of laws that take place off College property may also be considered a violation of College policy depending upon the circumstances.
- Acts that interfere with the purposes and processes of the College community or that deny the rights of members of the College community.
- Academic dishonesty, including but not limited to actual or attempted cheating, plagiarism, forgery, falsification of any information as part of an academic exercise, or obtaining or distributing a test bank, test questions or other test materials before a test is administered, unless expressly approved in advance by the faculty member.
- Using College technology resources in a manner that violates College policies, including but not limited to unauthorized access to or altering, damaging, destroying, or removing a computer, a computer program, or data; scheming to deceive or defraud to gain control over money, services, or property (including electronically produced data, confidential or copyrighted material, financial information, or as otherwise protected by applicable law).
- Violation of any College rule, regulation, or policy.
- Fighting, violent acts, or threats of violence.
- Engaging in behavior which disrupts, impedes or interferes with the learning environment due to being under the influence of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs.
- Except as otherwise provided below, using, possessing, maintaining, distributing or selling alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity. The possession and use of alcoholic beverages is permitted only during special events with prior approval by the College President and only where such use and consumption is permissible under State and federal law.
- In response to the passage of the Illinois Smoke-Free Campus Act (Public Act 098-0985), the College has taken action to comply with the law and support entirely smoke-free campuses. This includes tobacco, cannabis, e-cigarettes and any other type of smoke. Smoking is prohibited indoors and outdoors, as well as in College-owned vehicles and private vehicles that are on campus property. Lewis and Clark hopes to promote an environment that supports the health and wellbeing of its students, staff, faculty and visitors. Transitioning to a smoke-free campus decreases the effects of secondhand smoke, promotes fire safety and helps support the College's efforts toward sustainability. Violators of the policy are subject to fines and other disciplinary actions. For more information on the policy or to view a smoke-free campus map visit [www.lc.edu/smokefree](http://www.lc.edu/smokefree).
- Gambling.
- Theft or damage to College property or property of members of the College community and any student housing.
- Failure to meet financial obligations relative to College transactions or the issuing of fraudulent checks.
- Possession, carrying, displaying, brandishing, discharging or otherwise having control of or using a firearm, weapon, explosives or other dangerous object or substance on College premises or engaging in other conduct inconsistent with the College's policies against weapons and providing a safe environment.
- Denying a trustee, employee, student or invitee of the College freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; or occupying buildings or other property after due and legal notice to depart.
- Nuisance activities such as use of loud, abusive or otherwise improper language; creating any hazard to persons or things; blocking access ways; improper disposal of rubbish; loud music; or any other disruptive behavior.
- Lewd or obscene conduct, including use of a computer to access pornographic or hate sites.
- Giving false or misleading information in response to requests from College officials.
- Failing to comply with directives of Campus Safety officers, failing to identify one's self to a Campus Safety officer when requested to do so, or otherwise interfering with Campus Safety or law enforcement operations.
- Engaging in harassment, intimidation and/or bullying. A student will be found responsible for harassment, intimidation or bullying (including physical, verbal, relational and emotional bullying) if s/he engages in conduct, including but is not limited to, any gesture, written, verbal or physical act, or any electronic communication (which includes but is not limited to emails, text messages, videos and Internet postings on web-sites or social media), whether it be a single incident or series of such incidents, that occurs on or off the College campuses.
- Engaging in sex or gender-based discrimination, harassment or misconduct, or engaging in any other behavior which violates the College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy. Anyone experiencing sexual misconduct may speak confidentially to the College's confidential Counselor at 618-468-4125. A student may also choose to report an alleged incident to the College and have it investigated. Faculty are legally required to report incidents of sexual misconduct brought to their attention through any source to the College's Title IX Coordinator and thus cannot guarantee confidentiality. The College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy can be found at [www.lc.edu/4rsv](http://www.lc.edu/4rsv).

Note: Student Athletes are also required to comply with a separate Athlete Code of Conduct. In addition, many College programs (i.e. Nursing) require program participants to comply with a program-specific Code of Conduct, in addition to the College-wide Student Conduct Code.

## Student Employment

**Federal Work Study** - This is an employment program funded by L&C and federal funds. Students who request Federal Work Study and qualify for this program on the basis of financial need may seek employment opportunities by visiting the Financial Aid section of the college's website to view available job listings and complete a work study application. Students are paid minimum wage, and the average work load usually cannot exceed 20 hours per week. Please Note: Employment opportunities can also be obtained by accessing L&C's website and selecting Community Employment under Community Programs & Services.

## Student Grievance Procedure

Student grievances may involve academic or administrative matters, disciplinary action under the Student Conduct Code, or alleged discrimination. Grievances, other than those involving alleged discrimination charges will be handled through the regular chain of authority. A student who is not satisfied with a decision at one level may appeal the grievance in writing to the next level of authority. The President or President's designee is the final authority in any grievance except discrimination grievances where the Board of Trustees is the final authority.

- In grievances involving academic matters, including grading, the student should first consult with the instructor concerned. Every attempt should be made to resolve the grievance at this point of origin; but if necessary, the student may process a grievance, in writing, through the levels of Coordinator, Dean, Academic Vice President, and College President.
- In grievances involving administrative matters and disciplinary action under the Student Conduct Code, the student should first consult with the responsible office administrator; if necessary the student should proceed, in writing, through the levels of appropriate Director or appropriate Dean, appropriate Vice President and College President.
- In grievances involving alleged discrimination because of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law, the student should first consult with the Vice President of Academic Affairs who will handle the grievance. Appeals may be made to the L&C President and the Board of Trustees.
- Grievances should be submitted in writing at each level of review within ten (10) school days of the action being grieved or within ten (10) school days of the decision on appeal. Written response will normally be made to the student within ten (10) school days unless circumstances require additional time for consideration.

NOTE: L&C must share information about complaints with its accreditor, the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, but individual identities will be shielded.

If a grievance results in a fact-finding hearing, the following procedure will be followed:

- You will be informed in writing of the date, time, location and subject of the hearing. A Vice President has the right to suspend you temporarily until the hearing process can be completed.
- The complaints will be described and examined at a meeting of the accusers, the accused, the appropriate Vice President (or representative), advisors and assistants that either party wishes to bring. The appropriate Vice President must be notified within two days of the hearing regarding anyone other than the principal parties who will be attending.
- The appropriate Vice President will have five school days following the hearing to consult again with all parties, as may be necessary, and render a decision.
- This decision may be appealed in writing to the L&C President (or representative) within ten school days of receipt of the decision. With respect to grievances involving alleged discrimination, the decision of the L&C President (or a representative) may be appealed to the Board of Trustees within ten school days of the receipt of the decision.
- If you are dismissed, application must be made in writing to the appropriate Vice President before readmission will be considered.
- Readmission to L&C will be dependent on the student's ability to document that the behaviors that led to his/her dismissal have been fully remediated.
- If the student is not satisfied with the decision of the Vice President, he/she may appeal in writing to the college President.

## Student Identification Cards

Students may obtain an ID card, free of charge, in the Enrollment Center, located in Baldwin 1450. The ID card allows students to use the Learning Resource Center, computer labs, and other campus services. A \$10 fee is charged for a replacement ID.

## Student Records (Transcripts)

The Enrollment Center will send official copies of your transcript to any institution or individual you choose based on your written request. Please provide the Enrollment Center with your request, written signature, date of birth, and College ID number or last four digits of your social security number. L&C reserves the right to deny a student an official transcript (not required to be made available by FERPA) because the student has an unpaid financial obligation to the college. Requests for more than 10 official transcripts require review and approval by the Director, Enrollment and Advising.

**Evaluation of Transfer Credit:** By state law, Lewis and Clark is required to review your previous academic record(s) prior to admission to an Associate of Arts, Associate of Sciences, Associate of Fine Arts, or Associate of Engineering Sciences degree. Students must provide the college Enrollment Center with all high school and college transcripts from each academic institution previously attended. Lewis and Clark will only accept official transcripts sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope.

The Records Evaluator will complete a course by course evaluation and mail the results, including an updated transcript to the students.

Any documents presented to us in order to attain admission (i.e. applications, high school and/or college transcripts, etc.) become the property of L&C and will not be released to any outside agency or returned to you.

The Illinois Community College Board and the Higher Learning Commission have given L&C permission to waive the 15 credit hour residency policy for the purpose of evaluating transcripts issued by State Community College (HLC accreditation July 1, 1978 - June 13, 1996) or Metropolitan Community College (HLC accreditation June 14, 1996 - December 30, 1998).

## Student Success Center (SSC)

The Student Success Center is a free service providing individualized assistance for students seeking help with their coursework. No appointment is necessary on the main campus. Tutoring is available on the N.O. Nelson Campus by appointment only. Hours of operation vary by semester. For more information see the Student Success Center web page at [www.lc.edu/ssc](http://www.lc.edu/ssc).

**Academic Tutoring/Writing Desk** - RE 2201 (in the library) and N3 108 on the N.O. Nelson Campus - Essay writing issues including organization, idea generation, mechanics, and more, as well as general help in any liberal arts courses. No appointment necessary.

**Career Resource Center** - CW 4337 - Provides individual career counseling, resume preparation, and assistance with job seeking skills. No appointment necessary.

**Math/Science Resource Center** - CM 233 in the McPike Math & Science Complex on the Godfrey Campus and at N3 108 on the N. O. Nelson Campus - Free one-on-one tutoring for general education core math and science courses; in-room resources including textbooks and solution materials, and Internet-connected computers - no appointment necessary.

**Online Tutoring** - Students who are not able to visit the Writing Desk in person may submit drafts of their papers to the Online Paper Submission (OPS) at [ops@lc.edu](mailto:ops@lc.edu). Please refer to the OPS instructions on the webpage [www.lc.edu/writingdesk](http://www.lc.edu/writingdesk).

**Social Sciences Tutoring** - CW 4330 - Provides tutoring in social science courses such as Psychology and Sociology, including study space for small group study sessions.

**STEM Resource Center** - MA 301 in the Math Building - Provides one-on-one and group tutoring for students pursuing careers in Science, Technology, Engineering, and Math.

**Trimpe Open Lab** - TR 250 - Provides hands-on tutoring assistance for coursework relating to office technology, computer information systems and computer graphics/web design. Assistance is also available for applications including Microsoft Office, Adobe Photoshop, Dreamweaver, InDesign and Illustrator. MAC workstations are available. In addition, this lab is an open lab for students who need to print materials or work on coursework. No appointment necessary.

## Talent Search

Talent Search is a federally-funded program designed to identify and assist middle school and high school students who have the potential to further their education after graduating from high school. For information call 618-468-6100.

## Upward Bound

Upward Bound is a federally-funded program dedicated to helping high school students stay in school and further their education after graduating from high school. Upward Bound provides academics, educational counseling and career motivation.

## Voter Registration

Public Law 105-244, The Higher Education Amendments of 1998, requires institutions of higher education to provide students the opportunity to register to vote. You may request a voter registration form in the Enrollment Center, N. O. Nelson Campus or the Community Education Centers. The form has all the information necessary to register you to vote in the county where you reside.



# Policies and Regulations

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- Affirmative Action Policy
- Anti-Harassment Policy, Including Sexual Harassment Policy
- Drug and Alcohol Use Policy
- Family Educational Rights and Privacy Act (FERPA)
- Filming and Photography on Campus Policy
- Religious Observances Policy
- Sex-Based Misconduct Prohibition Policy
- Sex Offender Registration Act Process
- Smoking Policy
- Solicitation Policy
- Student Right to Know
- Technology Resources Policy
- Weapons on Campus Policy

## Affirmative Action Policy

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we re-emphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law. Lewis and Clark Community College adheres to the principles of equal opportunity in education and employment.

The following person has been designated to handle inquiries regarding this non-discrimination policy:

Lori Artis, Vice President of Administration  
 Erickson Hall, Room 103  
 Lewis and Clark Community College  
 5800 Godfrey Road, Godfrey, IL 62035  
 618-468-3000

Lewis and Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

Administration and supervision are responsible for compliance with the policy within the respective areas of their activities to assist the Community College in its commitment to:

1. Eliminate from current policies and practices anything which results in or perpetuates discrimination toward sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law; and the adoption of new or revised policies and practices where necessary to achieve these ends.
2. Intensify recruitment and fair consideration of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law to ensure that candidates and employees with appropriate qualifications, potential and responsibilities are afforded equal opportunity for selection, training and promotion, and will be compensated without regard to race, sex, disability or covered veteran status.
3. Ensure that all contractors, sub-contractors, vendors and suppliers doing business with Lewis and Clark Community College, unless otherwise exempt, comply with the provisions of E.O. 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA.

The college will comply with all provisions of Executive Order 11246, Section 503 of the Rehabilitation Act, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) and the relevant rules, implementing regulations and orders of the Secretary of Labor.

The college will furnish all information and reports required under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA and to permit access to records by the Secretary of Labor for purposes of determining compliance.

### Dissemination of Policy

Copies of the Affirmative Action Policy will be distributed to:

1. Administrative and supervisory personnel
2. Personnel whose responsibilities include interviewing, employment, training, promotion, transfer and termination of personnel

The college equal opportunity and affirmative action policy will be displayed in central areas of the college and shall become a part of the orientation procedure for new employees, training programs for staff, and appropriate administrative and supervisory meetings.

All of the college's personnel policy and procedure manuals shall reiterate the college's commitment to equal opportunity and affirmative action. Also, the college's recruitment sources, leaders of minority groups, and community organizations shall be informed of the college's nondiscrimination and Affirmative Action Policy.

In any advertisement of job vacancies, a statement that we are an Equal Opportunity Employer shall be included. The same clause shall be added to all appropriate college documents, such as, purchase orders, leases, contracts covered by Executive Order No. 11246, and notices sent to any collective bargaining representative of the college's employees.

All employment openings, with the exception of executive and top administrative positions, positions that will be filled from within the college's organization, and positions lasting three days or less, have been listed concurrently with the use of any other recruitment source or effort with the appropriate office of the State Employment Service.

### **Responsibility for Implementation of Policy**

The President of the Community College District has overall responsibility for the development and implementation of the equal opportunity and affirmative action policy. Specific authority and responsibility is delegated by the President to every administrator of the District - Vice President of Academic Affairs, Vice President of Administration, Vice President of Enrollment Services, Vice President of Student Engagement, Vice President of Finance, Chief Information Officer, associate vice presidents, deans, directors, managers, supervisors, coordinators, and all others exercising supervisory or administrative control over any employee - all of whom are responsible for performing his or her functions without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law, or any other status protected by law. Not only are these officers responsible for supporting the college's equal opportunity policy, but they must also include in their own day-to-day operational policies and procedures the implementation of affirmative action.

Their efforts will be coordinated by the college's Human Resources Office which will assist in the functions of recruitment, training, employment, transfer, promotion, termination, and compensation according to the non-discriminatory policies in effect.

#### **1. Recruitment**

Recruitment of qualified minority, female, disabled and covered veteran status applicants will be sought from the following sources:

- a) Minority, female, disabled and veteran organizations
- b) Federal and State employment agencies
- c) College and University placement services
- d) Minority, female, disabled or covered veteran employees on staff
- e) Newspapers and other media, where feasible

#### **2. Training**

- a) In-service training will continue to be provided to all employees.
- b) Employees will be encouraged to develop new and update current skills by participating in available educational and training programs.

#### **3. Transfer and Promotion**

- a) Recommendations for transfer or promotion will be based on job requirements and will be non-discriminatory.
- b) Transfers or promotion opportunities will be made available to current staff prior to considering other applicants.

#### **4. Compensation**

- a) Determination of compensation will be based on current policies and schedules as approved by the Board of Trustees.
- b) Equal pay for equal work will be established with no exceptions because of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law.

#### **5. Selection**

- a) Required qualifications and abilities will be established for each type of position, and evaluation of applicants will be based on these requirements.
- b) Actual selection will be made from those applicants recommended by the supervisor. If an applicant referred to the supervisor is rejected, the supervisor must report to the Human Resources Office the reason for the rejection in writing.
- c) No individual may be employed without approval of the President and the Board of Trustees.

#### **6. Termination**

- a) No employee will be discharged on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law.
- b) The supervisor will schedule at least one conference with the employee prior to recommending dismissal.
- c) An exit interview will be scheduled for the employee with the Human Resources Office.
- d) No employee may be discharged without approval of the President and the Board of Trustees.

## **Anti-Harassment, Including Sexual Harassment Policy**

### **Statement of Policy**

A working and learning environment that is free from any form of unlawful discrimination, including harassment on the basis of any legally protected status, is essential and shall be maintained. It is a violation of College policy for anyone, including any College employee, elected official, vendor, volunteer, student, contractor, visitor or third party to discriminate against or harass another individual in the workplace, educational environment, at College-sponsored activities, or elsewhere if there is a connection to the workplace or learning environment, on the basis of any legally protected group status, and the College will not tolerate any form of discrimination or harassment. Violation of this Policy shall be considered grounds for corrective action, including disciplinary action, up to and including expulsion from the College or termination of employment.

### **Prohibited Conduct**

The conduct prohibited by this Policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon an individual's protected status, including but not limited to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, gender-related identity or any other protected group status as defined by law. The College will not tolerate harassing

conduct that affects tangible job benefits or educational development, that interferes unreasonably with an individual's work or educational performance, or that creates an intimidating, hostile or offensive working or learning environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based upon his or her protected status.

### Reporting and Investigation

Every elected official, employee, student, volunteer, contractor and visitor is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment under this Policy.

Any person who believes he or she has been subjected to sex-based discrimination, sexual harassment or any other form of sex-based misconduct, who has been informed of conduct constituting sex-based discrimination, sexual harassment or other sex-based misconduct, or who witnesses sex-based discrimination, sexual harassment or other sex-based misconduct, should promptly submit a report to the College's Title IX Coordinator. For additional information regarding the College's prohibition on sex-based misconduct and procedures for addressing sex-based misconduct, please see the College's Sex-Based Misconduct Policy and Procedures, which can be found at [www.lc.edu/4rsv](http://www.lc.edu/4rsv). All reports and complaints alleging sex-based discrimination, sexual harassment or other sex-based misconduct shall be processed in accordance with the College's Sex-Based Misconduct Procedures, which can be viewed at: [www.lc.edu/uploadedFiles/Pages/Consumer Information/Sex%20Based%20Misconduct%20Procedures%20LC%20Fall%202020.pdf](http://www.lc.edu/uploadedFiles/Pages/Consumer%20Information/Sex%20Based%20Misconduct%20Procedures%20LC%20Fall%202020.pdf)

Anyone who believes they have been subjected to discrimination or harassment based on a category or categories other than sex, who has been informed of conduct constituting discrimination or harassment based on a category or categories other than sex, or who witnesses discrimination or harassment based on a category or categories other than sex, should promptly submit a report in accordance with the procedures outlined below. It is critical in establishing a workplace and educational environment free of discrimination and harassment that an individual who experiences or witnesses such conduct has access to a mechanism for reporting such conduct. At the same time, the purposes of this Policy against harassment are not furthered where a report or complaint is found to be frivolous or made in bad faith. A report or complaint that is determined to be frivolous or made in bad faith may result in disciplinary consequences, up to and including discharge or expulsion.

#### 1. Reporting Non-Sex Based Discrimination and Harassment

Students who wish to report non-sex based discrimination or harassment should contact the Vice President of Academic Affairs, Vice President of Student Affairs, or the Vice President of Administration.

Individuals are expected to come forward promptly and report any violations before the alleged offending behavior becomes severe or pervasive. Supervisors are required to immediately report any and all incidents of alleged discrimination or harassment reported to or observed by them.

All employees are required to promptly report discrimination and/or harassment involving students to the Vice President of Administration. Notwithstanding the foregoing, this Policy does not require an employee to report such harassment or discrimination to the individual who is creating the harassment or discrimination. No employees, not even the highest-ranking people in the College, are exempt from the reporting requirements of this Policy.

#### 2. Investigating Complaints of Non-Sex Based Discrimination and Harassment

The Vice President of Administration and/or the Vice President of Academic Affairs shall be responsible for the investigation procedures contained herein. If an employee receives a report or complaint of harassment directly from another employee, the report or complaint shall be immediately forwarded to the Vice President of Administration.

- a) Any individual wishing to submit a complaint (i.e., the "complainant") alleging non-sex based discrimination or harassment, whether the victim or a bystander, may submit his/her complaint to the appropriate Vice President or President (Employees, volunteers, elected officials, contractors and/or visitors - Vice President of Administration or President; Students - Vice President of Academic Affairs or Student Affairs). Employees, students and other individual third parties in the workplace may make their complaint verbally or in writing as the individual sees fit. Alternatively, the complaint may be submitted electronically. To the extent possible, individuals should include as many specific facts and as much information as possible (e.g., location, names, dates, times) to facilitate investigation. All such complaints should be submitted promptly.
- b) The Vice President of Administration and/or the Vice President of Academic Affairs or a designee shall promptly and thoroughly investigate the complaint.
- c) If the College determines that a violation of this Policy has occurred, the College will take corrective action, including discipline, up to and including expulsion or discharge, as is appropriate under the circumstances. In the event of harassment by an individual who does not work for the College, the College will take corrective action as is reasonable and appropriate under the circumstances.

### Resolution of Complaints

Complaints of discrimination or harassment that are based on categories other than sex may be resolved either informally or formally. Informal resolution is voluntary. In the event that either party does not wish to participate in informal resolution or the applicable Vice President determines that informal resolution is inappropriate, the formal investigation and resolution process will be initiated.

### Prohibited Retaliation

Good faith reporting of alleged discrimination or harassment will not reflect adversely upon an individual's employment or educational status. Retaliation is prohibited and persons found to have retaliated or discriminated against an employee, student or other individual for reporting or complaining about discrimination or harassment, or for participating in an investigation of alleged discrimination or harassment, will be subject to appropriate disciplinary action, up to and including expulsion or discharge. Among the acts protected under this section are: making a good faith report or complaint of harassment; assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency; filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited by this Policy include, but are not limited to: intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it pursuant to the reporting procedures above.

### Confidentiality

The right to confidentiality of the complainant and the accused, and of witnesses who participate in an investigation, will be respected to the extent possible, provided that maintaining such confidentiality does not interfere with the College's obligations to investigate allegations of misconduct and to take corrective action when such misconduct is found to have occurred.

### Other Options for Assistance

Those who feel they have been subject to harassment, discrimination or retaliation may seek assistance from other resources, including but not limited to the Illinois Department of Human Rights, the Office for Civil Rights or the Equal Opportunity Employment Commission. These agencies may be contacted at the following addresses:

Illinois Department of Human Rights  
State of Illinois Center  
100 West Randolph Street, Suite 5-100  
Chicago, IL 60601  
312-814-6245

Illinois Human Rights Commission  
State of Illinois  
222 South College Street, Room 101  
Springfield, IL 62704  
217-785-5100

The Office of the Civil Rights/Chicago  
U.S. Department of Education  
Citigroup Center  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
312-730-1560

The United States Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8.100  
St. Louis, MO 63103  
800-669-4000

### Drug and Alcohol Use Policy

All applicable state, federal, and local laws relating to alcoholic beverages and controlled substances will be enforced. Illegal possession, consumption, use, sale, delivery or transfer of alcoholic beverages or controlled substances distribution is prohibited on the college grounds and in college facilities. Students seeking assistance with drug or alcohol problems will be referred by Counseling or the Family Health Clinic to appropriate community services such as Narcotics Anonymous, Alcoholics Anonymous, or local community counseling agencies.

### Family Educational Rights and Privacy Act (FERPA)

L&C accords to students all the rights under the Family Educational Rights and Privacy Act of 1974 as amended. The college will not provide access to nor disclose any information from students' educational records without the written consent of students except as permitted by FERPA: to L&C officials who have a legitimate educational interest in the record, in connection with a student's request for or receipt of financial aid, to accrediting organizations to carry out their functions, to comply with a judicial order, to appropriate parties in a health or safety emergency, and to release directory information (see below).

L&C officials with legitimate educational interest in a student's educational records may access those records without the student's consent. A school official includes: a person employed by the college in an administrative, supervisory, academic or research, or support staff position, a person elected to the Board of Trustees, a person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is performing: a task that is specific to his or her position description or by a contract agreement; a task related to a student's education; a task related to the discipline of a student.

Unless specifically requested otherwise in writing to the Director of the Enrollment and Advising, the college may disclose the following Directory Information: (1) name, (2) email address, (3) whether or not currently enrolled, (4) dates attended, and (5) degrees and honors attained. Additionally, to comply with the Solomon Amendment, the college will release to authorized military personnel the following directory information: student's name, address, telephone listing, date of birth, academic year, academic major, and degrees received. Students can request non-disclosure of above Directory Information by completing a form available from the Director in the Enrollment Center, Baldwin 1450.

Students have the right to review their educational records. Any information within the record is open for the student's inspection. If a student wishes to inspect the educational record, the student should begin the process by completing a Request to Inspect and Review Education Record form. If a student wishes to challenge data in the educational record which he or she considers inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student may request a hearing to be conducted. The request form may be obtained from the Enrollment Center.

Under FERPA a student's right to review his or her records supersedes the right of the parent when the student becomes 18 or is enrolled in a post-secondary institution.

NOTE: The college uses students' college ID numbers and social security numbers for limited and specific purposes. The college is required to obtain students' social security numbers for the purposes of Federal financial aid, college employment (IRS reporting), and Hope/Life Long Learning Scholarship reporting. The Family Educational Rights and Privacy act (FERPA) requires implementation of policies to protect a student's "educational records" and "personally identifiable information" including college ID numbers and social security numbers. College ID numbers and social security numbers are protected and not released to a third party without each student's written permission.

### Filming and Photography on Campus Policy

Lewis & Clark Community College encourages filming and photography on its properties within the guidelines of this policy. In all instances, filming and photography will be approved on Lewis & Clark Community College campuses and locations only if it does not interfere with the educational or other program functions or events of the College; does not pose a security or safety risk to those involved in the filming and

photography or other campus users; does not cause damage to any College asset; and, the use or re-use of the resulting film or photography product is consistent with the interests of the College and other applicable policies.

### **Incidental, Non-Commercial Filming Or Photography In Public Places**

The College's historic buildings and grounds, as well as its gardens, provide a desired backdrop by area photographers for family, engagement, prom, and other special event photos or for use by amateur photographers. Photographers are welcome to use exterior, public areas of the campus as a backdrop for these non-commercial photographs, but should generally check with the campus safety department to alert security to their presence on campus. Any individual who uses College property for such purposes must respect the rights of our students, employees and visitors not to be photographed or filmed without their knowledge and permission (see below).

Any such incidental filming or photography by faculty, staff, students, visitors or tourists shall not be used or reused for commercial purposes at any time without the express written permission of the College.

### **Commercial Filmmakers And Photographers**

The College requires explicit written permission for all film, photo, and video shooting on College property done for commercial purposes. Commercial purposes include promotional, marketing, commercial, advocacy, or similar purposes, via any medium, including online digital platforms. Should a filmmaker or photographer shooting for commercial purposes have a special request to utilize College property for filming or photography, that request must be directed to the Vice President of Administration 10 days prior to the planned shoot. A determination will be made within that 10-day period.

If approved for commercial filming or photography, the individual or entity seeking approval must provide a certificate of insurance for workers' compensation and general liability insurance as specified in the approval, naming the College as an additional insured. The individual or entity seeking approval for commercial filming and photography must also agree to indemnify the College from any claims and pay the approved filming or photography fee in advance of the shoot. The College may impose additional fees to cover direct costs for related College services required by the shoot, including safety, security, grounds preparation and restoration, traffic control, facilities, equipment and all other costs associated with the request.

To the extent commercial filming or photography is approved, Lewis & Clark Community College may not be identified as the location, except in those limited circumstances when the Vice President of Administration approves a specific request for such use of College property. Prohibited forms of identifying Lewis & Clark Community College as the location include filming or photographing trademarks, icons, recognizable College landmarks, and merchandise containing trademarked images/logos (such as flags, apparel, posters and other miscellaneous items). Identification also includes verbal references on film or video.

The College reserves the right to restrict filming or photography of a lecture, concert, theatrical production, or similar event. Commercial filming or photography of athletic or other special events requires approval of the Vice President of Administration consistent with this policy.

It is the responsibility of the individual or entity engaging in commercial filming or photography to secure releases from the persons photographed or video recorded in the course of the shoot.

### **Private Event Photography**

Individuals or organizations who have been granted a license to use College facilities for special events may film or photograph contemporaneous with the event without an additional permit, including commercial photography or videography, so long as it is consistent with all other aspects of College policies and regulations and is used solely by the licensee for non-commercial purposes.

### **Student Work**

Lewis and Clark students may film or take photographs on campus as part of an academic project if they obtain approval from their professor or the Vice President of Administration in advance. The student's plans to film or photograph on campus must comply with all College policies.

### **Journalists**

News organizations are generally permitted to film and take photographs in open areas of the campus. Journalists should contact the Media Services Department beforehand. News reporters and photographers should have media credentials to identify themselves and are expected to follow journalistic codes of conduct and ethics.

*Please note: Permission from the College is not transferrable to any other individual or entity. The College reserves the right to deny permission to photograph or film or revoke such permission at any time with or without notice consistent with the interests of the College.*

## **Religious Observances Policy**

Lewis and Clark Community College recognizes the varied religious beliefs that exist at the college and will accommodate students in resolving conflicts with their academic and religious commitments. Students who are unable to attend classes, take an exam or complete coursework due to a religious observance may be excused and will have the opportunity to make up any such exam or coursework. To be excused for such absences, students must notify their instructors of the absence due to the religious observance by the second week of the semester in order to establish a make-up schedule for completing any exam or coursework, to the extent such schedule will not create an unreasonable burden on the college. Students may raise any claim that they have been denied an educational benefit due their religious beliefs or practices under this policy, initially to the instructor and, if not resolved, through the college's student grievance procedure. This policy implements the University Religious Observances Act, which reads in part:

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and

provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. 110 ILCS 110/1.5(b).

## Sex Offender Registration Act Process

Illinois state law requires all sex offenders to inform the college within 3 days of registering for classes or accepting employment from an institution of higher learning. To be in compliance, sex offenders must complete an ISP 5-695 form in the Student Development and Counseling office.

If a student discloses as a sex offender at any L&C location, those students are directed to the administrative assistant in Student Development and Counseling to complete the Registration Form ISP 5-695. Once completed, the form is faxed to the State Police. Continuing students must complete the Registration Form ISP 5-695 every semester before advising/registering in Student Development. A new Registration Form must be completed when the student graduates.

## Sex-Based Misconduct Prohibition Policy

### Policy Statement

Lewis and Clark Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under Policy 505: Anti-Harassment, Including Sexual Harassment.

It is the policy of Lewis and Clark Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

### Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinators, who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

### Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinators and Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinators, campus safety, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

### I. Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct (Board Policy 707) and the College's Anti-harassment, Including Sexual Harassment Policy (Board Policy 706), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* ("VAWA"); Title VII of the *Civil Rights Act of 1964* ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.



The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

## II. Jurisdiction

The College's Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

1. On College property; or
2. Off College property if:
  - a) The conduct was in connection with a College or College-recognized program or activity; or
  - b) The conduct may have the effect of creating a hostile environment for a member of the College community.

## III. Scope

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

## IV. Administration

### A. Title IX Coordinator

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinator(s). Contact information for the Title IX Coordinator(s) is as follows:

Vice President Administration  
Lewis and Clark Community College  
5800 Godfrey Rd.  
Godfrey, IL 62035  
Telephone: 618-468-3000  
Email: [lartis@lc.edu](mailto:lartis@lc.edu)

Vice President Student Engagement  
Lewis and Clark Community College  
5800 Godfrey Rd.  
Godfrey, IL 62035  
Telephone: 618-468-6000  
Email: [shill@lc.edu](mailto:shill@lc.edu)

Responsibilities of the Title IX Coordinators include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
  - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
  - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, 312-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### B. Lewis and Clark's Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

## **V. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment, or Misconduct**

### A. On- and Off-Campus Counselors and Advocates

The following on- and off-campus counselors and advocates can provide an immediate confidential\* response in a crisis situation, as well as ongoing assistance and support:

Lewis and Clark Counseling Services, Caldwell Hall 2335, 618-468-4125, \*Confidential Counselor: Renee Bauer ([rbauer@lc.edu](mailto:rbauer@lc.edu))

\*Call for Help (Sexual Assault Victim's Care Unit), Granite City: 618-797-1049, Edgemont: 618-397-0975, East St. Louis: 618-271-8990

\*Indicates Confidential Advisors, as defined in Appendix A.

Note: While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

### B. Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or the phone number listed below:

Lewis and Clark Campus Safety: 618-468-2300 or dial "0" from any campus phone

### C. On-and Off-Campus Health Care Options

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

Lewis and Clark Family Health Clinic Fobes Hall, Room 1525 5800 Godfrey Rd. Godfrey, IL 62035 618-468-6800	Alton Memorial Hospital 1 Memorial Dr. Alton, IL 62002 618-463-7311
*OSF St. Anthony's Health Center # 1 St. Anthony's Way Alton, IL 62002 618-465-2571	*Anderson Hospital 2133 Vadalabene Dr. Maryville, IL 62062 618-288-5711

\*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

### D. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at 877- 236-7703.

## **VI. Making a Report of Alleged Sex-Based Misconduct**

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinators or any member of management at Lewis and Clark. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

### A. Student Reporting

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

### 1. Student Reporting to the Title IX Coordinator(s)

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator(s) directly. The College's Title IX Coordinators are:

Vice President Administration  
Lewis and Clark Community College  
5800 Godfrey Rd.  
Godfrey, IL 62035  
Telephone: 618-468-3000  
Email: [lartis@lc.edu](mailto:lartis@lc.edu)

Vice President Student Engagement  
Lewis and Clark Community College  
5800 Godfrey Rd.  
Godfrey, IL 62035  
Telephone: 618-468-6000  
Email: [shill@lc.edu](mailto:shill@lc.edu)

### 2. Student Reporting to Responsible Employees

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- Title IX Coordinator(s)
- College Administrators
- Supervisors and Managerial Staff
- Faculty
- Campus Safety Officers
- Coaches
- Advisors (including all student club advisors)

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

### 3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

Lewis and Clark Counseling Services, Confidential Counselor Renee Bauer, 618-468-4125, [rbauer@lc.edu](mailto:rbauer@lc.edu).

This individual is a Confidential Advisor, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individual(s) listed above may maintain a student's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, Campus Safety may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

### 4. Electronic and/or Anonymous Reporting

The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <mailto:4rsv@lc.edu> or by calling 855-RSV-4RSV (855-778-4778). Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

### 5. Note Regarding Student Participation in Public Awareness Events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' rights at these events.

## B. Employee Reporting

### 1. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

2. An employee should notify the Title IX Coordinator or Director of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the College's Policy Prohibiting Sex-Based Misconduct or Anti-harassment, including Sexual Harassment Policy.

### C. Board Member Reporting

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

## **VII. College Response to Reports of Alleged Sex Discrimination, Harassment, or Other Misconduct**

### A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter "complainant") to

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

### B. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College's policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College's implementation of supportive measures.

### C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

### D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

## **VII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking**

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. Where a party requests an extension of time or postponement of a scheduled date and the College grants the request, the extension or postponement will be provided on an equal basis to both parties.

### A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

### B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

### C. Consolidation of Formal Complaints

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

### D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal-either of a complaint altogether, or of a complaint for purposes of Title IX-the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

### E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, either in electronic format or in hard copy. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

#### F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

#### G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;



5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

#### H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Appeals Officer or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal. Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Appeals Officer or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appeals Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Appeals Officer or designee has concluded his/her review of the appeal, the Appeals Officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appeals Officer or designee's decision is final.

#### **IX. Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Preventing Sexual Misconduct Task Force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

#### **X. Training**

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process pursuant to Section VIII above.

The College, in conjunction with its Preventing Sexual Misconduct Task Force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

#### **Appendix A**

Definitions for the College's Sex-Based Misconduct Procedures

1. Bystander Intervention: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
2. Complainant: an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
3. Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VI of these Procedures are not Confidential Advisors.
4. Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress

does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. 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: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

5. Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
6. Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
7. Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
8. Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
9. Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
10. Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
11. Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.
12. Preponderance of the Evidence: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
13. Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
14. Responsible Employee: a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.
15. Retaliation: any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
16. Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
17. Sex-Based Misconduct: misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
18. Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
19. Sexual Harassment: unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
  - Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
  - Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
  - Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
  - Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
  - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
20. Sexual Violence: physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the

capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

21. Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
22. Survivor-Centered: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
23. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
24. Threat: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
25. Trauma-Informed Response: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

## Smoking Policy

As of July 1, 2015, and in accordance with the Smoke Free Campus Act (Public Act 098-0985), smoking is prohibited on all campus property. Campus property is defined as property that is owned, leased, occupied or otherwise controlled by Lewis and Clark Community College, both indoors and outdoors and in college-owned vehicles. The college's prohibition extends beyond the limitations of Public Act 098-0985 and is further applied to individuals traveling through campus or on campus in personal vehicles not owned by the college. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property.

This policy applies to all individuals, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, vendors, volunteers, visitors, guests, and members of the public. The policy is applicable 24 hours a day, seven days a week.

The prohibition includes using any kind of lighted or unlighted smoking materials. Prohibited materials include but are not limited to any kind of pipe, cigar, cigarette, cigarillo, bidi, kretek, hookah, atomizer, vaporizer, marijuana, weed, herb, and electronic cigarette.

This prohibition does not include (1) smoking associated with a recognized approved religious ceremony, ritual, or activity by American Indians and (2) smoking that is exclusively conducted for the purpose of approved medical or scientific research.

Violations of this policy will subject the violator to a fine of \$100. Repeated failure to comply with this policy may result in a ban from campus. Employees and/or students may also be subject to disciplinary action as well.

The Lewis and Clark Community College Security Department will enforce the provisions of the Smoke Free-Campus Act and this policy. However, compliance and enforcement are also the responsibility of all employees and students. Any form of discrimination or retaliation against an individual for making a complaint or furnishing information concerning an alleged violation will not be tolerated and will result in appropriate corrective action.

Appeals of any fine may be made to the Vice President of Administration within ten (10) calendar days of the receipt of the ticket. Students may appeal discipline in accordance with the Student Code of Conduct and employees may appeal discipline in accordance with the provisions of the college's personnel policies.

A smoke-free campus map for all college locations is available on the college's website: [www.lc.edu/smokefree](http://www.lc.edu/smokefree).

## Solicitation Policy

Solicitation of employees and students by individuals or profit-making organizations with products or services for personal use is prohibited unless otherwise authorized by the college President or his/her designee. Solicitation by individuals or non-profit organizations is not prohibited provided that it does not interfere with college business, programs and activities, is approved by the Vice President of Student Engagement, and is affiliated with a college organization, club or office.

## Student Right to Know

Please note that Student-Right-to-Know graduation rate and transfer-out data is available at [www.lc.edu/right\\_to\\_know](http://www.lc.edu/right_to_know).

Athletic Participation and Financial Aid (EADA) disclosure is available at [www.lc.edu/right\\_to\\_know](http://www.lc.edu/right_to_know).

The Jeanne Clery Disclosure of Campus security Policy and Crimes Statistics Act (formerly the Campus Security Act) can be found at [www.lc.edu/security](http://www.lc.edu/security) by clicking "Annual Security Report."

## Technology Resources Policy

All college students, faculty, staff or other personnel who use or have access to the college's technology resources, including but not limited to computers (e.g. desktops and portable computers, servers, networks, printers, software and data storage media), email, voicemail, facsimile machines, photocopiers and Internet access (collectively, technology resources) should be familiar with, and must comply with, these policies.

### 1. Confidentiality and Access Policies

The college's technology resources store confidential information. Access to this confidential information is granted to users only in connection with the college's function as an educational institution. Users may access and use the information only for proper purposes and must respect and maintain the confidentiality of that information. Users may not leak, place, post, transmit, or otherwise disclose confidential, sensitive, or proprietary college information, or any private information relating to any individual college employees, contractors, or students, to anyone outside of the college by any means, at any time, or for any reason.

### 2. Types of Software Used at College and Software Policies Third Party Software

All third party software used by the college is proprietary to the third party vendor, is protected by copyright and/or trade secret law, and is subject to the terms of the specific software license agreement entered into by the college with the third party vendor with respect to that software. In general, these software license agreements expressly forbid copying of the software, forbid the use of unauthorized copies of the software, may restrict the use of software to particular hardware, and may limit the computers upon which the software may be used or the number of concurrent users of such software. In some cases, the college's licenses permit certain limited use by students, faculty or staff on

home or portable computers. Violation of the provisions of software agreements and or copyright law can subject the college and individuals to substantial damage claims and possible criminal penalties.

**Copying of Software** - Lewis and Clark Community College will comply with copyright laws and license agreements entered into with vendors and computer software authors. The college prohibits any unauthorized duplication of all software owned or licensed by College. No user may, without proper authorization, duplicate the software that is loaded on his or her computer's hard disk for use on any other PC without consulting with and obtaining written authorization from the Academic Computing/Help Desk staff.

**Installation of Unauthorized Software** - The installation or use of non-college software on Lewis and Clark Community College computers is prohibited unless approved in writing by Academic Computing/Help Desk Staff. Such approval will be granted unless there is a substantial danger of system or network conflicts, configuration changes, etc. Any maintenance required by a PC that was caused by the installation of unauthorized software will be placed at the bottom of the priority list for repair by the Academic Computing/Help Desk Staff.

**File-Sharing** - To avoid the risk of copyright infringement and exposure to viruses/malware, users may not post, upload, download, transmit, distribute, or engage in any "file-sharing" of any data or files (including software, music, audiovisual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by College's Academic Computing/Help Desk Staff.

### 3. Use of Technology Resources

The college's technology resources are property of the college, or are licensed for use by the college and are intended to be used primarily for proper educational institutional purposes.

**Monitoring** - The college reserves the right to monitor, inspect, access, intercept, review, and when appropriate, disclose any and all information created, entered, received, stored, viewed, accessed or transmitted via college technology resources (including without limitation in databases, data file systems, data archives, Web/Internet/Intranet sites). Users should have no expectation of privacy in connection with the use of college technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data via such resources.

**Passwords and Security** - All passwords and security used in connection with college technology resources - including voice mail access codes - are college property and must be made available to the college. Users must understand that their use of passwords will not preclude access, monitoring, inspection, interception, review, or disclosure by authorized college personnel. The college also may unilaterally assign and/or change passwords and personal codes. The security of the college's technology resources is every user's responsibility.

Academic Computing Staff access each PC in the college periodically to perform system maintenance. Authorized and specifically designated college employees, agents, or representatives may also investigate and/or monitor the use of college systems to ensure that use is consistent with our policies. They may also override all passwords or security codes when deemed necessary.

**Lawful Use** - College technology resources may not be used to intentionally or unintentionally violate any local, state, federal, or national civil or criminal laws, including copyright and patent laws of any jurisdiction. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, email, or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. Users also may not upload, download, post, email, or otherwise transmit any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.

**Infringement** - College computer, electronic, email, and Internet resources may not be used to violate proprietary rights, including copyright, trademark, trade secret, patent, rights of publicity, or any other intellectual property rights.

**No Harassment** - Users are absolutely forbidden from using college technology resources in any way that may be construed to violate the college's harassment-free workplace policy or otherwise harass fellow students or other individuals. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt of any potentially offensive material; claiming to be a passive recipient of prohibited material is unacceptable. Prohibited conduct includes sending email messages to someone who has requested that the user not do so.

**Misrepresentation of Identity** - College computer, electronic, email, and Internet resources may not be used to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" and "phishing" (e.g., constructing electronic communications to appear to be from someone else, including to solicit personally identifiable information from recipients) is prohibited. Each user's name, email address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

### 4. Internet Guidelines

In addition to the above terms of use, the following guidelines specifically apply to Internet usage. Members of the Lewis and Clark Community College campus community must remember that access to the Internet is a privilege. All College Students, Faculty, Staff or other personnel who use or have access to the Internet through the college must use the Internet resources in an effective, ethical and lawful manner. The following guidelines must be adhered to by all persons whether using systems on-campus or remotely from off-campus. Failure to do so may result in removal of your account. The account is to be closed if you are no longer associated with the college. Because of limited disk space, it is expected that you check email daily and delete unnecessary messages immediately. Keep messages remaining in your electronic mailbox to a minimum. Subscribers to news and messaging groups/services have an additional responsibility to monitor their electronic mailbox.

**Communications Over the Internet** - Electronic communications facilities (such as email, blogs, network news, and Internet video and chat) are primarily for college activities. Each individual is responsible for his/her image on the Internet as well as the image of the college. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or any other network on- or off-campus. Inappropriate messages include but are not limited to the following:

**Fraudulent Messages** - Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.

**Harassing Messages** - Messages that harass an individual or group because of their sex, race, age, religious beliefs, national origin, physical attributes or sexual preference.

**Obscene Messages** - Messages that contain obscene or inflammatory remarks directed toward an individual or group.

**Inappropriate Use of Resources** - No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.

**Network Configuration** - No one may establish a TCP/IP resource on campus without the explicit consent of Academic Computing/Help Desk. All addresses are administered by Academic Computing/Help Desk and all users must adhere to the addressing conventions established by that department.

**Security** - No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

**System Accounts** - Accounts are assigned to individuals and no one may use another person's account. Use of another user's account may result in automatic suspension of the account.

**Financial Gain** - No one may use resources of the Internet for personal financial gain by posting messages that promote the products or services of a local business or their own product or services.

#### 5. **Personal Technology Devices in the Classroom**

In an effort to preserve the integrity of the academic environment, extraneous use of personal electronic devices (cell phones, Bluetooth, PDAs, iPods, calculators, etc.) is prohibited during all class meetings. The instructor reserves the right to examine the device in instances where allegations of academic dishonesty are suspected. In emergency situations students must inform the instructor to receive permission to leave the classroom when their cellular phones vibrate (do not have cell phone ring or otherwise disturb the class).

## **Weapons on Campus Policy**

Consistent with the College's commitment to provide a safe and secure environment, the College maintains a policy prohibiting any individual from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons either on his person or in his vehicle anywhere on College property or in any College buildings, even if that person has a valid federal or state license to possess a weapon or firearm. College employees are similarly prohibited from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons in the performance of duties or when performing work on behalf of the College, whether on or off of College property, except as expressly outlined below.

The prohibitions of this policy extend to all property, including parking areas, sidewalks and common areas, owned, leased or controlled by the College where activities, programs or classes are held or College work or business is performed, including College vehicles. The prohibitions of this policy also apply when the College property is used for public or private gatherings. The prohibitions of this policy extend to concealed firearms, meaning a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public or in the vehicle of that person, even if an individual has a permit for "concealed carry" pursuant to Public Act 98-0063, the Firearm Concealed Carry Act.

As a limited exception to the prohibitions on weapons in this policy, individuals licensed to carry a concealed firearm may transport a firearm into the parking areas on College property at the [Godfrey Campus, N.O. Nelson campus in Edwardsville, the Confluence campus, the Macoupin County Community Education Center, the Tri-County Community Education Center, St. Patrick's Adult Education Center and the Bethalto Training Center] if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle or in the vehicle's trunk. Any licensed individual must immediately, upon parking the vehicle in any of the College's designated parking spaces, either: (a) store his or her firearm or ammunition in a secure case or locked container out of plain view within the vehicle, or (b) store the firearm within the vehicle's trunk. In the event the individual stores the firearm in the vehicle's trunk, the individual must ensure that the firearm is unloaded at the time the individual exits the vehicle.

This policy does not prohibit the authorized use of a weapon or firearm used in connection with a weapons safety course or weapons education course offered in the regular course of College business or approved by the College; or the authorized use of a weapon or firearm by an on duty law enforcement and/or College security officer required to carry a weapon or firearm as a condition of his or her employment; or the use of a weapon or firearm in connection with College sanctioned classes, performances, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., starter pistols) and prior written approval has been received from the College. Similarly, this policy allows for active law enforcement officers who enter onto College property to carry a licensed or authorized service weapon provided that if the law enforcement officer enters College property outside of the officer's assigned duty hours, the officer must notify the Security Department that the officer has brought an allowed weapon on to College property.

Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law. In addition:

1. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.
2. Any College employee found to be in violation of this Policy is subject to suspension or termination of employment.
3. Any third person (meaning, an individual who is neither an employee nor a student) found to be in violation of this Policy is subject to exclusion from any College property or facility for a period of not less than one (1) calendar year.

# College Catalog

## Important Notice for Students Concerning Changes in the Catalog

This catalog is the official reference for the college's academic programs and courses and should be used as a guide in planning a course of study and in meeting requirements for graduation. Be aware that the student catalog is not a contract or intended to create any type of contract between you and Lewis and Clark Community College. The college reserves the right to change this catalog or anything contained in it at any time at its sole discretion, including, but not limited to, the following: changing or withdrawing courses or course requirements; changing or withdrawing programs or program requirements; and/or changing, modifying or eliminating any other rules or policies governing students. You should work closely with your academic advisor for individualized enrollment assistance and with help in choosing the program and courses that best fit your goals.

## Joint Educational Agreements

### The Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER)

Lewis and Clark is participating in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) whereby L&C students may attend any of the following institutions at the receiving college's in-district tuition and fees rates. CAREER participation is limited to programs of study (not individual courses) not offered at L&C. Students who wish to enroll in a program at L&C that is not available in their home district listed below should request a letter from that district designating them as participants in an approved program. Upon receipt of that letter, L&C will then be able to charge them in-district tuition and fees. Residents of the L&C District may take advantage of this Agreement by requesting a letter of approval from the Office of the Vice President of Enrollment Services, Baldwin 2423.

- Black Hawk College
- Carl Sandburg College
- City Colleges of Chicago
- College of DuPage
- College of Lake County
- Danville Area College
- Elgin Community College
- Harper 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
- 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
- South Suburban College
- Southeastern Community College
- Southwestern Illinois College
- Spoon River College
- Triton College
- Waubesa Community College

### Dual Admission Agreements

Lewis and Clark has developed several dual admissions agreements to give L&C students the opportunity to be admitted to baccalaureate-degree granting colleges and universities while enrolled full-time at L&C. The goal of these agreements is to create a seamless and successful transition from L&C to another institution. Participants have access to both L&C and partnering institutions' advising and financial aid services, and both L&C and the partnering institutions' courses. While studying primarily at L&C, dual admission students may enroll in one course per semester at the partner institution.

Southern Illinois University Edwardsville and Lewis and Clark have a Dual Admission/Partnership Agreement that allows L&C students to apply by the end of their second semester of full-time attendance at L&C for dual admission at SIUE. Students are eligible for advising and financial aid services at both SIUE and L&C. For more information call the Director of Enrollment and Advising, 618-468-5200.

Fontbonne University and Lewis and Clark have a Dual Admission Agreement that allows students to apply within the first 30 credit hours at L&C. Students are eligible for advising and financial services at both Fontbonne and L&C.

The University of Illinois at Chicago College of Nursing and L&C offer a well-defined dual admission pathway from L&C's ADN program to the University's online RN to BSN degree completion program. The dual admissions pathway allows nursing students to achieve an associate's degree in Nursing at L&C, while at the same time enrolling in courses that are part of the BSN program at the University.

For more information contact an advisor at 618-468-2220.

### Summary of Agreements with Four-Year Institutions

Lewis and Clark has developed an array of agreements with four-year colleges and universities to expedite transfer to specific programs. Dual admission and articulation agreements with selected universities and specific baccalaureate degree programs provide students the opportunity to obtain baccalaureate degrees in technical and other specific fields. Under the 2+2 articulation agreements, L&C graduates who have earned Associate in Applied Science (A.A.S.) degrees in specific occupational programs or A.A. or A.S. degrees with specific course work can transfer to the partnering four-year institution, usually with junior standing. Check specific agreements with the Director of Enrollment and Advising, 618-468-5200.

# Transfer Degree and Career Programs

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## Transfer Degree Program Admission Requirements

It is the college's policy to accept all students for admission; however, some programs have additional admission requirements.

Degree/certificate-seeking students are expected to have a high school diploma or the equivalent of a high school diploma (GED or HiSet). Completion of the equivalent of a high school diploma in a home school setting also is acceptable.

Students enrolling in transfer programs must meet the minimum admission requirements under Illinois Public Act 86-0954. Requesting that your high school transcript be sent to the college allows your academic advisor to make sure that you have met those requirements. If you have not, the college offers equivalent courses to help you meet the minimum admission requirements.

## Transfer Degree Program Goals

Freshman and sophomore years at any college or university are designed to complete general education requirements in English, speech, math, social sciences, humanities, and natural sciences. These years allow you to explore many different subjects before making that important decision about a major field of study. L&C's transfer degree programs provide the same quality educational courses that you would take as a freshman or sophomore anywhere else, but at a much lower cost. You will work with faculty and staff in student-centered classes and programs. We understand the importance of the individual and the efforts needed to build the academic skills required to complete educational goals.

Transferring to a four-year college or university is easy if you:

- Earn one of the transfer degrees and select courses at L&C to match the freshman and sophomore requirements listed by the college to which you plan to transfer (check course articulation agreements—see advisor), and
- Complete an educational plan with a counselor or advisor and follow it.

## Program Majors

Students that have decided on a major field of study, and plan to continue at a four-year institution, should consider choosing from the program majors listed in the A.A. and A.S. degree sections of this catalog. Students should work closely with an academic advisor to verify the program requirements of the institution they plan on attending.

## Transfer of Course Credit

The courses in the baccalaureate-oriented transfer degree programs are carefully designed to assure the acceptance of your course work by the senior college or university to which you transfer. However, the ultimate acceptance of your credit is determined by the senior institution.

The Illinois Board of Higher Education requested senior colleges and universities "to declare that a transfer student in good standing, who has completed an AA or AS degree based on baccalaureate-oriented sequences to be transferred from a junior/community college in Illinois to be considered to have attained junior standing; and to have met lower division general education requirements of senior institutions."

Many of the senior institutions comply with this request. Some universities have expanded the agreement and stated that all general education requirements have been met by completion of an associate degree based on baccalaureate-oriented sequences.

Lewis and Clark is a participant in the major statewide initiative to facilitate transfer of students among Illinois colleges and universities. This major effort among public, private, two-year, four-year, associate and baccalaureate degree granting institutions is called the Illinois Articulation Initiative (IAI). See [www.itransfer.org](http://www.itransfer.org) for more information.

The IAI agreement is designed to make transferring to any participating school as smooth as possible. When making transfer plans, a student must always seek the advice of an academic advisor in the Enrollment Center and at the school she/he plans to attend.

Articulation is the process of transferring courses from one college to another and the way the classes will be used at the receiving school. The IAI General Education Core Curriculum is designed specifically for transfer students. Transferring students should complete the IAI General Education Core Curriculum before transferring in order to be guaranteed full general education credit. When the full core is not completed before transfer, each college or university decides how to apply each individual course.

L&C's General Education Core Curriculum, approved by the IAI, requires a total of 12 courses (37 semester credit hours). There are five fields or categories within the General Education Core Curriculum: Communication, Mathematics, Physical and Life Sciences, Humanities and Fine Arts, Social and Behavioral Sciences. This curriculum became effective at L&C and statewide in the summer of 1998. The application of credit earned prior to the summer of 1998 is an individual college's decision.



# General Education Core Curriculum

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The Illinois Transferable General Education Core Curriculum is a part of a transferable degree. It is not a workforce certificate nor industry-recognized credential. Successful completion of these core courses will facilitate transfer to any other participating associate or bachelor's degree program. In order to complete the Illinois Transferable General Education Core Curriculum, students are required to take at least 12 courses (37 to 41 semester credits). No more than two courses from any one discipline can be used to fulfill General Education Core Curriculum requirements. Refer to the general education requirements in your transfer degree (A.A., A.S., A.F.A., A.E.S.) for specific instructions in selecting courses. Students in Associate in Applied Science (A.A.S.) Degree programs should follow the courses listed in their program unless otherwise indicated.

## The General Education Core Curriculum is divided into five categories:

1. **Communications** - Communication is the art of expressing and exchanging ideas in speech or writing. The complexities of modern life demand that individuals have a mastery of both written and oral communication skills. Therefore, L&C and the Illinois Transferable General Education Core Curriculum require competency in both skills. To fulfill the requirement, students should satisfactorily complete both ENGL 131 and ENGL 132 and one course in oral communication. Satisfactory completion of the writing courses means a grade of C or better. Because communication skills provide a foundation for success in later academic work, general education communication courses should be completed early in a student's degree program, and communication skills should continue to be developed and refined across the undergraduate curriculum.

2. **Mathematics** - The mathematics component of general education focuses on quantitative reasoning to provide a base for developing a quantitatively literate college graduate. Every college graduate should be able to apply simple mathematical methods to the solution of real-world problems. A quantitatively literate college graduate should be able to:

- interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them;
- represent mathematical information symbolically, visually, numerically and verbally;
- use arithmetic, algebraic, geometric and statistical methods to solve problems;
- estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives and select optimal results; and
- recognize the limitations of mathematical and statistical models.

Courses accepted in fulfilling the general education mathematics requirement emphasize the development of the student's capability to do mathematical reasoning and problem solving in settings the college graduate may encounter in the future. General education mathematics courses should not lead simply to an appreciation of the place of mathematics in society, nor should they be merely mechanical or computational in character. To accomplish this purpose, students should have at least one course that emphasizes the foundations of quantitative literacy and solidifies and deepens this foundation to enable the student to internalize these habits of thought.

3. **Physical and Life Sciences** - The purpose for the study of science is to:

- develop students' understanding of the methods of scientific inquiry, including the formulation and
- familiarize students with selected scientific principles in the physical and life sciences;
- enable students to make informed decisions about personal and societal issues.

To achieve this purpose, students are expected to satisfactorily complete a minimum of two courses (7 to 8 semester credit hours) to fulfill the Illinois Transferable General Education Core Curriculum science requirement.

In order for students to understand the methods of scientific inquiry, including the development of the skills and disposition necessary to become independent inquirers about the natural world, at least one general education science course must include a laboratory component that meets a minimum of two hours per week, in which students will be expected to:

- formulate or evaluate questions (hypotheses),
- plan and conduct experiments (test hypotheses),
- make systematic observations and measurements,
- interpret and analyze data,
- draw conclusions,
- communicate the results (orally and/or in writing).

In order for students to become familiar with selected scientific principles, at least one course must be selected from the life sciences and one course from the physical sciences.

4. **Humanities and Fine Arts** - The study in the humanities and fine arts develops an understanding of what it means to be human-the struggles and aspirations, comedies and tragedies, and achievements and failures of human beings; wrestles with the basic questions that confront all human beings in the course of their lives-identity, beauty, courage, love, truth, justice, and morality; and examines the dreams, traditions, and cultural expressions of peoples throughout time who have wrestled with these same questions. To understand what it means to be human, one must understand oneself in relation to the natural world and in relation to others, reflect on ideas and confront presuppositions from one's own and other cultures, and respond creatively. Thus, study in the humanities and fine arts focuses on intellectual and cultural expression approached through historical, hermeneutic, cultural, and aesthetic investigations.

Courses designed to fulfill the General Education Core Curriculum humanities and fine arts requirement involve students in the basic questions and substance of the humanities and fine arts, as well as in the methods used to approach these questions. Courses in philosophy, religious studies, literature, history, and the history and appreciation of the visual and performing arts are included. Because critical thinking, investigation, and reflection are necessary to the study of the humanities and fine arts, these processes-as embodied in writing (essays and essay examinations) and speaking (oral presentations and discussion)-are significant components of humanities and fine arts courses. Where appropriate, course readings and activities also reflect an awareness of the United States' multicultural inheritance: race, ethnicity, gender and class. By contrast, courses that primarily focus on developing a skill, such as performance or production courses

in the arts, technique or professional courses in communications, and those foreign language courses that focus on learning to speak and write a different language at an elementary level, generally are not considered part of general education in the humanities and fine arts. To fulfill the humanities and fine arts requirement, students should select a minimum of three courses (9 semester credit hours) from the approved course list, selecting at least one from the humanities and one from the fine arts. Interdisciplinary courses encompassing both the humanities and the fine arts may be used for both categories.

5. **Social and Behavioral Sciences** - Through study in the social and behavioral sciences, students gain an appreciation of human continuity and change. Students learn to analyze the past, develop insight into contemporary social life, and understand the impact of individual and social actions on the future. Students are encouraged to develop a sense of global responsibility toward humanity and the environment. Study in the social and behavioral sciences will help students to:
- gain insight into individual behavior;
  - develop an understanding of their own society and the world as part of larger human experience in time and place;
  - analyze social, political, cultural, historical, and economic institutions and relationships that both link and separate societies throughout the world;
  - develop analytical, critical thinking, and communication skills necessary to understand and influence the world in which they live;
  - comprehend methods of inquiry employed by social and behavioral scientists.

Students are expected to complete satisfactorily a minimum of three courses (9 semester credit hours), selected from at least two disciplines, to fulfill the Illinois Transferable General Education Core Curriculum social and behavioral science requirement.

## Assessment of General Education Learning Outcomes

Since fall 2000, the Lewis and Clark faculty have embedded general education learning assessment in courses across the curriculum. These general education learning outcomes are identified and defined by the faculty as follows:

**Communication - Writing:** effective skill in writing by creating a thesis and organizing argument with support, as well as editing and revising for clarity and critical thinking.

**Communication - Speaking:** effective skill in recognizing and employing criteria in formal speech presentations, including both verbal and nonverbal techniques, to enhance delivery.

**Critical Thinking:** effective skill in articulating and evaluating arguments using both deductive and inductive reasoning, utilizing rudimentary principles of the scientific method, and applying these skills to problem solving. Components include: reasoning (inferential discourse and scientific reasoning) and practical problem solving.

**Mathematical Reasoning:** effective skill in basic mathematical computation and comprehension of quantitative information, including application in a variety of situations. Components include: number sense, statistics, and applied math.

**Teamwork Skills:** effective skill in self-understanding as evidenced by such traits as self-control, personal integrity and responsibility, and skill in associating with others as evidenced by such traits as tolerance, empathy, and awareness of common goals. Components include: self-knowledge and knowledge of others.

**Global Awareness:** effective skill in identifying, appreciating, and describing the interdependencies and conflicts of the global community on national, regional, local and/or personal levels. Components include: similarities, connection, and differences

The faculty purposefully include instruction in these skills within their discipline areas. General education learning assessment is a regular and on-going component of teaching and learning at Lewis and Clark.

# General Education Core Curriculum Credential Requirements

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## Communications Courses (9 Credit Hours)

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Select three courses: a two-course sequence in writing (with grade of "C" or better) and one course in oral communications.

### Writing Sequence Courses

- ENGL 131 - First-Year English I 3 credit hours \*C1 900
- ENGL 132 - First-Year English II 3 credit hours \*C1 901R

### Oral Communication Courses

- SPCH 131 - Public Speaking 3 credit hours \*C2 900
- SPCH 145 - Public And Private Communication 3 credit hours \*C2 900

## Mathematics Courses (3-5 credit hours)

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Select one course appropriate to your major. Check with your advisor to ensure the appropriate course is being selected.

- MATH 137 - Elementary Mathematical Modeling 3 credit hours \*M1 907
- MATH 138 - General Education Mathematics 3 credit hours \*M1 904
- MATH 145 - General Education Statistics 4 credit hours \*M1 902
- MATH 152 - Math For Elementary Teachers II 3 credit hours \*M1 903
- MATH 165 - Calculus for Busn & Social Science 4 credit hours \*M1 900-B
- MATH 171 - Calculus And Analytic Geometry I 5 credit hours \*M1 900-1
- MATH 172 - Calculus & Analytic Geometry II 5 credit hours \*M1 900-2
- MATH 235 - Statistics 4 credit hours \*M1 902
- MATH 271 - Calculus And Analytic Geometry III 4 credit hours \*M1 900-3

## Physical and Life Sciences Courses (7-8 credit hours)

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Select two courses: one from the life sciences group and one from the physical sciences group. In addition, one course must be a lab science course.

### Life Sciences Lab Courses

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours \*L1 900L

### Life Sciences Non-Lab Courses

- BIOL 145 - Natural Resources & Environmental Sci 3 credit hours \*L1 905
- BIOL 162 - Human Inheritance 3 credit hours \*L1 906
- BIOL 164 - Microbes And Society 3 credit hours \*L1 903
- BIOL 165 - Ecological Principles 3 credit hours \*L1 905
- BIOL 173 - Evolutionary Theory 3 credit hours \*L1 907

### Physical Sciences Lab Courses

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours \*P1 903L
- CHEM 131 - Introduction To Chemistry I 4 credit hours \*P1 902L
- CHEM 132 - Introduction To Chemistry II 4 credit hours \*P1 904L
- CHEM 141 - General Chemistry I 5 credit hours \*P1 902L
- PHSC 130 - General Physical Science 4 credit hours \*P9 900L
- PHSC 131 - Physical Geography 4 credit hours \*P1 909L
- PHYS 130 - Concepts Of Physics 4 credit hours \*P1 901L
- PHYS 131 - Introduction To Physics I 4 credit hours \*P1 900L
- PHYS 141 - General Physics I 5 credit hours \*P2 900L

### Physical Sciences Non-Lab Courses

- PHSC 135 - Environmental Geography 3 credit hours \*P9 901
- PHSC 141 - Introduction To Astronomy 3 credit hours \*P1 906
- PHSC 145 - Intro Geology & Physical Geography 3 credit hours \*P1 907

## Humanities and Fine Arts Courses (9-10 credit hours)

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Select three courses. One course must be selected from the humanities group and one course must be selected from the fine arts group. The additional course is the student's choice or as directed by your advisor.

### Humanities Western Culture Courses

- FREN 232 - Intermediate French II 4 credit hours \*H1 900
- GERM 232 - Intermediate German II 4 credit hours \*H1 900
- HIST 141 - African American History 3 credit hours \*H2 909D †
- LITT 132 - Shakespeare's Comedies 3 credit hours \*H3 905
- LITT 133 - Shakespeare's Histories 3 credit hours \*H3 905
- LITT 134 - Shakespeare's Tragedies 3 credit hours \*H3 905
- LITT 135 - Women In Literature 3 credit hours \*H3 911D †
- LITT 136 - Mythology 3 credit hours \*H9 901
- LITT 140 - Children's Literature 3 credit hours \*H3 918
- LITT 234 - Multicultural American Literature 3 credit hours \*H3 910D †
- LITT 235 - American Literature I 3 credit hours \*H3 914
- LITT 236 - American Literature II 3 credit hours \*H3 915
- LITT 241 - British Literature I 3 credit hours \*H3 912
- LITT 242 - British Literature II 3 credit hours \*H3 913
- PHIL 131 - Introduction To Philosophy 3 credit hours \*H4 900
- PHIL 231 - Fundamentals Of Logical Reasoning 3 credit hours \*H4 906
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours \*H4 904
- SPAN 232 - Intermediate Spanish II 4 credit hours \*H1 900

### Humanities Non-Western Culture Courses

- HUMN 231 - Comparative Religion I 3 credit hours \*H5 904N†
- LITT 233 - Literature Of Non-Western Cultures 3 credit hours \*H3 908N†
- PHIL 132 - Eastern Philosophy 3 credit hours \*H4 903N†

### Fine Arts Western Culture Courses

- ART 130 - Introduction To The Visual Arts 3 credit hours \*F2 900
- ART 140 - The Art Of Film 3 credit hours \*F2 908
- ART 141 - History Of Art I 3 credit hours \*F2 901
- ART 142 - History Of Art II 3 credit hours \*F2 902
- ART 146 - Women In Art 3 credit hours \*F2 907D †
- MUSI 130 - Appreciation Of Music 3 credit hours \*F1 900
- MUSI 137 - Introduction To American Music 3 credit hours \*F1 904
- MUSI 138 - Introduction To Music Literature 3 credit hours \*F1 901
- MUSI 232 - Jazz In Multicultural America 3 credit hours \*F1 905D †

### Fine Arts Non-Western Culture Course

- ART 153 - Non-Western Art 3 credit hours \*F2 903N †
- MUSI 134 - Non-Western Music 3 credit hours \*F1 903N †

### Interdisciplinary Humanities Courses

Courses in this category are considered a western culture humanities course.

- HUMN 133 - History of Riverscapes 3 credit hours \*H9 900

### Interdisciplinary Humanities/Fine Arts Courses

Courses in this category may be considered either western culture fine arts or western culture humanities.

- HUMN 131 - Introduction To Humanities I 3 credit hours \*HF 902
- HUMN 132 - Introduction To Humanities II 3 credit hours \*HF 903

† Satisfies Human Relations requirement

## Social and Behavioral Sciences Courses (9 credit hours)

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Select three courses from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC).

### Social and Behavioral Sciences Western Culture Courses

- ANTH 231 - Introduction To Physical Anthropology 3 credit hours \*S1 902
- ECON 131 - Introduction To Economics 3 credit hours \*S3 900
- ECON 151 - Principles Of Macroeconomics 3 credit hours \*S3 901
- ECON 152 - Principles Of Microeconomics 3 credit hours \*S3 902
- GEOG 132 - Geography By World Regions 3 credit hours \*S4 906
- HIST 131 - Western Civilization I 3 credit hours \*S2 902
- HIST 132 - Western Civilization II 3 credit hours \*S2 903
- HIST 231 - American Republic: Beginnings - 1877 3 credit hours \*S2 900
- HIST 232 - American Nation: 1877 - Present 3 credit hours \*S2 901
- POLS 131 - American Government 3 credit hours \*S5 900
- POLS 132 - State And Local Government 3 credit hours \*S5 902
- POLS 231 - International Relations 3 credit hours \*S5 904
- POLS 235 - Comparative Political Institutions 3 credit hours \*S5 905
- PSYC 131 - General Psychology 3 credit hours \*S6 900
- PSYC 232 - Human Development 3 credit hours \*S6 902
- PSYC 233 - Child Psychology 3 credit hours \*S6 903
- PSYC 243 - Adolescent Psychology 3 credit hours \*S6 904
- PSYC 253 - Adult Development And Aging 3 credit hours \*S6 905
- PSYC 260 - Social Psychology 3 credit hours \*S8 900
- SOCI 131 - Introduction to Sociology 3 credit hours \*S7 900
- SOCI 132 - Social Problems 3 credit hours \*S7 901
- SOCI 150 - Racial And Ethnic Relations 3 credit hours \*S7 903D †
- SOCI 155 - Introduction To Sex And Gender 3 credit hours \*S7 904D †
- SOCI 240 - Marriage And The Family 3 credit hours \*S7 902

### Social and Behavioral Sciences Non-Western Culture Courses

- ANTH 232 - Cultural Anthropology 3 credit hours \*S1 901N †
- GEOG 205 - Human Geography 3 credit hours \*S4 900N †
- HIST 135 - World History I 3 credit hours \*S2 912N †
- HIST 136 - World History II 3 credit hours \*S2 913N †
- HIST 138 - History Of Latin America 3 credit hours \*S2 920N †
- HIST 171 - Middle East History 3 credit hours \*S2 920N †

### Social and Behavioral Sciences Interdisciplinary Courses

Courses in this category are considered a western culture social and behavioral sciences course.

- SOSC 132 - The Science of Happiness 3 credit hours \*S9 900
- SOSC 133 - River in Social Context 3 credit hours \*S9 900

† Satisfies Human Relations requirement

**Total credit hours required for the completion of the General Education Core Curriculum: 37**

# Associate in Arts - ARTS.AA

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The Associate in Arts degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Arts (BA) degree. The Associate in Arts degree includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative.

Lewis and Clark offers A.A. degree program majors in the following areas of study:

- Accounting
- Anthropology
- Architecture
- Art
- Audiology
- Business
- Computer Information Systems
- Criminal Justice
- Economics
- Education
- English
- Exercise Science
- Geography
- Foreign Language
- Health - Community/Public Health
- History
- Human Services
- Literature
- Mathematics
- Mass Communications
- Marketing
- Management
- Philosophy
- Political Science
- Psychology
- Sociology
- Social Work
- Speech Communication
- Speech Pathology

If you plan on majoring in one of these at a four-year institution, you should work closely with your academic advisor to verify the program requirements and course transferability at the institution you plan on attending.

**Online and Web-Blended Learning Option:** Lewis and Clark offers an Associate in Arts degree option which enables the student to complete most of the required coursework by combining online and/or Web-blended courses. (Note: some courses may require on-campus visits.) If you are interested in pursuing this degree option, please contact an Academic Advisor for assistance with course selection.

## General Education Requirements: 37 Credit Hours

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- **Communications (9 Credit Hours)**  
Three courses must be selected from the general education core list: a two-course sequence in writing (with grade of "C" or better) and one course in oral communications.
- **Mathematics (3 Credit Hours)**  
One course must be selected from the Mathematics general education core list.
- **Physical & Life Sciences (7 Credit Hours)**  
Two courses must be selected with at least one course being a lab science course. In addition, one course must be selected from the life science group and one course must be selected from the physical science group. See general education core list.
- **Humanities & Fine Arts (9 Credit Hours)**  
Three courses must be selected with at least one course being a western culture course. In addition, at least one course must be selected from the humanities group and one course must be selected from the fine arts group. Note: A.A. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.
- **Social & Behavioral Sciences (9 Credit Hours)**  
Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC). Note: A.A. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.
- **Human Relations Requirement**  
Students must satisfy the State of Illinois human relations course requirement by successfully completing one of the following courses as part of the 37 General Education credit hours:

Humanities/Fine Arts courses:

- ART 146 - Women In Art 3 credit hours (IAI: F2 907D)
- ART 153 - Non-Western Art 3 credit hours (IAI: F2 903N)
- HIST 141 - African American History 3 credit hours (IAI: H2 909D)
- HUMN 231 - Comparative Religion I 3 credit hours (IAI: H5 904N)
- LITT 135 - Women In Literature 3 credit hours (IAI: H3 911D)
- LITT 233 - Literature Of Non-Western Cultures 3 credit hours (IAI: H3 908N)
- LITT 234 - Multicultural American Literature 3 credit hours (IAI: H3 910N)
- MUSI 134 - Non-Western Music 3 credit hours (IAI: F1 903N)
- MUSI 232 - Jazz In Multicultural America 3 credit hours (IAI: F1 905D)
- PHIL 132 - Eastern Philosophy 3 credit hours (IAI: H4 903N)

Social/Behavioral Science courses:

- ANTH 232 - Cultural Anthropology 3 credit hours (IAI: S1 901N)
- GEOG 205 - Human Geography 3 credit hours (IAI: S4 900N)
- HIST 135 - World History I 3 credit hours (IAI: S2 912N)
- HIST 136 - World History II 3 credit hours (IAI: S2 913N)
- HIST 171 - Middle East History 3 credit hours (IAI: S2 920N)
- HIST 138 - History Of Latin America 3 credit hours (IAI: S2 920N)
- SOCI 150 - Racial And Ethnic Relations 3 credit hours (IAI: S7 903D)
- SOCI 155 - Introduction To Sex And Gender 3 credit hours (IAI: S7 904D)

## Major Field and Elective Course Requirements: 20 Credit Hours

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- **Elective Course Requirements**

In addition to using courses with a PCS of 1.1 to satisfy the elective course requirements, students may also use IAI-approved courses with a PCS of 1.2. The IAI-approved courses with a PCS of 1.2 are:

- CRMJ 131 - Intro To American Criminal Justice 3 credit hours (IAI: CRJ 901)
- CRMJ 151 - Intro To Corrections 3 credit hours (IAI: CRJ 911)
- CRMJ 254 - The Juvenile Offender 3 credit hours (IAI: CRJ 914)
- DRFT 140 - Computer Aided Drafting 4 credit hours (IAI: EGR 941)
- MCOM 130 - Introduction to Video Production 3 credit hours (IAI: MC 916)
- MCOM 131 - Introduction to Broadcasting 3 credit hours (IAI: MC 914)
- MCOM 136 - Basic Announcing 3 credit hours (IAI: MC 918)
- MCOM 145 - Broadcast Writing 3 credit hours (IAI: MC 918)
- MCOM 150 - Introduction To Radio Production 3 credit hours (IAI: MC 915)
- WEB 135 - Web Page Design Essentials 3 credit hours (IAI: MC 923)

## Additional Associate in Arts Requirement: 3 Credit Hours

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- **One course must be selected from either of the two options listed below:**

1. Any additional course with the following prefix and a PCS of 1.1: ART, HUMN, LITT, MUSI, PHIL.
2. Although one course in a foreign language will satisfy this requirement, it is recommended that students complete two courses in the same language.
  - FREN 131 - Elementary French I 4 credit hours
  - FREN 132 - Elementary French II 4 credit hours
  - FREN 231 - Intermediate French I 4 credit hours
  - FREN 232 - Intermediate French II 4 credit hours (IAI: H1 900)
  - GERM 131 - Elementary German I 4 credit hours
  - GERM 132 - Elementary German II 4 credit hours
  - GERM 231 - Intermediate German I 4 credit hours
  - GERM 232 - Intermediate German II 4 credit hours (IAI: H1 900)
  - SPAN 131 - Elementary Spanish I 4 credit hours
  - SPAN 132 - Elementary Spanish II 4 credit hours
  - SPAN 231 - Intermediate Spanish I 4 credit hours
  - SPAN 232 - Intermediate Spanish II 4 credit hours (IAI: H1 900)

## Residency Requirement

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

## Cumulative Grade Point Average Requirement

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2.0 minimum GPA at L&C

## Total Credit Hours Required: 60 Credit Hours



# Associate in Science - SCI.AS

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The Associate in Science degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (BS) degree. The Associate in Science degree is ideally suited for students seeking a Bachelor of Science (B.S.) degree in areas such as business and education, among others.

Lewis and Clark offers A.S. degree program majors in the following areas of study:

- Biology
- Chemistry
- Environmental Science
- Engineering
- Meteorology
- Physical Science
- Physics

If you plan on majoring in one of these at a four-year institution, you should work closely with your academic advisor to verify the program requirements and course transferability at the institution you plan on attending.

In fall 2016, all Illinois community colleges were required to offer a new A.S. model. The goal of the model is to smooth the transition for those students transferring into a B.S. degree program so that they can enter on the same footing as native B.S. students. It is assumed that A.S. students will complete the remainder of the GECC package upon their matriculation at the four-year college or university. Although Lewis and Clark students operate under the catalog under which they entered the college, students who entered under previous catalogs could transition to the 2016 A.S. degree model. As a result, it is understood that there will be two A.S. degree models operating for a number of years.

**Online and Web-Blended Learning Option:** Lewis and Clark offers an Associate in Science degree option which enables the student to complete most of the required coursework by combining online and/or Web-blended courses. (Note: some courses may require on-campus visits.) If you are interested in pursuing this degree option, please contact an Academic Advisor for assistance with course selection.

## General Education Requirements: 37 Credit Hours

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- **Communications (9 Credit Hours)**  
Three courses must be selected from the general education core list: a two-course sequence in writing (with grade of "C" or better) and one course in oral communications.
- **Mathematics (6 Credit Hours)**  
Two courses must be selected from the Mathematics general education core list.
- **Physical & Life Sciences (10 Credit Hours)**  
Three courses must be selected with at least one course being a lab science course. In addition, one course must be selected from the life science group and one course must be selected from the physical science group. See general education core list.
- **Humanities & Fine Arts (6 Credit Hours)**  
Two courses must be selected with at least one course being a western culture course. In addition, at least one course must be selected from the humanities group and one course must be selected from the fine arts group.  
  
Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.
- **Social & Behavioral Sciences (6 Credit Hours)**  
Two courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC).  
  
Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.
- **Human Relations Requirement**  
Students must satisfy the State of Illinois human relations course requirement by successfully completing one of the following courses as part of the 37 General Education credit hours:

Humanities/Fine Arts courses:

- ART 146 - Women In Art 3 credit hours (IAI: F2 907D)
- ART 153 - Non-Western Art 3 credit hours (IAI: F2 903N)
- HIST 141 - African American History 3 credit hours (IAI: H2 909D)
- HUMN 231 - Comparative Religion I 3 credit hours (IAI: H5 904N)
- LITT 135 - Women In Literature 3 credit hours (IAI: H3 911D)
- LITT 233 - Literature Of Non-Western Cultures 3 credit hours (IAI: H3 908N)
- LITT 234 - Multicultural American Literature 3 credit hours (IAI: H3 910N)
- MUSI 134 - Non-Western Music 3 credit hours (IAI: F1 903N)
- MUSI 232 - Jazz In Multicultural America 3 credit hours (IAI: F1 905D)
- PHIL 132 - Eastern Philosophy 3 credit hours (IAI: H4 903N)

Social/Behavioral Science courses:

- ANTH 232 - Cultural Anthropology 3 credit hours (IAI: S1 901N)
- GEOG 205 - Human Geography 3 credit hours (IAI: S4 900N)
- HIST 135 - World History I 3 credit hours (IAI: S2 912N)
- HIST 136 - World History II 3 credit hours (IAI: S2 913N)
- HIST 171 - Middle East History 3 credit hours (IAI: S2 920N)
- HIST 138 - History Of Latin America 3 credit hours (IAI: S2 920N)
- SOCI 150 - Racial And Ethnic Relations 3 credit hours (IAI: S7 903D)
- SOCI 155 - Introduction To Sex And Gender 3 credit hours (IAI: S7 904D)

### **Major Field and Elective Course Requirements: 23 Credit Hours**

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- **Elective Course Requirements**

In addition to using courses with a PCS of 1.1 to satisfy the elective course requirements, students may also use IAI-approved courses with a PCS of 1.2. The IAI-approved courses with a PCS of 1.2 are:

- CRMJ 131 - Intro To American Criminal Justice 3 credit hours (IAI: CRJ 901)
- CRMJ 151 - Intro To Corrections 3 credit hours (IAI: CRJ 911)
- CRMJ 254 - The Juvenile Offender 3 credit hours (IAI: CRJ 914)
- DRFT 140 - Computer Aided Drafting 4 credit hours (IAI: EGR 941)
- MCOM 130 - Introduction to Video Production 3 credit hours (IAI: MC 916)
- MCOM 131 - Introduction to Broadcasting 3 credit hours (IAI: MC 914)
- MCOM 136 - Basic Announcing 3 credit hours (IAI: MC 918)
- MCOM 145 - Broadcast Writing 3 credit hours (IAI: MC 918)
- MCOM 150 - Introduction To Radio Production 3 credit hours (IAI: MC 915)
- WEB 135 - Web Page Design Essentials 3 credit hours (IAI: MC 923)

### **Residency Requirement**

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

### **Cumulative Grade Point Average Requirement**

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2.0 minimum GPA at L&C

### **Total Credit Hours Required: 60 Credit Hours**

# Associate in Engineering Science - ENGR/SCI.AES

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## Associate in Engineering Science Degree - Program Coordinator Dr. Christopher Reese

*Engineering students planning to transfer to SIUE should see the program coordinator or an academic advisor to determine if an A.S. Degree or A.E.S. Degree should be pursued.*

Engineering students must have a strong background in math and science. The purpose of the Associate in Engineering Science (A.E.S.) degree is to provide courses in general education, math, science and engineering which will enable you to enter as a junior at a four-year college of engineering. Transfer degree requirements may vary by institution. The programs and courses outlined below are designed to meet the requirements of most senior institutions. However, it is your responsibility as a college transfer student to identify as early as possible the institutions to which you will be applying for transfer to determine the specific requirements of those institutions for the freshman and sophomore years. Your sequence of courses should be carefully planned with assistance from an advisor with a specific four-year institution in mind. To avoid delays, your transfer institution and specialty should typically be selected no later than the start of your sophomore year (30 hours).

General Comments about the A.E.S. Degree: Students are strongly encouraged to complete an Associate in Engineering Science degree prior to transferring to a four-year institution in engineering. To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 60 semester credit hours to a maximum of 68 semester credit hours, including all of the essential prerequisite courses. Students with fewer than 68 semester credit hours at transfer are unlikely to complete the baccalaureate degree within two years after transfer. Since admission is highly competitive, completion of the suggested courses does not guarantee admission.

As noted, the A.E.S. degree requires a minimum of 60 credit hours. Since students may need credits to reach to 60 hour minimum, they are advised to take general education courses in communication, humanities/fine arts, and social/behavioral sciences. Note: students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended. Students should plan their transfer programs with a counselor/advisor and the catalog of the four-year college or university they plan to attend. See the Illinois Articulation Initiative website ([www.itransfer.org](http://www.itransfer.org)) for general transfer guidance.

Completion of the A.E.S. degree does not guarantee students the benefits of the "articulation compact program," which is available at several state universities for students who earn the A.A. or A.S. degree. Engineering students are advised to consider completion of the general education core prior to transferring.

The general education requirements listed below do not include all the courses prescribed by the IAI General Education Core Curriculum. Be aware that by completing the A.E.S. degree requirements you will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will typically lead to junior status in your major field but you may need to complete additional general education requirements to officially achieve junior status at the senior institution of your choice. In addition, some engineering programs are highly competitive. Completion of the A.E.S. degree alone does not guarantee that you will be admitted to any particular program.

## General Education Requirements: 29 Credit Hours

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- **Communications (6 Credit Hours)**

- ENGL 131 - First-Year English I 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours

Note: ENGL 131 and ENGL 132 must be completed with a grade of "C" or better.

- **Mathematics (14 Credit Hours)**

- MATH 171 - Calculus And Analytic Geometry I 5 credit hours
- MATH 172 - Calculus & Analytic Geometry II 5 credit hours
- MATH 271 - Calculus And Analytic Geometry III 4 credit hours

- **Physical & Life Sciences (6 Credit Hours)**

- CHEM 121 - General Chemistry I - Recitation 1 credit hour
- CHEM 141 - General Chemistry I 5 credit hours

Note: CHEM 121 is a corequisite of CHEM 141.

- **Humanities & Fine Arts (0-9 Credit Hours)**

- Humanities/Fine Arts Electives 0-9 credit hours

The A.E.S. degree requires a minimum of 60 credit hours. Since students may need credits to reach the 60 hour minimum, they are advised to take general education courses in the humanities/fine arts.

Note: A.E.S. degree seeking students are encouraged to complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended. Students should plan their transfer programs with a counselor/advisor and the catalog of the four-year college or university they plan to attend. See the Illinois Articulation Initiative website ([www.itransfer.org](http://www.itransfer.org)) for general transfer guidance.

- **Social & Behavioral Sciences (3-9 Credit Hours)**
  - ECON 151 - Principles Of Macroeconomics 3 credit hours  
or
  - ECON 152 - Principles Of Microeconomics 3 credit hours

Note: ECON 151 is recommended for students planning to transfer to SIUE.

The A.E.S. degree requires a minimum of 60 credit hours. Since students may need credits to reach the 60 hour minimum, they are advised to take general education courses in the social/behavioral sciences.

A.E.S. degree seeking students are encouraged to complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended. Students should plan their transfer programs with a counselor/advisor and the catalog of the four-year college or university they plan to attend. See the Illinois Articulation Initiative website ([www.itransfer.org](http://www.itransfer.org)) for general transfer guidance.

## Major Field Course Requirement: 16-19 Credit Hours

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- CIS 210 - Java Programming 3 credit hours  
or
- CIS 235 - C++ Programming 3 credit hours
- MATH 272 - Differential Equations 3 credit hours
- PHYS 141 - General Physics I 5 credit hours
- PHYS 142 - General Physics II 5 credit hours
- PHYS 244 - Introduction To Modern Physics 3 credit hours

## Engineering Specialty Courses: 6-17 Credit Hours

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- CHEM 142 - General Chemistry II 5 credit hours
- CHEM 261 - Organic Chemistry I 3 credit hours
- CHEM 262 - Organic Chemistry Laboratory 1 credit hour
- CHEM 263 - Organic Chemistry II 3 credit hours
- CHEM 264 - Organic Chemistry Laboratory II 1 credit hour
- CIS 210 - Java Programming 3 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- ENGR 101 - Engineering Orientation 1 credit hour
- PHYS 210 - Engineering Circuit Analysis 3 credit hours  
or
- SIUE's ECE 210 Introduction to Electrical Circuits
- SIUE's ECE 282 Digital Systems Design
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours

Note: Students may select a SPCH course if their transfer institution has an oral communications requirement. For students planning to transfer to SIUE: SPCH 145 is recommended.

- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours

## Recommended Courses by Engineering Specialty

### Chemical Engineering

- CHEM 142 - General Chemistry II 5 credit hours  
and
- CHEM 122 - General Chemistry II - Recitation 1 credit hour (Note: CHEM 122 is a corequisite of CHEM 142)
- CHEM 261 - Organic Chemistry I 3 credit hours
- CHEM 262 - Organic Chemistry Laboratory 1 credit hour
- CHEM 263 - Organic Chemistry II 3 credit hours
- CHEM 264 - Organic Chemistry Laboratory II 1 credit hour

### Civil Engineering

- DRFT 140 - Computer Aided Drafting 4 credit hours
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours

### Computer Engineering

- CIS 210 - Java Programming 3 credit hours
- CIS 235 - C++ Programming 3 credit hours

**Electrical Engineering**

- PHYS 210 - Engineering Circuit Analysis 3 credit hours

**Industrial Engineering**

- DRFT 140 - Computer Aided Drafting 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- PHYS 210 - Engineering Circuit Analysis 3 credit hours
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours

**Mechanical Engineering**

- DRFT 140 - Computer Aided Drafting 4 credit hours
- PHYS 210 - Engineering Circuit Analysis 3 credit hours
- or
- SIUE's ECE 210 Engineering Circuit Analysis
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours

**Residency Requirement**

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

**Cumulative Grade Point Average Requirement**

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2.0 minimum GPA at L&C

**Total Credit Hours Required: 60 Credit Hours**

# Associate in Fine Arts (Art Emphasis) - ART.AFA

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The Associate in Fine Arts (AFA) degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor's of Fine Arts degree. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower division. In order to take courses similar to those of freshman and sophomore students at a university, some general education courses are postponed to the junior and senior years. Even though the AFA degree does not contain the entire IAI General Education Core Curriculum, students who transfer, having earned a minimum of 30 semester credit hours of college level coursework, have the option of completing the IAI GECC requirements or the receiving institution's lower-division general education requirements.

To transfer as a junior into either a B.F.A. program or B.A. program with a major in Art, students should enroll in the A.F.A. program (described below) in consultation with an art department advisor. Transfer admission is competitive and most institutions require a portfolio review for admission to a B.F.A. program, for registration in advanced studio art courses, and/or for scholarship consideration. Community college students are strongly encouraged to complete the A.F.A. degree before transferring.

**The AFA in Art program expands your creative and critical thinking skills and prepares you for transfer to a four-year institution.**

Explore the vast possibilities of fine art through rich and wide-ranging experiences in LC's Art Department as you pursue an Associate of Fine Arts degree. Our program offers foundational courses in studio art as well as informative and insightful courses in Art History, Non-Western Art, and Women in Art. When you become an AFA major you will have the opportunity to work with highly experienced professional artists as your instructors in hands-on studio courses that include Basic Design, Three-Dimensional Design, Drawing, Graphic Design, Painting, Photography, Ceramics, Printmaking, and Figure Drawing.

Your learning experience will be enhanced by seeing and interacting with regional professional artists at our Visiting Artist Lecture Series, and you will also have the chance to submit your artwork to the annual Lewis and Clark Student Art Exhibit that is professionally installed in the Hatheway Gallery each spring.

By completing your AFA degree at Lewis and Clark, you will have the foundational skills and knowledge in studio art to successfully transfer to a four-year BA or BFA program, and at a much lower cost than if you started at a four-year college or university! We also have a 2+2 agreement with Southern Illinois University - Edwardsville, which means that - should you choose to apply there -- all of your LC credits are guaranteed to transfer.

## General Education Requirements: 31 Credit Hours

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- **Communications (9 Credit Hours)**  
Three courses must be selected from the general education core list: a two-course sequence in writing (with grade of "C" or better) and one course in oral communications.
- **Mathematics (3-4 Credit Hours)**  
One course must be selected from the Mathematics general education core list.
- **Physical & Life Sciences (7 Credit Hours)**  
Two science courses must be selected with at least one course being a lab science course. In addition, one course must be selected from the life science group and one course must be selected from the physical science group. See general education core list.
- **Humanities & Fine Arts (6 Credit Hours)**  
Two courses must be selected.
  - ART 141 - History Of Art I 3 credit hours  
or
  - ART 146 - Women In Art 3 credit hours  
and
  - One course from the Humanities Group or Interdisciplinary Group only; consider a nonwestern culture course. DO NOT select a course from the Fine Arts Group. Note: AFA degree seeking students must complete one non-western culture course in either humanities or social/behavioral sciences. See general education core list.
- **Social & Behavioral Sciences (6 Credit Hours)**  
Two courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). Note: AFA degree seeking students must complete one non-western culture course in either humanities or social/behavioral sciences. See general education core list.

## Major Field Course Requirement: 30 Credit Hours

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- **Required Art Courses (21 Credit Hours)**  
Select the seven courses listed below to satisfy art history, drawing, two-dimensional and three-dimensional design, and life/figure drawing requirements.
  - ART 131 - Basic Design I 3 credit hours
  - ART 132 - Basic Design II 3 credit hours
  - ART 133 - Drawing I 3 credit hours
  - ART 134 - Drawing II 3 credit hours
  - ART 135 - Figure Drawing I 3 credit hours
  - ART 136 - Three-Dimensional Design 3 credit hours
  - ART 142 - History Of Art II 3 credit hours

- **Studio Art Electives (9 Credit Hours)**

Select studio art courses from at least two of the following disciplines in consultation with an art department advisor. A second course in a medium will be reviewed for transfer by portfolio assessment after admission.

**Ceramics**

- ART 137 - Beginning Ceramics I 3 credit hours
- ART 138 - Beginning Ceramics II 3 credit hours

**Painting**

- ART 235 - Beginning Painting I 3 credit hours
- ART 236 - Beginning Painting II 3 credit hours

**Photography**

- ART 151 - Beginning Photography I 3 credit hours
- ART 152 - Beginning Photography II 3 credit hours

**Printmaking**

- ART 241 - Beginning Printmaking I 3 credit hours
- ART 242 - Beginning Printmaking II 3 credit hours

**Sculpture**

- ART 139 - Beginning Sculpture 3 credit hours

**Drawing**

- ART 239 - Advanced Figure Drawing 3 credit hours

### **Residency Requirement**

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

### **Cumulative Grade Point Average Requirement**

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2.0 minimum GPA at L&C

**Total Credit Hours Required: 61 Credit Hours**



# Associate in Fine Arts (Music Performance) - MUSC/PERF.AFA

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Students who intend to major in music performance for the baccalaureate degree may choose to complete the Associate in Fine Arts (A.F.A.) degree in music instead of the Associate in Arts (A.A.) degree or the Associate in Science (A.S.) Degree. Completion of the A.F.A. degree, however, does not fulfill the requirements of the Illinois General Education Core Curriculum. Therefore, students may also choose to complete a dual degree program, Associate in Arts (A.A.) / Associate in Fine Arts (A.F.A.) with a concentration in Music Performance. Please consult with a music department advisor to determine the degree path that is best for you.

Since transfer admission is competitive, completion of one of the above referenced degree options does not guarantee acceptance into either a baccalaureate or upper level music program. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer.

## General Education Requirements: 28 Credit Hours

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- **Communications (9 Credit Hours)**  
Three courses must be selected from the general education core list: a two-course sequence in writing (with grade of "C" or better) and one course in oral communications.
- **Mathematics (3-4 Credit Hours)**  
One course must be selected from the Mathematics general education core list.
- **Physical & Life Sciences (7 Credit Hours)**  
Two science courses must be selected with at least one course being a lab science course. In addition, one course must be selected from the life science group and one course must be selected from the physical science group. Consult the general education core list.
- **Humanities & Fine Arts (6 Credit Hours)**  
Two courses must be selected.
  - One course from the Humanities Non-Western Culture general education core list and
  - MUSI 138 - Introduction To Music Literature 3 credit hours
- **Social & Behavioral Sciences (3 Credit Hours)**  
One course must be selected from the Social & Behavioral Sciences general education core list.

## Major Core Course Requirement: 32 Credit Hours

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- **Music Theory and Aural Skills (16 Credit Hours)**
  - MUSI 135 - Music Theory I 4 credit hours
  - MUSI 136 - Music Theory II 4 credit hours
  - MUSI 235 - Music Theory III 4 credit hours
  - MUSI 236 - Music Theory IV 4 credit hours
- **Keyboard Skills (4 Credit Hours)**
  - MUSI 161 - Piano I 1 credit hour
  - MUSI 162 - Piano II 1 credit hour
  - MUSI 261 - Piano III 1 credit hour
  - MUSI 262 - Piano IV 1 credit hour
- **Performing Ensemble Options (4 Credit Hours)**  
**Choose four courses:**
  - MUSI 142 - Limited Edition 1 credit hour
  - MUSI 143 - Concert Band 1 credit hour
  - MUSI 144 - Concert Choir 1 credit hour
  - MUSI 145 - Jazz Band 1 credit hour
  - MUSI 146 - Symphony Orchestra 1 credit hour
  - MUSI 147 - Guitar Ensemble 1 credit hour
  - MUSI 149 - Percussion Ensemble 1 credit hour
  - MUSI 233 - Jazz Improvisation Lab 1 credit hour
- **Applied Instruction (8 Credit Hours)**  
Students must successfully complete course four times on their major instrument for a total of at least eight credit hours.
  - MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours

## Residency Requirement

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

## Cumulative Grade Point Average Requirement

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2.0 minimum GPA at L&C

## Total Credit Hours Required: 60 Credit Hours

# Associate in General Studies - AGS.AGS

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The degree of Associate in General Studies (A.G.S.) is designed for persons who want to develop a program of study to meet their special needs. **It is not designed to transfer to four-year colleges or universities.** Candidates for this degree may complete credit courses taken at L&C, credit from transfer colleges or universities, credit earned through military service, CLEP (College Level Examinations) credits, and/or other credit by examination. See section on CREDIT BY EXAMINATION, located in the Academic Information section.

**To graduate with an A.G.S. degree, candidates must meet the following requirements:**

- Certify completion of a high school diploma or GED certificate,
- Complete an application in the Enrollment Center,
- Work with a counselor to write a general studies contract which must be filed with the Vice President of Academic Affairs. This contract may not be changed without the mutual agreement of you and your counselor.

All AGS programs include a minimum of 20 credit hours of general education requirements.

Communications	3-6 credit hours
Humanities/Fine Arts	3-6 credit hours
Social and Behavioral Science	3-6 credit hours
Mathematics/Physical Science/Life Science	3-6 credit hours

## Residency Requirement

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Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

## Cumulative Grade Point Average Requirement

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2.0 minimum GPA at L&C

**Total Credit Hours Required: 60 Credit Hours**

# Associate in Applied Science

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Programs offering an A.A.S. Degree are designed to enable graduates to enter occupations with a marketable skill, a high level of competency, and the ability to communicate effectively. Highly specialized courses combined with general education courses enable you to become employed in satisfying career fields.

## General Education Requirements: 18 Credit Hours

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- **Communications (6 Credit Hours)**

Two courses are required. Unless specific general education communications courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- ENGL 131 - First-Year English I 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours
- SPCH 151 - Interpersonal Communication 3 credit hours

- **Mathematics and/or Physical & Life Sciences (6 Credit Hours)**

Two courses are required. Unless specific general education mathematics and/or physical/life sciences courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- any mathematics (MATH) course numbered 112 or above
- any physical/life science course (BIOL, CHEM, PHSC, PHYS)

Note: When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

- **Humanities & Fine Arts (3 Credit Hours)**

One course is required. Unless specific general education humanities/fine arts courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- HUMN 241 - Media's Effect On U.S. Culture 3 credit hours
- PHIL 241 - Biomedical Ethics 3 credit hours
- Any course indicated on the general education humanities/fine arts list. See General Education Core Curriculum.

- **Social & Behavioral Sciences (3 Credit Hours)**

One course is required. Unless specific general education social/behavioral science courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- Any course indicated on the general education social/behavioral sciences list. See General Education Core Courses.

## Major Field and Elective Course Requirements

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See courses listed in your specific program.

## Residency Requirement

---

Students must complete 15 semester credit hours of the degree at Lewis and Clark Community College.

## Cumulative Grade Point Average Requirement

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2.0 minimum GPA at L&C

## Total Credit Hours Required: Depends on the Program

# Associate in Applied Science Degrees

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Note: A.A.S. Degree programs are available in the career fields listed. Please note and use the appropriate career program code on your Registration Card. All career programs are identified as Carl Perkins programs, designed to provide some assistance and service to eligible career program students. While the Perkins program does not provide direct monetary financial aid, it may be able to loan required career specific textbooks or some supplies/materials to those who are enrolled in a career program and have the intent of entering the workplace directly following the receipt of a degree or certificate.

Accounting - ACCT.AAS	Management - MGMT.AAS
Architectural Technology - ADCG/TECH.AAS	Medical Assisting - MEDA.AAS
Automotive Technology - AUTO/TECH.AAS	Music Production - MUSC/PROD.AAS
Business Technology - OFFAS/ADMIN.AAS	Nursing (Associate Degree Nursing) - NURS/ADN.AAS
Child Development - CHDV.AAS	Occupational Therapy Assistant - OCCUP/ASST.AAS
Criminal Justice - CRIM.AAS	Paralegal - PARALEGAL.AAS
Dental Hygiene - DENT/HYGNE.AAS	Paramedicine - PARAM.AAS
Drafting and Design - DRAFT.AAS	Process Operations Tech - Biochem - PTECH/BIO.AAS
Environmental Science - ENV/TECH.AAS	Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS
Exercise Science - EXERS.AAS	Process Operations Tech - Petroleum - PTECH.AAS
Fire Science - FIRE/SCI.AAS	Radio Broadcasting - RADIO.AAS
Graphic Design - CGRD.AAS	Restoration Ecology - ECOL.AAS
Health Information & Medical Coding - HIMC.AAS	Web Design & Development - WEB.AAS
Information Technology - ITEC.AAS	Welding Technology - WELD/TECH.AAS
Instrumentation and Control Systems - INST.AAS	

## Notification and Conditions:

All students must be able to fulfill certain technical standards in the programs of their choice. These are the essential requirements of the particular career program that students must master to successfully participate in the programs and become employable.

- Students must possess the manual dexterity, physical stamina, and physical capacities to perform all required program-specific procedures and processes.
- Students must be able to communicate effectively with clients and colleagues in their career fields. Students will be required to read and comprehend technical material, write technical reports in a clear and concise manner, and verbally communicate effectively.

Each program applicant needs to assess his/her own ability to meet the above technical standards.

Be informed that currently ten career programs require criminal background checks and/or drug screenings for admission or participation in co-op, internship, or clinical experiences. This list of career programs is subject to change based on state and/or federal law or professional accreditation standards. Career program students should speak to their program coordinators if they have any questions about these requirements and the potential impact they may have on participating in program courses held at off-campus locations or possible employment issues upon successful completion of their programs.

# Certificate of Proficiency

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Programs leading to a Certificate of Proficiency generally require 30 credit hours or more of course work which concentrates on the skills of a particular career or vocation. Although some general education courses may be required, most of the program is in the career area. A Certificate of Proficiency is appropriate if you want to upgrade job skills or to acquire new skills as rapidly as possible. To become eligible for a Certificate of Proficiency, you must:

- Satisfy all requirements for admission to the program,
- Complete the required courses listed for a particular certificate,
- Complete at least nine hours of the Certificate of Proficiency at L&C,
- Maintain a grade of C or 2.000 in all courses required for the certificate,
- Fulfill all financial obligations to L&C, and
- Fulfill requirements for a Certificate of Proficiency and make application for graduation.

Certificates of Proficiency are available in the fields listed below. Please note and use the appropriate program code on your Registration Card.

## **Accounting**

Accounting - ACCT.CP

## **Automotive Technology**

Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP  
Auto Performance, Accessories & HEV Tech. - AUTO/ACCS.CP  
Diesel Technology - AUTO/DSEL.CP

## **Business Technology**

Business Technology - OFSPC/ADMIN.CP

## **Child Development**

Child Development - CHDV.CP  
Early Childhood Level 3 - CHDV/ECL3.CP

## **Criminal Justice**

Criminal Justice - CRIM.CP

## **Dental Assisting**

Dental Assisting - DENT/ASST.CP

## **Drafting and Design**

Drafting and Design - DRAFT.CP

## **Environmental Technology**

Environmental Technician - ENV/TECH.CP

## **Fire Science**

Fire Science - FIRE/SCI.CP

## **Graphic Design**

Graphic Design - CGRD.CP

## **Health Information & Medical Coding**

Medical Coding - HIMC.CP

## **Instrumentation and Control Systems**

Instrumentation and Control Systems - INST.CP

## **Management**

Management - MGMT.CP

## **Medical Assisting**

Medical Assisting - MEDA.CP

## **Music Production**

Music Production - MUSC/PROD/CP

## **Paralegal**

Paralegal - PARALEGAL.CP

## **Paramedicine**

Paramedicine - PARAM.CP

## **Process Operations Technology**

Process Operations Technology - PTEC.CP

## **Radio Broadcasting**

Radio Broadcasting - RADIO.CP

## **Restoration Ecology**

Restoration Ecology - ECOL.CP

## **Web Design & Development**

Web Design & Development - WEB.CP

## **Welding Technology**

Production/Fabrication Welding - WELD/PROFAB.CP  
Welding Technology - WELD/TECH.CP

# Certificate of Completion

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The Certificate of Completion requires 29 credit hours or less and is available if you want the minimum skills necessary to acquire an entry-level job in a particular occupation, or want to improve personal skills. To become eligible for a Certificate of Completion, you must:

- Satisfy all requirements for admission to the program,
- Complete required hours in courses listed for a particular certificate,
- Maintain a grade of C or 2.000 in all courses required for the certificate,
- Complete at least six hours of the Certificate of Completion at L&C if the certificate is 15 credit hours or more,
- Complete all credit hours of the Certificate of Completion at L&C if the certificate is 14 credit hours or less, and
- Fulfill all financial obligations to L&C.

Certificates of Completion are available in the fields listed below. Please note and use the appropriate program code on your Registration Card.

## Accounting

Accounting Clerk - ACCT/CLRK.CC

## Architectural Technology

3D Architectural Modeling - ADCG/3D.CC  
Architectural Graphics - ADCG/GRAPH.CC

## Automotive Technology

Undercar Specialist - AUTO/UNDR.CC

## Business Technology

Business Technology - OFSPC/ADMIN.CC

## Child Development

Early Childhood Level 1 - CHDV/ELC1.CC  
Early Childhood Level 2 - CHDV/ECL2.CC  
Illinois Director - CHDV/ILDIR.CC  
Infant Toddler Level 2 - CHDV/ITL2.CC

## Dental Hygiene

Local Anesthesia - DENT/LOCAN.CC

## Drafting and Design

3D Mechanical Modeling - DRAFT/3D.CC

## Fire Science

Fire Apparatus Operator - FIRE/APPAR.CC  
Fire Instructor - FIRE/INSTR.CC  
Fire Prevention Specialist - FIRE/PREV.CC  
Firefighter - Advanced - FIRE/ADV.CC  
Firefighter - Basic - FIRE/BASIC.CC  
Company Fire Officer - FIRE/OFF.CC  
Hazardous Materials Operations - FIRE/HAZM.CC

## Graphic Design

Animation - CGRD/ANIM.CC  
Graphic Design - CGRD.CC  
Digital Publishing - DGTL.CC  
Photography - PHOTO.CC

## Information Technology

Cybersecurity - ITEC/CYBR.CC  
Network Administration - ITEC/NETADM.CC  
Network Infrastructure - ITEC/NETINF.CC  
PC and LAN Servicing - ITEC/PCSERV.CC

## Management

Management - Agriculture - MGMT/AGR.CC  
Management - Entrepreneurship - MGMT/ENTR.CC

Management - Finance - MGMT/FIN.CC

Management - Human Resources - MGMT.HR.CC

Management - Logistics - MGMT/LOG.CC

Management - Marketing - MGMT/MKT.CC

Management - Operations - MGMT/OPER.CC

Management - Small Business - MGMT/SMBU.CC

Real Estate Brokerage - MGMT/REAL.CC

Social Media Management - MDIA/SOCL.CC

## Music Production

Music Production - MUSC/PROD.CC

## Nursing

Nursing: Nurse Assistant - NURS/ASST.CC  
Nursing: Certified Nurse Assistant II - NURS/ASST2.CC

## Paramedicine

Emergency Medical Technician - EMT.CC

## Pharmacy Technician

Pharmacy Technician - PHARMTEC.CC

## Process Operations Technology

Bioprocess Technology - PTECH/BIOPRCS.CC

## Restoration Ecology

Green Roof Specialist - ECOL/GRNRF.CC  
Storm Water Management - ECOL/STWR.CC  
Sustainable Urban Horticulture - ECOL/SUST.CC

## Truck Driver Training

Extended Truck Driver - TRUCK/EXT.CC  
Integrated Truck Driver - TRUCK/INT.CC

## Web Design & Development

Basic Web Design - WEB.CC

## Welding Technology

Basic Welding - WELD/BASIC.CC  
Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC  
General Welding - WELD/GENL.CC  
Shielded Metal Arc Welding - WELD/SMAW.CC  
Structural Welding - WELD/STRUCT.CC  
Testing & Inspection in Welding - WELD/TESTINS.CC  
TIG Welding - WELD/TIG.CC  
Wire-Feed Welding - WELD/WIRE.CC

# Accounting

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- Accounting - ACCT.AAS
- Accounting - ACCT.CP
- Accounting Clerk - ACCT/CLRK.CC

## Program Coordinator Dr. Douglas Schneiderheinze

The success of a business is based on a manager's decisions, and individuals who are trained in accounting at Lewis and Clark can help prepare the data and reports that managers need to make profitable moves. That's why large and small companies need people with accounting backgrounds. When you're trained in accounting at Lewis and Clark, you'll know what it takes to help make a business profitable. You'll receive training in accounting principles, taxes and business practices. L&C's curriculum also includes the latest in technology, and you'll work with computers and software applications to increase your productivity and efficiency. Lewis and Clark can give you the background you'll need to understand the finances of a business and to serve as a paraprofessional in the accounting field.

## Student Learning Outcomes

1. Understand the business functions of organizations
2. Understand the nature and process of management within modern organizations
3. Understand the political, legal and regulatory environment
4. Describe the foundational tools of business finance and their applications to controlling the firm's financial environment
5. Utilize tools and method needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies
6. Understand the concepts of business operations and importance of supply chain management
7. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications
8. Demonstrate critical and analytical thinking skills
9. Demonstrate effective communication skills
10. Understand the importance of a global perspective

**Degree and Certificate Options:** Lewis and Clark offers programs in accounting at three different levels. The A.A.S. degree prepares a person to assume the responsibilities of a position such as an Accounting Paraprofessional. The certificate of proficiency consists of courses needed for a person to assume the role of what is sometimes referred to as an Accounting Specialist. The certificate of completion prepares one to perform the tasks usually handled by an Accounting Clerk.

**Nature of Work:** The Accounting Program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Accounting, which is the recording and interpretation of financial information, starts with the recording of transactions in either a manual or computer system. The collected data is then converted to a useful form for various financial and managerial functions.

**Skills and Abilities:** Skills required include a knowledge of the bookkeeping process and current accounting principles. Also needed is a working knowledge of computers, since most accounting information is computerized.

**Evening Classes:** The offering of some advanced courses in this program is rotated between day and evening schedules. Therefore, students wishing to complete the degree requirements within two years during the day should anticipate a minimum of four evening classes. Some advanced accounting classes are offered in a Web-blended format in which two courses can be taken during the same evening of the week.

**Please Note:** You must select courses at L&C to match the freshman and sophomore requirements listed by the transfer institution. Colleges and universities vary greatly in their policies, and therefore prospective transfer students are urged to contact the Enrollment Center for assistance in deciding which courses to take. Students who may later seek a four-year degree are encouraged to complete MATH 235 to satisfy math requirements and to complete MATH 165 as an elective.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, the Business Department may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

**30 and Out A.A.S. Degree Program Options:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Accounting by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the A.A.S. degree.

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science Degree in Accounting, Certificate of Proficiency in Accounting, or to earn the Certificate of Completion in the area of accounting (Accounting Clerk), a student must:

1. Earn a grade of "C" or better in all required accounting courses (defined as courses with an ACCT prefix) and
2. Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as specified by Lewis and Clark Community College.



# Accounting - ACCT.AAS

## Associate in Applied Science Degree

### First Year - Fall Semester

- ACCT 131 - Financial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 131 - College Algebra 4 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours

**Total: 15-16 Credit Hours**

### Spring Semester

- ACCT 132 - Managerial Accounting 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- or
- MATH 235 - Statistics 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 16 Credit Hours**

### Second Year - Fall Semester

Note: ACCT 280 may be taken anytime during the second year course sequence. If it is taken during the second year fall sequence, either BUSN 187 or MGMT 237 should be postponed until the second year spring sequence. Also note that the program coordinator may specify that one credit hour of this requirement be satisfied with JOBS 133.

- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours

**Total: 15 Credit Hours**

### Spring Semester

- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- ACCT 280 - Accounting Co-Op 1-2 credit hours (if enrolling in only 1 credit hour Co-op, student must also enroll in 1 credit hour of JOBS 133; 2 credit hours are required to satisfy this requirement)
- BUSN 215 - Business Software Applications 3 credit hours
- MGMT 245 - Financial Management 3 credit hours

**Total: 14 Credit Hours**

**Total credit hours required for the A.A.S. degree in Accounting: 60**

# Accounting - ACCT.CP

## Certificate of Proficiency

### Summer (Day Only)

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours

**Total: 6 Credit Hours**

### Fall Semester

- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours  
or
- CIS 135 - Computer Literacy 3 credit hours
- MATH 131 - College Algebra 4 credit hours  
or
- MATH 138 - General Education Mathematics 3 credit hours  
or
- Other MATH (higher than 131) 3 - 5 credit hours

**Total: 12-14 Credit Hours**

### Spring Semester

- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours

**Total: 12 Credit Hours**

**Total credit hours required for the Certificate of Proficiency in Accounting: 30**

# Accounting Clerk - ACCT/CLRK.CC

## Certificate of Completion

### Requirements:

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- Accounting Clerk Electives (See List) 12 Credit Hours

**Total: 18 Credit Hours**

### Approved Accounting Clerk Electives

- ACCT 130 - Accounting For Small Business 3 credit hours  
or
- BUSN 215 - Business Software Applications 3 credit hours
- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- BUSN 181 - Personal Finance 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours

**Total credit hours required for the Certificate of Completion in Accounting Clerk: 18**

# Architectural Technology

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- Architectural Technology - ADCG/TECH.AAS
- Architectural Graphics - ADCG/GRAPH.CC
- 3D Architectural Modeling - ADCG/3D.CC

## Program Coordinator Joel Hall

Architecture is the creative blend of art and science used in the design of environments for people. Problem-solving, decision-making, team leadership and imagination are key elements in making of an architect and lead to the exhilaration that comes from seeing a design idea become a physical reality.

Lewis and Clark has articulation agreements in architecture with the University of Illinois Urbana Champaign (UIUC) and Southern Illinois University at Carbondale (SIUC). These agreements consist of an individualized AS degree specifically designed for transfer to UIUC's or SIUC's Schools of Architecture. However, the Lewis and Clark faculty and staff have become aware of the need for architectural technicians with education at a two-year college as the basic educational credential. Furthermore, recent trends in the design and construction of "green buildings" and the allocation of resources from the federal government through the American Recovery and Reinvestment Act of 2009 to support green jobs and green buildings have led L&C to develop these new programs with a "green" flavor. The essential purpose of the AAS degree and the certificates is to meet the growing need of environmentally sustainable building design and construction, as performed by AAS-educated and certificate-prepared technicians who serve architectural, design, construction and other building-related organizations. The goal of the AAS program is to combine specialized skill courses in drafting, architecture, relevant software skills with general-education courses so that students have a firm foundation in basic academic skills as well as skills important to green building and design. The curriculum places emphasis on development of a common set of trade skills centered on sustainable design and construction, as well as the acquisition of critical thinking, communication, and problem solving ability.

## Student Learning Outcomes

1. Prepare for entry into the work force as an entry-level architectural draftsman
2. Prepare for transfer to a bachelor's degree program in Architectural Studies
3. Explore the field of architecture by taking courses for personal interest
4. Identify the environmental and architectural responses to current issues and trends, such as health, safety, welfare, environmental regulations, and technology advancements
5. Describe the roles, responsibilities and expectations of the architectural technician
6. Define the application of science in the architectural technology
7. Describe the changes and future trends in the role of the architectural technician
8. Describe the different type of teams encountered by the architectural technician
9. Identify the characteristics of a high performance or an effective team

**Nature of Work:** Architects may design, draw, build scale models, write, supervise or manage. They also may teach, perform research or consult. Most architects do not construct the buildings they design; that is usually done by construction firms. However, smaller projects such as houses are often built by the architect who designs them. Architects also may develop projects on their own, alone or in conjunction with financial advisors, real-estate developers or others. Architects do more than design space: they serve as consultants on a broad range of clients' needs such as long-term business planning, relocation planning, human resources and space-use planning, facility maintenance programming and hundreds of other services.

**Skills and Abilities:** Those planning careers in architectural technology should be able to do freehand sketching, precise scale drawings utilizing CAD software, and "visualize" complicated objects in either pictorial form or flat views. They should be able to function as part of a team since they will work directly with customers, engineers, and contractors.

# Architectural Technology - ADCG/TECH.AAS

## Associate in Applied Science Degree

### First Semester

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 144 - Computer Graphics for Architects 1 credit hour
- ADCG 255 - Revit 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- MATH 125 - Technical Math I 3 credit hours  
or
- MATH 131 - College Algebra 4 credit hours

**Total: 17-18 Credit Hours**

### Second Semester

- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- MATH 132 - Trigonometry 3 credit hours  
or
- Mathematics or Physical/Life Science Elective\* 3-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

**Total: 17-18 Credit Hours**

### Third Semester

- ADCG 233 - Architectural Design II 4 credit hours
- ADCG 258 - Architectural Building Systems 4 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

**Total: 14 Credit Hours**

### Fourth Semester

- ADCG 150 - Sustainable Principles 3 credit hours
- ADCG 210 - Architectural History 3 credit hours
- ADCG 259 - Construction of Buildings 4 credit hours
- Architectural Technology Electives (see list) 2 - 4 credit hours

**Total: 12-14 Credit Hours**

### Approved Architectural Technology Electives List

- ADCG 256 - Advanced Revit 4 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 249 - Topics In CAD I 2 credit hours
- DRFT 251 - Product Design And Development 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- DRFT 270 - Drafting Instruction Internship 2 credit hours
- DRFT 271 - Drafting/CAD Internship 2 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- HIST 131 - Western Civilization I 3 credit hours
- HIST 132 - Western Civilization II 3 credit hours
- HIST 135 - World History I 3 credit hours
- HIST 136 - World History II 3 credit hours
- MATH 171 - Calculus And Analytic Geometry I 5 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- PHYS 131 - Introduction To Physics I 4 credit hours
- PHYS 132 - Introduction To Physics II 4 credit hours

**Total hours required for the A.A.S. in Architectural Technology: 60**

# Architectural Graphics - ADCG/GRAPH.CC

## Certificate of Completion

### Requirements:

- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- ADCG 255 - Revit 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours

**Total: 18 Credit Hours**

**Total hours required for the Certificate of Completion in Architectural Graphics: 18**

# 3D Architectural Modeling - ADCG/3D.CC

## Certificate of Completion

### Requirements:

- ADCG 255 - Revit 4 credit hours
- ADCG 256 - Advanced Revit 4 credit hours

**Total: 8 Credit Hours**

**Total hours required for the Certificate of Completion in 3D Architectural Modeling: 8**

# Automotive Technology

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- Automotive Technology - AUTO/TECH.AAS
- Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP
- Automotive Performance, Accessories and Electrical - AUTO/ACCS.CP
- Diesel Technology - AUTO/DSEL.CP
- Undercar Specialist - AUTO/UNDR.CC

## Program Coordinator Chris Reynolds

Today's automobiles are being referred to as "smart cars." With one or more on-board computers on current model vehicles, it has become a very sophisticated piece of equipment. Electronic devices now control 85 percent of all vehicle functions including fuel management, ignition, electric shift transmissions, ABS brakes, and climate control to mention a few.

With this widespread use of electronics and on-board computers comes the need for formal training for current and future automotive technicians. Our associate of applied science degree and certificate programs give graduates an edge in competing for the best jobs in the automotive industry.

Lewis and Clark students learn in high-tech facilities, working with a variety of specialty tools and equipment ranging from hand-held scanners that interface with on-board computers to computerized alignment and diagnostic equipment. Students learn to diagnose vehicle problems with modern test equipment, and to perform corrective measures based on their findings. Plus, they are trained to repair and replace parts and make adjustments on the full range of automotive systems.

## Student Learning Outcomes

1. Demonstrate technical and customer service skills required for employment in the automotive service industry
2. Earn ASE Certifications
3. Transfer successfully to baccalaureate programs

**Entering the Program:** If you're exploring a career related to today's computer-based vehicles, Lewis and Clark is for you. High school graduates, adults changing careers and automotive technicians seeking to upgrade their skills are eligible to enroll. L&C's Automotive Technology program also provides advanced placement for high school graduates of partnership programs and technicians with current ASE certification and/or recent automotive work experience.

**Automotive Technology Graduates:** You'll be trained to work with the most sophisticated equipment in the industry today and, even more importantly, you'll be better prepared to move into a service manager or other supervisory position. The Lewis and Clark Automotive Technology program can be the difference between a job and a career with a future.

**Nature of Work:** The automotive technician will diagnose automobile malfunctions based on specific diagnostic procedures utilizing modern automotive test equipment. Corrective measures are then performed based on the findings of these tests. The technician will also perform various preventive maintenance procedures. Both will require the technician to repair or replace parts and/or make adjustments on various automotive systems.

**Skills and Abilities:** The ability to make a quick and accurate diagnosis is one of the technician's most valuable skills. This skill requires good reasoning ability and a thorough knowledge of the various automotive systems. All applicants and students should possess the manual dexterity to perform moderate to heavy lifting of components during the service and repair of a vehicle.

**Related Careers:** General automotive service technician or specialist in one or more of the following areas: engine repair, manual drive train and axle assemblies, automatic transmissions/transaxles, engine performance, brake repair, electrical systems, heating, cooling and air conditioning, alignment, suspension and steering and machine shop. Other employment opportunities include equipment and tool sales and/or service representatives as well as automotive parts related occupations.

**Graduation Requirements:** Due to the constantly changing technology in the automotive industry, students pursuing an Associate in Applied Science Degree or Certificate of Proficiency in Automotive Technology must meet one of the following requirements in the completion of these programs:

- Successful completion of one or more courses each semester (excluding summers) required in the degree or certificate.
- Successful completion of the degree or certificate program requirements within a five year period commencing with the first semester an automotive course is completed.
- Successful completion shall be defined as having received a passing grade of C or better.

Students who do not meet one of the above program completion requirements may receive coordinator approval to continue pursuing or completing the A.A.S. Degree or Certificate of Proficiency if one of the following requirements is met:

- Successful completion of automotive courses attempted and current A.S.E. certification in those course specialty areas required for the degree or certificate.
- Successful completion of automotive courses attempted, current work experience and successful completion of a proficiency exam (75 percent or higher) in those course specialty areas required for the degree or certificate.

Students must complete all program course requirements for the A.A.S. Degree and Certificate of Proficiency as outlined in this section, as well as meeting all of L&C's degree and certificate requirements described earlier in this catalog.

# Automotive Technology - AUTO/TECH.AAS

## Associate in Applied Science Degree

### First Year - Fall Semester

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours \*
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- MATH 122 - Technology-Integrated Math 4 credit hours
- or
- MATH 125 - Technical Math I 3 credit hours

\*Upon successful completion of AUTO 145, students will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery examination.

**Total: 18-19 Credit Hours**

### Spring Semester

- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 245 - Auto. Heating/Cooling & Air Cond. 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- or
- PHYS 130 - Concepts Of Physics 4 credit hours

**Total: 15 Credit Hours**

### Summer Session

- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Note: Summer courses are optional. These courses may be taken during a regular fall or spring term.

**Total: 6 Credit Hours**

### Second Year - Fall Semester

- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 247 - Manual Drive Lines & Axle Assemb. 4 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 17 Credit Hours**

### Spring Semester

- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 248 - Automatic Transmissions & Transaxle 4 credit hours
- AUTO 279 - Advanced Engine Performance 6 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

**Total: 16 Credit Hours**

**Total credit hours required for the A.A.S. in Automotive Technology: 72**



# Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP

## Certificate of Proficiency

### First Semester

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 247 - Manual Drive Lines & Axle Assemb. 4 credit hours

**Total: 15 Credit Hours**

### Second Semester

- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 248 - Automatic Transmissions & Transaxle 4 credit hours
- Automotive Drive Lines, Suspension & Brakes Electives (See list) 3 - 4 credit hours

**Total: 18-19 Credit Hours**

### Approved Automotive Drive Line, Suspension & Brakes Electives List

- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours \*
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 250 - Indep. Study in Automotive Tech 3 credit hours
- AUTO 251 - Automotive Machine Shop 3 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

\*Upon successful completion of AUTO 145, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination.

**Total credit hours required for the Certificate of Proficiency in Automotive Drive Line, Suspension and Brakes: 33**

# Auto Performance, Accessories & HEV Tech. - AUTO/ACCS.CP

## Certificate of Proficiency

### First Semester

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours \*
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- AUTO 253 - Hybrid Electric Vehicle Technology 2 credit hours

**Total: 17 Credit Hours**

### Second Semester

- AUTO 245 - Auto. Heating/Cooling & Air Cond. 4 credit hours
- AUTO 279 - Advanced Engine Performance 6 credit hours
- Automotive Perform., Access. & HEV Tech Elective (see list) 7 - 8 credit hours

**Total: 17 - 18 Credit Hours**

**Approved Automotive Performance, Accessories and HEV Tech Electives List**

- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 250 - Indep. Study in Automotive Tech 3 credit hours
- AUTO 252 - Alternative Fuel Technology 4 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

\*Upon successful completion of AUTO 145, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination.

**Total credit hours required for the Certificate of Proficiency in Automotive Performance, Accessories and HEV Tech: 34**

## Diesel Technology - AUTO/DSEL.CP

### Certificate of Proficiency

#### Requirements:

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- DTEC 241 - Intro to Diesel Engine Repair 3 credit hours
- DTEC 243 - MHDT Brakes, Steering, & Suspension 3 credit hours
- DTEC 246 - MHDT Electricity & Electronics 3 credit hours

**Total: 31 Credit Hours**

**Total Credit Hours Required for the Certificate of Proficiency in Diesel Technology: 31**

## Undercar Specialist - AUTO/UNDR.CC

### Certificate of Completion

This certificate is designed to provide basic skills in diagnosing and repairing various suspension and brake designs on both front-wheel and rear-wheel drive vehicles. Shop experience and classroom work cover replacement of brake linings, turning drums and rotors, replacement of wheel and master cylinders, specialized alignment, diagnosis and repair of anti-lock brake systems, traction control and stability systems, and tire balancing.

#### Requirements:

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours

**Total: 12 Credit Hours**

**Total credit hours required for the Certificate of Completion in Undercar Specialist: 12**

# Business Technology

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- Business Technology - OFFAS/ADMIN.AAS
- Business Technology - OFSPC/ADMIN.CP
- Business Technology - OFSPC/ADMIN.CC

## Program Coordinator Lori Kuithe

The Business Technology program prepares individuals for the expanding use of technology in the workplace. This program prepares students for administrative and technical support positions. The program addresses a combination of business and technology and includes the use of office application software, web technology, workplace ethics, customer service, desktop publishing, office operations, and electronic communication tools.

The Business Technology degree program prepares students for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Every industry needs professionals who are trained to use today's technology in an office environment. No matter where a student's interest lies, whether it's the medical, legal, music, publishing, agriculture, education or other fields, there is a need for people who are competent using office software, managing projects and dealing with customers, vendors and other employees.

Students in this program will have the opportunity to complete the Microsoft Office Specialist exams for Microsoft Word, Excel, Access, PowerPoint, and Outlook.

## Student Learning Outcomes

1. Experience and practice in office procedures and administrative skills
2. Develop keyboarding skill and prepare various business documents and communication documents, i.e. newsletters and marketing pieces
3. Develop and refine both written and oral communication skills
4. Develop proficiency in computer/business software applications, including Microsoft Word, Excel, Access, PowerPoint, and Outlook
5. Develop human relations so that the student can effectively discharge the multitudinous duties of an office professional
6. Develop effective job market research and job seeking skills

**Nature of Work:** Office professionals perform a variety of clerical duties and assume some administrative duties to keep an office running efficiently. Duties may include: keyboarding, formatting and composing documents, creating and maintaining spreadsheets, databases, and presentations; handling oral, written, and electronic communications; scheduling appointments; organizing and maintaining computer and paper files; screening and making telephone calls; welcoming visitors; making travel arrangements; planning meetings; and transcribing dictation; as well as maintaining a cooperative work environment.

**Skills and Abilities:** In addition to a solid background in office technology skills, employers look for a good command of the English language, good interpersonal skills and good organizational ability, and the ability to move often from one task to another. Students who enroll in the program should possess the manual dexterity and physical abilities to perform the necessary office duties.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Business Technology by completing 30 semester hours of approved courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

## Proficiency Test Information:

Students wanting to take a proficiency test for BTEC 120 may do so by contacting the Business Technology Program Coordinator.

Students wanting to take a proficiency test for CIS 135 may do so by contacting the Computer Information Systems Program Coordinator.

## PROGRAM PREREQUISITES FOR ALL BUSINESS TECHNOLOGY DEGREE AND CERTIFICATE PROGRAMS:

- Qualify for READ 125 and ENGL 125 with appropriate L&C placement test scores.

## Graduation Requirement:

To be eligible for graduation with an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion in any Business Technology program, a student must:

1. Earn a grade of "C" or better in all Business Technology courses (defined as courses with a BTEC prefix)
2. Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as outlined in this catalog.

BTEC classes taken longer than five years prior to graduation must be retaken or a proficiency test passed to ensure that the student has retained his/her knowledge from the class.

# Business Technology - OFFAS/ADMIN.AAS

## Associate in Applied Science Degree

### First Semester

- BTEC 120 - Business Documents I 4 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ENGL 137 - Technical Writing 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours

**Total: 16 Credit Hours**

### Second Semester

- ACCT 130 - Accounting For Small Business 3 credit hours  
or
- ACCT 131 - Financial Accounting 3 credit hours
- BTEC 111 - Microsoft Word 2 credit hours
- BTEC 112 - Microsoft Excel 3 credit hours
- BTEC 121 - Business Documents II 3 credit hours
- BTEC 235 - Business Technology II 3 credit hours
- BTEC 265 - Professional Development 3 credit hours

**Total: 17 Credit Hours**

### Third Semester

- BTEC 261 - Business Technology Internship 3 credit hours

**Total: 3 credit hours**

### Fourth Semester

- BTEC 113 - Microsoft Access 3 credit hours
- BTEC 238 - Business Forms & Apps 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours\*

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

**Total: 12-13 Credit Hours**

### Fifth Semester

- BTEC 114 - Microsoft PowerPoint 2 credit hours
- Approved Business Technology Electives (see list) 4-7 credit hours
- Social/Behavioral Science Elective (see specialties below for recommended course) 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 12-15 Credit Hours**

**Total credit hours required for the A.A.S. in Business Technology: 60**

### Approved Business Technology Electives List

#### Accounting Assistant Specialty

- ACCT 132 - Managerial Accounting 3 credit hours
  - ACCT 234 - Tax Accounting 3 credit hours  
or
  - ACCT 235 - Intermediate Accounting I 3 credit hours
  - BUSN 215 - Business Software Applications 3 credit hours
- Recommended Social/Behavioral Science elective:
- ECON 152 - Principles Of Microeconomics 3 credit hours

**Administrative Assistant Specialty**

- BTEC 115 - Microsoft Publisher 1 credit hour
- BTEC 117 - Microsoft Outlook 1 credit hour
- BTEC 119 - Keyboarding 1 credit hour
- BTEC 124 - Speed And Accuracy Development 1 credit hour
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

Note: By completing the AAS degree with BUSN 161 and MKTG 240, students will also earn the Social Media Marketing Certificate of Completion.

**Customer Service Specialty**

- MKTG 136 - Salesmanship 3 credit hours
- PSYC 200 - Conflict Mediation 3 credit hours
- SPCH 201 - Small Group Communication 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours  
or
- SOCI 131 - Introduction to Sociology 3 credit hours

**Digital Publishing Specialty**

- ART 131 - Basic Design I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

**Help Desk Specialty**

- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 200 - Linux And UNIX Operating Systems 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

**Human Resource Assistant Specialty**

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours  
or
- PSYC 200 - Conflict Mediation 3 credit hours

**Legal Office Assistant Specialty**

- BTEC 135 - Law Office Management and Software 3 credit hours
- BTEC 165 - Legal Terminology 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours

Recommended Social/Behavioral Science elective:

- POLS 131 - American Government 3 credit hours  
or
- POLS 132 - State And Local Government 3 credit hours

**Marketing Assistant Specialty**

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Recommended Social/Behavioral Science elective:

- ECON 152 - Principles Of Microeconomics 3 credit hours

Note: By completing the AAS degree with BUSN 161 and MKTG 240, students will also earn the Social Media Marketing Certificate of Completion.

**Medical Office Assistant Specialty**

- HIMC 270 - Medical Billing and Coding 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

**Network Administrator Specialty**

- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 223 - Windows Network Configuration 3 credit hours
- ITEC 224 - PowerShell For Active Directory 3 credit hours
- ITEC 244 - Network Security 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

**Small Business Office Assistant Specialty**

- ACCT 130 - Accounting For Small Business 3 credit hours
- or
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- or
- BUSN 231 - Planning For Small Business 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- or
- MGMT 239 - Management For Small Business 3 credit hours

Recommended Social/Behavioral Science elective:

- PSYC 131 - General Psychology 3 credit hours

# Business Technology - OFSPC/ADMIN.CP

**Certificate of Proficiency****First Semester**

- BTEC 111 - Microsoft Word 2 credit hours
- BTEC 120 - Business Documents I 4 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours

**Total: 12 Credit Hours**

**Second Semester**

- BTEC 112 - Microsoft Excel 3 credit hours
- BTEC 121 - Business Documents II 3 credit hours
- BTEC 235 - Business Technology II 3 credit hours
- BTEC 238 - Business Forms & Apps 3 credit hours
- BTEC 265 - Professional Development 3 credit hours

**Total: 15 Credit Hours**

**Third Semester**

- BTEC 261 - Business Technology Internship 3 credit hours

**Total: 3 Credit Hours**

**Total hours required for Certificate of Proficiency in Business Technology: 30**

# Business Technology - OFSPC/ADMIN.CC

## Certificate of Completion

### Requirements:

- BTEC 120 - Business Documents I 4 credit hours
- BTEC 121 - Business Documents II 3 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- BTEC 265 - Professional Development 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours

**Total: 16 Credit Hours**

**Total Credit Hours Required for the Certificate of Completion in Business Technology: 16**

# Child Development

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- Child Development - CHDV.AAS
- Child Development - CHDV.CP
- Early Childhood Level 3 - CHDV/ECL3.CP
- Early Childhood Level 2 - CHDV/ECL2.CC
- Early Childhood Level 1 - CHDV/ELC1.CC
- Illinois Director - CHDV/ILDIR.CC
- Infant Toddler Level 2 - CHDV/ITL2.CC

## Program Coordinator Dr. Melissa Batchelor

Lewis and Clark offers an Associate in Applied Science degree and a Certificate of Proficiency in Child Development and prepares the graduate to serve as a director of a child development program. Lewis and Clark is an entitled institution through Gateways; therefore, students can earn a Gateways Credential through the program's course work.

As a Lewis and Clark graduate, the student will have the confidence of practical experience. Child Development students use theory and application to design developmentally appropriate programs and curricula. All student projects are completed under the direction of instructors who feel a sense of responsibility to the field of child development as well as to the individual success of each Lewis and Clark student.

## Student Learning Outcomes

1. Introduce, maintain, and continue to grow standards of professional conduct and actively seek opportunities to grow professionally
2. Plan, create, and implement learning opportunities and environments for the diverse learning needs of all children
3. Plan, conduct, and interpret appropriate assessments to inform decisions about curriculum and teaching/learning interactions to support communication with others and to inform programmatic decisions
4. Create respectful and reciprocal partnerships with families and communities that support and empower children's development and learning

**Nature of Work:** The Child Development curriculum and L&C prepares students for employment as directors; teachers and assistants in childcare programs, nursery schools or preschools, Head Start programs and school-age programs; and as a classroom assistant in the public schools.

**Skills and Abilities:** The Child Development student learns to plan, implement, and evaluate a wide variety of experiences designed to promote the language, intellectual, physical and social/emotional development of young children.

Areas of responsibility include providing for the general safety and welfare of children, helping children acquire the intellectual and social skills necessary to relate to their peers and adults, and encouraging the physical skills to be strong, healthy children. A graduate of the Child Development program is trained to observe children, plan developmentally appropriate activities that encourage growth in all the developmental areas, and evaluate the children's progress.

If a student receives a grade below a "C" in any Child Development (CHDV) course on two occasions, or in any two CHDV courses, that student will be dismissed from Lewis and Clark Community College's Child Development program. A student must have a passing grade of A, B, or C in CHDV 234 the first time the course is attempted as a prerequisite for CHDV 271 and internship sites must be approved by the coordinator.

**Notes:** Students must have a grade of "C" or better in all CHDV classes to graduate with the A.A.S degree. Students must also have a favorable background check and physical for CHDV 234 and 271. Appropriate prerequisite courses should be taken if the student does not meet college English and reading levels as determined by the College Placement Test in order to enroll in all CHDV courses. Students enrolled in the certificate or the AAS degree program should carefully follow the sequence of classes listed in the catalog as some classes are only offered once a year. If you are interested in transferring to earn a bachelor degree in Early Childhood, please contact the program coordinator to find information on four-year school and required coursework.



# Child Development - CHDV.AAS

## Associate in Applied Science Degree

### First Year - Fall Semester

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours

**Total: 15 Credit Hours**

### Spring Semester

- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 136 - Psychology Of The Exceptional Child 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- LITT 140 - Children's Literature 3 credit hours

**Total: 15 Credit Hours**

Note: At this point in the program, students are eligible for Early Childhood Level 2 and Infant Toddler Level 2 Credentials

### Summer Semester

- Child Development Elective (see list) 1-3 Credit Hours

**Total: 1-3 credit hours**

### Second Year - Fall Semester

- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 236 - Admin. Of A Child Development Prog. 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 15 Credit Hours**

### Spring Semester

- CHDV 240 - Seminar In Child Development 2 credit hours
- CHDV 271 - Child Development Internship 3 credit hours
- Child Development Elective(s) (see list) 3-4 credit hours
- MUSI 133 - Music For The Pre-School Teacher 3 credit hours
- Physical/Life Science Elective 3-4 credit hours (PHSC 130 - General Physical Science is required for SIUE)

**Total: 14-16 Credit Hours**

Note: At this point in the program, students are eligible for Early Childhood Credential Level 4

### Approved Child Development Electives List

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
- CHDV 145 - School-Age Child Care 3 credit hours
- CHDV 160 - Teaching Math in Early Childhood 3 credit hours
- EDUC 236 - Language Development & Acquisition 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- GEOG 132 - Geography By World Regions 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

## Total credit hours required for the A.A.S. in Child Development: 60

Students can also earn the Illinois Director Credential Level 2. Please contact the Program Coordinator for additional details.

# Child Development - CHDV.CP

## Certificate of Proficiency

### First Semester

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours

**Total: 15 Credit Hours**

### Second Semester

- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 136 - Psychology Of The Exceptional Child 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- LITT 140 - Children's Literature 3 credit hours

**Total: 15 Credit Hours**

Note: After completing the Child Development Certificate of Proficiency, students are eligible for Early Childhood Credential Level 2 and Infant and Toddler Level 2

**Total credit hours for a Certificate of Proficiency in Child Development: 30**

# Early Childhood Level 3 - CHDV/ECL3.CP

## Certificate of Proficiency

### Requirements:

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours
- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours
- or
- CHDV 160 - Teaching Math in Early Childhood 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total credit hours required for the Certificate of Proficiency and Gateways Early Childhood Level 3: 30**

The Certificates of Completion offer a direct exit pathway designed for students who are in the field, or are seeking immediate employment and are pursuing Gateways Credentials to secure employment or progress within a current role. This pathway is designed with convenient on and off ramps-you can pursue an Early Childhood Level 2 Credential, for example, then later decide that you would like to attain your Early Childhood Level 3 Credential within the Certificate of Completion.

## Early Childhood Level 2 - CHDV/ECL2.CC

### Certificate of Completion

#### Requirements:

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours

**Total credit hours required for the Certificate of Completion and Gateways Early Childhood Level 2: 18**

## Early Childhood Level 1 - CHDV/ELC1.CC

### Certificate of Completion

#### Requirements:

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours

**Total credit hours required for the Certificate of Completion in Early Childhood Level 1: 9**

## Illinois Director - CHDV/ILDIR.CC

### Certificate of Completion

#### Requirements:

- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 236 - Admin. Of A Child Development Prog. 3 credit hours
- CHDV 271 - Child Development Internship 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total credit hours required for the Certificate of Completion and Gateways Illinois Director: 15**

## Infant Toddler Level 2 - CHDV/ITL2.CC

### Certificate of Completion

#### Requirements:

- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 139 - Health, Safety And Nutrition 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours

**Total credit hours required for the Certificate of Completion and Gateways Infant Toddler Level 2: 9**

# Criminal Justice

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- Criminal Justice - CRIM.AAS
- Criminal Justice - CRIM.CP

## Program Coordinator Jessica Noble

The Criminal Justice program at Lewis and Clark can provide you with information necessary to make an informed decision about a career in criminal justice. You can choose an associate in applied science degree or a certificate of proficiency, and develop a basis for a critical understanding of criminal justice in the United States by examining crime and its consequences, and criminal law and its applications.

You'll benefit from taking an active role in the learning process. Students and instructors will bring to class and share current criminal justice-related news items to enliven material learned in class and to show how the information they are learning relates to what actually occurs in the community and the nation.

This program provides instruction in the structure and decision making of law enforcement, the administration of justice (from arrest to trial), and the juvenile justice process. The training will give you the background you need for a variety of criminal justice positions.

Lewis and Clark can help make you a part of a team that plays a major role in protecting and serving people.

## Student Learning Outcomes

1. Demonstrate knowledge of the criminal justice system including law enforcement, criminal law, juvenile justice, criminal investigation techniques and correctional practices
2. Resolve conflict and ethical dilemmas that arise in the criminal justice field
3. Apply to transfer into a baccalaureate degree program in criminal justice or related disciplines
4. Seek employment within the criminal justice system
5. Demonstrate the professionalism required in the criminal justice field

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science Degree or Certificate of Proficiency in any Criminal Justice program a student must: 1.) earn a grade of "C" or better in all Criminal Justice courses (defined as courses with a CRMJ prefix), and 2.) satisfy the requirements for an Associate in Applied Science Degree or Certificate of Proficiency as outlined in this catalog.

**Important Notice:** Students will have ten (10) years to successfully complete all Criminal Justice courses leading to the completion of a degree or certificate. Students who have taken Criminal Justice courses more than 10 years prior to the completion of the program may reestablish credit for those courses by: documenting credit for life experience, proficiency testing or repeating the course(s).

**Nature of Work:** Responsibilities of local law enforcement officers, from crime prevention to investigation. Court, corrections, probation and parole officers as they relate to the administration, organization and processes within the system. These officers may have to work outdoors, in all kinds of weather and may be subject to calls anytime their services are needed. This program is for pre-service and employed students in the field who desire to upgrade their skills.

**Skills and Abilities:** Although these officers work independently, they perform their duties in accordance to laws and departmental rules. They should enjoy working with people and serving the public. Personal characteristics such as honesty, good judgment and a sense of responsibility are especially important in this work.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Criminal Justice by completing 30 semester hours of approved Criminal Justice courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

## Criminal Justice - CRIM.AAS

### Associate in Applied Science Degree

#### First Semester

- CRMJ 131 - Intro To American Criminal Justice 3 credit hours
- CRMJ 133 - Crime Prevent And Patrol Techniques 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- POLS 131 - American Government 3 credit hours
- or
- POLS 132 - State And Local Government 3 credit hours

**Total: 15 Credit Hours**

**Second Semester**

- CRMJ 141 - Criminology 3 credit hours
- CRMJ 249 - Criminal Court Procedures 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 15 Credit Hours****Third Semester**

- Criminal Justice Electives (see list) 6 credit hours
- CRMJ 151 - Intro To Corrections 3 credit hours
- CRMJ 271 - Criminal Justice Internship 3 credit hours
- or
- Criminal Justice Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

**Total: 15-16 Credit Hours****Fourth Semester**

- Criminal Justice Electives (see list) 6 credit hours
- CRMJ 254 - The Juvenile Offender 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours \*

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

**Total: 15-16 Credit Hours****Approved Criminal Justice Electives**

- CIS 135 - Computer Literacy 3 credit hours
- CRMJ 160 - Computer Forensics 3 credit hours
- CRMJ 256 - Crime And Popular Culture 3 credit hours
- CRMJ 260 - Criminal Justice and Mental Health 3 credit hours
- CRMJ 265 - Criminal Investigation 3 credit hours
- CRMJ 267 - Forensics: Trace Evidence Analysis 3 credit hours
- CRMJ 270 - Research Methods 3 credit hours

**Total credit hours required for the A.A.S. in Criminal Justice: 60**

# Criminal Justice - CRIM.CP

**Certificate of Proficiency****Requirements:**

- CRMJ 133 - Crime Prevent And Patrol Techniques 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- CRMJ 160 - Computer Forensics 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- CRMJ 265 - Criminal Investigation 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Mathematics or Physical/Life Science Elective 3 - 4 credit hours\*
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

**Total: 30-31 Credit Hours****Total credit hours required for a Certificate of Proficiency in Criminal Justice: 30**

# Dental Assisting

- Dental Assisting - DENT/ASST.CP

## Program Coordinator Chrissea Hallstead

Job opportunities continue to grow in dental assisting, and you can take advantage of the opportunities with a certificate from Lewis and Clark Community College. According to the most recent edition of the Occupational Outlook Handbook, published by the U.S. Department of Labor's Bureau Labor Statistics, employment is expected to increase 11% from 2018 to 2028, which is much faster than the average for all occupations.

Population growth, greater retention of natural teeth, and an increased focus on preventive dental care for younger generations, will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. For example, older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one or more assistants. In addition, as dentists' workloads increase, they are expected to hire more assistant to perform routine tasks, so they may use their own time more profitably.

Your certificate can help you find employment as a chairside assistant or as a dental office administrator. Additionally, you may choose to continue your education in a related career such as dental hygiene, dental technology or dentistry. The program at L&C is demanding and comprehensive. You will study clinical practices, disease processes of the head and neck, infection control, diagnostic and therapeutic practices, radiographic and laboratory procedures, dental terminology, ethics, law, patient communications and office management.

You will receive an education that will equip you to handle the responsibilities of working in a dental practice, and that's why 100 percent of L&C graduates find employment positions upon graduation. Classes are small and you will receive personal attention. A strong system of peer support and tutoring helps to ensure an atmosphere of success. Program completion will involve supervised clinical experiences in dental practices and specialty offices during the final semester, giving you added confidence and an edge in competition for jobs.

The program can be completed in two semesters. Enrollment is limited, and you must achieve an acceptable score on the pre-admission test. Selection of qualified applicants will be based upon test scores and fulfillment of other stated requirements. Classes are available to recent high school graduates and to adults seeking new career opportunities.

L&C's dental assisting program is accredited by the American Dental Association-Commission on Dental Accreditation. This means that upon graduation, you'll be in a select group of people who have the trust and confidence of dental practitioners.

Students graduate with a Certificate of Proficiency and are qualified to take the Dental Assisting National Board to become Certified Dental Assistants.

**Dental Assisting Program Mission Statement:** The mission of the Lewis and Clark Community College Dental Assisting Program is to meet the oral health care needs of the Metropolitan St. Louis area. We are committed to providing quality education to all students without discrimination, recognizing and respecting the dignity of each individual; fulfilling the oral health care needs of the community by providing high quality patient care; and encouraging participation in professional and service organizations. In order to accomplish the overall mission, the Dental Assisting Program recognizes and supports the need for the personal and professional growth of each student and faculty member.

## Student Learning Outcomes

1. Reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental assisting profession (Addresses ADEA Competency Domain 1: Core Competencies)
2. Recognize that health promotion and disease prevention are key components of comprehensive health care (Addresses ADEA Competency Domain 2: Health Promotion and Disease Prevention)
3. Appreciate the ability to influence members of the community to facilitate access to care and services (Addresses ADEA Competency Domain 3: Community Involvement)
4. Follow a defined process of care for the appropriate provision of supportive patient services. This requires completion of the accredited dental assisting program, compliance with all Illinois State Dental Practice Act guidelines, and successful professional credentialing according to the Dental Assisting National Board (Addresses ADEA Competency Domain 4: Patient Care)
5. Seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment (Addresses ADEA Competency Domain 5: Professional Growth and Development)

**Nature of Work:** The dental assistant works with the dentist during examinations and treatments. Responsibilities include preparing material for impressions and restorations; exposing, processing, and mounting dental radiographs; maintaining infection control according to OSHA and ADA standards; preparing tray set-ups for dental procedures and providing preventive patient education; and providing preventive treatment such as coronal polishing fluoride and sealant applications. The dental assistant is also trained to manage the office. This responsibility may include arranging and confirming appointments; greeting patients; maintaining treatment records; mailing statements and receiving payments and ordering supplies. (The work of the dental assistant should not be confused with that of the dental hygienist or dental laboratory technician.) Most dental assistants work in dental offices either for private or group practitioners. Job opportunities also exist in dental schools, hospitals, and public health departments, nursing homes, prisons, military installations and community clinics.

**Skills and Abilities:** High school background in biology, computer concepts and office practices is helpful. The dental assistant should exhibit manual dexterity and be able to work with all types of people.

**Earnings:** According to the U.S. Bureau of Labor Statistics, median hourly earnings of dental assistants in the St. Louis metropolitan area (IL and MO) were \$18.51 in 2018.

**Accreditation:** The program is accredited by the American Dental Association Commission on Dental Accreditation. In addition, the Madison District Dental Society supports the mission, goals and objectives of the Lewis and Clark Community College Dental Assisting Program.

All applicants and students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Dental Assisting program that students must master to successfully participate in the program and become employable in the field of dental assisting.

#### Technical standards for students in the Dental Assisting Program

1. All applicants and students must possess the manual dexterity and visual capacity to perform all required technical procedures and properly manipulate materials and dental instruments.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, co-workers, and other dental personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

**Application and Admission:** Applicants to the Dental Assisting Program are required to provide the following information:

- Online L&C application for the Dental Assisting Program (instructions found on the dental assisting webpage).
- High school transcript and/or GED report showing successful completion (must be received by the L&C Enrollment Center).
- Transcripts from any previously attended college or university (must be received by the L&C Enrollment Center). Applicants with foreign transcripts will need to contact the L&C Enrollment Center for further information.
- Current transcript (sent to the L&C Enrollment Center), if presently a college student, showing courses in which you are now enrolled.
- Score earned on Dental Assisting Pre-admission Aptitude Test. **Applicants who do not take this test will not be considered for admission.** To register for this Aptitude Test, please call the L&C Assessment Center and follow the instructions found in the Admission Guide in the Resources section of the dental assisting webpage. If you find it necessary to repeat this test in an attempt to attain a higher score, you are eligible to retake the test the following year. Candidate ranking for acceptance to the class is based on the pre-entrance exam score.
- Proof of ranking in the upper half of your high school graduating class, OR completion of a minimum of six semester hours with a grade of "C" or better from among the following: SPCH 145, PSYC 131, BIOL 130, or ENGL 131.
- Qualify for ENGL 131 by L&C College Placement Test scores in English and Reading. Please identify yourself as a dental program applicant when scheduling this exam. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
- One year of high school general biology, or one college semester of general biology with a grade of "C" or better: BIOL 130, BIOL 131, or BIOL 132. (BIOL 132 is preferred if this requirement has not previously been met.)
- Be 18 years of age at time of completing the program. (Legal age for x-ray manipulation)
- Students wanting re-admittance in the program (i.e., due to failing a course or not returning for second semester) must apply to the program coordinator within one year of initial enrollment. If more than one year has lapsed, the student will be required to repeat the fall semester prior to enrolling in the spring semester.

**Applicants are responsible** for ensuring that the above credentials are in the L&C Enrollment Center by February 1 of the year they intend to begin the program. Provisional acceptance into the program is possible if the above coursework criteria can be fulfilled prior to the start of class.

**The student must also show proof of the following by July 1 (further instructions provided at the new student orientation):**

1. Prove residency in Lewis and Clark Community College District No. 536 within 30 days prior to the beginning of classes. Out-of-district residents will be eligible only if space is available after the dental assisting class has been selected from in-district residents. L&C has entered into a cooperative agreements with Southwestern Illinois College, East St. Louis Community College Center, Illinois Eastern Community College, Lincoln Land Community College and John Wood Community College which allow Southwestern Illinois College District No. 522 students, East St. Louis Community College Center students, Illinois Eastern Community College District No. 529 students, Lincoln Land Community College District No. 526 students, and John Wood Community College District No. 539 students to enroll in this program as an in-district student, regarding tuition, fees, and all college services. (Documented proof of residency includes voter's registration card, driver's license, utility bill, or rent payment receipt.)
2. Complete the medical and dental health packet that is provided at new student orientation. Must have immunizations for TB, tetanus, measles, mumps, and rubella. Hepatitis vaccine is strongly recommended.
3. Must be recognized in Basic Life Support, including CPR, with the American Heart Association before classes commence. Health Care Provider card must be valid all semesters enrolled in the program and be submitted along with required medical and dental history forms.
4. Proof of medical insurance, certified background check, and drug screening (instructions and additional information given at new student orientation)

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the Lewis and Clark Community College Dental Program partners with external agencies to provide clinical experiences for Dental students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a dental program student to be placed in a clinical program. Some clinical agencies may require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from lab and clinical participation, which will result in the student not completing the dental programs due to a failure to meet the lab and clinical component of the L&C Dental Programs.

To obtain a Dental Assisting admissions guidelines packet, please go to the Resources section of the dental assisting webpage at [www.lc.edu](http://www.lc.edu) and download the document.

To make an appointment with an academic advisor to review your records and determine which prerequisites are met and what you need to do to meet any deficiencies, call 618-468-2222.

Graduation will be processed after all required general study and dental assisting courses are completed. Dental courses require a letter grade of C or better to graduate. A dental assisting course is defined as any course in the program with a DENT prefix and SPCH 145 and PSYC 131. Students wanting re-admittance in the second semester (i.e., due to: failing a course, or not returning for second semester), of the program must apply to the program coordinator within one year of completing the fall semester. If more than one year has lapsed, the student will be required to repeat the fall semester prior to enrolling in the spring semester.

Students in this program will be required to abide by specific policies for this program. These policies are available for review by contacting the program coordinator.

#### **Course Transferability In and Out of the Lewis and Clark Dental Programs**

1. Program-specific dental courses are not designed to transfer in or out of the L&C dental programs.
2. The L&C 1+1 curriculum design between dental assisting and dental hygiene requires full completion of an ADA-CODA accredited dental assisting program to qualify for dental hygiene admission. Courses in the completed dental assisting program must be formally evaluated by L&C dental program coordinators to ensure that all required dental assisting course content was included to meet this dental hygiene guideline.
3. Some required dental program courses are considered general education and/or science courses. Lewis and Clark Community College is accredited by the Higher Learning Commission, and general education and science courses are designed to transfer out to other regionally accredited institutions. However, course equivalency is determined by the reciprocal institution. L&C only accepts general education and science courses from regionally accredited institutions, and each course is formally evaluated to determine L&C course equivalency. We encourage students to work with L&C academic advisors regarding transferability of specific general education and science courses.

## **Dental Assisting - DENT/ASST.CP**

### **Certificate of Proficiency**

NOTE: PSYC 131 and SPCH 145 may be taken during the semester of the student's choice; it is strongly recommended that these courses be taken prior to admission into the program.

#### **Fall Semester**

- DENT 131 - Dental Biology 4 credit hours
- DENT 134 - Preclinical Orientation 2 credit hours
- DENT 136 - Orofacial Anatomy 3 credit hours
- DENT 144 - Dental Materials 3.5 credit hours
- DENT 150 - Dental Radiology 3 credit hours
- DENT 153 - Operative Procedures 3 credit hours

**Total: 18.5 Credit Hours**

#### **Spring Semester**

- DENT 132 - Pathology I 2 credit hours
- DENT 137 - Oral Histology And Embryology 2 credit hours
- DENT 143 - Dental Office Management 2.5 credit hours
- DENT 148 - Dental Specialties 2 credit hours
- DENT 152 - Preventive Dentistry 2 credit hours
- DENT 154 - Clinical Practice 5 credit hours
- PSYC 131 - General Psychology 3 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 21.5 Credit Hours**

**Total hours required for the Certificate of Proficiency in Dental Assisting: 40**



# Dental Hygiene

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- Dental Hygiene - DENT/HYGNE.AAS
- Local Anesthesia - DENT/LOCAN.CC

## Program Coordinator Meghan Becraft

The L&C Dental Hygiene Program provides the education necessary to fulfill the roles of a dental hygienist in the second phase of a unique curriculum known as "career laddering". Students are accepted into the program with advanced standing admission status by successfully completing an ADA accredited dental assisting program prior to admission. Nineteen and a half (19.5) credit hours are credited from specific ADA accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program. Students must maintain a "C" or higher in all courses. After completion of "phase one" of dental assisting, the student may choose to seek employment as a dental assistant or apply into the Dental Hygiene phase of the program. Acceptance into the L&C Dental Assisting Program does not guarantee acceptance into the Dental Hygiene program.

The Paul B. Hanks Dental Clinic Building includes a dental materials laboratory, a dental programs resource room, and a state-of-the-art dental assisting/hygiene clinical learning center. Students receive patient care instruction from experts who are oral health care professionals. Students work with the latest equipment and techniques, electronic record keeping, digital radiography, and have the opportunity to participate in other rotations at a variety of sites: Beverly Farm, the Veterans' Administration Medical Center, and numerous public health and community-oriented settings.

You'll gain confidence through quality education in the L&C Dental Hygiene Program. Since the first class of graduates in 1996, the program boasts a 99 percent success rate on the National Board Dental Hygiene Exam, a test necessary in order to complete the licensure process in all states. The average score of the L&C graduates is usually well above that of the national average. In addition, our one-year follow-up surveys indicate that graduates are 100 percent prepared for their professional job opportunities based upon their educational experiences at L&C.

**Dental Hygiene Program Mission Statement:** The mission of the Lewis and Clark Community College Dental Hygiene Program is consistent with the L&C Dental Assisting Program. Our primary purpose is to meet the oral health care needs of the Metropolitan St. Louis area. To fulfill this purpose, we are committed to providing quality education to all students without discrimination, recognizing and respecting the dignity of each individual; fulfilling the oral health care needs of the community by providing high quality patient care; and encouraging participation in professional and service organizations. In order to accomplish the overall mission, the Dental Hygiene Program recognizes and supports the need for the personal and professional growth of each student and faculty member.

## Student Learning Outcomes

1. Reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental hygiene profession
2. Recognize that health promotion and disease prevention are key components of comprehensive health care
3. Appreciate the ability to influence members of the community to facilitate access to care and services
4. Follow a defined process of care for the provision of patient care services and treatment modalities. This requires completion of the accredited dental hygiene program and successful professional credentialing according to the Illinois Dental Practice Act
5. Seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment

**Nature of Work:** The Dental Hygiene program prepares students to be important members of the dental health team. Although each state has its own regulations regarding the scope of dental hygiene practice, some of the responsibilities of the dental hygienist are: assessment, treatment and prevention of oral diseases, planning community-based oral health programs, providing staff development training, promoting the need for innovation and change in oral health care, advising patients on commercial products, working with public health agencies, and researching for the improvement of patient care.

Graduates are qualified to pursue additional education at the baccalaureate level and/or find job placement in a multitude of areas such as: general dentistry offices, periodontal offices, retail sales companies, public health agencies and educational institutions.

**Skills and Abilities:** All applicants and students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Dental Hygiene program that students must master to successfully participate in the program and become employable in the dental hygiene field.

## Technical standards for students in the Dental Hygiene Program

1. All applicants and students must possess the manual dexterity and visual capacity to perform all required technical procedures and properly manipulate dental instruments.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, co-workers, and other dental personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

**Accreditation:** The L&C Dental Hygiene Program received full "approved without reporting" status from the American Dental Association Commission on Dental Accreditation in April, 2017.

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science degree in Dental Hygiene, a student must:

- Complete 60 credit hours as prescribed in the curriculum.
  - Nineteen and a half (19.5) additional credit hours are credited from specific accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program and are in addition to the 60 credit hours prescribed in the dental hygiene curriculum. Student must maintain a grade of "C" or higher in all courses.
- Attain a minimum GPA of 2.0 with a grade of "C" or better in dental hygiene courses (defined as a course with a DENT prefix) and BIOL 141, BIOL 142, BIOL 241, CHEM 130, ENGL 131, MATH 114 or MATH 124, SOCI 131, and a Humanities/Fine Arts elective (If the student completes the biology and chemistry courses prior to admission in the program, the courses must have been completed no more than five years prior to the fall semester the student is accepted into the dental hygiene program).
- Satisfy requirements for an Associate in Applied Science degree as outlined in this catalog.
- Complete the Dental Hygiene Program goals and competencies. Completion of the program goals includes competency in:
  1. The dental hygiene program and its graduates should reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental hygiene profession.
  2. The dental hygiene program and its graduates should recognize that health promotion and disease prevention are key components of comprehensive health care.
  3. The dental hygiene program and its graduates must appreciate their ability to influence members of their community to facilitate access to care and services.
  4. The dental hygiene program and its graduates must use their skills to follow a defined process of care for the provision of patient care services and treatment modalities. This requires completion of the accredited dental hygiene program and successful professional credentialing according to the Illinois Dental Practice Act.
  5. The dental hygiene program and its graduates must seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment.
- Abide by specific policies for the program. These policies are available for review in the Dental Assisting/ Hygiene Office in the Paul B. Hanks Dental Clinic Building or with the program coordinator.

**Application and Admission:** To be considered for admission, an applicant **MUST** meet these criteria and submit the following information:

- Evidence of residence in one of the following public community college districts: Lewis and Clark District No. 536, John A. Logan District No. 530, Southwestern Illinois College District No. 522, East St. Louis Community College Center, John Wood Community College District No. 539, Kaskaskia College District No. 501, Illinois Eastern Community College No. 529, or Lincoln Land Community College No. 526. Proven residency in the Lewis and Clark Community College District No. 536 must be met within 30 days prior to the beginning of classes. Out-of-region residents will be eligible if space is available after the dental hygiene class has been selected from in-region residents. Acceptable proof of residency ONLY INCLUDES:
  - Illinois driver's license showing in-region residency,
  - Voter's registration card showing in-region residency,
  - Utility bill showing in-region residency, or
  - Rent receipt showing in-region residency.

Proven residency in the Lewis and Clark Community College District No. 536 must be met within 30 days prior to the beginning of classes.

- Online L&C application for the Dental Hygiene Program (instructions found on the dental hygiene web page).
- Official high school transcript and/or official GED report showing successful completion (must be received by the L&C Enrollment Center).
- Evidence of completion with a grade of "C" or better in the following courses:
  - Qualify for MATH 116 by appropriate L&C placement test score or a qualifying score on the mathematics portion of the ACT examination or one college semester of algebra, MATH 112. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
  - Complete MATH 114 or MATH 124 or successfully pass the MATH 114 proficiency/waiver examination.
  - Qualify for and complete ENGL 131. Qualifying for ENGL 131 may include L&C placement test scores in English and reading. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
  - One year of high school general biology, or one college semester of general biology with a grade of "C" or better: BIOL 130, BIOL 131, or BIOL 132. (BIOL 132 is preferred if this requirement has not previously been met.)
  - SPCH 145.
  - PSYC 131.
  - CHEM 130.
  - Computer Literacy Requirement:
    - Complete any high school or college computer concepts course with a grade of "C" or better, or
    - Complete DENT 143 Dental Office Management with a grade of "C" or better, or
    - Complete an acceptable substitution from another ADA-CODA Dental Assisting Program. (This computer requirement CAN be met if your Dental Assisting curriculum includes computer use in office management. You are not REQUIRED to enroll in a separate computer course as a prerequisite.)
  - Successful completion of an ADA accredited dental assisting program prior to admission. Nineteen and a half (19.5) credit hours are credited from specific accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program. If you have had no previous dental assisting education, you must apply to the L&C Dental Assisting Program first.
- Transcripts from any previously attended college or university (must be received by the L&C Enrollment Center). Applicants with foreign transcripts will need to contact the L&C Enrollment Center).
- Current transcript, if presently a college student, showing courses in which you are now enrolled (sent to the L&C Enrollment Center).
- Score earned on the Dental Hygiene Pre-admission Aptitude Test. If you find it necessary to repeat this test in an attempt to attain a higher score, you are eligible to retake the test the following year. You must have taken the test in order to be considered for admission. The test is only administered each January. Candidate ranking for acceptance to the class is based on the pre-admission test score. To register for this Aptitude Test, please call the L&C Assessment Center and follow the instructions found in the Admissions Guide in the Resources section of the dental hygiene web page.
- Identify the year you wish to be admitted to the program and begin dental hygiene courses on the program application form.

- Grade point average of 2.0 or better for courses completed at L&C and course equivalents from other regionally accredited institutions.
- Proof of taking and passing the Dental Assisting National Board (DANB) within 2 years prior to admission date. Those applicants that will graduate from an ADA accredited dental assisting program in May-August of the year they apply for admission must provide a copy of their DANB application for a summer testing date. Admission to the program for these students will be provisional, contingent upon the applicant showing a passing DANB score by July 1. For information about taking the DANB, call 1-800-FOR-DANB. Students must keep their DANB certificate current while enrolled in the program, up to graduation.
- Proof of ranking in the upper half of their high school graduating class, OR completion of a minimum of six semester hours with a grade of "C" or better from among the following: SPCH 145, PSYC 131, BIOL 130, BIOL 131, BIOL 132, or ENGL 131.

**Applicants are responsible for** ensuring that the above credentials are in the L&C Enrollment Center by February 1 of the year they intend to begin the program. Provisional acceptance into the Dental Hygiene Program is possible if the above required course work can be fulfilled prior to the start of classes in the Fall.

**Final acceptance** will be given to qualified applicants when they have met the following additional requirements:

- Successful completion of a Dental Hygiene Challenge Examination testing proficiency of current knowledge in dental materials, tooth morphology, head and neck anatomy, dental radiology, medical and dental emergencies, preventive dentistry, and oral histology and embryology. If proficiency is not attained, the applicant will have the opportunity to remediate and retake the exam in four weeks. If an applicant fails to pass the repeated exam, he/she will be required to take more formal remediation before reapplying to the program the next year. Those applicants who are not graduates of the L&C Dental Assisting Program must take the Challenge Exam. Those applicants who are graduates of the L&C Dental Assisting Program must take the Challenge Exam if more than one year has passed since graduation.
- Must be recognized in Basic Life Support, including CPR, through the American Heart Association (Health Care Provider course only -- classes must include use of AED, so cannot be an online course unless the clinical portion is also included) before classes commence. Card must be valid all semesters enrolled in the program in order to attend clinical and lab sessions and be submitted along with required medical and dental forms.
- Satisfactory completion of the medical and dental health packet prior to admission to the program. This includes proof of medical insurance.
- Applicants must have immunizations for tetanus, measles, mumps, rubella, and an annual TB skin test. The annual TB skin test must be kept current in order to attend clinical and lab sessions. A hepatitis C vaccine is strongly recommended.
- Proof of completed certified background check, and drug screening (instructions and additional information given at new student orientation).
- Completion of all program prerequisites.
- Maintenance of the DANB certification until graduation from the Dental Hygiene Program.

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C Dental Program partners with external agencies to provide clinical experiences for Dental students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a dental program student to be placed in a clinical program. Some clinical agencies may require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from lab and clinical participation, which will result in the student not completing the dental programs due to a failure to meet the lab and clinical component of the L&C Dental Programs.

To obtain a Dental Hygiene admissions guidelines packet, please go to the Resources section of the dental hygiene web page at [www.lc.edu](http://www.lc.edu) and download the document.

To make an appointment with an academic advisor to review your records and determine which prerequisites are met and what you need to do to meet any deficiencies, call 618-468-2222.

#### Course Transferability In and Out of the Lewis and Clark Dental Programs

1. Program-specific dental courses are not designed to transfer in or out of the L&C dental programs.
2. The L&C 1+1 curriculum design between dental assisting and dental hygiene requires full completion of an ADA-CODA accredited dental assisting program to qualify for dental hygiene admission. Courses in the completed dental assisting program must be formally evaluated by L&C dental program coordinators to ensure that all required dental assisting course content was included to meet this dental hygiene guideline.
3. Some required dental program courses are considered general education and/or science courses. Lewis and Clark Community College is accredited by the Higher Learning Commission, and general education and science courses are designed to transfer out to other regionally accredited institutions. However, course equivalency is determined by the reciprocal institution. L&C only accepts general education and science courses from regionally accredited institutions, and each course is formally evaluated to determine L&C course equivalency. We encourage students to work with L&C academic advisors regarding transferability of specific general education and science courses.

# Dental Hygiene - DENT/HYGNE.AAS

## Associate in Applied Science Degree

Note: Students considering the B.S. in Dental Hygiene at SIU-C after graduation from L&C should contact the program coordinator regarding course selection prior to enrollment.

### Summer Semester

- ENGL 131 - First-Year English I 3 credit hours

**Total: 3 Credit Hours**

### Fall Semester

- BIOL 141 - Anatomy-Physiology I 4 credit hours \*
- BIOL 241 - Microbiology 4 credit hours \*
- DENT 232 - Pathology II 2 credit hours
- DENT 234 - Preclinical Dental Hygiene I 5 credit hours

\*If the student completes BIOL 141, BIOL 142, and/or BIOL 241 prior to admission to the Dental Hygiene Program, then the student must have completed the course no more than five years prior to the fall semester when the student is admitted to the program.

**Total: 15 Credit Hours**

### Spring Semester

- BIOL 142 - Anatomy-Physiology II 4 credit hours \*
- DENT 231 - Pharmacology 2 credit hours
- DENT 248 - Periodontology 2 credit hours
- DENT 250 - Dental Hygiene Clinic Seminar I 3.5 credit hours
- DENT 252 - Community Oral Health 2.5 credit hours
- DENT 254 - Dental Hygiene Practice II 4 credit hours

**Total: 18 Credit Hours**

### Summer Semester

- DENT 251 - Dental Hygiene Clinic Seminar II 2 credit hours
- DENT 255 - Dental Hygiene Practice III 6 credit hours

**Total: 8 Credit Hours**

### Fall Semester

- DENT 233 - Nutrition And Oral Health 2 credit hours
- DENT 253 - Dental Hygiene Clinic Seminar III 2 credit hours
- DENT 256 - Dental Hygiene Practice IV 6 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 16 Credit Hours**

### Optional Electives:

- DENT 257 - Local Anesthesia In Dentistry 2 credit hours
- DENT 295 - National Board Exam Review 3 credit hours

**Total credit hours required for the A.A.S in Dental Hygiene: 60**

# Local Anesthesia - DENT/LOCAN.CC

## Certificate of Completion

This short-term certificate is awarded to students who successfully complete DENT 257, Local Anesthesia in Dentistry. Current dental hygiene students and graduates from any dental hygiene program may seek admission into this course and program. The program provides instruction on head and neck anatomy; the characteristics and physiology of pain; an evaluation of the dental patient including allergies, overdose, and contraindications; the materials and equipment used in administering local anesthesia; pharmacological issues including potency, toxicity, metabolism, and vasoconstrictors; innervation and maxillary and mandibular injection techniques; medical emergencies; documentation; and alternative clinical techniques.

### Requirement:

- DENT 257 - Local Anesthesia In Dentistry 2 credit hours

**Total credit hours for Certificate of Completion in Local Anesthesia: 2**

# Drafting and Design

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- Drafting and Design- DRAFT.AAS
- Drafting and Design - DRAFT.CP
- 3D Mechanical Modeling - DRAFT/3D.CC

## Program Coordinator Joel Hall

Every manufactured product in our world requires some type of documentation for its production. The largest structures to the smallest machine components, including micro-miniature electronic circuitry, have drawings associated with them. This documentation is what the field of drafting is all about. Drawings that used to be produced on paper with manual instruments are now produced on computers with actual intelligence attached to the parts drawn. As our world becomes more complex, the need for design documentation will grow in every aspect of manufacturing and building construction.

At Lewis and Clark, students study drafting standards and techniques using the most current CAD software available for drawing production. The program is based on the fundamental theories of engineering graphics with advanced course work specializing in the different drafting occupations.

Today, a lot of the engineering and architectural design work is created in the "Virtual part or Model" environment. Lewis and Clark is keeping up with this trend by making both "Solid Modeling" and "Parametric Architectural Modeling" software an intriguing part of the program.

Besides keeping current with the most recent CAD software available, the Drafting and Design Program at Lewis and Clark is constantly updating the lab facilities so that upon graduation, the students have had experience with equipment of industry standards.

## Student Learning Outcomes

1. Prepare for entry into the work force as an entry-level drafting and design technician or CAD technician
2. Retrain current drafting and design technicians for specialty areas in drafting and design
3. Explore the field of drafting and design by taking courses for personal interest
4. Provide a background in the drafting area as a related subject to their vocational/technical field of study

**Nature of Work:** Drafters and designers prepare detailed drawings based on rough sketches, specifications, and calculations made by engineers, designers, architects, and project leaders. Also, they may be required to calculate the strength, quality, quantity and cost of materials. They assist engineers in testing and writing technical reports, estimates, and specifications. Drawings can range from simple two-dimensional details to advanced color renderings in photo realistic presentations.

**Skills and Abilities:** Those planning careers in drafting should be able to do freehand sketching, precise scale drawings utilizing CAD software, and "visualize" complicated objects in either pictorial form or flat views. They should be able to function as part of a team since they will work directly with customers, engineers or project leaders.

Note: Special AAS degree graduation requirement: Due to rapid revisions of CAD software, students must demonstrate their competence of program software by either earning a "C" or better in two 200 level drafting courses within 12 months of their graduation date or by documenting current work experience utilizing current versions of CAD software.

## Drafting and Design - DRAFT.AAS

### Associate in Applied Science Degree

#### First Year - Fall Semester

- DRFT 140 - Computer Aided Drafting 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
- or
- MATH 131 - College Algebra 4 credit hours

**Total: 17-18 Credit Hours**

#### Spring Semester

- DRFT 142 - Engineering Graphics I 4 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

**Total: 15-16 Credit Hours**

**Second Year - Fall Semester**

- DRFT 147 - Structural, Civil & Pipe Drafting 4 credit hours
- DRFT 256 - Advanced Solidworks 3 credit hours
- Drafting and Design Elective (see list) 2 - 4 credit hours
- PHYS 125 - Applied Physics I 4 credit hours  
or
- PHYS 131 - Introduction To Physics I 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 16-18 Credit Hours****Spring Semester**

- DRFT 251 - Product Design And Development 4 credit hours
- DRFT 270 - Drafting Instruction Internship 2 credit hours  
or
- DRFT 271 - Drafting/CAD Internship 2 credit hours
- Drafting and Design Electives (see list) 3 - 6 credit hours
- Social/Behavioral Science Elective 3 credit hours

**Total: 12-15 Credit Hours****Approved Drafting and Design Electives List**

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- ADCG 233 - Architectural Design II 4 credit hours
- ADCG 255 - Revit 4 credit hours
- ADCG 256 - Advanced Revit 4 credit hours
- ADCG 258 - Architectural Building Systems 4 credit hours
- ADCG 259 - Construction of Buildings 4 credit hours
- ART 131 - Basic Design I 3 credit hours
- DRFT 131 - Fundamentals Of General Drafting 3 credit hours
- DRFT 144 - Engineering Graphics II 4 credit hours
- DRFT 146 - AutoCAD 3 credit hours
- DRFT 151 - Guitar Design and Construction 3 credit hours
- DRFT 231 - Piping And Structural Drafting 4 credit hours
- DRFT 238 - Civil Engineering Drafting 4 credit hours
- DRFT 239 - Land Surveying 3 credit hours
- DRFT 249 - Topics In CAD I 2 credit hours
- DRFT 250 - Topics In CAD II 2 credit hours
- DRFT 251 - Product Design And Development 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- DRFT 256 - Advanced Solidworks 3 credit hours
- DRFT 261 - Machine Component Applications 4 credit hours

**Total hours required for the A.A.S. in Drafting and Design: 60**

# Drafting and Design - DRAFT.CP

## Certificate of Proficiency

### Requirements:

- ADCG 255 - Revit 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- DRFT 142 - Engineering Graphics I 4 credit hours
- DRFT 147 - Structural, Civil & Pipe Drafting 4 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- MATH 125 - Technical Math I 3 credit hours
- or
- MATH 131 - College Algebra 4 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

**Total: 34 Credit Hours**

**Total hours required for the Certificate of Proficiency in Drafting and Design: 34**

# 3D Mechanical Modeling - DRAFT/3D.CC

## Certificate of Completion

### Requirements:

- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- DRFT 256 - Advanced Solidworks 3 credit hours

**Total credit hours required for the Certificate of Completion in 3D Mechanical Modeling: 11**

# Education

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## Program Coordinator Dr. Melissa Batchelor

To teach in Illinois public schools, students must complete a baccalaureate program at a four-year college or university and then be licensed by the state of Illinois. To transfer from Lewis and Clark into an approved baccalaureate program, students must meet the specific requirements of the program and complete a minimum of 60 semester credits. Students are strongly encouraged to complete either an Associate in Arts - ARTS.AA or Associate in Science - SCI.AS degree prior to transfer. Since admission into Education Programs is competitive, completion of the recommended courses does not guarantee admission. In addition, each four-year institution has a pre-determined criteria for program admission.

### Specific Program Guidelines

EDUC 230 - Education Observation Lab *	25 Observation hours
EDUC 231 - American Education +	15 Observation hours
EDUC 232 - Introduction To Special Education	30 Observation hours
EDUC 233 - Cultural Awareness In The Classroom +	40 Observation hours

\*Course specifically required by the Greenville Undergraduate Teacher Education Partnership (UTEP)

+Courses for SIUE Elementary Education

**Program Notes:** Students are not permitted to enroll in three or more education courses in one semester unless permission is given by the program coordinator. Observation placements are determined exclusively by the L&C Education Program. A favorable fingerprint criminal background check and drug screen are required prior to field experience. Under the Drug Free Schools and Communities Act, substances prohibited by the school district include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, and PCP. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from field experiences by the school district, which will result in the student not being able to complete his/her field experience. Both must be completed through Lewis and Clark within a year of current coursework.

**SIUE Pathways in Special Education, Early Childhood, and Elementary Education:** In partnership with SIUE, students complete the general education requirements to complete an A.A or A.S. at Lewis and Clark Community College. The second half of the core courses are completed on the SIUE campus toward a Bachelor Degree in Special Education or Elementary Education. For more information about SIUE programs, contact Dave Shifflett at 618-468-2628 or [dshiffll@siue.edu](mailto:dshiffll@siue.edu).

**McKendree University 2+2 in Elementary Education:** In partnership with McKendree University, transfer is possible for L&C students who complete the A.S. at L&C and desire to earn the Bachelor of Science in Education Degree in Elementary Education at McKendree University. For more information, please contact Caitlin Mueller at 618-537-6408 or <mailto:cpmueller@mckendree.edu>.

**On-Campus Undergraduate Teacher Education Partnership (UTEP) with Greenville College:** In partnership with L&C, Greenville offers an Elementary Education degree on the L&C campus. Prior to admission into the UTEP program, you must complete all four education courses listed under Specific Program Guidelines. For more information about Greenville, please contact Deedra Mager at 618-664-7138 or [deedra.mager@greenville.edu](mailto:deedra.mager@greenville.edu).

For more information, please contact Dr. Melissa Batchelor, Education Program Coordinator at 618-468-4560 or [mbatchel@lc.edu](mailto:mbatchel@lc.edu) or the Enrollment and Advising Center.



# Environmental Science

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- Environmental Science - ENV/TECH.AAS
- Environmental Technician - ENV/TECH.CP

## Program Coordinator Scott Moss

Environmental technicians serve in variety of environmental jobs in government, private companies, and non-profit organizations. This technical discipline involves sampling methodology and physical, chemical, and biological examination of natural and potable water, domestic and industrial wastewater, air quality, solid waste, plant and animal species sampling, and other related samples. The goal of the programs is to combine hands-on field sampling and laboratory skill courses in biology and chemistry, with general-education courses so that students have a firm foundation in basic academic skills as well as skills important to being an environmental technician. The curriculum places emphasis on the development of laboratory skills centered on field sampling and collection/identification of specimens, as well as the acquisition of critical thinking, communication, data management and problem solving ability for entry into the job market. The program also leads to the completion of an Associate in Science (AS) degree, which is transferable to four-year colleges and universities by students who are competitively positioned due to these skills.

## Environmental Science - ENV/TECH.AAS

### Associate in Applied Science Degree

#### First Semester

- BIOL 131 - Biology: A Contemporary Approach 4 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- or
- CHEM 141 - General Chemistry I 5 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 14 Credit Hours**

#### Second Semester

- BIOL 134 - General Botany 4 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- or
- BTEC 112 - Microsoft Excel 3 credit hours
- BIOL 145 - Natural Resources & Environmental Sci 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- SOCI 134 - Intro To Environmental Sociology 3 credit hours

**Total: 16 Credit Hours**

#### Third Semester

- BIOL 138 - Field Biology 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
- or
- ECOL 131 - Introductory Soils 4 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 15 Credit Hours**

#### Fourth Semester

- COOP 131 - Cooperative Education Experience I 1-4 credit hours (minimum of 2 credit hours required)
- BIOL 135 - General Zoology 4 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

**Total: 15 Credit Hours**

**Total credit hours required for the A.A.S. in Environmental Science: 60**

# Environmental Technician - ENV/TECH.CP

## Certificate of Proficiency

### Requirements:

- BIOL 131 - Biology: A Contemporary Approach 4 credit hours
- BIOL 134 - General Botany 4 credit hours
- BIOL 135 - General Zoology 4 credit hours
- BIOL 138 - Field Biology 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
- BIOL 145 - Natural Resources & Environmental Sci 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- BTEC 112 - Microsoft Excel 3 credit hours
- COOP 131 - Cooperative Education Experience I 1-4 credit hours

**Total credit hours required for the Certificate of Proficiency in Environmental Technician: 31**

# Exercise Science

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- Exercise Science - EXERS.AAS

## Program Coordinator Shane Callahan

Fitness professionals and personal trainers are needed to meet the growing health and wellness needs of the nation. Ailments such as obesity, diabetes, and cardiovascular disease are at an all-time high and require professional intervention to slow their prevalence. Lewis and Clark's Exercise Science Program provides students the opportunity to gain knowledge in the closely related fields of anatomy and physiology, nutrition, kinesiology, psychology, biomechanics and other health-related areas that provide an excellent foundation for their future careers. The program is designed to develop and enhance competencies necessary for students to create and implement exercise programs for clients interested in wellness and weight management, as well as athletes striving to optimize performance. Both theoretical and practical approaches are emphasized throughout the program insuring job placement and a solid foundation for further education. As a capstone experience, students participate in a supervised practicum that includes internships at selected health facilities. Graduates of the program have the knowledge required and are highly encouraged to take a national certification examination to enhance their academic training.

## Student Learning Outcomes

1. Use a variety of formal and informal assessment techniques to assess learner performance, provide feedback, and communicate learner progress
2. Assess and prescribe appropriate instructional/managerial strategies needed for proper demonstration of weight training and cardiovascular fitness exercises for individuals of various developmental levels and learning styles
3. Understand the physiological mechanisms which sustain and act as the basis of the body's response to exercise
4. Apply the various behavioral management strategies/techniques involved in exercise maintenance to clients
5. Identify and interpret up-to-date scientific research in the exercise science field
6. Apply principles of biomechanics to teaching and/or various coaching situations
7. Ascertain the American College of Sports Medicine Health and Fitness Instructor Certification

**Nature of Work:** Fitness professionals can have an array of job responsibilities depending on which respective field they chose to pursue. Career tracks range from exercise practitioner in fitness and/or clinical settings to independent personal trainers. Fitness programs are common in the workplace, especially in corporate, commercial, and hospital settings. Duties include assessing cardiovascular endurance, flexibility, and muscular strength and endurance, as well as designing individualized fitness and rehabilitation programs, monitoring progress during programs, analyzing data from clients and educating about fitness, nutrition, ergonomics, and demonstrating exercises.

**Skills and Abilities:** To pursue a career as a fitness professional, you must be reliable, ethical, task-oriented, responsible, and possess problem-solving skills. Students must be able to work with people of various ages, abilities, and personalities. Outgoing, personable attitudes with the desire to help others achieve their goals are essential.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Exercise Science by completing 30 semester hours of approved Exercise Science courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

# Exercise Science - EXERS.AAS

## Associate in Applied Science Degree

### First Semester

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- PHED 130 - Fitness & Conditioning I 2 credit hours
- XSCI 130 - Strength Training And Fitness 2 credit hours
- XSCI 135 - Exercise Physiology 3 credit hours

**Total: 14 Credit Hours**

### Second Semester

- BIOL 132 - Human Biology 4 credit hours  
or
- BIOL 141 - Anatomy-Physiology I 4 credit hours
- HEED 131 - First Aid 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- XSCI 140 - Assessment & Exercise Prescription 3 credit hours
- XSCI 145 - Intro To Biomechanics 3 credit hours

**Total: 16 Credit Hours**

**Third Semester**

- BUSN 131 - Introduction To Modern Business 3 credit hours  
or
- MKTG 131 - Introduction To Marketing 3 credit hours
- Exercise Science elective (See List) 1 credit hour
- HEED 133 - Personal & Community Health 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- XSCI 200 - Sport Psychology 3 credit hours
- XSCI 220 - Exercise For Special Populations 3 credit hours

**Total: 16 Credit Hours****Fourth Semester**

- BIOL 161 - Biology Of Nutrition 3 credit hours
- Exercise Science electives (See List) 1-2 credit hours
- JOBS 132 - Targeting The Job Market 1 credit hour  
or
- JOBS 133 - Job Seeking Skills 1 credit hour
- SPCH 145 - Public And Private Communication 3 credit hours
- XSCI 240 - Exercise Psychology 3 credit hours
- XSCI 271 - Exercise Science Internship 3 credit hours

**Total: 14 Credit Hours****Approved Exercise Science Degree Electives List**

PHED 131 - Fitness And Conditioning II 2 credit hours  
 PHED 132 - Fitness And Conditioning III 2 credit hours  
 PHED 133 - Fitness And Conditioning IV 2 credit hours  
 PHED 134 - Horseback Riding 2 credit hours  
 PHED 144 - Lifeguard Training 2 credit hours  
 PHED 145 - Water Safety Instructor 2 credit hours  
 PHED 151 - Progressive Yoga 1 credit hour  
 PHED 173 - Walking 1 credit hour  
 PHED 176 - Yogalates 1 credit hour

**Total credit hours required for the Associate in Applied Science Degree in Exercise Science: 60**

# Fire Science

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- Fire Science - FIRE/SCI.AAS
- Fire Science - FIRE/SCI.CP
- Firefighter - Basic - FIRE/BASIC.CC
- Firefighter - Advanced - FIRE/ADV.CC
- Fire Prevention Specialist - FIRE/PREV.CC
- Fire Instructor - FIRE/INSTR.CC
- Fire Apparatus Operator - FIRE/APPAR.CC
- Company Fire Officer - FIRE/OFF.CC
- Hazardous Materials Operations - FIRE/HAZM.CC

## Program Coordinator Edward Burnley

Every year fires take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against this danger. They risk their lives to help insure the safety of individuals and property.

Lewis and Clark's Fire Science program can help you develop the skills to save a person's property or life. You'll learn how to respond to different types of fires, what it takes to minimize property damage, and how to help someone who is a victim of a fire, accident or health problem.

Your training at Lewis and Clark also will include examining fire prevention techniques. You'll study building inspection procedures and the role public education can play in helping prevent fires.

## Student Learning Outcomes

1. Instruction and practice with classroom and laboratory experiences in the technical aspects and the use of the firefighting equipment
2. Understand the laws and legal procedures relating to fire prevention, firefighting, and arson
3. Instruction and practice in inspection and other fire prevention activities
4. Insight concerning the role of a public servant

**Nature of Work:** Firefighters are called upon to handle all kinds of emergency situations. While fire suppression and prevention are still the primary functions of the fire service, firefighters are now called upon to handle incidents involving hazardous chemicals, transportation accidents, medical emergencies, cave-ins, building collapses, etc. At any emergency situation, firefighters perform specific and often complicated duties as part of a well-coordinated team. Duties range from connecting hose lines to very complex rescue or medical procedures. Other duties include building inspections, construction plan reviews, and public education programs. Firefighting is among the most hazardous of occupations.

**Skills and Abilities:** Firefighters must have excellent physical stamina, courage, mechanical aptitude and initiative. Firefighters must be able to work as a team and have the ability to make and implement quick decisions. Basic mathematical skills and knowledge of basic chemistry are required. A strong sense of public service is a must!

**Important Notice:** Students have 10 years to successfully complete all Fire Science courses leading to the completion of a degree or certificate. Students who can show proof of continuous membership in an established fire department for a minimum of five years shall have 15 years to successfully complete all Fire Science courses leading to the completion of a degree or certificate. Students who have taken Fire Science courses more than 10 years (15 years for fire department members) prior to the completion of the program may reestablish credit for those courses by: proficiency testing or repeating the course(s).

## Fire Science - FIRE/SCI.AAS

### Associate in Applied Science Degree

#### First Year - Fall Semester

- ENGL 131 - First-Year English I 3 credit hours  
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 130 - Principles of Emergency Services 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours
- FIRE 174 - Fire Behavior and Combustion 3 credit hours
- MATH 112 - Elementary Algebra 4 credit hours  
or
- MATH 122 - Technology-Integrated Math 4 credit hours

**Total: 16 Credit Hours**

#### Spring Semester

- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 15 Credit Hours**

**Second Year - Fall Semester**

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours  
or
- BIOL 132 - Human Biology 4 credit hours
- FIRE 132 - Fire Service Safety & Survival 3 credit hours
- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 245 - Fire Protection Water Supply 3 credit hours

**Total: 13 Credit Hours****Spring Semester**

- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 237 - Fire Instructor I 3 credit hours
- FIRE 242 - Fire And Arson Investigation I 4 credit hours
- Social/Behavioral Science Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 16 Credit Hours****Total credit hours required for the A.A.S. degree in Fire Science: 60**

## Fire Science - FIRE/SCI.CP

**Certificate of Proficiency****Requirements:**

- FIRE 130 - Principles of Emergency Services 3 credit hours
- FIRE 132 - Fire Service Safety & Survival 3 credit hours
- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 174 - Fire Behavior and Combustion 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours
- FIRE 237 - Fire Instructor I 3 credit hours
- FIRE 242 - Fire And Arson Investigation I 4 credit hours
- FIRE 245 - Fire Protection Water Supply 3 credit hours

**Total: 40 Credit Hours****Total credit hours required for the Certificate of Proficiency in Fire Science: 40**

## Firefighter - Basic - FIRE/BASIC.CC

**Certificate of Completion****Requirements:**

- EMT 120 - Emergency Medical Technician 7 credit hours
- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours

**Total: 19 Credit Hours****Total credit hours required for the Firefighter-Basic Certificate of Completion: 19**

## **Firefighter - Advanced - FIRE/ADV.CC**

Certificate of Completion

Requirements:

- FIRE 232 - Advanced Firefighter 4 credit hours

**Total credit hours required for the Firefighter-Advanced Certificate of Completion: 4**

## **Fire Prevention Specialist - FIRE/PREV.CC**

Certificate of Completion

Requirements:

- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours

**Total credit hours required for the Fire Prevention Specialist Certificate of Completion: 9**

## **Fire Instructor - FIRE/INSTR.CC**

Certificate of Completion

Requirements:

- FIRE 237 - Fire Instructor I 3 credit hours

**Total credit hours required for the Fire Instructor Certificate of Completion: 3**

## **Fire Apparatus Operator - FIRE/APPAR.CC**

Certificate of Completion

Requirements:

- FIRE 245 - Fire Protection Water Supply 3 credit hours

**Total credit hours required for the Fire Apparatus Operator Certificate of Completion: 3**

## **Company Fire Officer - FIRE/OFF.CC**

Certificate of Completion

Requirements:

- FIRE 248 - Company Fire Officer 8 credit hours

**Total Credit Hours Required for the Company Fire Officer Certificate of Completion: 8**

## **Hazardous Materials Operations - FIRE/HAZM.CC**

Certificate of Completion

Requirements:

- FIRE 143 - Hazardous Materials Operations 3 credit hours

**Total credit hours required for the Hazardous Materials Operations Certificate of Completion: 3**

# Graphic Design

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- Graphic Design - CGRD.AAS
- Graphic Design - CGRD.CP
- Graphic Design - CGRD.CC
- Digital Publishing - DGTL.CC
- Photography - PHOTO.CC
- Animation - CGRD/ANIM.CC

## Program Coordinator Louise Jett

The Graphic Design Program is an intensive immersion into digital design using traditional design concepts and principles as well as industry-standard software and technologies. It combines the fundamentals of computing, digital video & audio, graphics, layout, interactivity and web technology as well as general education courses to strengthen your marketability skills. You'll receive hands-on experience in our cross-platform computer labs (PC and Mac) incorporating industry-current software with concept and design elements. Students are introduced to a variety of software packages, developing skills in digital illustration and image manipulation, page layout, electronic prepress, web page design and multimedia applications.

## Student Learning Outcomes

1. Demonstrate appropriate steps toward completing a design: research, choice of software, application of principles and concepts, and timely completion
2. Demonstrate good communication skills: written, oral, and listening
3. Demonstrate a willingness to try, show flexibility, and a willingness to change based on feedback
4. Recognize the importance of working as a team
5. Demonstrate critical thinking along with using appropriate design-related terminology in discussion of design in critiques

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science Degree in Graphic Design, Certificate of Proficiency in Graphic Design, or to earn the Certificate of Completion in the area of specialty, a student must: 1.) Earn a grade of "C" or better in all required computer graphics courses (defined as courses with an ART, CGRD or WEB prefix), and 2.) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as outlined in this catalog.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Graphic Design by completing 30 semester hours of approved Graphic Design courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

## Graphic Design - CGRD.AAS

### Associate in Applied Science Degree

#### First Semester

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total: 15 Credit Hours**

#### Second Semester

- ART 132 - Basic Design II 3 credit hours
- ART 161 - Graphic Design I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 15 Credit Hours**



**Third Semester**

- ART 141 - History Of Art I 3 credit hours  
or
- ART 142 - History Of Art II 3 credit hours
- ART 162 - Graphic Design II 3 credit hours
- Computer Graphics Elective (see list) 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours  
or
- MATH 138 - General Education Mathematics 3 credit hours
- PSYC 131 - General Psychology 3 credit hours  
or
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 15 Credit Hours****Fourth Semester**

- ART 262 - Graphic Design III 3 credit hours
- CGRD 243 - Marketing Creative Portfolios 3 credit hours
- CGRD 264 - Computer Graphics Cooperative 3 credit hours
- Computer Graphics Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Non-Lab Elective 3 credit hours\*

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better

**Total: 15 Credit Hours****Approved Graphic Design Electives List****Animation/Gaming Specialty**

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours
- CGRD 260 - Advanced 3D Modeling And Animation 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Art Specialty**

- ART 133 - Drawing I 3 credit hours
- ART 136 - Three-Dimensional Design 3 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours
- CGRD 244 - Advanced Adobe Illustrator 3 credit hours

**E-Commerce and Social Media Specialty**

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours

**Layout/Advertising Specialty**

- CGRD 250 - Advanced Adobe InDesign 3 credit hours
- MCOM 160 - Introduction To Advertising 3 credit hours

**Photography Specialty**

- ART 151 - Beginning Photography I 3 credit hours
- ART 152 - Beginning Photography II 3 credit hours
- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

**Video Production Specialty**

- MCOM 130 - Introduction To Video Production 3 credit hours
- MUSI 125 - Music Video Production 3 credit hours

**Web Publishing Specialty**

- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Total credit hours required for A.A.S. in Graphic Design: 60**

# Graphic Design - CGRD.CP

## Certificate of Proficiency

### First Semester

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total: 12 Credit Hours**

### Second Semester

- ART 132 - Basic Design II 3 credit hours
- ART 161 - Graphic Design I 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- Computer Graphics Elective (see list) 3 credit hours

**Total: 12 Credit Hours**

### Third Semester

- ART 162 - Graphic Design II 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 264 - Computer Graphics Cooperative 3 credit hours
- Computer Graphics Elective (see list) 3 credit hours

**Total: 12 Credit Hours**

**Total hours required for Certificate of Proficiency in Graphic Design: 36**

# Graphic Design - CGRD.CC

## Certificate of Completion

### First Semester

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total: 12 Credit Hours**

### Second Semester

- ART 161 - Graphic Design I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- Computer Graphics Elective (see list) 3 credit hours

**Total: 12 Credit Hours**

**Total hours required for Certificate of Completion in Graphic Design: 24**

# Animation - CGRD/ANIM.CC

## Certificate of Completion

### First Semester

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours

**Total: 9 Credit Hours**

### Second Semester

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 260 - Advanced 3D Modeling And Animation 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Total: 9 Credit Hours**

**Total hours required for Certificate of Completion in Animation: 18**

# Digital Publishing - DGTL.CC

## Certificate of Completion

### First Semester

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours

**Total: 9 Credit Hours**

### Second Semester

- ART 161 - Graphic Design I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours

**Total: 9 Credit Hours**

**Total hours required for Certificate of Proficiency in Digital Publishing: 18**

# Photography - PHOTO.CC

## Certificate of Completion

### First Semester

- ART 151 - Beginning Photography I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours

**Total: 9 Credit Hours**

### Second Semester

- ART 152 - Beginning Photography II 3 credit hours
- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

**Total: 9 Credit Hours**

**Total hours required for Certificate of Completion in Photography: 18**

# Health Information & Medical Coding

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- Health Information & Medical Coding - HIMC.AAS
- Medical Coding - HIMC.CP

## Program Coordinator Shelle Ridings

According to the Bureau of Labor Statistics, Medical Records and Health Information Technicians, commonly referred to as health information technicians, organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Employment of health information technicians is projected to grow 22 percent from 2012 to 2022 nationwide, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies. Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Medical Records and Health Information Technicians provide the following:

- Review patient records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Protect patients' health information for confidentiality, authorized access for treatment, and data security

Written and oral communication, knowledge of human biology, medical terminology, medical coding, medical billing, medical ethics and knowledge of laws relating to healthcare privacy are important for successful job placement.

Course work includes instruction in medical terminology, health insurance, electronic health records, health information, medical transcription and documents, human disease pathophysiology, medical staff credentialing, computer operations, and ethical/legal issues associated with medical records.

Most health information technicians work in hospitals or physicians' offices. Others work in nursing care facilities or for government entities. Technicians typically work at desks or in offices and may spend many hours in front of computer monitors. The industries that employed the most health information technicians are general medical and surgical hospitals; state, local, and private offices of physicians, nursing and residential care facilities, and for the Government.

The curriculum for both the AAS and CP programs includes HIMC 250 which provides review and preparation for the Certified Professional Coder (CPC), which is the American Academy of Professional Coders (AAPC) credentialing exam. Due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. In addition to passing the certification exam, coders will also be required to demonstrate on-the-job coding experience. Those who pass the CPC®, exams but have not yet met this requirement will be designated as an Apprentice (CPC-A) on their certificate.

## Student Learning Outcomes

1. Make ethical and legal decisions regarding medical coding and medical records
2. Prepare for entry-level employment in the health information profession
3. Take the Certified Professional Coder (CPC-A) credentialing examination related to medical coding administered by the American Academy of Professional Coders (AAPC)
4. Perform various medical document preparation and editing duties
5. Accurately code for reimbursement purposes

## Health Information and Medical Coding Program Entry Requirements

The Health Information and Medical Coding program is an open admission program that has limited enrollment. Individuals interested in the program are encouraged to contact the program coordinator about registration dates, any course prerequisites, and other academic concerns or questions.

Students are required to complete:

- Drug screen
- Federal background check
- Completion of CPR course for Health Care Providers
- Satisfactory health exam with appropriate immunizations (any expenses associated with these or any internship-site immunizations are the responsibility of the student).

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C HIMC Program partners with external agencies to provide externship experiences for students. These agencies require that all participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a student to be placed in an externship program. Some agencies also require random drug testing throughout a student's experience and require a negative result for the student to continue his/her participation in the experience.

Substances prohibited by the agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from participation by the agency, which will result in the student not receiving his/her degree due to a failure to meet the clinical component of the L&C HIMC Program.

**Technical Standards:** All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Health Information and Medical Coding program that students must master to successfully participate in the program and become employable in the Health Information and Medical Coding field. Technical standards for the students in the Health Information and Medical Coding program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

**Program prerequisite for Health Information and Medical Coding AAS and certificate of proficiency programs:** Qualify for READ 125 and ENGL 125 with appropriate L&C placement test scores.

### Graduation Requirement

To be eligible for graduation with the Medical Coding Certificate of Proficiency and Health Information and Medical Coding Associate in Applied Science Degree, students must:

1. Earn a grade of "C" or better in all Business Technology and Health Information and Medical Coding courses (defined as courses with a BTEC or HIMC prefix)
2. Satisfy the requirements for a Certificate of Proficiency and Associate in Applied Science Degree as outlined in this catalog.

BTEC and HIMC classes taken longer than five years prior to graduation must be retaken or a proficiency test passed to ensure that the student has retained his/her knowledge from the class.

**PROFICIENCY TEST INFORMATION:** Students wanting to take a proficiency test for BTEC 120 Business Documents I may do so by contacting the Business Technology Program Coordinator.

Suggested high school courses for students interested in pursuing Health Information and Medical Coding at L&C:

- BTEC 120 Business Documents I
- BIOL 130 Fundamentals Of Biological Science, or high school biology, is a prerequisite for BIOL 132 Human Biology
- ENGL 131 First-Year English I
- SPCH 145 Public And Private Communication (required for degree)

# Health Information & Medical Coding - HIMC.AAS

## Associate in Applied Science Degree

### First Semester

- HIMC 130 - Introduction to Health Information 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- BTEC 120 - Business Documents I 4 credit hours
- CIS 135 - Computer Literacy 3 credit hours

**Total: 17 Credit Hours**

### Second Semester

- HIMC 250 - Medical Coding Exam Review 3 credit hours
- HIMC 271 - Advanced Billing & Coding 3 credit hours
- MEDA 171 - Health Insurance and EHR 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- BTEC 265 - Professional Development 3 credit hours

**Total: 16 Credit Hours**

**Third Semester**

- ENGL 131 - First-Year English I 3 credit hours  
or
- ENGL 137 - Technical Writing 3 credit hours
- HIMC 260 - Health Information/Coding Externship 3 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- PHIL 241 - Biomedical Ethics 3 credit hours
- PSYC 131 - General Psychology 3 credit hours  
or
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 15 Credit Hours****Fourth Semester**

- BIOL 132 - Human Biology 4 credit hours  
or
- BIOL 161 - Biology Of Nutrition 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- BTEC 121 - Business Documents II 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 12-13 Credit Hours****Total credit hours required for the A.A.S. in Health Information & Medical Coding: 60**

# Medical Coding - HIMC.CP

**Certificate of Proficiency****First Semester**

- HIMC 130 - Introduction to Health Information 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- BTEC 120 - Business Documents I 4 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours

**Total: 17 Credit Hours****Second Semester**

- HIMC 250 - Medical Coding Exam Review 3 credit hours
- HIMC 271 - Advanced Billing & Coding 3 credit hours
- MEDA 171 - Health Insurance and EHR 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- BTEC 265 - Professional Development 3 credit hours

**Total: 16 Credit Hours****Third Semester**

- HIMC 260 - Health Information/Coding Externship 3 credit hours

**Total: 3 Credit Hours****Total credit hours required for the Certificate of Proficiency in Medical Coding: 36**

# Information Technology

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- Information Technology - ITEC.AAS
- Cybersecurity - ITEC/CYBR.CC
- Network Administration - ITEC/NETADM.CC
- Network Infrastructure - ITEC/NETINF.CC
- PC And LAN Servicing - ITEC/PCSERV.CC

## Program Coordinator Doyle McClellan

The keystone of modern business, industry and education is computer technology. Computers are used for a variety of tasks. These include keeping customer records, creating documents, maintaining accounts, emailing and even aid in making decisions based upon statistical analysis of data. Industries use computers for controlling automation and tracking production. Computers are an integral part of modern business. With a degree in Information Technology you'll have a background with some of the latest technologies such as Windows Server, UNIX/Linux, PC hardware, network security, and Cisco routers. You'll be one of the keys in ensuring people get the information they need to do their jobs. People will rely on you to answer their computer questions and to help them understand hardware and software. As computer and network technology expands, the demand for individuals with computer skills continues to increase. The Illinois Department of Employment Security ranks computer support specialist as the number two career with the most annual job openings for graduates with Associate Degrees. Prepare now to take advantage of the technological changes in business and education with a degree or certificate in Information Technology. Note: Students who are not proficient at typing, should complete BTEC 119 Keyboarding or equivalent.

## Student Learning Outcomes

1. Apply a systematic approach to troubleshooting computer and network systems
2. Install, configure, manage, and support computer operating systems and essential network hardware
3. Apply a security-focused approach to planning, deploying, operating, and supporting networked resources
4. Use the language of information technology professionals in discussing computer and network topics
5. Seek employment or continuing education toward information technology careers

**Nature of Work:** Computer Network technicians work with computers systems and network infrastructure. The computer industry needs people who know networks, operating systems, security, PC hardware and software. Computers are the "brain center" of most business and industrial operations. It is vital that these systems be kept operating and technicians are hired to do so. The versatility developed by this program will allow its graduates to pursue occupations in areas such as computer hardware, network installation, network administration, and systems engineering.

**Certifications:** Through the AAS degree and certificate programs students can prepare to take several computer industry certifications. Programs are offered to give students experience in preparing for certifications from CompTIA (A+, Network+, Security+), Cisco, and Microsoft. Contact the ITEC coordinator for help in developing a plan for your desired certification.

**Skills and Abilities:** The Computer Network technician should be inquisitive, willing to learn new technology, and able to deal successfully with people. In addition to skills directly related to computers, good math, English and speaking skills are important.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Information Technology by completing 30 semester hours of approved Information Technology courses. Students interested in this program must contact the program coordinator to receive written approval detailing the specific course required for this degree option.

## Information Technology - ITEC.AAS

### Associate in Applied Science Degree

#### First Year - Fall Semester

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
- or
- MATH 131 - College Algebra 4 credit hours
- Social/Behavioral Science Elective 3 credit hours

**Total: 15 - 16 Credit Hours**

#### Spring Semester

- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 244 - Network Security 3 credit hours
- Information Technology Elective 3-4 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 16-17 Credit Hours**

**Second Year - Fall Semester**

- Information Technology Electives 10-12 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 13-15 Credit Hours****Spring Semester**

- Information Technology Electives 11 credit hours
- ITEC 271 - Computer Network & System Internship 2 credit hours
- Mathematics or Physical/Life Science Elective 3 - 4 credit hours

- **Total: 16 - 17 Credit Hours**

**Information Technology Electives**

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CIS 144 - Systems Analysis And Design 3 credit hours
- CIS 177 - Python For Security Administration 3 credit hours -
- CRMJ 160 - Computer Forensics 3 credit hours
- ELTN 131 - Fundamentals Of Electricity 4 credit hours
- ELTN 180 - Communications Cabling 3 credit hours
- INST 131 - DC: Fundamentals in Electricity 3 credit hours
- INST 132 - AC: Fundamentals in Electricity 3 credit hours
- INST 133 - Digital Electronics 6 credit hours
- ITEC 131 - Computer Technology I 4 credit hours
- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 200 - Linux And UNIX Operating Systems 3 credit hours
- ITEC 223 - Windows Network Configuration 3 credit hours
- ITEC 224 - PowerShell For Active Directory 3 credit hours
- ITEC 229 - Network Services 3 credit hours
- ITEC 245 - Network Firewalls 3 credit hours
- ITEC 246 - Penetration Testing 3 credit hours
- ITEC 247 - Live Response And Forensics 3 credit hours
- ITEC 249 - Wireshark Packet Analysis 3 credit hours
- ITEC 250 - Risk Assessment And Documentation 3 credit hours
- ITEC 260 - Cisco Networking II 3 credit hours
- ITEC 265 - Wireless Networks 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total credit hours required for the A.A.S. in Information Technology: 60**

# Cybersecurity - ITEC/CYBR.CC

**Certificate of Completion****First Semester**

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

**Total: 16 Credit Hours****Second Semester**

- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 246 - Penetration Testing 3 credit hours
- ITEC 247 - Live Response And Forensics 3 credit hours
- ITEC 249 - Wireshark Packet Analysis 3 credit hours

**Total: 12 Credit Hours****Total credit hours required for the Certificate of Completion in Cybersecurity: 28**



# Network Administration - ITEC/NETADM.CC

## Certificate of Completion

### First Semester

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

**Total: 16 Credit Hours**

### Second Semester

- ITEC 200 - Linux And UNIX Operating Systems 3 credit hours
- ITEC 223 - Windows Network Configuration 3 credit hours
- ITEC 224 - PowerShell For Active Directory 3 credit hours
- ITEC 229 - Network Services 3 credit hours

- **Total: 12 Credit Hours**

**Total credit hours required for the Certificate of Completion in Network Administration: 28**

# Network Infrastructure - ITEC/NETINF.CC

## Certificate of Completion

### First Semester

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

**Total: 16 Credit Hours**

### Second Semester

- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 245 - Network Firewalls 3 credit hours
- ITEC 260 - Cisco Networking II 3 credit hours
- ITEC 265 - Wireless Networks 3 credit hours

**Total: 12 Credit Hours**

**Total credit hours required for the Certificate of Completion in Network Infrastructure: 28**

# PC and LAN Servicing - ITEC/PCSERV.CC

## Certificate of Completion

### Requirements:

- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

**Total: 16 Credit Hours**

**Total credit hours required for the Certificate of Completion in PC and LAN Servicing: 16**

# Instrumentation and Control Systems

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- Instrumentation and Control Systems - INST.AAS
- Instrumentation and Control Systems - INST.CP

## Program Coordinator Jim Witt

The Instrumentation and Control Systems program combines theory and hands-on training with state-of-the-art instruments, working processes and computerized control systems. Students learn to install, test, calibrate and maintain instruments that measure, indicate and control variables such as pressure, flow, level, density, temperature, force, vibration and chemical composition. Students apply math concepts, physics concepts and industry standards to realistic situations encountered on the job. Additional instruction includes updating system documentation and building or modifying specialized systems to solve problems in measurement and control. The courses prepare students to maintain, repair, and troubleshoot instruments and control systems in industries that increasingly rely on automation. These professionals may also be referred to as instrumentation and electrical technicians, instrumentation technicians or instrumentation and controls technicians. They may work with automated equipment in manufacturing or assembly plants, waste water treatment facilities and nuclear power plants to measure and monitor operational functioning.

## Student Learning Outcomes

1. Understand how direct current (DC) and alternating current (AC) circuits work providing a firm foundation to understand topics within the electrical industry
2. Understand how digital circuits are used within the process industry
3. Understand motor control theory
4. Write effective and efficient programs for Allen Bradley and Siemens programmable logic controllers (PLCs)
5. Commission and program instrumentation to control flow, level, pressure, temperature and analytical values
6. Tune control loops using proportional, integral, and derivative values
7. Understand the different types of final control elements and how they are used

# Instrumentation and Control Systems - INST.AAS

## Associate in Applied Science

### First Semester

- INST 131 - DC: Fundamentals in Electricity 3 credit hours
- INST 132 - AC: Fundamentals in Electricity 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
- PHYS 125 - Applied Physics I 4 credit hours

**Total: 16 Credit Hours**

### Second Semester

- INST 133 - Digital Electronics 6 credit hours
- INST 135 - Motor Controls 3 credit hours
- Approved Instrumentation and Control Systems Elective(s) (see list) 4 credit hours
- Social/Behavioral Science Elective 3 credit hours
- **Total: 16 Credit Hours**

### Third Semester

- INST 231 - PLC Programming 3 credit hours
- INST 233 - Instrumentation I 3 credit hours
- INST 235 - Instrumentation II 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 15 Credit Hours**

### Fourth Semester

- INST 237 - Final Control Elements 3 credit hours
- INST 239 - PID Control 3 credit hours
- INST 271 - Instrumentation Tech Internship 1-3 credit hours
- Approved Instrumentation and Control Systems Electives (see list) 6 credit hours

**Total: 13-15 Credit Hours**

**Approved Instrumentation and Control Systems Electives**

- ITEC 131 - Computer Technology I 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- FIRE 100 - Emergency Response Rookie School 0.5 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- PRCS 131 - Introduction To Process Technology 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- WELD 131 - Introduction to Welding Industry 3 credit hours

**Total credit hours required for the A.A.S in Instrumentation and Control Systems: 60**

## **Instrumentation and Control Systems - INST.CP**

### **Certificate of Proficiency**

#### **Requirements:**

- INST 131 - DC: Fundamentals in Electricity 3 credit hours
- INST 132 - AC: Fundamentals in Electricity 3 credit hours
- INST 133 - Digital Electronics 6 credit hours
- INST 135 - Motor Controls 3 credit hours
- INST 231 - PLC Programming 3 credit hours
- INST 233 - Instrumentation I 3 credit hours
- INST 235 - Instrumentation II 3 credit hours
- INST 237 - Final Control Elements 3 credit hours
- INST 239 - PID Control 3 credit hours
- INST 271 - Instrumentation Tech Internship 1-3 credit hours
- PHYS 125 - Applied Physics I 4 credit hours

**Total: 35 Credit Hours**

**Total credit hours required for the Certificate of Proficiency in Instrumentation and Control Systems: 35**

# Management

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- Management - MGMT.AAS
- Management - MGMT.CP
- Management - Agriculture - MGMT/AGR.CC
- Management - Entrepreneurship - MGMT/ENTR.CC
- Management - Finance - MGMT/FIN.CC
- Management - Human Resources - MGMT/HR.CC
- Management - Logistics - MGMT/LOG.CC
- Management - Marketing - MGMT/MKT.CC
- Management - Operations - MGMT/OPER.CC
- Management - Small Business - MGMT/SMBU.CC
- Real Estate Brokerage - MGMT/REAL.CC
- Social Media Management - MDIA/SOCL.CC

## Program Coordinator Dr. Douglas Schneiderheize

A successful program of study in management will help you find job opportunities in all types of businesses and industries, as well as nonprofit organizations such as local, state and federal government offices. L&C management graduates have the tools necessary for a bright future in many rapidly expanding fields that have a great need for competent and well-trained employees.

Your studies will include such business topics as accounting, economics, marketing, finance and law. The up-to-date management curriculum at L&C includes the latest data systems equipment and instruction. Area business persons advise the department on the latest developments in the field so that the program stays abreast of current trends. Our faculty includes successful individuals actively involved in the business world who bring everyday experiences to the classroom. They teach what works.

The management A.A.S. degree program is designed for individuals who want to seek employment in business positions, for those in management who are seeking promotions, and for those interested in starting their own business or manage it more effectively. Because of the diversity of students, the Management program at L&C has been designed to provide maximum flexibility.

The two-year degree program consists of a management core of 31 credit hours, 26 hours of general studies courses and 3 hours of management electives. A Certificate of Proficiency is ideal for the management generalist who wants a solid foundation in fundamental business concepts, and various certificates of completion are available for a person who is seeking professional advancement in their field.

**Nature of Work:** Nearly all activities in an organization involve some form of management - of employees, finances, raw materials, or information. Managers must be able to motivate and guide others, set goals, and oversee the work effort of employees.

**Skills and Abilities:** Management requires a combination of job skills and leadership ability. Workers should have a good general education, be able to speak and write effectively, and have a thorough knowledge of the job responsibilities of those employees they manage. Practical experience is also important. They should also have the energy and temperament to work under pressure.

**Evening Classes:** The offering of some advanced courses in this program is rotated between day and evening schedules. Therefore, students wishing to complete the degree requirements within two years during the day should anticipate taking a minimum of two evening classes.

**Please Note:** The following model program is for students in the Associate of Applied Science program, not the transfer business program. Lewis and Clark has entered into articulation agreements with Franklin University and Missouri Baptist University to make it possible for students who complete the degree to have all credit hours applied to the requirements of a four-year baccalaureate degree in a business discipline. However, if you plan to transfer to most other four-year institutions, you are strongly advised not to use the model in selecting courses because many of these courses are not accepted by some four-year institutions. You must select courses at L&C to match the freshman and sophomore requirements listed by the transfer institution. Colleges and universities vary greatly in their policies, and therefore prospective transfer students are urged to contact the Enrollment Center for assistance in deciding which courses to take. Students who may later seek a four-year degree are encouraged to complete MATH 235 to satisfy math requirements and to complete MATH 165 as an elective. More details for such a degree can be found under the AS Degree for Business section of this catalog.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, the Business Department may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Management by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science Degree in Management, Certificate of Proficiency in Management, or to earn any of the Certificates of Completion in a specific area of management, a student must: (1) Earn a grade of "C" or better in all required management courses, defined as courses with an MGMT prefix and (2) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as specified by Lewis and Clark Community College.

# Management - MGMT.AAS

## Associate in Applied Science Degree

### First Year - Fall Semester

- ACCT 131 - Financial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- MATH 131 - College Algebra 4 credit hours

**Total: 16 Credit Hours**

### Spring Semester

- ACCT 132 - Managerial Accounting 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- or
- MATH 235 - Statistics 4 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours

**Total: 16 Credit Hours**

### Second Year

Note: BUSN 280 may be taken any time during the second year course sequence. If it is taken during the second year Fall sequence, three hours of management electives should be postponed until the second year Spring sequence. Also note that the program coordinator may specify one credit hour of this requirement be satisfied with JOBS 133 - Job Seeking Skills.

### Fall Semester

- BUSN 141 - Business And The Legal Environment 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

**Total: 15 Credit Hours**

### Spring Semester

- BUSN 280 - Business Co-Op I 1-2 credit hours
- MGMT 244 - Operations Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Management Electives (see list) 3 credit hours

**Total: 13-14 Credit Hours**

### Approved Management Degree Electives List

- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- BUSN 145 - Warehouse Safety Training 1 credit hour
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- BUSN 181 - Personal Finance 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 231 - Planning For Small Business 3 credit hours
- CIS 144 - Systems Analysis And Design 3 credit hours
- JOBS 133 - Job Seeking Skills 1 credit hour
- MATH 165 - Calculus for Busn & Social Science 4 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- MGMT 246 - Logistics Management 3 credit hours
- MKTG 136 - Salesmanship 3 credit hours
- MKTG 234 - Principles Of Retailing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- PSYC 131 - General Psychology 3 credit hours

- PSYC 200 - Conflict Mediation 3 credit hours
- REAL 135 - Real Estate Brokerage 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours
- REAL 137 - Transaction Applications 1 credit hour

**Total credit hours required for the A.A.S. in Management: 60**

## Management - MGMT.CP

### Certificate of Proficiency

#### Requirements:

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- or
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours

**Total: 33 Credit Hours**

**Total credit hours for the Certificate of Proficiency in Management: 33**

## Management - Agriculture - MGMT/AGR.CC

### Certificate of Completion

#### Requirements:

- MGMT 251 - Management For Agriculture 3 credit hours
- MGMT 252 - Marketing For Agriculture 3 credit hours
- MGMT 253 - Finance & Planning For Agriculture 3 credit hours
- MGMT 254 - HR Management For Agriculture 3 credit hours

**Total: 12 Credit Hours**

**Total credit hours required for the Certificate of Completion in Management-Agriculture: 12**

## Management - Entrepreneurship - MGMT/ENTR.CC

### Certificate of Completion

#### Requirements:

- BUSN 141 - Business And The Legal Environment 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 242 - Entrepreneurship Everywhere 3 credit hours
- BUSN 245 - Entrepreneurship and E-Commerce 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours

**Total: 18 Credit Hours**

**Total credit hours for the Certificate of Completion in Management-Entrepreneurship: 18**

# Management - Finance - MGMT/FIN.CC

## Certificate of Completion

### Requirements:

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours

**Total: 18 Credit Hours**

**Total credit hours for the Certificate of Completion in Management-Finance: 18**

# Management - Human Resources - MGMT/HR.CC

## Certificate of Completion

### Requirements:

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 18 Credit Hours**

**Total credit hours for the Certificate of Completion in Management-Human Resources: 18**

# Management - Logistics - MGMT/LOG.CC

## Certificate of Completion

### Requirements:

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 145 - Warehouse Safety Training 1 credit hour
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- MGMT 246 - Logistics Management 3 credit hours
- Logistics Certificate Electives (See List) 3 credit hours

**Total: 16 Credit Hours**

### Approved Logistics Certificate Electives

- BUSN 215 - Business Software Applications 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

**Total credit hours required for the Certificate of Completion in Management-Logistics: 16**

# Management - Marketing - MGMT/MKT.CC

## Certificate of Completion

### Requirements:

- BUSN 131 - Introduction To Modern Business 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- Marketing Certificate Electives (see list) 3 credit hours

**Total: 18 Credit Hours**

### Approved Marketing Certificate Electives

- BUSN 231 - Planning For Small Business 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MKTG 136 - Salesmanship 3 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- MKTG 234 - Principles Of Retailing 3 credit hours

**Total credit hours for the Certificate of Completion in Management-Marketing: 18**

# Management - Operations - MGMT/OPER.CC

## Certificate of Completion

### Requirements:

- BUSN 131 - Introduction To Modern Business 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- Operations Certificate Electives (See list) 6 credit hours
- Total: 18 Credit Hours
- Approved Operations Certificate Electives
- BUSN 231 - Planning For Small Business 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

**Total credit hours for the Certificate of Completion in Management-Operations: 18**

# Management - Small Business - MGMT/SMBU.CC

## Certificate of Completion

### Requirements:

- ACCT 130 - Accounting For Small Business 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- BUSN 231 - Planning For Small Business 3 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total: 18 Credit Hours**

**Total credit hours for the Certificate of Completion in Management-Small Business: 18**



# Real Estate Brokerage - MGMT/REAL.CC

## Certificate of Completion

### Requirements:

- REAL 135 - Real Estate Brokerage 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours

**Total: 6 Credit Hours**

**Total credit hours for the Certificate of Completion in Real Estate Brokerage: 6**

# Social Media Management - MDIA/SOCL.CC

## Certificate of Completion

### Requirements:

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

**Total: 6 credit hours**

**Total credit hours required for the Certificate of Completion in Social Media Management: 6**

# Medical Assisting

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- Medical Assisting - MEDA.AAS
- Medical Assisting - MEDA.CP

## Program Coordinator Shelle Ridings

Medical Assistants are multi-skilled health professionals specifically educated to work as a member of a health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner. Program graduates assist health care professionals in many aspects of medical and nursing practice, including patient care management, administrative, and clinical procedures. Students learn about the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills, handling telephone calls, writing correspondence, serving as the liaison between the physician and other individuals, and managing practice finances. The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the health care professional with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, administering injections, and preparing and administering medications as directed by the physician. Primary employers for medical assistants include: ambulatory health care settings, extended health care facilities, public health agencies, schools, medical schools, research institutes and medical insurance firms.

Written and oral communication, knowledge of human biology, medical terminology, pharmacology, emergency procedures, and medical front office duties are important for successful job placement.

The Medical Assisting curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

If a student relocates to another state in which the institution does not have approval to operate prior to program completion, the relocation might adversely impact the student's ability to complete the program or gain in-field employment.

In addition to the Godfrey Campus, the Medical Assisting Program will also be offered at the East St. Louis Higher Education Center located at 601 James R. Thompson Blvd., East St. Louis, IL 62201. To complete the program at the East St. Louis campus, a student would take a combination of face-to-face and online courses.

## Student Learning Outcomes

1. Prepare for entry into the workforce, career advancement, or career change through technical certificate and associate degree programs
2. Prepare for the Registered Medical Assistant Examination administered by the American Medical Technologists
3. Raise aspirations and foster achievement through dynamic, compassionate, and responsible learning experiences
4. Meet the demands of global, technology-driven, and knowledge-based economy through programs and experiences that foster individual development through job skills and lifelong learning skills
5. Learn in an environment that is supported by teaching excellence, high quality student services, and well-equipped and maintained instructional facilities

**Medical Assisting Program Entry Requirements:** The Medical Assisting program is an open admission program that has limited enrollment. Individuals interested in the program are encouraged to contact the program coordinator about registration dates, any course prerequisites, and other academic concerns or questions.

Students are required to complete:

- Proof of graduation via high school transcript or GED - must be submitted to Program Coordinator within the first 10 days of starting the program
- Drug screen - 30 days prior to beginning MEDA 260-Medical Assisting Externship
- Federal background check - 30 days prior to beginning MEDA 260-Medical Assisting Externship
- Completion of CPR course for Health Care Providers - 30 days prior to beginning MEDA 260-Medical Assisting Externship
- Satisfactory health exam with appropriate immunizations (any expenses associated with these or any externship site immunizations are the responsibility of the student) - 30 days prior to beginning MEDA 260-Medical Assisting Externship

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C Medical Assisting Program partners with external agencies to provide clinical experiences for students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a Medical Assisting student to be placed in an externship program. Some clinical agencies also require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from clinical participation by the clinical agency, which will result in the student not receiving his/her degree due to a failure to meet the clinical component of the L&C Medical Assisting Program.

**Technical Standards:** All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Medical Assisting program that students must master to successfully participate in the program and become employable in the medical assisting field. Technical standards for the students in the Medical Assisting program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

**Program prerequisite for Medical Assisting certificate program:** Qualify for READ 125 and ENGL 125 with appropriate L&C placement test scores.

**Graduation Requirement:** To be eligible for graduation with the Medical Assisting Certificate of Proficiency and Medical Assisting Associate in Applied Science Degree, students must:

1. Earn a grade of "C" or better in all Business Technology and Medical Assisting courses, defined as courses with a BTEC prefix or MEDA prefix, and
2. Satisfy the requirements for a Certificate of Proficiency and Associate in Applied Science Degree as outlined in this catalog.

BTEC and MEDA classes taken longer than five years prior to graduation must be retaken or a proficiency test passed to ensure that the student has retained his/her knowledge from the class.

**PROFICIENCY TEST INFORMATION** Students wanting to take a proficiency test for BTEC 120 may do so by contacting the Office Technology Program Coordinator. Students wanting to take a proficiency test for CIS 135 may do so by contacting the Computer Information Systems Program Coordinator.

Students will be eligible to sit for the Registered Medical Assistant Exam, sponsored by the American Medical Technologists, at the end of MEDA 250 Medical Assisting Exam Review. For more information about the RMA Exam, please visit [www.americanmedtech.org](http://www.americanmedtech.org).

# Medical Assisting - MEDA.AAS

## Associate in Applied Science Degree

### First Semester

- CIS 135 - Computer Literacy 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 140 - Clinical Medical Assisting Skills I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- BTEC 120 - Business Documents I 4 credit hours

**Total: 18 Credit Hours**

### Second Semester

- MEDA 130 - Pharmacology for Medical Assistants 3 credit hours
- MEDA 171 - Health Insurance and EHR 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- MEDA 240 - Clinical Medical Assisting Skills II 4 credit hours
- MEDA 250 - Medical Assisting Exam Review 3 credit hours

**Total: 17 Credit Hours**

### Third Semester

- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 112 - Elementary Algebra 4 credit hours
- or
- MATH 124 - Health Sciences-Integrated Math 4 credit hours
- MEDA 260 - Medical Assisting Externship 4 credit hours

**Total: 14 Credit Hours**

**Fourth Semester**

- Approved Medical Assisting Elective (see list) 2-4 credit hours
- Physical/Life Science Elective 3-4 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 11-14 Credit Hours****Approved Medical Assisting Electives**

- ACCT 130 - Accounting For Small Business 3 credit hours
- BIOL 141 - Anatomy-Physiology I 4 credit hours
- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 161 - Biology Of Nutrition 3 credit hours
- BIOL 241 - Microbiology 4 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- BTEC 111 - Microsoft Word 2 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- PSYC 232 - Human Development 3 credit hours
- PSYC 233 - Child Psychology 3 credit hours

**Total credit hours required for the A.A.S. in Medical Assisting: 60**

# Medical Assisting - MEDA.CP

**Certificate of Proficiency****First Semester**

- CIS 135 - Computer Literacy 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 140 - Clinical Medical Assisting Skills I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- BTEC 120 - Business Documents I 4 credit hours

**Total: 18 Credit Hours****Second Semester**

- MEDA 130 - Pharmacology for Medical Assistants 3 credit hours
- MEDA 171 - Health Insurance and EHR 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- MEDA 240 - Clinical Medical Assisting Skills II 4 credit hours
- MEDA 250 - Medical Assisting Exam Review 3 credit hours

**Total: 17 Credit Hours****Third Semester**

- MEDA 260 - Medical Assisting Externship 4 credit hours

**Total: 4 Credit Hours****Total credit hours required for the Certificate of Proficiency Medical Assisting: 39**

# Music Production

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- Music Production - MUSC/PROD.AAS
- Music Production - MUSC/PROD.CP
- Music Production - MUSC/PROD.CC

## Program Coordinator Louis Michael

The digital revolution has produced rapid advances in area of music production. This has created many new economic, academic, entrepreneurial, and creative opportunities for people with the drive and passion to succeed.

The defining aspects of the new media are that they are digital, interactive, social, asynchronous, and multimedia.

Individuals can work as full-time staff members for recording studios, broadcast networks, live audio production companies, small video production companies, or one of the many music technology merchandising companies. Many creative musicians are free-lance workers. Other self-employed workers operate their own recording studios.

The AAS in Music Production is designed to enable graduates to enter occupations in the area of music performance, recording studio technicians, sound technicians, and potentially management or supervisory positions. The Certificate of Proficiency concentrates on the skills of music performance, recording, and sound technology. The Certificate of Completion is for students that want to acquire the skills necessary for an entry-level job as a recording or sound technician.

## Student Learning Outcomes

1. Understand the basics of MIDI production and create a musical compositions using MIDI
2. Edit audio tracks and import loops and samples
3. Digitally record multitrack audio
4. Insert instrument and effect plug-ins
5. Insert equalizers and compressors on audio tracks
6. Understand microphone types and techniques
7. Understand and apply the basics of video editing and production
8. Create music videos
9. Encode video for distribution to various formats
10. Demonstrate skills on a major and a secondary instrument and play in an ensemble setting
11. Understand basic to intermediate music theory
12. Create a business plan

# Music Production - MUSC/PROD.AAS

## Associate in Applied Science

### First Semester

- ENGL 131 - First-Year English I 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours  
or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that choose MUSI 131 - Basic Music Theory will be required to take MUSI 262 - Piano IV or one additional credit hour of MUSI 196 - Minor Applied Music during the fourth semester.

Total: 14-17 Credit Hours

### Second Semester

- ENGL 132 - First-Year English II 3 credit hours
- MUSI 124 - Music Production with MIDI 3 credit hours
- MUSI 135 - Music Theory I 4 credit hours  
or
- MUSI 136 - Music Theory II 4 credit hours
- MUSI 162 - Piano II 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

**Total: 15-17 Credit Hours**

**Third Semester**

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 137 - Introduction To American Music 3 credit hours
- MUSI 196 - Minor Applied Music I 1 credit hour  
or
- MUSI 261 - Piano III 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

**Total: 14-17 Credit Hours****Fourth Semester**

- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 126 - Advanced Music Video Production 3 credit hours  
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours
- Social/Behavioral Science Elective 3 credit hours

Note: Students that chose MUSI 131 - Basic Music Theory are required to take MUSI 262 - Piano IV or one additional credit hour of MUSI 196 - Minor Applied Music.

**Total: 16-19 Credit Hours****Performing Ensemble Options**

- MUSI 142 - Limited Edition 1 credit hour
- MUSI 143 - Concert Band 1 credit hour
- MUSI 144 - Concert Choir 1 credit hour
- MUSI 145 - Jazz Band 1 credit hour
- MUSI 146 - Symphony Orchestra 1 credit hour
- MUSI 147 - Guitar Ensemble 1 credit hour
- MUSI 149 - Percussion Ensemble 1 credit hour
- MUSI 172 - Gospel Choir 1 credit hour
- MUSI 233 - Jazz Improvisation Lab 1 credit hour

**Total credit hours required for the A.A.S in Music Production: 60**

# Music Production - MUSC/PROD.CP

**Certificate of Proficiency****First Semester**

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours  
or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that choose MUSI 131 - Basic Music Theory will be required to take one additional credit hour of MUSI 196 - Minor Applied Music during the second semester.

**Total: 14-17 Credit Hours**

**Second Semester**

- MUSI 126 - Advanced Music Video Production 3 credit hours  
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 136 - Music Theory II 4 credit hours
- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 162 - Piano II 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that chose MUSI 131 - Basic Music Theory are required to take one additional credit hour of MUSI 196 - Minor Applied Music.

**Total: 15-17 Credit Hours**

**Total credit hours required for the Certificate of Proficiency in Music Production: 30**

## Music Production - MUSC/PROD.CC

**Certificate of Completion****First Semester**

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours  
or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- Choose one performing ensemble course (see list) 1 credit hour

Note: Students that choose MUSI 131 - Basic Music Theory will be required to take one additional credit hour of MUSI 196 - Minor Applied Music or an additional performing arts ensemble during the second semester.

**Total: 11-12 Credit Hours**

**Second Semester**

- MUSI 126 - Advanced Music Video Production 3 credit hours  
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 162 - Piano II 1 credit hour  
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- Choose one performing ensemble course (see list) 1 credit hour

Note: Students that chose MUSI 131 - Basic Music Theory are required to take one additional credit hour of MUSI 196 - Minor Applied Music or one additional performing ensemble.

**Total: 8-9 Credit Hours**

**Total credit hours required for the Certificate of Completion in Music Production: 20**

# Nursing: Associate Degree Nursing

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- Nursing - NURS/ADN.AAS

## Director of Nursing Education Sheri L. Banovic, DNP, RN, FNP-BC

Nursing is both an art and a science. The individual must have compassion, a desire to help others and a commitment to life-long learning. There are numerous career opportunities that come with graduating from the Lewis and Clark Nursing Program. The purpose of the Associate Degree Nursing (ADN) program is to prepare an associate degree nurse who is capable of effective use of the nursing process; function as a professional, interdisciplinary team member; and provide care to individuals in order to promote health and manage health problems. The associate degree nurse functions as a team member to meet the diverse needs of individuals, families, and communities to promote health and manage health problems.

The ADN program can be completed in two years. The program includes classroom, lab, simulation instruction, and clinical experience each semester in local hospitals, extended care facilities, and other health care agencies. Transportation to clinical agencies is the responsibility of the student.

The program is evaluated by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program was Continuing Accreditation. The Accreditation Commission for Education in Nursing, Inc. address is 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, phone 404-975-5000, website: [www.acenursing.org](http://www.acenursing.org). The program is approved by the Illinois Department of Financial and Professional Regulation.

Upon graduation from L&C's program, an Associate in Applied Science degree is awarded and the graduate is eligible to apply for the NCLEX-RN for licensing. Graduates passing the exam are then able to apply for a license to practice as a registered nurse.

Students for the program are selected in June for the following Spring and February for the following Fall and their selection is based on pre-admission test scores and GPA. Residents of L&C District No. 536 and East St. Louis Community College Center will be given preference due to space limitations in the program. All application information must be received prior to the Nursing Program's deadlines, and a satisfactory health examination report, drug screening, and criminal background check are required before students are able to start the program.

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the Lewis and Clark Community College Nursing Program partners with external agencies to provide clinical experiences for Nursing students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a nursing student to be placed in a clinical program. Some clinical agencies also require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from clinical participation by the clinical agency, which will result in the student not receiving his/her Nursing degree due to a failure to meet the clinical component of the Lewis and Clark Community College Nursing Program.

The Illinois Nursing Act of 2017 limits licensure as a registered professional nurse only to persons who:

- Submit a completed written application, on forms provided by the Department, and fees, as established by the Department.
- Have graduated from a professional nursing education program approved by the Department or have been granted a certificate of completion of pre-licensure requirements from another United States jurisdiction.
- Successfully complete a licensure examination approved by the Department.
- Have not violated the provisions of the Act concerning the grounds for disciplinary action. The Department may take into consideration any felony conviction of the applicant, but such a conviction may not operate as an absolute bar to licensure.
- Submit to the criminal history records check required under Section 50-35 of the Act.
- Submit, either to the Department or its designated testing service, a fee covering the cost of providing the examination. Failure to appear for the examination on the scheduled date at the time and place specified after the applicant's application for examination has been received and acknowledged by the Department or the designated testing service shall result in the forfeiture of the examination fee.

## Student Learning Outcomes

1. Provide safe, holistic, evidence-based, and culturally appropriate care in assisting an individual or a group of individuals throughout the lifespan to achieve an optimum state of well-being
2. Provide direct, safe, culturally appropriate, holistic nursing care to individuals or a group of individuals in various nursing practice settings with common health problems using principles from the biological, cultural, social, and physical sciences and incorporating the total multidisciplinary team
3. Relate knowledge of the language and behavioral sciences to nursing care in order to assure meaningful, therapeutic relationships when working with an individual or a group of individuals
4. Supervise other healthcare personnel when functioning as a member of the health team
5. Educate others regarding acute or chronic conditions, maintaining wellness, and/or managing illness throughout the life span in various nursing practice settings
6. Recognize accountability for professional behaviors and continue personal and professional growth



**Application and Admission:** Applicants are required to provide to the Nursing Admissions Office the following information:

- Application to the Associate Degree Nursing Program,
- Evidence of High School graduation or GED,
- Official transcript(s) from any colleges, universities or schools of nursing attended previously, and
- High school seniors are to provide the following information:
  - a list of senior year subjects planned, and
  - a transcript of the first six high school semesters.

The above credentials must be in the Nursing Admissions Office by April 1 if applying for spring semester and by October 1 if applying for fall semester.

**A student applying to the ADN Program shall:**

- Be a resident of L&C District No. 536 or East St. Louis Community College Center. Non-resident applicants will be considered only if space is available after the class has been selected.
- Have completed the following:
  - One college semester of general biology (BIOL 132 or proficiency test - see advisor for proficiency test requirements), with a grade of C or better,
  - One college semester of chemistry (CHEM 130 or CHEM 131 ) that includes both organic and inorganic components, with a grade of C or better,
  - MATH 112 with a grade of C or better or MATH 124 with a grade of C or better or appropriate L&C Accuplacer placement algebra test score of 48 or above or ACT score of 19 or better.
  - MATH 114 with a grade of C or better or MATH 124 with a grade of C or better or sufficient score on proficiency test,
  - PSYC 131 - General Psychology with a grade of C or better,
  - Qualify for ENGL 131 by appropriate L&C placement test score or have completed one semester of college level English with a grade of C or better.
- Notify the Nursing Admission Office by the Card of Intent indicating the semester you wish to be considered for admission to the ADN Program.
- Obtain pre-admission exam test dates from the Nursing Admission Office in NU L107.
- Prior to taking the pre-admission tests, have high school and any college transcripts with the application form on file in the Nursing Admission Office. BIOL 141 and BIOL 142 must have been completed within five years prior to entry into the nursing program. Transcripts from all colleges must be received by the nursing department before an applicant is considered for admission.
- Show acceptable rank on the pre-admission test. Please contact the nursing division office for admission criteria.
- Overall GPA of 2.75 or better for the last 5 years
- Students seeking a Fall Semester admission must have all prerequisites completed by the end of the Spring Semester preceding admission. Final acceptance will be given to qualified applicants when they have met the following additional requirements:
- Submission of a satisfactory health examination report,
- Response to the Nursing Admission Office within 10 days following notification of acceptance,
- Completion of all program prerequisites,
- Completion of a CPR course for Healthcare Providers,
- All students accepted will be required to satisfactorily complete a drug screen and federal background check. Students with a positive drug screen and/or any findings on the background check will be reviewed by the Director of Nursing Education and/or Dean of Career Programs. After review, the student can be denied admission to the nursing program.

**Technical Standards:** All students must be able to fulfill certain "technical standards". These standards are the essential requirements of the Associate Degree Nursing Program that students must master to successfully participate in the program and become employable in the nursing field. Technical standards for the students in the Associate Degree Nursing Program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

**Credit for Prior Learning:** Practical Nurses licensed with the State of Illinois (or persons eligible for transfer or renewal of LPN licensure in Illinois) are eligible for advanced standing in the ADN Program:

LPNs may begin the program in NURS 150 (rather than the traditional NURS 170). NURS 150 is a three hour, lecture (no clinical) course. After successful completion of NURS 150, the LPN receives proficiency credit for NURS 172 and NURS 270. A processing fee is required to receive this credit.

**To Graduate:** To be eligible for graduation with an Associate of Applied Science degree in Associate Degree Nursing, a student must:

- Earn a grade of C or better in each of the courses with a NURS prefix.
- Earn a grade of C or better in each of the following courses:
  - BIOL 141, BIOL 142, BIOL 241, and PSYC 232 or PSYC 233.
- Satisfy the requirements for an Associate of Applied Science degree as outlined in this catalog.
- Pass a standardized Nursing Achievement Test.

Students in this program will be required to abide by specific policies for this program. These policies are available for review in the Health Sciences Division Office or with the Director of Nursing Education.

# Nursing - NURS/ADN.AAS

## Associate in Applied Science Degree

### First Semester

- BIOL 141 - Anatomy-Physiology I 4 credit hours
- NURS 160 - Nursing Health Assessment 3 credit hours
- NURS 170 - Nursing Concepts and Management I 6 credit hours
- NURS 171 - Nursing Applications 1 credit hour
- PSYC 232 - Human Development 3 credit hours
- or
- PSYC 233 - Child Psychology 3 credit hours

**Total: 17 Credit Hours**

### Second Semester

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 241 - Microbiology 4 credit hours
- NURS 166 - Pharmacology for Nursing Concepts I 1.5 credit hours
- NURS 172 - Nursing Concepts and Management II 6 credit hours

**Total: 15.5 Credit Hours**

### Third Semester

- ENGL 131 - First-Year English I 3 credit hours
- NURS 167 - Pharmacology for Nursing Concepts II 1.5 credit hours -
- NURS 270 - Nursing Concepts and Management III 6 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 13.5 Credit Hours**

### Fourth Semester

- ENGL 132 - First-Year English II 3 credit hours
- or
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- NURS 272 - Nursing Concepts and Management IV 9 credit hours

**Total: 15 Credit Hours**

## Total credit hours required for the A.A.S. in Nursing: 61

### Notes:

Students receive one credit for every three hours spent in the lab or clinical setting.

In order to be eligible for progression into the second level nursing courses students must have successfully completed BIOL 141, NURS 160, NURS 170, NURS 171 and either PSYC 232 or PSYC 233 with a grade of "C" or better.

In order to be eligible for progression into the third level nursing courses students must have successfully completed the following courses with grade of "C" or better: BIOL 142, BIOL 241, NURS 166, and NURS 172.

In order to be eligible for progression into the fourth level of nursing courses students must have successfully completed NURS 167 and NURS 270 with a grade of "C" or better.

Periodically throughout the nursing curriculum, standardized examinations will be required of all nursing students.

All students are required to purchase the student manual for each nursing course.

Periodically, program requirements may change to remain in compliance with regulatory agencies. See the Director of Nursing Education for changes which may affect program requirements.

**Sample Curriculum for LPN-ADN Bridge Program****Spring Semester**

- BIOL 141 - Anatomy-Physiology I 4 credit hours
- NURS 150 - Bridge Concepts and Management I 3 credit hours
- NURS 160 - Nursing Health Assessment 3 credit hours
- NURS 165 - Pharmacology for Nursing 3 credit hours
- NURS 171 - Nursing Applications 1 credit hour
- PSYC 232 - Human Development 3 credit hours
- or
- PSYC 233 - Child Psychology 3 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 20 Credit Hours****Summer Semester**

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 241 - Microbiology 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- NURS 220 - Bridge Concepts and Management II 3 credit hours

**Total: 14 Credit Hours****Fall Semester**

- ENGL 132 - First-Year English II 3 credit hours
- or
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- NURS 272 - Nursing Concepts and Management IV 9 credit hours

**Total: 15 Credit Hours**

# Nursing - Nurse Assistant

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- Nursing: Nurse Assistant - NURS/ASST.CC
- Nursing: Certified Nurse Assistant II - NURS/ASST2.CC

## Program Contact Sheri L. Banovic, DNP, RN, FNP-BC

If you have a caring nature, Lewis and Clark can help you turn that asset into a career as a nurse assistant. You'll learn the skills necessary for the position, and receive the background that can make you an important part of a professional health care team. You'll use your caring attitude to help comfort individuals when they need it the most.

The care provided by nursing assistants is essential to the quality of life in hospitals, nursing homes and other health care facilities. Because nursing assistants work closely on a daily basis with residents or patients, they are an important part of the healing process.

As a nursing assistant, you will be part of a team that includes other health care professionals such as doctors, nurses, and/or physical therapists. In most clinical settings, you will work under the direction of a registered nurse and be responsible for the personal care of residents or patients. Because you will work directly with patients, other staff members will rely on you for observations and reports. Your responsibilities will include skilled routine care such as assisting with activities of daily living (ADLs).

The skills of a well-trained nursing assistant are valued in a wide range of facilities. As well as general-care positions in hospitals and nursing homes, certification can lead to interesting specialty areas such as physical therapy, occupational therapy, pediatrics, emergency room and respiratory therapy. You might choose to become a unit clerk in a hospital or specialize as a home-care provider. Salaries vary from position to position and usually increase with experience.

Because there are many more jobs available than there are graduates to fill them, a well-trained nursing assistant can usually choose the location that is most suitable. Quite often you'll also have a choice of hours, including part-time employment in some facilities.

L&C has a strong reputation for training nurse assistants. In order to meet the clinical practicum requirement, you'll attend 48 hours of clinical training in a nursing home and/or hospital. These facilities often recruit L&C students for employment after successfully completing the program and the state competency exam.

In order to make courses available to students who have family and/or professional responsibilities, classes are offered at a variety of times, including evenings; however, the 48 hours of clinical training is only available during day time hours.

## Student Learning Outcomes

1. Define self-awareness and self-esteem and discuss how they can help the nurse assistant develop a sense of self-worth
2. Explain the role of the nursing assistant and the accompanying responsibilities
3. State and follow the policies and procedures of specific health care settings
4. Describe attitudes and perform skills that contribute to effective nursing care of the patient in the most competent manner
5. Discuss the ethical standards and legal aspects for giving competent care

**Nature of Work:** Nurse Assistants work under the direction of the nursing and medical staff in hospitals, nursing homes, and clinics. They are responsible for providing assistance with all ADLs as needed; making beds and cleaning patients' rooms, transporting patients to different departments when needed, taking and recording vital signs as directed and a variety of other basic but essential services. Sometimes nurse assistants are called nurses' aides. Male nurse aides are sometimes also called orderlies.

**Opportunities:** Upon successful completion of the Basic Nurse Assistant Training course with a grade of "C" or better, you will receive a Certificate of Completion and be eligible to be tested for competency as a Certified Nurse Assistant. As a certificated person, you will be eligible to work in nursing homes, hospitals, and community and public health services. There is a constant need for qualified people in this area of the health occupations field.

**Skills and Abilities:** Because of the extensive contact with patients, nurses' aides must have a desire to help others. They must be tactful and able to work in sometimes unpleasant conditions. They need to be physically able to stand or walk for long periods of time and lift patients and supplies when needed.

## \*Health Care Worker Background Check Act:

The Illinois Department of Public Health requires that all Nurse Assistant students initiate an application for a criminal background check prior to the first day of class. Students who have questions or a criminal background should contact the Coordinator of the Nurse Assistant Program for more information on determining their eligibility for the program or their ability to complete the program. A satisfactory background check is required for the program.

## Admission Requirements:

- Be 16 years or older
- Provide evidence of reading test scores or courses taken with a reading level of eighth grade or above
- Submit evidence of a negative chest x-ray or TB skin test within the timeframe required by the class instructor
- Submit a satisfactory health examination report by the student's physician within the timeframe required by the class instructor
- Submit evidence of having at least an eighth grade education level- evidence may include a high school diploma, a GED, or a school transcript documenting eighth grade completion or higher
- Drug test as directed by instructor

Students in this program will be required to abide by specific policies for this program. These policies are available for review in the Health Sciences Division Office or with the program coordinator.

**Technical Standards:**

All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Nurse Assistant program that students must master to successfully participate in the program and become employable in the nursing field. Technical standards for the students in the Nurse Assistant Program:

- All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
- Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other healthcare personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

## **Nursing: Nurse Assistant - NURS/ASST.CC**

**Certificate of Completion**

**Requirements:**

- NUAD 120 - Basic Nurse Assistant Training 6 credit hours

Note: Six clinical days are scheduled in addition to the time the theory classes are scheduled. For further information contact the program coordinator at 618-468-6881.

**Total credit hours required for the Certificate of Completion in Nurse Assistant: 6**

## **Nursing: Certified Nurse Assistant II - NURS/ASST2.CC**

**Certificate of Completion**

**Requirements:**

- NUAD 120 - Basic Nurse Assistant Training 6 credit hours
- BIOL 120 - Medical Terminology 3 credit hours
- BIOL 132 - Human Biology 4 credit hours
- STSK 132 - Integrated Study Skills 1-3 credit hours (3 credit hours must be completed)

Note: Six clinical days are scheduled in addition to the time the theory classes are scheduled. For further information contact the program coordinator at 618-468-4442.

**Total credit hours required for the Certificate of Completion in Certified Nurse Assistant II: 16**

# Occupational Therapy Assistant

- Occupational Therapy Assistant – OCCUP/ASST.AAS

## Program Coordinator Debbie Witsken

Occupational Therapy (OT) began with growing industrialization and has continued in the wake of modern warfare. Occupational Therapy Assistants (OTAs) help people with disabilities in numerous ways, from work or war related injuries, to clients of all ages with every kind of disability including developmental delays, autism, cerebral palsy, chronic illness, serious physical injuries, cognitive disabilities, mental illness, and neurological disorders. The list goes on. OTAs also help people of all ages who are healthy with a focus on wellness, productive aging, and preventative issues.

The OTA carries out a treatment plan under the guidance and supervision of an Occupational Therapist. The OTA provides a variety of treatment modalities to the client such as: activities of daily living and home management training, splinting, environmental modifications, safety training during daily occupations, wheelchair positioning and modifications, sensory integration, teaching life skills to clients with mental illness, job site analysis, energy management techniques, cognitive retraining and neuromuscular retraining techniques for clients with neurological dysfunction, management of chronic illness, and health and wellness promotion. Other duties include documenting client progress and assisting with formulation of discharge planning. The OTA also maintains clinical equipment and supervises OT aides.

OTAs are heroes to those they serve. They help people return to productivity - but in a new form. They also are advocates who educate and assist people of all ages to identify and work towards client-centered goals to maximize independence and quality of life throughout the lifespan.

## Student Learning Outcomes

1. Apply and utilize the occupational therapy process consistent with the OTA role for the needs of individuals throughout the lifespan
2. Use communication and interpersonal skills needed to relate to a diverse population of people and other healthcare professionals
3. Establish therapeutic relationships with OT clients that foster and support the selection and use of purposeful activity and occupation-based activities needed to enhance occupational role performance
4. Recognize various types of physical and psychosocial dysfunction, and implement therapeutic activities for individuals throughout the lifespan and various contexts to remediate dysfunction and to promote health and well-being
5. Analyze clients' participation in daily occupations within contexts and environments, and teach selected life tasks through the use of everyday activities to promote maximum occupational engagement
6. Practice as an OTA according to the profession's Code of Ethics, Standards of Practice, Role Delineation, and according to all federal, state, and facility regulatory guidelines
7. Participate effectively in a supervisor/supervisee relationship
8. Use independent learning skills to engage in continuing education essential to the continued provision of ethical and appropriate occupational therapy services
9. Act as a member of a professional community through membership and participation in professional organizations including local, regional, and national groups and organizations promoting the positive impact of occupational therapy
10. Educate professional and consumer communities about the purpose and scope of occupational therapy services
11. Educate and mentor future members of the occupational therapy profession

**Skills and Abilities:** To pursue a career as an OTA, an individual must possess physical stamina, manual dexterity and be able to work with people of all ages, temperaments, and personalities. Good communication skills, self-initiation, established organizational skills, ingenuity, ability to grade and adapt activities and treatment, and a caring personality are needed for effective client care. All students must be able to fulfill certain "technical functions." These functions are the essential requirements of the OTA program that students must master to successfully complete the program and become employable in the field of occupational therapy.

## Technical functions for students in the Occupational Therapy Assistant program:

1. Students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with clients, co-workers, and other occupational therapy personnel.

Each applicant needs to assess his/her own ability to meet the above technical functions.

**Accreditation:** Lewis and Clark Community College's OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. AOTA's phone number is (301) 652-AOTA. Direct access to the ACOTE website is: [www.acoteonline.org](http://www.acoteonline.org).

Graduates will be able to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). All states require Occupational Therapy Assistants to be licensed in order to practice once he/she has passed the NBCOT examination. State Department of Professional Regulations, as well as NBCOT, may refuse licensure to an applicant who may jeopardize the well-being of their citizens by having a felony conviction.

**Application and Admission:** The application deadline is June 1 (except when falls on a weekend, then the following Monday is the deadline). A new program cycle will begin each spring semester. Because the number of applicants may exceed the number of positions available in a given class, the OTA program will employ the following admission process.

All components of application must be completed by each student and will be reviewed by the application committee using a numerical ranking system for each admission criterion.

**TO APPLY TO THE OTA PROGRAM, STUDENTS MUST COMPLETE THE FOLLOWING:**

This checklist is a tool to assist students with the application process for the OTA program. It is recommended that interested students meet with the OTA Program Coordinator to discuss the application process. Completion of application does not ensure seat in class.

**Apply for Selective Admission**

Complete the Lewis and Clark Community College Selective Admission application for the OTA program (5230A).

Follow the steps below:

1. Go to: [www.lc.edu/program/ota](http://www.lc.edu/program/ota)
2. Scroll down to "Apply Now" and click to apply

Forms for additional academic requirements listed below are located in the online OTA application packet which can be found at:

[www.lc.edu/program/ota](http://www.lc.edu/program/ota)

- Submit Statement of Personal Goals
- Submit Clinical Observation Form documenting eight hours of observation in an OT department with a licensed OT practitioner (occupational therapist or a certified occupational therapy assistant)
- Submit two Recommendation Forms - one recommendation must be from a high school or college instructor
- Submit proof of residency (see below)
- Earn a Cumulative GPA of 2.75 or greater on a 4.0 scale from the last five years. If less than 15 credit hours have been completed at college level in the last five years, cumulative high school GPA will also be used. If student has less than 15 credits within the last five years, but has previous college experience, the following will be used to determine GPA:
  - If student has college degree: final GPA for most recent degree from an accredited institution
  - If student does not have a degree: cumulative GPA from most recent 30 credit hours completed from an accredited institution
- Submit an official high school or GED transcript\*\*
- Submit official transcript(s) from all colleges, universities, and schools of Occupational Therapy Assistant attended previously\*\*

\* Except when falls on a weekend, then the following Monday is the deadline.

\*\* Mailing address: Lewis & Clark College, Attn: OTA program office (NU 213), 5800 Godfrey Road, Godfrey, IL 62035

**Meet Academic Requirements by the End of the Fall Semester Prior to the Start of the Program:**

- Qualify for ENGL 131 First-Year English I by appropriate L&C placement test score (through the Assessment Center) or have completed one semester of college level English.
- Qualify for MATH 116 Intermediate Algebra by appropriate L&C placement test score (through the Assessment Center) or standardized test score or completion of MATH 112- Elementary Algebra with a grade of C or better.
- Complete the following courses with a grade of C or better: SOCI 131 Introduction to Sociology ; PSYC 131 General Psychology ; and BIOL 132 Human Biology.

**Prove Residency**

Prove residency in Lewis and Clark Community College District No. 536, Southwestern Illinois College District No. 522, or East St. Louis Community College Center thirty days before beginning the OTA Program. Students who are residents in other community college districts, who have a CAREER agreement with L&C, may be eligible to apply if there is not an OTA program in the student's home district. Students from other community college districts within the state of IL will be eligible for admission only if positions are available after the OTA class has been selected from qualified candidates within the above districts.

**Important Phone Numbers:**

OTA Program Coordinator: 648-468-4419

OTA Program Office: 618-468-4402

**Point system for admission procedures:**

Maximum points possible are designated as follows:

Area	Points
Grade point average (GPA) (total points awarded based on GPA earned over last 5 years)	60
Meeting with OTA Program Coordinator for advising session prior to application deadline	5
Completion of pre-requisite and general education courses*	9
At least 12 credits/semester and earned 2.75 or better for 1 semester (2 points), 2 semesters (4 points), 3 or more semesters (6 points)	6
Eight-hour skilled observation in OT	4
Two recommendation forms	8
Handwritten statement of personal goals and reasons seeking admission to the OTA program	8
<b>Total Points</b>	<b>100</b>

**Ranking of Applicants:** Students who have met all application requirements will be ranked based on the total number of points earned on the application. Up to twenty-four students earning the highest scores will be offered provisional acceptance in the OTA program.

**For full acceptance into the OTA program, a student must complete the following by the end of the fall semester prior to the start of the program:**

- Complete the following courses with a grade of C or better:
  - BIOL 132 Human Biology
  - PSYC 131 General Psychology
  - SOCI 131 Introduction to Sociology
- Maintain a cumulative 2.5 GPA or greater from the last five years on a 4.0 scale
- Participate in OTA program orientation
- Sign and return all OTA program release forms

**To continue from spring semester 1 to fall semester 2 of the OTA program, a student must:**

- Complete the following courses with a C or better:
  - OCTA 134 Occupational Therapy Fundamentals
  - OCTA 138 Therapeutic Modalities
  - OCTA 163 Professional Terminology for OT
  - ENGL 131 First-Year English I
  - PSYC 232 Human Development
  - SOCI 131 Introduction to Sociology
  - BIOL 141 Anatomy-Physiology I
  - BIOL 142 Anatomy-Physiology II
  - SPCH 131 Public Speaking or SPCH 145 Public And Private Communication
- Provide written evidence of the following: (more information to be provided during the spring semester)
  - Satisfactory physical exam
  - Proof of immunizations
  - MMR - must have 2 doses
  - Td/Tdap
  - Varicella (chicken pox) - must have 2 doses
  - Proof of a negative TB skin test (2-step required) or chest x-ray
  - Flu Shot (to be completed in the fall semester)
  - HEP B release
  - Background check
  - Drug screen
  - CPR certification for Basic Life Support (CPR and AED)
  - Proof of health insurance (copy of insurance card)

**To be eligible for graduation with an Associate of Applied Science Degree in Occupational Therapy Assistant, a student must meet the following requirements:**

- Register for all OTA and general education courses offered each semester as outlined in the OTA program curriculum
  - A student may not progress to the next semester coursework without having successfully completed all of the current semester courses (OCTA and general education courses) with a grade of C or better
- Complete the didactic portion of the program within three years of initiating OTA course work
- Successfully complete the supervised clinical education (Fieldwork) component of the program within eighteen months following completion of the didactic portion of the program
- Satisfy all other requirements for an Associate of Applied Science degree specified by L&C

In order to reduce the course load, students are strongly encouraged to have all general education courses completed prior to the start of the second semester (fall) in the program

#### **OTA Program Outcomes:**

Following the completion of the OTA program, graduates are able to sit for the National Certification Examination for the OTA administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Illinois requires all occupational therapy practitioners to be licensed by the Illinois Department of Financial & Professional Regulations (IDFPR) in order to practice once the individual has passed the NBCOT certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

For access to NBCOT examination comparison pass rates from schools across the country, including L&C OTA students, visit [secure.nbcot.org/data/schoolstats.aspx](https://secure.nbcot.org/data/schoolstats.aspx)

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C OTA Program partners with external agencies to provide clinical experiences for OTA students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a nursing student to be placed in a clinical program. Some clinical agencies also require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification for clinical participation by the clinical agency, which will result in the student not receiving his/her OTA degree due to a failure to meet the clinical component of the L&C OTA Program.



# Occupational Therapy Assistant - OCCUP/ASST.AAS

## Associate in Applied Science Degree

### Spring Semester

- OCTA 134 - Occupational Therapy Fundamentals 3 credit hours
- OCTA 138 - Therapeutic Modalities 2 credit hours
- BIOL 141 - Anatomy-Physiology I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- PSYC 232 - Human Development 3 credit hours

**Total: 15 Credit Hours**

### Summer Session

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 7 Credit Hours**

### Fall Semester

- OCTA 142 - Theory of Psychosocial Occupation 3 credit hours
- OCTA 146 - Theory of Physical Occupation 4 credit hours
- OCTA 151 - Occupation: Infant to Adult 3 credit hours
- OCTA 163 - Professional Terminology for OT 1 credit hour
- OCTA 168 - Foundations of OT Interventions 2 credit hours

**Total: 13 Credit Hours**

### Spring Semester

- OCTA 234 - Practice of Psychosocial Occupation 3 credit hours
- OCTA 238 - Practice of Physical Occupation 4 credit hours
- OCTA 242 - OT in Productive Aging 3 credit hours
- OCTA 250 - Exploration of Occupational Practice 3 credit hours

**Total: 13 Credit Hours**

### Summer Session

- OCTA 244 - Occupation Across the Lifespan 4 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- **Total: 7 Credit Hours**
- **Fall Semester**
- OCTA 254 - Level II Fieldwork A 4 credit hours
- OCTA 258 - Level II Fieldwork B 4 credit hours

**Total: 8 Credit Hours**

**Total credit hours required for the A.A.S. in Occupational Therapy Assistant: 63**

# Paralegal

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- Paralegal - PARALEGAL.AAS
- Paralegal - PARALEGAL.CP

## Program Coordinator Rebecca Gockel

The Paralegal program will prepare individuals for employment as paralegals. Paralegals are persons who are qualified, through education, training, or work experience, to perform substantive legal work requiring a sufficient knowledge of legal concepts, under the direction and supervision of an attorney. Paralegals enjoy a wide variety of employment opportunities including private law offices, corporations, real estate and title companies, bank and trust agencies and government and judicial offices.

According to the Occupational Outlook Handbook, paralegals (also called legal assistants) assume a growing range of tasks in law offices. Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. Paralegals can work in many different areas of law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. The duties of paralegals differ widely based on the type of organization in which they are employed. Computer use and technical knowledge has become essential to paralegal work.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, we may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

## Student Learning Outcomes

- Describe the American legal system, the practice of law, and the paralegal's role in the legal profession
- Demonstrate strong written and oral communication skills, and the knowledge and skills needed to do legal research and work in civil litigation
- Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations
- Demonstrate knowledge and abilities based on the balanced education received from the integration of general education, legal theory, and practical legal course work
- Demonstrate skills needed to function in the areas of practice offered as electives in the program

**Associate in Applied Science A.A.S. Degree** Students who wish to pursue a two-year curriculum leading to an Associate in Applied Science degree in Paralegal will be required to satisfy general education requirements including Communications (6 credit hours), Mathematics/Physical & Life Sciences (6 credit hours), Humanities & Fine Arts (3 credit hours), Social & Behavioral Sciences (3 credit hours), in addition to courses in ten paralegal core skills areas (Critical Thinking, Organizational, General Communication, Legal Research, Legal Writing, Interviewing /Investigation, Profession, Ethics, and Law Office Management. Students are required to complete an internship for the A.A.S. degree. Students who wish to enroll in the A.A.S. degree should contact an academic advisor. Paralegal program requisites include placement in ENGL 125 /READ 125 (or by appropriate L&C placement test score).

In order to successfully complete the A.A.S. degree requirements for the Paralegal Program, a student must earn a grade of C or better in all courses with a PLGL prefix and BTEC 120, and BTEC 135. Students must earn a C or better in PLGL 130, PLGL 140, PLGL 150, PLGL 160, PLGL 170, and PLGL 240 prior to enrolling in PLGL 260 Paralegal Internship.

**Certificate of Proficiency:** This certificate is designed to enhance the paralegal skills/knowledge of a student and/or working professional who is already proficient in math and office technology/software applications but does NOT currently have a two- or four-year degree from an accredited college or university. The objective of the C.P. is to provide a short-term option for upgrading skills and producing competent, well-rounded individuals who are able to work under the supervision of an attorney in many areas of law. Students pursuing the C.P. are typically working in law offices or other business environments and wish to formally retrain or refresh their paralegal skills. Students are not required to complete an internship for the Certificate of Proficiency. Students who wish to pursue the C.P. must meet the same prerequisites as the A.A.S. degree. The Certificate of Proficiency is NOT equivalent to a two-year paralegal degree as required by most employers therefore it is not advisable for students wishing to transfer. Students should contact an academic advisor to enroll in the C.P. program.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Paralegal by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

# Paralegal - PARALEGAL.AAS

## Associate in Applied Science Degree

### First Semester

- PLGL 130 - Introduction Paralegal Studies 3 credit hours
- PLGL 135 - Technology For Paralegals 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

**Total: 15 Credit Hours**

### Second Semester

- PLGL 140 - Legal Research And Writing I 3 credit hours
- PLGL 150 - Tort Law 3 credit hours
- PLGL 160 - Litigation 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- POLS 131 - American Government 3 credit hours

**Total: 15 Credit Hours**

### Third Semester

- PLGL 220 - Bankruptcy Law 3 credit hours
- PLGL 230 - Wills, Trusts, and Estate Planning 3 credit hours
- PLGL 240 - Legal Research And Writing II 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

**Total: 15 Credit Hours**

### Fourth Semester

- Approved Paralegal Elective (see list) 3-4 credit hours
- PLGL 170 - Family Law 3 credit hours
- PLGL 260 - Paralegal Internship 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Paralegal Internship may be taken concurrently with any PLGL courses after earning a C or better in PLGL 130, PLGL 135, and PLGL 140. Students are responsible for finding an intern host for 240 hours during one complete semester.

**Total: 15 - 17 Credit Hours**

### Approved Paralegal Elective List

- ACCT 130 - Accounting For Small Business 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- BIOL 120 - Medical Terminology 3 credit hours
- BTEC 111 - Microsoft Word 2 credit hours
- BTEC 112 - Microsoft Excel 3 credit hours
- BTEC 113 - Microsoft Access 3 credit hours
- BTEC 114 - Microsoft PowerPoint 2 credit hours
- BTEC 120 - Business Documents I 4 credit hours
- BTEC 138 - Business Technology I 3 credit hours
- BTEC 165 - Legal Terminology 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CRMJ 131 - Intro To American Criminal Justice 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- CRMJ 249 - Criminal Court Procedures 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- ECON 131 - Introduction To Economics 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- POLS 132 - State And Local Government 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours

**Total credit hours required for the A.A.S. in Paralegal: 60**

# Paralegal - PARALEGAL.CP

## Certificate of Proficiency

### First Semester

- CRMJ 148 - Criminal Law 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- PLGL 130 - Introduction Paralegal Studies 3 credit hours
- PLGL 135 - Technology For Paralegals 3 credit hours

**Total: 12 Credit Hours**

### Second Semester

- BUSN 141 - Business And The Legal Environment 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- PLGL 140 - Legal Research And Writing I 3 credit hours
- PLGL 150 - Tort Law 3 credit hours

**Total: 12 Credit Hours**

### Third Semester

- PLGL 160 - Litigation 3 credit hours
- PLGL 170 - Family Law 3 credit hours
- PLGL 240 - Legal Research And Writing II 3 credit hours
- Paralegal Elective (see list) 3 credit hours

**Total: 12 Credit Hours**

**Total hours required for a Certificate of Proficiency in Paralegal: 36**

# Paramedicine

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- Paramedicine - PARAM.AAS
- Paramedicine - PARAM.CP
- Emergency Medical Technician - EMT.CC

## Program Coordinator Darla Long

Emergency Medical Technicians (EMTs) and Paramedics provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies.

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The EMT course and Paramedicine program meet both the National and Illinois Department of Public Health educational standards.

The Lewis and Clark Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, 727-210-2350, [www.caahep.org](http://www.caahep.org)

To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, 214-703-8445, Fax: 214-703-8992, [www.coaemsp.org](http://www.coaemsp.org)

## Student Learning Outcomes for the Paramedicine Program

1. Perform basic and advanced life support technical skills as an entry level paramedic
2. Use problem solving, critical thinking, and communication skills as an entry level paramedic
3. Exhibit behaviors, attitudes, and responsibility consistent with the professional judgment and ethics of an entry level paramedic
4. Successfully pass the National Registry of Emergency Medical Technicians (NREMT) and/or Illinois professional licensure exam

## Student Learning Outcomes for the Emergency Medical Technician Certificate

1. Complete, comprehend, and apply the skills and knowledge of all aspects of the Emergency Medical Technician class
2. Successfully challenge the National Registry of Emergency Medical Technicians certification exam in order to obtain a State of Illinois Emergency Medical Technician License

**Technical Standards:** All students must be able to fulfill certain "technical standards". These standards are the essential requirements of the EMT course & Paramedicine program that students must master to successfully participate in the program and become employable in the emergency medical services field. Technical standards for the students in the EMT course and Paramedicine program are listed below:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.
3. Auditory ability sufficient to monitor and assess patients' needs and to understand instructions, emergency signals, and telephone conversation accurately. Visual and tactile ability sufficient to accurately observe and assess patients' need for care. Detect and respond appropriately to odors to maintain environmental safety and provide for patient needs (e.g. foul smelling drainage, alcohol breath, smoke, gasses or noxious smells).
4. Perform multiple responsibilities concurrently.
5. Demonstrate strong problem-solving skills and critical thinking sufficient for clinical judgment in emergency situations. Accurately evaluate patients' symptoms and administer the appropriate treatments.
6. Organize responsibilities, make decisions and function effectively in critical situations. Cope with strong emotions in others (e.g., grief) and provide emotional support. Adapt to changing environments and unexpected situations and respond in an emotionally controlled manner under stress.

Each applicant needs to assess his/her own ability to meet the above technical standards.

## Application for the EMT course:

- Apply to L&C
- Submit an official high school or GED transcript
- Submit official transcript(s) from all colleges and universities attended previously
- Qualify for ENGL 131 or ENGL 137 through the L&C Assessment Center
- BLS CPR card (preferred prior to the beginning of class)
- If a high school senior, provide the following information:
  - a list of senior year subjects planned
  - an official transcript of the first six high school semesters

**Application and Admission to the Paramedicine Program:**

- Apply for Selective Admission to the Paramedicine Program
- Submit an official high school or GED transcript
- Submit official transcript(s) from all colleges and universities attended previously
- If a high school senior, provide the following information:
  - a list of senior year subjects planned
  - an official transcript of the first six high school semesters

**Academic Requirements:**

- Valid Illinois Emergency Medical Technician license
- Completed NIMS 100.b & 700.a certification Academic Requirements - online training - offered for free at <http://training.fema.gov/is/nims.asp>
- Valid driver's license
- Earn a cumulative GPA 2.0 or greater on a 4.0 scale from the last five years. If less than 15 credit hours have been completed at college level in the last five years, cumulative high school GPA will also be used
- Qualify for ENGL-131 or ENGL-137 through the Assessment Center
- High school biology or a 'C' or better in BIOL 130
- Current Basic Life Support (BLS) CPR card (preferably from the American Heart Association)
- Enroll in MYLC, New Student Orientation
- Complete the PMED Entrance Examination through the Assessment Center. Test is comprised of basic EMT knowledge/scenarios
- Make an appointment with the Program Coordinator after registering for the entrance examination

# Paramedicine - PARAM.AAS

**Associate in Applied Science Degree****First Year - Fall Semester**

- BIOL 120 - Medical Terminology 3 credit hours
- BIOL 132 - Human Biology 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours
- PMED 050 - Emergency Vehicle Driving 1 credit hour
- **Total: 12 Credit Hours**

**Spring Semester**

- PMED 131 - Introduction to Paramedicine 4 credit hours
- PMED 133 - Paramedic Pharmacology 4 credit hours
- PMED 135 - Paramedic Clinicals I 3 credit hours
- PMED 136 - Paramedic Skill & Scenario Lab I 3 credit hours
- **Total: 14 Credit Hours**

**Summer Semester**

- PMED 141 - Cardiology 4 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours
- or
- SPCH 151 - Interpersonal Communication 3 credit hours
- **Total: 7 Credit Hours**

**Second Year - Fall Semester**

- PMED 142 - Medical Emergencies 4 credit hours
- PMED 143 - Traumatic Emergencies 4 credit hours
- PMED 145 - Paramedic Clinicals II 2 credit hours
- PMED 146 - Paramedic Skill & Scenario Lab II 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- or
- PHIL 241 - Biomedical Ethics 3 credit hours
- **Total: 16 Credit Hours**

**Spring Semester**

- PMED 155 - Paramedic Field Internship 5 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- **Total: 11-12 Credit Hours**

**Total credit hours required for the Associate in Applied Science Degree in Paramedicine: 60**

# Paramedicine - PARAM.CP

## Certificate of Proficiency

### First Year - Fall Semester

- BIOL 120 - Medical Terminology 3 credit hours
- BIOL 132 - Human Biology 4 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours
- PMED 050 - Emergency Vehicle Driving 1 credit hour

**Total: 9 Credit Hours**

### Spring Semester

- PMED 131 - Introduction to Paramedicine 4 credit hours
- PMED 133 - Paramedic Pharmacology 4 credit hours
- PMED 135 - Paramedic Clinicals I 3 credit hours
- PMED 136 - Paramedic Skill & Scenario Lab I 3 credit hours

**Total: 14 Credit Hours**

### Summer Semester

- PMED 141 - Cardiology 4 credit hours

**Total: 4 Credit Hours**

### Second Year - Fall Semester

- PMED 142 - Medical Emergencies 4 credit hours
- PMED 143 - Traumatic Emergencies 4 credit hours
- PMED 145 - Paramedic Clinicals II 2 credit hours
- PMED 146 - Paramedic Skill & Scenario Lab II 3 credit hours

**Total: 13 Credit Hours**

### Spring Semester

- PMED 155 - Paramedic Field Internship 5 credit hours

**Total: 5 Credit Hours**

**Total credit hours required for the Certificate of Proficiency in Paramedicine: 45**

# Emergency Medical Technician - EMT.CC

## Certificate of Completion

### Requirements:

- EMT 120 - Emergency Medical Technician 7 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours

**Total credit hours required for the Certificate of Completion in Emergency Medical Technician: 8**

# Pharmacy Technician

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- Pharmacy Technician - PHARMTEC.CC

## Program Contact Dr. Susan Czerwinski

The Pharmacy Technician program will prepare individuals for entry level employment in hospitals and retail facilities. With the changing role of the pharmacist and the evolution of the national health care services, the demand for more educated and trained pharmacy technicians to assist pharmacists in the preparation of prescriptions has increased. The drug preparation duties, performed by the technician under the direct supervision of a registered pharmacist, may include interpreting prescription orders, maintaining patient records, packaging and labeling medications, maintaining drug supply, inventory, billing and crediting patients, handling automation, compounding medications, preparing sterile products, and performing computer entries.

## Student Learning Outcomes

- Create patient files, enter prescription orders, and fill prescriptions with speed and accuracy
- Communicate effectively
- Maintain records
- Facilitate communications for third-party reimbursement
- Compound solutions, ointments, lotions, suppositories, and other medications;
- Utilize medical terminology common to the pharmaceutical environment
- Practice duties legally and ethically
- Package and label drugs for prescription dispensing
- Prepare parenteral admixtures under aseptic and sterile conditions
- Receive and inventory drug shipments

**Graduation Requirement:** A minimum grade of "C" is required for all courses in the certificate.

# Pharmacy Technician - PHARMTEC.CC

## Certificate of Completion

### Requirements:

- PHTC 101 - Pharmacy Calculations 4 credit hours
- PHTC 102 - Pharmacy Practice I 4 credit hours
- PHTC 103 - Pharmacy Practice II 4 credit hours
- PHTC 104 - Pharmacy Technician Internship 5 credit hours

**Total: 17 Credit Hours**

**Total Credit Hours Required for the Certificate of Completion in Pharmacy Technician: 17**



# Process Operations Technology

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- Process Operations Technology - Biochem - PTECH/BIO.AAS
- Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS
- Process Operations Technology - Petroleum - PTECH.AAS
- Process Operations Technology - PTEC.CP
- Bioprocess Technology - PTEC/BIOPRCS.CC

## Program Coordinator Jim Witt

Process technicians monitor and control the operation of industrial processing equipment, and will continue to be a vital link in the success of the processing industries in what is now a competitive and global marketplace. Process technicians work in industries such as petroleum refining, chemical manufacturing, oil and gas production and power generation. During the past 10 years, the work required of the process technician has become increasingly complex. Process technicians now are required to possess more knowledge and skills in use of computers, computer process control, regulatory compliance, team work, process and product quality assurance, process problem solving and process troubleshooting. In the foreseeable future, there will be an increased demand for trained process technicians in these processing industries because a high number of retirements are expected from an aging work force. As a result, companies are eager to hire qualified workers who have been trained in process industry operations and who possess the knowledge and skills needed to perform successfully in more technically oriented process operations jobs.

The Process Operations Technology program will provide you with the technical and personal skills now required to work as a process technician in most process industries. You will receive training to help you to succeed in this lucrative job market that will include processing equipment, process operations, process troubleshooting, process instrumentation and process safety, health and environmental compliance requirements. When you complete the Process Operations Technology program, you will have the skills required to work in various types of processing plants in many locations throughout the country.

**Note:** Enrollment as an intern in process technology is not automatic but highly selective; the program coordinator will approve the selection of all interns based upon strict conditions of academic performance, fitness for the work, consultation with the employer and with the Dean and other instructors.

## Student Learning Outcomes

1. Describe the issues associated with safety, health, and the environment within the process industry
2. Summarize the different types of fires and what is needed to extinguish them
3. Explain why quality is the driving force behind any industry, and how this affects a process operator's ability to be successful
4. Understand the application of instrumentation within the process industry
5. Describe the major pieces of equipment and their applications within the process industry
6. Identify the problems that arise within different processes and properly troubleshoot and solve them in an efficient manner
7. Start-up, operate, monitor, and make necessary changes to a process unit
8. Apply the knowledge obtained in a working environment

**Nature of the Work:** A process technician is a key member of a team of people responsible for monitoring, analyzing, and controlling the production of products from the acquisition of raw materials through the production and distribution of products to customers in a variety of process industries. The duties of a process technician include maintaining a safe work environment, controlling, monitoring and troubleshooting equipment, analyzing, evaluating and communicating process information and training others, while continuing their own life-long learning process. In addition, a process technician must understand and apply quality assurance principles to all activities performed to ensure customer satisfaction. While performing these duties, the process technician will be required to wear personal protective safety equipment, use industrial safety devices and promote safety among co-workers. The life of a process technician must be flexible since they will work shift work in all types of weather. This career provides a variety of experiences for an individual looking for a challenging occupation.

**Skills and Abilities:** The successful process technician will possess basic knowledge of chemistry and physics related to the process industries, as well as knowledge of basic computer operations. In addition, it is essential for a process technician to have the ability to work effectively in a team-based environment. Strong oral and written communication skills are important so that the process technician can operate within the organizational structure of the company, as well as describe activities for relief personnel, maintain data logs, prepare reports and other needed materials.

## Process Operations Technology - Biochem - PTECH/BIO.AAS

### Associate in Applied Science Degree

#### First Semester

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours  
or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours  
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 125 - Technical Math I 3 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours

**Total: 14 Credit Hours**

**Second Semester**

- CHEM 132 - Introduction To Chemistry II 4 credit hours
- ITEC 131 - Computer Technology I 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- or
- ECON 152 - Principles Of Microeconomics 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours

**Total: 16 Credit Hours****Third Semester**

- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- PRCS 231 - Quality Control 2 credit hours

**Total: 13 Credit Hours****Fourth Semester**

- BUSN 141 - Business And The Legal Environment 3 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

**Total: 17-20 credit hours****Total credit hours required for the A.A.S. in Process Operations Tech - Biochem: 60**

# Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS

**Associate in Applied Science Degree****First Semester**

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 125 - Technical Math I 3 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours

**Total: 14 Credit Hours****Second Semester**

- ITEC 131 - Computer Technology I 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- or
- ECON 152 - Principles Of Microeconomics 3 credit hours
- PRCS 111 - Introduction to Biofuels 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours

**Total: 15 credit hours**

**Third Semester**

- Humanities/Fine Arts Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- PRCS 121 - Ethanol Production 3 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours

**Total: 14 credit hours**

**Fourth Semester**

- BUSN 141 - Business And The Legal Environment 3 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

**Total: 17-20 credit hours**

**Total credit hours required for the A.A.S. in Process Operations Tech - Bioprocess: 60**

# Process Operations Technology - Petroleum - PTECH.AAS

Associate in Applied Science Degree

**First Semester**

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 125 - Technical Math I 3 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours

**Total: 14 Credit Hours**

**Second Semester**

- ITEC 131 - Computer Technology I 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- or
- ECON 152 - Principles Of Microeconomics 3 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours

**Total: 16 Credit Hours**

**Third Semester**

- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- PRCS 231 - Quality Control 2 credit hours

**Total: 13 Credit Hours**

**Fourth Semester**

- BUSN 141 - Business And The Legal Environment 3 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

**Total: 17-20 credit hours**

**Total credit hours required for the A.A.S. Process Operations Tech - Petroleum: 60**

## Process Operations Technology - PTEC.CP

### Certificate of Proficiency

#### Requirements:

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours  
or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 125 - Technical Math I 3 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- PRCS 231 - Quality Control 2 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

**Total credit hours required for the Certificate of Proficiency in Process Operations Technology: 41**

## Bioprocess Technology - PTECH/BIOPRCS.CC

### Certificate of Completion

#### Requirements:

- PRCS 111 - Introduction to Biofuels 3 credit hours
- PRCS 121 - Ethanol Production 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours

**Total credit hours required for the Certificate of Completion in Bioprocess Technology: 16**

# Radio Broadcasting

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- Radio Broadcasting - RADIO.AAS
- Radio Broadcasting - RADIO.CP

## Program Coordinator Mike Lemons

Mass Communication plays a major role in our daily lives. In fact, most of what we learn in our lifetime comes from the mass media. In addition to being in our homes, at work and in our cars, we also access the media digitally with computers, smartphone and tablets. We rely on media to entertain as well as inform us.

At Lewis and Clark, you will have the opportunity to work with state-of-the-art equipment at the college's award winning radio station. You will learn how to create and distribute audio and video podcasts, prepare news and sportscasts, learn the inner workings of a radio station, participate in exciting promotional events and go on the air on WLCA 89.9 FM. Many of the skills that you learn can be applied to all forms of media.

The broadcasting program at Lewis and Clark will give you the practical experience employers want. From the first day of class to graduation, you will work in the environment of the campus radio station. You become a staff member, assuming the same responsibilities as in a commercial station. You learn on the job while working as an announcer, newscaster, copywriter, producer or manager. The program teaches you creative professional techniques while helping you become a more productive student and person.

The L&C broadcasting program is challenging and comprehensive because the field of professional broadcasting is very competitive. In addition to your work for WLCA, you will have the opportunity to participate in a 16-week internship at St. Louis area radio and television stations, audio/video production companies and businesses needing students experienced in planning and executing promotional campaigns.

You will also have the opportunity to work at the Lewis and Clark Radio Information Service. LCRIS is a reading service for the blind administered by the Broadcasting department and operated by the students as part of their training.

The Program Coordinator and WLCA Station Manager will play an active role in helping you find your first professional position. Students will create online portfolios and distribute them to hundreds of professional broadcasters throughout the Midwest and across the county.

Demand is especially high for graduates with sales experience who want to become account executives. There is also a demand in small to medium size radio markets for newscasters, announcers and writing/production personnel.

## Student Learning Outcomes

1. Operate basic broadcast media equipment and software including control surfaces, digital editing systems, digital delivery systems, microphones and cameras
2. Demonstrate competency with the basic practices of broadcast announcing, including pronunciation, enunciation, inflection, and projection
3. Compose standard script formats for radio and television
4. Write and rewrite news stories for radio, television, and Internet using correct style and format
5. Maintain legal operation of campus radio station by following FCC Rules and Regulations
6. Describe the major radio station formats, their histories and basic programming elements
7. Produce commercial and imaging pieces for radio, television, and the Internet
8. Explain the economics of media including the societal impact of advertising

**Nature of Work:** Radio is a challenging field. It is America's greatest round-the-clock medium. The L&C student has direct contact with radio's mobile, fresh, and constantly changing nature. People who work in radio are not mere observers, but participants in a very active way in with world. The exciting responsibilities of announcing, newscasting, sales, promotions, programming, sportscasting and writing are all experienced in the complete radio studios at WLCA Radio 89.9 FM.

There are job opportunities in fields allied to commercial radio that lead to jobs in radio or provide satisfying careers in themselves. These organizations include broadcast, online and print companies, program/production companies, advertising agencies, station sales representative firms, industry trade associations, broadcasting trade publications, universities and schools which offer radio and TV training, educational radio and television stations, and various branches of state and federal government.

**Skills and Abilities:** For most entry-level jobs, some college training is preferred. A high school graduate may be able to get a job in sales, for example, or in management without a college degree; but opportunities are much greater for those with a college degree. Education should include English, speech and writing.

# Radio Broadcasting - RADIO.AAS

## Associate in Applied Science Degree

### First Semester

- ENGL 131 - First-Year English I 3 credit hours
- MCOM 130 - Introduction To Video Production 3 credit hours
- or
- MCOM 134 - News Writing 3 credit hours
- MCOM 131 - Introduction To Broadcasting 3 credit hours
- MCOM 132 - Introduction To Mass Communication 3 credit hours
- MCOM 136 - Basic Announcing 3 credit hours

**Total: 15 Credit Hours**

### Second Semester

- Mathematics or Physical/Life Science Elective 3 - 4 credit hours\*
- MCOM 145 - Broadcasting Writing 3 credit hours
- MCOM 150 - Introduction To Radio Production 3 credit hours
- MCOM 154 - Basic Announcing & Interviewing 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

**Total: 16 - 17 Credit Hours**

### Third Semester

- Mathematics or Physical/Life Science Elective 3-4 credit hours\*
- MCOM 245 - Radio News 3 credit hours
- MCOM 250 - Advanced Radio Production 4 credit hours
- MCOM 255 - Intermediate Announcing 4 credit hours

**Total: 14-15 Credit Hours**

### Fourth Semester

- Humanities/Fine Arts Elective 3 credit hours
- MCOM 256 - Mass Communications Portfolio 3 credit hours
- MCOM 271 - Radio Broadcasting Internship 3 credit hours
- Radio Broadcasting Elective (see list) 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

**Total: 15 Credit Hours**

\* When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

### Approved Radio Broadcasting Degree Electives List

- CGRD 140 - Digital Photography 3 credit hours
- MCOM 125 - Introduction To Broadcast Operations 3 credit hours
- MCOM 135 - News Writing & Editing 3 credit hours
- MCOM 138 - Podcasting 3 credit hours
- MCOM 160 - Introduction To Advertising 3 credit hours
- MCOM 280 - Topics In Radio Broadcasting 2-4 credit hours
- MKTG 136 - Salesmanship 3 credit hours
- SPCH 213 - Introduction to Public Relations 3 credit hours

**Total credit hours required for the A.A.S. in Radio Broadcasting: 60**

# Radio Broadcasting - RADIO.CP

## Certificate of Proficiency

### Requirements:

- MCOM 131 - Introduction To Broadcasting 3 credit hours
- MCOM 136 - Basic Announcing 3 credit hours
- MCOM 145 - Broadcasting Writing 3 credit hours
- MCOM 150 - Introduction To Radio Production 3 credit hours
- MCOM 154 - Basic Announcing & Interviewing 4 credit hours
- MCOM 160 - Introduction To Advertising 3 credit hours
- MCOM 245 - Radio News 3 credit hours
- MCOM 256 - Mass Communications Portfolio 3 credit hours
- MCOM 271 - Radio Broadcasting Internship 3 credit hours
- Radio Broadcasting Elective (see list) 3 - 5 credit hours

**Total: 31 Credit Hours**

### Approved Radio Broadcasting Certificate Electives List

- MCOM 130 - Introduction To Video Production 3 credit hours
- MCOM 132 - Introduction To Mass Communication 3 credit hours
- MCOM 134 - News Writing 3 credit hours
- MCOM 135 - News Writing & Editing 3 credit hours
- MCOM 138 - Podcasting 3 credit hours
- MCOM 248 - Sports Broadcasting 2 credit hours
- MCOM 250 - Advanced Radio Production 4 credit hours
- MCOM 255 - Intermediate Announcing 4 credit hours
- MCOM 280 - Topics In Radio Broadcasting 2-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours

**Total credit hours required for the Certificate of Proficiency in Radio Broadcasting: 31**

# Restoration Ecology

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- Restoration Ecology - ECOL.AAS
- Restoration Ecology - ECOL.CP
- Green Roof Specialist - ECOL/GRNRF.CC
- Storm Water Management - ECOL/STWR.CC
- Sustainable Urban Horticulture - ECOL/SUST.CC

## Program Coordinator Scott Moss

There is a growing need for training in restorative ecology in natural areas, wetlands and urban environments. Students in this program will learn to repair damaged land, habitat and ecosystems, and to manage these sustainable environments.

Combining restorative ecology skills development with general education courses gives students a firm foundation in basic academic skills as well as skills that are critical to work in the emerging field of restoration ecology.

Students will learn how to inventory natural areas; replant natural areas by designing, establishing, and managing native plant communities; develop and maintain wetlands and create green spaces in urban settings by establishing and cultivating urban gardens, using green roofs and walls, rain gardens, and bioswales.

The curriculum places emphasis on development of a common set of skills centered on environmentally, economically and socially sustainable practices, as well as the acquisition of critical thinking, communication and problem solving skills.

## Student Learning Outcomes

1. Develop plans for restoring ecosystems from design through long-term maintenance programs
2. Identify common native plant communities, their conservation concerns, and methods of stewardship required to keep them functional
3. Prepare for and earn key professional certifications recognized by industry employers including prescribed fire, herbicide application, chainsaw safety, and OSHA 10 safety
4. Demonstrate an ability to apply common horticultural techniques in the growth and propagation of plants for restoration, landscaping, and research
5. Describe the broader science and application of environmental science and sustainable practice to a career in conservation, restoration ecology, horticulture, or related fields

# Restoration Ecology - ECOL.AAS

## Associate in Applied Science Degree

### First Semester

- BIOL 138 - Field Biology 4 credit hours
- ECOL 101 - Plant Growth & Development 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 122 - Technology-Integrated Math 4 credit hours
- SOCI 134 - Intro To Environmental Sociology 3 credit hours
- **Total: 17 Credit Hours**

### Second Semester

- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 132 - Intro to Restoration Ecology 3 credit hours
- BIOL 145 - Natural Resources & Environmental Sci 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- **Total: 12 Credit Hours**

### Third Semester

- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- Approved Electives 5 - 8 credit hours
- **Total: 15-18 Credit Hours**



**Fourth Semester**

- ECOL 238 - Field Practicum 2 credit hours
- ECOL 271 - Internship 1-4 credit hours (minimum of 2 credit hours required)  
or
- COOP 131 - Cooperative Education Experience I 1-4 credit hours (minimum of 2 credit hours required)
- Approved Electives (see list) 12 - 14 credit hours

**Total: 16-20 Credit Hours****Approved Restoration Ecology Electives List**

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 150 - Sustainable Principles 3 credit hours
- BIOL 134 - General Botany 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 231 - Planning For Small Business 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours
- MGMT 239 - Management For Small Business 3 credit hours
- BTEC 112 - Microsoft Excel 3 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours
- STWR 200 - Advanced Storm Water 3 credit hours

**Total credit hours required for the A.A.S. in Restoration Ecology: 60**

# Restoration Ecology - ECOL.CP

**Certificate of Proficiency****Requirements:**

- BIOL 138 - Field Biology 4 credit hours
- BIOL 145 - Natural Resources & Environmental Sci 3 credit hours
- ECOL 101 - Plant Growth & Development 3 credit hours
- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 132 - Intro to Restoration Ecology 3 credit hours
- ECOL 238 - Field Practicum 2 credit hours
- ECOL 271 - Internship 1-4 credit hours (minimum of 2 credit hours required)
- Approved Electives 6 - 10 credit hours

**Total: 30 Credit Hours****Approved Restoration Ecology Electives****Conservation Specialty**

- BIOL 139 - Applied Entomology 4 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- ENGL 137 - Technical Writing 3 credit hours

**Entrepreneur Specialty**

- ACCT 130 - Accounting For Small Business 3 credit hours  
or
- BUSN 231 - Planning For Small Business 3 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours

**Soil and Water Conservation Specialty**

- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours  
By also completing STWR 200, students will earn the Storm Water Management Certificate of Completion.

**Sustainable Landscaping Specialty**

- ADCG 150 - Sustainable Principles 3 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours

**Total credit hours required for the Certificate of Proficiency in Restoration Ecology: 30**

# Green Roof Specialist - ECOL/GRNRF.CC

## Certificate of Completion

### Requirements:

- ADCG 133 - Introduction To Architecture 3 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours

**Total credit hours required for the Certificate of Completion in Green Roof Specialist: 11**

# Storm Water Management - ECOL/STWR.CC

## Certificate of Completion

### Requirements:

- STWR 100 - Introduction to Storm Water 3 credit hours
- STWR 200 - Advanced Storm Water 3 credit hours

**Total credit hours for the Certificate of Completion in Storm Water Management: 6**

# Sustainable Urban Horticulture - ECOL/SUST.CC

## Certificate of Completion

### Requirements:

- ECOL 101 - Plant Growth & Development 3 credit hours
- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours

**Total credit hours required for the Certificate of Completion in Sustainable Urban Horticulture: 13**

# Truck Driver Training

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- Extended Truck Driver - TRUCK/EXT.CC
- Integrated Truck Driver - TRUCK/INT.CC

## Program Coordinator Kent Ripperda

Students in Lewis and Clark's Truck Driver Program receive classroom instruction about Department of Transportation (DOT) regulations and Commercial Driver's License (CDL) requirements to enable them to obtain their CDL learner's permit. Additional classroom instruction in conjunction with behind-the-wheel driving experience provides students with the knowledge and skills necessary to take the Illinois Secretary of State administered CDL Class A road test. Graduates who successfully pass this test receive their CDL and are qualified to obtain employment in the transportation industry as an entry-level truck driver.

**Nature of Work:** The L&C Truck Driver Program prepares individuals with little or no commercial driving experience for a career in tractor-trailer driving. Earnings for long-haul truck drivers vary with industry and the type of truck operated and are affected by mileage and/or the number of hours worked. Truck drivers are so much in demand that many trucking companies will pre-hire students and successful completers of the program are able to go to work immediately.

**Admission Requirements:** A student applying for admission to the program shall:

- Be able to read and write in English. A high school diploma or GED is not required.
- Be at least 18 years or older. Individuals under 21 years old have limited employment opportunities. Must be 21 years old to drive long-haul over the road.
- Be able to pass a Department of Transportation (DOT) physical and drug screening.
  - Blood pressure less than or equal to 140/90.
  - Vision at least 20/40 acuity in each eye with or without correction.
  - Hearing at greater or equal to 5 feet from a forced whispered voice with or without hearing aids.
  - No insulin dependent diabetes.
  - No epilepsy or seizure history.
- Have a valid driver's license with no unpaid tickets anywhere in the United States.
- Participate in an interview with program coordinator to verify eligibility to take classes (possession of valid driver's license, acceptable driving record, etc.) and to discuss truck driving as a career.

The following may disqualify applicants for admission:

- Any alcohol-related violations on motor vehicle record in the past three years.
- Recent felony convictions or criminal background.
- Drug convictions.
- Failure to pass a drug screen or US Department of Transportation physical.
- Mental or physical impairment. All applicants and students must be able to fulfill certain essential functions. These functions are the requirements of the Truck Driver Program that students must master to successfully participate in the program and become employable in the trucking industry.

**Skills and Abilities:** Essential functions for students in the Truck Driver Program:

1. All applicants and students must possess the physical strength, manual dexterity and visual capacity to perform all technical procedures and properly operate a tractor-trailer vehicle.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend written material, as well as write reports. In addition, all students must be able to verbally communicate effectively with clients and coworkers.

Each applicant needs to assess his/her own ability to meet the essential functions described above. The program is designed to provide quality instruction on a short-term basis so that students can quickly move into the workforce.

# Extended Truck Driver - TRUCK/EXT.CC

## Certificate of Completion

### Requirements:

- TRUC 101 - Truck Driving Orientation 2 credit hours
- TRUC 102 - Fed Motor Carrier Safety Regulations 2 credit hours
- TRUC 103 - Maintenance 1.5 credit hours
- TRUC 104 - Load Securement 2 credit hours
- TRUC 105 - Tractor-Trailer Driver Experience 1.5 credit hours
- TRUC 107 - Driving Simulation 1 credit hour
- CDLA 160 - Tractor/Trailer Driver Training 7 credit hours
- HAZM 101 - Hazmat 1 credit hour
- JOBS 132 - Targeting The Job Market 1 credit hour

**Total: 19 credit hours**

**Total credit hours required for the Certificate of Completion in Extended Truck Driver: 19**

# Integrated Truck Driver - TRUCK/INT.CC

## Certificate of Completion

### Requirements:

- TRUC 101 - Truck Driving Orientation 2 credit hours
- TRUC 102 - Fed Motor Carrier Safety Regulations 2 credit hours
- TRUC 103 - Maintenance 1.5 credit hours
- TRUC 104 - Load Securement 2 credit hours
- TRUC 105 - Tractor-Trailer Driver Experience 1.5 credit hours
- CDLA 160 - Tractor/Trailer Driver Training 7 credit hours
- HAZM 101 - Hazmat 1 credit hour
- JOBS 132 - Targeting The Job Market 1 credit hour

**Total: 18 credit hours**

**Total credit hours required for the Certificate of Completion in Integrated Truck Driver: 18**

# Web Design & Development

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- Web Design & Development - WEB.AAS
- Web Design & Development - WEB.CP
- Basic Web Design - WEB.CC

## Program Coordinator Louise Jett

Ready to work the Web? Get ready for a dynamic career as a Web Designer and much more. If you have been dreaming about a career in web graphics, web animation or designing high-impact, interactive web sites, then the Web Design & Development Associate Degree program can get you off to a great start. It combines the fundamentals of computing, digital video & audio, graphics, layout, interactivity and Web technology as well as general education courses to strengthen your marketability skills. You'll receive hands-on experience in our cross-platform computer labs incorporating industry-current software with concept and design elements.

Here are a few exciting careers to consider: Web master, Web developer, Web designer, graphic designer, Web architect, HTML or front-end programmer, media programmer, Web marketing analyst, content developer, and audio visual specialist.

**Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science Degree in Web Design & Development, or to earn the Certificate of Completion in Basic Web Design, a student must: 1.) Earn a grade of "C" or better in all required computer graphics courses (defined as courses with an ART, WEB or CGRD prefix), and 2.) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as outlined in this catalog.

**30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor degree from an accredited college or university may earn an Associate in Applied Science Degree in Web Design & Development by completing 30 semester hours of approved courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

## Web Design & Development - WEB.AAS

### Associate in Applied Science Degree

#### First Semester

- CGRD 144 - Adobe Illustrator 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

**Total: 15 Credit Hours**

#### Second Semester

- ART 161 - Graphic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours

**Total: 15 Credit Hours**

#### Third Semester

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Total: 15 Credit Hours**

**Fourth Semester**

- ART 141 - History Of Art I 3 credit hours  
or
- ART 142 - History Of Art II 3 credit hours
- CGRD 243 - Marketing Creative Portfolios 3 credit hours
- Mathematics or Physical/Life Science Non-Lab Elective 3 credit hours\*
- WEB 260 - Web Designer Cooperative 3 credit hours
- Web Design & Development Elective (see list) 3 credit hours

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, students must earn a grade of C or better.

**Total: 15 Credit Hours**

**Approved Web Design & Development Electives List****Animation/Gaming Specialty**

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Art Specialty**

- ART 131 - Basic Design I 3 credit hours
- ART 133 - Drawing I 3 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours
- CGRD 244 - Advanced Adobe Illustrator 3 credit hours

**E-Commerce and Social Media Specialty**

- MKTG 240 - Social Media Marketing 3 credit hours

**Layout/Advertising Specialty**

- MCOM 160 - Introduction To Advertising 3 credit hours

**Photography Specialty**

- ART 151 - Beginning Photography I 3 credit hours
- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

**Video Production Specialty**

- MCOM 130 - Introduction To Video Production 3 credit hours
- MUSI 125 - Music Video Production 3 credit hours

**Total hours required for A.A.S. in Web Design & Development: 60**

# Web Design & Development - WEB.CP

**Certificate of Proficiency****First Semester**

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

**Total: 15 Credit Hours**

**Second Semester**

- ART 161 - Graphic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours
- WEB 245 - Web Animation 3 credit hours

**Total: 15 Credit Hours**

**Total credit hours required for the Certificate of Proficiency in Web Design & Development: 30**

# Basic Web Design - WEB.CC

## Certificate of Completion

### Requirements:

- CGRD 142 - Adobe Photoshop 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

**Total credit hours required for the Certificate of Completion in Basic Web Design: 9**

# Welding Technology

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- Welding Technology - WELD/TECH.AAS
- Welding Technology - WELD/TECH.CP
- Production/Fabrication Welding - WELD/PROFAB.CP
- Basic Welding - WELD/BASIC.CC
- Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC
- General Welding - WELD/GENL.CC
- Shielded Metal Arc Welding - WELD/STMAW.CC
- Structural Welding - WELD/STRUCT.CC
- Testing & Inspection in Welding - WELD/TESTINS.CC
- TIG Welding - WELD/TIG.CC
- Wire-Feed Welding - WELD/WIRE.CC

## Program Coordinator Travis Jumper

Welding is the most common way of permanently joining metal parts. Briefly, heat is applied to metal pieces, melting and fusing them to form a permanent bond.

There is a national shortage of welders, which is also reflected in the local job market. If you are looking for ways to enter this trade or upgrade your expertise, L&C's program can position or reposition you in the industry.

Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join beams when constructing buildings, bridges, and other structures, and to join pipes in pipelines, power plants, and refineries.

Welding is a requisite skill in today's building boom. Put quite simply, to learn the principles of welding is to advance in the field.

At Lewis and Clark Community College you will be able to take courses in Introduction to the welding industry, Metallurgy, Welding Print Reading, Oxy-fuel cutting and welding, Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux-Cored Arc Welding, Gas Tungsten Arc Welding, Pipe Welding, Fabrication and Layout, Inspecting and Testing Welds, and Preparation to become a Certified Welding Inspector.

## Student Learning Objectives

1. Explore the many fields of the welding industry by taking a multitude of courses in a variety of welding processes of their own personal interest
2. Identify the safety and environmental issues and trends, such as health, safety, welfare, environmental regulations, and technology advancements within the industry
3. Describe the roles, responsibilities, expectations, changes, and future trends of a production welder, welding engineer, welding supervisor, and welding inspectors
4. Define the science involved in metallurgy and welding
5. Identify the use of welding code as it applies to welders, welding supervisors, welding engineers and welding inspectors
6. Enter the work force as an entry-level welder, welder/fitter, welding supervisor, or welding inspector

# Welding Technology - WELD/TECH.AAS

## Associate in Applied Science Degree

### First Semester

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- Mathematics or Physical/Life Science Elective 3-5 credit hours\*

**Total: 16-18 credit hours**

### Second Semester

- ENGL 131 - First-Year English I 3 credit hours  
or
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours  
or
- SPCH 145 - Public And Private Communication 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- Mathematics or Physical/Life Science Elective 3-5 credit hours\*

**Total: 15-17 credit hours**



**Third Semester**

- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 241 - Advanced Gas Tungsten Arc Welding 3 credit hours
- WELD 251 - Inspection & Testing of Welds 3 credit hours
- **Total: 15 credit hours**

**Fourth Semester**

- WELD 271 - Welding Internship 1 credit hour
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours
- Welding Technology Electives (see list) 7-9 credit hours

**Total: 14-16 credit hours**

\*When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

**Approved Welding Technology Electives List**

- DRFT 140 - Computer Aided Drafting 4 credit hours
- WELD 233 - Fabrication and Layout 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours
- WELD 252 - Prep Certification Welding Inspector 3 credit hours

**Total hours required for the A.A.S in Welding Technology: 60**

# Welding Technology - WELD/TECH.CP

**Certificate of Proficiency****Requirements:**

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 233 - Fabrication and Layout 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours
- WELD 251 - Inspection & Testing of Welds 3 credit hours
- WELD 271 - Welding Internship 1 credit hour

**Total: 50 credit hours**

**Total hours required for the Certificate of Proficiency in Welding Technology: 50**

# Production/Fabrication Welding - WELD/PROFAB.CP

## Certificate of Proficiency

### Requirements:

- DRFT 140 - Computer Aided Drafting 4 credit hours
- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours

**Total: 39 Credit Hours**

**Total hours required for the Certificate of Proficiency in Production/Fabrication Welding: 39**

# Basic Welding - WELD/BASIC.CC

## Certificate of Completion

### Requirements:

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours

**Total: 12 Credit Hours**

**Total hours required for the Certificate of Completion in Basic Welding: 12**

# Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC

## Certificate of Completion

### Requirements:

- WELD 132 - Metallurgy 2 credit hours \*
- WELD 192 - Welding Blueprint Reading 2 credit hours \*
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours

\*Students with appropriate experience may take proficiency test for WELD 132 and/or WELD 192.

**Total: 16 Credit Hours**

**Total hours required for Certificate of Completion in Gas Tungsten Arc & Pipe Welding: 16**

# General Welding - WELD/GENL.CC

## Certificate of Completion

### Requirements:

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours

Total: 13 Credit Hours

**Total hours required for the Certificate of Completion in General Welding: 13**

# Shielded Metal Arc Welding - WELD/SMAW.CC

## Certificate of Completion

### Requirements:

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours

Total: 19 Credit Hours

**Total hours required for the Certificate of Completion in Shielded Metal Arc Welding: 19**

# Structural Welding - WELD/STRUCT.CC

## Certificate of Completion

### Requirements:

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours

Total: 26 Credit Hours

**Total hours required for Certificate of Completion in Structural Welding: 26**

# Testing & Inspection in Welding - WELD/TESTINS.CC

## Certificate of Completion

### Requirements:

- WELD 131 - Introduction to Welding Industry 3 credit hours \*
- WELD 192 - Welding Blueprint Reading 2 credit hours \*
- WELD 251 - Inspection & Testing of Welds 3 credit hours
- WELD 252 - Prep Certification Welding Inspector 3 credit hours

Note: Students with appropriate experience may take proficiency test for WELD 131 and/or WELD 192.

**Total: 11 Credit Hours**

**Total hours required for Certificate of Completion in Testing & Inspection in Welding: 11**

# TIG Welding - WELD/TIG.CC

## Certificate of Completion

### Requirements:

- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 241 - Advanced Gas Tungsten Arc Welding 3 credit hours

**Total: 11 Credit Hours**

**Total hours required for the Certificate of Completion in TIG Welding: 11**

# Wire-Feed Welding - WELD/WIRE.CC

## Certificate of Completion

### Requirements:

- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours

**Total: 20 Credit Hours**

**Total credit hours for the Certificate of Completion in Wire-Feed Welding: 20**

# Course Descriptions

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As you read through the course descriptions, notice that each entry contains the course prefix and number, course title, a brief description of the course, prerequisite information, credit hour value, number of lecture and laboratory hours per week scheduled in a traditional 17-week semester, and the Program Classification System (PCS) code, described below. Note that some courses are assigned an IAI code. A description of the Illinois Articulation Initiative (IAI) is also presented.

An official course syllabus for credit courses is available upon request.

## Program Classification System (PCS) Coding

PCS codes indicate the degree or certificate for which courses will be accepted.

- PCS 1.1 **Baccalaureate/Transfer Courses**  
Academic courses equivalent to lower-division baccalaureate study and are generally articulated for transfer to four-year universities.
- PCS 1.2 **Occupational/Technical Courses**  
Technical and applied courses designed to meet the requirements for an occupational degree or certificate program. Although these courses are not generally designed for transfer, some may be articulated with universities and used to meet lower-division baccalaureate requirements.
- PCS 1.3 **Community Education Courses**  
Non-credit courses.
- PCS 1.4 **Remedial/Developmental Courses**  
Preparatory or developmental educational courses designed to develop basic skills in reading, writing, speaking, and mathematics of high school graduates or persons achieving the equivalency of a high school diploma. Course credit does not count toward the completion of the associate transfer degrees.
- PCS 1.6 **Vocational Skills**  
Short-term vocational skills training or upgrading courses that are designed to be used toward the completion of a vocational skills credential. Vocational skills courses may be used toward occupational/career degree or certificate if the college determines that the content of the course meets the objectives required.
- PCS 1.7 **Adult Basic Education**  
Courses designed to provide basic skills training up to the eighth grade equivalency level for non-high school graduates.
- PCS 1.8 **Adult Secondary Education**  
Courses designed to provide basic skills training for the secondary equivalency level for non-high school graduates.
- PCS 1.9 **English As A Second Language**  
Courses that include instruction in English for those students whose native language is not English. Courses are designed to include various levels of competencies based on proficiency and purpose.

## Illinois Articulation Initiative (IAI) Coding

IAI codes for specific L&C courses that have been accepted by the IAI are listed in parentheses following the course title. For example, ENGL 131 First Year English I (IAI: C1 900). C1 900 refers to the IAI General Education Communications Writing Course Sequence I. This code is a common code used by participating institutions to refer to courses very similar to ENGL 131.

**C = Communications** which includes specific English and speech courses

**M = Mathematics** which includes specific math courses

**P = Physical Sciences** which includes specific chemistry, physical sciences, and physics courses

**L = Life Sciences** which includes specific biology courses

**H = Humanities** which includes specific foreign language, humanities, literature, and philosophy courses

**F = Fine Arts** which includes specific art, drama, and music courses

**HF = Interdisciplinary** which includes specific humanities courses

**S = Social and Behavioral Sciences** which includes specific anthropology, economics, geography, history, political science, psychology, and sociology courses

For more information, visit [www.itransfer.org](http://www.itransfer.org).

**ACCT 130 - Accounting For Small Business**

Introduces basic accounting terminology, concepts, and procedures. Covers accounting cycle of proprietorship, double entry theory, recording transactions, and preparation of financial statements. Culminates with a practice set using all principles covered. Includes instruction in preparing and processing transactions and financial statements using QuickBooks. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 131 - Financial Accounting**

**(IAI Major: BUS 903)** Covers accounting cycle, including: double entry theory, recording transactions, accruals and deferrals, depreciation and theory of accounts. Includes preparation and analysis of major financial accounting statements. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 132 - Managerial Accounting**

**(IAI Major: BUS 904)** Covers accounting procedures as they apply to management function of decision making, including definition of cost, methods of tracking and applying cost to production, calculation and disposition of variances from standards, budget preparations, and quantitative methods of managerial decision making. Prerequisite(s): C or better in ACCT 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 233 - Cost Accounting**

**(Spring Semester Only; Evening Sections Only)** Examines techniques and procedures used in cost determination, with attention given to managerial use of cost data for control and decision making, and methods of data accumulation. Prerequisite(s): C or better in ACCT 132 and MATH 116 or higher. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 234 - Tax Accounting**

Provides basic understanding of current tax laws and preparation of individual and corporate returns. Prerequisite(s): C or better in ACCT 132 and MATH 116 or higher. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 235 - Intermediate Accounting I**

**(Fall Semester Only; Evening Sections Only)** Studies financial accounting theory in depth, emphasizing generally accepted accounting principles as applied in the development of accounting data and in problems of valuation relating to assets and liabilities. Includes exposure to the use of QuickBooks as it relates to specific course topics. Prerequisite(s): C or better in ACCT 132. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 236 - Intermediate Accounting II**

**(Spring Semester Only; Evening Sections Only)** Studies financial accounting theory in depth, emphasizing generally accepted accounting principles as applied in the development of accounting data and in problems of valuation issues relating to stockholders' equity, dilutive securities investments, issues related to income measurement, and preparation and analysis of financial statements. Includes exposure to the use of QuickBooks as it relates to specific course topics. Prerequisite(s): C or better in ACCT 132. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ACCT 280 - Accounting Co-Op**

Provides students the opportunity to obtain further knowledge and skills related to accounting in the business field through a planned and supervised paid or unpaid experience. Students will achieve practical work experience, earn a competitive wage, and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours including a minimum 21 hours of business related courses of which at least 9 hours are in accounting, a GPA of 2.0 or better, and permission of the program coordinator. (PCS 1.2, 1-2 credit hours - 0 hours lecture, 5-10 hours lab - 80 hours must be worked for each credit hour granted)

**ADCG 133 - Introduction To Architecture**

Provides an overview of the "Culture of Architecture." Topics include architectural education, architectural aesthetics, cultural and philosophical considerations, technical and legal aspects, and architecture as a profession. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ADCG 134 - Architectural Graphics**

Presents the tools and equipment of architectural graphic communication. The concepts of projection views are learned through laboratory exercises. Emphasis is placed on the development of graphic skills that are standard in the practice of architecture. The skills learned include architectural lettering, line weights, line quality, lettering, sketching symbols, and dimensioning. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**ADCG 144 - Computer Graphics for Architects**

Introduces computer graphics programs used in the architecture profession. Topics include the use and integration of computer graphics programs with architectural software. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**ADCG 150 - Sustainable Principles**

Introduces the principles of sustainable design in architecture. Topics include the Leadership in Energy and Environmental Design (LEED) rating system, green energy options, and sustainable building processes. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ADCG 200 - Architectural Rendering**

Presents techniques in color and pattern rendering, tools, and media used to produce architectural renderings. Architectural and basic landscape graphics are covered. Skills are developed in the use of manual and electronic media to graphically communicate concepts and ideas. Prerequisite(s): ADCG 134. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**ADCG 210 - Architectural History**

Studies the influences and development of architecture from prehistoric to the 19th Century, in particular, the study of structure, aesthetics, and the language of architecture. Visual and cultural analysis of selected buildings, urban spaces, and cities, from ancient Greece to modern times; emphasizes the architectural traditions of world traditions, especially as they affect the built environment of America and the Middle West. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ADCG 232 - Architectural Design I**

Involves completion of a set of plans for a commercial structure which includes conception, development, material considerations, interior space, and site considerations. Also will include electrical, plumbing, heating and air conditioning. Prerequisite(s): ADCG 134. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**ADCG 233 - Architectural Design II**

Introduces architectural design theory, concepts, and principles through a series of studio-based projects. Prerequisite(s): ADCG 232. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**ADCG 255 - Revit**

Introduces Revit, an object-based software package used to create architectural designs, covering building layout, structural layout, plans, elevations, schedules, detailing, and annotation. The process of creating architectural plans and models will be introduced. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**ADCG 256 - Advanced Revit**

Builds on the concepts from ADCG 255. Students learn higher level Building Information Model (BIM) design concepts including project levels, structural layout, groups, links, vertical circulation, floors, roofs, exterior skin, families construction documents, and conceptual modeling. Students learn the process of creating advanced architectural plans and models. Prerequisite(s): ADGC 255. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**ADCG 258 - Architectural Building Systems**

Introduces the design and construction of buildings as systems of space, structure, and environmental control that interact with environmental and cultural systems. Answers what a building is, how it is made, and why it is designed and constructed in a specific manner. Prerequisite(s): ADCG 255. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**ADCG 259 - Construction of Buildings**

Continues the design and construction of buildings as systems of space, structure, and environmental control that interact with environmental and cultural systems. Students learn how a building is made and why it is designed and constructed in a specific manner. Building science and technology with an emphasis in the process of sustainable design is explored. Structural systems of buildings are broken down and examined piece by piece in order to enhance the students' understanding of what makes up a structure or dwelling. Building materials, including sustainable materials, are introduced and studied. Prerequisite(s): ADCG 258. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**ANTH 231 - Introduction To Physical Anthropology**

**(IAI: S1 902)** Explores the search for humankind's biological and cultural origins by examining the fossil, skeletal, and genetic evidence for human evolution. Human's place in nature is examined by focusing on the physical and social behavior of mammals and primates. Cultural and technological adaptation of humans and human ancestors is reconstructed from its beginning by analyzing the archeological record. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ANTH 232 - Cultural Anthropology**

**(IAI: S1 901N; satisfies Human Relations Requirement)** Introduces the ideas, methods, and analytical strategies of anthropology through materials focused on the diversity and dignity of human life on a world-wide scale. Taking a holistic and integrated approach, it explores how different cultures deal with the facts of human survival through economic, political, religious, family, and other social systems. Current international issues, including population growth, economic globalization, and human right of indigenous peoples are examined. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ANTH 265 - Archeology In The Field**

Examines the concepts, principles and techniques used by archaeologists to reconstruct prehistoric and historic cultures. Focuses on learning field and laboratory methodologies. Prerequisite(s): Permission of instructor. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**ART 130 - Introduction To The Visual Arts**

**(IAI: F2 900)** Introduces an approach to the appreciation and study of art. Presents an overview of many art forms and a framework for describing and understanding art. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ART 131 - Basic Design I**

**(IAI Major: ART 907)** Covers elements of design and principles of composition through a series of two-dimensional projects and studio practice. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 132 - Basic Design II**

Continues investigations of the elements of design and principles of organization with an emphasis on color theory, including color relationships and color interaction. Studio projects will increase in complexity and incorporate ideas regarding artistic content. Prerequisite(s): C or better in ART 131. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 133 - Drawing I**

**(IAI Major: ART 904)** Explores the basic principles, materials and skills of drawing. Emphasis on developing visual awareness and manual proficiency within the studio through practice with a variety of drawing materials. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 134 - Drawing II**

**(IAI Major: ART 905)** Covers linear exploration, emphasizing technical experimentation and composition with an increased emphasis on study/discussion/research of contemporary issues in drawing and art education. Continued studio experimentation emphasizing a variety of color drawing media, mixed media combinations, supports/substrates, and compositional concerns. Prerequisite(s): C or better in ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 135 - Figure Drawing I**

Explores figure drawing through the use of a variety of materials and techniques. Prerequisite(s): C or better in ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 136 - Three-Dimensional Design**

**(IAI Major: ART 908) (Spring Semester Only)** Introduces the basic principles and elements governing work in three dimensional (3-D) design, and expands on concepts presented in previous studio and lecture coursework. Assignments will require concept development and hand-building with direct manipulation of select materials as well as investigate strategies and working methods utilized in creating three dimensional objects. Prerequisite(s): C or better in ART 131. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 137 - Beginning Ceramics I**

Introduces basic methods of construction - pinching, coiling, slab building, and throwing on the potter's wheel. Basic technical information on clay, glaze, and kiln firing will be presented. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 138 - Beginning Ceramics II**

Continues skill building on the potter's wheel, as well as hand building methods. Prerequisite(s): C or better in ART 137. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 139 - Beginning Sculpture**

Explores additive and subtractive sculptural methods, including clay, plaster, wood, Plexiglas, and metals and stone. Demonstrations, exhibits, and videos may supplement studio work. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 140 - The Art Of Film**

**(IAI: F2 908)** Introduces history, aesthetics, and technique of motion pictures as art and entertainment. Selected film viewed and analyzed. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ART 141 - History Of Art I**

**(IAI: F2 901)** Studies major periods of painting, sculpture and architecture in Western Civilization emphasizing prehistoric art through the Middle Ages. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ART 142 - History Of Art II**

**(IAI: F2 902)** Covers painting, sculpture and architecture from the pre-Renaissance to the present. Critical analysis of traditional and contemporary art forms. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture 0 hours lab)

**ART 146 - Women In Art**

**(IAI: F2 907D; satisfies Human Relations Requirement)** Surveys the roles of women in art as subjects, patrons, and artists. Presented in chronological order starting from Paleolithic Era's hunter-gatherer societies to the digital age of the 21st Century to help show that the creation of art is reflecting the materials, societal concerns, technology, belief systems, and education of its time. Topics will also include the duality of female imagery in art that reflects both secular and religious ideas of women as saints, goddesses, wives, mothers, mistresses, witches, and sinners. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ART 151 - Beginning Photography I**

Develops proficiency in picture taking, processing, and acquaints students with picture composition in the black and white medium. Students work with cameras, darkroom techniques, and shooting live events. Students explore and expand their personal vision. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 152 - Beginning Photography II**

Continues exploration of black and white photography. Students develop advanced skills in camera usage, exposure and printing. Focuses on assigned projects and development of a portfolio for presentation. Prerequisite(s): C or better in ART 151. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 153 - Non-Western Art**

**(IAI: F2 903N; satisfies Human Relations Requirement)** Provides a stylistic and historical survey of visual arts traditions in the world beyond the West. Introduces students to the arts of diverse cultures from around the globe (including Africa, China, Japan, India, Oceania, and the native cultures of the Americas), and some of the ideals, beliefs, principles and influences that have shaped their arts. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ART 161 - Graphic Design I**

**(Spring and Summer Semesters Only; Note: Spring: Face-to-Face Only; Summer: Online Only)** Introduces basic design principles with emphasis on typography, illustration, and publication design. Students will be exposed to the process of achieving the maximum impact of graphic communication using specific design principles. Prerequisite(s): C or better or concurrent enrollment in CGRD 142 and CGRD 144. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**ART 162 - Graphic Design II**

**(Fall Semester Only)** Builds on basic design, emphasizing typography, illustration, symbol, logo, poster, and publication design through the use of computer applications and design principles. Assignments will include graphic design challenges focusing on the functional and aesthetic use of parts, form, color, and typography; and an exploration of the kind of strategic thinking that leads to effective visual communication. Prerequisite(s): C or better in the following: ART 131, ART 161, and CGRD 150. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**ART 233 - Advanced Drawing I**

Covers advanced study and studio practice in drawing. Includes drawing of the human skeleton and sessions with a live model. Prerequisite(s): C or better in ART 134. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 234 - Advanced Drawing II**

Covers advanced drawing practices, including perceptual and conceptual investigations and sessions in figure drawing with a variety of media. Prerequisite(s): C or better in ART 233. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 235 - Beginning Painting I**

Explores the fundamental concepts of oil painting through studio work with an emphasis on technical and aesthetic development. Projects will primarily involve still life subjects. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 236 - Beginning Painting II**

Continues development of expressive skills and experimentation in a variety of media and techniques. Oils and acrylics. Prerequisite(s): C or better in ART 235. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 237 - Advanced Ceramics I**

Builds on proficiency in the basic skills and techniques in ceramics. Studio focus on ceramic materials and processes as applied to sculptural issues. Forming, glazing, and kiln-firing are used in the development of individual and class projects. Prerequisite(s): C or better in ART 138. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 238 - Advanced Ceramics II**

Builds on proficiency in the basic skills and techniques of ceramics. Studio focus on independent, comprehensive ceramic projects. Prerequisite(s): C or better in ART 237. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 239 - Advanced Figure Drawing**

Covers figure drawing, including composition with one or more figures. Prerequisite(s): C or better in ART 135. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 241 - Beginning Printmaking I**

Introduces the fundamentals of printmaking techniques in relief and intaglio and monotype methods. Prerequisite(s): C or better in ART 131 or ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 242 - Beginning Printmaking II**

Continues the investigation of relief, intaglio, and monotype printmaking methods. Introduces bookmaking and bookbinding methods. Emphasizes color printing techniques and advanced registration techniques. Prerequisite(s): C or better in ART 241. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 243 - Advanced Printmaking I**

Continues the investigation of relief, intaglio, collagraph, and monotype printmaking methods. Students may pursue projects combining printmaking, bookmaking, and bookbinding methods. Emphasizes color printing methods, advanced registration techniques, multi-plate/block images, and individualized research of printmaking history, working methods, and influential concerns/directions. Inclusion of printed images in developing portfolios is also discussed. Prerequisite(s): C or better in ART 242. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 244 - Advanced Printmaking II**

Continues the investigation of relief, intaglio, collagraph, viscosity and monotype printmaking methods, as well as bookmaking and bookbinding methods. Emphasizes individual research within fine art printmaking. Investigates contemporary alternative and non-traditional working and installing as they relate to printed imagery. Prerequisite(s): C or better in ART 243. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 245 - Introduction To Watercolor**

Introduces the tools, paints, and materials of the water color medium. Focuses on composition, traditional and contemporary painting methods, and color. Prerequisite(s): C or better in ART 131. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)



**ART 247 - Advanced Painting I**

Emphasizes development of a personal approach to painting and experimentation with a variety of materials and processes, as well as exploration of abstraction and non-objective painting concepts. Prerequisite(s): C or better in ART 236. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 248 - Advanced Painting II**

Continuation of ART 247 with increased emphasis on individualized studio projects. Includes investigation of non-traditional painting media and processes. Prerequisite(s): C or better in ART 247. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 253 - Advanced Photography I**

Continues exploration of black and white photography. Develops advanced skills with various cameras, exposure, and printing. Focuses on producing work using a choice of films and printing techniques and producing a portfolio for presentation. Prerequisite(s): C or better in ART 152. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 254 - Advanced Photography II**

Continues exploration of black and white photography. Develops advanced skills with various cameras, exposure and printing. Focuses on alternative or experimental techniques and the development of a professional portfolio. Prerequisite(s): C or better in ART 253. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

**ART 262 - Graphic Design II**

**(Spring Semester Only)** Integrates the knowledge and skills previously learned in the program. Students develop, manage, and execute various projects from the initial design stage through the web and prepress completion. Emphasizes the skills associated with designer-client communication and verbal presentation of the finished product. Students will prepare a professional portfolio of graphic design pieces. Prerequisite(s): C or better in ART 132 and ART 162. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**AUTO 140 - Orientation To Automotive Technology**

Introduces various employment opportunities in the automotive industry. Includes the proper identification and use of fasteners, fittings, hand, power, cutting and precision measuring tools utilized in the automotive industry. Shop safety, Automotive Service Excellence (ASE) certification, metric and English units of measurements, interpretation of a material safety data sheet (MSDS), proper use of shop manuals and software is discussed. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**AUTO 141 - Intro to Automotiv. Eng Perf/Repair**

Introduces the various engine designs and operating principles. Systems covered include ignition, fuel, exhaust, lubrication and air induction. Engine parts, gaskets, seals, terminology and basic diagnosis and repair are covered with the use of appropriate specialty tools and equipment. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**AUTO 143 - Intro. Align./Susp./Steering/Brakes**

Introduces the various suspension, steering and brake designs utilized on both front-wheel and rear-wheel drive vehicles. Covers the theory, terminology and operation of the various suspension, steering and brake designs. Alignment methods for both front-wheel and four-wheel alignments are discussed. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**AUTO 145 - Intro Automot. Elec. Htng./Air Condt**

Introduces theory, terminology and operating principles of electrical, heating and air conditioning systems. Stresses basic service and diagnosis of all three systems. Upon successful completion of this course, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**AUTO 147 - Intro Auto Manual Transm Drive Lns.**

Introduces the theory, terminology and operating principles of various rear-wheel drive transmissions and drive line components. Drive shafts, universal joints, constant velocity joints, and rear-wheel drive automatic and manual transmissions are covered with the use of appropriate specialty tools and equipment. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**AUTO 241 - Automotive Engine Repair**

**(Spring Semester Only)** Studies the four-stroke cycle automotive engine designs. Diagnosis and repair of oil consumption and leakage, abnormal noises, loss of power and component failure as related to the mechanical components of an engine. Shop experience includes removal and installation of automotive engines in front-wheel and rear-wheel vehicles and various types of in-chassis repairs. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 242 - Automotive Engine Performance**

**(Fall Semester Only)** Covers the practices found in current automotive performance, diagnosis and repair businesses. Diagnosis performed on the basis of an approved procedure and problem(s) then corrected on the basis of this procedure's outcomes. Fuel, ignition, computer and emission control systems are studied. Inspection, service and maintenance procedures of these systems are performed. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment and C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 243 - Brake Systems Diagnosis And Repair**

**(Fall Semester Only)** Focuses on the various automobile brake designs. Shop experience including replacement of linings on both disc and drum brakes, turning of drums and rotors, rebuilding of calipers, replacement of wheel and master cylinders, proper brake bleeding procedures. Diagnosis, service, and repair of anti-lock brake systems (ABS) and traction control/vehicle stability systems will be performed. Precautions in the handling of brake dust will also be presented. Prerequisite(s): C or better in AUTO 143 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 244 - Alignment, Suspension and Steering**

**(Spring Semester Only)** Covers identification, diagnosis and repair of various types of suspension, steering and alignment designs. Shop experience utilizing specialized alignment, suspension and steering tools, computerized four-wheel alignment systems and tire balancing equipment. Prerequisite(s): C or better in AUTO 143 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 245 - Auto. Heating/Cooling & Air Cond.**

**(Spring Semester Only)** Studies the designs and operating principles of various types of heating, cooling and air conditioning systems. Shop experience in troubleshooting, repair and service of these systems with specialized tools and equipment. Prerequisite(s): C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 246 - Electrical System Diagnosis & Repair**

**(Fall Semester Only)** Focuses on automotive electrical systems theory and designs. Emphasizes operating principles, diagnosis, repair and/or replacement of batteries, starting and charging systems, electrical wiring harnesses, connectors, terminals, lighting and accessories. Shop experience with test equipment necessary for the diagnosis and service of electrical accessories and components. Identification of hybrid vehicle high voltage circuits and circuit disconnects (service plugs) will be performed. Prerequisite(s): C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 247 - Manual Drive Lines & Axle Assemb.**

**(Fall Semester Only)** Examines the theory, design and operating principles of manual transmissions, manual transaxles, differentials, drive axles and clutches. Shop experience including the troubleshooting, removal, disassembly, service, reconditioning, assembly and installation of these components with the use of shop manuals, specialty tools and equipment. Prerequisite(s): C or better in AUTO 147 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 248 - Automatic Transmissions & Transaxle**

**(Spring Semester Only)** Covers various automatic transmissions and transaxles theory and designs. Emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment. Prerequisite(s): C or better in AUTO 147 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 250 - Indep. Study in Automotive Tech**

Provides an individualized training experience in an automotive specialty area selected by the automotive coordinator and student. Subject(s) selected will be related to one or more of the eight ASE specialty areas based on the student's individual needs and goals. This course is repeatable three times. The amount of credit awarded shall be three credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be twelve credits. Prerequisite(s): Completion of 15 hours of Automotive Technology courses with a grade of C or better and permission of coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 6 hours lab)

**AUTO 251 - Automotive Machine Shop**

Instructs students on the various types of operating procedures found in current machine shops. Shop experience includes the operation of Sunnen CK-10, CH-100 and Con Rod machines, Sioux valve and seat grinding equipment, Neway seat cutters, K-Line guide installation tools and other boring and honing equipment. Prerequisite(s): C or better in AUTO 241. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**AUTO 252 - Alternative Fuel Technology**

Introduces various fuels used for internal and external (steam) combustion processes, electric propulsion, Hybrid Electric Vehicles (HEV), history of transportation, and theories relating to modes of ground transportation. Includes the proper identification of fuel types, systems, and associated components. Also includes combustion theory, exhaust gas analysis as a result of proper/improper combustion, and oscilloscope-based analysis of electrical waveforms that affect combustion efficiency. Emphasizes shop safety pertaining to the proper handling of fuels, original equipment (OE) prescribed service techniques for unique high voltage systems, and testing of fuels for alcohol content. Automotive Service Excellence (ASE) certification in the area of A9, Light Duty Diesel, to be emphasized. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**AUTO 253 - Hybrid Electric Vehicle Technology**

Course covers Hybrid Electric Vehicle (HEV) safety, battery systems, internal combustion engines, drive systems, power electronics, and hybrid supporting systems. Course prepares students and/or practicing technicians for ASE L3 certification examination. Prerequisite(s): C or better in AUTO 242 or concurrent enrollment and C or better in AUTO 246 or concurrent enrollment and permission of instructor. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1 hour lab)

**AUTO 279 - Advanced Engine Performance**

Studies the various automotive computer control systems. Emphasizes service, diagnosis and repair of OBD I and OBD II automotive computer controlled systems. Shop experience includes utilizing specialty tools and equipment (including scan tools, lab scopes, exhaust and engine analyzers). Diagnosis and repair of foreign and domestic drivability problems is performed. Identification and service of various types of hybrid vehicles is performed following manufacturer's recommended safety precautions. Prerequisite(s): C or better in AUTO 242 and C or better in AUTO 246. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours lab)

**AUTO 280 - Automotive Technology Internship**

Provides a work-based training experience in one or more of the ASE automotive specialty areas selected by the automotive coordinator and student, based on the student's interests, aptitudes and goals. Internship experience emphasizes the diagnosis, service and repair of the vehicle's electronics pertaining to the specialty area(s) selected. Prerequisite(s): C or better in 15 hours of Automotive Technology courses and permission of coordinator. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked.)

**BIOL 120 - Medical Terminology**

Introduces the structure and function of cells, tissues, organs, and organ systems of the human body and the suffixes, prefixes and combining forms of terms related to them. For students entering a medically-related field, such as medical secretaries, medical receptionists, etc. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 130 - Fundamentals Of Biological Science**

**(IAI: L1 900L)** Covers a broad overview of life science with lab experience. The course is designed for students with minimal scientific background to introduce scientific terminology and methods of investigation, as well as basic principles of the cell, reproduction, genetics, ecology, evolution, and biological diversity. The course will emphasize how these topics are related to issues facing today's society. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 131 - Biology: A Contemporary Approach**

**(IAI: L1 910L, BIO 910)** Introduces biology and its major concepts, emphasizing the chemistry of living matter, cell biology, heredity, evolution, ecology and environment, development and population dynamics. Prerequisite(s): C or better in BIOL 130 or high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 132 - Human Biology**

Covers principles of structure and function associated with the human body and medical terminology, human evolutionary biology, diversity and behavior in society, biodiversity and environmental impacts, genetics, genetic disorders and social implications on genetic expression, bioethics including bioremediation and genetic engineering, the impact on societal structure and health, and maintenance of a sustainable society. Employs applicable laboratory demonstrations and activities to reinforce lecture topics. Not appropriate for majors in Biological Science. Prerequisite(s): High school biology or C or better in BIOL 130. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 134 - General Botany**

**(IAI Major: BIO 910)** Introduces the structure and physiology of plants. This course includes laboratory experience and lecture topics which survey the molecular basis of life, the form and function in the plant kingdom, the ecological roles of major plant groups, and their evolutionary relationships. Campus and greenhouse flora are studied extensively. Genetically Modified Organisms (GMO) and their potential impact on humans are discussed. The human impact on the plant biosphere and biodiversity will be emphasized. Prerequisite(s): C or better in high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 135 - General Zoology**

**(IAI Major: BIO 910)** Introduces the diversity, structure, and physiology of animals. The course includes laboratory experience and lecture topics which survey the molecular basis of life, the form and function of the animal kingdom, the ecological and economic roles of major animal groups, and the evolutionary relationships between animals and the environment. Laboratory includes dissections, experiments, microscopic studies, and campus field trips. The role of the environment on evolutionary trends, impact of human intervention on species survival, economic uses of animals by humans, and the impact of parasitic animals on humans will be discussed. Prerequisite(s): BIOL 130 or BIOL 131 or an approved high school biology course. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 138 - Field Biology**

Examines native plants and organisms in relation to their environment. Collecting techniques, student collections, species identification and field work are integral parts of the course. Prerequisite(s): C or better in BIOL 130 or BIOL 131 or high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 139 - Applied Entomology**

Introduces the student to insect biology and taxonomy, the ecological and economic importance of insects, and provides an overview of integrated insect pest management as it relates to crops and other habitats. High School biology recommended. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 141 - Anatomy-Physiology I**

Examines structure and function of the human body: cells and cellular processes, tissues, integumentary, skeletal, muscular, and nervous systems. Prerequisite(s): C or better in BIOL 132 (preferred) or either BIOL 130 or BIOL 131 or CHEM 130. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 142 - Anatomy-Physiology II**

Builds on BIOL 141, including sensory, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Prerequisite(s): C or better in BIOL 141. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BIOL 145 - Natural Resources & Environmental Sci**

**(IAI: L1 905)** Introduces students to natural resources (e.g., forests, soils, fisheries, wildlife) and environmental sciences. Emphasizes renewable natural resources, ecological concepts, biodiversity, pollution, and natural resource management. Provides a scientific basis for understanding contemporary environmental issues and the sustainable management of natural resources. Note: This course is part of the guaranteed transfer program with the University of Illinois-Urbana/Champaign. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 160 - Human Sexuality And Reproduction**

Studies the physical and behavioral differences between women and men. Discusses such topics as sex education, human reproductive anatomy, sex in the life cycle, homosexuality, love, childbirth, contraception, abortion, social diseases and others. Examines the human species and the complex role that sexuality plays in society. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 161 - Biology Of Nutrition**

Examines nutrition of the major food categories, and its effects on human physiology and development from early childhood through advanced years. This course involves the study of the various classes of nutrients including proteins, carbohydrates, fats, vitamins, minerals, and water, and their roles in health and disease. Cultural, social, and psychological influences on food selection and health are also studied. Physiological processes related to the digestion and absorption of nutrients are emphasized. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 162 - Human Inheritance**

**(IAI: L1 906)** Examines genes through exploring concepts of cell and molecular biology, genetics and heredity, evolution and biotechnology. Genes and their role in protein synthesis, human disease syndromes, human behavior, biotechnology, society, and cancer will be studied. Genetic issues and scientific literacy will be emphasized. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 163 - Introduction To Human Disease**

Introduces students to the structure and function of the human body in health and disease. Numerous diseases of the integumentary, musculoskeletal, circulatory, lymph and immune, respiratory, digestive, endocrine, urinary, and reproductive systems are covered. Where applicable, the cause, etiology, signs and symptoms, diagnosis, and treatment of specific diseases are discussed. Prerequisite(s): BIOL 132 or concurrent enrollment, or BIOL 141 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 164 - Microbes And Society**

**(IAI: L1 903)** Uses microbes as the type of organism to emphasize scientific inquiry through selected concepts in biology, such as organization, function, heredity, evolution and ecology. Topics may include a survey of micro-organisms, the role of micro-organisms in health and disease, ecological and economic roles of microbes and the role of micro-organisms in biotechnology. Due to the specific focus of this course, it is highly recommended that students have prior biology background, either high school biology or BIOL 130. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 165 - Ecological Principles**

**(IAI: L1 905)** Introduces the principles of ecology, including energy flow, ecological efficiency of organisms, ecology of populations, species diversity, biomes, succession, community ecology, nutrient cycles, and the interaction of mankind in the biosphere. Due to the specific focus of this course, it is highly recommended that students have a strong biology background. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 173 - Evolutionary Theory**

**(IAI: L1 907)** Studies evolutionary theory including Mendelian Genetics, mutation, selection, polymorphism, genetic drifts, gene flow, adaptive radiation, origin of life and emergence of humans, micro- and macro- evolution, and punctuated equilibria. The historical and contemporary aspects of evolutionary theory on human thought are also examined. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BIOL 241 - Microbiology**

Covers fundamental principles of microbiology and microbiological techniques. Prerequisite(s): C or better in BIOL 132 (preferred) or either BIOL 130 or BIOL 131 and C or better in either CHEM 130 or CHEM 131, or admission to either the Dental Hygiene or the Associate Degree Nursing program. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**BRDG 100 - Health Sciences Reading**

Develops the reading skills necessary for the successful completion of college courses. Emphasizes steps readers can take before, during, and after reading to increase comprehension and retention. Focuses on how to organize materials and thoughts in written summaries and oral presentations. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 101 - Health Sciences Reading**

Develops the reading skills necessary for the successful completion of college courses. Emphasizes steps readers can take before, during, and after reading to increase comprehension and retention. Focuses on how to organize materials and thoughts in written summaries and oral presentations. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 104 - TDL Reading**

Develops the skills necessary to understand and apply text information in the field of transportation, distribution, and logistics (TDL) and/or in post-secondary education. Allows practice of multiple reading strategies using a variety of authentic industry-specific text materials. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 105 - TDL Reading**

Develops the skills necessary to understand and apply text information in the field of transportation, distribution, and logistics (TDL) and/or in post-secondary education. Allows practice of multiple reading strategies using a variety of authentic industry-specific text materials. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 110 - Health Sciences Writing**

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 111 - Health Sciences Writing**

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 114 - TDL Writing**

Develops proficiency in workplace writing skills and/or writing for post-secondary education. Allows practice of a variety of workplace writing tasks using authentic industry-specific documents and writing materials. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 115 - TDL Writing**

Develops proficiency in workplace writing skills and/or writing for post-secondary education. Allows practice of a variety of workplace writing tasks using authentic industry-specific documents and writing materials. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 120 - Health Science - Integrated Math**

Presents mathematics in the practical context of the health sciences, and provides a practical background in mathematics required for the health care field. Develops study skills in math including a review of arithmetic skills as they apply to career problems. Presents computational fundamentals and problem solving that requires unit analysis, measurement system conversions, terminology, and abbreviations. Also covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, some practical geometry, and presents basic operations on algebraic expressions. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 121 - Health Science - Integrated Math**

Presents mathematics in the practical context of the health sciences, and provides a practical background in mathematics required for the health care field. Develops study skills in math including a review of arithmetic skills as they apply to career problems. Presents computational fundamentals and problem solving that requires unit analysis, measurement system conversions, terminology, and abbreviations. Also covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, some practical geometry, and presents basic operations on algebraic expressions. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Education (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 124 - TDL Integrated Math**

Offers basic mathematics skills necessary for use in the transportation, distribution, and logistics (TDL) workplace and/or post-secondary education. Presents mathematics in the practical context of industries and related careers including automotive and diesel technology. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 125 - TDL Integrated Math**

Offers basic mathematics skills necessary for use in the transportation, distribution, and logistics (TDL) workplace and/or post-secondary education. Presents mathematics in the practical context of industries and related careers including automotive and diesel technology. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 130 - Health Sciences Career Development**

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 131 - Health Sciences Career Development**

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**BRDG 132 - Job Seeking Skills**

Helps students organize and execute job seeking activities. Improves job seeking skills through search of job resources. Also covers disclosure of employer expectations, hints about completing job applications, methods needed to obtain and conduct effective job interviews. The course content is such that the student may gain increased depth of knowledge and skill through repetition. This course is repeatable three times for a maximum total of eight credits. Placement by TABE: Reading level 4 -8.9. Prerequisite(s): Identification of career goal and occupational choice required. (PCS 1.7, 2 credit hours - 2 hours lecture, 0 hours lab)

**BRDG 133 - Job Seeking Skills**

Helps students organize and execute job seeking activities. Improves job seeking skills through search of job resources. Also covers disclosure of employer expectations, hints about completing job applications, methods needed to obtain and conduct effective job interviews. The course content is such that the student may gain increased depth of knowledge and skill through repetition. This course is repeatable three times for a maximum total of eight credits. Placement by TABE: Reading level 9 -12.9. Prerequisite(s): Identification of career goal and occupational choice required. (PCS 1.8, 2 credit hours - 2 hours lecture, 0 hours lab)

**BRDG 134 - Identifying Career Interests**

Teaches students how to compare their skills, values, and personalities to specific careers and occupations. Emphasizes personal assessment including Myers-Briggs Type Indicator and Strong Interest Inventory to identify current career interests and areas for development. This course is repeatable three times for a maximum total of four credits. Placement by TABE: Reading level 4 -8.9. Prerequisite(s): None. (PCS 1.7, 1 credit hour - 1 hour lecture, 0 hours lab)

**BRDG 135 - Identifying Career Interests**

Teaches students how to compare their skills, values, and personalities to specific careers and occupations. Emphasizes personal assessment including Myers-Briggs Type Indicator and Strong Interest Inventory to identify current career interests and areas for development. This course is repeatable three times for a maximum total of four credits. Placement by TABE: Reading level 9 -12.9. Prerequisite(s): None. (PCS 1.8, 1 credit hour - 1 hour lecture, 0 hours lab)

**BRDG 136 - TDL Career Awareness**

Assists students in examining the components of career choice. Focuses on career, personal, and educational awareness as they relate to the process of career choice and/or post-secondary education. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered. Provides the opportunity for students to improve and expand their employment skills in preparation for entrance into transportation, distribution, and logistics (TDL) occupations. Emphasizes workplace communication skills for the purposes of collaboration, problem solving, and workplace relationships. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 137 - TDL Career Awareness**

Assists students in examining the components of career choice. Focuses on career, personal, and educational awareness as they relate to the process of career choice and/or post-secondary education. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered. Provides the opportunity for students to improve and expand their employment skills in preparation for entrance into transportation, distribution, and logistics (TDL) occupations. Emphasizes workplace communication skills for the purposes of collaboration, problem solving, and workplace relationships. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

**BRDG 138 - Career Pathway Readiness**

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. This is a variable credit course and is repeatable up to three times. Prerequisite(s): Placement by Test of Adult Basic Education. (PCS 1.6, 0.5 - 4 credit hours - 0.5 - 4 hours lecture, 0 hours lab)

**BRDG 140 - Integrated Study Skills**

Presents college study skills including effectively using texts, creating study schedules, listening, note-taking, and preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course or a Career and Technical Course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. This is a variable credit course and is repeatable three times. The amount of credit awarded shall be one to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be twelve credits. Prerequisite(s): None. (PCS 1.7, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

**BRDG 141 - Integrated Study Skills**

Presents college study skills including effectively using texts, creating study schedules, listening, note-taking, and preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course or a Career and Technical Course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. This is a variable credit course and is repeatable three times. The amount of credit awarded shall be one to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be twelve credits. Prerequisite(s): None. (PCS 1.8, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

**BTEC 111 - Microsoft Word**

Presents introductory and advanced Microsoft Word skills to prepare students for the Microsoft Office Specialist Word certification exam. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor facilitates the learning process. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**BTEC 112 - Microsoft Excel**

Prepares students for the Microsoft Office Specialist Excel certification exam. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor facilitates the learning process. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 113 - Microsoft Access**

Prepares students for Microsoft Office Specialist Access certification exam. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor facilitates the learning process. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 114 - Microsoft PowerPoint**

Prepares students for the Microsoft Office Specialist PowerPoint certification exam. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor facilitates the learning process. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**BTEC 115 - Microsoft Publisher**

Presents the features of Microsoft Publisher software. Students will use Publisher features to create brochures, flyers, newsletters, business cards, and postcards. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 0 hours lecture, - 2 hours lab)

**BTEC 117 - Microsoft Outlook**

Introduces the features of Microsoft Outlook. Emphasizes sending and receiving e-mail messages; scheduling appointments and meetings; and maintaining contact lists, to do lists, and notes. It is recommended that students have basic keyboarding and Windows skills. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 0 hours lecture, 2 hours lab)

**BTEC 119 - Keyboarding**

Develops basic keyboarding skills. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 0 hours lecture, - 2 hours lab)

**BTEC 120 - Business Documents I**

Students will use Microsoft Word to keyboard and format memos, business letters, reports, tables, and newsletters. Keyboarding, speed and accuracy, technique, proofreading, editing, and language skills are reinforced. Prerequisite(s): Qualify for READ 125 and ENGL 125 or above by appropriate L&C placement test score. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**BTEC 121 - Business Documents II**

**(Spring Semester Only)** Continues to develop keyboarding speed and accuracy. Emphasis is placed on advanced formatting of business letters, memos, tables, reports, forms, mail merge, collaboration, and meeting documents. Proofreading, editing, and language skills are reinforced. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): C or better in BTEC 120 or proficiency test and C or better in BTEC 151 or CIS 135 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 124 - Speed And Accuracy Development**

Concentrates on speed and/or accuracy development for students who possess a minimum of basic typing skills. Takes a diagnostic approach to identify and overcome specific problems which hinder fast, accurate typing. (Student's demonstration of ability during first week of class will determine whether goal is speed, accuracy, or both. The course may be repeated twice.) This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): BTEC 120. (PCS 1.2, 1 credit hour - 0 hours lecture, 2 hours lab)

**BTEC 135 - Law Office Management and Software**

Presents contemporary topics related to law office management including law firm structure, communications, technology, records management, and management of employees. Includes law office procedures and introduces law office software applications including file management, timekeeping and billing, and docket management software. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BTEC 138 - Business Technology I**

**(Fall Semester Only)** Emphasizes concepts and skills needed by office support personnel. Introduces records management. Also emphasizes transcribing and proofreading skills. Prerequisite(s): C or better in BTEC 120 or concurrent enrollment and C or better in BTEC 151 or CIS 135 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 165 - Legal Terminology**

Introduces the origin, meaning, and use of legal terminology for students entering a legal-related field, such legal assistants, paralegals, etc. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BTEC 235 - Business Technology II**

**(Spring Semester Only)** Emphasizes skills needed by administrative support personnel including using the computer as a productivity tool, processing mail, using reference materials, making travel arrangements, identifying personality types as they relate to teams, working remotely, using Microsoft Outlook, preparing for the Microsoft Office Specialist Outlook certification exam, and creating business correspondence. Prerequisite(s): C or better in BTEC 138 and C or better or concurrent enrollment in BTEC 111, BTEC 112, and BTEC 121. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 238 - Business Forms & Apps**

Prepares students to use Microsoft Word to create a variety of forms used in business, including sharing documents online and customizing Word options. Introduces the Adobe Acrobat program to design and navigate Portable Document Format (PDF) documents. Content includes designing, editing and enhancing PDF documents, adding security, and working with forms. Business apps used as productivity tools will also be presented. Prerequisite(s): C or better in BTEC 120, BTEC 138, and BTEC 151 or CIS 135. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BTEC 261 - Business Technology Internship**

Supplements class work with on-the-job experience in an office position for the Business Technology degree candidate. Students work 10 hours per week and meet with the instructor one hour per week. Prerequisite(s): C or better in all BTEC first through second semester courses and C or better in BTEC 265 and permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked.)

**BTEC 265 - Professional Development**

**(Spring Semester Only)** Provides practice of "people" skills with emphasis on business ethics, business and social etiquette, influencing behavior of others, listening and non-verbal skills, office politics and power, problem solving, teamwork, and professional image and growth. Prerequisite(s): Completion of 12 hours in program major. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**BTEC 275 - Topics In Business Technology**

Addresses the individual needs of pre-service and in-service students in Business Technology. Student will study a specific problem in Business Technology under the close supervision of a faculty member. This course is variable credit and is repeatable three times to allow students to learn current topics and emerging competencies. The amount of credit awarded shall be between one-half credit and four credits each time the student successfully completes the course. The total number of credits that will apply to degree electives shall be sixteen credits. Prerequisite(s): Permission of instructor. (PCS 1.2, 0.5-4 credit hours - 0.5-4 hours lecture, 0 hours lab)

**BUSN 131 - Introduction To Modern Business**

Makes a factual and informative survey of American business. Principles and practices governing the operation of modern businesses are covered. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 141 - Business And The Legal Environment**

Provides introductory overview of the interaction between law and business through presentation of both private and public law in the context of the political, historical, and socioeconomic environment within which both law and business operate. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 145 - Warehouse Safety Training**

Presents the foundations required for awareness of safety in the workplace. Prepares students to recognize and react to unsafe environments. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**BUSN 161 - Issues in E-Commerce & Social Media**

**(Online Sections Only)** Provides an overview of the technologies and business procedures of electronic commerce. Addresses basic issues that must be resolved in order to successfully implement an Internet presence with a new or existing business entity, emphasizing the three major driving forces behind e-commerce: technology change, business development, and social issues. Focuses on identifying appropriate hardware and software options. Includes coverage of marketing and social and legal issues associated with doing business on the Internet. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 181 - Personal Finance**

Explores the fundamental elements of personal financial decisions. Introduces the following topics: time value of money, spending plans, credit, income taxation, insurance, investments, and related concepts. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 187 - Financial Investments**

Deals with personal and business investment opportunities and decisions. Investment alternatives surveyed: stocks, bonds and funds. Various analytical techniques are applied as the basis for individual investor and manager decisions. Addresses the use of advisory and brokerage services, the regulation and operation of major securities markets, and security valuation. Prerequisite(s): C or better in MATH 116 or MATH 16B. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 215 - Business Software Applications**

**(IAI Major: BUS 902)** Designed for business major students. Covers selected business software applications using accounting/enterprise resource planning (ERP) software, Internet resources, and business suite software to perform accounting procedures, business and financial statement analysis, time value of money, probability, statistical analysis, forecasting, and various other accounting and managerial topics. Prerequisite(s): Prerequisites: C or better in ACCT 132, MATH 145 or MATH 235. Concurrent enrollment in MATH 235 may be allowed; subject to department coordinator and instructor approval. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 231 - Planning For Small Business**

**(Fall Semester Only; Evening Sections Only)** Covers problems involved in starting, financing, expanding, and diversifying the small business. Evaluation methods of types of business opportunities as well as measuring performance. Financial analysis, break-even concept, market research, and efficiency of growth and trend analysis. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 242 - Entrepreneurship Everywhere**

Introduces entrepreneurship and focuses on entrepreneurial skills that can be used in many different fields of endeavor. Studies the skills and thought processes of a person with an entrepreneurial spirit. Examines entrepreneurial challenges including legal, marketing, and financial. Analyzes different paths of entrepreneurship including organizational and social. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 245 - Entrepreneurship and E-Commerce**

Provides an overview of the technologies and business procedures of electronic commerce. Addresses basic issues that must be resolved in order to successfully implement an Internet presence with a new or existing business entity, emphasizing the three major driving forces behind e-commerce: technology change, business development, and social issues. Focuses on identifying appropriate hardware and software options. Includes coverage of marketing and social and legal issues associated with doing business on the Internet. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**BUSN 280 - Business Co-Op I**

Provides students the opportunity to obtain further knowledge and skills related to the business field through a planned and supervised paid or unpaid work experience. Students will achieve practical work experience, and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours, including a minimum of 21 hours of business related courses, and a GPA of 2.0 or better and permission of program coordinator. (PCS 1.2, 1-2 credit hours - 0 hours lecture, 5-10 hours lab - 80 hours must be worked for each credit hour granted)

**CDEV 130 - Career Development**

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. For elective credit only. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CDLA 160 - Tractor/Trailer Driver Training**

Prepares individuals with little or no commercial driving experience for a career in tractor/trailer driving. The course includes Commercial Driver's License learner's permit and endorsement preparation, Department of Transportation rules and regulations, log book management, map reading, trip planning, and complete vehicle training to prepare the individual for an entry level position in the trucking industry. Prerequisite(s): Instructor permission. (PCS 1.2, 7 credit hours - 3.5 hours lecture, 7 hours lab)

**CGRD 110 - Videogame: Theory and Design**

Provides an overview of video gaming and game development. Includes gaming history, videogame design, psychological, sociological, physiological, and economic aspects of videogames and gaming. Emphasizes the deconstruction and critique of popular console videogames and genres. Also examines gaming trends to answer the question "What's next?" Prior videogame experience is recommended, but not required. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 140 - Digital Photography**

Introduces the concepts and techniques of digital photography and digital images manipulation. Teaches students how to get the most out of their digital camera by focusing on topics such as resolution, camera operation, composition, creative techniques, image editing, and restoration. Also covers image printing and online sharing. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 142 - Adobe Photoshop**

Introduces the manipulation of images and creation of digital design using graphics-editing skills. Emphasis on learning to use the Adobe Photoshop app and developing skills that include working with palettes, tools, layers, and color to edit and create images and designs for print and web. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 144 - Adobe Illustrator**

Introduces the creation and presentation of quality charts, graphs, graphics, and typographic designs. Emphasis is on learning to use the Adobe Illustrator software tools and developing skills which are necessary for effective communication of ideas through the creative use of layout and color, typography, and graphic design. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 150 - Desktop Publishing Using InDesign**

Introduces the creation and design of desktop publishing documents using page layout skills. Emphasizes the Adobe InDesign app and developing skills that include the setup and layout of desktop publishing (DTP) projects from creation to electronic publishing or print. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 240 - 3D Modeling And Animation**

Introduces the concepts and process of 3D animation utilizing advanced computer software. Students will master a variety of 3D skills, including modeling, surfacing, and rendering video. Basic keyboarding and Windows skills are recommended. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CGRD 241 - Advanced Digital Photography**

Continues the development of digital photography skills and the editing of digital images. Students gain an advanced understanding of camera operation, indoor and outdoor lighting strategies, composition, digital image manipulation, printing techniques, and the presentation of digital photographs. Focuses upon a variety of hands-on projects, in-class critiques, and the development of a portfolio. Prerequisite(s): CGRD 140. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 242 - Advanced Adobe Photoshop**

Builds on the fundamentals of CGRD 142 to create and manipulate digital images. Advanced techniques are demonstrated to enhance current skills such as adjusting images, correcting color, using layers, using layer effects, applying filters, using channels, and importing and exporting images. Applies digital images to print, multimedia, and the Internet. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): C or better in CGRD 142. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 243 - Marketing Creative Portfolios**

Acquaints computer graphics and web design students with the steps necessary to make professional contacts, prepare for meetings and interviews, and negotiate for their financial future. Students will present program work in electronic and traditional portfolios. Prerequisite(s): ART 262 (or concurrent enrollment) or WEB 150 (or concurrent enrollment). (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 244 - Advanced Adobe Illustrator**

Continues CGRD 144 the creation and manipulation of digital illustration using Adobe Illustrator. Demonstrates advanced techniques to enhance current skills such as advanced text techniques, page layout, effects and appearances, perspective, masking, compounding paths, blends and gradient meshes, graphs, patterns, and preparing graphics for web use. Applies digital illustration to print, multimedia, and the Internet. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): C or better in CGRD 144. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 250 - Advanced Adobe InDesign**

Continues CGRD 150 and emphasizes advanced design and publication production techniques, including art/graphics and page layout and output. Prerequisite(s): C or better in CGRD 150. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 260 - Advanced 3D Modeling And Animation**

Familiarizes students with the modeling of detailed objects and environments, as well as the animation of complex sequences and events. Students will learn to make proper use of sound for, as well as learn to add special effects to, rendered projects. Prerequisite(s): C or better in CGRD 240. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**CGRD 264 - Computer Graphics Cooperative**

Supplements class work with on-the-job experience in a computer graphics position for the Graphic Design certificate/degree candidate. Prerequisite(s): C or better in all CGRD first through third semester required courses; permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked)

**CHDV 131 - Introduction To Child Development**

Provides an overview of early childhood care and education, including the basic values, structure, organization, and programming in early childhood. Students explore their own relationship to the early childhood field and are required to observe in a variety of settings. Prerequisite(s): ENGL 131 or ENGL 137 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 133 - Child Growth And Development**

**(IAI Major: ECE 912) (Spring Semester Only)** Examines the theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development with an examination of current research and major developmental theories. Explores child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society with an emphasis on the implications for early childhood professional practice. Encompasses birth through age eight and may include pre-adolescents. Field observations are required. Prerequisite(s): ENGL 131 or ENGL 137 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 136 - Psychology Of The Exceptional Child**

**(IAI Major: ECE 913) Spring Semester Only** Provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Explores current issues, including educational implications for children with special needs, their families, and the community. Identification methods, intervention strategies, 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 (IDEA), Individualized Family Service Plan (IFSP), Individualized Education Plan (IEP), and inclusive programs. Fulfills requirements of school Code, Article 21, 2a. Prerequisite(s): C or better in ENGL 131 or ENGL 137. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 137 - Observation & Assessment Of Children**

**Fall Semester Only** Demonstrates how to do authentic, alternative, classroom based assessment on young children. Provides knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students will engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students learn about and explore a variety of age-, individually-, linguistically-, and culturally-appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests and needs from birth through age 8. Ten hours of field observation are required Prerequisite(s): ENGL 131 or ENGL 137 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 139 - Health, Safety And Nutrition**

Provides an overview of the health, safety, and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Includes roles and responsibilities of adults in meeting children's diverse needs; the promotion of healthy lifestyle practices; understanding common childhood illnesses and injuries; meeting health, safety, and nutrition standards; and planning nutritious meals that are appropriate for each child. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 142 - Infant/Toddler Care**

Covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development; positive early learning experiences; supporting and engaging diverse families; providing safe, warm, and nurturing interactions; and the application of the NC Foundations for Early Learning and Development. Demonstrates responsive planning, respectful relationships, and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally-, linguistically-, and ability-diverse children birth to 36 months. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 145 - School-Age Child Care**

Program development, scheduling, staffing, community resources, and age-appropriate curriculum for the school-age child. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 160 - Teaching Math in Early Childhood**

**(Spring and Summer Only)** Concentrates on providing Early Childhood teachers with the knowledge, skills, techniques, and strategies necessary to incorporate mathematical concepts through developmentally appropriate practice into the curriculum of early childhood programs. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 232 - Curriculum For Young Children**

**(Fall Semester Only)** Introduces the student to planning a developmentally appropriate curriculum for the preschool child. It includes development and practice in using various methods and materials that concentrate on the areas of language, cognitive, physical, and social/emotional growth. Prerequisite(s): CHDV 131, CHDV 133, and CHDV 137; a grade of C or better in all CHDV classes; and concurrent enrollment in CHDV 234. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 234 - Children's Laboratory**

**Fall Semester Only** Provides practical application of evidence-based practices on early childhood education principles and theories. Students work with diverse young children and families in early childhood settings under supervision. Six hours of lab work will be required each week in a licensed program. Prerequisite(s): CHDV 131, CHDV 133, and CHDV 137; a grade of C or better in all CHDV courses; and concurrent enrollment in CHDV 232. (PCS 1.2, 3 credit hours - 0 hours lecture, 6 hours lab)

**CHDV 236 - Admin. Of A Child Development Prog.**

**(Fall Semester Only)** Examines current trends in organizing and administering a child development program. Includes policy formation, personnel selection and supervision, budgeting and record keeping, purchasing and facilities, state licensing standards, and program evaluation techniques. Prerequisite(s): Minimum of twelve CHDV hours with a grade of C or better, or permission of program coordinator. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHDV 238 - Family, School & Community Relations**

**(Spring Semester Only)** Focuses on the child in the context of family, school and community. The contemporary American family will be discussed, with emphasis on the family interactions which largely dictate the child's behavior and way of relating to people. Includes knowledge of other cultures, the diversity of lifestyles, issues of communication, and the role of the school and community as social agents within our changing society. Students will gain an understanding of the child development professional's role in strengthening family/child relationships through effective use of community resources. Prerequisite(s): CHDV 131 or 137 is recommended. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)



**CHDV 240 - Seminar In Child Development**

**Spring Semester Only** Provides discussion, study, and evaluation of current theories, issues, and trends in child development. Focuses on challenges in the practical application of these areas. Prerequisite(s): C or better in all CHDV courses and concurrent enrollment in CHDV 271. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**CHDV 271 - Child Development Internship**

**Spring Semester Only** Provides an opportunity to participate as a teacher in early childhood settings/programs. The student will apply prior learning in two diverse and varied settings serving young children and families. The student will engage in every phase of the program under the direction of qualified supervising teachers and will complete lessons, units, and other required assignments throughout their practicum/student teacher placement. Individual conferences, reports, projects, and seminar sessions are also integral parts of this course. Prerequisite(s): CHDV 234, a grade of C or better in all CHDV courses, concurrent enrollment in CHDV 240, and permission of the program coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

**CHEM 121 - General Chemistry I - Recitation**

Involves students in participatory activities as a follow-up to and reinforcement of concepts and information presented in CHEM 141. Activities include group work, practice problems, homework, review, discussion, and some follow-up lecture material. Note: Withdrawal from CHEM 121 requires withdrawal from CHEM 141. Prerequisite(s): Concurrent enrollment in CHEM 141. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

**CHEM 122 - General Chemistry II - Recitation**

Involves students in participatory activities as a follow-up to and reinforcement of concepts and information presented in CHEM 142. Activities include group work, practice problems, homework, review, discussion, and some follow-up lecture material. Note: Withdrawal from CHEM 122 requires withdrawal from CHEM 142. Prerequisite(s): Concurrent enrollment in CHEM 142. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

**CHEM 130 - Fund Of Gen, Organic & Biochemistry**

**(IAI: P1 903L)** Presents the basic concepts of chemistry including methods and units of measurement, atomic theory, chemical bonding, chemical reactions, solutions, acids and bases, organic chemistry, and biologically important compounds and processes. Designed for students who are preparing for various allied health programs and others requiring an understanding of general, organic, and biochemistry. Not a replacement for CHEM 131. Prerequisite(s): C or better in either MATH 112, MATH 12B, MATH 124, or placement by exam into MATH 116. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**CHEM 131 - Introduction To Chemistry I**

**(IAI: P1 902L)** Examines chemical and physical properties of elements and compounds as they are related to atomic structure, bonding and periodic chart; solutions, stoichiometry and acid-base theory. Prerequisite(s): C or better in MATH 116 or placement into MATH 131 or above. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**CHEM 132 - Introduction To Chemistry II**

**(IAI: P1 904L) (Spring Semester Only)** Continues CHEM 131 with special attention to organic chemistry and biochemistry. Prerequisite(s): C or better in CHEM 131. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**CHEM 141 - General Chemistry I**

**(IAI: P1 902L, CHM 911)** Covers fundamental principles, as in CHEM 131, but at a higher level and with more quantitative applications as well as more detailed descriptions of atomic and molecular theory. Note: Withdrawal from CHEM 141 requires withdrawal from CHEM 121. Prerequisite(s): C or better in high school chemistry or C or better in CHEM 131; C or better in MATH 131; and concurrent enrollment in CHEM 121. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

**CHEM 142 - General Chemistry II**

**(IAI Major: CHM 912) (Spring Semester Only)** Continues CHEM 141 by introducing topics which include: bonding, solutions, acids and bases, thermodynamics, kinetics, equilibrium, electrochemistry, and coordination chemistry. Note: Withdrawal from CHEM 142 requires withdrawal from CHEM 122. Prerequisite(s): C or better in CHEM 141 and concurrent enrollment in CHEM 122. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

**CHEM 261 - Organic Chemistry I**

**(IAI Major: CHM 913)** Examines fundamental principles of organic chemistry, stressing nomenclature, physical properties, stereochemistry, preparation, reactions, mechanisms, and structure of organic compounds. Prerequisite(s): C or better in CHEM 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHEM 262 - Organic Chemistry Laboratory**

**(IAI Major: CHM 913)** Introduces laboratory techniques and experiments in organic chemistry. Students gain experience in the synthesis, extraction, purification, and identification of a variety of organic compounds. Prerequisite(s): C or better in CHEM 261 or concurrent enrollment. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**CHEM 263 - Organic Chemistry II**

**(IAI Major: CHM 914)** Continues CHEM 261 including the chemistry of heterocycles, polymers, and aromatic compounds; and the interpretation of NMR, IR, and mass spectra. Prerequisite(s): C or better in CHEM 261. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CHEM 264 - Organic Chemistry Laboratory II**

**(IAI Major: CHM 914)** Introduces laboratory techniques and experiments in organic chemistry. Students gain experience in the synthesis, extraction, purification, and identification of a variety of organic compounds. Prerequisite(s): C or better in CHEM 262, and C or better or concurrent enrollment in CHEM 263. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**CIS 135 - Computer Literacy**

**(IAI Major: BUS 902)** Acquaints students with essential computer hardware components and their specifications and guides them in the use of operating systems and file management as they learn word processing, spreadsheet, database management, and presentation software. The Internet will be used as a valuable resource throughout this course, including the use of search engines, email, and cloud storage. (Keyboarding recommended.) Prerequisite(s): None. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

**CIS 144 - Systems Analysis And Design**

Introduces systematic methodologies for problem analysis needed to create an information system. Students study information-gathering techniques such as interviewing, questionnaire design, and sampling. Students learn to examine the economic, technologic, and operational feasibility of proposed information systems projects to evaluate system improvements. Methods studied include the System Development Life Cycle, Project Management techniques, Data Flow Diagrams, Data Dictionaries, and Structured English. Prerequisite(s): C or better in CIS 135 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CIS 177 - Python For Security Administration**

Introduces the fundamentals of the Python programming language and develops business applications written in Python. Procedural programming topics include input, processing, output, variables, decision and repetition structures, functions lists, and functions written in Python. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declaration. Includes an introduction to collections and language integrated queries. Students will develop an understanding of offensive computing concepts and practical implementation of those concepts. Investigation forensic artifacts and/or analyzing network traffic topics will also be covered. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CIS 210 - Java Programming**

**(IAI Major: CS 911)** Introduces computer programming through problem-solving techniques and algorithm development in an object-oriented environment. Subject matter will include storage, operators, and control structures and their integration into object-oriented programming leading to fully designing, coding, testing, and maintaining programs. Prerequisite(s): MATH 116. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

**CIS 235 - C++ Programming**

**(IAI Major: CS 911)** Introduces computer programming through problem-solving techniques and algorithm development in an object-oriented environment. Subject matter will include storage, operators, and control structures and their integration into object-oriented programming leading to fully designing, coding, testing, and maintaining programs. Prerequisite(s): MATH 116. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

**CIS 260 - Event-Driven Programming (VB)**

Familiarizes the student with business application development for the Windows environment using Microsoft's VisualBasic. While developing complex practical applications and user interface design skills, students will learn algorithm development, structured design, data validation, and file processing. Additional topics include control arrays, multiple forms, global variables, exception handling, and database manipulation. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**COLL 130 - College Orientation**

Introduces students to college services, policies, and study skills. Identifies students' responsibilities and presents methods to achieve success. Assists students' transition to college life and provides guidance in making individual decisions. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

**COLL 131 - New Student Experience**

Introduces students to college services, policies, and study skills. Identifies students' responsibilities and presents methods to achieve success. Assists students' transition to college life and provides guidance in making individual decisions through course work and intrusive advising. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

**COOP 131 - Cooperative Education Experience I**

Provides students the opportunity to obtain further knowledge and skills in her/his field through a planned and supervised work experience. Students will apply what has been learned in the classroom to actual work situations, gaining practical work experience. This course is a variable credit course. Prerequisite(s): None. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted.)

**COOP 231 - Cooperative Education Experience II**

Provides students the opportunity to obtain further knowledge and skills in her/his field through a planned and supervised work experience. Students will apply what has been learned in the classroom to actual work situations, gaining practical work experience. This course is a variable credit course. Prerequisite(s): COOP 131. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted.)

**CRMJ 131 - Intro To American Criminal Justice**

**(IAI Major: CRJ 901) (Fall Semester Only)** Offers preliminary framework for pre-service criminal justice students. Views American penal justice from the perspective of the total crime problem. Criminal justice originates with the police who are charged with the responsibility of direct enforcement. Involves the courts; and leads to corrections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 133 - Crime Prevent And Patrol Techniques**

**(Fall Semester Only)** Studies responsibilities and powers of uniformed patrol officers, patrol procedures, mechanics of arrest, operations during civil disorders and disasters, and effective methods and techniques for control and prevention of adult and juvenile crimes. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 141 - Criminology**

**(IAI Major: CRJ 912) (Spring Semester Only)** Covers the multi-disciplinary study and analysis of the nature, causes, and control of crime; the measurement of crime; and the interactive roles of the system, victim, and offender. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 148 - Criminal Law**

**(Fall Semester Only)** Reviews theory, history and purposes of criminal law; local, state and federal laws, their development, application and enforcement; rules and types of evidence. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 151 - Intro To Corrections**

**(IAI Major: CRJ 911) (Fall Semester Only)** This course is an overview of the correctional system: courts, detention, sentencing, adult institutions, probation, parole, and staffing and personnel issues. This course will be an active and interactive learning experience. Students will use the lecture and reading material to build a framework for understanding current sentencing and correctional practices. Prerequisite(s): SOCI 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 160 - Computer Forensics**

Explains how computers and networks function, how they can be involved in crimes, and how they can be used as the source of evidence. Also, through the application of hands-on computer technology, the aim is to educate students and professionals in law enforcing, forensic science, and in computer security about digital evidence and computer crime. Prerequisite(s): CIS 135. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CRMJ 249 - Criminal Court Procedures**

**(Spring Semester Only)** Continues CRMJ 148, identifies and classifies criminal offenses and court decisions. Prerequisite(s): CRMJ 148. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 252 - Constitutional Law-Criminal Justice**

**(Spring Semester Only)** Studies constitutional limitations on criminal investigation and surveillance; limitations on criminal procedures; personal freedoms, civil rights, and litigation. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 254 - The Juvenile Offender**

**(IAI Major: CRJ 914) (Spring Semester Only)** An overview and analysis of the juvenile justice system in the United States. Covers the history and the philosophies of society's reaction to juvenile behavior. Examines the interactions among the police, courts, and correctional systems within the context of causation and control. Prerequisite(s): SOCI 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 256 - Crime And Popular Culture**

Examines images of crime and justice in popular culture and considers the sources of these popular culture accounts. Studies the influence that popular culture has on our understanding of crime and criminal justice policy. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 260 - Criminal Justice and Mental Health**

Examines the impact of individuals diagnosed with mental illness in the criminal justice system, including history, theory, and application. Analyzes both civil and criminal court proceedings and the effects of judicial decisions on the individual and the court system. Explores issues surrounding mental health law and its impact on society, the individual, and law enforcement. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 265 - Criminal Investigation**

**(Fall Semester Only)** Investigates basic criminal investigation methods, theory and application. Studies the criminal act and its investigation; process of fact gathering; problems of proof; recognition, collection, preservation and development of criminal evidence. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 267 - Forensics: Trace Evidence Analysis**

Introduces students to the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. Prerequisite(s): CRMJ 265. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**CRMJ 270 - Research Methods**

Teaches the techniques of quantitative and qualitative research design. Concepts and techniques will be examined in detail. Students will learn what goes into designing research and how to evaluate the strengths and weaknesses of published research designs. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**CRMJ 271 - Criminal Justice Internship**

Provides criminal justice-related work-based learning experiences. Exposes students to qualifications and requirements of agencies and gives them experience to meet those requirements upon graduation. Prerequisite(s): Completion of six Criminal Justice courses with a grade C or better, and permission of program coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

**CRMJ 275 - Problems In Criminal Justice**

For pre-service and in-service students in Criminal Justice. In-depth study of a specific problem in Criminal Justice under the close supervision of a faculty member. This course is a variable credit course. Prerequisite(s): Permission of instructor. (PCS 1.2, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

**DENT 131 - Dental Biology**

**(Fall Semester Only)** Covers microbiology as it relates to infection control in the dental office; basic information on human anatomy & physiology; presents pharmacology as it relates to the dental practice. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**DENT 132 - Pathology I**

**(Spring Semester Only)** Presents pathology and medical emergencies as they relate to the dental practice. Prerequisite(s): C or better in DENT 131. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 134 - Preclinical Orientation**

**(Fall Semester Only)** Emphasizes taking and recording medical histories, including classifying and charting of dental anomalies. Provides information on the history, ethics, and legal concerns of dentistry. Includes the educational requirements and professional affiliations for the dental health team. Discusses dental psychology, patient communication skills, and the treatment of the special patient. Prerequisite(s): Admission to Dental Assisting Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 136 - Orofacial Anatomy**

**(Fall Semester Only)** Includes concepts of dental nomenclature, tooth development, anatomy and function of oral structures, tooth coding, and occlusion. Emphasizes taking and recording vital signs, managing medical and dental emergencies, assisting with and recording of a soft tissue extraoral/intraoral exam, and principles of patient oral hygiene instruction. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2.5 hours lecture, 1.5 hours lab)

**DENT 137 - Oral Histology And Embryology**

**(Spring Semester Only)** Studies oral embryologic development and microscopic orofacial organs and structures. Prerequisite(s): C or better in DENT 131. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 143 - Dental Office Management**

**(Spring Semester Only)** Emphasizes management of office policy and procedures, telephone techniques, appointment control, documentation of patient services, insurance forms, records management, and ordering and inventory of supplies. The laboratory phase includes computer exercises that provide hands-on experience with dental practice management software. The course also emphasizes career readiness and employment strategies that include the construction of a resume, cover letter, and professional portfolio as aids to gaining employment. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1.5 hours lab)

**DENT 144 - Dental Materials**

**(Fall Semester Only)** Introduces the student to the physical properties, manipulations, and applications of dental materials used in taking impressions, constructing study casts, and formulating restorative materials and replacing or protecting structures within the oral cavity. Prerequisite(s): Admission to Dental Assisting Program. (PCS 1.2, 3.5 credit hours - 2.5 hours lecture, 3 hours lab)

**DENT 148 - Dental Specialties**

**(Spring Semester Only)** Studies theoretical and practical implementation of the following dental specialties: oral maxillofacial surgery, orthodontics, endodontics, prosthodontics, periodontics, and pediatric dentistry Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours lab)

**DENT 150 - Dental Radiology**

**(Fall Semester Only)** Includes the theoretical principles and biological effects of radiation. Stresses correct methods of exposing, processing, and mounting intraoral and extraoral radiographs for diagnostic purposes. Includes principles of digital and extraoral radiography, and radiographic interpretation. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**DENT 152 - Preventive Dentistry**

**(Spring Semester Only)** Elaborates on the causes and treatments of dental caries and periodontal disease with emphasis on diet, nutrition, and proper home care; stresses the role of preventive dentistry through fluoridation, caries etiology tests and plaque control techniques; includes information on dental public health and school-based dental health programs. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours lab)

**DENT 153 - Operative Procedures**

**(Fall Semester Only)** Emphasizes dental office infection control and Occupational Safety and Health Administration (OSHA) guidelines. Also includes the importance of proper chair-side dental assisting techniques and procedures in operative and specialty areas and maintenance of dental instruments and equipment. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**DENT 154 - Clinical Practice**

**(Spring Semester Only)** Assigns students to various cooperative training experiences including general dentistry, dental specialties, and the Southern Illinois University-School of Dental Medicine. Weekly seminars provide the student with the opportunities to discuss extramural activities and allow for preparation of National Boards. Prerequisite(s): C or better in the following: DENT 131, DENT 134, DENT 136, DENT 144, DENT 150, and DENT 153. (PCS 1.2, 5 credit hours - 1 hour lecture, 20 hours lab - 320 hours must be worked)

**DENT 231 - Pharmacology**

**(Spring Semester Only)** Provides knowledge of therapeutic agents used in dentistry and the mechanisms of drug action in the body, enabling students to comprehend the manifestations of drug administration in dental hygiene. Prerequisite(s): Admission to Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 232 - Pathology II**

**(Fall Semester Only)** Includes information on pathology, inflammation, immunity, and repair, with special emphasis on the gingiva and periodontium; prepares the dental hygiene student to detect and record abnormal findings. Prerequisite(s): Admission to Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 233 - Nutrition And Oral Health**

Provides the fundamentals of general nutrition with emphasis on the interrelationship between nutrition and oral health. Examines current, relevant topics specific to different life stages and states of health. Prerequisite(s): Admission to Dental Hygiene Program and a grade of C or better in BIOL 141, BIOL 142, CHEM 130, DENT 231, and DENT 232. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 234 - Preclinical Dental Hygiene I**

**(Fall Semester Only)** Introduces the student to instrumentation principles and skills essential to dental hygienists in patient assessment and treatment. Prerequisite(s): Admission to Dental Hygiene Program. (PCS 1.2, 5 credit hours - 2 hours lecture, 9 hours clinical)

**DENT 248 - Periodontology**

**(Spring Semester Only)** Studies historical development; includes histologic and clinical characteristics of periodontal diseases; normal, pathological, and etiological considerations are discussed; current research in different types of therapy are applied to clinical practice. Prerequisite(s): Admission to Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 250 - Dental Hygiene Clinic Seminar I**

**(Spring Semester Only)** Provides instruction in advanced dental hygiene skills, including periodontal examinations, radiograph interpretation, ultrasonic scaling, air abrasive polishing, and sulcular irrigation techniques; emphasis is on analysis and decision making in periodontal assessment and treatment planning. Prerequisite(s): DENT 234 with a C or better. (PCS 1.2, 3.5 credit hours - 2 hours lecture, 4.5 hours lab)

**DENT 251 - Dental Hygiene Clinic Seminar II**

**(Summer Only)** Introduces the dental hygiene student to the oral needs of the following patients: mentally challenged, physically challenged, the patient with psychiatric disorders, the geriatric patient, the pregnant patient, the patient with cardiovascular disease, and the cleft lip/palate patient. Special emphasis is placed on the recall/maintenance phase of dental hygiene care. In addition, the topics of margination/overhang removal and hypersensitivity will be discussed. Prerequisite(s): C or better in DENT 250. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 252 - Community Oral Health**

**(Spring Semester Only)** Studies concepts of health education and promotion, community dental health and public health dentistry; and assessment, planning, implementation, and evaluation of community oral health programs. Prerequisite(s): Admission to Dental Hygiene Program. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1.5 hours lab)

**DENT 253 - Dental Hygiene Clinic Seminar III**

Introduces the dental hygiene student to the oral needs of patients with: sensory disabilities, endocrine disorders, respiratory diseases, transmissible diseases, cancer, organ transplants, musculoskeletal disorders, dental implants, central nervous system disorders, blood disorders, autoimmune disorders. Special emphasis is placed on the treatment needs and the recall/maintenance phase of dental hygiene care. In addition, the topics of nutritional counseling, bleaching techniques, alternative fulcrums, written and clinical board examination preparation and how to prepare a dental hygiene portfolio for opportunities in dental hygiene will be discussed. Prerequisite(s): C or better in DENT 251. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**DENT 254 - Dental Hygiene Practice II**

**(Spring Semester Only)** Provides instruction in advanced dental hygiene skills including oral examinations, radiograph interpretation, ultrasonic scaling, air abrasive polishing, and sulcular irrigation techniques. Emphasizes analysis and decision making in periodontal assessment and treatment planning. Prerequisite(s): C or better in DENT 234. (PCS 1.2, 4 credit hours - 0 hours lecture, 10 hours lab)

**DENT 255 - Dental Hygiene Practice III**

**(Summer Only)** Builds knowledge and competence in dental hygiene practice. Provides the student with patient care experiences that correlate with, and allow application of, dental hygiene procedures and lecture/lab concepts. Prerequisite(s): C or better in DENT 254 or permission of instructor. (PCS 1.2, 6 credit hours - 0 hours lecture, 15 hours lab/clinic)

**DENT 256 - Dental Hygiene Practice IV**

**(Fall Semester Only)** Provides information for students to gain competency in dental hygiene care and prepares students for the transition to practice. Prerequisite(s): C or better in DENT 255 or permission of instructor. (PCS 1.2, 6 credit hours - 0 hours lecture, 15 hours lab)

**DENT 257 - Local Anesthesia In Dentistry**

Provides instruction on pain management of the dental patient through the use of local anesthesia. Includes head and neck anatomy, physiology, pharmacology, medical emergencies, and the clinical technique. Prerequisite(s): C or better in DENT 254 and permission of instructor. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours clinical)

**DENT 295 - National Board Exam Review**

Reviews topics in dental hygiene to prepare candidates for the National Board Dental Hygiene Examination, required to obtain dental hygiene licensure in all states. This course includes an organized plan for review of all topics on the exam, including scheduled sample exams on these topics. Pass/Fail grades may be given. Prerequisite(s): Enrolled in last semester of dental hygiene courses or graduated from a dental hygiene program. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**DENT 299 - Clinical Skills Update**

Provides clinical remediation to currently enrolled or graduate dental hygienists for review of and enhancement of dental hygiene clinical skills. A self study, one-on-one plan is developed which will enrich knowledge and skills above that offered in the dental hygiene core curriculum. Emphasis is placed on identification of clinical skill level, development of remediation schedule and knowledge and skill through repetition. This course is repeatable three times; it shall be one to five credit hours each time the student successfully completes the course. The total number of credits that will apply to general education vocational skills certificate shall be four to twenty credits. Prerequisite(s): Current dental hygiene student or graduation from an accredited dental hygiene program. (PCS 1.6, 1-5 credit hours - 0 hours lecture, 2-10 hours clinical)

**DRFT 131 - Fundamentals Of General Drafting**

Introduces drawing equipment, theory, materials, and instruments employing basic sketching techniques and lettering, includes geometric constructions, basic dimensioning, section views, auxiliary views and isometric drawings. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**DRFT 140 - Computer Aided Drafting**

**(IAI Major: EGR 941)** Introduces the theory of drafting utilizing freehand sketching and computers and CAD software. The basic areas of geometric construction, orthographic projection, section views, and basic dimensioning will be studied along with the basic operations of computer aided drafting software. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**DRFT 142 - Engineering Graphics I**

Covers the drafting procedures required to find graphical solutions for engineering problems. Involves the use of descriptive geometry's primary and secondary auxiliary views, creating intersections utilizing orthographic projection, and pattern development procedures. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 144 - Engineering Graphics II**

Covers the complete graphical documentation process required for product design and manufacturing. Includes the advanced dimensioning, thread representations and labeling, and drawing requirements of the current ASME Y14.5 Drafting Standards. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 145 - Fundamentals Of Microstation CAD**

Introduces the use of MicroStation CAD software, following all basic operating parameters to produce basic drawings. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**DRFT 146 - AutoCAD**

Studies fundamentals in the operations of AutoCAD software. Starts with the basic commands and operations and advances through complete drawing production using plotting or printing equipment. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**DRFT 147 - Structural, Civil & Pipe Drafting**

Introduces the student to fundamental operations and requirements to produce drawings in the structural, civil, and piping areas. The three areas will be studied individually with a final overview of how they all work together to produce the required documents for large construction projects. This course provides the fundamental background required to help students make career choices in which field they would prefer to study in more detail. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 151 - Guitar Design and Construction**

Introduces guitar design using Science, Technology, Engineering, Art, and Math (STEAM) principles. Topics include research, conceptualization, computer-aided drafting (CAD), manufacturing, assembly, and finishing of a prototype guitar. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**DRFT 231 - Piping And Structural Drafting**

Studies actual industrial drafting problems emphasizing specifications and standards of structural, piping, and piping layouts. The factors in pipe design involving fluid flow, pressure and temperatures are utilized. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 238 - Civil Engineering Drafting**

Presents the fundamentals of Civil Drafting as it relates to land development, property design, topographical and profile layouts, and road concepts. Basic CAD software and specialized Civil programs will be used for all drawing production. Prerequisite(s): DRFT 140 or DRFT 145. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**DRFT 239 - Land Surveying**

Introduces the theory and practice of measurements employing survey equipment. Traversing by transit. Stadia methods, topography, horizontal, vertical, spiraled curves, determination of meridian, land surveying methods. Prerequisite(s): MATH 116 or MATH 16B or MATH 125. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**DRFT 248 - Advanced Computer Aided Drafting**

Continues advanced study of DRFT 140. Course content will begin with system management and customizing and continue through parts compiling to 3D construction from 2D drawings. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**DRFT 249 - Topics In CAD I**

Consists of the advanced study and the extensive laboratory use of the CAD system in the different drafting fields. Specialized projects will be drawn using the CAD system. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. The total number of credits that will apply to a degree shall be eight credits. Prerequisite(s): DRFT 140 or DRFT 145. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

**DRFT 250 - Topics In CAD II**

Offers a second class in the CAD utilization of the different fields of drafting. Special projects will be assigned in the field of the student's choice to be constructed on the CAD system. Pictorial construction of the assessments will also be studied. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. The total number of credits that will apply to a degree shall be eight credits. Prerequisite(s): DRFT 140 or DRFT 145. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

**DRFT 251 - Product Design And Development**

Involves the design of a product from conception to the final productions of a prototype model. Students will utilize all of the documentation procedures learned in the preceding drafting courses and learn the basic industrial operations and management concepts involved in design and manufacture of commercial products. Prerequisite(s): DRFT 253 and minimum of two drafting elective courses. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 253 - Introduction to 3D Parametric Design**

Presents the operation and theory behind true "Solids Modeling" using the most recent modeling software. Software operation and theory will be studied while producing mechanical parts in the solid format. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**DRFT 254 - Advanced Inventor**

Presents students with techniques in solid modeling. Students develop skills in creating advanced models using parametric design software. The models are then physically created for verification and analysis using the Stratsys rapid prototyping machine. Prerequisite(s): DRFT 253. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 256 - Advanced Solidworks**

Introduces creation of solid models using Solidworks. Students develop skills in creating parts, assemblies, drawings, and animations using Solidworks software. Prerequisite(s): DRFT 253. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**DRFT 261 - Machine Component Applications**

Covers design of mechanical assemblies utilizing standard machine components such as gears, cams, levers, and linkages. Standard procedures and practices will be utilized during the design process. The methods for manufacturing such as fixtures, clamping methods, sheet metal bending, forming, and blanking will also be included. Prerequisite(s): DRFT 142 and DRFT 144. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**DRFT 270 - Drafting Instruction Internship**

Provides an internship where the student is placed in a district high school drafting classroom to assist the lead teacher in the daily classroom activities of teaching a drafting/CAD curriculum. This course is a variable credit course. Prerequisite(s): DRFT 142 and DRFT 144 and either DRFT 140 or DRFT 145 and approval of the Drafting/CAD coordinator. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked.)

**DRFT 271 - Drafting/CAD Internship**

Provides a work-based learning experience in the field of drafting. Students gain an understanding of the requirements and expectations in their career field. Prerequisite(s): DRFT 248. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked.)

**DST 130 - Experiential Learning Assessment**

Assists learners in identifying, articulating, and documenting learning acquired outside the traditional classroom and relating that learning to a career goal. Includes the development of a portfolio containing an autobiographical and chronological narrative essay describing specific areas of learning and verifying documentation. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. The total number of credits that will apply to degree electives shall be eight credits. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

**DST 299 - Directed Study**

Focuses study on a specific subject area under faculty direction. Prospectus is required and credit given only on completion of a satisfactory project, report, or examination. This course is a variable credit course. Prerequisite(s): Satisfactory completion of 30 hours of baccalaureate-oriented course work, at least three credit hours of "B" or higher in the specified discipline, and permission of instructor. (PCS 1.1, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

**DTEC 241 - Intro to Diesel Engine Repair**

Examines the theory, design, and operating principles of diesel engines. Shop experience includes the troubleshooting, removal, disassembly, service, reconditioning, assembly, and installation of diesel engine components with the use of service information, specialty tools, and equipment. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**DTEC 243 - MHDT Brakes, Steering, & Suspension**

Introduces the various brake, steering, and suspension designs utilized on medium/heavy duty trucks. Covers the theory, terminology, and operation of the various brake, steering, and suspension designs. Prerequisite(s): C or better in AUTO 143. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**DTEC 246 - MHDT Electricity & Electronics**

Covers general service procedures, battery system operation, starting system operation, charging system operation, lighting systems, and instrument cluster and driver information system operation and diagnosis in Medium/Heavy Duty Trucks. Prerequisite(s): AUTO 145. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

**EASL 101 - English As A Second Language I**

Provides basic instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

**EASL 102 - English As A Second Language II**

Provides intermediate instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

**EASL 103 - English As A Second Language III**

Provides advanced instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

**ECOL 101 - Plant Growth & Development**

Introduces the biological principles underlying plant growth and development with emphasis on their application to sustainable practices and greening. Topics include plant structure, anatomy, and growth as affected by light, temperature, water, soil characteristics, and plant nutrition. Laboratory exercises emphasize environmental factors and permit detailed observation of plant growth. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**ECOL 102 - Plant Reproduction**

Explores natural and artificial propagation techniques, reproductive patterns, plant selection methodologies, and harvesting using knowledge of plant structure to improve students' understanding. Advanced plant identification, plant care, annual and perennial plant comparisons, growing site design, layout and budgets are covered. Focus is on effective utilization and preservation of environmental resources, and the prevention of damage to growing sites and offsite land, water, and air resources. Hands-on experience is emphasized. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**ECOL 131 - Introductory Soils**

**(IAI Major: AG904)** An introduction to the chemical, physical, and biological properties of soils. Covers fundamentals of soil origin and formation as well as biological, chemical, and physical properties. Discusses essentials regarding key properties of soil such as texture, structure, moisture, and reactions. Provides experience in methods of soil testing. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**ECOL 132 - Intro to Restoration Ecology**

Provides students with a basic understanding of the principles and practices of restoration ecology. Reviews ecosystem concepts and their significance to ecological restoration, and discusses the importance of planning in the restoration process. Explores various techniques commonly used for restoring different types of ecosystems, and visits to local restoration projects will be included. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ECOL 134 - Native Plants in the Landscape**

Provides knowledge about the sustainable use of native plantings in both large- and small-scale landscape construction. Covers a broad array of topics including local ecology, plant adaptations, identification, classification, restoration ecology, and landscape design. The course will be of interest to students pursuing a degree in natural sciences, horticulture, or ecology as well as naturalists and landscape professionals. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ECOL 150 - GIS/GPS Mapping For Industry**

Introduces Geographic Information Systems (GIS) and associated measurement equipment. Course is designed to make the complexity of this rapidly growing high tech field accessible to beginning students. This course provides a basic, non-technical and student-friendly introduction to GIS. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**ECOL 238 - Field Practicum**

**(Spring Only)** Applies advanced methods and skills for ecological and environmental field technicians. Students will get advanced, hands-on instruction and experience in a variety of required and useful skills for a field technician. This course involves outdoor activity, lifting, strenuous activity, and instruction in field and industrial settings. Prerequisite(s): C or better in BIOL 138 and C or better or concurrent enrollment in ECOL 271. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1 hour lab)

**ECOL 271 - Internship**

Provides students the opportunity to obtain further knowledge and skills related to the field of restoration ecology through a planned and supervised paid or unpaid experience. Students will gain practical work experience and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours of Restoration Ecology program courses and a GPA of 2.00 or better and permission of program coordinator. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted)

**ECON 131 - Introduction To Economics**

**(IAI: S3 900) (Fall Semester Only)** Studies evolution of economic systems, history of economic thought and current economic theory. For students seeking an overview of economics. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ECON 151 - Principles Of Macroeconomics**

**(IAI: S3 901)** Explores the evolution of economic systems, modern economic theory including fiscal and monetary theory and institutions, international trade, current economic problems, and comparative economic systems. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ECON 152 - Principles Of Microeconomics**

**(IAI: S3 902)** Explores components of U.S. economy; supply and demand analysis; theories of consumer, firm, and government behavior; market structures; and current economic problems. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDTR 140 - Your Emotions and Communicating**

Prepares individuals currently employed or seeking employment with the essential communication skills necessary in achieving career, and personal excellence. Studies the issues employees face when communicating within or outside of their organization. Focuses on the five areas of emotional intelligence: self-awareness, self-control, self-motivation, empathy, and effective relationships. Examines a wide range of communication situations through analysis of the four communication styles based on Carl Jung's archetypes (Senser, Thinker, Feeler, Intuitor) to improve productivity and personal success in the workplace. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 200 - Orientation For L&C Staff**

Focuses on understanding the College policies, procedures, and practices staff members must follow. Includes, but is not limited to, step-by-step instructions on using services such as BlazerNet/WebTime, and information on College communication systems, employee conduct, and student learning. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 201 - Orientation For Adjunct Instructors**

Focuses on understanding the general College practices part-time instructors must follow. Includes, but is not limited to, step-by-step instructions on using such services as Blackboard and BlazerNet, and information on College communication systems, academic protocols, and student learning. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 205 - Using Social Media**

Studies the application of social media and interactive online tools to engage students and allow them to take ownership of their educations and become active knowledge makers. Explores tips and tricks allowing teachers to enhance their curriculum via social media and other free, online resources. The resources are designed to aid both teachers and students. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 221 - 3P Grading System**

Examines the 3P Grading System and develops a grading system to be used in one's class. Introduces ideas of self-assessment and the elements of the 3P Grading System. A central focus will be on ways to modify the system to make it discipline and course-specific. To allow focus on a different element of the 3P grading system each semester, the course may be repeated up to three times for a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 222 - Examining Teaching Practices**

Examines the elements that make up a positive learning environment for students, and introduces the participant to a variety of best practices in the following areas: how students learn, teaching strategies, organization and structure of class, class preparation techniques, faculty treatment of students and evaluation of students. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

**EDTR 223 - The Learner's Brain**

Examines the current research on brain based learning combining neuroscience, education, and psychology. Active learning techniques will be emphasized. Students will be introduced to a variety of brain based research in several different areas including mindset, meditation and mindfulness, resilience, information processing, and the concept of transfer. Students will also be introduced to some of the basic tenants of brain based learning including basic brain anatomy, brain plasticity, mindset, social and emotional learning, the role of trust and safety, authentic learning opportunities, the role of effort in learning, the biology of learning, the role of stress and sleep on learning and memory, and how to integrate these concepts into our daily classroom routines and activities. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course up to a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 224 - Integrating Reading**

Trains instructors in the practice of guiding students in reading for transfer level courses. Initial focus will be on developing instructors' background information about reading and learning. The course will help instructors set reading goals while identifying strengths and weaknesses in reading. Instructors will identify, develop, and integrate positive reading techniques into their courses. This model is designed to ensure that faculty have hands-on practice as well as reading guides that they can use in their classroom as they progress through the course. The course emphasizes the concept of "action-looping" which involves the application of lessons learned in this course to instructors' transfer level courses with the overall goal of improvements in transfer level courses in terms of reading assignments and overall comprehension. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 226 - Why Happiness Matters**

Explores what positive psychology can offer to the study of how we learn. We will examine the influence of mindset and "happiness habits" on ourselves and on our students' success. Designed to ensure continuous course-level learning improvement. This course emphasizes the concept of "action-looping" which involves the application of research, lessons, and experiences to foster questions about classroom learning. These questions will determine the specific area of research each student will pursue and then use to make improvements in the course. This course is repeatable one time. The amount of credit awarded shall be two credit hours each time the student successfully completes the course up to a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

**EDTR 227 - Best Practices in Remote Teaching**

Focuses on identifying and applying best practices in remote learning and examines the best pedagogy for this particular platform. Explores issues of design, ways to increase student connection and belonging, and how to increase motivation for a remote learning environment. Designed to ensure continuous course-level learning improvement by emphasizing the concept of "action-looping" which involves the application of research, lessons, and experiences to foster questions about classroom learning. These questions will determine the specific area of research each student will pursue and then use to make improvements in the course. This course is repeatable two times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a maximum of three credit hours. Pass/fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hours - 1 hour lecture, 0 hours lab)

**EDTR 240 - School Management**

Studies the issues principals face in managing elementary and secondary schools. Topics and format will vary. This course is repeatable three times to allow students to focus on specific management issues affecting schools. The amount of credit awarded shall be one credit hour each time the student successfully completes the course up to a maximum of four credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 250 - School Districts: Legal Environment**

Studies the ongoing legal changes that are faced by school districts. Topics and format will vary. This course is repeatable three times to allow students to focus on specific legal issues affecting school districts. The amount of credit awarded shall be one credit hour each time the student successfully completes the course up to a maximum of four credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 251 - Classroom Assessment Techniques**

Empowers classroom teachers to effectively use Classroom Assessment Techniques (CATs) in order to develop a better understanding of the learning process in their own classrooms. This course is an introduction to Classroom Assessment Techniques (CATs) and the Teaching Goals Inventory (a Cross/Angelo Model). Classroom Assessment Techniques are implemented and results presented as part of a research project report. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a total of four hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 259 - Course-Level Assessment**

Trains instructors in the principles and practices of course assessment using a course assessment model that is designed to ensure continuous course-level learning improvement. This process meets the learning assessment guidelines of the Higher Learning Commission, as well as the College's own commitment to ongoing assessment within the context of continuous improvement. The course emphasizes the concept of action-looping which involves the applying of lessons learned through assessment to make improvements in the course. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

**EDTR 260 - Teaching For Critical Thinking**

Examines the idea of critical thinking from a number of points of view. Introduces the participant to the common models of critical thinking. With this orientation established, the course further develops one model, that of Richard Paul, in greater detail. The central concepts of the course are critical thinking, critical thinker, reasoning, metacognitive processes, active vs. passive learning, elements of thought, and intellectual standards. These are discussed in the context of discipline-specific courses. Pass/Fail grades will be given. The course may be repeated three times for a maximum of four credit hours. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 261 - Assessing Oral Presentations**

Assists instructors in assessing oral presentations as a course activity. The course examines use of oral presentations as learning tools and the elements of effective presentation. Participants will use a standardized rubric/evaluation instrument to assess oral presentations resulting in common understanding. Participants will be asked to share data with the lead instructor for General Education Speaking Assessment. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 262 - Assessing Writing**

Assists instructors in assessing writing assignments as course activities. The course examines the use of writing as a learning tool and the elements of effective writing. In the course, participants will use a standardized rubric to assess writing assignments, resulting in common understanding. Participants will be asked to share data from their own classroom writing assessment with the lead instructor for the General Education writing assessment. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 266 - Implementing Blackboard Learn**

Focuses on the understanding and implementation of Blackboard 9 Learning System to reorganize already existing courses in the Bb 9 environment. Hands-on experience with using the different tools, such as content, discussions, quizzes, messages, grade center, will be offered. This course is repeatable three times to provide students an additional instructional opportunity due to the technological complexities of this new instructional delivery system. The amount of credit awarded shall be one credit hour each time the students successfully completes the course. The total number of credits that will apply to the program electives shall be four credits. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 267 - Our Mississippi Educational Guide**

Discusses the Mississippi River as a vital natural resource and provides innovative and creative ways to teach fifth and sixth grade students about the river and its surrounding areas. Each workshop provides formal and nonformal educators with a comprehensive overview of Our Mississippi as well as practical, training in its implementation. Group discussion and hands-on practice will provide educators with the background information and experience they will need to integrate interdisciplinary Our Mississippi educational activities into their existing programs. Participants will receive the Our Mississippi Educational Activities guide and all materials needed during the workshop will be provided. Emphasis will also be placed on active, experiential, inquiry-based learning and real-world problem solving. The amount of credit awarded shall be one half credit hour. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 268 - Learner Centered Instruction**

Defines and presents active learning instructional strategies and discusses why active learning strategies are instructionally important to maximize student learning. Converging evidence from multiple research and practice sources indicates that listening to a classroom lecture is not an especially effective way to promote deep and lasting student learning. Commonly mentioned obstacles to using active learning instructional strategies will be discussed along with strategies to overcome these obstacles. Acknowledging that trying any new instructional approach entails some risk, faculty will learn how to use some low risk active learning instructional approaches as well as some high risk active learning instructional approaches. After the initial workshop, faculty will be challenged to engage in brief, low-risk and high-impact activities that students can complete before the follow-up workshop. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course up to a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 269 - Professional Learning Communities**

Introduces the fundamental concepts of a Professional Learning Community as an approach to continuously improve instruction and student performance. Evidence from schools as well as the research community points to these structures and practices as making an immediate improvement in student achievement. The structure starts with a group of teachers who meet regularly as a team to identify essential and valued student learning, develop common formative assessments, analyze current levels of student achievement, set achievement goals, and then share and create lessons and strategies to improve upon those levels. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)



**EDTR 270 - Water Education for Teachers**

Increases educator knowledge about aquatic issues and education techniques through the instruction and use of an interdisciplinary educational resource guide. Each workshop provides formal and nonformal educators with access to and instruction of the Project WET (Water Education for Teachers) Curriculum. Group discussion, peer-teaching activities, and hands-on practice will provide educators with the tools to incorporate water education into their programs. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 271 - Stream Monitoring and Water Quality**

Provides students with the materials and knowledge to do a habitat and biological survey on a wadeable stream to assess water quality trends. Emphasis is placed on stream ecology and macroinvertebrate identification, as well as hands-on stream sampling, so participants will be competent to independently perform a RiverWatch/Stream Discovery survey. Participants will receive macroinvertebrate identification cards, a stream monitoring manual, and access to stream monitoring kits to be used in a stream survey. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 272 - Collaborate Essentials**

Focuses on understanding the functionality of Blackboard's Collaborate Ultra. Includes hands-on experience using different tools, such as the Session Menu, Interactive Bar, and the Collaborate Panel. Students will learn to create sessions, manage chats, share files, set up small groups, and enact polls. Includes a live Collaborate session that provides real-time student/instructor interaction with the software. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 279 - Program-Level Assessment**

Introduction to the principles and practices of program assessment using a process model that is designed to ensure continuous program improvement. This process meets the requirements of the ICCB's mandatory five-year Program Review as well as the College's own commitment to ongoing assessment within the context of continuous improvement. The course emphasizes the concept of "action-looping" which involves applying the lessons learned through assessment to make improvements in the program. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a total of four hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 280 - HEV Technology Training**

Covers Hybrid Electric Vehicle (HEV) safety, battery systems, internal combustion engines, drive systems, power electronics, and hybrid supporting systems. Course prepares students and/or practicing technicians for ASE L3 certification examination. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 286 - Infusing Humanities In Curriculum**

Provides ideas of how to potentially include/incorporate Diversity Council and Humanities programming in a course's semester curriculum. Programs will vary each term. Group discussion and provided resources will enable faculty participants to create actual lesson plans and student assignments. This course is designed to be repeatable to allow faculty to study additional instructional opportunities within the Humanities. Topics will vary each semester. The course may be repeated three times for a maximum of two credit hours. The amount of credit awarded shall be one half credit hour. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**EDTR 287 - Improv For Educators**

Teaches Spolin-style improvisational theater fundamentals, activities, and techniques for use by higher education instructors. Students will use improv and theater games to develop effective communication skills, efficacy, mindfulness, classroom management skills, and reflexive teaching skills. Students will also learn improvisational theater activities for use in their own classrooms to help college students improve creativity, personal accountability, concentration, organizational skills, verbal and nonverbal communication skills, comprehension and listening skills. Improv techniques will emphasize student engagement and differentiated instruction and appeal to multiple intelligences and learning styles. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDTR 290 - Tutor Training**

Introduces tutors to the role and methods of effective tutoring. They will learn to establish goals and objectives, implement a tutorial plan, apply effective learning skills, develop effective communication and listening skills, and foster critical thinking. In addition, they will develop an understanding of the educational resources available to them. This course focuses on tutoring principles found universal to effective tutoring across different disciplines and settings. Because these principles are flexible, each tutor will be applying them in practice to his or her own discipline, exploring and adapting strategies as they suit specific tutoring situations. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**EDUC 230 - Education Observation Lab**

Provides students the opportunity to complete 25 pre-professional field-experience hours required by the Greenville College Teacher Education dual admission program. Students will be assigned to observe a classroom teacher to complete the field-experience hours in selected schools and classrooms. Students will be required to document their classroom experiences. Prerequisite(s): EDUC 231 or concurrent enrollment. (PCS 1.1, 1 credit hour - 0.5 hours lecture, 1 hour lab - 25 hours observation)

**EDUC 231 - American Education**

Note: students must have a favorable background check during the first two weeks of class as it is required for placement in all Illinois schools. Introduces education through consideration of the history and philosophy of American education and expectations and beliefs society and individuals hold for it today. Introduces trends and issues in curriculum, instruction, school organizations, teacher-learner processes, and careers in education. Fifteen hours of field experience required. Prerequisite(s): ENGL 132 or concurrent enrollment; concurrent enrollment in EDUC 230 recommended. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDUC 232 - Introduction To Special Education**

Surveys the historical, philosophical, and legal foundations of special education. Topics include characteristics of learners with special needs and the programs that serve them under various laws, especially the Individuals with Disabilities Education Act. Emphasizes identification of students with exceptionalities and appropriate accommodations and modifications useful for educational planning in both regular and special education settings. Thirty hours of field experience required. Prerequisite(s): C or better in EDUC 231; concurrent enrollment in EDUC 233 recommended. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDUC 233 - Cultural Awareness In The Classroom**

Explores cultural issues that impact the classroom environment, race and social class issues, poverty, and how to teach students the "Hidden Rules". Students will search for effective strategies to better meet the needs of underserved populations. Students will reflect on case studies and discuss ways of teaching the skills needed to access power within our society while preserving cultural backgrounds. Research-based information will be presented on being a role model, providing support and discipline, building professional relationships, and discussing why culture really counts when teaching children of poverty. Students spend 40 hours assisting in a classroom that serves a high minority and/or low socioeconomic population. Additional topics including brain-based research and teaching and learning styles to foster student learning will be covered. Prerequisite(s): Cumulative GPA of 2.5 required and C or better in EDUC 231; concurrent enrollment in EDUC 232 recommended. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDUC 235 - Differentiated Instruction**

Introductory course on foundations of instructional planning for differentiated instruction. Includes research on instructional methods appropriate for a diverse and inclusive classroom. Prerequisite(s): C or better in EDUC 231; concurrent enrollment in EDUC 233 recommended. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDUC 236 - Language Development & Acquisition**

Focuses on the developmental milestones and theory of communication development from birth through school age for typically developing children and children with disabilities. Emphasizes the identification and characteristics of developmental and acquired communication disorders. The course will also develop an understanding of the effects of cultural and linguistic diversity on language development. Prerequisite(s): ENGL 131 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**EDUC 241 - Educational Psychology**

Examines psychological concepts and principles as applied to classroom learning environments. Emphasizes cognitive, social, ethical, physical, and emotional factors related to learning. Introduces the application of theory and research to the classroom setting. Prerequisite(s): C or better in PSYC 131, or any 200-level PSYC course, or permission of instructor. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lecture)

**ELTN 131 - Fundamentals Of Electricity**

Covers electricity, including voltage, current, resistance, series and parallel circuits, power, magnetism, inductance and capacitance. Study of circuits containing passive elements such as resistors, capacitors, inductors and transformers. Includes AC and DC fundamentals. Prerequisite(s): MATH 112 or MATH 12B or placement by exam. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**ELTN 180 - Communications Cabling**

Introduces students to electrical characteristics, installation, termination, and testing of wires and cables commonly encountered in a technical environment. Emphasizes safety when working with electricity and fundamental principles of electricity. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**EMT 120 - Emergency Medical Technician**

Studies medical, legal, and ethical issues; basic anatomy and physiology; patient assessment; and treatment of medical and trauma emergencies. Also includes ambulance operations and basic hazardous materials awareness. Successful completion qualifies the student to challenge the state or national examination for licensure as "Emergency Medical Technician." Note: to take the state or national exam, individuals are required to possess a high school diploma or equivalent. Prerequisite(s): Health Care Provider CPR card from either American Heart Association, American Red Cross, or American Safety and Health Institute, and FIRE 135 (or concurrent enrollment), FIRE 139 (or concurrent enrollment), and must be concurrently enrolled or demonstrate successful completion of required National Incident Management System (NIMS) online classes, or permission of program coordinator. (PCS 1.2, 7 credit hours - 4 hours lecture, 6 hours lab)

**EMT 120A - Emergency Medical Technician**

Studies medical, legal, and ethical issues; basic anatomy and physiology; patient assessment; and treatment of medical and trauma emergencies. Also includes ambulance operations and basic hazardous materials awareness. Successful completion qualifies the student to challenge the state or national examination for licensure as "Emergency Medical Technician." Note: to take the state or national exam, individuals are required to possess a high school diploma or equivalent. Prerequisite(s): Health Care Provider CPR card from either American Heart Association, American Red Cross, or American Safety and Health Institute, and FIRE 135 (or concurrent enrollment), FIRE 139 (or concurrent enrollment), and must be concurrently enrolled or demonstrate successful completion of required National Incident Management System (NIMS) online classes, or permission of program coordinator. (PCS 1.2, 7 credit hours - 4 hours lecture, 6 hours lab)

**ENGL 031 - First-Year English I Support**

Introduces reading and writing skills necessary for the successful completion of ENGL 131 and other college courses. Emphasizes writing skills to give students experience using the writing process with focus, elaboration, and organization, as well as organizing materials and thoughts in written summaries and oral presentations. Illustrates steps readers can take before, during, and after reading to increase comprehension and retention. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. Prerequisite(s): Concurrent enrollment in ENGL 131. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 037 - Technical Writing Support**

Supports students in practicing the reading and writing skills needed for successful business writing. The reading focus will be on pre-reading, reading for meaning, and evaluating progress. The writing focus will be on the writing process with a special emphasis on organization, elaboration, and revision. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. Prerequisite(s): Concurrent enrollment in ENGL 137. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 108 - Basic Language Skills I**

Introduces writing skills to give students experience using the writing process with focus, elaboration, and organization. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 109 - Basic Language Skills II**

Helps students to improve their abilities to write clear, grammatically correct sentences. Designed for students who need a thorough review of English grammar and syntax. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 120 - Basic English**

Provides an extensive review of the basics of English grammar and mechanics with an emphasis on developing basic sentence skills in paragraphs. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 125 - Basic Writing**

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. Prerequisite(s): C or better in ENGL 120 or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 131 - First-Year English I**

**(IAI: C1 900)** Focuses on the process of creating clear, concise, and carefully edited expository essays and summaries. Explores the rules of grammar, mechanics, and punctuation and introduces MLA format, writing using sources, and critical thinking. Prerequisite(s): Placement by exam or grade of C or better in ENGL 125. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 132 - First-Year English II**

**(IAI: C1 901R)** Offers continued practice in improving writing style and processes, utilizing analytical reading of primary and secondary sources. While practicing how to incorporate sources into compositions for an academic audience, students learn about various research techniques and the consequences of plagiarism. Finally, students learn the mechanics of academic style and research paper layout and format. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 137 - Technical Writing**

Applies the principles of Standard English to business writing and presentations. While completing written assignments, students become proficient in organizing and composing business letters, memorandums, reports, and electronic correspondence with an emphasis on clarity, conciseness, and accuracy of expression. The course also includes an overview of oral, interpersonal, and intercultural business communication. Prerequisite(s): Placement by exam or grade of C or better in ENGL 125. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 261 - Creative Writing I**

Improves students' skills as readers and writers of fiction. Stories by established writers (and works produced by the students) will be discussed. During these discussions, the class will explore the craft of writing in order to better understand what makes a story work, and to increase awareness of the possibilities for the students' own writing. Emphasis will be placed on writing practice and the development of a critical/literary vocabulary. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGL 262 - Creative Writing II**

Improves students' skills as readers and writers of poetry through discussion of poems written by established writers and students. During these discussions, the class will explore the craft of writing in order to better understand what makes a poem work and to increase awareness of the possibilities for the students' own compositions. Emphasis will be placed on writing practice and the development of a critical/literary vocabulary. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**ENGR 101 - Engineering Orientation**

Presents an introduction to methodologies of engineering problem solving and design. Engineering education and strategies for academic success are explored. Engineering disciplines and the role of the engineer in industry and society are discussed. Analytical tools employed in engineering analysis, design, and fabrication are reviewed. Written and verbal communication skills relevant to engineering are addressed with an emphasis on effective data presentation. Prerequisite(s): MATH 171 or concurrent enrollment. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

**FIRE 100 - Emergency Response Rookie School**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Student will be introduced to the emergency response organization within the industrial setting and the concepts of incident command at an emergency scene. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial emergency response team. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 110 - Fire Crew Rookie School**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Includes fire behavior, extinguishing agents, apparatus, equipment, hose handling techniques and live fire exercises. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course. The maximum number of credits that will apply to electives in the fire science certificate program shall be four credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**FIRE 120 - Basic Fire Apparatus Operator**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about pumping apparatus and basic principles of water as they relate to firefighting practices. Basic hydraulic principles of moving water through various types of pumping apparatus will be covered. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 130 - Principles of Emergency Services**

Introduces fire protection and emergency services career opportunities, culture and history of emergency services, fire loss analysis, organization of public and private fire protection, fire service nomenclature, and life safety initiatives. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 131 - Fire Service Vehicle Operator**

Provides emergency vehicle operators with a basic awareness of the requirements to operate emergency vehicles. For students affiliated with an Illinois fire department, successful completion of the course qualifies the student to take the certification exam for Office of the State Fire Marshal (OSFM) certification at the fire service vehicle operator level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 131A - Fire Service Vehicle Operator**

Provides emergency vehicle operators with a basic awareness of the requirements to operate emergency vehicles. For students affiliated with an Illinois fire department, successful completion of the course qualifies the student to take the certification exam for Office of the State Fire Marshal (OSFM) certification at the fire service vehicle operator level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 132 - Fire Service Safety & Survival**

Introduces the basic principles and history related to the national firefighter life safety initiatives focusing on the need for cultural and behavioral change throughout emergency services. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 135 - Technical Rescue Awareness**

Provides first-due emergency responders a basic awareness of requirements and hazards at technical rescue incidents. Successful completion qualifies the student to take the test for Office of the State Fire Marshal (OSFM) certification at the technical rescue awareness level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 135A - Technical Rescue Awareness**

Provides first-due emergency responders a basic awareness of requirements and hazards at technical rescue incidents. Successful completion qualifies the student to take the test for Office of the State Fire Marshal (OSFM) certification at the technical rescue awareness level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 139 - Hazardous Materials Awareness**

Introduces emergency response personnel to the growing problem of hazardous materials emergencies. Emphasis is put on product identification and notification of the proper agencies for incident mitigation. Successful completion of the course qualifies the student, affiliated with an Illinois fire department to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials-First Responder Awareness." Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 139A - Hazardous Materials Awareness**

Introduces emergency response personnel to the growing problem of hazardous materials emergencies. Emphasis is put on product identification and notification of the proper agencies for incident mitigation. Successful completion of the course qualifies the student, affiliated with an Illinois fire department to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials-First Responder Awareness." Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 142 - Basic Firefighter: Module A**

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on orientation and organization, fire behavior, building construction, safety, communications, self-contained breathing apparatus, extinguishers, and ropes and knots. Prerequisite(s): Concurrent enrollment in FIRE 173 and FIRE 183. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 143 - Hazardous Materials Operations**

Introduces firefighting personnel to the growing problem of hazardous materials emergencies. Identifies the capabilities and limitations of the conventional fire department in handling hazardous materials emergencies. Successful completion of this course qualifies the student to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials-First Responder Operations" provided other prerequisites are met. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 143A - Hazardous Materials Operations**

Introduces firefighting personnel to the growing problem of hazardous materials emergencies. Identifies the capabilities and limitations of the conventional fire department in handling hazardous materials emergencies. Successful completion of this course qualifies the student to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials-First Responder Operations" provided other prerequisites are met. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 152 - Fire Protection Systems**

Focuses on fire protection systems and how they operate. Emphasis is placed on automatic sprinkler systems, special extinguisher systems, standpipes, fire extinguishers, detection and alarm systems. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 157 - Fire Prevention Principles**

Provides fundamental knowledge of fire prevention bureau activities. Emphasizes the application of codes and standards, plan review, and life safety building inspections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 157A - Fire Prevention Principles**

Provides fundamental knowledge of fire prevention bureau activities. Emphasizes the application of codes and standards, plan review, and life safety building inspections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 160 - Industrial Tactics & Strategy**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn how to develop tactics and strategies into preplans of various industrial units. Establishment of tactical and strategic priorities will be discussed. Students will get hands-on experience in deploying various large volume devices in order to accomplish initial strategic objectives. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 160A - Industrial Tactics & Strategy**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn how to develop tactics and strategies into preplans of various industrial units. Establishment of tactical and strategic priorities will be discussed. Students will get hands-on experience in deploying various large volume devices in order to accomplish initial strategic objectives. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 172 - Fire Service Building Construction**

Provides the components of building construction related to firefighter and life safety. Introduces elements of construction and design of structures as key factors when inspecting buildings and preplanning fire operations for emergencies. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 173 - Basic Firefighter: Module B**

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on ladders, hose and appliances, nozzles and streams, water supply, forcible entry, and ventilation. Prerequisite(s): Concurrent enrollment in FIRE 142 and FIRE 183. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 174 - Fire Behavior and Combustion**

Explores theories and fundamentals of how fires are started, spread, and controlled. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 183 - Basic Firefighter: Module C**

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on search and rescue, fire control, loss control, protecting evidence, fire detection, alarm and suppression systems, prevention, public education, wildland, ground cover fires, and firefighter survival. Prerequisite(s): Concurrent enrollment in FIRE 142 and FIRE 173. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 190 - Basic Emergency Medical Treatment**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn basic life support procedures including cardiopulmonary resuscitation and basic first-aid. Basic rescue techniques will also be reviewed. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial firefighting brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 201 - Basic Fire Attack Principles**

Designed for firefighters seeking to advance their basic fire attack skills through "live-fire" training evolutions. Emphasis is placed on hose handling skills, forcible entry, search and rescue techniques, ventilation, self-contained breathing apparatus, stream development and extinguishment principles. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Office of the State Fire Marshal (OSFM) Certified Firefighter II or FIRE 183 or permission of coordinator. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 232 - Advanced Firefighter**

Fulfills one of six requirements towards certification as an advanced firefighter technician through the Office of the State Fire Marshal (OSFM). Includes instruction on the following topics: organization, fire behavior, building construction, safety, communications, ladders, fire hose, water supply, and tools and equipment. Prerequisite(s): Completion of OSFM Firefighter Basic Certification or permission of instructor. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**FIRE 237 - Fire Instructor I**

Designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing other individuals. Structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and proper method of writing lesson plans. Satisfies requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor I" and partial requirements for Illinois certification as a "Fire Officer I". Prerequisite(s): FIRE 183. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 237A - Fire Instructor I**

Designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing other individuals. Structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and proper method of writing lesson plans. Satisfies requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor I" and partial requirements for Illinois certification as a "Fire Officer I". Prerequisite(s): FIRE 183. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 242 - Fire And Arson Investigation I**

Provides fundamentals and technical knowledge needed for proper fire scene interpretation including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisite(s): FIRE 142, FIRE 173, and FIRE 183 or permission of the instructor. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**FIRE 245 - Fire Protection Water Supply**

Provides understanding of the use of water in fire protection and application of hydraulic principles for water supply demands in firefighting. Course satisfies partial requirements for certification as an Apparatus Engineer from the Office of the State Fire Marshal. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 245A - Fire Protection Water Supply**

Provides understanding of the use of water in fire protection and application of hydraulic principles for water supply demands in firefighting. Course satisfies partial requirements for certification as an Apparatus Engineer from the Office of the State Fire Marshal. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 248 - Company Fire Officer**

Acquaints students with the role of the company officer and introduces human resource management, community and government relations, administration, inspection and investigations, emergency service delivery, and health and safety. Course satisfies Phase 1 and Phase 2 of the Office of the State Fire Marshal Company Fire Officer certification. Prerequisite(s): OSFM Firefighter III/Advanced Firefighter and Fire Service Instructor I. (PCS 1.2, 8 credit hours - 8 hours lecture, 0 hours lab)

**FIRE 250 - Firefighter Safety And Survival**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn those skills and practices designed to insure their own safety and ability to rescue each other in emergency situations. Portable fire extinguisher training will also be included. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 252 - Fire And Arson Investigation II**

Provides basic principles, techniques, and skills for fire and arson investigators. Examples of subjects covered in this course are fire scene investigative techniques, legal aspects of fire investigations, principles of interviewing and interrogation and the investigation of fire fatalities. Designed for fire service and law enforcement personnel. Prerequisite(s): FIRE 242. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**FIRE 260 - Industrial Water Supply Systems**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about water distribution systems typical to a large industrial complex, as related to fire fighting capabilities. Students will also be exposed to aerial operations and the water requirements common to large scale fire attack. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 270 - Advanced Apparatus Operator**

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Studies advanced skills in calculating available water supply and utilizing alternative means of supplying water at a fire scene. In-depth training in producing and maintaining multiple size and types of fire streams simultaneously. This course is repeatable three times. The amount of credit awarded shall be 0.5 credit hours each time the student successfully completes the course. The total number of credits that will apply as elective credit shall be two credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**FIRE 278 - Fire Instructor II**

Expands student knowledge of how to instruct others. Presents a more in-depth look at the teaching-learning environment, methods of teaching and methods of writing lesson plans. Satisfies partial requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor II" and Fire Officer II. Prerequisite(s): FIRE 237. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FIRE 278A - Fire Instructor II**

Expands student knowledge of how to instruct others. Presents a more in-depth look at the teaching-learning environment, methods of teaching and methods of writing lesson plans. Satisfies partial requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor II" and Fire Officer II. Prerequisite(s): FIRE 237. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**FREN 130 - Conversational French**

Introduces the basics of French language and emphasizes speaking and listening skills. Provides basic conversational patterns and grammar. Includes elements of French culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**FREN 131 - Elementary French I**

Covers French grammar, pronunciation, conversation and simple composition. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**FREN 132 - Elementary French II**

Expands the grammar, conversation, comprehension, writing, and speaking skills introduced in FREN 131. Additional aspects of francophone culture, history, and geography will be covered as well. Prerequisite(s): FREN 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**FREN 231 - Intermediate French I**

Reviews the essentials of French grammar, extending understanding. Includes readings from short, literary works. Stresses proficiency of conversation, complex sentence structure, comprehension, and writing. Prerequisite(s): FREN 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**FREN 232 - Intermediate French II**

**(IAI: H1 900)** Builds on and increases skills developed in previous French courses. Focus is on reading, class discussion, and composition using grammatically correct structure. Additional aspects of francophone culture, history, and geography will be covered. Prerequisite(s): FREN 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**GED 101 - Adult Basic Education**

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. Placement by TABE: Reading level 0 - 3.9. This course is a variable credit course. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.7, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

**GED 102 - Pre-GED Instruction**

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. This course is a variable credit course. Placement by TABE: reading level 4.0-8.9. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.7, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

**GED 103 - GED Test Preparation**

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. This course is a variable credit course. Placement by TABE: 9.0 and above. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.8, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

**GEOG 132 - Geography By World Regions**

**(IAI: S4 906)** Studies physical and human attributes of geography related to regions of the world including environmental, cultural, historical, economic, political, and population geography. Regions studied include the Americas, Europe, Africa, Asia, and Oceania. Study includes place-names and the region concept. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**GEOG 205 - Human Geography**

**(IAI: S4 900N; satisfies Human Relations Requirement)** Introduces the basic concepts of human geography. Students will examine the causes and consequences behind the uneven distribution of human activity in the present-day world. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**GERM 130 - Conversation German**

Introduces the basics of German language and emphasizes speaking and listening skills. Provides basic conversational patterns and grammar. Includes elements of German culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**GERM 131 - Elementary German I**

Covers German grammar, pronunciation, conversation and simple composition Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**GERM 132 - Elementary German II**

Covers German grammar, pronunciation, conversation and simple composition. Prerequisite(s): GERM 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**GERM 231 - Intermediate German I**

Reviews essentials of German grammar; extending understanding. Includes readings from short literary works. Stresses fluency of conversation and correct pronunciation and writing a short composition. Prerequisite(s): GERM 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**GERM 232 - Intermediate German II**

**(IAI: H1 900)** Builds on and increases the skills developed in GERM 231. Focuses on writing a one-page composition, presenting a position in discussion, and reading and discussing short literary works and novels. Prerequisite(s): GERM 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**HAZM 101 - Hazmat**

Provides an overview of the transportation of hazardous materials in the trucking industry. It will provide the student information on the communication rules, loading and unloading, driving, parking, and emergencies dealing with hazardous materials. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**HEED 131 - First Aid**

Offers standard first aid and personal safety Red Cross course with basic life-support cardiopulmonary resuscitation (CPR). Students completing the course receive a Red Cross or American Heart Association first aid card and a Red Cross or American Heart Association CPR card. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HEED 133 - Personal & Community Health**

Provides scientific health information essential for meeting the needs of daily living, including professional, parent and community responsibilities. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIM 149 - Food Service Sanitation Review**

Reviews the importance of sanitation in relation to food preparation. Topics emphasized are safe food environments, pest control, and local, state and federal codes. Please note: textbook is required on the first day of class. Prerequisite(s): Food Service Certificate. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**HIMC 130 - Introduction to Health Information**

Introduces the field of health information management and technology. Presents the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by whom the information is used, and the technology behind health information systems. Provides instruction in retention policies and procedures, documentation, confidentiality issues, and legal and regulatory aspects of the medical record. Explores career areas and opportunities related to health information management and medical coding. Prerequisite(s): C or better in READ 125 and ENGL 125 or qualify by placement test. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIMC 250 - Medical Coding Exam Review**

Provides preparation for the Certified Professional Coder (CPC®) credentialing exam through the American Academy of Professional Coders (AAPC). Includes content review of health information and medical coding courses with emphasis on test-taking strategies and study techniques. Prerequisite(s): Permission of coordinator. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**HIMC 260 - Health Information/Coding Externship**

Provides the student with a work-based learning experience that utilizes skills learned in program coursework and provides the application of those skills in a physician's office, billing service, or other ambulatory setting. Students work 10 hours per week and meet with the instructor one hour per week. Prerequisite(s): C or better in all first through second semester courses, C or better or co-enrollment in HIMC 250 and permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab)

**HIMC 270 - Medical Billing and Coding**

Introduces International Classification of Diseases, 10th revision (ICD-10), Current Procedural Terminology (CPT-4), and Healthcare Common Procedure Coding System (HCPCS) medical coding. Provides instruction in abstracting information from medical reports and records. Includes coding guidelines to optimize physician payment. Prerequisite(s): C or better in MEDA 120 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**HIMC 271 - Advanced Billing & Coding**

Continues International Classification of Diseases, 10th revision (ICD-10), Current Procedural Terminology (CPT-4), and Healthcare Common Procedure Coding System (HCPCS) medical coding. Provides further experience in abstracting information from medical reports and records. Includes coding guidelines to optimize physician payment. Prerequisite(s): C or better in HIMC 270. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**HIST 131 - Western Civilization I**

**(IAI: S2 902)** Explores the emergence of leading political, economic, social and cultural processes that characterize modern Western Civilization beginning with ancient civilizations and ending with the seventeenth century. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 132 - Western Civilization II**

**(IAI: S2 903)** Beginning in the year 1500, emphasizes the impact of the scientific revolution on modern processes, leading social, political, cultural, and intellectual developments of the 19th century, and culminates with historical problems of the twentieth century. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 135 - World History I**

**(IAI: S2 912N; satisfies Human Relations Requirement)** Surveys world history from prehistory and the birth (B.C.E. 3500) of civilizations ranging from Mesopotamia, Egypt, Persia, and India, to China, to the age of exploration (C.E. 1500). Theologies and moral codes are compared. High and popular cultures, the history of ideas and social history are examined. The historical method is emphasized. Biographies of great individuals are included. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 136 - World History II**

**(IAI: S2 913N; satisfies Human Relations Requirement)** Surveys world history from the age of exploration to the 1920's. Focuses on the interactions of civilizations, beginning with exploration, and including trade, world markets, the impact of science, technology, and wars. Included is the migration of peoples. Intellectual and cultural history encompasses the interaction and importance of ideas, especially religious ideas and self-expression or art. A comparative method establishes cultural, political, and social patterns. Social and economic history traces social classes and strata. Privilege and gender issues are discussed. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 138 - History Of Latin America**

**(IAI: S2 920N; satisfies Human Relations Requirement)** Explores the themes and concepts surrounding the experiences and history of Latin American peoples. Through an examination of ethnicity, trade, exchange, ritual traditions, landscape archaeology, and revolution, students will understand the importance of Latin America. Comprehension will be gained from perspective in a variety of academic fields including: geography, astronomy, environmental biology, history, economy, literature, and culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 141 - African American History**

**(IAI: H2 909D)** Details the history of African Americans from the enslavement and shipment of Africans to North America through their on-going struggles for human and civil rights. Explores how the construct of race has evolved and influenced American history. Topics are the Middle Passage, religion of the slaves, slave resistance, Abolitionism, the Civil War, Reconstruction, the Great Migration, Harlem Renaissance, the Civil Rights Movement, urban unrest, and Affirmative Action. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture 0 hours lab)

**HIST 161 - Women's Movement In American History**

Examines roles of women in American history; causes which women have espoused; trends which women have experienced; and alliances formed for reform and political and social changes. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 171 - Middle East History**

**(IAI: S2 920N; satisfies Human Relations Requirement)** Explores the historical, political, and religious evolution of the people and nations that comprise the Middle East. Through an examination of ethnicity, economics, geography, religion, and culture, students will better understand the importance of the Middle East and contemporary issues. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 191 - The Civil War**

Examines the Civil War from social, economic, political, and military aspects. Explores why the war occurred, how it progressed both on and off the battlefield, and why it ended the way that it did. NOTE: This course does not meet the requirement of IAI Social and Behavioral Science. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 231 - American Republic: Beginnings - 1877**

**(IAI: S2 900)** Traces the political, economic, social and intellectual and religious evolution of American institutions, customs and values from fifteenth-century colonization to 1877. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HIST 232 - American Nation: 1877 - Present**

**(IAI: S2 901)** Explores shift in national emphasis from basic agrarianism to an industrial society 1877-present. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HLTH 130 - Intro to Health Careers**

Guides students in exploration of careers in healthcare. Provides opportunities for students to discuss the educational, attitudinal, physical, and emotional requirements necessary for a career in healthcare. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

**HUMN 131 - Introduction To Humanities I**

**(IAI: HF 902) (Fall Semester Only)** Surveys all aspects of human culture in historic times with emphasis on the development of western civilization. Covers Prehistory to the Middle Ages. Recommended as an introduction to the humanities and as a synthesis of various disciplines. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMN 132 - Introduction To Humanities II**

**(IAI: HF 903) (Spring Semester Only)** Surveys all aspects of human culture in historic times with emphasis on the development of western civilization. Covers the Late Middle Ages to the Modern Era. Recommended as an introduction to the humanities and as a synthesis of various disciplines. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMN 133 - History of Riverscapes**

**(IAI: H9 900)** Introduces river culture from historical, philosophical, and literary standpoints. Uses literature, visual art, music, and history that focus on connecting the history of the Mississippi River to the sociopolitical concerns of today. Designated for and restricted to students who have been admitted to the Honors College. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMN 231 - Comparative Religion I**

**(IAI: H5 904N; satisfies Human Relations Requirement)** Examines the nature and functions of religion in human experience by introducing the major Eastern and Western religions. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMN 241 - Media's Effect On U.S. Culture**

Examines the mass media as it reflects and influences the attitudes, values, and behaviors that shape American cultures. The course considers the functions of mass media in society and its effects on the individual in the culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMS 131 - Introduction To Human Services**

Introduces the basic roles and responsibilities of the human services professional, the historical development of the field, and the knowledge and skills requirements of human service professionals. Presents the theoretical approaches to human services and the helping process. Students will be exposed to local and state human service facilities and professionals. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**HUMS 231 - Human Services: Policies & Politics**

Analyzes the political process involved in the formulation of social welfare from a historical point of view. Federal, state, and local programs will be examined in terms of the professional knowledge and skills required to affect human services program planning and delivery. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**INST 131 - DC: Fundamentals in Electricity**

Introduces the fundamental properties and applications of electricity including the basics of current, voltage, and resistance, the application of Ohm's Law and the construction of circuits to verify electronic theory. Safety procedures are emphasized. Teaches solder connections, recognition and repair of bad solder connections, and selection and cleaning of soldering tools. Corrections to electronic problems using troubleshooting techniques are covered. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 132 - AC: Fundamentals in Electricity**

Introduces the fundamental properties and applications of electricity including alternating current (AC) circuits, complex numbers, inductance, capacitance, resistor-inductor (RL) and resistor-capacitor (RC) circuits, RC time constants and transients, resonance, transformers, relays, and switches. Introduces Solid State Principles and filters as they relate to electrical and electronic power supplies. Prerequisite(s): C or better in INST 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 133 - Digital Electronics**

Explores the design and operation of basic operational amplifier circuits through theory and lab work to illustrate and confirm the design and operation of linear amplifiers, voltage and current converters, comparators and precision rectifiers. Students will learn how discrete semiconductor devices are constructed, how to handle them, how diodes, bipolar transistors, Field-effect transistors (FETs), and thyristors operate and how to use them in practical circuits. Alternating current (AC) and direct current (DC) power supply circuits will be introduced as well. Also introduces various "building block" circuits including amplifiers, oscillators, and power supply circuits. Prerequisite(s): C or better in INST 132. (PCS 1.2, 6 credit hours - 4 hours lecture, 4 hours lab)

**INST 135 - Motor Controls**

Presents the fundamentals of electrical motor control components, circuits, and systems. Topics include electrical control symbols, power distribution, control transformers, solenoids and relays, motor starters, pilot devices, timers and sequencers, direct current (DC) and alternating current (AC) motor principles, and proximity sensors. Prerequisite(s): C or better in INST 133 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 231 - PLC Programming**

Provides an understanding of the various output methods, programming, and troubleshooting techniques using programmable logic controllers (PLC). Covers Input-Output (I-O) methods for direct current (DC), alternating current (AC), and analog; ladder programming and analysis; timers and counters; and logical functions. Correlating motor control systems to PLC systems will be covered. Prerequisite(s): C or better in INST 135. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 233 - Instrumentation I**

Introduces the field of instrumentation and covers process variables and the various instruments used to sense, measure, transmit, and control these variables. Also introduces control loops and the elements that are found in different types of loops, such as controllers, regulators, and final control elements. Concludes with a study of instrumentation drawings, diagrams, and troubleshooting instrumentation. Prerequisite(s): C or better in INST 231 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 235 - Instrumentation II**

Introduces switches, relays, annunciator systems, and signal conversion and transmission. Covers controllers, control schemes, advanced control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Prerequisite(s): C or better in INST 233 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 237 - Final Control Elements**

Provides instruction on the use of control valves including the operation and calibration of pneumatic and manual control valves. Covers common types of regulators and dampers. Includes instruction on the differences between droop and lockup and how to prevent their occurrences. Also covers the operations of actuators and positioners. Variable speed drives will be explained. In-depth knowledge of final control elements will be acquired by the conclusion of the course. Prerequisite: C or better in INST 235. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 239 - PID Control**

Provides instruction on the proportional-integral-derivative (PID) algorithm including how it works and how it is implemented in pneumatic as well as electronic controllers. Also covers tuning a PID controller for stability. Prerequisite(s): C or better in INST 237 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**INST 271 - Instrumentation Tech Internship**

Provides a work based learning experience in a related refining industry setting. Practical work experience will be acquired and specific performance skills will be developed for each individual student. This course is a variable credit course. Prerequisite(s): C or better in INST 239 or concurrent enrollment. (PCS 1.2, 1-3 credit hours - 0 hours lecture, 5-15 hours lab - 80-240 hours worked)

**ITCP 101 - IT Fundamentals**

Acquaints students with foundational skills to explore a career in information technology by learning essential computer hardware components and specifications, operating systems, the basics of common computing devices, operating systems, databases, applications, internet, networking and online security. Students will also have an opportunity for in-depth, self-directed exploration of various career fields in information technology. Prerequisite(s): None. (PCS 1.6, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

**ITEC 131 - Computer Technology I**

Prepares students for computer usage in advanced technology classes. Computer hardware basics and computer usage for technology disciplines are covered. Emphasis is placed on preparing the student to use the computer in the work setting. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**ITEC 132 - Introduction to Computer Networking**

Analyzes requirements and expectations for entry level information technology positions. Students will document their knowledge, skills, and abilities, and also identify areas where personal and professional development is needed for their particular goals. Individualized plans are developed to ensure choices about certification and course selection, while outside studies are coordinated to meet career entry goals. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 142 - Operating Systems**

Provides detailed coverage of operating system installation and configuration. The class is targeted for individuals who plan to provide technical support of operating systems, particularly those responsible for installing and maintaining Windows operating systems. Prerequisite(s): ITEC 154 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 148 - Physical Network Installation**

Introduces physical layer networking technologies. Physical network infrastructure, electronic hardware, and troubleshooting are introduced. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)



**ITEC 154 - PC Servicing**

Covers personal computer hardware systems, devices, and peripherals. Emphasis is on the diagnosing, troubleshooting, repairing, installing, and upgrading of PCs. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**ITEC 160 - Cisco Networking I**

Explores the essential concepts of Ethernet networks and Internet Protocol (IP) addressing. Develops basic Cisco switch and router configuration, management, and troubleshooting skills. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 200 - Linux And UNIX Operating Systems**

Covers the fundamental commands and utilities used in the Linux and UNIX operating systems. Emphasis is placed on becoming proficient at the UNIX command line. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 223 - Windows Network Configuration**

Covers planning, deployment, and configuration of Windows Server operating systems and core services. Focuses on essential skills needed for single server deployments. Prerequisite(s): Concurrent enrollment in ITEC 224. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 224 - PowerShell For Active Directory**

Covers the use of PowerShell to manage Microsoft's Active Directory Services. Topics include Active Directory Services architecture, programming, planning, domains, and schema. Emphasis is placed on the design and implementation of Active Directory Services. Prerequisite(s): Concurrent enrollment in ITEC 223. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 229 - Network Services**

Introduces students to installation, configuration, and management of services routinely installed on network servers. Explores fundamentals of Structured Query Language (SQL) database, email, virtualization, and similarly common services. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 244 - Network Security**

Covers security concepts, communications security, infrastructure security, cryptography, and operational/organizational security. Includes foundations needed for deeper studies in network security. Prerequisite(s): ITEC 160 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 245 - Network Firewalls**

Explores firewalls in the context of anti-virus software, intrusion detection systems, and other tools. Students will gain knowledge of packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks (VPNs), and log file maintenance. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 246 - Penetration Testing**

Analyzes the tools and the penetration testing methodologies to better understand how to protect computer networks. Students will gain knowledge of footprinting and social engineering, port scanning, hacking web servers and wireless networks, and protecting networks with security devices. Prerequisite(s): ITEC 142 and ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 247 - Live Response And Forensics**

Covers preparation and response for network and computer security events. Students learn to collect baseline information and develop procedures in anticipation of and reaction to damaging security events. Emphasis is placed on investigating events in ways that minimize impact on potential evidence. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 249 - Wireshark Packet Analysis**

Covers the capture and interpretation of network packets. Emphasis placed on recognizing routine traffic while searching for faulty or suspicious packets. Also addresses how to use packet analysis for general network troubleshooting. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 250 - Risk Assessment And Documentation**

Introduces students to tools and techniques for enumerating network resources for documentation and risk management. Includes creation of comprehensive and professional documentation of operating systems, services, configurations, network hardware, licensing, and compliance with other external standards. Emphasis is placed on prioritization and based on levels of risk posed to the organization. Prerequisite(s): ITEC 142 and ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 260 - Cisco Networking II**

Covers concepts and commands required to configure Cisco routers in internetworks. The configuration information necessary to work with Cisco routers will be covered. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 265 - Wireless Networks**

Introduces students to WiFi network design, installation, management, servicing, and security in an enterprise environment. Emphasis is placed on the design of complex issues that extend beyond single access point deployments. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**ITEC 271 - Computer Network & System Internship**

Provides a work-based learning experience in the area of computer information technology. Students receive classroom instruction on resume writing, job seeking skills, professional behavior, ethics, and safety. Prerequisite(s): Permission of the ITEC Coordinator, a cumulative GPA of 2.0 or higher, and a grade of C or better in ITEC 142, ITEC 154, and ITEC 160. (PCS 1.2, 2 credit hours - 0 hours lecture, 160 hours lab - 160 hours must be worked.)

**JOBS 100 - Job Seeking Skills**

Helps students organize and execute job seeking activities; improves job seeking skills through search of job resources, disclosure of employer expectations, hints about completing job applications, methods needed to obtain and conduct effective job interviews. The course content is such that the student may gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable three times. The amount of credit awarded shall be up to two credit hours each time the student successfully completes the course. The total number of credits that will apply to degree electives shall be eight credits. Prerequisite(s): Identification of career goal and occupational choice required. (PCS 1.2, 1-2 credit hours - 1-2 hours lecture, 0 hours lab)

**JOBS 131 - Identifying Career Interests**

Teaches students how to compare their skills, values, and personalities to specific careers and occupations. Considerable emphasis will be placed on personal assessment including Myers-Briggs Type Indicator and Strong Interest Inventory to identify current career interests and areas for development. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**JOBS 132 - Targeting The Job Market**

Improves job seeking skills through search of job resources; disclosure of employer expectations; and strategies for completing job applications, resumes, and business letters. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**JOBS 133 - Job Seeking Skills**

Focuses on the skills necessary to organize and execute a job search. Studies networking, job sources, employment interviewing, and negotiating job offers. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**LAND 130 - Intro To Landscape Architecture**

Provides an overview of the field of landscape architecture. Topics include historical landscape influences, landscape aesthetics, cultural and philosophical considerations, technical and legal aspects, and landscape architecture as a profession. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 lecture hours, 0 lab hours)

**LCCC 201 - Blackboard Training For Online Classes**

This free two-hour orientation workshop trains students to successfully take online/web-blended classes by giving them the technical know-how to use the course management software, Blackboard. Includes use of various resource tools, such as the Blackboard help files and the online resource shell. The free two-hour training session is mandatory for students enrolled for the first time in online/web-blended classes.

**LCCC 202 - Introduction to Online Learning**

Develops the skills to be a successful online learner. This self-paced course covers basic computer literacy, the attributes of a successful online student, the technology needed in an online environment, and the use of Blackboard, the course management system used by Lewis and Clark Community College. Successful completion fulfills the eligibility requirement for enrollment in online classes. On average, this course will take ten hours to complete. The course must be completed within 14 days of registration.

**LITT 132 - Shakespeare's Comedies**

**(IAI: H3 905)** Covers six of the 12 comedies by William Shakespeare. The course encourages the student to develop an appreciation of Shakespeare, his people, their language, and their lives. Emphasis is on the dramatic, literary, and comedic qualities and conventions of the plays, based on readings, discussion, lecture, literary criticism and films. Specific elements for study and discussion include dramatic structure, plot development, language, characterization, theme and setting.

Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 133 - Shakespeare's Histories**

**(IAI: H3 905)** Covers seven of the 10 histories by William Shakespeare. The course encourages students to develop an appreciation for Shakespeare, his people, their language, and their lives. It also provides opportunity for students to add to their knowledge of British history and the succession to the throne. Emphasis is on the dramatic, literary, and historical qualities and conventions of the plays, based on readings, discussion, lecture, literary criticism, and film. Specific elements for study and discussion include dramatic structure, plot development, language, characterization, theme and setting. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 134 - Shakespeare's Tragedies**

**(IAI: H3 905)** Covers six of the eleven tragedies by William Shakespeare. The course encourages the student to develop an appreciation of Shakespeare, his people, their language, and their lives. Emphasis is on the social, literary, and tragic qualities and conventions of the plays, based on readings, discussion, lecture, literary criticism, and recorded performances. Specific elements for study and discussion include dramatic elements, literary techniques, Elizabethan society, and universal themes. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 135 - Women In Literature**

**(IAI: H3 911D; satisfies Human Relations Requirement)** Covers multicultural literature written by and about women. Investigates attitudes toward women's roles in the family, the workplace, and other relationships throughout the life stages, relating social, political, and psychological influences of many cultures. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 136 - Mythology**

**(IAI: H9 901)** Explores the main Greco-Roman myths and their relationship to modern age. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 140 - Children's Literature**

**(IAI: H3 918)** Analyzes literature written for children -- toddler through the middle school years. Analysis includes genres, authors/illustrators, issues, trends, formal and thematic elements, and other related topics. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 144 - Eastern Mythology - Red Sky Heroes**

Explores ancient and feudal Eastern culture and the present relevance of the hero pattern in myths of Japan, China, and India. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 145 - African-American Literature Themes**

Introduces literature written by and about African Americans from the 18th Century to the present. Students will study the literature to appreciate themes unique to African American experience and culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 200 - Comic Books As Literature**

Introduces the medium of comics and explores its techniques in combining words and pictures to tell a story. Explores the literary potential of stories told through sequential art. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 233 - Literature Of Non-Western Cultures**

**(IAI: H3 908N; satisfies Human Relations Requirement)** Introduces the classical literary works of China, Japan, India, Africa, and the Middle East and examines representative modern writers. Explores the uniquely non-Western qualities of history, the religion, and culture as reflected in the literature. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 234 - Multicultural American Literature**

**(IAI: H3 910D; satisfies Human Relations Requirement)** Introduces the contemporary multicultural American literature works of African-American, Hispanic-American, Asian-American, Native-American, and recent immigrant cultures. An examination of these works will invite students to explore and appreciate multicultural ideas and values. As a result of this multicultural experience, students will come to understand the importance of remaining open to and interested in others. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 235 - American Literature I**

**(IAI: H3 914) (Fall Semester Only)** Traces American literature from Colonial times through Romantic and Symbolic writers of the first half of the 19th century. Students will examine literature as related to the historical, social, political, religious and economic backgrounds of American culture. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 236 - American Literature II**

**(IAI: H3 915) (Spring Semester Only)** Focuses on the writings of the more modern authors of the 19th century to the works of contemporary writers. Explores literature as related to historical, social, political, religious and economic contexts of American experience. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 241 - British Literature I**

**(IAI: H3 912) (Fall Semester Only)** Examines British literature from its beginnings in Old English to the end of the eighteenth century. Places literature in a political and social context through an analysis of the historical events surrounding it. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LITT 242 - British Literature II**

**(IAI: H3 913) (Spring Semester Only)** Examines British literature from the beginning of the nineteenth century to the modern era. Places literature in a political and social context through an analysis of the historical events surrounding it. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**LMGT 201 - Legal Compliance**

Provides instruction in topics related to human capital in organizations for effective programs and operations. Topics may include risk management and security, human resources and related law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**LMGT 202 - Records Compliance**

Provides instruction in topics related to individuals' information and records. Topics may include risk management and security, human resources and related law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**MATH 11A - Prealgebra I**

Develops the arithmetic of real numbers: including computations of whole numbers, integers, and fractions. Prerequisite(s): Placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 11B - Prealgebra II**

Develops the arithmetic of decimal numbers; uses ratios, proportions, and percents to solve real-life problems; reviews measurement and practical geometry emphasizing applications to perimeter, area, volume and surface area of common geometric figures; and integrates the use of graphing calculator technology. Prerequisite(s): C or better in MATH 11A. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 12A - Elementary Algebra I**

Presents a review of real numbers and basic operations on algebraic expressions. Students will solve linear equations and inequalities in one variable including applications. Computer software is required for this course. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 11B or placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 12B - Elementary Algebra II**

Introduce linear equations in two variables. Students will graph linear equations in two variables; construct equations of a straight line, and solve systems of linear equations in two variables including applications. Presents rules of exponents including scientific notation and presents all operations of polynomials. Computer software is required for this course. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 12A. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 16A - Intermediate Algebra I**

Presents factoring; solving quadratic equations by factoring; operations on rational algebraic expressions; solving rational equations and their respective applications; and solving equations graphically. Computer software is required for this course. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 12B or placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 16B - Intermediate Algebra II**

Presents solving quadratic equations by completing the square and using the quadratic formula; simplifying rational exponents, roots, and radicals; solving absolute value and radical equations, and their respective applications; and solving equations graphically. Computer software is required for this course. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 16A. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 025 - Technical Math Support**

Presents prerequisite skills necessary to be successful in MATH 125 - Technical Mathematics. Taught concurrently with MATH 125 - Technical Mathematics by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 125 - Technical Mathematics course work. These skills will assist with learning fundamentals of algebra, applied geometry, and right-triangle trigonometry including algebraic expressions and operations, equations, exponents, radicals, units of measure, formulas, approximate numbers, and calculator operations. Pass/Fail grades will be given. This course is may be repeated one time for a maximum of two credit hours. Prerequisite(s): Placement by exam. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 1 credit hour - 1 hour lecture, 0 hours lab)

**MATH 031 - College Algebra Support**

Presents prerequisite skills necessary to be successful in MATH 131 - College Algebra. Taught concurrently with MATH 131 - College Algebra by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 131 - College Algebra course work. These skills will assist with finding algebraic and graphical solutions of linear and non-linear equations and inequalities and their applications; functions and graphs; ratio, proportion, and variation; theory of equations; algebraic functions; logarithmic and exponential functions; systems of linear and non-linear equations; matrices and determinants and their applications. Integrates technology into the learning process through use of a graphing calculator or computer program. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. Prerequisite(s): Placement by exam. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 037 - Math Modeling Support**

Presents prerequisite skills necessary to be successful in MATH 137 - Elementary Math Modeling. Taught concurrently with MATH 137 - Elementary Math Modeling by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 137 - Elementary Math Modeling course work. These skills will assist with successfully implementing the problem-solving strategies discussed in MATH 137 - Elementary Math Modeling. Pass/Fail grades will be given. This course may be repeated one time for a maximum of four credit hours. Prerequisite(s): Placement by exam. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 038 - General Education Math Support**

Presents prerequisite skills necessary to be successful in MATH 138 - General Education Mathematics. Taught concurrently with MATH 138 - General Education Mathematics by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 038 - General Education Mathematics course work. These skills will assist with using mathematical reasoning to solve real-life problems and increasing mathematical confidence through in-depth study of four topics: logic and set theory, modeling with functions, consumer mathematics, and counting techniques and probability. Emphasis will be placed on conceptual understanding, problem solving, and analysis rather than on routine mechanics. Pass/Fail grades will be given. This course may be repeated one time for a maximum of four credit hours. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): Placement by exam and concurrent enrollment in MATH 138. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 045 - Statistics Support**

Presents prerequisite skills necessary to be successful in MATH 145 - General Education Statistics. Taught concurrently with MATH 145 - General Education Statistics by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 145 - General Education Statistics course work. These skills will assist with the collection, organization, and interpretation of both univariate and bivariate quantitative data using graphical and numerical descriptive methods; developing necessary sampling distribution theory through computer simulation and actual experimentation; providing the opportunity to design and carry out real experiments to estimate unknown population parameters and testing hypotheses about those parameters. Pass/Fail grades will be given. This course may be repeated one time for a maximum of four credit hours. Prerequisite(s): Placement by exam. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

**MATH 111 - Prealgebra**

Develops the arithmetic of real numbers; uses ratios, proportions, and percents to solve real-life problems; reviews measurement and practical geometry emphasizing applications to perimeter, area and volume of common geometric figures; integrates the use of graphing calculator technology. Prerequisite(s): Placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 112 - Elementary Algebra**

Presents a review of real numbers and teaches basic operations on algebraic expressions. Students will solve linear equations and inequalities in one variable including applications; work with linear equations in two variables and graph their equations; construct equations of a straight line; and solve systems of linear equations in two variables including applications. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 113 - Plane Geometry**

Presents lines and angles, methods of proof, triangles, polygons, congruence and similarity, circles, regular polygons and the circle, and constructions. Prerequisite(s): C or better in MATH 112 or MATH 12B or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 114 - Technical Math for Allied Health**

Provides practical background in mathematics required for technical curricula associated with careers in health care. Reviews computational fundamentals and emphasizes problem solving that requires unit analysis, measurement systems conversions, terminology, and abbreviations. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. A calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**MATH 116 - Intermediate Algebra**

Presents rules of exponents including scientific notation; all operations of polynomials; factoring, solving quadratic equations by factoring, completing the square, and use of the quadratic formula; simplification of rational exponents, roots, and radicals; operations on rational algebraic expressions; solving rational, absolute value, and radical equations, and their respective applications; and solving equations graphically. Prerequisite(s): C or better in MATH 112 or MATH 12B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 118 - Mathematical Literacy**

Conceptual and procedural tools will be developed that support the use of key mathematical concepts in a variety of contexts including numeracy, data analysis, mathematical modeling, algebraic procedures, and functions. An emphasis will be placed on modeling and problem solving using contextualized problems that will sometimes require technology or graphing calculator usage. Students may take this course in place of the two-course sequence MATH 112 and MATH 116. Upon successful completion, students are eligible to take MATH 138 and MATH 145. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. (PCS 1.4, 5 credit hours - 5 hours lecture, 0 hours lab)

**MATH 122 - Technology-Integrated Math**

Presents mathematics in the practical context of industries such as process operations technology, drafting, engineering technology, and automotive technology. Students develop study skills in math including review of arithmetic skills as they apply to career problems. The course covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, basic operations on algebraic expressions, solving linear equations in one and two variables, graphing linear equations in two variables, and some practical geometry and trigonometry. Prerequisite(s): Placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 124 - Health Sciences-Integrated Math**

Presents mathematics in the practical context of the health sciences, and provides a practical background in mathematics required for the health care field. Develops study skills in math including a review of arithmetic skills as they apply to career problems. Presents computational fundamentals and problem solving that requires unit analysis, measurement system conversions, terminology, and abbreviations. Also covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, some practical geometry, and presents basic operations on algebraic expressions. Prerequisite(s): Placement by exam. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**MATH 125 - Technical Math I**

Provides practical background in mathematics required for technical curricula. The course reviews fundamentals of algebra, applied geometry, and right-triangle trigonometry including algebraic expressions and operations, equations, exponents, radicals, units of measure, formulas, approximate numbers and calculator operations. Prerequisite(s): Placement by exam or C or better in MATH 112 or MATH 12B or MATH 122. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 129 - Business Mathematics**

Explores mathematical topics as they bear upon accounting, economics, finance, measurement, and merchandising. Designed for students in certain business and related disciplines. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 131 - College Algebra**

Presents algebraic and graphical solutions of linear and non-linear equations and inequalities and their applications; functions and graphs; ratio, proportion, and variation; theory of equations; algebraic functions; logarithmic and exponential functions; systems of linear and non-linear equations; matrices and determinants and their applications. Integrates graphing calculator technology into the learning process. Prerequisite(s): C or better in MATH 116 or MATH 16B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 132 - Trigonometry**

Presents trigonometric functions, the right triangle, fundamental identities, angular measure, variation and graphs of the trigonometric functions, trigonometric equations, inverse trigonometric functions, complex numbers. Prerequisite(s): MATH 131 (which may be taken concurrently) or placement by exam. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 134 - Pre-Calculus**

Presents operations on algebraic expressions, first and second degree equations and inequalities, systems of equations and inequalities, functions and graphing, theory of equations, mathematical induction, binomial expansion, ratio and proportion, trigonometric functions, graphing of trigonometric functions, radian measure, trigonometric identities and equations, logarithms, solution of right and oblique triangles, inverse trigonometric functions, complex numbers, polar and parametric equations. Prerequisite(s): C or better in MATH 116 or MATH 16B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

**MATH 137 - Elementary Mathematical Modeling**

**(IAI: M1 907)** Provides the opportunity for students to be active participants in the solution of important, interesting and challenging problems. The emphasis on learning mathematics by doing mathematics will allow students to build their own knowledge base of algebraic and geometric models. The course will also help students to acquire the mathematical "habits of mind" necessary to use mathematics and mathematical principles in their subsequent course work, their jobs, and their personal lives. Prerequisite(s): C or better in MATH 118 or C or better in MATH 116 or MATH 16B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 138 - General Education Mathematics**

**(IAI: M1 904)** Provides the opportunity for students to use mathematical reasoning to solve real-life problems and increase mathematical confidence through in-depth study of four topics. Emphasis will be placed on conceptual understanding, problem solving, and analysis rather than on routine mechanics. Technology, including calculators and computers, will be used when appropriate to support the learning process. Topics covered will consist of logic and set theory, modeling with functions, consumer mathematics, and counting techniques and probability. Prerequisite(s): C or better in MATH 118 or C or better in MATH 116 or MATH 16B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 142 - Math For Elementary Teachers I**

Provides (as the first of a two-course sequence) prospective elementary school teachers with a deep and fundamental understanding of number and operations. Use of age-appropriate microcomputer technology as well as non-technical manipulatives is embedded in the course content. Emphasizes the interconnections among theory, procedures and applications. Topics are selected from sets, whole numbers, place value, integers, decimals, rational numbers, irrational numbers, numeration and computation, algebraic reasoning and representation. Prerequisite(s): C or better in MATH 118 or C or better in MATH 116 or MATH 16B or placement by exam and C or better in MATH 113 or high school geometry. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 145 - General Education Statistics**

**(IAI: M1 902)** Examines the collection, organization and interpretation of both univariate and bivariate quantitative data using graphical and numerical descriptive methods; develops necessary sampling distribution theory through computer simulation and actual experimentation; provides the opportunity to design and carry out real experiments to estimate unknown population parameters and to test hypotheses about those parameters. Emphasizes the use of microcomputers and calculators to perform analyses throughout the course. Prerequisite(s): C or better in MATH 118 or C or better in MATH 116 or MATH 16B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 152 - Math For Elementary Teachers II**

**(IAI: M1 903)** Provides prospective elementary school teachers with a deep and fundamental understanding of geometry and measurement, data analysis, introductory statistics and probability, and proof and justification. Use of age-appropriate calculator and microcomputer technology as well as non-technical manipulatives is embedded in the course content. Emphasizes the interconnections among theory, procedures and applications. Topics include planar figures, area, perimeter, symmetry, transformations in the plane, Venn diagramming, prisms, cylinders, pyramids, Platonic solids, volume, congruence, similarity, measurable attributes, units conversions (English and metric), Pythagorean theorem, patterns, sequences, formulas, equations, functions, displaying data, central measures of tendency, and basic principles of probability. Fulfills the Illinois Transferable General Education Core Curriculum (iTransfer Gen. Ed.) requirement only for students seeking state certification as elementary teachers or special education teachers. Prerequisite(s): C or better in MATH 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 165 - Calculus for Busn & Social Science**

**(IAI: M1 900-B)** Introduces calculus as it is applied to business, economics, the behavioral sciences, the social sciences, biology and medicine. For students planning to major in these areas rather than in mathematics, engineering, physics or chemistry. Prerequisite(s): C or better in MATH 131 and either MATH 113 or high school geometry. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 171 - Calculus And Analytic Geometry I**

**(IAI: M1 900-1, MTH 901)** Presents straight lines, functions, the derivative, limits and continuity, mean value theorem, chain rule, curve sketching, implicit differentiation, related rates, applications of differentiation, antiderivatives, introduction to integration, areas by integration and numerical methods. Prerequisite(s): C or better in MATH 132 or MATH 134, or placement by exam, and MATH 113 or high school geometry. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

**MATH 172 - Calculus & Analytic Geometry II**

**(IAI: M1 900-2, MTH 902)** Examines velocity and net change, areas between curves and volume by integration, arc lengths, surface area, physical application of integration, differentiation and integration of exponential and logarithmic functions, hyperbolic functions, integration techniques, numerical integration, improper integrals, conic sections, infinite series, Taylor series, parametric and polar equations, operations on vectors in two and three dimensions, and lines and planes in space. Prerequisite(s): C or better in MATH 171. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

**MATH 235 - Statistics**

**(IAI: M1 902, BUS 901)** Examines basic concepts of statistical analysis used in decision making in business, social and life sciences, including probability and how uncertainty is dealt with in real life. Includes assembly and summarization of data, measures of central tendency and variability, probability theory, discrete and continuous probability distributions, estimation, one- and two-sample hypothesis testing for means and proportions, correlation regression analysis, multiple regression, chi-square, and one-way analysis of variance. Integrates graphing calculator technology and statistical computer software in the learning process. Prerequisite(s): C or better in MATH 131. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 271 - Calculus And Analytic Geometry III**

**(IAI: M1 900-3, MTH 903)** Presents vector-valued functions in two and three dimensions, quadratic surfaces, partial differentiation involving functions of several variables, directional derivatives and gradient, double and triple integrals, integrals in cylindrical and spherical coordinates, centroids, vector fields, line integrals, surface integrals, Green's Theorem, and Stoke's Theorem. Prerequisite(s): C or better in MATH 172. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MATH 272 - Differential Equations**

**(IAI Major: MTH 912)** Introduces ordinary differential equations and their applications. Included are first and higher order differential equations, homogeneous linear and non-linear equations, systems of linear differential equations, numerical approximations, power series solutions, and Laplace transforms. Prerequisite(s): C or better in MATH 271. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MATH 274 - Linear Algebra**

**(IAI Major: MTH 911)** Introduces abstract mathematics and provides useful applications outside mathematics. Includes vectors; operations on matrices; matrices; inverse of a matrix; solution of systems of linear equations; rank of a matrix; vector spaces and subspaces; linear dependence and independence; basis and dimension; linear transformations; sums, composites, and inverses of linear transformations; range and kernel of a linear transformation; orthogonality; and proofs. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 172. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 125 - Introduction To Broadcast Operations**

Provides students experience with basic techniques, disciplines, and theories used in producing, writing, and performing, for both radio and television. Studio equipment, materials, and their functions will be explored. Federal Communications Commission (FCC) rules and regulations will be addressed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**MCOM 130 - Introduction To Video Production**

**(IAI Major: MC 916)** Introduces multi-camera production. Includes terminology, conceptualization, basic script writing, audio board operations, and lighting in studio and remote settings. Basic functions of non-linear editing will also be addressed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**MCOM 131 - Introduction To Broadcasting**

**(IAI Major: MC 914)** Surveys the role and effects of the broadcasting and cable industry. Emphasizes historical development, media regulations, terminology, programming, and career opportunities. Studies all basic equipment used in broadcasting and telecasting. Prerequisite(s): Concurrent enrollment in MCOM 136. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 132 - Introduction To Mass Communication**

**(IAI Major: MC 911)** Studies mass media development and function in modern society as it relates to economic, political, historical, and technological issues. Studies radio, TV, magazines, film, and advertising as well as legal and ethical concerns in modern media. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 134 - News Writing**

**(IAI Major: MC 919)** Emphasizes writing under newsroom conditions and techniques appropriate to various news and feature stories. Students learn techniques of news gathering, interviewing, and reporting. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 135 - News Writing & Editing**

**(IAI Major: MC 920)** Introduces the principles and techniques of electronic editing, information management, and publication design, emphasizing the editing of body copy and display type for maximum clarity and impact. This course will also feature photo editing, layout design, and headline and outline function and writing. Prerequisite(s): C or better in MCOM 134. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 136 - Basic Announcing**

**(IAI Major: MC 918)** Studies theory and practice of speaking, applied to broadcasting in all phases of announcing. A study of methods of preparing and announcing news, sports, weather and features. Prerequisite(s): Concurrent enrollment in MCOM 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**MCOM 138 - Podcasting**

Introduces the uses and practical applications of sound for multimedia. Students will learn to create and edit podcasts and publish them to free podcast hosting and social media sites using free or inexpensive hardware and software. Course covers both Mac and PC applications and current legalities of digital media. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 145 - Broadcasting Writing**

**(IAI Major: MC 917)** Emphasizes writing for visual and audio presentations, including continuity, commercials, public service announcements, news, and special events. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 150 - Introduction To Radio Production**

**(IAI Major: MC 915)** Introduces audio production techniques and equipment operation. Includes terminology, basic script writing, editing, producing commercials, public service announcements, and news casting in a studio setting. Prerequisite(s): MCOM 131. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 154 - Basic Announcing & Interviewing**

Offers practical on-the-job training in campus-radio station WLCA. Semiprofessional interview development techniques covered. Prerequisite(s): MCOM 131 and MCOM 136. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**MCOM 160 - Introduction To Advertising**

**(IAI Major: MC 912)** Includes the role of advertising in integrated marketing communications, consumer behavior, creative strategies, and types of media. Integrated into the course are practical application. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MCOM 245 - Radio News**

Expands radio news in the area of investigation, actuality development, coverage, and newscast structure. Prerequisite(s): MCOM 145. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**MCOM 248 - Sports Broadcasting**

Studies theory and practice of sports broadcasting. Students broadcast local high school sports events and collegiate athletics on WLCA. Concentrates on the fundamentals of logistics of remote broadcasts. Develops sportscasting delivery. Prerequisite(s): MCOM 131 and MCOM 136. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

**MCOM 250 - Advanced Radio Production**

Studies techniques of creative radio production. Students experience development of station imaging for various program formats. Course focuses on creating sweepers, jingles, promos, creative commercials, and underwriting announcements. Students will learn advanced commands in Pro Tools non-linear editing software. Prerequisite(s): MCOM 150. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**MCOM 255 - Intermediate Announcing**

Offers practical "on the job" training at a college radio station. Specialized positions in traffic, production and news departments with actual "on the air" program responsibilities. Prerequisite(s): MCOM 154. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

**MCOM 256 - Mass Communications Portfolio**

Offers final training and review to prepare for an internship or employment in mass communications. Students will review all phases of the Mass Communications curriculum and will develop a portfolio that focuses on the area of the field in which they plan to seek employment. Job seeking skills including resume and cover letter writing will be covered. Prerequisite(s): MCOM 255. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**MCOM 271 - Radio Broadcasting Internship**

Offers on-the-job training at a local commercial broadcasting radio station. Various areas of the industry are examined; however, the student focuses on the area of radio broadcasting in which s/he plans to seek employment. Prerequisite(s): MCOM 256 or concurrent enrollment. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

**MCOM 280 - Topics In Radio Broadcasting**

Provides intensive experience for broadcasting students or practicing professionals. Topics are selected by the instructor and the student to meet individual student needs. This course is variable credit and is repeatable three times. The amount of credit awarded shall be two to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be sixteen credits. Prerequisite(s): Permission of instructor. (PCS 1.2, 2-4 credit hours - 1 hour lecture, 6-15 hours lab)

**MEDA 120 - Pathophysiology I**

Provides a comprehensive study of the structure and function of major organs, related medical terminology, commonly prescribed medications, common diseases, and diagnostic testing associated with the systems. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations and symbols. In addition, students are introduced to anatomy and physiology through the study of cell and tissue structure and function, the musculoskeletal system, the integumentary system, cardiovascular system, and the urinary system. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**MEDA 130 - Pharmacology for Medical Assistants**

Introduces concepts and applications of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, calculation of drug problems, and medicolegal responsibilities of the medical assistant. Prerequisite(s): C or better in MEDA 140. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**MEDA 140 - Clinical Medical Assisting Skills I**

Introduces practices, procedures, and routines of the medical office assistant and the medical office assistant's role in preparation for examination and treatment of the patient throughout the lifespan. This course prepares the student for basic clinical office practice including: taking vital signs; assisting with mobility; identification, sterilization, and disinfection; sepsis and OSHA Standards; bandaging and wound care; assisting with minor office surgeries; eye and ear assessment and procedures; and obtaining patient information and documentation. Prerequisite(s): MEDA 120 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**MEDA 170 - Medical Office Procedures**

Presents the methods and procedures needed to work in a medical office. Includes medical ethics and law, correspondence, patient billing and collection systems, and medical office software. Prerequisite(s): C or better in BTEC 120 or concurrent enrollment and C or better in BTEC 151 or CIS 135 or concurrent enrollment. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**MEDA 171 - Health Insurance and EHR**

Provides an overview of medical insurance programs, electronic health records (EHR), managed care, accountable care, and the skills needed in preparing and submitting insurance claims. Includes pre-certifying and verifying insurance eligibility for patients. Introduces students to the use of electronic health and medical records including management, retrieval, and retention of the health record. Provides hands-on experience with data entry and the use of electronic medical databases. Prerequisite(s): C or better in BTEC 120 or concurrent enrollment and C or better in BTEC 151 or CIS 135 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**MEDA 220 - Pathophysiology II**

Provides a comprehensive study of the structure and function of major organs, related medical terminology, commonly prescribed medications, common diseases, and diagnostic testing associated with the systems. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations and symbols. Students are introduced to anatomy and physiology through the study of respiratory, digestive, special senses, endocrine, male and female reproductive, lymphatic, and blood systems. Prerequisite(s): C or better in MEDA 120. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**MEDA 240 - Clinical Medical Assisting Skills II**

Continues practices, procedures, and routines of the medical office assistant and the medical office assistant's role in preparation for examination and treatment of the patient throughout the lifespan. This course also provides instruction in basic routine laboratory procedures, phlebotomy, and the proper techniques required for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. The student will be introduced to the electrocardiogram (EKG), components of the EKG and how to safely, properly, and successfully complete an EKG. Prerequisite(s): C or better in MEDA 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**MEDA 250 - Medical Assisting Exam Review**

Prepare for the Registered Medical Assistant (American Medical Technologists) credentialing exam. Includes content review of medical assisting courses with emphasis on test-taking strategies and study techniques. This course will provide instruction for resume preparation, job search procedures, interviewing skills, and portfolio preparation. Prerequisite(s): C or better in all first semester required courses and permission of coordinator. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MEDA 260 - Medical Assisting Externship**

Provides the student with a work-based learning experience that utilizes skills learned in program coursework and provides the application of those skills in a physician's office or other ambulatory setting. Students work 10 hours per week and meet with the instructor one hour per week. Prerequisite(s): C or better in all first through second semester courses, C or better or co-enrollment in MEDA 240, and permission of coordinator. (PCS 1.2, 4 credit hours - 1 hour lecture, 15 hours lab - 160 hours must be worked)

**MGMT 237 - Fundamentals Of Management**

Explores effective management practices as they apply throughout an organization. Scientific work management, classical organization management, goal setting, planning, organizing, controlling, motivation, work groups, the informal organization, leadership, conflict, organizational design, change and management science. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 239 - Management For Small Business**

**(Spring Semester Only; Evening Sections Only)** Studies general principles of management; special emphasis on selecting and supervising employees, leadership and motivation, delegation of responsibility, planning and control, factors involved in decision making. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 242 - Human Resource Management**

Covers personnel policy, recruiting, interviewing, testing, selection, remuneration, operational training, executive development, job evaluations, labor relations, employee needs and benefits and personnel research. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 244 - Operations Management**

Covers business management principles relating to a production or service enterprise. Includes: organization, control, details of job and process systems, budgeting, cost analysis of facilities, locations as they depend on transportation, access to markets and raw materials, utilities costs, and topics related to employee morale and motivation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 245 - Financial Management**

**(Fall Semester Only; Evening Sections Only)** Analyzes the professional responsibilities of the financial manager. Cash management, cash budgeting, capital budgeting, long and short-term financing, debt and equity alternatives, cost of capital, leverage, liquidity, solvency and profitability. Financial institutions and capital markets are viewed as resources for the financial manager. Prerequisite(s): ACCT 131 and either MATH 131, MATH 134 or MATH 138. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 246 - Logistics Management**

Covers business principles relating to logistics and supply chain management. Includes: logistic technology and software, financial aspects of logistics, procurement, inventory control, transportation, warehousing, package and material handling, and facilities analysis. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 251 - Management For Agriculture**

Explores business management principles related to agricultural operations. Includes analysis and evaluation, organizational structure and design, business planning, communication, and crisis management training and planning. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 252 - Marketing For Agriculture**

Studies marketing for agricultural operations. Topics include salesmanship, business development planning, customer retention, and landowner relations and retention. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 253 - Finance & Planning For Agriculture**

Introduces basic accounting, financial analysis, and financial planning for farms and large agricultural operations. Provides a basic knowledge of accounting terminology and accounting methods. Includes analysis of financial performance to identify opportunity and/or problem areas within an operation, how to project performance and evaluate opportunities, and asset management. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MGMT 254 - HR Management For Agriculture**

Explores human resource management principles used in agricultural operations. Includes personnel files and records, policy and procedure development, hiring process, employment laws and regulations, and employee safety including OSHA standards and compliance. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MKTG 131 - Introduction To Marketing**

Presents marketing as viewed by decision-makers. Marketing functions, marketing institutions, organization and consumer buying behavior and environment in which the firm operates. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MKTG 136 - Salesmanship**

**(Summer Semester Only; Evening Sections Only)** Covers steps involved in a sale, customer psychology and creative selling techniques as applied to selling situations. Examines obligation to self, employer and customers. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MKTG 234 - Principles Of Retailing**

Studies retail structure, types of retail establishments, buying, selling, advertising, sales promotion, store operations, organizing problems, accounting control, governmental regulations and employee relations. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MKTG 240 - Social Media Marketing**

Studies the applications and methods utilized to promote businesses and organizations via digital tools and social media. Includes interface uses and best practices. Students will create and manage various social media sites while completing writing and reading assignments, quizzes, and tests. The course also includes an overview of how to use social media platforms to supplement traditional marketing strategies. It is recommended that students have basic keyboarding, Internet, and computer skills. Students must be able to access and interact with various social media websites, including but not limited to Facebook, Flickr, YouTube, LinkedIn, WordPress, and Twitter. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MSC 101 - Introduction To Military Science**

Introduces contemporary military issues and role of the U.S. Army in national defense systems. Reviews time management, goal setting, and motivational leadership. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**MSC 102 - Introduction To Military Operations**

Studies the modern battlefield and its relationship to leadership, team building, and stress management. Individual communication skills and group dynamics are stressed. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**MSC 201 - Applied Military Skills**

Provides detailed instruction and practical exercises in military writing, briefing, and decision making. Extensive instruction and practice in the reading and use of maps and compasses. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

**MSC 202 - Small Unit Leadership**

Provides basic background in first aid and individual field-movement skills and instruction in use of analytical aids in planning, organizing, and controlling a changing environment. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

**MUSI 124 - Music Production with MIDI**

Introduces the use of computer based Musical Instrument Digital Interface (MIDI) software. Covers basic skills in all aspects of MIDI production as it applies to the creation of musical ideas and controlling external devices. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 125 - Music Video Production**

Introduces the art of capturing "live" musical performance, as well as, pre-recorded musical performance on video. Covers basic skills in all aspects of video production as it applies to the communication of musical ideas and the business of selling and promoting music and musicianship. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 126 - Advanced Music Video Production**

Introduces advanced music video production techniques including but not limited to animation of still photos and video, performance and story-based music video, instructional videos, camera settings, pre-production, production, post-production methods, and creation of titles and a credit roll. Prerequisite(s): MUSI 125. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 130 - Appreciation Of Music**

**(IAI: F1 900)** Presents basic elements of music, and develops perceptive listening skills and understanding. Introduces stylistic elements, composers, and literature of the various historical periods. No previous music background is necessary. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)



**MUSI 131 - Basic Music Theory**

Introduces music fundamentals including: notation, meter and rhythm, scales, keys and intervals. The course is open to all students but is required for students who seek credit for applied music, unless they can demonstrate in a proficiency test satisfactory knowledge of the course content. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 133 - Music For The Pre-School Teacher**

**(Spring Semester Only)** Prepares the student with no previous training in music to provide a meaningful and useful initial early music experience for children in child care, pre-school or elementary school setting. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 134 - Non-Western Music**

**(IAI: F1 903N; satisfies Human Relations Requirement)** Covers the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening as they relate to non-western music. Examines the music cultures of several non-western societies. No previous music background is necessary. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 135 - Music Theory I**

**(Fall Semester Only)** Studies the elements of music (rhythm, melody, harmony, texture, and form) and the principles of musical organization. Includes scales, modes, intervals, triads, chord relationships, voice leading, and an introduction to style analysis and style periods. Sight singing, keyboard, and aural perception included. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MUSI 136 - Music Theory II**

**(Spring Semester Only)** Emphasizes chord relationships and voice leading practices, continuing MUSI 135. Chord vocabulary expands to include dominant, half diminished, and fully diminished seventh chords and the voice leading practices and figured bass indications appropriate for these chords. An introduction to monophonic, polyphonic, chordal, and homophonic textural types and characteristics of each is included. Sight singing, ear training, and keyboard exercises are included. Prerequisite(s): C or better in MUSI 135. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MUSI 137 - Introduction To American Music**

**(IAI: F1 904)** Provides historical background and surveys American music and composers. Includes explanation and aural examples of musical genres. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 138 - Introduction To Music Literature**

**(IAI: F1 901) (Spring Semester Only)** Examines the following periods in music history: Medieval, Renaissance, Baroque, Classical, and Romantic. Develops perceptive listening skills and understanding; and introduces stylistic elements, composers, and literature of the various historical periods. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 142 - Limited Edition**

Provides students vocal performance experience, preparing and performing in a variety of styles including but not limited to spirituals, hymnody, opera, Broadway, and literature representing the major style periods. This ensemble also has the opportunity to participate in community activities. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition only. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 143 - Concert Band**

Offers concert band experience for qualified students in a music major transfer program and interested members of the community. All members of the band must be able to read music and prior experience as an instrumentalist in a school, municipal or professional band is desirable. Students gain increased knowledge through repetition. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree is four. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 144 - Concert Choir**

Prepares students to perform a variety of choral music styles including spirituals, hymnody, opera, Broadway, and literature representing the major style periods. This vocal ensemble also has the opportunity to participate in community activities. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 145 - Jazz Band**

Covers preparation, exploration and performance of music representing the various jazz styles. Students should be able to read music but improvisation experience is not required. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 146 - Symphony Orchestra**

Offers orchestra experience for qualified students in a music transfer program and interested members of the community. All members of the orchestra must be able to read music and prior experience as an instrumentalist in school, municipal or professional orchestra is desirable. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 147 - Guitar Ensemble**

Covers preparation, exploration and performance of guitar music literature from all major style periods. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 149 - Percussion Ensemble**

Provides students experience, through preparation and performance in a variety of percussive ensemble settings, including but not limited to classic/orchestral, world/ethnic, novelty/non-traditional, and mallet/keyboard literature. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. The course is repeatable three times; the amount of credit awarded shall be one credit hour each time the student successfully completes the course. The total number of credits that will apply to a degree shall be four credits. Prerequisite(s): Consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 154 - Electronic Music Production**

Introduces the study of Pro Tools recording software including hard disk recording and Musical Instrument Digital Interface (MIDI). Includes principles of sound synthesis, signal routing, mixing, editing, plug-in operations, virtual instruments and MIDI sequencing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 155 - Sequencing And Recording**

Continues the study of Pro Tools software including hard disk recording and Musical Instrument Digital Interface (MIDI). Further explores recording, mixing, editing techniques, plug-ins including compression, equalization, effects and virtual instruments. Prerequisite(s): C or better in MUSI 154. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 156 - Music Notation**

Introduces the study of Finale notation software. Includes instruction on writing professional-standard notations, notation arrangements and compositions, and forming basic notes and rhythms to more advanced markings. Also includes elements of basic music theory including note identification, major/minor scales, key signatures, triads, and four-part writing methods. Prerequisite(s): Permission of Coordinator. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 161 - Piano I**

Develops basic skills in piano playing for the student with no previous keyboard experience. Recommended for elementary classroom teachers, music majors, and those wishing to pursue this study as an avocation. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 162 - Piano II**

Emphasizes sight reading, harmonization, transposition, technique development, improvisation, and repertoire. Prerequisite(s): C or better in MUSI 161. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 172 - Gospel Choir**

Focuses on the choral performance of traditional gospel music, including Inspirational, Southern, Contemporary, and Gospel Blues. This vocal ensemble also has the opportunity to participate in community activities. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 196 - Minor Applied Music I**

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors but desire private instruction. The course includes one thirty minute lesson per week. A minimum of three practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of four credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 1 credit hour - 0.5 hours lecture, 3 hours lab)

**MUSI 197 - Minor Applied Music II**

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors but desire private instruction. The course includes a one hour lesson per week. A minimum of six practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of eight credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 2 credit hours - 1 hour lecture, 6 hours lab)

**MUSI 198 - Minor Applied Music III**

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors but desire private instruction. The course includes one thirty minute lesson per week. A minimum of three practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of four credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 1 credit hour - 0.5 hours lecture, 3 hours lab)

**MUSI 199 - Minor Applied Music IV**

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors, but desire private instruction. The course includes a one hour lesson per week. A minimum of six practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of eight credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 2 credit hours - 1 hour lecture, 6 hours lab)

**MUSI 232 - Jazz In Multicultural America**

**(IAI: F1 905D; satisfies Human Relations Requirement)** Provides historical background and traces the African-American, Brazilian, Haitian, Caribbean, and Cuban influences in the development of jazz style. The course will include description and aural-visual examples of jazz techniques and processes. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**MUSI 233 - Jazz Improvisation Lab**

Offers ensemble playing for qualified students of piano, guitar, bass, percussion, brass, and woodwind instruments. All members must be able to read music. Prior experience as an instrumentalist in a school, municipal, or professional band is desirable. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 235 - Music Theory III**

**(Fall Semester Only)** Studies monothematic, binary and ternary forms, continuing MUSI 136. Covers chord vocabulary, expands to include non-dominant seventh, ninth, eleventh, thirteenth, Neapolitan sixth, and augmented sixth chords, and the voice leading practices and figured bass indications appropriate for these chords. Also included is the study of secondary function, bimodality, modulation. Sight singing, ear training, and keyboard exercises included. Prerequisite(s): C or better in MUSI 136. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MUSI 236 - Music Theory IV**

**(Spring Semester Only)** Introduces 16th Century modal polyphony and 18th Century tonal counterpoint, continuing MUSI 235. Theme and variation, rondo, and sonata allegro forms are studied. Also included is the compositional devices of the late 19th and 20th Centuries. Sight singing, ear training and keyboard exercises included. Prerequisite(s): C or better in MUSI 235. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**MUSI 261 - Piano III**

Emphasizes progressive development of technique, improvisation, transposition and harmonization. Prerequisite(s): C or better in MUSI 162. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 262 - Piano IV**

Emphasizes progressive development of technique, improvisation, transposition and harmonization, continuing MUSI 261. Prerequisite(s): C or better in MUSI 261. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

**MUSI 299 - Major Applied Music Instruction**

Provides private music instruction for those majoring in music who must have a major instrument for degree requirements. The course includes a one hour lesson per week for 2 credit hours or a two hour lesson per week for four credit hours. A minimum of six practice hours per week for 2 credit hours or twelve practice hours per week for four credit hours is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course is a variable credit course and may be repeated three times for up to a maximum of sixteen credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 2 or 4 credit hours - 1 or 2 hours lecture, 6 or 12 hours lab)

**MYLC 101 - Orientation Session for New Students**

This free two-hour orientation workshop assists students with their transition to college. Topics include registration issues, college terminology and policies, student resources and services (including student web services), programs of study, and transfer information. If further assistance is desired, students may enroll in the credit course, COLL 130-New Student Experience.

**NUAD 120 - Basic Nurse Assistant Training**

Provides Basic Nurse Assistant instruction through theory, lab, and six mandatory 8-hour clinical days outside of the regular scheduled class sessions (dates/times to be arranged). Teaches the nursing assistant to function as an effective member of the nursing team in the delivery of patient care, under the direct supervision of a Registered Professional or Licensed Practical Nurse in hospitals, nursing homes, and home healthcare settings. Adequate time is utilized in orienting the student to the work environment and responsibilities in order to provide a basis for quality patient care and team morale. Successful completers qualify for the Illinois Nurse Assistant Competency Examination. The Illinois Department of Public Health (IDPH) requires that all Nurse Assistant students have a live scan (fingerprint) criminal background check. The college will make arrangements for an IDPH approved vendor to do this on campus. There is a fee for this service, which will be payable the day of the live scan. There will be an orientation prior to the class start date to discuss this as well as other class requirements. Attendance at the orientation is mandatory. Students who have questions or a criminal background should contact the Coordinator of the Nurse Assistant Program for more information on determining their eligibility for the program or their ability to complete the program. Prerequisite(s): See admission requirements. (PCS 1.2, 6 credit hours - 4 hours lecture, 3.5 hours lab, 3 hours clinical)

**NURS 120 - Physical Assessment Of Acutely Ill**

Focuses on the assessment of the acutely ill patient within an acute care setting. The course will enhance the student's ability to identify normal and abnormal findings. Application of appropriate nursing interventions related to the clinical findings will be emphasized. Opportunities are provided for the student to practice patient assessment. Prerequisite(s): Successful completion of RN or LPN school of nursing. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**NURS 127 - Clinical Practicum In Nursing**

Considers common stressors occurring in patients across the lifespan. The nursing student continues to study the nursing process, human needs, ethical and legal aspects of nursing, pharmacology, and nursing concepts and principles. Opportunities are provided for the nursing student to correlate concepts, principles, and skills learned to nursing practice in various healthcare settings. A failing grade in NURS 127 may require faculty review and could affect the student's standing in the Nursing Program. This course is repeatable one time. The amount of credit awarded shall be up to four credit hours each time the student successfully completes the course. The total number of credits that will apply to a skills certificate shall be eight credits. Pass/Fail only. Prerequisite(s): Successful completion of NURS 152 with a grade of C or better. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours clinical)

**NURS 129 - Introduction to Nursing**

Provides opportunities for students to explore and observe the role of the nurse and other healthcare professionals. Provides opportunities for students to apply basic nursing skills in the classroom lab setting and to identify trends in nursing and other healthcare applications. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**NURS 150 - Bridge Concepts and Management I**

Introduces LPNs to the nursing process, in consideration of the four major client needs categories including safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. A concept-based approach will be used to focus on clients, families, and communities with various needs. Healthcare and management concepts will be introduced. Prerequisite(s): Current LPN Licensure in Illinois, admission to ADN Program, and either C or better in (or concurrent enrollment in) BIOL 141, NURS 160, NURS 165, and NURS 171. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**NURS 160 - Nursing Health Assessment**

Considers the development of beginning health assessment throughout the life span. Emphasis is placed on physical assessment skills with application of clinical reasoning to these skills. The nursing process will be used to assist in the assessment of the client. Prerequisite(s): Concurrent enrollment or prior completion with C or better in NURS 170 or NURS 150. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**NURS 165 - Pharmacology for Nursing**

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals for LPN bridge students. Prerequisite(s): Either concurrent enrollment in NURS 150 or NURS 172 and C or better in these: NURS 160, NURS 170, and NURS 171. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**NURS 166 - Pharmacology for Nursing Concepts I**

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals. Considers the nursing process and, using a concept-based approach, focuses on medications with an emphasis on mood and affect, cognition, anxiety, stress, immunity, nutrition, tissue integrity, fluid and electrolytes, mobility, and elimination. Prerequisite(s): NURS 172 or concurrent enrollment and C or better in NURS 160, NURS 170, and NURS 171. (PCS 1.2, 1.5 credit hours - 1.5 hours lecture, 0 hours lab)

**NURS 167 - Pharmacology for Nursing Concepts II**

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals. Considers the nursing process and, using a concept-based approach, focuses on medications with an emphasis on reproduction, sexuality, family dynamics, development, gas exchange, perfusion, cellular regulation, glucose regulation, thermoregulation and clotting. Prerequisite(s): NURS 270 or concurrent enrollment and C or better in NURS 166, NURS 172, BIOL 142, and BIOL 241. (PCS 1.2, 1.5 credit hours - 1.5 hours lecture, 0 hours lab)

**NURS 170 - Nursing Concepts and Management I**

Introduces the nursing process in consideration of the four major client needs' categories including safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Emphasis is based on the needs of the well or adapting client. Opportunity is given for lab/clinical application of concepts/psychomotor skills to the needs of both well and non-adapting clients throughout the lifespan in nursing practice settings. Healthcare and management concepts are introduced. Prerequisite(s): Admission to ADN program. Concurrent enrollment or prior completion with C or better in NURS 160, NURS 171, BIOL 141 and either PSYC 232 or PSYC 233. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

**NURS 171 - Nursing Applications**

Applies concepts and psychomotor skills to nursing practice settings using clinical reasoning skills in the care of the well and non-adapting client throughout the lifespan. Opportunity will be given to apply skills in the lab setting. Prerequisite(s): Concurrent enrollment in NURS 170 or NURS 150. (PCS 1.2, 1 credit hour - 0 hours lecture, 3 hours lab)

**NURS 172 - Nursing Concepts and Management II**

Considers the nursing process and, using a concept-based approach, focuses on clients, families, and communities with an emphasis on mood and affect, cognition, anxiety, stress, communication, immunity, nutrition, tissue integrity, fluid and electrolytes, mobility, elimination, and health policy. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 166 or concurrent enrollment and C or better in NURS 160, NURS 170, NURS 171, BIOL 141 and either PSYC 232 or PSYC 233. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

**NURS 220 - Bridge Concepts and Management II**

Allows for the LPN Bridge student to use the nursing process and a concept-based approach to focus on clients, families, and communities with an emphasis on stress and coping; mood and affect; cognition; self; violence; behavior; reproduction; sexuality; development; health policy; quality improvement; and safety needs. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): Current LPN licensure in Illinois, successful completion of NURS 150, NURS 160, NURS 165, NURS 171, BIOL 141 and PSYC 232 or 233 with a C or better. Prior completion of BIOL 142 and BIOL 241 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours clinical)

**NURS 240 - Pathophysiology**

Covers the basic concepts of pathophysiology and the most common diseases and alterations according to each body system. Prerequisite(s): C or better in BIOL 141 and BIOL 142. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**NURS 270 - Nursing Concepts and Management III**

Considers the nursing process and uses a concept-based approach to focus on clients, families, and communities with an emphasis on reproduction, sexuality, development, gas exchange, perfusion, cellular regulation, glucose regulation, thermoregulation, clotting, and healthcare management. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 167 or concurrent enrollment and C or better in NURS 172, BIOL 142, and BIOL 241. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

**NURS 272 - Nursing Concepts and Management IV**

Analyzes the nursing process and utilizes a concept-based approach in assisting clients, families, and communities with advanced, complex conditions. Emphasizes care of clients with multisystem conditions including fluid and electrolyte imbalances; acid-base imbalances; gas exchange; perfusion; mobility; intracranial regulation; infection; thermoregulation; cellular regulation; and tissue integrity disruptions. Opportunities are provided to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 167 and NURS 270. LPN Bridge students: C or better in NURS 220, BIOL 142, and BIOL 241. (PCS 1.2, 9 credit hours - 4 hours lecture, 15 hours clinical)

**OCTA 134 - Occupational Therapy Fundamentals**

Introduces the philosophy of occupational therapy practice and the theoretical foundations of the profession. The historical growth of occupational therapy and its relationship to traditional medical, educational and other community service delivery models are explored, as well as, standards of practice, ethical responsibilities, and values and attitudes of the profession. The education, training, and the collaborative roles of the OTA and OTR are discussed. The components of the clinical reasoning process are presented by examining the stages of the planning and service delivery process. The Practice Framework for Occupational Therapy is introduced to define the scope of practice. Prerequisite(s): Admission to the Occupational Therapy Assistant program. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**OCTA 138 - Therapeutic Modalities**

Introduces a variety of activities as therapeutic modalities used in the delivery of occupational therapy (OT) services. Students learn and apply activity analysis skills to life tasks and activities defined by the Occupational Therapy Practice Framework. Classroom assignments emphasize the development of skills, clinical reasoning, and the safe use of materials, tools, and equipment. Students learn to generate and analyze therapeutic applications of activities and to adapt and grade activities for a variety of patient populations. Analysis of the physical, cognitive, and sociocultural aspects of therapeutic modalities will be explored. Issues of planning for and working with small groups will be discussed. Students will select appropriate therapeutic activities, have an opportunity to develop clinical observation skills, and begin to develop skills for "therapeutic use of self". Prerequisite(s): Admission to the Occupational Therapy Assistant program. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

**OCTA 142 - Theory of Psychosocial Occupation**

Explores the theory and practice of psychosocial occupation in occupational therapy including psychosocial frames of reference, interview techniques, principles of therapeutic groups, group leadership, and analysis of group dynamics in the intervention setting. A review of psychosocial theory, stages of human development in the social-emotional arena, and group leadership is presented. Addresses the need for a balanced life that includes work, rest, and leisure to promote wellness. Practicum experiences are included to enable the student to participate in and observe group dynamics, leadership, and development and implementation of functional group activities as part of the occupational therapy (OT) process. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138 and PSYC 232. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**OCTA 146 - Theory of Physical Occupation**

Explores the theory and practice of occupational performance that impacts everyday occupations. This includes development of human movement, strength, coordination, sensation, vision, visual perception, cognition, and common clinical problems resulting from damage to the muscular and/or nervous systems. Occupational therapy (OT) assessment and intervention techniques to address these deficits will be outlined and practiced. Professional documentation across the continuum of care for pediatric, mental health, and physical dysfunction settings will be explored. The Occupational Therapy Practice Framework will be used as a guide to examine how to assess occupational performance and develop and implement treatments to address client factors and performance skills associated with physical dysfunction. Using credible resources and evidence-based practice is also emphasized. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138, and PSYC 232. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

**OCTA 151 - Occupation: Infant to Adult**

Introduces intervention and management of services to infants through young adults with developmental disabilities, learning disabilities, and multiple disabilities. In addition to wellness issues, cognitive, physical, vocational, educational, and psychosocial needs of the individual will be explored. Occupational therapy (OT) evaluations, intervention methods appropriate to habilitation, and remediation of specific client deficits will be discussed. Students will understand the difference between educational and medical models of service. Overview of state and federal laws that impact OT's role within the natural environment, school, and other settings will be discussed. Assistive technology will be explored as identified for home, school, and work settings. Identification of wellness programs and emerging practice areas will be emphasized. Prerequisite(s): C or better in BIOL 142, OCTA 134, and PSYC 232. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**OCTA 163 - Professional Terminology for OT**

Focuses on the professional terminology used in the practice of occupational therapy. Focus is on understanding and using skilled language including approved abbreviations, medical terminology, and professional terminology used in medical fields and health science professions. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138, and PSYC 232. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**OCTA 168 - Foundations of OT Interventions**

Introduces the fundamentals of occupational therapy (OT) practice including treatment planning and implementation and clinical skills and techniques needed to effectively treat clients. Introduces the steps to treatment planning to develop a client-centered OT plan of care. Includes therapeutic strategies, techniques, and skills to facilitate the client's engagement in daily occupations. Identifies appropriate therapeutic interventions to address performance barriers based on credible evidence. Analyzes the dynamic interaction among persons, environments, and occupations and explores instructional techniques and assistive technology to address functional deficits. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138, and PSYC 232. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

**OCTA 234 - Practice of Psychosocial Occupation**

Introduces psychiatric terminology, symptomatology, and psychiatric diagnoses. Application of Occupational Therapy (OT) principles in psychosocial function and dysfunction will be emphasized. Acquaints students with the OT frames of reference appropriate to psychosocial setting, therapy planning and methodologies, and therapeutic use of self as a treatment tool, and the development of client-therapist interactions. The role of the Occupational Therapy Assistant (OTA) in activity program and community-based service programs is explored by researching contemporary service delivery models. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**OCTA 238 - Practice of Physical Occupation**

Presents medical conditions commonly referred for occupational therapy (OT) treatment/interventions. The etiology, residual effects, and medical management of each condition are described. OT frames of reference are discussed in regard to appropriate client care. Examines assessments, treatment interventions, documentation, and evidence-based practice as each relates to physical dysfunction. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

**OCTA 242 - OT in Productive Aging**

Introduces the principles and practice of occupational therapy in the treatment of clients with psychosocial dysfunction, chronic illness, and problems associated with the aging process. Kubler-Ross stages of death and dying are explored. Introduction of the Medicare system and OT's role for patient care within the system are emphasized. The OTA's role in working with families and caregivers will be explored. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**OCTA 244 - Occupation Across the Lifespan**

Introduces the student to self-directed problem-based learning to enable high level analysis and synthesis of data to develop complex client intervention plans. Students will focus on intervention planning to increase levels of independence in areas of occupation and will further develop problem solving skills (clinical reasoning) to create, implement, and evaluate intervention/treatment plan for populations across the lifespan. Learners will develop and implement intervention/treatment plans that revolve around case-based problems to be solved, including a list of essential questions, activities to facilitate the problem solving process, and technology resources to support the research involved. Prerequisite(s): C or better in OCTA 234, OCTA 238, OCTA 242, and OCTA 250. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

**OCTA 250 - Exploration of Occupational Practice**

Provides clinical opportunities to apply theory to practice. Students will spend time at an approved fieldwork site with emphasis on clinical observation, understanding the psychosocial needs of a population, selection and implementation of appropriate therapeutic activities, and the development of professional work behaviors. Students will also develop an understanding of the role and responsibility of the Occupational Therapy Assistant in management, leadership, advocacy and entrepreneurship. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 3 credit hours - 2 hours lecture, 5 hours lab - 80 hours worked)

**OCTA 254 - Level II Fieldwork A**

Provides clinical experiences to apply concepts and skills learned in prior course work. Supervised clinical experience provides the student the opportunity to develop organizational and administrative skills. Includes employee relations, job descriptions, planning a department budget, and maintaining job competence. Students will spend time in approved agency with emphasis on observation, development of professional work skills, and supervision of treatment application principles. Prerequisite(s): C or better in OCTA 244. (PCS 1.2, 4 credit hours - 0 hours lecture, 20 hours lab: 320 clinical hours worked)

**OCTA 258 - Level II Fieldwork B**

Continues application of concepts and skills learned in prior course work. Supervised clinical experience provides the student the opportunity to further develop organizational and administrative skills. Includes employee relations, job descriptions, planning department and budget, maintaining job competence. Students will spend time in approved agency with continued emphasis on observation, development of professional work skills and supervision of treatment application principles. Prerequisite(s): C or better in OCTA 254. (PCS 1.2, 4 credit hours - 0 hours lecture, 20 hours lab: 320 clinical hours worked)

**OTLC 010 - Legal Compliance**

Provides instruction in topics related to human capital in organizations for effective programs and operations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**OTLC 011 - Legal Compliance II**

Continues OTLC 0010 with instruction related to human capital in organizations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**OTLC 012 - Legal Compliance III**

Continues OTLC 0011 with instruction related to human capital in organizations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

**PACT 101 - Pre-Apprentice - Safety & First Aid**

Teaches the importance of safe practices in the classroom, in the workplace, and in the industry. Students will integrate safety practices into their work and provide basic first aid/CPR when appropriate. Also, covers Occupational Safety and Health Administration (OSHA) standards and practices. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**PACT 102 - Pre-Apprentice - Tools**

Introduces tools and materials used in the construction trades. Students will learn to identify the standard tools and materials of the trades, and understand their intended uses. Also, exposes students to several industry trades. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 3 hours lecture, 0 hours lab)

**PACT 103 - Pre-Apprentice - Carpentry**

Teaches carpentry skills used in the construction trades, and exposes students to their theory and practice. Also, exposes students to several industry trades. Students will perform the duties of an entry-level carpenter's helper and be ready for entry-level employment in the trade. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 3 hours lecture, 0 hours lab)

**PACT 122 - Math for the Trades**

Presents mathematics in the practical context of the trades. Students develop study skills in math including review of arithmetic skills as they apply to career problems. The course covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, basic operations on algebraic expressions, solving linear equations in one and two variables, graphing linear equations in two variables, and some practical geometry and trigonometry. Prerequisite(s): Placement by exam. (PCS 1.6, 4 credit hours - 4 hours lecture, 0 hours lab)

**PHED 130 - Fitness & Conditioning I**

Introduces principles and theory of exercise physiology and experience in developing a personal physical fitness program. Strength training principles are applied to the use of various equipment which is designed to increase strength, flexibility, and cardiorespiratory performance. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 131 - Fitness And Conditioning II**

Allows students to continue using the principles and theory of exercise physiology presented in PHED 130 and to develop a personal physical fitness program. Strength training principles are applied to the use of various equipment which is designed to increase strength, flexibility and cardiorespiratory performance. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 130. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 132 - Fitness And Conditioning III**

Emphasizes a wellness approach to a personal physical fitness program and allows the student to continue using the principles and theory of exercise physiology presented in PHED 130 and 131. Strength training principles are applied to the use of various equipment. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 131. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 133 - Fitness And Conditioning IV**

Emphasizes a wellness approach to a personal physical fitness program and allows students to continue using the principles and theory of exercise physiology presented in PHED 130, 131, and 132. Strength training principles are applied to the use of various equipment. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 132. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 134 - Horseback Riding**

Introduces horseback riding for enrichment and fitness training. Attention will be given to the development of skills in grooming, horse handling, saddling, bridling, and riding. Note: Students must be in good health and able to participate in moderate physical activity. Students must be physically capable of mounting and dismounting independently. A horse may humanely carry 20% of its weight: the stable horses weigh between 900-1000 lbs. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 144 - Lifeguard Training**

Develops the skills and knowledge to recognize and act in an aquatic emergency. Leads to American Red Cross Lifeguard Training certification. Prerequisite(s): Demonstrate the ability to complete a 300 yard swim using front crawl and breast stroke and to dive and retrieve a ten pound brick from the bottom of the pool. Minimum age requirement is 15. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 145 - Water Safety Instructor**

Develops the skills and knowledge to teach American Red Cross swimming and water safety courses and leads to American Red Cross Water Safety Instructor certification. Prerequisite(s): Demonstrate all swimming strokes. Minimum age requirement is 16. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

**PHED 151 - Progressive Yoga**

Builds on the skills introduced in beginning yoga, emphasizing a system of yoga postures that require physical and mental discipline. This intermediate level yoga gradually adds challenge leading to increased strength, endurance, balance, and focus. More challenging postures are introduced. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hours lab)

**PHED 173 - Walking**

Introduces walking as a way to increase cardiovascular endurance, muscular strength, and flexibility. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hour lab)

**PHED 176 - Yogalates**

Introduces an alternative to traditional yoga and Pilates. This format is ideal for those who find traditional yoga and Pilates intimidating or restrictive. This hybrid workout combines mind/body practices, as well as principles of sport stretch, strength training, and dynamic movement to improve strength, flexibility, balance, core stability, and reduction of stress while constantly flowing from one exercise to the next. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hours lab)

**PHIL 131 - Introduction To Philosophy**

**(IAI: H4 900)** Examines the fundamental questions of philosophy and introduces the major ideas and philosophers of the Western tradition. The basic questions include those concerned with the nature of reality, the nature of knowledge, the nature of God and religious experience, and the nature of morality and values. The study of philosophy can be considered a pursuit of self-knowledge and, to this end, a number of personally relevant issues are examined such as death, the meaning of life, personal identity, and personal values. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHIL 132 - Eastern Philosophy**

**(IAI: H4 903N; satisfies Human Relations Requirement)** Introduces the philosophical concepts found in the East by exploring the major systems of thought originating in India and China. The works of the most influential thinkers will be examined with special attention placed on those aspects, both original and assimilated, that helped determine the nature and course of philosophy in all of the Asian countries. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHIL 231 - Fundamentals Of Logical Reasoning**

**(IAI: H4 906)** Introduces the criteria of good reasoning, especially deductive argumentation, and develops skills in logical analysis, logical demonstration, and the avoidance of common patterns of fallacy. The course covers basic symbolic logic, including categorical logic and truth functional logic, and analyzes in detail basic logical concepts such as argument, inference, validity, implication, categorical relations, deductive vs. inductive reasoning, and informal fallacies. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHIL 240 - Contemporary Moral Problems (Ethics)**

**(IAI: H4 904)** Surveys the major types of ethical theories, such as consequentialist, non-consequentialist, and virtue-based theories, and applies these to a number of contemporary moral controversies. These controversies include (but are not limited to) abortion, euthanasia, capital punishment, healthcare, sexual morality, professional and business ethics, and the environment. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHIL 241 - Biomedical Ethics**

Examines the ethical issues of the healthcare field and of the advances in medical technology and treatments. Central topics, among others, involve healthcare rights, euthanasia and assisted suicide, genetic and reproductive technology (issues such as screening, surrogate motherhood, and cloning), confidentiality, patient rights, and rights of healthcare professionals. The course develops and applies a process of ethical decision-making to these various issues. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHSC 130 - General Physical Science**

**(IAI: P9 900L)** Provides the fundamental principles of physical science and covers topics in chemistry, physics, and earth sciences. The integrated approach to lecture and laboratory used in this course emphasizes process skills, hands-on activities, and the philosophical importance of scientific discoveries. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 2 hours lab)

**PHSC 131 - Physical Geography**

**(IAI: P1 909L)** Investigates the physical environment, including the interrelationships of the atmosphere, hydrosphere, and lithosphere as affected by the biosphere. Special emphasis on map interpretation and weather data, climate systems and the impact of weather on soils and biomes. Various physical processes such as earthquakes, volcanism, and plate tectonics are used to discuss the earth as a dynamic planet. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 2 hours lab)

**PHSC 135 - Environmental Geography**

**(IAI: P9 901)** Investigates the human interactions and impacts on the physical and biological environment. Emphasis is placed on the interrelationships of the atmosphere, hydrosphere, and geosphere as affected by the biosphere. Examines human responsibility, environmental sustainability, and environmental policy. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHSC 141 - Introduction To Astronomy**

**(IAI: P1 906)** Examines the universe: the solar system, stars, and galaxies. Studies the importance of atoms and radiation as the primary source of the observational evidence that leads to the formation of the theories of the origin and evolution of the universe. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHSC 145 - Intro Geology & Physical Geography**

**(IAI: P1 907)** Identifies and describes the geologic materials that make up the Earth's crust and explains the role of past and present geologic processes in changing the character of the Earth's surface over geologic time. Investigates the path of energy flow through hydrologic and tectonic systems and the impact of wind, water, and glaciers on the Earth's landscape. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHTC 101 - Pharmacy Calculations**

Addresses the need for accuracy in calculations that is essential to safe pharmaceutical practice. This course will help broaden a student's knowledge in pharmacy calculations; thus, allowing them to aid pharmacists. The student will master accurate dispensing, pricing, systems of measure, introduction to compounding, and parenteral products as they apply in pharmacy. Study focus is on core components and the foundation of what every pharmacy technician needs to know to ensure safe medication administration. Mathematical skills used for critical thinking and therapeutic communication in community-based health care system are included. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

**PHTC 102 - Pharmacy Practice I**

Examines the role of the pharmacy, the pharmacist, and the pharmacy technician in the health care delivery system. Incorporates the history of pharmacy practice, law and ethics, terminology, routes, dosage formulations, anatomy and physiology, medications, and operations of community-based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multidisciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHTC 103 - Pharmacy Practice II**

Continues the examination of the role of the pharmacy, the pharmacist, and the pharmacy technician in the health care delivery system. Incorporates the history of pharmacy practice, law and ethics, terminology, routes, dosage formulations, Anatomy and physiology, medications, and operations of community based and institutional pharmacies. Addresses cultural and ethnic variations in relationship to medications in a multi-disciplinary setting. Emphasis is placed on committing to lifelong learning in a continually changing environment. Prerequisite(s): PHTC 101 and PHTC 102. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHTC 104 - Pharmacy Technician Internship**

Addresses the principles and importance of pharmacy technician procedures; accurate dispensing, pricing, systems of measure, compounding mixtures, and operations of community-based and institutional pharmacies. Provides real-life experiences with an opportunity to practice learned theory and clinical skills. Students will work under supervision at the internship site. Benefits to the student include; the opportunity to practice learned theoretical and clinical skills, by exposure to different situations, and opportunities to demonstrate their abilities. Prerequisite(s): PHTC 101, PHTC 102, and concurrent enrollment in PHTC 103. (PCS 1.2, 5 credit hours - 4 hours lecture, 5 hours lab, 135 hours must be worked)

**PHYS 125 - Applied Physics I**

Explores laws of motion, statics, dynamics, simple machines and heat, with special emphasis on the application of principles related to modern technology. Prerequisite(s): C or better in either MATH 125 or MATH 116 or MATH 16B. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHYS 126 - Applied Physics II**

Covers fundamentals of electricity, magnetism, optics, and modern physics. Includes a descriptive introduction to technical applications. Prerequisite(s): C or better in PHYS 125. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHYS 130 - Concepts Of Physics**

**(IAI: P1 901L)** Examines selected concepts and methods relating to physical phenomena encountered in the natural world and in human society: mechanics, heat, acoustics and waves, light and optics, and modern physics. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 2 hours lab)

**PHYS 131 - Introduction To Physics I**

**(IAI: P1 900L)** Covers fundamental principles of mechanics, states of matter, heat and sound. No calculus required. Prerequisite(s): C or better in MATH 131. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHYS 132 - Introduction To Physics II**

Continues PHYS 131, stressing electricity and magnetism, light, atomic and nuclear structure and stability. Prerequisite(s): C or better in PHYS 131. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

**PHYS 141 - General Physics I**

**(IAI: P2 900L, PHY 911) (Spring Semester Only)** Studies the theory of mechanics, heat and sound. For students in engineering, mathematics, physics or chemistry. Prerequisite(s): Concurrent enrollment in MATH 172. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

**PHYS 142 - General Physics II**

**(IAI Major: PHY 912) (Fall Semester Only)** Continues PHYS 141, with emphasis on electricity, magnetism, and light. Prerequisite(s): C or better in PHYS 141. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

**PHYS 210 - Engineering Circuit Analysis**

**(IAI Major: EGR 931)** Introduces direct current and sinusoidal steady-state circuit analysis. Covers basic circuit elements (sources, resistors, inductors, capacitors); circuit variables (current, voltage, power); Ohm's law; Kirchhoff's laws; nodal and mesh analysis; superposition; source transformation; Thevenin and Norton equivalents; operational amplifiers; resistor-inductor (RL), resistor-capacitor (RC), and resistor-inductor-capacitor (RLC) transient circuits; and sinusoidal steady-state analysis using phasors and complex power. Prerequisite(s): C or better in both MATH 271 and PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHYS 241 - Applied Mechanics - Statics**

**(IAI Major: EGR 942)** Covers equilibrium of particles and rigid bodies including frames, trusses, beams, systems involving friction, distributed forces, and the method of virtual work. Prerequisite(s): C or better in the following: MATH 171 and either PHYS 131 or PHYS 141. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHYS 242 - Applied Mechanics - Dynamics**

**(IAI Major: EGR 943)** Continues PHYS 241, with emphasis on systems which are not in equilibrium. Topics include torques, forces, velocities and accelerations in both translational and rotational motion. Prerequisite(s): C or better in PHYS 241. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHYS 243 - Engineering Mechanics**

**(IAI Major: EGR 944)** Presents concepts of forces and force systems acting on rigid bodies, equilibrium, vector mathematics, moments of inertia, kinematics and kinetics of particles and rigid bodies, and work and energy. Prerequisite(s): C or better in PHYS 141. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

**PHYS 244 - Introduction To Modern Physics**

**(IAI Major: PHY 914) (Spring Semester Only)** Presents a calculus-based first course in modern physics including physical optics, special relativity, quantization of light, wave nature of particles, the Schrödinger equation, atomic physics, solid state physics, band theory of conductivity, nuclear physics, and elementary particle physics. Prerequisite(s): C or better in PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHYS 245 - Mechanics Of Solids**

**(IAI Major: EGR 945)** Presents concepts of stress and strain, elasticity, torsion: shear stresses and deformations, thermal stresses, thin-walled pressure vessels, pure bending: stresses and strains, transverse loading of beams: shear stress and combined loadings, transformation of stress and strain (Mohr's Circle), design of beams and shafts for strength: shear and moment diagrams, deflection of beams, energy methods, and columns. Prerequisite(s): C or better in PHYS 241. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PHYS 246 - Thermodynamics**

Presents classical thermodynamics: properties of pure substances, ideal gas law, work and heat, first and second laws, entropy, power cycles, introduction to heat transfer. Prerequisite(s): C or better in both MATH 271 and PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 130 - Introduction Paralegal Studies**

Introduces the various fields of law and provides an overview of the training and career of paralegals. Presents the function of law, courts, and lawyers in modern society. Analyzes the training and role of the paralegal as well as the ethical and professional practice standards applicable to both lawyers and paralegals. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 135 - Technology For Paralegals**

This course provides a general introduction to the use of computer exercises using professional software programs frequently used in the law office by paralegals. Prerequisite(s): PLGL 130 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 140 - Legal Research And Writing I**

Introduces methods of legal research and writing. Students will become familiar with and be able to locate and effectively use the primary and secondary sources of law including statutes, reporters, digests, and encyclopedias. Computerized research, including LexisNexis, will be introduced as well as proper citation forms. Students will learn skills necessary to create basic legal research strategies, perform necessary research, and communicate their findings in a proper written format. Prerequisite(s): C or better in ENGL 131, PLGL 130, and PLGL 135. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 150 - Tort Law**

Introduces the substantive law of torts and remedies including intentional and quasi-intentional torts, negligence, strict liability, and workers' compensation. Defenses, privileges, and immunities also will be studied. The course also will focus on paralegal duties of interviewing, investigation, file management, liaison duties, and trial support for common personal injury litigation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 160 - Litigation**

Emphasizes the civil and criminal litigation process and alternative dispute resolution. Each stage of a lawsuit including drafting petitions, pleadings, written discovery, depositions, trials, and appeals is discussed. Targets specific phases of a lawsuit including the work product rule, summary judgment practice, jury instructions, and appellate practice. Federal, Illinois, and Missouri rules and their implications will be discussed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 170 - Family Law**

Studies the paralegal's role in assisting family law attorneys. Students discover how family law has evolved and how it continues to adapt to complex issues such as annulment, separation, and dissolution of marriage (divorce). Consequential considerations are covered such as child custody and support, maintenance (alimony), property settlement and taxes, adoption, paternity, and the rights of family members. Students draft various documents and learn ethical considerations. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 220 - Bankruptcy Law**

Familiarizes students with the bankruptcy system and the United States Bankruptcy Code. Students will gain an understanding and working knowledge of the different types of bankruptcies and the specific steps taken to complete the bankruptcy process, including completion of the documents required to conduct these processes. Creditors' rights will also be explored. Prerequisite(s): None (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 230 - Wills, Trusts, and Estate Planning**

Provides a basic understanding of the legal principles involved in estate work. Provides all the information that a legal assistant will need in order to assist in the preparation and completion of all documents incident to an estate practice. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 240 - Legal Research And Writing II**

Continues the development of skills learned PLGL 140. Students will learn the critical thinking, organizational, and communication skills necessary to undertake the legal research and preparation of memoranda and briefs. Prerequisite(s): C or better in PLGL 130, PLGL 135, and PLGL 140. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PLGL 260 - Paralegal Internship**

Applies paralegal knowledge and skills in an approved law office environment where students will gain practical work experience (paid or unpaid) through assisting one or more licensed attorneys (in the public or private sector) to demonstrate classroom learning concepts and core skill development. Prerequisite(s): C or better in PLGL 130, PLGL 135, and PLGL 140. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

**PMED 050 - Emergency Vehicle Driving**

Designed to give emergency vehicle drivers the skills and techniques required for safe operation during emergency response. Includes both classroom and practical driving exercises. Prerequisite(s): Must have a valid driver's license. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

**PMED 131 - Introduction to Paramedicine**

Examines the preparatory, airway management and ventilation, and patient assessment sections of the Paramedic National Standard Curriculum. Also includes recognition, treatment, and packaging of special patient populations. Prerequisite(s): Admission to the Paramedicine program, current State of Illinois EMT license, and BIOL 132. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PMED 133 - Paramedic Pharmacology**

Applies the concepts of pharmacokinetics, pharmacodynamics, dosage calculations, and administration of medications in a pre-hospital setting. Includes training in advanced airway drug administration procedures. Prerequisite(s): Admission to the Paramedicine program or currently licensed as a Paramedic or Registered Nurse. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PMED 135 - Paramedic Clinicals I**

Participate in observation and practical exercises in each of the following clinical settings: emergency department (ED), anesthesia department, transitional care unit (TCU), respiratory therapy, community outreach, and fire departments. Prerequisite(s): Concurrent enrollment in PMED 131. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours worked)



**PMED 136 - Paramedic Skill & Scenario Lab I**

Applies the concepts to practice and master skills learned in PMED 131 and PMED 133. Utilizes skills and applies them to live simulations allowing students to meet the clinical performance objectives of the Paramedic Psychomotor Competency Portfolio (PPCP) program. Focuses on competency testing and includes physical assessment, medication administration, intravenous (IV) and intraosseous (IO) skills, and advanced airway procedures and maintenance including surgical airways. Utilizes scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns including an introduction to cardiology. This course includes application of principles and processes discussed in PMED 131. Prerequisite(s): Concurrent enrollment in PMED 131. (PCS 1.2, 3 credit hours - 1 hour lecture, 6 hours lab)

**PMED 141 - Cardiology**

Introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulations of field impressions and implementation of treatment plans for specific cardiovascular conditions. Advanced Cardiac Life Support (ACLS) Provider certification will be offered within the course. Prerequisite(s): PMED 131 and PMED 135. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PMED 142 - Medical Emergencies**

Prepares students to identify life-threatening and non-life threatening medical emergencies. Students will assess and evaluate a full range of medical patients and distinguish the proper treatment and transport for these patients. Treatment will include pharmacological interventions, electrical therapy, communication, and support of the patients' emotional needs. Prerequisite(s): Concurrent enrollment in PMED 141. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PMED 143 - Traumatic Emergencies**

Prepares students to identify shock and hypoxia in traumatic patients. Students will learn to identify life-threatening and non-life threatening traumatic emergencies through assessment and evaluation, as well as provide proper treatment and transport of patients. Certification in International Trauma Life Support (ITLS) will be offered. Illinois Department of Public Health (IDPH) Region IV trauma protocols will also be reviewed. Prerequisite(s): Concurrent enrollment in PMED 142. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PMED 145 - Paramedic Clinicals II**

Participate in observation and practical exercises in each of the following clinical settings: intensive care unit (ICU), cardiac cath lab, pediatric trauma emergency department (ED), psychiatric care/outpatient drug counseling unit, obstetrics, and ambulance clinical. Prerequisite(s): PMED 135. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours worked)

**PMED 146 - Paramedic Skill & Scenario Lab II**

Applies the concepts to practice and master skills learned in PMED 141, PMED 142 and PMED 143. Clinical performance objectives of the Paramedic Psychomotor Competency Portfolio (PPCP) program will be practiced using simulations focusing on competency and skill improvement. Includes physical assessment, medication administration, intravenous (IV) and intraosseous (IO) skills, and advanced airway procedures and maintenance. Utilizes scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns. Advanced cardiology, dealing with special patient populations, and OB/GYN will be covered. Prerequisite(s): Concurrent enrollment in PMED 142 and PMED 143. (PCS 1.2, 3 credit hours - 1 hour lecture, 6 hours lab)

**PMED 155 - Paramedic Field Internship**

Correlates all the didactic background in the paramedic course with advanced patient care. Demonstrate competency in the skills learned in all paramedic laboratories and assignment to specific ambulance rotations to complete 320 hours of field ride time. Focuses on all treatment modalities as final preparation for the state certification examination and a career as a paramedic. Prerequisite(s): PMED 145. (PCS 1.2, 5 credit hours - 1 hour lecture, 20 hours lab - 320 hours must be worked)

**POLS 131 - American Government**

**(IAI: S5 900)** Introduces the organization and function of the U.S. government. Includes the U.S. Constitution; the Federal and State systems; political behavior; executive, legislative, and judicial powers; and public policies. Critically examines political parties, role of the media, presidential leadership, and policy issues. Successful completion of this course satisfies the U.S. and Illinois State Constitution mandate included in the Associate Degree Graduation Requirements. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**POLS 132 - State And Local Government**

**(IAI: S5 902)** Studies both state and local government, including current functions and reform ideas. Focus on both Illinois government and local politics. Covers governors, legislators, municipal governments, civil services, elections, and federal-state relations. Emphasizes Illinois statutes and the Constitution. Successful completion of this course satisfies the Illinois State Constitution mandate included in the Associate Degree graduation requirements. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab.)

**POLS 231 - International Relations**

**(IAI: S5 904)** Studies present unstable and uncertain conditions of international relations. Focuses on national states, international and transnational organizations, and legal systems. Contrasts perceptions of various nations and people. Analyzes determinants of international relations, including military, economics, and diplomacy in the context of contemporary problems in world politics. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**POLS 235 - Comparative Political Institutions**

**(IAI: S5 905)** Probes several European and non-western government systems and political ideas; governmental structure and organization; history, culture, international attitudes and problems of governments. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PRCS 111 - Introduction to Biofuels**

Introduces the fundamental processes involved in biofuel production. The course presents biofuel feedstocks, basic biofuel chemistry, basic biofuel production processes, economics of biofuel production, and safety/environmental concerns. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PRCS 121 - Ethanol Production**

Introduces the fundamental production of ethanol covering all major steps from feedstock to ethanol fuel production. This course will present the history and explore the future of ethanol. All aspects of ethanol production will be covered; chemistry, equipment, economics, distribution, and safety/environmental concerns. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PRCS 131 - Introduction To Process Technology**

Provides overview of chemical process industries and chemical technology with focus on the role of the process operator and technician. Includes concepts of safety, regulation, laws affecting the job and the industry, and quality control. Prerequisite Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PRCS 133 - Process Technology Equipment I**

Introduces basic operating principles of equipment such as valves, piping, pumps, compressors, generators, motors, and lubrication systems. The mechanical characteristics and the interactions of the plant equipment will be explored. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**PRCS 134 - Process Technology Equipment II**

Builds on the basic operating principles of equipment such as heat exchangers, cooling towers, furnaces, boilers, filters, dryers, and vessels. The mechanical characteristics and the interactions of the plant equipment will be explored. Prerequisite(s): C or better in PRCS 133. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**PRCS 135 - Safety, Health, And Environment**

Introduces the field of safety, health, and environment within the process industry. Within this course, students will explore various types of process hazards, safety and environmental systems, and equipment and regulations under which plants are governed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**PRCS 151 - Process Instrumentation Control I**

Introduces the field of instrumentation and covers process variables and the various instruments used to sense, measure, transmit, and control these variables. This course also introduces the student to control loops and the elements that are found in different types of loops, such as controllers, regulators, and final control elements. The course concludes with a study of instrumentation drawings, diagrams, and troubleshooting instrumentation. Prerequisite(s): C or better in PRCS 131 and PRCS 135. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**PRCS 231 - Quality Control**

Provides an overview of the field of quality within the process industry. Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, statistical process control (SPC), and preparation of memoranda and briefs. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**PRCS 252 - Process Instrumentation Control II**

Introduces switches, relays, and annunciator systems and moves on to discuss signal conversion and transmission. Covers controllers, control schemes and advanced control schemes, digital control, programmable logic control, and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Prerequisite(s): C or better in PRCS 151. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**PRCS 255 - Process Technology Systems**

Introduces the various process systems used within the process technology industry. Students study specific process systems, factors affecting process systems and how they are controlled during normal operations, and how to recognize abnormal operations of process systems. Also introduces plant economics. Prerequisite(s): C or better in PRCS 134 and either CHEM 130 or CHEM 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**PRCS 256 - Process Technology Operations**

Introduces the field of operations within the process industry. Students will apply existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students will operate and receive real-life experience on the Polaris H.O.T. (Hands On Training) Skid Unit that is engineered and built to industry specifications. Prerequisite(s): C or better in PRCS 255 and PHYS 125. (PCS 1.2, 3 credit hours - 2.5 hours lecture, 1 hour lab)

**PRCS 265 - Process Troubleshooting**

Applies problem-solving skills in order to maintain and monitor process equipment employing cause and effect analyses, case studies, analytical techniques, and laboratory simulations. Involves troubleshooting, maintaining, monitoring unit problems, and working with others to solve real world problems. Prerequisite(s): C or better in PRCS 256 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

**PRCS 271 - Process Technology Internship**

Applies knowledge and skills in process operations technology in a planned and supervised paid or unpaid work experience. Students will gain practical work experience and apply what has been learned in the classroom to actual work situations. This course is a variable credit course and may be repeated up to three times for a maximum of four credit hours. Prerequisite(s): C or better in PRCS 134, PRCS 135, PRCS 231, and PRCS 255; C or better in either PHYS 125 or CHEM 132; and permission of program coordinator. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted.)

**PSYC 131 - General Psychology**

**(IAI: S6 900)** Introduces psychology as the scientific study of behavior and mental processes. Addresses the concepts and principles of psychology emphasizing the interaction of biological, sociocultural, and cognitive perspectives. Students explore the key figures, diverse theories, and research findings that have shaped the field of psychology. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 132 - Psychology Of Personal Effectiveness**

**Spring Semester Odd Years Only** Emphasizes the principles of effective human behavior as they relate to dealing with the adjustment demands of everyday life. Includes critical thinking and problem solving skills; the dynamics of stress and coping; interpersonal relationships including ethnic, racial, and gender issues; communication; and approaches to personal growth. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 200 - Conflict Mediation**

Provides an interdisciplinary overview of the processes involved in conflict mediation and hands-on activities of various techniques of conflict mediation with a special emphasis on the principles of the Harvard Program on Negotiation. Students will be expected to participate in role-playing scenarios on various types of conflicts from various disciplinary perspectives. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 232 - Human Development**

**(IAI: S6 902)** Studies human development from conception to death. Includes the developmental stages and theories, research methods, and the primary areas of development (physical, cognitive, social and emotional). Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 233 - Child Psychology**

**(IAI: S6 903)** Examines theories of child development, research methodology, and typical/atypical development of children. Emphasizes physical, cognitive, social and emotional development of children through adolescence. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 235 - Personality Psychology**

Explores classic and modern approaches to the study of personality. Introduces mechanisms of psychopathology and psychotherapeutic intervention. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 243 - Adolescent Psychology**

**(IAI: S6 904)** Studies the development of the adolescent from biological, sociocultural, and psychological perspectives. Emphasizes changes in cognition, development of moral reasoning, identity formation, peer relations, family socialization, sexuality, career exploration, and adolescent adjustment problems such as delinquency, eating disorders, and substance abuse. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 253 - Adult Development And Aging**

**(IAI: S6 905)** Introduces the changes that occur from early adulthood through old age. Topics include career choice and development, mate selection and marriage, conventional and nonconventional families, theories of adult personality development, mid- and late-life transitions, aging, dying, death, and bereavement. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 260 - Social Psychology**

**(IAI: S8 900)** Provides a psychological exploration of the factors that influence individual and group behavior. Examines the self in society, belief formation and perpetuation, relationship between attitudes and behaviors, conformity and influence, aggression and conflict, power, persuasion, prejudice, attraction, and altruism. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**PSYC 270 - Abnormal Psychology**

**(IAI Major: PSY 905)** Examines the theory, etiology, classification, and treatment of psychological disorders. Emphasis is given to examining behavior from biological, cognitive, psychosocial, and environmental perspectives. Topics include mood disorders, schizophrenic disorders, anxiety disorders, personality disorders, substance related disorders and sexual disorders. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**READ 106 - Reading Fundamentals**

Expands word recognition skills, develops vocabulary skills and teaches basic comprehension skills. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**READ 107 - Reading Comprehension**

Develops reading comprehension and critical thinking skills and improves reading rate and vocabulary. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**READ 108 - Introduction To College Reading**

Develops reading and listening skills needed for college studies. Emphasizes improvement of vocabulary and comprehension skills, development of flexibility in the rate of reading and improvement in study skills. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**READ 120 - Reading**

Emphasizes reading techniques and an application of these techniques to a variety of texts. Focuses also on communication skills such as public speaking, listening, and working in a group. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**READ 125 - College Reading**

Develops the reading skills necessary for the successful completion of college courses. Emphasizes steps readers can take before, during, and after reading to increase comprehension and retention. Focuses on how to organize materials and thoughts in written summaries and oral presentations. Prerequisite(s): C or better in READ 120 or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

**REAL 135 - Real Estate Brokerage**

Examines the nature of real estate brokerage and how it applies to ownership, titles, legal descriptions, uses, contracts, leases, taxation, and values. Successful completion of this course helps prepare students to qualify for the Illinois Real Estate Brokers Examination. (Note: the State of Illinois also requires individuals to be 21 years of age and possess a high school diploma or equivalent.) Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**REAL 136 - Real Estate Transactions**

Examines the nature of real estate transactions and how they apply to ownership, titles, legal descriptions, uses, contracts, leases, taxation, and values. Includes marketing, advertising, contracts, financing and property management. Successful completion of this course helps prepare students to qualify for the Illinois Real Estate Brokers Examination. (Note: the State of Illinois also requires individuals to be 21 years of age and possess a high school diploma or equivalent.) Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**REAL 137 - Transaction Applications**

Provides students with the opportunity to obtain further knowledge and skills related to the real estate business by participating in planned case studies, role playing, and field activities. The students will achieve practical experience and apply what has been learned in the classroom to work situations. Prerequisite(s): REAL 135 or REAL 136 or permission of the Real Estate Program Coordinator. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**REAL 241 - Real Estate Law Contracts & Conveyances**

Covers land descriptions, titles, deeds, sales escrow, insurance, ownership, wills, liens, mortgages, loans and closings, foreclosures, building regulations, zoning, taxes and landlord-tenant relationships. Prerequisite(s): REAL 136 or equivalent experience. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**SCT 111 - Supported College Transition I**

Develops self-assessment techniques relative to lifestyle and career goals; examines college and community resources available to attain lifestyle and career goals. This is a mandatory course for students whose placement test scores indicate a need for additional preparation. The course content is such that the student may gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable three times. The amount of credit awarded shall be up to three credit hours each time the student successfully completes the course. The total number of credits that will apply to a skills certificate shall be twelve credits. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**SCT 112 - Supported College Transition II**

Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 111. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**SCT 113 - Supported College Transition III**

Continues SCT 112. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 112. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**SCT 114 - Supported College Transition IV**

Continues SCT 113. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 113. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**SERV 130 - Service Learning**

Provides the opportunity for students to plan, implement and participate in a community service project that integrates community service with their academic coursework and their personal goals. Emphasis is placed on collaborative planning with faculty and their chosen community partner to design an individualized service project. The goal of the project is to meet an established community need, as well as provide students a meaningful learning experience. This reciprocal learning experience will focus on course content, leadership and communication skills, and critical and reflective thinking, as well as personal and civic responsibility. Students will commit to completion of their project while working with their chosen community partner and this may require the student to work outside the college. This course is a variable credit course and may be repeated three times for additional service learning experiences for a maximum of twelve credits. (Note: 8 lecture hours and 40 service hours must be completed for 1 credit hour; 8 lecture hours and 80 service hours must be completed for 1.5 credit hours; 8 lecture hours and 120 service hours must be completed for 2 credit hours; 8 lecture hours and 160 service hours must be completed for 2.5 credit hours; and 8 lecture hours and 200 service hours must be completed for 3 credit hours.) Prerequisite(s): None. (PCS 1.1, 1-3 credit hours - 0.5 hours lecture, 2.5-12.5 hours lab)

**SIGN 135 - Basic Communication I**

Introduces the student to approximately 300 American Sign Language vocabulary items and certain grammatical features. The course is designed for students interested in developing beginning conversational skills for interaction with deaf individuals. An explanation of certain cultural aspects of American Sign Language will be provided. Students will be taught fingerspelling. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SIGN 136 - Basic Communication II**

Continues SIGN 135 with the progressive development of American Sign Language (ASL) vocabulary. This course adds approximately 300 signs to the student's vocabulary and provides practice in the grammatical features of ASL. The course is designed for students interested in furthering the development of beginning conversational skills for interaction with deaf individuals. An explanation of certain cultural aspects of ASL will be provided. Students will continue development of receptive and expressive skills for fingerspelled words. Prerequisite(s): SIGN 135. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 131 - Introduction to Sociology**

**(IAI: S7 900)** Studies society, including the rules, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 132 - Social Problems**

**(IAI: S7 901)** Studies select social problems including consideration of proposed lines of action in dealing with them. Problem areas include population, the affluent society, crime and justice, poverty, unemployment, health and mental disorders, automation, the aging ethnic and race relations, threats to the environment, the role of the United States in relationship to third world countries, war and the future of American society. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 134 - Intro To Environmental Sociology**

Introduces students to the interdependence of nature and society. The class explores the relationship between materialistic issues (e.g., consumption, technology, development) and the state of the environment, emphasizing how different ideologies of nature influence the use of natural resources. The course suggests practical strategies for resolving environmental conflicts and organizing an ecologically sustainable society. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 150 - Racial And Ethnic Relations**

**(IAI: S7 903D; satisfies Human Relations Requirement)** Critically examines the nature, causes and consequences of racial and ethnic stratification and inequalities throughout history and the world. Examines the persistence of group identity, inter-group relations and social movements with respect to race and ethnicity in the U.S. and the world. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 155 - Introduction To Sex And Gender**

**(IAI: S7 904D; satisfies Human Relations Requirement)** Introduces sociological perspectives on gender as a factor in social stratification, gender role acquisition, and individual and social consequences of changing social definitions of gender roles. Selected themes include socialization, body image, gender and work, sexuality, gender and communication, masculinity, and violence. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOCI 240 - Marriage And The Family**

**(IAI: S7 902)** Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOLR 120 - Solar Design and Installation**

Presents competencies and expected outcomes for photovoltaic (PV) design and installation. Participants will learn the fundamentals of sizing a residential battery-less grid-tied system, wire sizing, over-current protection, and grounding. This course will also review fundamental design criteria for off-grid stand-alone systems including specifying batteries, controllers, and battery-based inverters. The student will develop a basic understanding of the core concepts necessary to work with both residential and commercial PV systems. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

**SOLR 121 - Grid Tied Solar Design**

Presents competencies and expected outcomes for advanced photovoltaic (PV) design and grid tied installations. Participants apply the standards presented in the National Electric Code (NEC) as they perform grid interface calculations, ground considerations and wire sizing. Students will evaluate a photovoltaic system under various operating systems. Participants will also evaluate batteries and their sizing, charge controllers, and hybrid systems. Prerequisite(s): SOLR 120. (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

**SOLR 130 - Solar Hot Water Technology**

Presents competencies and expected outcomes for hot water (solar panel) design and installation. Participants will learn the theory, design considerations and installation techniques necessary to install and maintain a solar domestic hot water system. Learner will develop a basic understanding of the core concepts necessary to work with both residential and commercial hot water solar systems. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

**SOSC 132 - The Science of Happiness**

**(IAI: S9 900)** Examines the complex relationship of the intersection of psychological, economic, geographical, and sociological understandings of happiness. Special emphasis will be given to reading, analyzing, and summarizing research articles, applying course materials in daily life, and reflecting on course topics through writing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOSC 133 - River in Social Context**

**(IAI: S9 900)** Examines the complex relationship of the intersection of the sociological, historical, psychological, political, social geographical, and anthropological understandings of the river. Contextualizes the river in the global arena. Designated for and restricted to students who have been admitted to the Honors College. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SOSC 135 - Helping Skills for a Changing World**

Examines the intersection between psychology and sociology in the development of the helping relationship. Emphasizes the development of helping skills, the role of socio-cultural factors in the helping relationship, the application of culture, race, and gender to individual behavior, and the application of skills to common problems for college students. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPAN 130 - Conversational Spanish**

Introduces the Spanish language with emphasis on speaking and listening skills. Elements of Spanish culture. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPAN 131 - Elementary Spanish I**

Introduces grammar, pronunciation, conversation and simple composition. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**SPAN 132 - Elementary Spanish II**

Continues the development of grammar, pronunciation, conversation and simple composition. Readings from graded texts. Prerequisite(s): SPAN 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**SPAN 231 - Intermediate Spanish I**

Reviews past grammatical concepts and continues more advanced grammatical concepts. Stress is on increasing fluency of conversation and composition. Prerequisite(s): SPAN 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**SPAN 232 - Intermediate Spanish II**

**(IAI: H1 900)** This fourth semester course is designed to increase proficiency in speaking, listening, reading, and writing in Spanish, as well as provide knowledge of Spanish-speaking cultures by exploring literature, art, cinema, and music as key material and topics within the language acquisition process. Reviews past grammatical concepts and continues more advanced grammatical concepts. Focus is on increasing fluency of conversation and composition. Emphasis will be placed on developing advanced reading, writing, and speaking skills, with some attention to listening comprehension. Prerequisite(s): SPAN 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

**SPCH 131 - Public Speaking**

**(IAI: C2 900)** Covers theory and practice of platform and discussion techniques and development of speech standards through evaluating speeches. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPCH 145 - Public And Private Communication**

**(IAI: C2 900)** Covers theory and practice of platform, discussion, and interpersonal techniques to promote sensitive, reasoned communication. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPCH 151 - Interpersonal Communication**

**(IAI Major: MC 901)** Deals with principles of human communication; communication barriers within and between people; and communication breakdowns. Emphasizes student awareness of communication behavior in everyday life and methods to increase his/her effectiveness in social context. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPCH 201 - Small Group Communication**

**(IAI Major: MC 902)** Explores principles, theories, models, and methods of small group communication focusing on group formation, discussion, essential roles, problem-solving, and decision making. Groups will study current problems and implement service learning projects as solutions. Prerequisite(s): SPCH 131 or SPCH 145. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPCH 203 - Intro-Organizational Communication**

**(IAI Major: MC 903)** Covers theory and observation of communication within organizations to promote interpersonal and organizational effectiveness. Prerequisite(s): SPCH 131 or SPCH 145. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**SPCH 213 - Introduction to Public Relations**

**(IAI Major: MC 913)** Emphasizes communication skills and contemporary theories and practices in public relations through lectures, simulations, and guest practitioners. Prerequisite(s): SPCH 131 or concurrent enrollment or SPCH 145 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**STSK 132 - Integrated Study Skills**

Presents college study skills including effective use of texts, study schedules, listening, note-taking, preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. Therefore, this course is repeatable three times. This course is a variable credit course. The amount of credit awarded shall be one to three credit hours each time the student successfully completes the course. The total number of elective credits that may be used towards a degree shall be four to twelve credits. Prerequisite(s): None. (PCS 1.1, 1-3 credit hours - 1-3 hours lecture, 0 hours lab)

**STWR 100 - Introduction to Storm Water**

Introduces students to the concepts, contexts, and challenges of storm water management within the built human environment. Concepts in watershed dynamics, erosional processes, Clean Water Act (CWA) compliance and permitting, and the requirements of the Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) program are introduced. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**STWR 200 - Advanced Storm Water**

Immerses students in storm water pollution prevention planning, job-site inspections, and prepares them for the Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) exam. Concepts in watershed dynamics, erosional processes, Clean Water Act compliance and permitting, inspections, and recommended Best Management Practices (BMP's) are covered in detail. Prerequisite(s): STWR 100. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**TRUC 101 - Truck Driving Orientation**

Provides an overview of the trucking industry. Students prepare for the Illinois Commercial Driver's License (CDL) written test to acquire a driving permit. Basic control systems are introduced. Prerequisite(s): Must pass physical examination and drug test and have a valid regular driver's license. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**TRUC 102 - Fed Motor Carrier Safety Regulations**

Explains the Federal Motor Carrier Safety Regulations, including controlled substances and alcohol use and testing. Also explains the standards, requirements, and penalties associated with Commercial Driver's License (CDL) and hours and service. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**TRUC 103 - Maintenance**

Outlines the inspection, repair, and maintenance of semi-truck tractors and trailers. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 1.5 credit hours - 1 hour lecture, 1 hour lab)

**TRUC 104 - Load Securement**

Provides an overview of cargo and load securement and inspection requirements that apply to most commodities hauled in the United States and Canada. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**TRUC 105 - Tractor-Trailer Driver Experience**

Designed to give the student real over-the-road practice under the supervision of an experienced tractor-trailer truck driver. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 1.5 credit hours - 0 hours lecture, 3 hours lab)

**TRUC 107 - Driving Simulation**

Exposes drivers to a variety of situations, including changes in weather, road conditions, and the behaviors of other road users, allowing them to increase their confidence and skill levels in a controlled environment. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

**WEB 135 - Web Page Design Essentials**

**(IAI Major: MC 923)** Introduces the concepts used to develop web sites. Investigates and discusses current economic, legal, and ethical issues concerning the World Wide Web. Students will learn to create and edit Web pages and Web documents. Students develop storyboards, site maps, and navigation structures in the process of creating, uploading, and maintaining their own Web site. Students gain experience in importing and working with text, sound, images, and animation. HTML coding is also introduced. It is recommended that students have basic keyboarding and Windows skills. NOTE: Software for this course is provided for student use in the classroom and in an open lab on each L&C location. Students enrolled in online or web-blended classes will have access to required software from these locations or may consider purchasing the software for personal use. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

**WEB 150 - Dreamweaver**

**(Fall Semester Only)** Builds on the fundamentals of Web design skills used to create, edit, and maintain Web sites using Adobe Dreamweaver. Presents a deeper understanding of the design process, while learning more advanced skills such as creating and applying CSS to text and page elements, creating forms, adding media, and managing files on a Web server. Students will research and create their own Web sites and upload them to a server. Prerequisite(s): C or better in WEB 135. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

**WEB 190 - HTML and CSS**

**(Fall Semester Only)** Familiarizes students with HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) syntax by means of writing code to develop fully-functional client-side Web pages. JavaScript and jQuery will also be introduced to emphasize dynamic elements. Web page development will be aimed at being compliant across different browsers and platforms. Emphasis will be on syntax and validation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**WEB 191 - JavaScript and PHP**

Introduces students to both client-side and server-side programming via JavaScript (as well as JavaScript APIs) and PHP in order to add dynamic content to Web pages. Complex HTML and CSS will be explored in conjunction with the JavaScript and PHP. MySQL will be employed for server-side database storage and queries. Emphasis will be on syntax and validation. Prerequisite(s): C or better in WEB 190. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

**WEB 245 - Web Animation**

**(Spring Semester Only)** Teaches the creation of animated, vector-based Web graphics, using a current professional standard software for producing high impact, interactive Web experiences. Prerequisite(s): C or better in WEB 135. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

**WEB 260 - Web Designer Cooperative**

Supplements class work with on-the-job experience in a Web designer position for the Web Design & Development degree candidate. Prerequisite(s): C or better in all WEB/CGRD first through fourth semester required courses; permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked for each credit hour granted.)

**WELD 131 - Introduction to Welding Industry**

Introduces the practices and principles of the welding industry. Includes safety practices of welding tools and equipment and concepts of joining metal by fusion processes. Covers shielded metal arc welding-stick welding (SMAW) using materials of varying tensile strength, gas metal arc welding (GMAW), and wire welding process. Introduces electric air carbon cutting, building fillet welds in the horizontal position. Covers the labor market, jobs available for welders, and the role of union-based apprentice programs. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**WELD 132 - Metallurgy**

Introduces the principles of metallurgy as they apply to welding. Includes atomic theory of metals, uses of metals in welding processes, testing and selection of appropriate metals. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**WELD 190 - Oxyfuel Welding & Cutting**

Introduces the cutting process in welding using oxyfuel techniques. Begins with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 192 - Welding Blueprint Reading**

Covers the interpretation of mechanical blueprints, with special emphasis on welded fabrication, welding symbols, and joint configurations. The course is designed for students with little or no previous print reading experience seeking a basic understanding of the skills and concepts used in the interpretation of standard blueprints. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

**WELD 194 - Shielded Metal Arc Welding I**

Introduces the principles and practices of shielded metal arc welding (SMAW). Begins with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 195 - Shielded Metal Arc Welding II**

Continues hands-on and theoretical work in shielded metal arc welding (SMAW). Covers intermediate levels of fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 194. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 196 - Shielded Metal Arc Welding III**

Continues principles and practices of shielded metal arc welding (SMAW) techniques at advanced levels with emphasis on hands-on work. Continues with advanced level fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 195. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 230 - Intro Gas Metal & Flux Cored Welding**

Introduces the concepts and operating principles of gas metal arc welding (GMAW) and of flux cored arc welding (FCAW) including safe use of GMAW and FCAW equipment, basic repair, and set up on carbon steel. Prerequisite(s): WELD 196. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 231 - Gas Tungsten Arc Welding**

Introduces the concepts and operating principles of gas tungsten arc welding (GTAW) systems including safety in the welding environment, process and equipment operation, shielding gasses, filler materials, weld joint setup, ferrous and non-ferrous metals, repair techniques, and American Welding Society (AWS) qualification and certification. Prerequisite(s): WELD 196. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 233 - Fabrication and Layout**

Provides on-going application of welding theory and practical applications in the use of welding/fabrication equipment, including the complete process of plate, structural, and pipe fabrication, and techniques that include oxyfuel cutting (OFC) and plasma arc cutting. Includes layout templates needed in fabrication of tanks. Practice and completion of American Welding Society (AWS) welder certification procedures and examinations. Also includes development of blueprint reading and project layout techniques. Prerequisite(s): WELD 192. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 235 - Advanced Flux Cored Welding**

Continues instruction and hands-on activities in flux cored arc welding (FCAW) with emphasis on laboratory/shop experience. Includes set-up, operations, fillet and groove welds in all positions on carbon steel. Prerequisite(s): WELD 230. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 237 - Introduction to Non-Ferrous Welding**

Introduces the principles and practices of welding on non-ferrous metals ranging from aluminum to different forms of alloy steels. This course will use Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). This course will also cover the safe use of oxyfuel and plasma arc cutting on non-ferrous metals. Begins with the safe operation and use of basic metal heating and cutting equipment. Also covers the basic fit-up and weld-off techniques with fillet and groove welds in all six positions (1F/1G, 2F/2G, 3F/3G, 4F/4G, 5G, and 6G). Prerequisite(s): WELD 196, WELD 242, and WELD 243 or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 239 - Pipe Welding**

Begins the process of pipe welding using shielded metal arc welding (SMAW) with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 196, WELD 241, and concurrent enrollment in WELD 242, or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 241 - Advanced Gas Tungsten Arc Welding**

Continues principles and operations of gas tungsten arc welding (GTAW) with emphasis on laboratory experience. Includes safety review, set-up, operations, fillet and groove welds in 1F, 2F, 3F, 1G, and 2G positions on austenitic stainless steel and aluminum. Prerequisite(s): WELD 231. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 242 - Advanced Gas Metal Arc Welding**

Review of set-up and operations from WELD 230 for gas metal arc welding (GMAW) and production of fillet in 1F and 2F positions and groove welds in 1G position on carbon steel. Prerequisite(s): WELD 230. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 243 - Advanced Pipe Welding**

Continues the processes of pipe welding using shielded metal arc welding (SMAW) with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Emphasis on 2G, 5G, and 6G positions. Prerequisite(s): WELD 239. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 247 - Advanced Non-Ferrous Welding**

Continues the principles and practices of welding on non-ferrous metals ranging from aluminum to different forms of alloy steels. This course will use Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). This course will also cover the safe use of oxyfuel and plasma arc cutting on non-ferrous metals. Begins with the safe operation and use of basic metal heating and cutting equipment. Also covers the basic fit-up and weld-off techniques with fillet and groove welds in all six positions (1F/1G, 2F/2G, 3F/3G, 4F/4G, 5G, and 6G). Prerequisite(s): WELD 237 or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

**WELD 251 - Inspection & Testing of Welds**

Covers principles and practices in the destructive and non-destructive tests used in the welding industry. Also includes the writing of welding procedures to meet welding code standards. Prerequisite(s): WELD 131 or concurrent enrollment and WELD 192 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**WELD 252 - Prep Certification Welding Inspector**

Covers essentials of the American Welding Society Certification Test and enhances knowledge of inspection of welds and welded products. This is a course designed for preparation for the AWS test and does not guarantee that an individual will successfully complete the certification test. Prerequisite(s): WELD 251. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**WELD 271 - Welding Internship**

Provides a work-based experience in the student's primary area of study in welding. Internship duties may include such tasks as job shadowing and/or applying work related skills that will demonstrate competence in the selected area of training within the field of welding. Prerequisite(s): WELD 230 and WELD 235. (PCS 1.2, 1 credit hour - 0 hours lecture, 5 hours lab - 80 hours must be worked)

**XSCI 130 - Strength Training And Fitness**

Emphasizes the acquisition of knowledge appropriate for teachers/coaches and fitness/rehabilitation personnel such that they may develop lifelong practices as knowledgeable professionals. The purpose of this course is to aid the student in the planning, implementation, and assessment of effective instructional strategies in scholastic, athletic, and fitness/rehabilitation settings. Specifically, the course explores the essential components of proper cardiovascular and resistance exercise training techniques, effective movement demonstration techniques, safety issues, and methods of proper warm-up and cool-down. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

**XSCI 135 - Exercise Physiology**

Investigates the structure and function of the muscular and other physiological systems; and the guidelines related to levels of physical activity, physiological responses, and motor activity. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 140 - Assessment & Exercise Prescription**

Examines the principles of exercise program design. Provides students with a basic understanding of fitness assessment techniques used in exercise physiology and clinical laboratories. The course will emphasize the assessment of cardiovascular fitness, muscular strength and endurance, flexibility, and body composition. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 145 - Intro To Biomechanics**

Introduces anatomical, physiological and mechanical fundamentals used systematically to analyze human motion to enhance performance, increase exercise adherence and limit injury. Prerequisite(s): C or better in BIOL 132 or concurrent enrollment or C or better in BIOL 141 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 200 - Sport Psychology**

Introduces the psychological skills, methods, and self-regulatory strategies in sport and exercise, and shows how sport psychologists, coaches, therapists, athletes, and fitness specialists use these skills and methods to positively affect sport and exercise participation, performance, motivation and enjoyment. The psychological skills and methods will be presented via discussion of underlying theory and specific intervention techniques. Theoretical frameworks for sport and exercise-related educational counseling across a variety of contexts and individual differences will be discussed. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 220 - Exercise For Special Populations**

Provides an overview of the role of fitness and rehabilitation programs for selected special populations. Students will learn to modify exercise for individuals and groups based on age, medical conditions, and special needs. The areas covered will include but are not limited to: coronary heart disease, diabetes, asthma, obesity, arthritis, pregnancy, and the special needs of the physically and mentally challenged. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 240 - Exercise Psychology**

Provides an overview of the major determinants and consequences of exercise adherence and its impact on public health. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

**XSCI 271 - Exercise Science Internship**

Provides off-campus, supervised, educational work experience. Exposes students to programs and experiences in fitness development or health promotion. Prerequisite(s): Completion of six Exercise Science courses with a grade C or better. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked)

# Administration & Full-Time Faculty

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## Administrative Management

- Lori Artis**, Vice President, Administration; B.A., Eastern Illinois University; M.A., University of Illinois-Springfield; Ed.D., Maryville University.
- Sheri Banovic**, Director, Nursing Education; B.S.N., M.S.N., Southern Illinois University-Edwardsville; DNP, University of Missouri.
- Jeff Campbell**, Director, Curriculum and Instruction, Adult Education; B.A., McKendree University; M.P.A., Southern Illinois University-Edwardsville.
- Jeff Coles**, Director, Academic Operations; A.S., Lewis and Clark Community College; B.S., Southern Illinois University-Edwardsville.
- Sean Cottle**, Director, Enterprise Application Services; B.S., Oklahoma State University.
- Susan Czerwinski Aljets**, Dean, Career Programs; B.S., Illinois Benedictine College; Ph.D., University of Illinois at Chicago.
- Sabrina Davis**, Director, Building Futures, B.S., Greenville College.
- Deborah Edelman**, Director, Development; B.S., Southern Illinois University-Edwardsville.
- Sarah Fisher**, Director, Environmental Education; B.A., Oberlin College; M.N.R., University of Idaho.
- Lyle Guyon**, Senior Research Scientist, Terrestrial; B.S., M.S., Ph.D., University of Illinois Urbana-Champaign.
- Danelle Haake**, Director, RiverWatch and Stream Ecologist; B.S., Missouri State University; M.S., Iowa State University; Ph.D., St. Louis University.
- Valorie Harris**, Associate Dean, Adult Education; B.S., University of Illinois; M.S., Southern Illinois University-Edwardsville; Ed.D., Maryville University.
- Dobbie Herrion**, Director, East St. Louis Higher Education Center; B.S., M.S.A., Southeast Missouri State University; Ed.D., Maryville University.
- Sean Hill**, Vice President, Student Engagement; B.A., Anderson University; M.A., Slippery Rock University; Ph.D., Loyola University Chicago.
- Nancy Kaiser**, Associate Vice President, Accounting; B.S., Southern Illinois University-Carbondale.
- Nate Keener**, Director of Sustainability; B.A., Bradley University; M.A., University of Illinois-Springfield.
- Dennis Krieb**, Director, Institutional Research and Library Services; B.S., Southern Illinois University-Edwardsville; M.A., University of Missouri; Ed.D., University of Nebraska.
- Jill Lane**, Interim Chief Academic Officer/Dean, Transfer Programs; B.A., Drake University; M.A., University of Illinois-Springfield; Ed.D., Maryville University.
- Terry Lane**, Director, Career and Veteran Services; B.A., Southern Illinois University-Edwardsville.
- Jill Lorsbach**, Director, Student Development; B.S., M.A., Greenville University.
- Yvette McLemore**, Director, High School Partnership and Community Education; B.S., Eastern Illinois University.
- Christina Paulda**, Director, Capital Projects and Campus Operations; A.S., Lewis and Clark Community College; B.S., Southern Illinois University-Edwardsville; M.B.A., Missouri Baptist University.
- Brad Raish**, Security, Director; B.A., Lindenwood University.
- Michael Randall**, Manager, Plant Facilities.
- Brett Reinert**, Interim Vice President, Enrollment Services; B.A., Avila College; MLS, Emporia State University.
- Crystal Robinson**, Director, Educational Talent Search & Upward Bound; B.A., Washington University; M.M., Fontbonne University.
- Christina Russell**, Manager, Auxiliary Operations; B.S., Illinois College.
- Brian Schrage**, Director, Audio Visual Systems; B.S., Southern Illinois University-Edwardsville.
- Mary Schulte**, Vice President, Finance; B.S., Eastern Illinois University; M.B.A. Missouri Baptist University.
- Gabe Springer**, Director, Human Resources; B.A., Southern Illinois University-Edwardsville; M.P.A. University of Illinois-Springfield.
- Doug Stotler**, Athletic Director/Men's Basketball Coach; B.A., Maryville College; M.S.Ed., Southern Illinois University-Edwardsville.
- Ken Trzaska**, President; B.S., State University of New York-Brockport; M.A., College of St. Rose; Ed.D., University of Illinois Urbana-Champaign.
- Jeff Watson**, Chief Information Officer, Networking and Systems; A.A.S., Lewis and Clark Community College; B.S., Southern Illinois University-Edwardsville; M.B.A., Missouri Baptist University.
- Mary Lou Watson**, Director, Technology Enhanced Learning; B.A., St. Louis University.
- Angela Weaver**, Director, Financial Aid; B.A., Hampton University.
- Kathy Willis**, Director, Workforce Education, Solutions & Safety Training; B.S., Southern Illinois University-Edwardsville.



## **Full-Time Faculty**

- Melissa Batchelor**, Coordinator/Professor, Child Development and Teacher Education; B.A., M.A., Southern Illinois University-Edwardsville; Ed.D., Lindenwood University.
- Meghan Becraft**, Associate Professor, Dental Assisting/Dental Hygiene; A.S., Lewis and Clark Community College; B.S., University of Missouri-Kansas City; M.S., Southern Illinois University-Carbondale.
- Justin Bernaix**, Assistant Professor, English; B.A., M.A., Southern Illinois University-Edwardsville.
- Kevin Bodden**, Professor, Mathematics; B.S., M.S., Southern Illinois University-Edwardsville.
- Tammy Boswell**, Professor, Business Technology; B.S., Southern Illinois University-Edwardsville; M.Ed., University of Illinois Urbana-Champaign.
- Christopher Brennan**, Coordinator/Associate Professor, Art; B.F.A., Fontbonne University; M.F.A., Kansas State University.
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