



5800 Godfrey Road
 Godfrey, Illinois 62035-2466

ADMINISTRATIVE OFFICES

	Phone	Room No.
President		
Dr. Dale T. Chapman	468-2000	ER 115
Vice President, Administration and Community Services		
Gary Ayres	468-3000	ER 103
Vice President, Enrollment Services		
Pete Basola	468-5000	BA2419
Vice President, Academic Affairs		
Dr. Linda Chapman	468-4000	CW2319
Vice President, Student Life		
George Terry	468-6000	RA 112
Chief Financial Officer		
Sandra Breden	468-3300	ER202
Chief Technology Officer		
Mike Mueller	468-3800	ER315

CAMPUS NUMBERS

Main Campus	618-466-7000
TDD for Hearing Impaired	618-468-2270
Rotary Phones	618-468-2300
IL/MO Toll-Free	800-642-1794
Facsimile (FAX)	618-466-2798
Web Site	http://www.lc.edu

ENROLLMENT

Main Campus	800-YES-LCCC or 618-468-2222
Bethalto Center	618-468-2271
N. O. Nelson Campus- Edwardsville	618-656-8800
Macoupin County Center - Carlinville	217-854-9948
Tri-County Center - Jerseyville	618-498-2083

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 is committed to equal educational and employment opportunity and to affirmative action. Programs, services, and employment opportunities are administered by Lewis and Clark Community College without regard to sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. 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, and (e) the Illinois Human Rights Act. 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. (See Anti-Harassment Policy on page 15.) Complaints of discrimination or harassment prohibited by College policy are to be resolved within the existing College procedures. For additional information or assistance on the equal opportunity, affirmative action and harassment policies and procedures of Lewis and Clark Community College, please contact: Gary Ayres, Vice President of Administration and Community Services, Erickson Hall, Room 103, Lewis and Clark Community College, Godfrey, IL 62035 • 618-468-3000.

Lewis and Clark Community College

Lewis and Clark has experienced steady growth since its inception in 1970. Enrollments have increased 52 percent over the past decade bringing the total credit enrollment for the spring 2004 to 7,569; combined with non-credit enrollments, the total number of students attending Lewis and Clark is greater than 10,000. The College's high retention rate of 66 percent is a tribute to the strong support services provided to students.

Background and History

Founded in 1970 in response to a public referendum, Lewis and Clark held its first classes on the grounds of Monticello College, a small, private liberal arts college for women founded in 1838. Monticello College closed in 1971 and its picturesque and historical 215-acre campus became the beautiful main campus of Lewis and Clark Community College. In addition to these facilities, the College offers instruction in four remote Community Education Centers and in most public high schools in the seven-county District. A new complex in Edwardsville is being developed with the Edwardsville School District. In spring 2006, the third building in what will become the seven-building N.O. Nelson Edwardsville campus, will open.

The College serves learners in a 1,800-square-mile area of the lower Mississippi River Basin. Illinois Community College District 536 is bordered and bisected by the Mississippi, Missouri, and Illinois Rivers and includes all or portions of seven counties: Calhoun, Greene, Jersey, Macoupin, Madison, Morgan, and Scott. The two greatest rivers of the North American continent, the Mississippi and the Missouri, converge just five miles from the College campus.

The College offers degrees in career and transfer programs as well as certificates. It also provides non-credit courses that serve a wide range of individual and community needs, including GED programs, adult education, ESL (English as a Second Language), personal enrichment courses, and special needs programs. Lewis and Clark regularly sponsors a multitude of sports, cultural and other activities and events that enrich the life of the community and support the economic development of the region.

A stable and experienced seven-member Board of Trustees, elected at large, governs the College, overseeing a budget that derives from three sources: approximately one-third each from tuition, state funds, and local property taxes. Beyond its primary management responsibilities, the Board views its role as energizing and supporting innovation and creativity and providing an atmosphere that promotes entrepreneurial thinking and fosters mutually rewarding partnerships with business, schools, government, and the community.

The heart and soul of the College is its Mission, Purposes, and Core Values. The Board adopted the following Mission Statement, Purposes, and Core Values in spring 2001:

Our Mission: To empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

Purposes:

- 1. Prepare students for transfer to four-year colleges and universities.*
- 2. Prepare students for entry into the workforce, career advancement, or career change through certificate and degree programs.*
- 3. Prepare students for success in entry-level college courses.*
- 4. Provide programs and experiences that foster individual development.*
- 5. Provide opportunities to develop and continually update job skills to meet the demands of a technologically-driven, research-enlightened, and global economy.*
- 6. Provide a quality-learning environment supported by teaching excellence, effective student services, and well-equipped and maintained instructional facilities.*
- 7. Support the economic development of Illinois Community College District 536 through partnerships and business and labor training initiatives.*
- 8. Contribute to Illinois Community College District 536 by participating in cultural, civic, and professional activities.*



The five core values reflect our fundamental moral compass as professionals and individuals:

Our Core Values: *Responsibility, Truth,
Compassion, Fairness, and Respect*

In the College's Five-Year Strategic Plan (July 2002 – June 2007), the College states its ambitious five-year vision: *We aspire to be the preeminent provider of relevant, high quality learning experiences to the communities we serve.*

In our vision of the future...

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. We are especially proud of our ability to help students raise their aspirations. Our actions reflect Lewis and Clark's core values of responsibility, truth, compassion, fairness, and self-respect. 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

Higher Learning Commission, A Commission of the
North Central Association of Colleges and Schools
Illinois Board of Higher Education
American Council for
Occupational Therapy Education (ACOTE)
American Dental Association, Commission of Dental
Accreditation
National League of Nursing
National Automotive Technicians Education Founda-
tion (NATEF)

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**Dale T. Chapman, Ed.D.
President**

Lewis and Clark Community College is accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, 800-621-7440, www.ncahigherlearningcommission.org.

Table of Contents



Your Community College	1
Table of Contents	3
Semester Calendars	4
Enrollment Services	6
General Information	10
Tuition and Fees	20
Graduation Information	23
Student Services	24
Financial Aid and Veterans' Affairs	30
Adult Education (GED) Programs	50
Community Education	51
The Center for Workforce Training	53
Off-Campus Centers	56
Cooperative Agreements	58
On-Campus Baccalaureate Completions	60
Program Transfer Agreements	61
Transfer Degrees	63
General Education Core Curriculum	64
Associate in Arts (A.A.)	70
Associate in Science (A.S.)	71
Associate in Science for Biology	72
Associate in Science for Business	74
Associate in Science for Chemistry	76
Associate in Science for Pre-Computer Management Information Systems (A.S.)	78
Associate in Science for Mathematics	80
Associate in Science for Physics	82
Associate in Science for Pre-Pharmacy	84
Associate in Engineering Science (A.E.S.)	86
Associate in Fine Arts (A.F.A.) •Art	88
Associate in Fine Arts (A.F.A.) •Music Education	90
Associate in Fine Arts (A.F.A.) •Music Performance	92
Associate in General Studies (A.G.S.)	94
Career Programs	95
Associate in Applied Science (A.A.S.)	95
Certificate of Proficiency (C.P.)	97
Certificate of Completion (C.C.)	98
Academic Programs	99
Course Descriptions	
Program Classification System (PCS) Coding	194
Illinois Articulation Initiative (IAI) Coding	195
The Center for Workforce Training Non-Credit Classes	
PC Institute	282
Business Training	288
Industry Training	291
Pipeline Training	292
Safety Training	293
Administration & Full-Time Faculty	297
Campus Phone Directory	302
Index	307
Campus Map	inside back cover

Semester Calendars

FALL SEMESTER 2005

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

Registration Begins	March 14
New student orientation, college placement testing, academic advising, and counseling for Fall Semester.	
Off-campus and late starting class registration continues until day before classes begin.	
On and off campus classes begin	August 22
Labor Day holiday (campus closed)	September 5
Classes resume	September 6
Last day to withdraw from first four or five weeks classes with a "W" grade	September 9
Last day to petition for fall graduation	September 15
Last day to withdraw from first eight weeks classes with a "W" grade	September 30
Mid-Fall session begins	October 17
Open registration for Spring Semester	Begins November 7
New student orientation, college placement testing, academic advising, and counseling for Spring Semester.	
Veterans' Day holiday observed (campus closed)	November 11
Last day to withdraw from Mid-Fall and full semester classes with a "W" grade	November 18
Thanksgiving recess Campus open, no classes	November 23
Note: On-campus offices open to 4:30 p.m. only; no change in off-campus Community Education Center hours. Campus closed	
Note: No change in the Telecourse broadcast schedule.	
Classes resume	November 28
Last day to petition for spring graduation	December 15
Last day of classes (semester ends at 10:30 p.m.)	December 15

SPRING SEMESTER 2006

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

Registration Begins	November 7
New student orientation, college placement testing, academic advising, and counseling for Spring.	
Off-campus and late starting class registration continues until day before classes begin.	
Martin Luther King holiday (campus closed)	January 16
On & off campus classes begin	January 17
Last day to withdraw from a first four or five weeks class with a "W" grade	February 3
Last day to withdraw from first eight weeks classes with a "W" grade	February 24
Last day to petition for summer graduation	March 1
Spring recess (campus open, no classes).	March 13-17
Regular office hours, but no classes on-campus** or at the Community Education Centers**. Classes at other sites (i.e., public schools) will observe the "spring break" of that facility, not the L&C Spring Recess. **Note: Friday evening and Saturday classes are scheduled to meet March 17 and 18.	
Open registration for summer session and fall semester begins	March 13
Regular spring classes resume	March 20
Mid-spring classes begin	March 20
Easter Recess	April 14-16
Campus closed (no classes, no office hours)	
Classes resume	April 17
Last day to withdraw from mid-spring and full semester classes with a "W" grade	April 21
Last day of classes (semester ends at 4:30 p.m.)	May 12
Commencement	May 17
GED Graduation	June 8



2006 SUMMER I

Registration Begins	March 13
New student orientation, college placement testing, academic advising, and counseling for Spring.	
Off-campus and late starting class registration continues until day before classes begin.	
Summer I Session (6, 12 week options) begins	May 22
Memorial Day holiday (campus closed)	May 29
Last day to withdraw from Summer I (6 wk. option) classes with a "W" grade	June 16
Summer I (6 wk. session) ends at 10:30 p.m.	June 30
Independence Day Holiday (campus closed)	July 4
Last day to withdraw from Summer I (12 wk. option) classes with a "W" grade	July 28
Summer I (12 wk. option) ends at 10:30 p.m.	August 11

2006 SUMMER II

Registration Begins	March 13
New student orientation, college placement testing, academic advising, and counseling for Spring.	
Off-campus and late starting class registration continues until day before classes begin.	
Summer II (9 wk. option) begins	June 12
Summer II (6 wk. option) begins	July 3
Independence Day Holiday (campus closed)	July 4
Last day to withdraw from Summer II (6, 9 wk. options) classes with a "W" grade	July 28
Summer II sessions (6 and 9 wk. options) end at 10:30 p.m.	August 11

Lewis and Clark Community College's Board of Trustees has the authority to initiate programmatic revisions at anytime, even after the publication of the Catalog. This Catalog publishes an academic calendar inclusive of the Fall 2005, Spring 2006, and Summer 2006 semesters.

NOTICE: Be aware that this Student Catalog is not a contract or intended to create any type of contract between you and Lewis and Clark Community College. Rather, this Catalog is a guide for the convenience of L&C students. 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 requirement; changing fees, the college calendar, admissions, registration, instruction, graduation requirements; and/or changing, modifying or eliminating any other rules or policies governing students.

Enrollment Services

Lewis and Clark Community College (L&C) follows an “open door” policy which welcomes you without regard to color, creed, race, age, national origin, sex, or handicap. However, admission does not mean you will be enrolled immediately in a program with specified admission requirements.

Steps in admissions 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. Instructions are provided below if you:

- Plan to enter a degree, diploma or certificate program,
- Need career planning assistance before selecting a program,
- Plan to complete high school Grades 10-12 through GED testing,
- Plan to complete Grades 1-9 through Adult Basic Education and Project READ,
- Are enrolled in district high schools and want to register for L&C courses,
- Plan to enroll in the Second Semester Senior Program,
- Do not plan to enter a degree, diploma, or certificate program and want to register for courses of special interest, or
- Plan to register as an international student for L&C courses.

IF YOU PLAN TO ENTER A DEGREE, OR CERTIFICATE PROGRAM

You need to complete the following steps:

- **Complete an Admission Information Form** - These are available in the Enrollment Center, in the Assessment Center, at your local Community Education Center, by mail, or at the College Web site (www.lc.edu). Indicate the program you plan to enter from the back of the application. If applying to a Selective Admissions program (Associate Degree Nursing, Dental Assisting, Dental Hygiene, Occupational Therapy Assistant, Paramedicine, Therapeutic Massage, Accelerated Associate in Management and 30 and out Computer Analysis), complete a pink application form. For additional information, refer to the specific program section in this catalog. NOTE: If you plan to transfer to a four-year college or university after one or two years at L&C, you should choose one of the transfer degree programs.
- **Send Official Transcripts** - Provide all high school, pre-college, and other college-level transcripts from each school you previously attended to the Enrollment Center. The social security number and name that you are currently using should appear on each transcript. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. L&C accepts credits from other regionally accredited colleges and regionally accredited technical institutes. Only courses with grades of “D” or better will be accepted. Transcripts must be sent directly to L&C from the college(s) you attended previously.
- **Take Placement Tests** - Make an appointment to take placement tests by calling the Assessment Center at 468-5221 or your local Community Education Center. If you are a new student and registering for six or more credit hours (or for a math or English course), you will need to complete placement tests even if you are not pursuing a degree.
- **Meet with an Academic Advisor** - Do this immediately after completing the placement tests and then register. Registration becomes official when tuition and fees are paid.

IF YOU PLAN TO TRANSFER

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.

- Four years of high school English **or** one of the following sequences:
 - a) L&C English placement test score of 90 and a reading test score of 75;
 - b) COMM 125/COMM 126/COMM 127 - all with grades of "C" or higher;
 - c) COMM 100 plus COMM 125/126/127 - all with grades of "C" or higher.
- Three years of high school mathematics (algebra, geometry, advanced algebra) **or** complete one of the following sequences:
 - a) L&C algebra math placement test score of 86 and a college level math score of 40 plus MATH 113 with a grade of "C" or higher;
 - b) MATH 112 plus MATH 113 plus MATH 116 - all with grades of "C" or higher.
- Three years of high school laboratory science **or** successful completion of one laboratory science course at L&C.
- Two years of high school foreign language, music, vocational education, or art **or** successful completion of two L&C courses in humanities, foreign language, or vocational education.

IF YOU NEED CAREER PLANNING ASSISTANCE BEFORE SELECTING A PROGRAM

- **Complete an Admission Information Form** - These are available in the Enrollment Center, at your local Community Education Center, in the Assessment Center, by mail, or at the College Web site (www.lc.edu). This should be done early and **before** the registration period.
- **Send Official Transcripts** - Provide all high school, pre-college, and other college-level transcripts from each school you previously attended to the Enrollment Center. The name that you are currently using should appear on each transcript. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. L&C accepts credits from other regionally accredited colleges and regionally accredited technical institutes. Only courses with grades of "D" or better will be accepted.
- **Take Placement Tests** - Make an appointment to take placement tests by calling the Assessment Center at 468-5221 or your local Community Education Center. If you are a new student and registering for six or more credit hours (or for a math or an English course), you will need to complete placement tests.
- **Meet with a Career Planning Counselor** - Do this after completing the placement tests. If you need additional information, call 468-4121 to make an appointment.

IF YOU PLAN TO ENTER THE SECOND SEMESTER SENIOR PROGRAM

- Each participating school district creates its own selection criteria for selecting students into the program.
- **Take Placement Test**—Arrangements will be made at each individual participating school district for selected students to complete the College Placement Tests. All Second Semester Senior must first complete and achieve College-level scores on the reading and sentence skills subtests. Students enrolling in a math course must achieve appropriate placement scores on the mathematics subtest.
- **Meet with a Lewis and Clark representative**—Second Semester Senior. Registration will be arranged for each participating school district.
- **Course Options**—Students have the option of selecting courses that best meet their post-secondary academic needs. Lewis and Clark does not place restrictions on the types of courses selected by Second Semester Senior students.
- **Tuition and fees**—Lewis and Clark has paid two-thirds of the tuition and fees in past semesters. Second Semester Senior Student may enroll in a maximum of six credit hours.
- **Textbooks**—It is the student's responsibility to purchase necessary textbooks and materials for the courses.
- **Transportation**—Students are responsible for their own transportation to Lewis and Clark.

For more information about the Second semester Senior Program, contact your high school counselor or the specialist at a L&C Community Education Center.

IF YOU PLAN TO COMPLETE HIGH SCHOOL THROUGH THE TEST OF GENERAL EDUCATION DEVELOPMENT (GED)

General Education Development (GED) testing offers you an option if you have not completed high school. L&C offers instruction in reading, mathematics, and language to help prepare you to take and pass the five parts of the GED test: Science, Mathematics, Language Arts/Writing Skills, Social Studies, and Language Arts/Reading.

L&C offers GED classes on campus, and in off-campus education centers. These classes are individualized so that you can progress at your own learning rate. The instruction is based on your performance on a pre-test. There is no fee for the required pre-test or for the classes. However, a fee is charged at the time you register to take the GED test. It is paid to the Regional Superintendent of Schools in your county of residence. For more information about GED, call the Adult Education office.

IF YOU NEED EXTRA HELP WITH READING AND/OR MATHEMATICS THROUGH PROJECT READ AND ADULT BASIC EDUCATION (ABE)

Project READ offers confidential services to adults 16 years and over seeking help with their reading and/or math. You may study in a small group or learn one to one with a tutor. Combining tutoring from Project READ with attendance in Adult Basic Education classes allows you to make progress more quickly. There is no fee for these services.

For more information about Project READ and ABE, call the Adult Education office at 468-2228.

IF YOU ARE CURRENTLY ENROLLED IN A DISTRICT HIGH SCHOOL AND WANT TO REGISTER FOR L&C COURSES

L&C district high school students are eligible to enroll at L&C 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:**
 - Be at least a freshman in high school.
 - Have a permission letter sent to L&C each semester from an official at your high school indicating his/her awareness and approval of your enrollment at L&C.
 - Indicate specific course information in the permission letter if the L&C course is to be used for high school graduation credit.
 - If your high school needs a transcript of L&C courses and the grades you earn, attach your signed request including your social security number to the permission letter. This request should indicate that you are giving L&C permission to release your records to the high school.
 - Take placement tests before registration and submit latest official high school transcript.
 - Ask your high school counselor to call the Enrollment Center and talk with one of L&C's academic advisors to determine cooperatively the most appropriate course(s) for you.
- **High School Students in College Credit Partnership Programs**
 - If you are a qualified student at an area high school which has entered into an agreement with L&C to offer credit partnership courses, you may enroll in these courses.
 - If the partnership course is English or mathematics, you will first complete the L&C placement tests. Placement test scores must document readiness for English or mathematics courses.
 - All students who seek enrollment in partnership courses will need to complete the reading subtest of the College Placement Test (CPT), and obtain a score which will qualify them for enrollment. The only exception involves students in good academic standing with L&C who seek enrollment in the following courses only: PSYC 130, JOBS 132, JOBS 133, OTEC 119.
 - Students enrolling and completing PSYC 130, JOBS 132, JOBS 133, and OTEC 119 without completing the CPT must take the CPT and obtain a score which will qualify them for additional partnership courses.
 - High school freshman and sophomore students enrolling in the following Office Technology Courses: OTEC 111, 112, 113, 114, 115, 026, and 027—Must achieve MEET or EXCEED status on the ISAT reading test prior to enrolling. Freshman and sophomore students who successfully complete any of the above OTEC classes do not qualify to enroll in subsequent HSP courses without scoring appropriately on the CPT where minimum test scores are required.

- Credit partnership courses are taught at the high schools or the College during the regular school day (traditional) or by L&C's on-line courses.
- L&C provides high school seniors the opportunity to take a partnership course over the Internet (on-line course) and earn college credit while completing requirements for their high school diploma.
- Prospective on-line students must take the CPT and score appropriately in the English and reading areas of the test and meet all other prerequisites prior to meeting eligibility requirements for Virtual High School courses.
- For further information about these high school partnership courses, call the office of the Associate Vice President of Community Education at 468-3200.

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 a letter from the resident's school district signed by a district official.

- You are encouraged to complete some form of secondary education or General Educational Development 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 the Director of the Enrollment Center for Admissions 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.
- Contact the Director of Enrollment Center for Admissions for complete details at 468-5100.

IF YOU DO NOT PLAN TO ENTER A DEGREE, DIPLOMA OR CERTIFICATE PROGRAM AND WANT TO REGISTER FOR COURSES OF SPECIAL INTEREST

- **Take Placement Tests** - To make an appointment for the placement test contact the Assessment Center at 468-5221 or your local Community Education Center. If you are a new student and registering for six or more credit hours (or for a math or English course), you will need to complete placement tests and submit official high school transcript even if you are not pursuing a degree.
- **Review Course Description** - Look at course descriptions in the back of this catalog. List the prerequisites (requirements) that you must meet before registering for a course.
- **Register for Class** - Refer to *The Schedule of Classes* for registration dates and availability of classes.

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 468-2228.
- International students requesting F-1 or M-1 visas (I-20 forms) must complete the following requirements:
 - Submit a completed Lewis and Clark Admission Information Form to the Enrollment Center.
 - Request official transcripts from all previous educational institutions attended, including secondary schools, colleges, and universities be sent to Lewis and Clark Community College. These transcripts must be translated into English for evaluation by the College. Lewis and Clark requires the completion of high school graduation equivalency for unconditional admission. Also, admission to Lewis and Clark is dependent on good academic standing (2.0 grade point average or above) at previously attended educational institutions.
 - 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) or 173 (computer-based) is required for admission to Lewis and Clark Community College.
 - Provide financial statements proving ability to pay tuition, fees, books, room and board, and living expenses.

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

NOTES: Lewis and Clark Community College requires international students to be proficient in English in order to be successful in college coursework.

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 have a proper visa and an I-20 that is in good status. The applicant must also be compliant with U.S. immigration regulations.

All information must be received by the Enrollment Center at least 60 days before the beginning of the requested semester.

General Information

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 this 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.

At the very minimum, you must satisfy the requirements of the catalog in force at the time you are admitted to and begin course work in a degree program. Although courses required under your initial catalog may be discontinued or revised due to labor market demands and/or technology changes, your program coordinator must approve any course substitutions. Please note: Due to continuous curriculum improvement activities and rapid instructional technology advancements, you are encouraged to graduate under the catalog in effect at the time of your graduation in order to be the most prepared for your subsequent endeavor. Please see your program coordinator or academic advisor for assistance.

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. 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.

NEW STUDENT ORIENTATION

New college students enrolling in a degree or certificate program are required to attend LCCC 101, a free two-hour workshop which provides college survival skills such as registration issues, college terminology and policies, student resources, programs of study and transfer information.

CALENDAR

L&C operates on a semester calendar composed of Fall, Spring, and Summer terms. The Fall Semester begins in August, ends in December, and includes a first eight-week session and a mid-Fall session. The Spring Semester starts in January, concludes in May, and also includes first eight-week and mid-Spring sessions. The Spring Semester is followed by convenient Summer Sessions of six-, nine-, or 12-week duration. Semester calendars are printed in this publication.

CLOSING POLICY

Inclement Weather - If it becomes necessary to close the College due to inclement weather, notification will occur on the campus telephone system, the campus Web site, major St. Louis television stations, and major St. Louis and local community radio stations. A message will be placed on the main campus telephone line indicating hours and locations of closings.

Classes held at the 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 - The main L&C campus, the three Community Education Centers and the N. O. Nelson Campus will maintain the academic calendar and holiday schedule published in the *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. Conversely, if L&C observes a Spring Recess that the local school districts do not observe, the off-campus L&C courses WILL MEET at the respective community public schools on that day or evening.

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

If registered for at least 12 credit hours, you are considered a full-time student. 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 15 credit hours during the Summer sessions.

Overload hours beyond these maximums require the written permission of the Director of Enrollment Center for Admissions Services.

If on academic probation, you may be limited to fewer hours, since a heavy course load may diminish your chances for academic success.

CREDIT FOR PRIOR LEARNING

L&C may award credit for learning acquired from work and life experiences, prior study, and/or participation in formal courses sponsored by associations, business, government, industry, labor and trade unions, and the military. We employ several methods for assessing prior learning. Credit awards made through any of these methods are designed to ensure that reliable and valid measures of learning outcomes have been applied.

Credit awards are limited to credits specifically related to the student's degree or certificate at Lewis and Clark. Credit will only be validated after a student successfully completes at least one credit hour in residence at L&C.

There are fees associated with the service of validating Credit for Prior Learning. Students wanting to investigate if their learning from previous life, study, and work experiences can be translated to L&C credits should begin the procedure by making an appointment with the designated counselor in the Student Development Office, Caldwell 2320, or by calling 468-4211.

Some of the methods for validating credit include:

- **ADVANCED PLACEMENT (AP) PROGRAM** - The nationally developed Advanced Placement Test (AP) is a special program for acquiring college credits while enrolled in high school. Credit is granted for attaining specific scores on approved tests. Registration for AP is done through local high schools. A

list of the AP subjects may be obtained from the Assessment Center, Baldwin 1442, the Enrollment Center, Baldwin 1450, or the designated counselor in the Student Development Office, Caldwell 2320. L&C will grant credit for eligible AP tests at \$5 per credit hour.

- **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** - A maximum 32 credit hours can be validated through CLEP. To determine if the CLEP credit will meet general education requirements, check with an advisor/counselor. Science courses credited by CLEP will not meet the L&C's general education lab science requirements. Test credit will not be allowed when students have previously received credit in comparable courses. In addition, test credit will not be granted when students are currently enrolled in a comparable course.

L&C will grant credit for eligible CLEP exams at \$5 per credit hour. For a current list of courses available for CLEP credit, contact the Assessment Center, Baldwin 1442.

Test registration and administration dates and test fees are set annually by the ETS/College Board. For further information, contact the Assessment Center, Baldwin 1442.

- **MILITARY CREDIT** - The American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services is used to assess relative military credit. Non-traditional credit for military experiences may be granted through Defense Activity for Non-Traditional Educational Support (DANTES) procedures credentialed by L&C in conjunction with the ACE Guide to the Evaluation of Educational Experience in the Armed Services.

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).

L&C will grant credit for eligible military credit at \$65 per credit hour. For further information, contact the Veteran's Advisor in the Financial Aid Office, Baldwin 2450, or by calling 468-2223.

- **L&C DEPARTMENTAL PROFICIENCY EXAMS** - Credit by examination may be available for students proficient in a particular subject. To determine if a student is eligible to sit for an exam in a particular area, the student should meet with the designated counselor in the Student Services Office, Caldwell 2320. L&C will grant credit for eligible proficiency tests at \$65 per credit hour.

Note: Students who have completed a course of study that resulted in successful fulfillment of licensure requirements for the State of Illinois and such a license is required by the State of Illinois in order to practice in the profession, may receive proficiency credit for courses taken to become licensed professionals in the State of Illinois at the rate of \$5 per credit hour.

- **PORTFOLIO METHOD** - In this method, students participate in identifying, articulating, and documenting learning acquired outside the traditional classroom and relating that learning to a career direction. Activities include the development of a portfolio containing an autobiography and chronological record, a narrative essay describing specific areas of learning, and the documentation verifying those claims. Students may choose to enroll in PSYC 299 - Experiential Learning Assessment for an approach that is more group oriented. For further information, contact the designated counselor in the Student Development Office, Caldwell 2320, or by calling 468-4211. L&C will grant credit for eligible portfolio learning at \$65 per credit hour.

AUDITING COURSES

You may register to audit a course during the week prior to the start of the course. It is suggested 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.

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
- FN** Failing the course for non-attendance. Student has not attended class a sufficient amount of time to successfully complete 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.
- PR** Progress - Re-enroll, made progress but did not successfully complete course. Awarded "PR" at the discretion of the instructor. No credit earned and no grade point value. Can be awarded only once 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.

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
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.

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 Web site through BlazerNet 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.

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) based on the requirements that follow.

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 are 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

are 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 13 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 34 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 and not be allowed to attend for one semester.

Re-admission After Academic Suspension: After a one semester suspension, you will be readmitted on probation. You will remain on probation as long as you maintain a 2.00 semester GPA and your cumulative GPA is below 2.00.

If you are suspended in the Fall semester you cannot register for the Spring semester.

If you are suspended in the Spring semester you will be permitted to register for the Summer session. If you earn a 2.00 Summer GPA you may register for the Fall semester. If you do not attend in the Summer session you cannot register for the Fall semester.

If you are suspended in the Summer session you cannot register for the Fall semester.

Academic Renewal: Students with a poor prior academic record at L&C and who have not enrolled at the College for five or more years may apply to the Director of Enrollment Center for Admissions Services for academic renewal. If approved, **all** prior Lewis and Clark 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.

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.

HONORS

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

- A full-time student who earns a semester GPA of 3.750 or higher while enrolled for 12 or more credit hours, or
- A part-time student earning a cumulative GPA of 3.750 or higher after accumulating 12 or more credit hours in two or more semesters.

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

- A full-time student who earns a semester GPA between 3.250 and 3.749 while enrolled in 12 or more credit hours, or
- A part-time student earning a cumulative GPA between 3.250 and 3.749 after accumulating 12 or more credit hours in two or more semesters.

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.

REGISTRATION

Registration dates and procedures for every semester and session are published herein and in *The Schedule of Classes*, available in the Enrollment Center and the Community Education Centers.

REPEATING COURSES

You may repeat any course one time in which you earn a "PR", "D", "W" 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 wish to repeat a course, notify the Enrollment Center in writing of the course(s) being repeated.

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, CNET 280-285, CNET 287, COMM 100, DANC 161-162, DANC 165-166, DENT 299, DRFT 249-250, EASL 101-103, EDTR 210, EDTR 215, EDTR 256, EDTR 259, EDTR 279, GEDP 100-112, HEED 120, JOBS 100, JOBS 131-133, LIFE 111, MCOM 280, MUSI 141-147, MUSI 168, MUSI 170, MUSI 183-199, MUSI 283-299, NURS 128, OTEC 018, OTEC 024, OTEC 124, PRCP 120, PRCP 124, STSK 132, and VOSK 100

STUDENT CONDUCT CODE

Lewis and Clark Community College respects the civil rights and liberties of each member of the College. However, it is imperative for the College to be a safe environment, free from coercion and harassment 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. Student conduct which is subject to disciplinary action includes, but is not limited to:

- Violations of federal, state and local laws at any College-sponsored activity, on- or off-campus.
- 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, cheating, plagiarism, and forgery.
- Using College computer equipment 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 electronic impulses, electronically produced data, confidential or copyrighted material, billing information, and software in any form).
- Violation of College's anti-harassment policy.
- Fighting or threats of violence.
- Possession and/or consumption of alcoholic beverages except at off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages.
- Being under the influence of alcohol or any controlled substance not prescribed by a licensed physician.
- Sale, use, possession, or distribution of marijuana or possession of any controlled substance not prescribed by a licensed physician.
- Smoking, except in designated areas, in accordance with the Illinois Clean Air Act.
- Gambling.
- Theft or damage to College property or property of members of the College community.
- Failure to meet financial obligations relative to College transactions or the issuing of fraudulent checks.
- Possession of explosives, firecrackers, firearms, dangerous chemicals, or other weapons except as specially permitted by law and College officials.
- 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; and 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; and 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.

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 will be a violation of College policy for anyone, including any College employee, elected official, vendor, student, contractor or any visitors or third party to harass another individual in the work place, educational environment, or at College-sponsored

activities on the basis of any legally protected group status and the College will not tolerate any form of harassment, including sexual 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 the individual's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation or 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.

Definition of Sexual Harassment

"Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any individual to another, including persons of the opposite or same sex, where:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- (2) Decisions affecting an individual's employment or education are made on the basis of whether the person submits to or rejects sexual demands; or
- (3) Such conduct has the purpose or effect of reasonably interfering with an individual's work or educational performance or creates an intimidating, hostile or offensive working or learning environment.

Also, sexual harassment may occur between students. Any conduct by another student which is physically threatening or humiliating or which unreasonably interferes with a student's educational performance should be brought to the attention of the College for investigation and appropriate action.

Some conduct commonly defined as sexual harassment includes (but is not limited to):

- (1) **Verbal:** Sexual innuendos; suggestive comments, humor and jokes about sex, anatomy or gender specific traits; sexual propositions or statements of a sexual nature about other employees or students, even outside of their presence.
- (2) **Nonverbal:** Suggestive or insulting sounds (whistling, "catcalls", "smacking" or "kissing" noises); leering; obscene gestures or sexually suggestive bodily gestures.
- (3) **Visual:** Posters, signs, pin-ups, cartoons or slogans of a sexual nature.
- (4) **Physical:** Unwelcome touching; hugging or kissing; pinching or brushing against the body; physical or emotional coercion of sexual intercourse; or actual assault.

Investigation and Grievance Procedure

Any individual who believes that he/she has been subjected to sexual harassment, has been informed of conduct constituting harassment or who witnesses harassment should promptly submit a complaint to the Vice President of Administration and Community Services or the President in accordance with the following grievance procedures. Students should submit their complaints to the Vice President of Academic Affairs. The Vice President of Administration and Community Services or the Vice President of Academic Affairs shall be responsible for the investigation and grievance procedures contained herein. If an employee receives a complaint of harassment directly from another employee the complaint shall be immediately reported to the Vice President of Administration and Community Services.

- (1) Any individual wishing to submit a complaint (i.e., the "complainant") must submit a statement to the appropriate Vice President (employees–Vice President of Administration and Community Services; students–Vice President of Academic Affairs), Lewis and Clark Community College, 5800 Godfrey Road, Godfrey, IL 62035, or alternatively, the President. The statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such complaints should be submitted promptly.
- (2) The Vice President of Administration and Community Services or the Vice President of Academic Affairs or his/her designee shall promptly and thoroughly investigate the complaint describing conduct inconsistent with the policy.

- (3) If an investigation confirms 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.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
State of Illinois Center
100 W. Randolph Street, Suite 5-100
Chicago, IL 60601
Telephone (312) 814-6245

Illinois Human Rights Commission
State of Illinois Center
100 W. Randolph Street, Suite, Suite 5-100
Chicago, IL 60601
Telephone (312) 814-6269

Retaliation

Reporting 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 complaining about harassment or for initiating or assisting with a claim of harassment will be subject to appropriate disciplinary action up to and including expulsion or discharge. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it.

Confidentiality

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the management of the College, including the College's legal obligation to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

STUDENT GRIEVANCE PROCEDURE

Student grievances may involve academic matters, 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 race, creed, color, sex, religion, national origin/ancestry, disability, sexual preference or age as prohibited by applicable federal or state 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 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, and 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.

The Enrollment Center will accept official transcripts from other colleges when the transcript is mailed from the transferring college. Hand-delivered or faxed transcripts are not considered official transcripts.

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.

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 Center/Admissions Services, the College may disclose the following Directory Information: (1) name, (2) whether or not currently enrolled, (3) dates attended, and (4) 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: Lewis and Clark Community College has entered into a cooperative agreement program with Blackburn College. There will be an exchange of academic records between the two institutions of students enrolled in the Cooperative Program. A release from the L&C/Blackburn Cooperative student will be requested.

NOTE: The College uses students' social security numbers for limited and specific purposes. Students' social security numbers are the College's prime means of student identification for general administrative and educational record keeping. In addition, 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 social security numbers. Social Security numbers are protected and not released to a third party without each student's written permission.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

The Campus Information and Security Building is located at the north entrance to the campus where campus maps, visitor, student, staff and faculty parking permits may be picked up. Complete campus regulations are available there. Security Services are maintained 24 hours a day, seven days a week.

To reach the Security Office by phone, call "0" if on campus and 618-466-7000 if off campus.

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

Monitoring the access of faculty, staff and the student population on campus is a continual practice of campus security. There is daily interaction between security and maintenance on safety and maintenance conditions of campus facilities.

Security is given the authority to enforce all of the Lewis and Clark Community College campus rules and procedures relating to the daily operations of the college campus (i.e., parking, conduct, smoking, etc.).

Lewis and Clark Community College Security immediately notifies the local or state police agencies when confronted with an arrest for a criminal violation on campus. Security will assist the police agencies in all appropriate ways.

Contact between security officers and the campus population, along with established guidelines in the college catalog and telephone directory, encourage prompt reporting of all crimes on campus. Reporting of all crimes on campus is accomplished by the security officer's notification to the appropriate police agencies and a copy of the security officer's incident report being forwarded to the appropriate college personnel.

The college has programs designed to inform students and employees about security procedures (i.e., pamphlets, instructions during orientation and registration, faculty and staff semester in-service week, on-campus counseling, and the Health and Safety Committee).

Off-campus college events require security arrangements to be made by each organization prior to approval by college administration for such activities.

Please note that **Student-Right-to-Know graduation rate and transfer-out data** is available by calling 468-5001 in Enrollment Services or by requesting a copy at the Security Office.

Athletic Participation and Financial Aid (EADA) disclosure is available by calling 468-6002 in the Athletic division or by requesting a copy at the Security Office.

The Jeanne Clery Disclosure of Campus security Policy and Crimes Statistics Act (formerly the Campus Security Act) is available directly on the L&C Web site at www.lc.edu or may be obtained by contacting Security at 468-3160 or by requesting a copy at the Security Office.

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 or the Community Education Centers. The form has all the information necessary to register you to vote in the county where you reside.

WITHDRAWAL FROM CLASSES AND TUITION REFUND

If you are unable to complete a course for any reason, you should **officially** withdraw from the course (in writing) before the end of the withdrawal period. 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. Non-attendance does not constitute an official withdrawal.

First, you are encouraged to inform your instructor(s) of your intentions. Next you must request a withdrawal in writing from the Enrollment Center. The withdrawal is official when the completed request is processed by the Enrollment Center or Community Education Centers. Voluntary failure to attend classes does not constitute an official withdrawal. 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.

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 appropriate Dean with responsibility for the class(es).

The withdrawal period varies with the length of the course. The College administers multiple withdrawal deadlines during the Fall and Spring semesters in order to accommodate courses of varying length. See the academic calendar in the Catalog or Schedule of Classes for specific dates.

The tuition refund period extends through 12 calendar days from the start of the class. This period is extended one day for each holiday. A withdrawal during this period results in no transcript record and a 100% tuition refund. No refunds are given after this period. Note that short term courses maintain separate refund periods. See tuition refund policy: page 22.

Tuition and Fees

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. (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 or charge-back 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 Enrollment Center or any of the off-campus Community Education Centers. The in-district employer must complete a new form each semester.

Cooperative Agreements/Charge-backs: Out-of-district students who attend L&C under the terms of a cooperative agreement between L&C and another community college district, or for whom charge-back authorization has been given by the student’s home district will be charged L&C’s in-district tuition rate.

In-District Charge-Back: District 536 residents desiring to pursue a certificate or degree program not available at L&C may apply for charge-back tuition if they want to attend another public community college in Illinois which offers that program. If approved for charge-back, you will pay the resident tuition of the receiving institution; the L&C District will reimburse the receiving community college district for the remainder of the non-district tuition cost. Note that charge backs are available for entire programs of study, not for individual courses. Application for “Authorization for Partial Tuition Support Application” for charge-back tuition is to be made in the office of the Dean of Enrollment Services.

Out-of-District Charge-Back: If you are a resident outside District 536 approved for charge-back tuition, you will pay L&C in-district tuition and your community college district will reimburse L&C for the balance of the out-of-district tuition. You first must apply for the charge-back at the community college in your district.

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	\$65 per credit hour
Out-of-District	\$195 per credit hour
Out-of-State	\$260 per credit hour
International Student	\$260 per credit hour
Online Courses	\$86 (maximum) per credit hour

Fees

Activity	\$7 per credit hour
Technology	\$2 per credit hour
Lab/course	as designated
Application	no charge
Graduation (non-refundable)	\$35 (one time)
Non-Credit Course	as designated
Non-Traditional	
Credit	\$65 per credit hour granted
Returned check	\$15 each
Transcript (Academic & Financial Aid)	no charge

Tuition and fee due dates are listed in the calendar section of each *Schedule of Classes*. Continuing Ed courses with a prefix beginning with CE must be paid in full at the time of registration. Payment for late starting classes (generally those starting after the third week of each semester) are due seven (7) days prior to the start of the individual classes. Students using financial aid must authorize use of their grant or scholarship at the Financial Aid office and with the Bursar on the main campus in Baldwin 2450. Students who make partial payments are responsible for completing their payments within the deadlines listed.

Payment options include cash, check, debit/credit card via Bursar's Office/Community Education Centers (MasterCard, VISA, Discover, and American Express only), credit card via Lewis and Clark Web site (Master Card, Discover, and American Express only), Financial Aid, Installment Plan, and Employer Tuition Assistance.

LABORATORY/COURSE FEES

In addition to the instructional materials and supplies purchased by students, several courses generate exclusive consumables and/or require the use of specific supplies and materials. The additional costs are assessed to courses in the form of lab or course fees. The cost of each class (tuition/activity fee/technology fee and any additional lab or course fees) is printed in the *Schedule of Classes*.

LATE REGISTRATION FEE

You may be charged a late registration fee of \$10 if you register or re-register after the official registration period.

PARKING FEE

You must register each vehicle that you will drive on campus. One free decal showing the vehicle registration number will be issued. There will be a \$2 fee for each additional vehicle decal.

GRADUATION FEE

A graduation fee of \$35, which includes the cap and gown and the cost of the diploma, is assessed each graduate. This fee is non-refundable. You must petition and pay fee by:

December 15	to graduate in May
March 1	to graduate in June & August
September 15	to graduate in December

ADDITIONAL FEES

Additional expense will be incurred through the purchase of textbooks, supplies, materials for specific classes, and specialized instructions.

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 activity and technology fees and any applicable lab/course fees.

DEBIT/CREDIT CARD PAYMENTS

You may pay all tuition and fees through MasterCard, Visa, American Express or Discover.

CREDIT CARD PAYMENTS – E-PAY

Tuition and fees can be paid by credit card via L&C's Web site. Credit cards accepted are MasterCard, American Express and Discover. There will be a two percent convenience fee (minimum of \$1) added to your payment amount. You can make your payment using E-Pay by accessing Lewis and Clark's Web site at <http://www.lc.edu>, then click on Bursar.

INSTALLMENT PAYMENT PLAN

An installment payment plan is available to assist in the payment of tuition and fees. To qualify for the installment plan, you must have tuition and fee charges of at least \$200. You must sign a promissory note. A \$10 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 \$10 service fee; plus one third of the tuition, activity fees, technology 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. Textbooks and classroom supplies may not be charged to this plan.

You may apply for the installment payment plan in the Bursar's office or at one of the Community Education Centers, after registration.

TUITION REFUND POLICY

A student is eligible for a 100 percent refund through the first 12 calendar days (**NOT** class meetings) of each class. Calendar days include Saturdays and Sundays. This period is extended one day for each holiday. If the last day for a refund is scheduled on a Saturday or Sunday, the refund request must be postmarked by that day or presented in writing by the previous business day at the Enrollment Center or one of the Community Education Centers.

Example: Based on the following calendar, if a class begins on Tuesday the 9th and Monday the 15th is a holiday, the student can withdraw in person through Friday the 19th or have request postmarked by Sunday the 21st to receive a 100 percent refund.

Students enrolled in short-term courses of less than 24 days (i.e., the number of days between the course beginning date and course ending date) are eligible for 100 percent refund through the mid-point of each course. When a student owes the College money, it is the College policy to deduct that amount from the tuition refund. These deductions may include past due tuition and fees, returned checks, fines, or other obligations.

Students enrolled in Continuing Ed courses (with a CE-- prefix) are eligible for 100 percent refund prior to the second session of any course.

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9*	10	11	12	13
14	15H	16	17	18	19**	20
21***	22	23	24	25	26	27
28	29	30	31			

* First Day Of Class

** Last day to withdraw in person

*** Last day to have request postmarked.
No refund after this day.

Graduation Information

GENERAL GRADUATION REQUIREMENTS

To become eligible to receive an associate degree at L&C, you must:

- 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 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,
- Achieve a minimum grade point average of C or 2.00 for courses attempted at L&C subject to the academic standards,
- Show evidence on your high school transcript that you have met the constitutional examination requirement of all Illinois high schools, satisfactorily complete the constitution test as required by state law, or have credit in the course designed to fulfill this requirement such as POLS 131 American Government, POLS 132 State and Local Government, or HIST 231 American Republic: Beginnings-1877,
- Pay all financial obligations to L&C, and
- 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 (468-4121) for details.

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.

DUAL DEGREE

With the exception of earning degrees in both the Associate in Arts and Associate in Science, you may earn two or more degrees by completing the specific requirements listed in the curriculum for each particular field of study.

If you wish to earn an A.A.S. degree and a transfer degree (Associate in Arts, Associate in Science, Associate in Fine Arts, or Associate in Engineering Science), you must meet the specific curriculum requirements for the A.A.S., complete all the general education requirements for the A.A. or A.S. degrees, and complete a sufficient number of elective hours from among designated courses.

GRADUATION PROCEDURE

Follow these four steps:

1. Apply for Graduation - Make an appointment with your faculty advisor or an advisor in the Enrollment Center by the appropriate deadline date as shown below.

Graduation Date	Application Deadline
Fall Semester Graduation	September 15
Spring Semester Graduation	December 15
Summer I and II Graduation	March 1
2. Complete an official graduation evaluation and an application for graduation with your advisor.
3. Pay non-refundable graduation fee at Bursar's office by petition deadline date.
4. Complete Course Requirements Listed on Your 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 evaluation. If you fail or withdraw from required courses, contact the Enrollment Center immediately to change your graduation date.

Other important graduation information:

- Certification of Graduation. After the semester ends in which you plan to graduate, the Enrollment Center will certify your graduation. Your transcript will be updated to show your degree, and your diploma will be predated. If the Enrollment Center is unable to certify your graduation, you will be informed by letter. If problems can be resolved, your graduation will be certified. Otherwise, you will

need to state when you will complete the requirements. Your file will remain inactive until you schedule completion with the Enrollment Center.

- **Process Waivers and Substitutions.** If you need any waivers or substitutions, it is your responsibility to contact your advisor and be sure the proper forms are initiated and processed. The Enrollment Center will send you a copy when the process is complete.
- **Pick up Your Diploma.** The Enrollment Center will inform you by letter when to pick up your diploma.
- **Plan to Attend Commencement in May.** All graduates are encouraged to attend the commencement ceremonies in May in the Hatheway Cultural Center.
- **Return Cap and Gown Measurement Information.** In March, candidates for graduation are sent information packets containing information needed to participate in commencement, including cap and gown measurement requests, tickets and schedules. Return cap and gown information by the deadline or you will be automatically deleted from the ceremony. You cannot be added later.

Student Services

Office location and phone numbers for the services described below may be found in the Campus Directory in the back of this publication.

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, personal, and career needs. More complete descriptions follow.

Academic Advisement is located in the Enrollment Center, Baldwin 1450, and Counseling is located in Caldwell 2320. Appointments are available upon request by calling Academic Advisement at 468-2222 and Student Services at 468-4211.

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. 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 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 registering for six or more credit hours or a math or an English course will need to take the College Placement Test. To make an appointment for placement testing on campus, contact the Assessment Center located in Baldwin Hall room 1442. The number to call is 468-5220, 468-5221 or 800-642-1794 ext. 5220 or 5221, or call your nearest Community Education Center.

After completing the test, the students will meet with an academic advisor who will interpret their scores 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.

Counseling

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 468-4211.

ASSESSMENT CENTER

You will have your first experience as a new student in the Assessment Center when you take the college placement tests. We have received nationwide recognition for the piloting and use of the innovative Computerized Adaptive (placement) Tests developed by the Educational Testing Service and The College Board.

The Assessment Center administers a variety of tests for career exploration, instructional, placement, diagnostic, vocational aptitude, certification, and special purposes.

Tests on class work are taken in the Assessment Center within time frames designated by instructors. By using the Assessment Center, instructors provide you with a more flexible schedule for course test completion.

BOOKSTORE

The bookstore is a place where you can buy textbooks and supplies needed for course work. Other convenience items are also sold in the bookstore, including snacks, backpacks, sweatshirts, cards, and gifts.

Located in BA 1401, where Baldwin and Caldwell meet, the bookstore's hours are Monday, Thursday, and Friday from 8:00 a.m. to 4:30 p.m., and Tuesday and Wednesday from 8:00 a.m. to 7:15 p.m.

For the first two weeks of the fall and spring semesters and the first week of the first summer session, the hours are Monday through Thursday from 8:00 a.m. to 7:15 p.m. and Friday from 8:00 a.m. to 4:30 p.m. For more information, call 468-2268.

AUTOMATED TELLER MACHINE

An Automated Teller Machine (ATM) is available in the area outside the entrance to the Bookstore in Baldwin. Users pay a nominal fee.

CARL D. PERKINS PROGRAM

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 academically disadvantaged, economically disadvantaged, disabled, displaced homemakers, single parents, limited English proficient, and/or nontraditional (a gender-based designation determined by a career field's population). To be eligible for Perkins Student support Services, the Grant requires that students must be enrolled in a career 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. For more information, contact the Perkins Project Manager at 468-4020 or Caldwell 3333.

CAREER PLANNING

There are several options available for the student seeking career development assistance. An advisor or career counselor can assist the student in making the most appropriate choice. The PSYC 130 course is offered in several formats: traditional full semester and online. While students are free to choose the format they prefer, we think the following guidelines will help those attempting to make, clarify, or implement a career decision.

PSYC 130: Regular sections. This is the best choice for students who need more help with career decision making. Truly indecisive students need the structure and attention provided by an instructor in a regular classroom setting. Students may exhibit such characteristics as a high level of anxiety about career choice, lack of knowledge about self and careers, and lack of confidence in ability, to make career decisions.

PSYC 130: Online Section. There are many students who may be better served by the opportunity to participate in a self-paced independent study career development process. This course allows students to do

guided career planning at their own pace. It includes individual conferences with a career counselor as well as selected activities which are completed online. It is, like the regular sections, a three semester hour transfer level course.

JOBS 131 This is an intervention for those who may be under some time pressure and do not feel the need for the more extensive coursework offerings. It 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. Call 468-2616 for more information.

CHILD CARE

Quality child care is available on campus. Montessori Children's House is located next to the River Bend Arena. Child care is provided for children aged 2 years and 9 months through elementary school. Hours are 7 a.m. - 5:30 p.m. daily, excluding holidays. Parents are urged to call Montessori for enrollment information early, as demand for child care is consistently high, and there are a limited number of openings available. For additional information, call Montessori Children's House at 468-3154.

COOPERATIVE EDUCATION

Cooperative Education is a unique educational process linking the world of work and the world of learning. It is a method of instruction that combines classroom learning with realistic, hands on experience. Cooperative Education provides students with valuable professional experience in a specific career field which allows them to apply knowledge gained in the classroom to the work world.

Cooperative Education reflects the philosophy that productive work by students in an actual employment environment is an integral component in career programs.

For more information, contact your program coordinator.

DISABLED STUDENT SERVICES

Disabled 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 468-4211 or 468-4205 (TTY).

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 *L&C Trail Blazer: A Campus Guide for Students, Faculty and Staff*.

EMPLOYMENT SERVICES

The Employment Center (BA 2420) provides access to numerous job search tools. These tools include: resume and office software, Internet access to job postings and e-mail, job listings board, area newspapers and phone books, fax, telephone and copier access and job fair information. Free materials on job search, interviewing, resumes and job retention are available. Employment opportunities can also be obtained by accessing the Job Line at the L&C home page on the Internet. We are not a job placement service. For an appointment or more information call 468-5500.

Classroom Resources include PSYC 130 and JOBS 131. PSYC 130 is designed for any student interested in career development and career exploration (traditional and on-line formats.) JOBS 131 is designed for the non-traditional student looking to specifically identify career interests (on-line format.) This course includes the Strong Interest Inventory and the Myers-Briggs Type Indicator. See College catalog for course descriptions.

Financial Aid Services (BA 2450) include Federal Work-Study, Institutional Student Employment and

Veterans' Administration Work-Study. Students who are eligible for financial aid might also qualify for Federal Work-Study jobs within the College and community. Any student enrolled in at least one credit hour may be eligible for Institutional Student Employment. For more information call 468-5311. Students must be receiving VA educational benefits and enrolled on a three-quarter basis to be considered for Veterans' Administration Work-Study. For more information call 468-5317.

The Illinois Employment & Training Centers (IETC) One Stop Centers—88 Northport Drive, Alton, IL and 116 South Plum, Carlinville, IL. In partnership with the College, many agencies provide services at the One-Stop Centers. Students are free to utilize the services at this center which include WIA 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 on-line job bank access. All services are free of charge. For more information call 468-5500 or 466-8891 or 217-854-9644.

Faculty Assistance—The College's career programs include a cooperative work experience for students which many times leads to job opportunities. Also, many career faculty members provide job seeking advice and assistance throughout the curriculum.

HEALTH SERVICES

A registered nurse is on duty at the Health Services office located on Caldwell first floor for care of emergency illness or injuries. L&C's medical consultant shall determine the most appropriate care and place of treatment for you, if a family doctor cannot be reached. If necessary, you will be taken to a medical facility at your cost.

Any injury that requires hospitalization will be treated, as necessary, by Health Services and an ambulance will be called to transport you to the hospital.

Applications for medical parking permits are available at Health Services office, CW 1312. Handicapped parking must meet federal and state ADA regulations. Office hours are 8 a.m. to 10 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Fridays. For more information, call 468-6010.

HOUSING

We are a commuter college and do not provide housing. Please refer to classified ad sections in local newspapers or contact local realtors for assistance.

Title IV financial aid programs (Pell Grant, College Work-Study, Supplementary Educational Opportunity Grant (SEOG), and Loan programs are based on allowances for room and board costs. If you are eligible for any of the above programs, you can use the money you receive to help meet living expenses while attending L&C. See the Financial Aid section of this catalog for additional information regarding application for financial aid and eligibility criteria.

LEARNING RESOURCES

The Learning Resource Center (LRC) in Reid Hall, a member of the Illinois Library Computer Systems Organization (ILCSO) consortium, strives to provide the many services needed to help support all L&C students and staff. These services include:

Library Services-Reid Memorial Library: The library houses over 35,000 volumes, 40 full-text periodical databases, 3500 electronic periodicals, videos, compact discs, and other materials selected to support classroom instruction, independent learning and research. Membership in ILCSO provides patrons a state-of-the-art library system with access to nearly 30 million titles throughout the state of Illinois. Home access to the full-text databases is also available for faculty, staff and students with a validated campus identification card. Other services include: two computer labs, study tables, a writing desk tutor, interlibrary loan, self-serve photocopier, video tape players, audio tape players and microform copiers. 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 Spring Break and holiday weekends. Call the library for exact schedule.

Computer Lab: Located in the LRC, the Computer Lab provides students with access to a variety of in-house software programs, personal computers, and printers. Assistance is available 8 a.m.-8 p.m., Monday-Thursday, 8 a.m.-4:30 p.m., Friday. No Saturday or Sunday hours. Hours may vary during Spring Break and holiday weekends. Call the library for exact schedule.

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 468-2300.

MATH LAB

Students needing help solving a specific problem, completing an assignment, or understanding a math concept should contact the math lab, CM 233.

ONLINE AND WEB-BLENDED CLASSES

Online classes are convenient for students whose work or family obligations prevent them from attending classes during traditionally scheduled hours. Online courses earn the same credits as traditionally taught classes and require as much or more of a student's time. Most online courses will require 4-15 hours per week to complete. Online courses are not easier, just more convenient. Instead of attending weekly classroom sessions, instruction is delivered over the Internet. Campus visits may be required for orientation, lab assignments and testing.

Web-blended classes are the combination of a traditional face-to-face class and an online class. This format blends the best of both course formats by allowing students to work at home in the online classroom, during times convenient to them, while part of the course is taught on-campus in a traditional classroom. This provides the student the opportunity to personally meet with the instructor and review some of the courses more difficult concepts, give speeches or complete lab work.

The number of on-campus sessions will vary, but approximately 70 percent of the class will be taught online, and 30 percent will be taught in a structured classroom. As with traditional online courses, students should plan on spending 3-10 hours per week on course assignments. Specific on-campus requirements are listed in the course schedule.

Students who register for online and web-blended courses should have basic computer literacy skills, including the use of e-mail, web browser, and word processing skills. Students need to have access to the Internet. One of three browsers: Netscape Communicator (version 4.76, 6.2.1, 6.2.2, 6.2.3), Microsoft Internet Explorer (version 5.0-6.0 except 5.5 except Service Pack 1), or AOL for Windows (version 7), can be used to access L&C online courses. Java and Java Script must be enabled for your browser. For additional information on proper Web browser configuration, please visit the Lewis and Clark Web site at www.lc.edu and select WebCT.

If you register in an online course, your instructor will contact you before the course begins. Most instructors will send each student a letter which contains the course address, the student's user name and password, and a letter of introduction. Some instructors will also schedule an orientation class for their students.

Before you enroll in an online class, please review the full course description to be certain that all the prerequisites have been met. You may also want to visit the L&C Web site at www.lc.edu. This is a section under WebCT, under Technology Enhanced Learning. There is a section entitled "Is Online Learning A Good Choice For You?" that will provide you with helpful information.

ILLINOIS VIRTUAL CAMPUS

Lewis and Clark is a partner and Student Support Center in the Illinois Virtual Campus (IVC). The IVC is an online directory of distance education courses and programs offered by 70 Illinois colleges and universities. It contains a searchable database with links to each college and university and houses data on over 1600 Internet and distance learning courses. A catalog of these offerings is available on the Web at <http://www.ivc.illinois.edu>. The IVC can also be accessed off the Lewis and Clark Home Page. An IVC computer lab is located in Science 120 to assist students enrolled in both L&C's online courses and classes offered through the IVC. For additional information call 468-2611.

VIDEOCASSETTE COURSES

Telecourses are college level credit courses designed for the convenience of the adult learner. Broadcast on Channel 9, these "televised lessons" can be viewed at home, in the campus library or at any one of the L&C Community Education Centers located in Jerseyville, Carlinville and Bethalto, or at the N.O. Nelson campus in Edwardsville.

Students taking the course have contact with an assigned course instructor and use a textbook, manual and outside reading materials to supplement the quality broadcast. Students come to the main campus for an orientation at the start of the semester and to take midterm and final exams. Schedules of these on-campus

orientation and/or exam sessions are published in the course manual.

Videocassette courses are videotaped lectures available to view at home, in the main campus library, or at any one of the centers.

Videocassette course tuition is the same as a regular credit course except for the addition of a \$20 lab fee.

Videocassette course students may rent video tapes from the Learning Resource Center (LRC) in Reid 2216. In order to check out videocassettes, students must provide proof of enrollment to library staff. All tapes must be rented simultaneously. Each course requires seven to nine videotapes. There is a \$5 one-time, non-refundable processing fee per course. In addition, there is a \$5 per tape refundable deposit when tapes are returned to the LRC. All videocassette course tapes will be due on the last day of the semester in which the student is registered. All students will have a grace period of 10 business days to return videocassette course tapes. If tapes have not been returned by the end of office hours on the tenth business day, ALL videocassette course fees will be forfeited.

For information, call 468-3201.

PARKING

The Campus Information and Security Office is located at the north entrance to the campus where campus maps, visitor, student, staff and faculty parking permits may be picked up. Students, faculty and staff are required to have a valid parking permit displayed on their vehicle window. Complete campus regulations are available there. Security services are maintained 24 hours a day, seven days a week. To reach the Security Office by phone, dial "0" from on-campus phones or 618-466-7000 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, 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 at the Campus Information and Security office.

Parking for Disabled: Individuals with disabilities who have a valid parking permit issued by the Illinois Secretary of State may park in designated areas. Individuals who feel that their medical condition warrants special parking accommodations may apply for a Medical Parking Permit from the Health Services Office, CW1312, or by calling 618-468-6010.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services Program offers a variety of academic support services to assist students from disadvantaged backgrounds, especially low-income and first generation college students, who are identified as being academically under prepared for college-level work.

For further information call Student Support Services, 468-6300.

STUDENT ACTIVITIES

Student activities are important to the educational experience at L&C, and a comprehensive program of activities is provided. For information about the following services, call 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, dramatics, intramurals, and other related activities.

Student Activities offices are located in the River Bend Arena and Main Complex. 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 Collegiate Conference of Central Illinois. 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: L&C conducts an extensive intramural program. 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.

Activities in intramurals include: basketball, bowling, swimming, tennis, and volleyball.

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 468-6100.

TEEN PARENT INITIATIVE

Teen Parent Initiative is a state-funded program designed to assist young teen parents, through the provision of case management services, to obtain their high school diploma or GED certificate and move toward self-sufficiency. For information call 468-6130.

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.

WEB SERVICES (BLAZERNET)

Students may access BlazerNet Student Web Services on Lewis and Clark's Web site at www.lc.edu. Services include the ability to view transcripts, schedule/invoices, and grade reports. Students can also pay fees online by accessing the Bursar on the College Web site. Former students or students who have lost their personal identification number (PIN) should contact the main campus Enrollment Center at 618-468-2222: Baldwin 1450.

WRITING DESK AND OWL (ONLINE WRITING LAB)

Students needing assistance with any aspect of writing a paper may visit the Writing Desk in Reid Memorial Library. This service is provided free of charge to all currently enrolled L&C students. It may be most helpful for students to bring a copy of the requirements of the assignment and any other relevant materials the instructor has distributed in the class. For more information, call 468-4393.

Students who are not able to visit the Writing Desk in person may submit drafts of their papers to the Online Writing Lab (OWL) at writedsk@lc.edu. Please allow 48 hours for a response.

Financial Aid & Veterans Affairs

We recognize students often need financial assistance to pursue post-secondary education. Various options are available at Lewis and Clark Community College for students who need financial assistance while attending classes.

The L&C Financial Aid Office is the best place to begin to obtain information regarding scholarships, federal, state and institutional aid.

The Financial Aid Office staff is available to assist you in completing application forms and in understanding financial aid programs. However, their ability to assist you is directly related to the accuracy of the information you provide, the care you take in completing forms, and your awareness that processing financial aid takes time.

We do not generally accept a financial aid packet unless it appears to be complete and correct and you are registered for classes. When a completed aid packet is accepted, we will inform you of your estimated Federal Pell Grant status and estimate your eligibility for other student aid programs. Your packet will then be reviewed and corrections made and aid adjusted, if needed. Grants and scholarships that pay direct educational expenses (such as tuition and books) are processed first.

In special circumstances the Financial Aid Office may be able to defer tuition payments pending completion of aid processing or may be able to electronically correct aid application forms. The Financial Aid Office reserves the right to grant or deny deferrals.

The Financial Aid Office staff will answer specific questions about the financial aid application, and direct you to individuals who are available to help complete applications. Our staff will review your application for accuracy and completeness before it is submitted; however, you must provide all necessary financial information before we can verify accuracy. We cannot fill out forms for you.

Start the application process early, so the Financial Aid Office will have time to perform all the financial aid functions required to help you pay for your education.

TITLE IV AND ISAC APPLICATION PROCEDURES

Title IV student financial aid includes the Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS Loan programs. Illinois Student Assistance Commission (ISAC) student aid includes the Monetary Award Program (MAP) Grant and the Illinois Incentive for Access (IIA) Grant. All ISAC grants are applied for by listing an Illinois college on the federal student aid application. Please see the end of this section on financial aid and veterans benefits for a more complete description of these and other student aid programs.

HOW TO APPLY FOR FINANCIAL AID

To apply for Title IV student financial aid programs, complete the 2005-2006 Free Application for Federal Student Aid (FAFSA) available in the Financial Aid Office, at all Community Education Centers, high-school counselors' offices, and various other agencies. If you are a continuing aid recipient, you can use the 2005-2006 Renewal Application to apply for aid if you received one. If a student does not receive a Renewal Application, the student can still use the regular FAFSA to apply for aid. You can also complete and submit a FAFSA over the internet. To submit your application using FAFSA on the Web, go to www.fafsa.ed.gov and follow the instructions.

Complete a Lewis and Clark admission student information form, make an appointment and take the Assessment Test, see an academic advisor, and register for classes. You do not have to be registered for classes before applying for financial aid, but you must be enrolled in classes before your Student Aid Report (which is the paperwork you will receive as a result of filing a FAFSA) will be accepted by the Financial Aid Office.

WHAT HAPPENS AFTER YOU APPLY

Four to six weeks after you submit your completed hard copy FAFSA to the Federal Student Aid Programs you will receive a Student Aid Report (SAR) mailed to your home address, not the College. If you filed through FAFSA on the Web, you should receive your Student Aid Report (SAR) within two to four weeks. After you register for classes, bring your SAR to the Financial Aid Office and complete L&C's financial aid forms. You should do this in person as soon as possible so any problems can be resolved and aid awarded. Even if your SAR has been electronically transmitted to L&C, you still need to come into the office to complete additional paperwork and let us know you want aid. When your SAR and related documents are complete and correct, you will be informed of how much financial aid you can expect to receive. If you are eligible, you can then charge your tuition, fees, books, and supplies to the appropriate student aid program. This office does not generally accept applications that are not complete and correct, so allow yourself plenty of time for the application process. Your SAR may need to be corrected if certain data is inaccurate.

If you are selected for verification (which means you need to substantiate certain data on your SAR) and are unable to locate a copy of the required U.S. income tax return(s), you may call the Internal Revenue Service at 1-800-829-1040 and request a Statement of Account. If you have a copy of your W-2, you may obtain the appropriate tax form(s) and instructions to reconstruct your tax return as originally filed. You can contact your caseworker at the Department of Human Services for verification of Public Aid received, the Social Security Administration or the Department of Veterans Affairs for disability or pension verification, etc..

HOW FINANCIAL AID ELIGIBILITY IS DETERMINED

Your SAR has a five digit number called the Expected Family Contribution (EFC). The EFC is the amount the student and/or the student's family is expected to contribute toward the student's education. Your EFC is determined from base year income (which is 2004 for the 2005/2006 school year), number of people in the family, number of people in college, and your asset equity. You and your family are expected to make a maximum effort to assist with college expenses. Financial assistance should be viewed as a supplement to you and/or your family's effort to finance an education.

If you feel your EFC number is not a true reflection of your ability to contribute to the cost of your education because of special circumstances, contact the Financial Aid Office. Within guidelines by the Department of Education, we may be able to make adjustments to the data elements that determine your EFC or to your Cost of Attendance (COA) budget to better reflect your true need or ability to pay for college. Additional paperwork, time, and documents are required for these processes.

Your Student Aid Report (SAR), generated from the FAFSA, is used to determine eligibility for the Federal Pell Grant, the ISAC MAP Grant, and the ISAC Silas Purnell IIA Grant. You do not have to be eligible for a Federal Pell Grant in order to receive an ISAC MAP Grant. In fact, certain students are eligible for the ISAC

MAP Grant because they do not have Federal Pell Grant eligibility. If you are not eligible for a Pell Grant, you still need to submit your SAR and complete paperwork to the Financial Aid Office to be eligible for the ISAC MAP Grant.

If you indicate on your L&C financial aid forms that you wish to be considered for the Federal Work-Study Program or a Federal Stafford Loan, or L&C determines that you are eligible for an FSEOG, the Financial Aid Office will provide you with a Financial Aid Package. This package will specify which programs you are eligible for and the amount you can expect to receive from the program(s). Eligibility is determined by the following formula:

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

In order to be eligible to receive any Title IV and ISAC student assistance, you must be enrolled as a regular student. For some programs students must be enrolled as a regular student and must maintain at least six credit hours of coursework for continued eligibility. For all Title IV and ISAC 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) or has General Education Development (GED) certificate or is beyond the age of compulsory school attendance, is not enrolled in high school and has the ability to benefit from higher education as determined by the student's L&C assessment scores.
- Is enrolled as a degree-seeking student in an eligible program.

Title IV recipients must also meet the following criteria to be eligible for student financial aid:

- If required, be registered with Selective Service
- Be 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 a distance learning course is involved, the course is needed for degree completion, and a consortium agreement is approved by both colleges. Student must see the Director of Financial Aid for more information.
- Have a valid Social Security number
- Not be debarred or suspended from any federal programs
- Not owe a Title IV student aid refund
- Not be in default of a Title IV federal student loan

Any student receiving Title IV or ISAC 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

The following figures may not necessarily reflect your cost of attending L&C, but do show how much financial aid you may be able to receive for the 2005-2006 academic year. All students incur about the same direct educational expenses. 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 terms.

Direct Educational Expenses

Tuition & Fees	\$2,072
Books & Supplies	800

Indirect Education Expenses for Independent Students

Room, Board, and Personal Expense Allowance	6,534
Transportation Allowance	2,430
Total Allowance for Financial Aid	\$11,836

Indirect Educational Expenses for Dependent Students

Room, Board, and Personal Expense Allowance	4,725
Transportation Allowance	2,430
Total Allowance for Financial Aid	\$10,027

If you are receiving a loan, an additional cost is added to your budget for student loan fees. Budgets may be prorated down for students enrolled less than full-time and for summer semesters. Also, budgets can be increased if a student is attending the Fall, Spring and Summer semesters in the academic year.

An “Independent Student” is defined according to federal regulations as:

- A student with children who will receive more than half of their support from the student.
- A student with dependents (other than their own children or spouse) that live with them and will receive more than half of their support from the student, now and through June 30, 2005.
- A student that is an orphan or ward of the court or was a ward of the court until age 18.
- A student that is a veteran of the U.S. Armed Forces.
- A student that is married.
- A student that was born before January 1, 1982.
- A student working on a master’s or doctorate program during the school year 2005-2006.

All other students are considered “Dependent Students” according to federal guidelines.

WHAT TO DO WITH YOUR FINANCIAL AID CHECK

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.

WHAT IS REQUIRED AFTER FINANCIAL AID IS RECEIVED

Once you have received your aid, you are expected to meet financial aid standards as well as satisfactory academic progress standards. If you do not, you may be denied future financial aid. You need to reapply for financial aid every academic year (which begins with the fall semester and ends with the summer semester) and should inform the Financial Aid Office each time you register for courses so all the aid you are entitled to can be awarded for that term. If you do not wish to use financial aid to pay tuition and fees for courses you are enrolled in, you must pay those charges yourself or withdraw if you do not plan on attending class. If you do not pay yourself or withdraw, L&C may apply any aid you are eligible for toward your tuition and fees.

FINANCIAL AID GOOD STANDING

If you are receiving aid from the following Title IV and ISAC programs, you must meet financial aid standards and satisfactory academic progress standards to maintain good standing for:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Stafford Loan (subsidized and unsubsidized)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Parental Loan for Undergraduate Students (FPLUS)
- Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) and Silas Purnell Illinois Incentive for Access (ISAC IIA) Grants

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 be making satisfactory progress should not be confused with the good standing requirements as described in the Lewis and Clark Community College 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. Therefore, Financial Aid satisfactory progress, as well as academic progress, must be made to continue receiving Title IV and certain ISAC student financial assistance.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID

The financial aid satisfactory academic progress standards for Title IV student aid, ISAC MAP grant, and ISAC IIA grant recipients conform to federal and state regulations. The standards compliment 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, not just how the student performed in the term for which financial aid is received.

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 *cumulative credit hour completion rate* of 67 percent or higher, **AND** must not exceed a total of 90 transcribed credit hours.

A cumulative completion rate is calculated for all students and posted on the student’s computer record as “*financial aid completion rate*”. The *financial aid completion rate* is **not** the same as academic hours attempted or earned and should not be confused as such.

Grades A, B, C, D, CR and S are passing grades and are considered course completions. Grades X, I, PR, W and F are not passing grades and are considered non-completions. Blank grades (due to late grade reports) and I grades are also calculated as not passing. When the completed grades are reported, the student needs to notify the Financial Aid Office. If warranted, the student’s status can be upgraded. Students will know when late grades are reported because the student will usually receive a second grade report update on the Web with the late grade(s) listed. **Grade reports are available on Lewis and Clark's Web site through BlazerNet and are no longer mailed routinely 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.**

The *cumulative completion rate* is calculated by dividing the total credit hours earned by the total credit hours attempted (including transfer hours).

A student who is receiving financial aid and who fails to maintain a cumulative 2.00 or higher GPA, a *cumulative completion rate* of 67 percent or higher will be placed on *financial aid probation*.

Financial aid probation should be considered a warning to students that they need to improve academic performance in order to graduate in the required time frame with the required GPA. While on *financial aid probation*, a student may continue to receive financial aid.

Financial Aid Good Standing: Maintaining a *cumulative* 2.00 GPA or higher, a *cumulative completion rate* of 67 percent or higher **and** not exceeding 90 transcribed credit hours.

Financial Aid Probation: If a student does not maintain a *cumulative* 2.0 GPA or higher **or** a *cumulative completion rate* of 67 percent or higher they will go on probation. While on probation, a student may continue to receive financial aid.

To Get Off Probation: If a student brings their *cumulative* GPA to 2.00 or higher **and** their *cumulative completion rate* to 67 percent or higher while on probation, they will be placed in good standing.

Financial Aid Termination: You will continue to receive financial aid during your first semester on financial aid probation. At the end of that semester, your cumulative GPA must be 2.0 or higher and your cumulative completion rate must be 67 percent or higher. If not, you will be placed on financial aid termination.

Also, per federal and state financial aid regulations, a student must be able to complete an eligible program within a maximum time frame. The maximum time frame consists of 90 credit hours that a student can attempt, to continue receiving financial aid at Lewis and Clark. This includes all Title IV programs, including loans and all ISAC programs. All of your credit hours apply to calculate your financial aid termination status: hours attempted at Lewis and Clark, hours transferred from other colleges, hours withdrawn, and hours repeated. A student’s termination status applies whether or not financial aid was received for any of the 90 credit hours. Credits granted for GED courses, and continuing education courses are not included in the 90 hours attempted. If a student has been terminated due to exceeding the maximum time frame (90 credit hours attempted) and the student wishes to continue to receive financial aid, they must appeal to the Financial Aid Committee. **While on**

termination, a student cannot receive any type of financial aid.

If a student has been terminated from financial aid and wishes to continue to receive financial aid, they must seek the following options:

1. Bring the *cumulative* GPA to 2.0 or higher and the *cumulative completion rate* to 67 percent or higher without using student aid and inform the financial aid office of such.
2. Appeal to the Financial Aid Committee.

If a student appeals their financial aid termination status to the Financial Aid Committee and their appeal is approved, the student will be reinstated for financial aid and placed on financial aid probation. Once a student has been reinstated for financial aid through the appeal process, if the student successfully maintains a 100 percent semester completion rate AND at least a 2.0 semester GPA, the student will remain on financial aid probation, though the cumulative GPA may still be below 2.0 or the cumulative completion rate may still be below 67 percent. If a student does not continue to make progress by successfully maintaining a 100 percent semester completion rate AND at least a 2.0 semester GPA after their appeal has been approved, the student will again be placed on financial aid termination.

FINANCIAL AID APPEALS

Students have a right to appeal their financial aid termination status to the Financial Aid Committee: A student should follow the steps listed below to appeal their termination status.

1. 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 should be typed and should be no longer than one page.
2. Include a recent graduation checklist and an official academic transcript. This can be acquired by calling the Enrollment Center to arrange a meeting with an academic advisor.
3. Submit items 1 and 2 to the Financial Aid Office.

A student **may** still be eligible for other forms of assistance such as private scholarships or grants, WIA, ORS, Veterans' Education Benefits, etc.

If you have been terminated from financial aid, you may make a written appeal to the Financial Aid Committee in care of the Financial Aid Office as previously explained for a waiver. 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.

RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998 established the Return Of Title IV aid provisions. L&C implemented the Return Of Title IV Funds effective with the Fall 2000 semester (payment period). A Return Of Title IV Funds calculation must be performed for Title IV students who completely withdraw from a semester (payment period).

Official withdrawal occurs when the student notifies in writing to be withdrawn from all classes through the L&C Enrollment Center. Unofficial withdrawals occur when the student ceases attending and receives grades of "FN", or "W" in all of their classes. The withdrawal date for the student who did not officially withdraw is the midpoint of the payment period or later if documented by L&C. The student may owe L&C or the Department of Education.

An explanation in brief for Return Of Title IV Funds is as follows:

1. Determine the percentage of the payment period of enrollment the student completed. If the student completed more than 60 percent of the period, the student earned 100 percent of the aid for the period. If the student completed 60 percent or less of the period, the percentage of the period completed is the percentage of aid earned. For credit hour programs, the percentage of the period that the student completed is calculated using calendar days. Determine the calendar days completed in the payment period divided by the total calendar days in the payment period (exclude scheduled breaks of five days or more and days the student was on approved leaves of absence).
2. Determine the amount of the earned aid by multiplying the total awarded Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
3. Subtract earned aid from aid that was disbursed. If the aid already disbursed is greater than the earned

aid, the difference must be returned. If the aid already disbursed is less than the earned aid, the student may receive a post-withdrawal disbursement for the difference. Notification of a post-withdrawal disbursement will be sent in writing to the student (or parent for a PLUS loan) and a response accepting the funds must be received by L&C within 14 days. Post-withdrawal disbursements may be credited to outstanding tuition and fees without permission, be credited to other outstanding current year institutional charges which the student or parent previously authorized, be credited to other current year institutional charges or be credited for minor prior year charges.

4. Determine the responsibility for returning unearned aid. L&C's share of unearned aid is the lesser of the total amount of unearned aid or an amount equal to the institutional charges multiplied by the percentage of aid unearned. The student's responsibility is equal to the total amount of unearned aid minus the school's responsibility. There are two special rules for the student's responsibility. If the student's portion of unearned aid is a loan, no further action is required other than notification to the holder of the loan of the student's withdrawal date. The terms and conditions of the loan take care of the repayment. If the student's portion of unearned aid is a federal grant, the student returns no more than 50 percent of the amount received for the payment period. A student who owes an overpayment will retain eligibility for Title IV program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. During the 45 days, the student may take action that can continue eligibility for Title IV funds. The student may repay the overpayment in full to the institution, the student may sign a repayment agreement with the institution, or the student may sign a repayment agreement with the Department of Education. If a student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds. L&C notifies the National Student Loan Data System (NSLDS) of the overpayment. Academic transcripts will be withheld and the student not allowed to register at L&C until the overpayment is paid.
5. L&C must return the unearned aid for which the school is responsible back to the Title IV programs in the order specified by law. The order for the Return Of Title IV Funds by the school is: (1) Unsubsidized FFEL/Direct Stafford Loan, (2) Subsidized FFEL/Direct Stafford Loan, (3) Perkins Loan, (4) FFEL/Direct PLUS, (5) PELL Grant, (6) FSEOG, (7) Other Title IV programs. The student must return unearned aid for which the student is responsible for by repaying funds to the following sources in order: (1) Unsubsidized FFEL/Direct Stafford Loan, (2) Subsidized FFEL/Direct Stafford Loan, (3) Perkins Loan, (4) FFEL/Direct PLUS, (5) PELL Grant, (6) FSEOG, (7) Other Title IV programs. Loan amounts are returned in accordance with the terms of the promissory note.

STUDENT LOAN DEFAULTS

If you are currently in default on a Stafford student loan, you are not eligible for Title IV or certain ISAC student financial aid. However, you may be eligible for assistance from other agencies. If you have defaulted on a student loan you may be able to regain Title IV and ISAC student aid eligibility by establishing satisfactory repayment. This is usually three months of consistent and consecutive payments if a loan is consolidated and six months if it is not. Payments vary depending on the amount defaulted, but are usually at least \$50 or \$60 per month. You need to contact the loan holder to make arrangements to repay your loan. To receive aid at L&C once satisfactory repayment has been established, present a letter of such by the loan holder, guarantee agency or Department of Education to the Financial Aid Office. You must continue to maintain payments in order to remain eligible for student aid. If you ever stop payment, you cannot regain satisfactory defaulted loan repayment status.

DISBURSEMENT OF TITLE IV/STATE FUNDS

Completed aid packets should be turned in six weeks before a semester begins, to ensure that aid is available to meet expenses and for aid checks to be disbursed at the earliest date.

Federal Pell Grant checks and Federal Supplemental Educational Opportunity Grant (SEOG) checks are first disbursed two to three weeks after the College's refund period and bi-weekly thereafter, depending on available federal funding and the academic calendar for the Fall and Spring terms. After the initial disbursement of each semester, SEOG checks are disbursed depending on available funding, the number of expected awards and the academic calendar for the Fall and Spring terms. During the Summer term Pell/SEOG Grant check disbursements may vary based on class start and end dates. After the initial disbursement of each semester, if entitled, a student can expect a disbursement within one to two weeks from the date their file is complete within the financial aid office.

Loan checks are disbursed after the College's refund period has ended. After the initial disbursement of each semester, Federal PLUS Loans may be disbursed after the check is received from the lending institution and processed by the Financial Aid Office.

After the initial disbursement of each semester, Federal Stafford Loans are disbursed after the check is received from the lending institution and processed by the Financial Aid Office. Disbursements are divided between both terms if the loan is certified for Fall and Spring or evenly divided within a term if the loan is certified for one term only.

Federal Unsubsidized Stafford Loans follow the Federal Stafford Loan disbursement policy.

Federal Work-Study and Institutional Work-Study paychecks are disbursed on the 15th and 31st days of the month, adjusted for weekends and holidays.

ISAC MAP provides for direct payment of tuition and activity fees only. ISAC IIA grants are mailed to the student when funds are received from the state.

Private-donor Scholarship checks (if applicable) are disbursed after the college's refund period, dependent on the donor's criteria, and usually by the 5th week of a fall or spring term, sooner in the summer term.

Note: All tuition and fees must be paid before any type of financial aid is disbursed to the student. No student aid checks based on late starting classes will be disbursed until those class refund periods have ended. Actual disbursement dates for the term are posted outside the Financial Aid Office, and on the L&C web site.

STUDENT RIGHTS

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

Available financial programs. This information is found in the L&C Catalog, the current Student Guide printed by the U.S. Department of Education, and the Illinois Student Assistance Commission publications. All of these are available in the Financial Aid Office. Many are also available on the Internet. See the Financial Aid Office for Web site addresses.

Cost of Attendance - Cost of Attendance (COA) budgets are found in this catalog. Certain academic programs require additional tools and/or supplies that are not purchased through L&C or the 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, if you request.

Determination of satisfactory progress. Information about how L&C determines if you are making satisfactory progress and what happens if you are not is printed in this catalog. Satisfactory progress is monitored every term.

Explanation of programs in the student aid package. Information about all financial aid programs can be found in this catalog, the Student Guide printed by the U.S. Department of Education, ISAC brochures, and on the Internet.

Financial Aid Deadlines. This information is found on application forms, this catalog, and in the Financial Aid Office. A student who fails to complete the verification process and/or submit all 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 this catalog and from the Financial Aid Office, the U.S. Department of Education, or the Illinois Student Assistance Commission.

Financial aid repayment. You must be aware of what portion of the student aid received must be repaid (student loans), what portion is grant aid, and what portion must be earned (work-study). If the aid is a loan, you should know the rate of interest, total amount borrowed. For payback procedures, deferment criteria, the length of time for repayment, and when repayment is to begin, please contact your lender. This information is available from the Financial Aid Office, the U.S. Department of Education 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 this catalog, is available from the Financial Aid Office, can be found in federal and state publications, and is available on the Internet.

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. For information, contact the L&C Adult Education Office or the appropriate academic program coordinator.

L&C's accrediting and licensing organizations. This information is printed in this catalog 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 the handicapped, and the drug abuse referral program can be found in this catalog or 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 L&C Student Handbook and Emergency Guide sent to all students each year, this catalog, other L&C literature and brochures on these topics, and the appropriate L&C office and/or academic program coordinator.

L&C's refund policy. The general L&C refund policy is printed in this catalog. The refund policy that affects all Title IV student aid recipients is also printed in this catalog. A "Return of Title IV Funds" calculation must be performed for all Title IV recipients that totally withdraw before completing 60 percent of the semester of enrollment for which he/she was charged. Refunds are made to the financial aid program(s) and only apply when a student withdraws from all of his or 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 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 Student Aid Report and 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.

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 in the current Student Guide printed by the U.S. Department of Education. Calculation worksheets that show in detail how aid is determined are also available from the Department of Education, the Financial Aid Office, or the Internet.

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 throughout this catalog and is 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. If you have a loan,

you must also inform your lender.

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 and 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 year and inform the Financial Aid Office each term in which you enroll so that all your aid can be awarded for that term as this is a manual process.

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 which 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!

Reading and understanding all signed agreements, documents, and affidavits. 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. Counseling on debt management 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 this Catalog or is available in the L&C Financial Aid Office or in official government publications. Be advised that the information in this section is subject to change. Information provided for your benefit 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 invalidate previous policies and procedures; therefore, student use of previously published guidelines, such as found in the catalog under which a student matriculates and used for academic program completion. This is not 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, finish reading this section of the catalog, review the current U.S. Department of Education Student Guide, review current ISAC literature, or call, or visit:

U.S. Department of Education:

(800) 433-3243 (www.ed.gov)

- for help in completing a financial aid application
- for explanations of how student aid eligibility is determined, eligibility requirements, and how aid is awarded
- to request student aid publications be sent to you
- TDD number is (800) 730-8913

Federal Student Aid Processing Center:**(800) 433-3243**

- to check on the status of your student aid application
- to order duplicate Student Aid Report (SAR)

Illinois Student Assistance Commission:**(800) 899-4722 (www.collegezone.com)**

- to check the status of a MAP, IVG, National Guard grant or other ISAC scholarship
- to check the status of a current or past guaranteed student loan
- to request ISAC applications or literature

VETERANS' EDUCATIONAL BENEFIT INFORMATION

Lewis and Clark Community College is approved by the State of Illinois Approving Agency for veterans' educational benefits and certifies veterans' benefits for associate degree programs and some non-degree programs. Contact the L&C Veterans' Affairs Office, Baldwin Hall, Room 2450, for further information. All veterans educational benefit recipients must:

Submit completed application for admission to L&C to the Admissions and Records Office, Baldwin Hall, Room 1450, Lewis and Clark Community College, Godfrey, IL 62035-2466. The completed application must include a Social Security number.

Submit transcripts and test results. Submit an official academic transcript of any previous college work or schooling. This must be an official transcript sent directly to the Admissions and Records office from the previous school attended. The transcript should be received and evaluated before a veteran or dependent is certified for educational benefits.

Complete the application for V.A. educational benefits and submit these to the Veterans' Certifying Official in the Financial Aid Office with a certified copy of all DD-214 separation papers.

VETERANS' EDUCATIONAL PROGRAMS

The following are outlines of VA education programs offered at L&C:

Chapter 30 - The Montgomery G.I. Bill is for those who entered the military after June 30, 1985 and contributed money into the program, and also for those with Chapter 34 (the old G.I. Bill) eligibility who were eligible to receive benefits on December 31, 1989.

Chapter 31 - The Veterans' Vocational Rehabilitation program is for those with a service-connected disability that creates an employment handicap. Chapter 31 recipients need approval from their VA counselor each semester in order to receive benefits.

Chapter 35 - This program is for survivors and dependents of veterans who died on active duty, died of a service-connected disability, is MIA-POW, or is totally disabled. Application must be made directly to the Veterans' Administration Regional Office (VARO).

Chapter 1606 - The Montgomery G.I. Bill - Selected Reserve is for those on active reserve status or in the Army National Guard or National Air Guard.

Illinois Veterans' Grant - For details about this program, see the Financial Aid section of this catalog on Grants and Scholarships.

MIA-POW Scholarship - For details about this program, see the Financial Aid section of this catalog on Grants and Scholarships.

Tutorial Assistance - For tutorial assistance, contact the Veterans' Certifying Official in the Financial Aid Office. L&C offers free tutoring in many academic fields through the Student Support Services Office on campus.

Veterans' Administration Work-Study Program - V.A. Work-Study jobs are available both on and off campus for veterans receiving Chapters 30, 31, 35, and 1606 education benefits and are enrolled at least three-quarter time (9 or more credit hours). Contact the Veterans' Certifying Official in the Financial Aid Office for additional information.

VETERANS' RATE OF ATTENDANCE

Once a veteran has chosen his/her educational goal, satisfactory progress is expected toward that goal. We are required by law to report all changes of a veteran's status to the Veterans' Administration, whether it is

dropping a class, adding a class, unsatisfactory progress, academic suspension, or withdrawal from classes.

General studies and community education courses that are not required for a degree will not count for V.A. benefits, nor will courses taken outside your major be used to determine enrollment status for federal educational benefits, though IVG may pay tuition if grades for these courses are assigned and academic standing computed by L&C.

All veterans must report to the L&C Veterans' Affairs Office before withdrawing from classes or adding classes in order to learn how this will affect their V.A. monthly benefits. Changes in enrollment status will change monthly check amounts. If the reason for change is documented and submitted to the VARO and determined to be mitigating, benefits will be reduced effective with the enrollment change. If enrollment change is reported by L&C and reasons are not documented by the student or if documented and found not to be mitigating by the VARO, benefits will be reduced retroactive to the end of the last term certified for benefits if the student is continuing or the beginning of the term in question if the student is new and an over-award will result.

IMPORTANT VETERANS' TERMS TO KNOW

Please review the following terms and concepts to help you secure and maintain your VA eligibility for educational 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 - If you are a continuing student, you will generally be paid for the break periods between terms unless you inform the VARO otherwise.

Change of Program - If you change your major, it must be reported to the Veterans' Affairs Regional Office (VARO). However, if you change to a similar major and there is no substantial loss of credit, the VARO will not consider this a program change. The VARO allows one program change. Second and subsequent program changes must have counselor documentation in order to obtain VARO approval.

Enrollment Status - During Fall and Spring semesters, 6-8 credit hours are considered half time, 9-11 hours are considered three-quarter time, and 12 or more hours are considered full time. During eight-week sessions and Summer terms, enrollment status is based on the number of 50-minute class sessions per week and follows the above criteria for credit hours. During accelerated terms (Summer and eight-week sessions), two lab hours count as only one class session.

Financial Aid - It is possible to receive both veterans' educational benefits and Title IV or ISAC financial aid. All veterans are urged to apply for financial aid. If you have recently been discharged, be sure to inquire if you might be eligible for an Expected Family Contribution (EFC) adjustment to determine eligibility.

Monthly Benefits - These vary by program and enrollment status. The VARO can be contacted to obtain this information. All VA educational benefits must be reported on the FAFSA when applying for financial aid and will be used to determine eligibility for unsubsidized Stafford Loans, FWS, and FSEOG, but not for Federal Pell, ISAC MAP or IIA grants, or subsidized Stafford Loans. Technical amendments to the Higher Education Act may also exclude VA benefits from determining eligibility for all loans, work-study, and FSEOG.

Previous College Credit - College credit received from a previous educational institution attended, whether or not V.A. benefits were received, must be evaluated for your L&C program. It is best to have credit evaluated on first submission of paperwork to the VARO, though a one-semester grace period is allowed. However, experience shows that using this grace period does not benefit the student. Students must register early and see an academic advisor to have this done in a timely fashion.

Previous Military Experience - College credit may be granted for some military experience and/or training to students who 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 discharge.

To award credit for other military service and training, students need to supply L&C with appropriate documentation, such as; DD214s, MOS/NEC, training certificates with course description, etc. Army veterans who enlisted after 10-01-81 must have an AARTS transcript sent to L&C from the Manager, AARTS Operations Center, 415 McPherson Ave., Ft. Leavenworth KS, 66027-1373.

After L&C receives all necessary documentation, an evaluation is made using the Defense Activity for Non-Traditional Education Support (DANTES) procedures and the ACE Guide to the Evaluation of Education Experience in the Armed Services manual. Once potential credit is determined for a specific L&C academic

program, the appropriate academic program coordinator determines L&C course equivalents upon interviewing the student. Students pay a fee and credit is entered on the student's L&C academic transcript. Because this process can be complicated and time consuming, please start the process early. Before previous experience can be evaluated, the veteran must have completed at least one L&C course and must be a currently registered L&C student with a declared academic program.

Remedial Courses - Generally, most veterans can receive benefits for remedial courses if they are needed to take required courses.

Repeat Courses - Repeat courses may or may not be approved for benefits depending on previous grade obtained and program requirements.

Summer Sessions - Because of structure and offerings, it is best to plan on taking electives and general education courses during the Summer, if you wish to receive benefits.

IMPORTANT VETERANS' ADDRESSES AND TELEPHONE NUMBERS

If you have any questions about your eligibility for veterans' educational benefits, which have been defined by law, contact our Veterans' Specialist in the Financial Aid Office or one of the following offices:

VA Regional Processing Office

P.O. Box 66830
St. Louis, MO 63166-6830

IL Dept of Veterans' Affairs

833 S. Spring Street
Springfield, IL 62794-9432

IL VA Service Office

1623 Washington Avenue, Suite 212
Alton, IL 62002
(618)465-3216

IL VA Vocational Rehabilitation

521 West Main Street
Belleville, IL 62220
(618)239-0087

Chapter 30, 1606, and 35 students can call (888) 442-4551 to check on the status of their VA educational benefits. The Web site for the VA is www.va.gov.

DESCRIPTION OF ALL AID, SCHOLARSHIP, & VA PROGRAMS

The following sections list the grant, scholarship, student loan, and work-study programs available to L&C students. The listings and descriptions are current as of the publication of this catalog, but all information is subject to change. Please contact the appropriate L&C office or agency for more information.

GRANT AND SCHOLARSHIP OPPORTUNITIES

The following grant and scholarship opportunities are available to Lewis and Clark Community College students:

Alton Chapter of the International Association of Administrative Professionals Scholarship - This is a \$400 scholarship (\$200 per semester). Applicants must be enrolled in the OTEC program, be at least 18 years of age and reside in the L&C district. Applicants must have a GPA of 2.5 or high school or previous college transcripts. Students must be enrolled at least half time (six hours or more) each semester. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

Alton Nurses' Club Scholarship - This scholarship was established in memory of Vee Smith by the Alton Nurses' Club for third semester L&C Nursing program students to pay tuition and fees or textbooks and supplies. Award amount is \$500 per academic year (\$250 per semester) and applicant may enroll full- or part-time. Contact the Nursing Coordinator or the L&C Foundation Office for further information. Application deadline is April 15.

Brad, Kyra, Kris and Karey Lakin Scholarship for Students at Roxana and East Alton/Wood River High Schools - This award is \$1,000 per student for the academic year (\$500 per semester). Seniors graduating from either Roxana High School or East Alton/Wood River High School may apply. Applicants must enroll full-time, have a B average or equivalent GPA (3.0-3.99) and be eligible for the Federal Pell Grant. This award pays for tuition and fees. The number of awards may vary each year. For application contact your high school counselor or the L&C Foundation Office. Application deadline is April 15.

Charles and Carmen Puckett Memorial Scholarship - \$100 scholarship award for Fall semester textbooks for L&C Allied Health students with a grade point average of 3.0 or above. Recipient must have completed 30 semester hours. Contact the L&C Foundation Office for additional information. Application deadline is April 15.

Dr. Raymond R. Simpson Memorial Men's Tennis Fund - A scholarship for L&C men's tennis players established in Dr. Simpson's name. Award amounts may vary. Contact the L&C Foundation Office or the L&C Athletic Director for additional information and applications.

Edna Sawyer Memorial Scholarship - A \$1,500 per academic year (\$750 per semester) scholarship for tuition and fees awarded to students with outstanding potential for entry into the teaching profession. The number of awards may vary each year based on available funds. Applicants must enroll as full-time students. Contact the L&C Foundation Office or high school counselor for details. Application deadline is April 15.

Federal Pell Grant - A 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 financial aid application. Even if you are ineligible to receive a Federal Pell Grant, you may be eligible for other programs such as Federal Work-Study or one of the loan programs. Amount of award depends on enrollment status and federal funding. You must submit a Student Aid Report to the Financial Aid Office to be considered for this Title IV aid program. Applications are available in the Financial Aid Office, at the Community Education Centers, local high schools, and via the Internet, etc..

Federal Supplemental Educational Opportunity Grant (FSEOG) - A grant which provides students with extreme financial need a supplement to attend institutions of post-secondary education. Funds are limited and are awarded on a first-come, first-served basis (some funds are reserved for those students who enroll later in the year). You must be eligible for Federal Pell Grant and have need.

Godfrey Women's Club Scholarship - Scholarships in the amount of \$750 each (\$375 per semester) awarded each academic year; applicants must be female residents of Godfrey, IL, Zip Code 62035, 20 years of age or older who are returning to school or wish to further their education; part-time and full-time awards are available; number and amounts of awards may vary based on funds available. Contact the L&C Foundation Office or a member of the Godfrey Women's Club for applications. Application deadline is April 15.

Golden Eagle Scholars Award - A one year award for L&C District high school seniors who will graduate in the top 11-20 percent of their class; number of awards may vary. This award pays all tuition and fees for fall and spring semesters immediately following graduation from high school. Applicants must enroll as full time students. Contact the L&C Foundation Office or high school counselor for application details. Application deadline is April 15.

Illinois Department of Public Health Nursing Education Scholarship - Applicant must be permanent, or legal resident of state of Illinois for one year prior to application, enrolled in or accepted for admission to a nursing program in Illinois, and in need of financial assistance. Scholarship recipient has obligations in the form of service after graduation: Recipients are expected to complete a nursing program, become licensed and begin full- or part-time employment as a practical or professional nurse in Illinois for a period of time equal to the educational time supported by the scholarship. Those who do not fulfill this obligation must repay full scholarship amount, plus interest. This scholarship award is for tuition and fees along with a living stipend up to \$2,000 but no more than \$4,000. Applications are available in the L&C Financial Aid Office. Application deadline is the first Friday in June.

Illinois Health Improvement Association (IHIA) Scholarship - Applicant must be resident of Illinois and committed to his/her intent to practice in Illinois or in an area of state directly benefiting Illinoisans; e.g., a city near the Illinois border where Illinoisans go for primary health care. (Note: The IHIA specifically excludes St. Louis and Chicago as cities where the student may intend to practice and receive the grant.) Student must be enrolled in health care program that provides direct medical care to individuals, emotionally and intellectually mature, and enrolled for full- or part-time (however, if part-time, there must be a demonstration of resolve in completion of the program under a planned schedule.) The number and amount of awards may vary each year based on funds available. Awards must be used for tuition and fee charges with some allowed for the purchase of books and other resource materials. Applications are available in the L&C Foundation Office.

Illinois National Guard Scholarship - A scholarship for applicants who have served at least one year in the Illinois Army National Guard. This scholarship pays for tuition and activity fees only. Student must be enrolled at least half-time (6 hours or more) each semester. If eligible apply to the Illinois Student Assistance Commission. Applications are also available through the National Guard and in the L&C Financial Aid Office. Students cannot use ISAC MAP if eligible for the National Guard Scholarship. The deadline dates for submitting applications and school changes for the 2005-2006 school terms are as follows:

First semester (full academic year) October 1, 2005

Second semester March 1, 2006

Summer term June 15, 2006

A new application is required to establish your eligibility each academic year.

Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) - A state grant that provides for payment of tuition and mandatory fees only. ISAC MAP is based on need and is applied for along with the Federal Pell Grant, Federal Work-Study, student loans, etc., by including an Illinois school choice on your financial aid application. You must submit a Student Aid Report to the Financial Aid Office to be considered for this aid program and meet ISAC Illinois residency criteria. The State of Illinois determines eligibility.

Illinois Student Assistant Commission (ISAC) Silas Purnell Illinois Incentive Access (IIA) Grant - This is a state grant provided to freshman (less than 28 credit hours attempted) students who have a zero (0) Expected Family Contribution (EFC), are Illinois residents, and enrolled at least half-time (six credit hours). This one-time award is for \$250 for the Fall semester and \$250 for the Spring semester. If a student becomes a sophomore in Spring, award will be rescinded. To qualify for this award a student must submit a Student Aid Report (SAR) to the Financial Aid Office.

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. Please contact the Financial Aid Office for further information. This grant pays tuition and some fees. Usage for the grant is computed on a point system with 120 points maximum. IVG does not cover lab fees, late fees, or program change fees. Apply for IVG through the Illinois Student Assistance Commission. Recipients cannot use the ISAC MAP if IVG eligible.

The Jack and Irene Reed Memorial Scholarship for the Visually Impaired - \$500 annually (\$250 per semester) for tuition and fees or textbooks shall be available to qualified applicants. The number of awards vary, depending on the number of applicants and requests received. Applicant must be legally visually impaired and reside within the L&C district. Written documentation of visual impairment is required. For information, contact L&C's Student Support Services or the L&C Foundation Office. Applications are due April 15.

L&C Alumni Association Scholarship - This tuition and fee scholarship is \$700 (\$350 per semester) for two semesters for L&C District 536 students who have completed 28 semester hours, are enrolled as a full-time (12 credit hours or more) student, and have maintained a 2.5 grade point average. Contact the L&C Foundation Office for applications which are due by April 15.

L&C Athletic Scholarship - This is a scholarship to assist in the recruitment of student athletes that pays tuition and fees (and sometimes books also) which is given to athletes who are recommended by the Athletic Director. For more information contact the L&C Athletic Department.

L&C Board of Trustees Scholarship - This scholarship waives tuition and fees for the fall and spring semester immediately following graduation from high school. Applicants must be in the top 10 percent of high school graduating class, or have a grade point average of 3.0 out of 4.0, or score above 22 on the ACT exam. Student must be enrolled full time (12 hours or more) each semester. Applicants must be recommended by a high school counselor, teacher, or principal. The number of recipients will be determined by funds allocated to the scholarship fund. Recipient cannot receive any other tuition waivers or scholarships such as ISAC MAP that pay tuition and fees only. This scholarship is not renewable for a second year. Contact your high school counselor or the Financial Aid Office for an application. Application deadline is April 29, 2005.

L&C Faculty Association Academic Excellence Scholarship - A \$500 scholarship (\$250 fall semester and \$250 spring semester). This scholarship is intended to encourage excellence and enterprise among all reentry students, and requires a grade point average of 3.5 or over. Applicants must have completed 32 or more credit hours of L&C coursework. Student must be enrolled at least half-time (6 hours or more) each semester. This scholarship will first be applied to unpaid balances in the following order: Tuition and fees, books and supplies. Any unused amounts will be carried forward to the student's next semester. This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

L&C Faculty Association Education Career Scholarship - A \$1,000.00 per academic year scholarship assigned to the four-year institution of the recipient. This scholarship is designed to support the continuing or returning baccalaureate degree candidate declaring a career in education, and requires a GPA of 3.0 or over. The Faculty Association will send a check to the baccalaureate institution the recipient will be attending. L&C is not responsible for ensuring this check is received by the other institution's deadline(s) for tuition, fees, room, board, book, and supplies. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

L&C Foundation Distinguished Scholars Award - Three separate scholarships based on academic achieve-

ment: 1. For L&C District high school seniors graduating in the top 10 percent of their class, this award pays all tuition and fees for the fall and spring semesters immediately following high school graduation. Applicants must enroll full-time. The award is renewable for a second year providing a 2.5 or better GPA is maintained during the first year; 2. For sophomores who have completed 28 college credit hours with a cumulative GPA of 3.0 or higher, this award pays all the tuition and fees for fall and spring semesters. Students must enroll full-time. Applicants may be transfer, reentering or readmitting students; 3. For L&C District GED students who have completed the General Education Development Test with a score of 3000 or higher. This award pays all tuition and fees for both part-time and full-time students and is renewable for a second year providing a 2.5 or better GPA is maintained during the first year. For applications contact your high school counselor or the L&C Foundation Office. Application deadline is April 15. (GED deadlines, for this award only, are the third Friday in May and the second Friday in December.)

L&C Minority Student Scholarship - This scholarship waives tuition and fees for two semesters (fall and spring). Recipient must be at least half-time student (six credit hours or more), and cannot receive any other tuition waivers or scholarships such as ISAC MAP that pay tuition and fees only. This scholarship requires a grade point average of 2.5 or higher on a 4.0 scale. For information, contact the Financial Aid Office or Minority Affairs Office. This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

L&C Olin Minority Scholarship - This scholarship is for graduating high school seniors who are members of an ethnic minority group and plan to study in the academic areas of business, engineering, or technology. Applicants must have a 2.5 out of 4.0 GPA, be in the top 40 percent of their graduating high school class, or have an ACT score greater than 17. The award is not based on financial need. Funding and scholarship amounts vary each year. Application deadline is the last Friday in March for the upcoming year. Renewal applicants must have completed at least 18 credit hours and be in L&C academic good standing. Students must maintain full-time enrollment. Please contact the Financial Aid Office, Minority Affairs Office, or Student Activities Office for further details.

L&C Talent Scholarship - This scholarship waives all tuition and fees for two semesters; fall and spring. Recipient must be at least half-time (six or more hours) and cannot receive any other tuition waivers or scholarships such as ISAC MAP that pay tuition and fees only. This scholarship is awarded for participation in a leadership role in a student organization, extracurricular activity, volunteer work, or for demonstration of promise in such areas, but not limited to, art, drama, music, speech, etc. You must have a GPA of 2.5 or over on a 4.0 scale from high school or college, or be in the top 25 percent of your high school class, or have an ACT score greater than 17. The applicant must have a written recommendation from a L&C faculty member or staff person. We suggest you contact the person in the area where your talent lies: art, music, athletics, community service, etc. This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

L&C Valedictorian/Salutatorian Scholarship - This academic scholarship waives all tuition and fees for high school Valedictorians or Salutatorians in the L&C District. The scholarship is for the fall and spring semesters immediately following graduation from high school. The Valedictorian or Salutatorian must have a grade point average of at least 3.5 on a 4.0 scale or 4.5 if a 5.0 GPA scale is used. The student must be enrolled at least half-time (six or more hours) each semester. The recipient cannot receive any other tuition waivers or scholarships such as ISAC MAP that pay tuition and fees only. This scholarship is renewable for a second year providing a 2.5 GPA has been maintained during the freshman year at L&C. Contact your high school counselor or the Financial Aid Office for an application. Application deadline is April 29, 2005.

Madison County Economic Development Scholarship - A \$1,000 scholarship for the academic year (\$500 for Fall and \$500 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 standard. 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. Application deadline is April 29, 2005.

Madison County Medical Society Alliance Scholarship - Applicants must show need and merit and be enrolled in a health related field other than dental. This scholarship ranges from \$300 - \$500 per academic year, depending on funding. 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 student. This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

Marlene Barach Scholarship For Women - A \$700 (\$350 per semester) award for tuition and fees and/or textbooks and supplies associated with the Office Technology Program. Applicants must be females enrolled in the Office Technology Program, 25 years of age or older, and reside in the L&C district. Applicants may be first time or returning students. Contact the L&C Foundation Office for applications which are due by April 15.

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. Contact the State Veterans' Administration Field Office. Recipients may have other financial aid including Federal Pell Grant.

Mildred L. Thompson Scholarship for Nursing Students - This scholarship is for \$500 annually (\$250 per semester) for third semester L&C Nursing Program students to be used for tuition or fees or textbook and supplies specifically related to the nursing program. Applicant may be enrolled full-time or part-time but must have a 3.0 or higher GPA. Contact the Nursing Coordinator or the L&C Foundation Office for further information. Application deadline is April 15.

Monticello Scholarship for Deserving Women - This scholarship usually covers full tuition and fees up to 12 credit hours, but number of awards and amounts may vary depending on funding. This is a merit-based scholarship for women. The student must be enrolled at least half-time (six or more hours) each semester and have a grade point average of 3.0 or better. 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 student. This scholarship is not automatically renewed each academic year; however, preference is given to previous recipients maintaining outstanding academic achievement. Students need to reapply. Applications are available in the Financial Aid Office. Application deadline is April 29, 2005.

Monticello Women's Athletic Scholarship - This scholarship is for female athletes who are recommended by the Athletic Director. The number of awards and amounts may vary depending on funding. This scholarship will first be applied to unpaid balances in the following order: tuition and fees, books and supplies. For more information contact the L&C Athletic Department.

Myrtle & Virgil Jacoby Scholarship for Crippled and Handicapped Students - This scholarship is available for tuition and fees and/or textbooks; number of awards and amounts vary. Full-time and part-time students may apply and verification of disability must be submitted. For information, contact L&C's Student Support Services or the L&C Foundation Office. Applications are due April 15.

Postlewait-Brunjes Scholarships of the Alton Area BPW - Two scholarships in the amount of \$700 for tuition and fees and/or textbooks (\$350 per semester) awarded each academic year; one to a graduating female high-school senior and the other to a female who is 25 years of age or older and returning to school. Applicant may be full- or part-time. Previous recipients may reapply if they have a GPA of 3.0 or higher. For information contact your high school counselor or the L&C Foundation Office. Application deadline is April 15.

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.

The Roberts Motors, INC. Endowed Scholarship - This scholarship is for \$1500 (\$750 per semester) for tuition and fees and/or textbooks and supplies associated with the recipient's program curricula. Applicants must be a resident of the Lewis and Clark Community College district and be a graduating high school senior with a B or equivalent grade point average, may enroll as a full-time or part-time student, and may be eligible for the MAP and/or Federal Pell Grants. Contact the L&C Foundation Office for applications. Application deadline is April 15.

The Virginia Cramblet, R.N., Memorial for Nursing Students - A \$1,000 per academic year (\$500 per semester) scholarship for tuition and fees and/or textbooks and supplies available through the College bookstore that are required for the classes assigned, awarded to students who are enrolled in the nursing program at Lewis and Clark that have completed a minimum of one semester of the program, having met all of the requirements for that semester as associated with the nursing program. The applicant may enroll as a full- or part-time student. Contact the L&C Foundation Office or the Nursing Coordinator for further information. Application deadline is April 15.

Wanita E. & Wilbur Trimpe Scholarship - This scholarship is for \$1,500 (\$750 per semester) for tuition and fees and is renewable for a second academic year if a 2.0 GPA is maintained at L&C. Applicant must be a

resident in the Bethalto Community Unit School District and graduating from Civic Memorial High School. Applicant must have a “C” average [2.0 out of 4.0 grade point average (GPA)] and enroll as a full-time student. Contact your high school counselor or the L&C Foundation Office for an application, which is due by April 15. **Zonta Club of Alton-Wood River Scholarship** - This scholarship is for \$1000 (\$500 per semester) for tuition and fees or textbooks and supplies required for scheduled classes. Applicant must be a female residing within the L&C district who is a nontraditional or re-admitting student. Applicant may enroll as a full-time or part-time student; previous recipients with a grade point average of 3.0 or higher may reapply for this award. Contact the L&C Foundation Office for applications, which are due April 15.

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, a L&C Foundation, or a private donor scholarship because Pell Grants can be used for other educational expenses. Scholarship recipients may also be eligible for FWS and student loans. L&C tuition waivers cannot be used to pay tuition at another college for cooperative or concurrent enrollment programs.

ARE THERE OTHER SCHOLARSHIPS AVAILABLE?

L&C maintains bibliographies in the Learning Resource Center (LRC) and Financial Aid Office which describe organizations that offer scholarships. L&C also posts and distributes new scholarship information around campus as we receive it. Information is also forwarded to WLCA and the Bridge, as well as local newspapers.

You should also check out scholarships offered by foundations, religious organizations, fraternities or sororities, town or city clubs, and professional organizations. You do not need to be a straight “A” student to receive a scholarship; awards are given for good grades, but many are also granted based on extracurricular activities and associations.

The Illinois Student Assistance Commission (ISAC) offers a program for Illinois residents called Higher-EdNet that is a customized scholarship search service with a \$10 fee if submitted manually. The service is endorsed by L&C and is a convenient way to obtain scholarship information. Applications are available in the Financial Aid Office, at high schools, libraries, and can be obtained by calling ISAC and is available on the Internet. The Internet is also a good place to obtain other free scholarship information.

STUDENT EMPLOYMENT OPPORTUNITIES

The following student employment opportunities are available at Lewis and Clark Community College.

Federal Work-Study - This is an employment program funded by L&C and funds received from the federal government. Students who request Federal Work Study and qualify for this program on the basis of financial need may seek employment opportunities by contacting the Financial Aid Office. Students are paid minimum wage and the average work load usually cannot exceed 20 hours per week. Please Note: All students must complete a financial aid file in the Financial Aid Office before Federal Work Study can be awarded. Employment opportunities can also be obtained by accessing the L&C home page on the Internet. Go to the “Employment” section and click on *Job Line*.

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.

Veterans’ Administration Work-Study - See Veterans’ Programs section of the L&C Catalog for more information. You must be receiving VA educational benefits and enrolled on a three-quarter or full-time basis. Contact the Financial Aid Office for further information.

STUDENT LOAN OPPORTUNITIES

Lewis and Clark Community College participates in the Federal Family Educational Loan Program (FFELP), a Title IV student aid program, which offers loans that are funded by private lenders, guaranteed by guaranty agencies, and reinsured by the federal government.

Federal Stafford Loan - A low-interest federally subsidized loan based on financial need where the federal government pays the interest during in-school status, grace periods, and authorized deferments. You apply through filling out the Free Application for federal Student aid. You must submit a Student Aid Report to the Financial Aid Office to be considered for this type of loan.

Federal Unsubsidized Stafford Loan - A low interest non-need based loan where the interest is not paid by the federal government during in-school, grace, or deferment periods. Interest begins accumulating when the loan is disbursed. The interest may be added to the principle balance of the loan, or the student may opt to make monthly interest payments thereby reducing the interest on the loan prior to repayment.

For the Federal Stafford and Unsubsidized Stafford loans, the total maximum award is \$2625 per academic year for freshmen students and \$3500 per academic year for sophomores.

Federal Parent Loan for Undergraduate Students (PLUS Loan) - are 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 aid. Repayment usually begins 60 days after loan funds have been disbursed. Contact your bank or the Financial Aid Office for additional information.

To receive a Stafford Loan or to benefit from a PLUS Loan, a student must meet the general eligibility criteria for all Federal Student Aid (FSA) programs as stated in the 2004-2005 Lewis and Clark Catalog (referenced from the Code of Federal Regulations regarding Title IV Federal Student Aid Programs, 34 CFR Section 668.32). You cannot be on financial termination, or academic suspension, and receive a federal student loan. You must maintain at least half-time enrollment status for student loan eligibility.

A graduation checklist must be submitted for all student loan borrowers. Student loans will be prorated per federal regulations 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 and deferment of loan payments.

NOTE: Please note that Lewis and Clark does not disburse student loan funds in time to pay for books and supplies before the beginning of the semester. However, tuition deferments are offered to students who will be using their student loan funds to pay their tuition costs.

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.

OTHER SOURCES OF ASSISTANCE

The Financial Aid Office works with other groups and agencies to provide assistance to students. These groups should be contacted for further information or help.

Carl D. Perkins Program

The Perkins Student Support Project, in part, is designed to provide some assistance to economically disadvantaged students in career programs. While the Perkins Student Support Project does not provide direct monetary aid, tuition, fees, transportation, or child care, it can provide other indirect assistance. Economically disadvantaged career program students (those career program students receiving Pell, MAP, IIA, SEOG, WIA, DHS/DRS, or any form of public assistance including a medical card or food stamps) are eligible for career specific text loans, equipment loans, and program required supplies and materials. Eligible students, in addition to receiving financial aid based on need, must be enrolled in a career 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. For more information, contact the Perkins Project Manager at 468-4020 or in Caldwell 3333.

Consumer Credit Counseling

If you are having trouble managing your money and debts, whether from attending college or for reasons in general, you may contact this agency. There is no charge for their services, and they can help you manage your debt or budget your expenses. The office is at 1623 Washington Ave., Suite 200; Alton, IL 62002; (618) 463-1660.

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. EOC locations are:

- 651 East Broadway, Alton, IL 62002 (618) 465-5124
- 110 North High, Suite 1, Belleville, IL 62220 (618) 235-1776
- 411 East Broadway, East St. Louis, IL 62201 (618) 271-2643

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 can pay the lower in district tuition rate. Contact the Enrollment Center for forms and procedures.

First Call for Help

This is a free information and referral service to locate programs, agencies, and organizations in Madison, Jersey, Greene, Calhoun, and Macoupin Counties sponsored by the River Bend United Way and is operated from 9 A.M. to 5 P.M. Monday through Friday. Help could be for child care, counseling, nursing visits, crisis support, emergency food, shelter, or clothing. Call (618) 462-2800 for further help and/or information.

Illinois Department of Human Services Office of Rehabilitation Services

This program may assist qualified individuals with the cost of education. If you have a disabling condition and want to develop employability skills, contact one of the DORS offices:

- 606 W. St. Louis Avenue, East Alton, IL 62024 (618) 258-9996
- 1429 S. Main, Suite C, Jacksonville, IL 62650 (217) 245-9585

Workforce Investment Act (WIA)

This program is for underemployed, unemployed, under-skilled and unskilled students. WIA entities also certify Dislocated Worker status for Title IV and ISAC aid applicants. Contact WIA at:

- Illinois Employment & Training Center, 88 North Port Dr., Alton, IL 62002, 618-466-8891
- Madison County Employment & Training, 101 E. Edwardsville Road Suite 1302, Wood River, IL 62095, 618-296-4445
- The Job Center/Carlinville, 116 S. Plum, P. O. Box 260, Carlinville, IL 62626, 217-854-6115
- The Job Center Calhoun/Jersey/Greene, 301 W. Exchange, Jerseyville, IL 62052, 618-498-1778

Adult Educational (GED) Programs

Lewis and Clark's Adult Education staff believe that it is never too late to learn, to grow, and to improve the quality of one's life. L&C responds to the needs of the community through numerous programs and services at various times and locations throughout the district.

ADULT EDUCATION

Adult Education offers **FREE** educational services and courses for individuals 16-years-old or older who have not earned a high school diploma or who need to improve their basic skills.

The following programs and services are offered through the Adult Education office:

GED PREPARATION - Any person 16 years old or older who has not earned a high school diploma is eligible for **FREE** courses leading to the successful completion of the General Educational Development (GED) test. The GED is a high school equivalency diploma and is a recognized credential for employment opportunities, job advancement, and further education or training. GED preparatory classes are available on-campus and at several off-campus locations. Call 468-4141 for additional information.

ENRICHED GED - Qualifying 16- 18-year-old high school drop-outs receive individualized assessment, counseling, and advising in preparation for transitioning to college. These students enroll in a career planning course as well as a GED class. Upon successful completion of the career planning course, students may choose up to three additional college credit courses. Call 468-4149 for additional information.

SUPPORT SERVICES - Available to adult education students needing assistance in overcoming barriers to class participation. Student services coordinators also provide career exploration and job-seeking and keeping skills to enrolled students. Call 468-4141 for additional information.

FAMILY CONNECTION PROGRAM - Available to parents enrolled in select adult education classes who are interested in methods to improve their parenting skills. This program enhances parent and child involvement and encourages family reading time and library use. Call 468-4155 for additional information.

ENGLISH AS A SECOND LANGUAGE - Specially designed classes for foreign-born adults with a desire to learn English. Students practice conversation, English grammar, writing, and reading skills. Emphasis is given to goals as they relate to completing the GED, citizenship, attending college, and gaining employment. Call 468-4141 for additional information.

WORKPLACE EDUCATION PROGRAM - The Workplace Education Program is designed for local business and industry use. Trained faculty and staff create an on-site, job related training program in the necessary basic skills, such as oral and written communications, math, and problem solving. Assistance is available to help identify training needs through a job skill assessment process. Call 468-4153 for additional information.

PROJECT READ - Provides volunteer tutors for adults needing one-to-one instruction in basic reading and math at over 50 sites throughout the college district. Project READ has literacy recruiters available to provide literacy information to community groups, arrange free training for volunteer tutors, and distribute materials and support to tutor-learner pairs. If you know an adult who would like to learn to read or you would like to volunteer to become a tutor, contact Project READ for this free, confidential service at 468-4144.

COMMUNITY TECHNOLOGY CENTERS - - Located in Alton, East Alton, Edwardsville, Greene County and Royal Lakes Village, these centers offer **FREE** access to basic computer skills for those who do not have computers in their homes. Contact 468-4141 for more information.

Community Education

Pathways to lifelong learning

Through the courses, programs and services of the Community Education department, Lewis and Clark Community College offers a wide variety of educational and learning opportunities designed to improve the quality of life for learners of all ages in the College's seven-county district.

The College offers a variety of credit and non-credit courses, seminars, workshops, and cultural activities to address the diverse educational needs and special interests within the community. Cooperative learning partnerships with numerous area organizations, agencies and businesses integrate community and college resources to provide the highest quality educational opportunities available in the area.

For more information call 468-3201.

CONTINUING EDUCATION

Continuing Education provides access to a vast network of experts who offer relevant lifelong learning experiences to the community. Personal enrichment and leisure activity course offerings range from learning a foreign language to buying and selling on eBay, from storytelling to digital photography, and from scrapbooking to yoga. Courses are offered on the Main Campus in Godfrey, at the N. O. Nelson Campus in Edwardsville, in each of the Community Education Centers, at over 50 additional off-site locations throughout the district, and online.

The College offers a variety of courses throughout the year to help professionals meet the continuing education requirements of their industry and expand their knowledge and skills. Continuing professional education courses vary in subject matter, location, and structure and cover such career areas as radiology, insurance, nursing, and dental hygiene. For more information call 468-2820.

COLLEGE for KIDS

College for Kids offers exciting classes to expand student knowledge, develop skills, and pursue special interests in a fun, creative environment on the Lewis and Clark campus and in surrounding communities. Innovative, hands-on learning in subjects not ordinarily offered in a traditional school curriculum makes College for Kids a unique and valuable experience. Instructors are enthusiastic and talented experts in their fields. College for Kids is an opportunity for children from pre-school to high school to discover new talents and enjoy creative learning activities such as Web page design, art, photography, music, science, meteorology, theater, cooking, language arts, archery, Spanish, sports, and more.

PROFESSIONAL DEVELOPMENT FOR EDUCATORS

L&C provides educators, paraprofessionals, and administrators professional development opportunities that align with state priorities in technology, reading, math, standards/assessment, special education, and educational administration. The program uses technology, enhanced training techniques, and expert consultants to create and deliver programs that fulfill requirements for Certified Professional Development Units (CPDUs) for state-mandated teaching certificate renewal.

MUSIC PREPARATORY PROGRAM

L&C is committed to providing quality music instruction and creative opportunities to community members of all ages and at all levels of ability. The Music Preparatory Program employs a large and diverse faculty to offer private instruction in all instruments and voice to develop the talents of not only accomplished musicians, but also those who have the desire to perform for their own enjoyment. Private lessons for adults and children ages six and up are available in piano, electric keyboard, violin, viola, cello, string bass, guitar, electric bass, voice, flute/piccolo, clarinet, saxophone, bassoon, oboe, French horn, trumpet, trombone, baritone horn, tuba, percussion, and organ. For information about lessons, call 468-4733.

COLLEGE for LIFE

College for Life offers an open, community-based environment for adults with disabilities that provides continued educational and social growth opportunities. Short, non-credit classes are offered to help these individuals enhance independence, self-awareness, and life skills in areas such as parenting, cooking, computers, current events, money management, and reading. For more information, call 468-4121.

SWIM PROGRAM

Lewis and Clark's Hatheway pool offers year-round opportunities for children and adults to learn to swim and enjoy water exercise activities. All instructors and lifeguards are Certified Water Safety Instructors. Along with a parent, children as young as 18 months can participate in swim activities to promote water adjustment and begin the foundation for future swim instruction. Adults enjoy health and fitness benefits in water and arthritis exercise programs.

LCTV - LEWIS AND CLARK TELEVISION

Earn college credits, watch a ballgame, or catch up on local politics with Lewis and Clark's television channel, LCTV (Charter Cable Channel 26). The channel offers educational, sports and information programming designed for residents of the L&C district.

LCTV is an affiliate of PBSU, and offers you the opportunity to earn credit through courses on the channel.

Sports programming on LCTV includes live coverage of the Lewis and Clark Trailblazers.

For more information contact Media Services, at 468-3240.

TRAFFIC SAFETY SCHOOL

Supreme Court Rule 529 (C) allows judicial systems to establish traffic safety schools. These schools provide a course of study which allows minor traffic offenders to avoid traffic convictions and prevent higher insurance premiums.

Lewis and Clark Community College provides a driver safety training course through the auspices of the national Safety Council and the county courts. This four hour course is offered at locations in Bethalto, Collinsville, Edwardsville and Jerseyville. Individuals who are ticketed for minor traffic violations in Madison, Jersey, and Greene counties are eligible to take this course. Violators receiving tickets in other Illinois counties may be eligible to take the course, also, depending on the specific county's requirements.

From the violator's perspective, this course is a "win-win" situation. Generally, violators do not have to go to court and they avoid traffic convictions on their records. As a result, insurance premiums are not adversely affected by traffic violations. Most importantly, violators are provided with valuable traffic safety information that will help save lives.

The traffic safety course is available also to companies needing safety training for their employees. In addition, insurance companies may reduce premiums if individuals take this course. Contact your insurance representative for more information.

For information, contact the Traffic Safety School at 618-468-2800.

The Center for Workforce Training

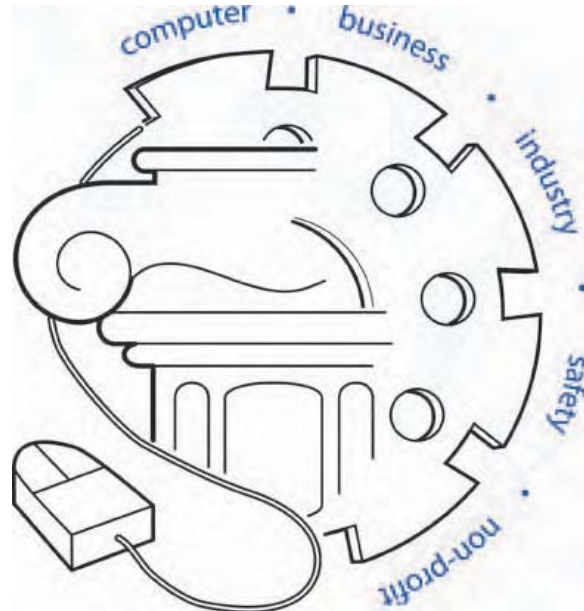
New Name And New Commitment To Excellence

In response to the ever changing needs in employee training, the Corporate Education Department at Lewis and Clark has derived its new name: The Center for Workforce Training (CWT). The new name better reflects our mission of remaining responsive to the needs of the corporate, professional, and private community and to provide high-quality education and training.

Under the CWT umbrella are five main areas of concentration: the Personal Computer Institute (PCI), Professional Development and Business Training, Industry Training, Safety Training and Non-Profit Training.

Thinking globally and acting locally, CWT consists of well-trained professionals who aggressively seek to provide professional, cost-effective programs to help individuals maximize their performance and organizations increase profits. The CWT staff is proud of its ability to be responsive to and flexible with the needs of its clients in content, location, and timing of the sessions.

For more information regarding grants, CWT programs, or current program schedule, call 468-3535.



PC INSTITUTE

The PC Institute (PCI) has a far-reaching audience due to the depth and breadth of offerings for the computer novice and technology guru. Offerings range from basic PC operation to highly technical certification training. Employers and individuals alike may take advantage of training in Microsoft Office programs, QuickBooks, Web Design, Graphic Design, Information Technology Security, and upper level IT classes with the goal of certification in A+, Net+, CISCO, MCSA and MCSE. All classes are hands-on in state-of-the-art computer labs.

Classes may be customized to a company's needs and taught on-site, also.

Customized Training for Business Results

PC Institute understands that productivity means profitability. A customized learning experience provides participants with the needed skills to be more productive in the workplace. Through the use of pre- and post-assessment tools, our Training Coordinators can assess the instructional needs and skill levels of your employees, and create unique content which fulfills your specific goals and objectives. The result: more productive employees, and a competitive advantage for your business.

Online Certification Programs

Center for Workforce Training (CWT) works in partnership with Gatlin Education Services (GES). GES is the world's largest provider of Web-based instructor supported training to colleges and universities. These open enrollment programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations, all within a three-month delivery window. Currently, GES offers Web-based certificate programs in Healthcare, Networking/Microsoft Certification Programs, CompTIA Certification Programs, Internet/Graphic & Web Design/Technical and Business/Travel.

Each program has a set of lessons and tests; grades are a combination of computer-graded tests and the instructor's evaluation of the student's work. To register for a class, contact the CWT at cwt@lc.edu or call 468-3535.

BUSINESS TRAINING

Business Training provides a wide variety of training programs including Conflict Management, Communications, Supervisory Skills, Coaching, Diversity, and Project Management Concepts to name a few. These workshops are highly interactive and are developed and customized to meet specific client needs. The Center for Workforce Training provides certified trainers in both the Achieve Global and Development Dimensions International (DDI) programs.

The Center for Workforce Training offers a host of online courses for the person with a limited amount of time.

We combine the knowledge and expertise of our consultants with the extraordinary talents of our staff to enable a wide variety of organizations to develop employee skills essential for success. Seminars are provided to accommodate flexible schedules. For more information and current programs, call 468-3535.

INDUSTRY

The Industry Training group develops and delivers customized, on-site training to area manufacturers and contractors to enhance employee job skills and develop professional instructional design resources to meet employer needs. Training programs are provided for all phases of manufacturing and industry, including OSHA compliance and safety related courses in electrical, mechanical, carpentry, bricklaying, welding, HVAC, and related classes designed to provide a trained workforce for companies.

ICCTESTING CENTER

The Center for Workforce Training is an official testing site for the International Code Council (ICC). Building and zoning inspectors, fire department officials, contractors and construction people who used to have to travel to test to be inspector/examiner certified, may now take the exams at a more convenient location.

The 2004 dates for ICC testing at Lewis and Clark are May 15, August 14, and November 13. Categories being tested at 8 a.m. are: Residential Building Inspector, Residential Plumbing Inspector, Commercial Mechanical Inspector, Fire Inspector I, Residential Energy Inspector/Plans Examiner, Accessibility Inspector/Plans Examiner and Property Maintenance and Housing Inspector.

Testing beginning at 10:30 a.m. are for the following categories: Residential Mechanical Inspector, Residential Electrical Inspector, Commercial Plumbing Inspector, Fire Inspector II, Commercial Energy, Permit Technician, and Zoning Inspector.

A 1:30 p.m. schedule lists these areas for testing: Commercial Building Inspector, Commercial Electrical Inspector, Building Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, and Commercial Energy Plans Examiner.

Prices for each test vary between \$75 and \$125.

The Center for Workforce Training offers classes to help individuals prepare for the ICC tests. These classes will help individuals prepare for the Residential Building Inspector, Commercial Building Inspector and Building Plans Examiner tests. To register for ICC testing or for more information about ICC exams and test preparation classes, call 468-3535.

ONLINE PIPELINE TRAINING

The Center for Workforce Training offers Web-based Pipeline Training modules to support the United States Department of Transportation operator qualification rule as it relates to the Natural Gas Industry. These training modules provide Operator Qualification training specifically for the Natural Gas Industry by providing training programs, knowledge evaluation and on-the-job performance evaluation checklists.

These Web-based training modules provide very convenient and cost-effective training. Call for price.

HOME INSPECTION

As of January 2003, Illinois home inspectors must be licensed. The CWT offers a pre-licensing course approved by the Office of Banks and Real Estate that covers the major elements of home inspection. Successful completion of this 60-hour course allows individuals to take the Illinois state exam. This course is offered in partnership with Harper College in Palatine, Illinois.

This course is for people with a working knowledge in contracting, building trades, architecture or engineering; appraisers, insurance adjusters and property managers interested in gaining knowledge in the home inspection industry; or those who are currently inspecting homes and want a refresher course before taking the state exam or who are looking for a continuing education experience.

Individuals should be aware that to open their own Home Inspection business, there are additional costs to consider such as insurance and equipment. This course is intended for people who have some working knowledge in the building trades industry. To take the Home Inspector Exam, after successfully completing this course, you must be 21 years of age and a high school graduate or equivalent. The State requires 60 hours of class instruction.

SAFETY

Focusing on industrial and construction safety needs, the Safety Training programs are also focused on site-specific needs. Standard courses include: OSHA 30 hour and 10 hour, fire safety, confined space entry and rescue, trenching, ergonomics, scaffolds, Hazwoper, excavation, industrial safety, CPR, mold remediation, lead inspector and more.

The Center for Workforce Training's newest initiative is the Contractor Safety Orientation. This four-hour program is aimed at reducing the accident rate for employees of contractors providing services to specific companies in this area. Similar safety programs in Illinois and other states have shown a dramatic reduction of accidents and injuries after providing these programs.

HALOM PROGRAM

This program was developed to prepare individuals for employment as an Asbestos Abatement Contractor/Supervisor, Lead Abatement Contractor/Supervisor, and Mold Remediation Specialist. The program consists of training in **HazWoper**, **Asbestos Abatement**, **Lead Abatement**, **OSHA requirements**, and **Mold Remediation**.

HazWoper: Topics with hands-on exercises include properties of hazardous substance, hazards recognition and incident prevention selection, use and care of personal protective equipment site safety and health responsibilities, plans and procedures, emergency response planning and spill containment.

Asbestos: Topics with hands-on exercises include health effects of asbestos, OSHA U.S. EPA regulations, personal protection, medical surveillance insurance, legal issues, contract specifications abatement, techniques sampling analysis control techniques, program management, record keeping, and waste disposal.

Lead: Topics with hands-on exercises include State, Federal Regulations and guidelines, lead hazard issues and health effects, legal and insurance issues, worker safety, personal protection exposure measurements, hazardous communications and material, safety data sheets, contract specifications, Project containment, Project management, site characterization, developing and implementing a Safety Health Plan.

OSHA: Participants will be introduced to OSHA policies, procedures, standards and how to effectively manage administrative and legal responsibilities and duties under OSHA. The basic building blocks of an effective safety and health program and various proven techniques to control workplace illnesses and injuries will be covered.

Mold: Topics include into to mold/health effects, building occupant relations, sampling and analysis remediation guidelines, preparing the work area, protecting the worker other SH considerations, post abatement sampling, project management, legal/insurance considerations, standard operating procedures.

The complete HALOM program totals 154 hours and the cost is \$2,795 per person.

NONPROFIT WORKER TRAINING

Another side of business for which the Center for Workforce Training provides training programs is the non-profit sector. This integral part of the business community receives support through programs addressing concrete specifics for grant writing, fundraising, marketing, volunteerism, operational management and strategic planning.

Held monthly on a rotating basis, these one-day programs give the fundamentals necessary to support a non-profit agency. This is cost-effective training relevant to non-profit entities through a series of workshops each year. Individuals learn what has worked before and how to replicate those results in their local agency.

Off-Campus Centers

COMMUNITY EDUCATION CENTERS

Lewis and Clark has the N. O. Nelson campus in Edwardsville and three off-campus Community Education Centers located in Jerseyville, Carlinville, and Bethalto for more convenient and accessible sources of L&C educational services.

Admissions and registration, college placement testing, career assessment testing, and financial aid information are available at each of the centers. Some of these services are available only by appointment.

CLOSING POLICY

Classes held at the N. O. Nelson campus and Community Education Centers throughout the district will follow the same closing policy as main campus classes: When the main campus is closed for any reason, the off-campus locations will be closed also.

N. O. Nelson Campus and Center Hours:

9 a.m. - 5 p.m. Monday - Thursday

(Closed 1-2 p.m.)

9 a.m. - 2 p.m. Friday

Early morning/evening hours by appointment.

Centers open at 8 a.m. on the first day of registration each semester.

Bethalto Center

1136 E. Airline Drive
St. Louis Regional Airport
East Alton, IL 62024
Sherry Allen, Specialist
Tammy Childers, Office Assistant
618-468-2271

Macoupin County Center

118 S. Plum
Carlinville, IL 62626
Kelly Wilson, Specialist
Laura Yowell, Office Assistant
Phone 217-854-9948

N. O. Nelson Campus

600 Troy Road
Edwardsville, IL 62025
Tim Bell, Specialist
Virginia Chappell, Office Assistant
Phone 618-656-8800

Tri-County Center

100 Lincoln Street
Jerseyville, IL 62052
Ann Bilbruck, Specialist
Patty Thompson, Office Assistant
Phone 618-498-2083

PUBLIC SCHOOL LOCATIONS

Communication with the various communities is maintained through the Community Education office on campus, the four off-campus locations and the various contact persons for the specific sites.

CLOSING POLICY

Inclement Weather

Classes held at district high schools will not meet whenever the L&C campus is officially closed for inclement weather even if the off-campus site remains open. These off-campus classes may also be canceled on a site-by-site basis by the local authority (principal or superintendent) even if on-campus classes remain open.

Holidays, Thanksgiving Recess, Spring Recess

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

For example, if a school district holiday falls on a day when L&C courses are scheduled to meet, the L&C courses will not meet on that day or evening. Conversely, if L&C has a holiday or spring break that the local school districts do not observe, the off-campus L&C courses will meet at the respective high schools on that day or evening.

Information about L&C classes at public school facilities can be obtained by contacting:

MADISON COUNTY

J.B. Johnson Center, Alton	
Chris Norman	463-2153
Civic Memorial High School	
Mike Stivers	377-7200
East Alton-Wood River High	
Rick Levek	254-3151
Edwardsville High School	
Norm Bohnenstiehl	656-7100
Roxana High School	
Derek Hacke	254-7553

MACOUPIN COUNTY

Bunker Hill High School	
Kevin Blankenship	585-3232
Carlinville Middle School	
Mike Kelly	217-854-3106
Carlinville High School	
Mike Kelly	217-854-3104
Gillespie High School	
Joe Tieman	217-839-2114
Staunton High School	
Loren Beswick	635-3838
Southwestern High School	
Debbie Ballard	729-3215

JERSEY-GREENE-CALHOUN COUNTIES

Brussels High School	
James Roderick	883-2131
Calhoun High School	
Carole Crum	576-2229
Carrollton High School	
Alan Churchman	217-942-6913
Greenfield High School	
Mike Dickson	217-368-2447
Jersey Community High	
Roberta Egelhoff	498-6500
North Greene High School	
Vicki VanTuyle	217-374-2842

Cooperative Agreements

INTERDISTRICT COOPERATIVE AGREEMENTS

Lewis and Clark Community College has entered into cooperative agreements with Illinois Eastern Community College District No. 529, John Wood Community College District No. 539, Kaskaskia College District No. 501, Lake Land Community College District No. 517, Lincoln Land Community College District No. 526, Parkland College Dist. 505, Shawnee Community College Dist. 531, and Southwestern Illinois College District No. 522, so that our residents can participate in instructional programs that we do not provide. Students in programs covered by these agreements will be treated as in-district students regarding tuition, fees and all college services.

Lewis and Clark Community College district residents may enroll in programs offered by: **Illinois Eastern Community College District No. 529**

Diesel Equipment Technology	AAS
Mining Technology	AAS
Radiography	AAS
Telecommunications Technology	AAS/Certificate

Students from Illinois Eastern Community College, District No. 529 may enroll at Lewis and Clark Community College in the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS/Certificate
Occupational Therapy Assistant	AAS
Exercise Science	AAS

Lewis and Clark Community College district residents may enroll in programs offered by: **John Wood Community College District No. 539**

Agriculture Business Management	AAS/Certificate
Agriculture Production	Certificate
Beef Specialist	Certificate
Compressor Technology	AAS/Certificate
(Internship will not be administered in Illinois)	
Corrections	AAS
Electrical Technology	AAS
Electrician	Certificate
Horticulture	AAS/Certificate
Restaurant Management	AAS
Culinary Arts	Certificate
Surgical Technology	Certificate
Swine Management	AAS
Swine Specialist	Certificate
Truck Driver Training	Certificate

Students from John Wood Community College District No. 539 may enroll in the following programs at Lewis and Clark Community College:

Automotive Technology	AAS
Auto Drive Line, Suspension & Brakes	Certificate

Auto Performance Accessories & Electrical	Certificate
Computer Graphics	AAS/Certificate
Computer Hardware/Software Technology	
Computer Networking Option	AAS
PC Servicing	Certificate
Microsoft Network Specialist	Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS
Occupational Therapy Assistant	AAS
Radio Broadcasting	AAS
Web Design	AAS/Certificate

Lewis and Clark Community College district residents may enroll in programs offered by:

Kaskaskia College District No. 501

Agriculture Machinery	Certificate
Carpentry Occupations	AAS
Basic Carpentry	Certificate
Culinary Arts	AAS/Certificate
Diagnostic Medical Sonography	Certificate
Nail Technology	Certificate
Practical Nursing	Certificate
Radiology Technology	AAS
Respiratory Therapy	AAS

Students from Kaskaskia College District No. 501 may enroll in the following programs at Lewis and Clark Community College:

Mass Communications-Radio Broadcasting	AAS
Dental Hygiene	AAS
Exercise Science	AAS
Fire Science	AAS/Certificates
Occupational Therapy	AAS
Therapeutic Massage	AAS

Lewis and Clark Community College district residents may enroll in programs offered by: **Lake Land Community College District No. 517**

Ag Power Technology	AAS/Certificate
Ag Production & Management	AAS/Certificate
Civil Engineering Technology	AAS
John Deere-Ag Tech	AAS
Livestock Production	Certificate
Physical Therapist Assistant	AAS
Telecommunications	AAS

Students from Lake Land Community College District No. 517 may enroll in the following programs at Lewis and Clark Community College:

Fire Science	AAS/Certificate
Occupational Therapy Assistant	AAS

Lewis and Clark Community College district residents may enroll in programs offered by: **Lincoln Land Community College District No. 526**

AGR 101 Introduction to Agricultural Economics	Course
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AGR 102 Animal Science	Course
AGR 105 Crop Science	Course
AGR 109 Microcomputer Skills for Agriculture	Course
AGR 203 Soil Science	Course
AGR 205 Horticultural Science	Course
AGR 208 Introduction to Agricultural Mechanics	Course
Agri-Business Management	AAS
Agri-Fertilizer Operations	AAS
Aviation Maintenance Airframe & Powerplant	AAS
Aviation Mechanics	AAS
Baking and Pastry	Certificate
Construction Occupations	AAS/Certificate
Culinary Arts	Certificate
Dietary Manager	Certificate
Hospitality Management & Services	AAS
Landscape Design/Turf Management	AAS/Certificate
Lodging Management	Certificate
Practical Nurse	Certificate
Truck Driver Training CDL Basic	Certificate
Welding Operator	Certificate

Students from Lincoln Land Community College District No. 526 may enroll in the following programs at Lewis and Clark Community College:

Dental Assisting	Certificate
Dental Hygiene	AAS
Therapeutic Massage	AAS/Certificate

Lewis and Clark Community College district residents may enroll in programs offered by:

Parkland College District No. 505

Hospitality Industry:	
Restaurant Management	AAS
Foodservice	Certificate
Hotel/Motel Management	Certificate
Travel and Tourism	Certificate

Lewis and Clark Community College district residents may enroll in programs offered by:

Rend Lake College District No. 521:

Truck Driver Training	Courses
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Students from Shawnee Community College District No. 531 may enroll at Lewis and Clark Community College in the following programs:

Addiction Counseling	AAS
This program is offered at East St. Louis Center.	

Lewis and Clark Community College district residents may enroll in programs offered by: **Southwestern Illinois College No. 522**

Apprenticeship Training-ELEC	AAS/Certificate
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Automobile Collision Repair Tech	AAS
Automotive Refinishing	Certificate
Mechanical Systems	Certificate
Non-Structural Repair	Certificate
Structural Repair	Certificate
Aviation Maintenance Technology	AAS
Aviation Pilot Training	AAS/Certificate
Chemical Technology	Certificate
Construction Bricklayer	AAS/Certificate
Construction Carpentry	AAS/Certificate
Construction Cement Mason	AAS/Certificate
Construction Ironworker	AAS/Certificate
Construction Management Technology	AAS
Construction Painting and Decorating	AAS/Certificate
Construction Sheetmetal	AAS/Certificate
Electrical/Electronics	
Avionics	Certificate
Communication Electronics	Certificate
Electronics Technology	AAS/Certificate
Industrial Electricity	AAS/Certificate
Industrial Electronics	Certificate
Microcomputer Technology	Certificate
Fire Science	AAS
Fire Fighter	Certificate
Fire Officer	Certificate
Rescue Technician	Certificate
Health Information Technology	AAS
Heating, Ventilation, Air Conditioning, and Refrigeration	AAS/Certificate
Horticulture	AAS/Certificate
Hospitality/Food Service Mgmt.	AAS/Certificate
Culinary Arts	Certificate
Food Service	Certificate
Hospitality/Food Service	Certificate
Human Services Technology	AAS
Industrial Machining	AAS/Certificate
Industrial Metalworking	AAS/Certificate
Industrial Pipefitter	AAS/Certificate
Medical Assistant	AAS/Certificate
Medical Billing & Coding	Certificate
Phlebotomy	Certificate
Medical Laboratory Technology	AAS
Paralegal Studies	AAS
Paramedic (based on student's EMS district)	AAS
Paramedic-Bridging Region 4 New EMS-SOPS (EMTP 260)	Course
Physical Therapist Assistant (Includes Continuing Ed Courses)	AAS
Process Operations Technology	Certificate
Radiologic Technology (Includes Continuing Ed Courses)	AAS
Respiratory Care	AAS
Sign Language/Interpreter Training	AAS/Certificate
Welding Technology	AAS/Certificate

Students interested in enrolling in any of these programs should complete a Southwestern Illinois College application. The L&C Admission and Records office will certify that you are a resident of the L&C District.

Students from Southwestern Illinois College District No. 522 may enroll in the following programs at

Lewis and Clark Community College:		Fire Science	AAS/Certificates
Apprenticeship Training		ADN from LPN Bridge Program	AAS
Electrician	Certificate	Occupational Therapy Assistant	AAS
Machine Tool	Certificate	Paramedicine (based on student's EMS district)	AAS.Certificate
Automotive Technology		Radio Broadcasting	AAS
Automotive Technology	AAS	Real Estate Courses, REAL 132, 134, 235, 238, 241	Courses
Auto Drive Line, Suspension & Brakes	Certificate		
Auto Performance Accessories & Electrical	Certificate		
Dental Assisting	Certificate		
Dental Hygiene	AAS		

BLACKBURN COLLEGE COOPERATIVE AGREEMENT

Blackburn College and Lewis and Clark Community College have a cooperative educational agreement that enables Lewis and Clark District residents the opportunity to enroll for courses at Blackburn College in Carlinville, IL. Courses offered by Blackburn College that have been approved are available to qualified L&C students. All registrants are subject to the usual limiting factors of space, enrollment and staff.

Admission: To enroll at Blackburn College, you must rank in the upper half of your graduating class and have an ACT composite of 20 to be a full-time student (12 or more hours). If you do not meet these requirements, your file will be reviewed to determine your eligibility to attend Blackburn. Each student wanting to enroll in classes as a part-time student (11 hours or less), will have his/her file reviewed.

Enrollment: All students applying to L&C may enroll for courses taught on the campus in Godfrey. Only students who qualify may enroll in classes at Blackburn's Carlinville campus.

Note: Courses listed in the agreement are not always available and are subject to change without notice.

Counseling/Advising: Students who have been accepted will be contacted by a Blackburn representative for counseling and advising.

Housing: Students who have met the admission requirements and have been accepted at Blackburn may apply to live on the Blackburn campus, if dormitory space is available. Information on eligibility for dormitory residency may be obtained from the:

Office of Admissions
Blackburn College
Carlinville, IL 62626

Note: Students living in Blackburn housing are required to participate in the Work Program.

Financial Aid: Any L&C student, regardless of the place of attendance, is eligible for consideration for financial aid.

Tuition: L&C students attending Blackburn will pay the same tuition and fees as students enrolled on the L&C campus. In addition full-time L&C students at the Blackburn campus will pay an activity fee to Blackburn College. Students are required to purchase their own books.

On-Campus Baccalaureate Degree Completions

Governors State University

District residents may complete up to 80 semester hours at L&C. The remainder of the requirements for the Bachelor of Arts program may be completed through the GSU distance learning courses. For more information call 708-534-4086.

Greenville College

Greenville College offers junior/senior level classes toward a Bachelor of Science degree in Organizational Leadership at L&C. The 17-month accelerated curriculum will be taught one night a week. For more information, contact the Greenville Opportunities in Adult Learning (GOAL) program at 618-664-2800, ext. 4591.

McKendree College

The Department of Nursing at McKendree College offers an accredited upper division curriculum for graduates of diploma and associate degree nursing programs on the L&C campus. For more information, contact the coordinator of McKendree College's Bachelor of Science in Nursing Degree program at 618-537-6843.

Regis University, Denver, Colorado

Qualified district residents with three years of work experience can obtain a 128 credit hour bachelor's degree in business administration from Regis University by successfully completing up to 98 acceptable credit hours at L&C and the remaining credits at Regis University through online format. For more information, contact an academic advisor in the L&C Enrollment Center or Greg Grauberger, 800-944-7667, at Regis.

Southern Illinois University at Carbondale

Southern Illinois University at Carbondale offers the Bachelor of Science in Industrial Technology with a specialization in Manufacturing Technology at L&C with support from the Olin Corporation. Designed with AAS degree completers in mind, this weekend format program prepares individuals for positions associated with production planning and inventory control, process design, quality control, methods analysis, safety, facility planning, cost estimating, computer-aided drafting, computer-aided manufacturing, and maintenance supervision. For more information, contact the SIUC College of Engineering Outreach Program field representative at 618-536-5545.

Southern Illinois University at Edwardsville

The SIUE School of Nursing offers a 2 plus 2 program with the L&C Associate Degree Nursing Program leading to a Bachelor of Science degree with a major in nursing for registered nurses who wish to continue their education at the Baccalaureate level. Classes are offered online. For more information, contact SIU's academic advisor Karen Montgomery at 618-650-3904.

Program Transfer Agreements

In addition to the previous cooperative agreements with other colleges and universities, L&C has worked closely with many other schools to assure a smooth transition for students who want to begin coursework at L&C before transferring to a specific program at another school. A list of the current transfer agreements by institution and program follow.

Note: Freshman coursework will begin at L&C. Minimum of junior and senior years to be completed at four year institution. Check with advisor for more specific information.

Logan College of Chiropractic

Chiropractic

McKendree College

General Education

Education

Nursing

Southern Illinois University at Carbondale

Administration of Justice

Business and Administration

Computer Science

Dental Hygiene

Engineering & Technology

Forestry

Industrial Technology

Plant & Soil Science

In addition to these agreements, SIU-C invites L&C students to participate in the individualized TWO PLUS TWO Program. SIU-C will help L&C students who have completed at least one semester of college work to structure their remaining transfer degree program at L&C to fulfill SIU-C requirements. Interested L&C students must complete a TWO PLUS TWO application and declare a major. Submission of the application is not a binding commitment to attend SIU-C.

SIU-C's individualized plan indicates the admis-

sion requirements for the student's projected major, provides an evaluation of the work already completed, lists the courses the student should complete with the associate transfer degree program before transferring to SIU-C, and is updated each semester the student is enrolled at L&C. For more information, contact a L&C advisor.

Southern Illinois University at Edwardsville

- Accountancy & Business Administration
- Computer Science
- Criminal Justice
- Elementary Education
- Engineering
- Mass Communication
- Nursing
- Physical Education
- Psychology
- Social Work
- Speech Pathology
- Special Education

St. John's College at Springfield, IL

- Nursing

University of Illinois at Champaign-Urbana

- Engineering

University of Illinois at Springfield

- Accountancy
- Biology
- Business Administration
- Chemistry
- Child, Family & Community Service
- Clinical Laboratory Science
- Communication
- Computer Science
- Criminal Justice
- Economics
- English
- Health Services Administration
- History
- Legal Studies
- Liberal Studies
- Management
- Mathematical Sciences
- Medical Technology
- Nursing
- Political Studies
- Psychology
- Social Justice Professions
- Social Work
- Sociology/Anthropology
- Teacher Education
- Thematic Activities
- Visual Arts

University of Missouri at Rolla

- Engineering

Washington University

- Information Systems

Western Illinois University

Individualized 2+2 plan for transfer students.
See an advisor for more information.

Transfer Degrees

ADMISSION REQUIREMENTS

The following admissions requirements apply to all new students seeking to enroll in the Associate in Fine Arts, Associate in Arts, Associate in Science, or Associate in Engineering Science programs. To meet the admissions 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.

- Four years of high school English or complete one of the following sequences:
 - a) L&C English placement test score of 90 and a reading test score of 75;
 - b) COMM 125/COMM 126/COMM 127 - all with grades of "C" or higher;
 - c) COMM 100 plus COMM 125/ 126/ 127 - all with grades of "C" or higher.
- Three years of high school social studies or two social science courses at L&C.
- Three years of high school mathematics (algebra, geometry, advanced algebra) or one of the following sequences:
 - a) L&C algebra math placement test score of 86 and college level math score of 40 plus MATH 113 with a grade of "C" or higher;
 - b) MATH 112 plus MATH 113 plus MATH 116 - all with grades of "C" or higher.
- Three years of high school laboratory science or successful completion of one laboratory science course at L&C.
- Two years of high school foreign language, music, vocational education, or art or successful completion of two L&C courses in humanities, foreign language or vocational education.

UNIVERSITY TRANSFER

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 University Transfer Program provides 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.

TRANSFER OF CREDITS

The courses in the baccalaureate-oriented program 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).

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.

TRANSFER GUARANTEE

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities; the College backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that since baccalaureate degree completion requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an advisor for determining the transferability of courses to their four-year institution.

General Education Core Curriculum

The Illinois Transferable General Education Core Curriculum is divided into five categories. Successful completion of these core courses will facilitate transfer to any other participating associate or bachelor's degree program. In order to complete Illinois Transferable General Education Core Curriculum, students are required to take at least 12 to 13 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 course listed in their program unless otherwise indicated.

General Education Communications Courses

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 oral and written communication skills. Therefore, LCCC 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 132 and one course in oral communication. Effective with freshman entering in the summer of 1999 and beyond, satisfactory completion of the writing courses will mean 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.

General Education Mathematics Courses

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 apprecia-

tion 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.

General Education Physical and Life Sciences Courses

The purpose for the study of science is to:

- develop students' understanding of the methods of scientific inquiry, including the formulation and testing of hypotheses;
- 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. Students with appropriate preparation may substitute an IAI-approved course for science majors for a more general course described below.

General Education Humanities and Fine Arts Courses

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 IAI 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.

General Education Social and Behavioral Sciences Courses

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.

1. Communications Courses

a. Writing Sequence

ENGL 131 First Year English I	C1 900
ENGL 132 First Year English II	C1 901R

b. Oral Communication

SPCH 131 Public Speaking	C2 900
SPCH 145 Public and Private Communication	C2 900

2. Mathematics Courses

MATH 137 Elementary Mathematical Modeling	M1 907
MATH 145 General Education Statistics	M1 902
MATH 152 Math for Elementary Teachers II	M1 903
MATH 160 Finite Mathematics	M1 906
MATH 165 Calculus for Business and Social Science	M1 900-B
MATH 171 Calculus and Analytic Geometry I	M1 900-1
MATH 172 Calculus and Analytic Geometry II	M1 900-2
MATH 235 Statistics	M1 902
MATH 271 Calculus and Analytic Geometry III	M1 900-3

3. Physical and Life Sciences Courses

a. Life Sciences Group

i. Life Sciences Lab Courses

BIOL 130 Fundamentals of Biological Science	L1 900L
BIOL 131 Biology: A Contemporary Approach	L1 900L
BIOL 132 Human Biology	L1 904L
BIOL 133 Cellular and Molecular Biology	L1 900L
BIOL 134 General Botany	L1 901L
BIOL 135 General Zoology	L1 902L
BIOL 141 Anatomy-Physiology I	L1 904L

ii. Life Sciences Non-Lab Courses

BIOL 161 Biology of Nutrition	L1 904
BIOL 162 Human Inheritance	L1 906
BIOL 165 Ecological Principles	L1 905
BIOL 173 Evolutionary Theory	L1 907

b. Physical Sciences Group

i. Physical Sciences Lab Courses

CHEM 130 Survey of Chemistry	P1 903L
CHEM 131 Intro to Chemistry I	P1 902L
CHEM 132 Intro to Chemistry II	P1 904L
CHEM 141 General Chemistry I	P1 902L
PHSC 131 Physical Geography	P1 909L
PHYS 130 Concepts of Physics	P1 901L
PHYS 131 Intro to Physics I	P1 900L
PHYS 141 General Physics I	P2 900L

ii. Physical Sciences Non-Lab Courses

PHSC 135 Environmental Geography	P1 908
PHSC 141 Introduction to Astronomy	P1 906

4. Humanities and Fine Arts Courses

a. Humanities Group

i. Humanities Western Culture

FREN 232 Intermediate French II	H1 900	
GERM 232 Intermediate German II	H1 900	
LITT 132 Shakespeare's Comedies	H3 905	
LITT 133 Shakespeare's Histories	H3 905	
LITT 134 Shakespeare's Tragedies	H3 905	
*LITT 135 Women in Literature	H3 911D	*Satisfies Human Relations requirement
LITT 136 Mythology	H9 901	
LITT 141 Literature of the Theatre	H3 902	
LITT 231 Western Literary Traditions I	H3 906	
LITT 232 Western Literary Traditions II	H3 907	
*LITT 234 Multicultural American Literature	H3 910D	*Satisfies Human Relations requirement
LITT 235 American Literature I	H3 914	
LITT 236 American Literature II	H3 915	
PHIL 131 Intro to Philosophy	H4 900	
PHIL 231 Fundamentals of Logical Reasoning	H4 906	
PHIL 240 Contemporary Moral Problems-Ethics	H4 904	
SPAN 232 Intermediate Spanish II	H1 900	

ii. Humanities Non-Western Culture Courses

HUMN 231 Comparative Religions I	H5 904N
LITT 233 Literature of Non-Western Cultures	H3 908N
PHIL 132 Eastern Philosophy	H4 903N

b. Fine Arts Group

i. Fine Arts Western Culture Courses

ART 130 Intro to the Visual Arts	F2 900
ART 140 The Art of Film	F2 908
ART 141 History of Art I	F2 901
ART 142 History of Art II	F2 902
DRAM 130 Appreciation of Theatre Art	F1 907
MUSI 130 Appreciation of Music	F1 900
MUSI 137 Introduction to American Music	F1 904
MUSI 138 Introduction to Music Literature	F1 901

ii. Fine Arts Non-Western Culture Course

MUSI 134 Non-Western Music	F1 903N
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c. Interdisciplinary Humanities/Fine Arts Group

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

HUMN 131 Intro to Humanities I	HF 902
HUMN 132 Intro to Humanities II	HF 903

5. Social and Behavioral Sciences Courses

a. Social and Behavioral Sciences Western Culture Courses

*ANTH 231 Intro to Physical Anthropology	S1 902	*Satisfies Human Relations requirement
ECON 131 Intro to Economics	S3 900	
ECON 151 Principles of Macroeconomics	S3 901	
ECON 152 Principles of Microeconomics	S3 902	
HIST 131 Western Civilization I	S2 902	
HIST 132 Western Civilization II	S2 903	
#HIST 231 American Republic: Beginnings to 1877	S2 900	#Satisfies Constitution requirement
*HIST 232 American Nation: 1877 to Present	S2 901	*Satisfies Human Relations requirement
POLS 130 Principles of Political Science	S5 903	
#POLS 131 American Government	S5 900	#Satisfies Constitution requirement
#POLS 132 State and Local Government	S5 902	#Satisfies Constitution requirement
POLS 235 Comparative Political Institutions	S5 905	
*PSYC 131 General Psychology	S6 900	*Satisfies Human Relations requirement
PSYC 232 Human Development	S6 902	
PSYC 233 Child Psychology	S6 903	
PSYC 243 Adolescent Psychology	S6 904	
PSYC 253 Adult Development and Aging	S6 905	
*PSYC 260 Social Psychology	S8 900	*Satisfies Human Relations requirement
SOCI 131 Intro to Sociology	S7 900	
*SOCI 132 Social Problems	S7 901	*Satisfies Human Relations requirement
*SOCI 150 Racial and Ethnic Relations	S7 903D	*Satisfies Human Relations requirement
SOCI 240 Marriage and Family	S7 902	

b. Social and Behavioral Sciences Non-Western Culture Courses

ANTH 232 Cultural Anthropology	S1 901N
GEOG 132 Geography by World Regions	S4 900N
HIST 135 World History I	S2 912N
HIST 136 World History II	S2 913N
HIST 138 History of Latin America	S2 910N
HIST 181 China: 1800 to Present	S2 915N
POLS 231 Fundamentals of International Relations	S5 904N

Assessment of General Education Learning Outcomes

Since Fall 2000, the Lewis and Clark faculty have conducted student assessments of general education outcomes. The six general education learning outcomes identified and defined by the faculty are as follows:

1. **Communication:** effective skill in expressing themselves, comprehending written discourse, and understanding what others say. Components include Reading, Writing, Speaking, and Listening.
2. **Critical Reasoning:** effective skill in articulating and evaluating arguments and both deductive and inductive reasoning, applying rudimentary principles of scientific method, and applying these problems to life. Components include a) Reasoning — inferential discourse (argumentative discourse) and scientific reasoning and b) Practical Problem Solving.
3. **Mathematical Reasoning:** effective skill in basic mathematical computation and comprehension of quantitative information, and in using these in practical life situations. Components include Number Sense, Statistics, and Applied Math.

4. **Technical Literacy:** effective skill in using available technology for personal and professional purposes, especially in accessing Internet and use of related software. Components include Familiarity with Computers and Related Software and Information Literacy.
5. **Social Relations 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.
6. **Global Awareness/Cultural Appreciation:** effective skill in locating self in a wider historical-cultural context inclusive of the significance of aesthetic experience to life. Components include Cultural studies and Aesthetic Studies.

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.

A.A. Degree

ASSOCIATE IN ARTS—4901A

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. The Associate in Arts degree is ideally suited for students seeking a Bachelor of Arts degree in areas such as liberal arts and sciences, English, psychology, and many other fields.

Online/Distance 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 videocassette 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 Communications Requirement

9 Credit Hours

Three courses must be selected from the general education core list: two writing sequence courses (with grade of “C” or better) and one oral communications course.

General Education Mathematics Requirement

3 Credit Hours

Select one course from the general education core list.

General Education Physical & Life Sciences Requirement

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.

General Education Humanities & Fine Arts Requirement

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.

General Education Social & Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement

23 Credit Hours

Choose three credit hours of Additional Associates in Arts Requirements and 20 credit hours of Elective Course Requirements:

Additional Associate in Arts Requirements

(3 Credit Hours)

One course must be selected from any of the three options listed below:

1. Any additional course with the following prefix and a PCS of 1.1: ART, DANC, DRAM, HUMN, LITT, MUSI, PHIL prefix.
2. AGSC 133 Environmental/Agricultural Ethics

3. 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, 132, 231, 232 (IAI: H1 900)

GERM 131, 132, 231, 232 (IAI: H1 900)

SPAN 131, 132, 231, 232 (IAI: H1 900)

Elective Course Requirements

(20 Credit Hours)

Students may use no more than six semester credit hours of non-IAI PCS 1.2 course work to satisfy this requirement.

Courses with PCS codes of 1.4 and 1.6 may not be used to satisfy this requirement.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required

60 Credit Hours

A.S. Degree

ASSOCIATE IN SCIENCE—1701A

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 includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Science degree is ideally suited for students seeking a Bachelor of Science degree in areas such as agriculture, business, education, and many other fields.

Online/Distance 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 videocassette 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 Communications Requirement

9 Credit Hours

Three courses must be selected from the general education core list: two writing sequence courses (with grade of “C” or better) and one oral communications course.

General Education Mathematics Requirement

3 Credit Hours

Select one course from the general education core list.

General Education Physical & Life Sciences Requirement

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.

General Education Humanities & Fine Arts Requirement

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.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.

General Education Social & Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement

23 Credit Hours

Additional Associate in Science Requirements (3 Credit Hours)

One course must be selected from any of the two options listed below:

1. Any mathematics course (MATH prefix) numbered 131 or above.
2. Any physical/life science course (BIOL, CHEM, PHSC, PHYS prefix) with PCS of 1.1

Elective Course Requirements

(20 Credit Hours)

Students may use no more than six semester credit hours of non-IAI PCS 1.2 course work to satisfy this requirement. Courses with PCS codes of 1.4 and 1.6 may not be used to satisfy this requirement.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses:
HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required

60 Credit Hours

A.S. Degree (for Biology)

ASSOCIATE IN SCIENCE - BIOLOGY - 1701A

The purpose of the Associate in Science degree for biology is to provide courses in science, math, and other general studies which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

General Education Communications Requirement

9 Credit Hours

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

Select either SPCH 131 or SPCH 145.

General Education Mathematics Requirements

5 Credit Hours

Select MATH 171.

Note: Some 4-year colleges/universities may substitute MATH 235 for MATH 171. Please also note that MATH 131 is a prerequisite for Math 235.

General Education Physical & Life Science Requirement

9 Credit Hours

Select BIOL 134 (Summer Only).

Select CHEM 141.

General Education Humanities & Fine Arts Requirement

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.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.

General Education Social and Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses. (LITT 135, LITT 234) or one of the following social/behavioral courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field Requirements**27 Credit Hours**

Select BIOL 135 (Fall Only).

Select CHEM 142 (Spring Only), CHEM 251 (Fall Only), and CHEM 252 (Spring Only).

Select PHYS 131 and PHYS 132.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by

successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C.

Total Credit Hours Required**68 Credit Hours**

A.S. Degree (for Business)

ASSOCIATE IN SCIENCE - 1701A

The purpose of the Associate in Science degree for business is to provide courses in general studies, math, science and business which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

Business programs at community colleges and bachelor's degree institutions include courses and majors in general business, accounting, finance, marketing and management. The following recommendations apply to programs in all of these fields.

General Education Communications Requirement **9 Credit Hours**

Select ENGL 131 and ENGL 132 (a grade of "C" or better is required) and SPCH 131.

General Education Mathematics Requirement **4 Credit Hours**

Select either MATH 165 or MATH 171.

General Education Physical & Life Sciences Requirement **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.

General Education Humanities & Fine Arts Requirement **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.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. LITT 233 is recommended. See general education core list.

General Education Social & Behavioral Sciences Requirement **9 Credit Hours**

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, S O C I). Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. ECON 151, ECON 152, and POLS 131 are recommended. See general education core list.

Human Relations Requirement

Students must satisfy a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement for A.S. Degree for Business:

Business Core Requirements **13 Credit Hours**

Select the following: MATH 235, CIS 135, ACCT 131, and ACCT 132.

Elective Course Requirements**9 Credit Hours**

Depending upon the accreditation held by a bachelor's degree school, certain courses in this category may lengthen the time required to earn a bachelor's degree. A student planning to transfer to a bachelor's degree program in business should consult with an academic advisor or with the bachelor's degree school for specific information about these and other business courses such as marketing or management concerning appropriateness for transfer to the specific school. **BUSN 131 and BUSN 141 should only be taken after they have been confirmed as appropriate courses for the transfer institution. Alternative business courses such as marketing and management may also be addressed.**

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required**60 Credit Hours**

A.S. Degree (for Chemistry)

ASSOCIATE IN SCIENCE-CHEMISTRY - 1701A

The purpose of the Associate in Science degree for chemistry is to provide courses in science, math, and other general studies which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

General Education Communications Requirement

9 Credit Hours

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

Select either SPCH 131 or SPCH 145.

General Education Mathematics Requirements

5 Credit Hours

Select MATH 171.

Note: Some 4-year colleges/universities may substitute MATH 235 for MATH 171. Please also note that MATH 131 is a prerequisite for Math 235.

General Education Physical & Life Science Requirement

9 Credit Hours

Select either BIOL 130, BIOL 131 or BIOL 135. Note: Please check with Senior College for suggested Biology course.

Select CHEM 141.

General Education Humanities & Fine Arts Requirement

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.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.

General Education Social and Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses. (LITT 135, LITT 234) or one of the following social/behavioral courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field Requirements

36 Credit Hours

Select CHEM 142 (Spring Only), CHEM 251 (Fall Only), and CHEM 252 (Spring Only).

Select PHYS 141 (Spring Only) and PHYS 142 (Fall Only).

Select MATH 172 and MATH 271.

Select CIS 235. Note: Please confirm with Senior College that this course is required.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C.

Total Credit Hours Required**77 Credit Hours**

A.S. Degree (for Pre-Computer Management Information Systems)

ASSOCIATE IN SCIENCE- 1701A

The purpose of the Associate in Science degree for pre-computer management information systems is to provide courses in general studies, math, science and information systems which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

The Associate in Science degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Science degree. The Associate in Science degree includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Science degree in Pre-Computer Management Information Systems is ideally suited for students seeking a Bachelor of Science in a computer programming area.

General Education Communications Requirement **9 Credit Hours**
Select ENGL 131 and ENGL 132 (a grade of “C” or better is required) and SPCH 131.

General Education Mathematics Requirement **4 Credit Hours**
Select MATH 235. Consult the baccalaureate schools you are considering, since different schools have different requirements. Some schools may require MATH 165 or MATH 171.

General Education Physical & Life Sciences Requirement **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.

General Education Humanities & Fine Arts Requirement **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.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. Consult the baccalaureate schools you are considering, since different schools have different requirements.

General Education Social & Behavioral Sciences Requirement **9 Credit Hours**
Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. ECON 151, ECON 152 are recommended. See general education core list. Consult the baccalaureate schools you are considering, since different schools have different requirements.

Human Relations Requirement
This requirement should be met by choosing one of the following humanities or social sciences: LITT 135, LITT 234, ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150. This requirement should be met by choosing the recommended General Education Social & Behavioral Science courses.

Major Field and Elective Course Requirement **22 Credit Hours**
Select CIS 130, CIS 135, CIS 140, CIS 200, CIS 235, CIS 236, CIS 260.

Additional Associate in Science Requirements **3 Credit Hours**
MATH 131
Consult the baccalaureate schools you are considering, since different schools have different requirements.

A student planning to transfer to a bachelor's degree program in computer management information systems should consult with an academic advisor or with the bachelor's degree school for specific information about these and other CIS courses concerning appropriateness for transfer to the specific school. Courses should only be taken after they have been confirmed as appropriate courses for the transfer institution. Alternative CIS courses may also be addressed.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required

63 Credit Hours

A.S. Degree (for Mathematics)

ASSOCIATE IN SCIENCE - MATHEMATICS - 1701A

The purpose of the Associate in Science degree for mathematics is to provide courses in science, math, and other general studies which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

General Education Communications Requirement

9 Credit Hours

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

Select either SPCH 131 or SPCH 145.

General Education Mathematics Requirements

5 Credit Hours

Select MATH 171.

General Education Physical & Life Science Requirement

9 Credit Hours

Select either BIOL 130 or BIOL 131. Note: Please check with Senior College for suggested Biology course. Select PHYS 141 (Spring Only).

General Education Humanities & Fine Arts Requirement

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.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.

General Education Social and Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses. (LITT 135, LITT 234) or one of the following social/behavioral courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field Requirements

19 Credit Hours

Select MATH 172, MATH 271, and MATH 272.
Select PHYS 142 (Fall Only).
Select CIS 235.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C.

Total Credit Hours Required

60 Credit Hours

A.S. Degree (for Physics)

ASSOCIATE IN SCIENCE - PHYSICS - 1701A

The purpose of the Associate in Science degree for physics is to provide courses in math, science, and other general studies which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

General Education Communications Requirement

9 Credit Hours

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

Select either SPCH 131 or SPCH 145.

General Education Mathematics Requirements

5 Credit Hours

Select MATH 171.

General Education Physical & Life Science Requirement

9 Credit Hours

Select BIOL 130 or BIOL 131. Note: Please check with Senior College for suggested Biology course. Select PHYS 141 (Spring Only).

General Education Humanities & Fine Arts Requirement

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.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.

General Education Social and Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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 a human relations course requirement by successfully completing one of the following humanities/fine arts courses. (LITT 135, LITT 234) or one of the following social/behavioral courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field Requirements

26-29 Credit Hours

Select MATH 172, MATH 271, and MATH 272.
Select PHYS 142 and PHYS 244 (rarely makes).
Select CHEM 141 and CHEM 142.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C.

Total Credit Hours Required**67-70 Credit Hours**

A.S. Degree (for Pre-Pharmacy)

ASSOCIATE IN SCIENCE - PRE-PHARMACY - 1701A

The purpose of the Associate in Science degree for pre-pharmacy is to provide courses in science, math, and other general studies which will enable you to enter as a junior at a four-year college. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

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

General Education Communications Requirement

9 Credit Hours

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

Select either SPCH 131 or SPCH 145.

General Education Mathematics Requirements

5 Credit Hours

Select MATH 171.

General Education Physical & Life Science Requirement

9 Credit Hours

Select BIOL 134 (Summer Only).
Select CHEM 141.

General Education Humanities & Fine Arts Requirement

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.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.

Note: We recommend both PHIL 231 and LITT 233 but check with Senior College for suggestions.

General Education Social and Behavioral Sciences Requirement

9 Credit Hours

Three courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI). 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.

Note: We recommend PSYC 131, **POLS 131, and SOCI 131 but check with Senior College for suggestions. (**St. Louis College of Pharmacy requires HIST 135 and HIST 136 and does not require POLS 131.)

Human Relations Requirement

Students must satisfy a human relations course requirement by successfully completing one of the following humanities/fine arts courses. (LITT 135, LITT 234) or one of the following social/behavioral courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field Requirements**35-38 Credit Hours**

Select BIOL 135 (Fall Only).

Select CHEM 142 (Spring Only), CHEM 251 (Fall Only), and CHEM 252 (Spring Only).

Select PHYS 131 and PHYS 132.

Select SPCH 151 (SIUE requires this course).

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C.

Total Credit Hours Required**76-79 Credit Hours**

A.E.S. Degree

ASSOCIATE IN ENGINEERING SCIENCE—1401A

Program Coordinator Kevin Bodden

Pre-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.

The purpose of the Associate in Engineering Science degree is to provide courses in general studies, math, science and engineering which will enable you to enter as a junior at a four-year college of engineering. While the general education requirements listed will satisfy the requirements of most senior institutions, 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.

Note: The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the A.E.S. Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will 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.

General Education Communications Requirement

6 Credit Hours

Select ENGL 131 and either ENGL 132, ENGL 237, or SPCH 131.

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

Advising Tip for Communications Requirement

In order to satisfy IAI transfer practices, ENGL 131, ENGL 132, and SPCH 131 are required, totaling nine credit hours in this category.

General Education Mathematics Requirement

Mathematics requirements are satisfied by the calculus sequence in the Engineering Core (below).

General Education Physical & Life Sciences Requirement

Physical science requirements are satisfied by the physics and chemistry sequences in the Engineering Core (below).

Advising Tip for Physical & Life Sciences Requirement

In order to satisfy IAI transfer practices, an additional course from the Life Science Group (either non-lab or lab) is required.

General Education Humanities & Fine Arts Requirement

6 Credit Hours

Two courses must be selected. Note: AES degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Advising Tip for Humanities & Fine Arts Requirement

In order to satisfy IAI transfer practices, an additional humanities/fine arts elective is required to accumulate a total of nine credit hours in this category. If you choose a third humanities/fine arts course, at least one course must be selected from the humanities group and one course must be selected from the fine arts group.

General Education Social & Behavioral Sciences Requirement

6 Credit Hours

Two courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI).

Note: AES degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Advising Tip for Social & Behavioral Sciences Requirement

In order to satisfy IAI transfer practices, an additional social/behavioral science elective is required to accumulate a total of nine credit hours in this category. See general education core list.

Human Relations Requirement

Students must satisfy a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement**47 Credit Hours**

Choose 34 credit hours of Engineering Core courses and 13 credit hours of Engineering Specialty courses:

Engineering Core Courses**34 Credit Hours**

Calculus Sequence

- MATH 171 Calculus and Analytic Geometry I (IAI: M1 900-1, EGR 901)
- MATH 172 Calculus and Analytic Geometry II (IAI: M1 900-2, EGR 902, MTH 902)
- MATH 271 Calculus and Analytic Geometry III (IAI: M1 900-3, EGR 903, MTH 903)
- MATH 272 Differential Equations (IAI: EGR 904, MTH 912)

Chemistry Core

- CHEM 141 General Chemistry I (IAI: P1 902L, BIO 906, CHM 911, EER 961)

Physics Core

- PHYS 141 General Physics I (IAI: P1 900L, EGR 911, MTH 921)
- PHYS 142 General Physics II (IAI: EGR 912)

Programming Core

- Engineering students should successfully complete MATH 271 before enrolling in programming course.
- CSEN 181 Intro to Programming for Engineers (IAI: EGR 922)
- CIS 236 C++ Programming Language (IAI: CS 912) or other appropriate programming course.

Engineering Specialty Courses**13 Credit Hours**

Fundamental Specialty

- DRFT 140 - Computer Aided Drafting (IAI: MTM 911)
- PHYS 241 Applied Mechanics-Statics (IAI: EGR 942)
- PHYS 242 - Applied Mechanics - Dynamics (IAI: EGR 943)
- *EE 210 - Introduction to Electrical Circuits

*This course is available through SIUE with prior approval of L&C's Director for Admission Services.

Specialty Elective

- CHEM 142 General Chemistry II (IAI: BIO 907, CHM 912, EGR 962)
- PHYS 244 Introduction to Modern Physics (IAI: EER 914)

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required**65 Credit Hour**

A.F.A. Degree

ASSOCIATE IN FINE ARTS ART EMPHASIS—0701A

Illinois colleges and universities offer two different bachelor's degrees in art: the professional Bachelor of Fine Arts (B.F.A.) degree and the Bachelor of Arts (B.A.) degree with a major in art. In general the B.F.A. degree requires about 135 semester credits for completion, while the B.A. degree with a major in art requires 120 to 124 semester credits for completion. The B.F.A. degree generally requires more studio art courses than the B.A. degree. In some colleges and universities, a B.A. degree requires competency in a foreign language, while the B.F.A. degree does not.

To transfer as a junior into either a B.F.A. program or B.A. program with a major in Art, students should select either the A.A. or the A.F.A. option (described below) in consultation with an art department advisor. Since transfer admission is competitive, completion of one of the two options does not guarantee admission. 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 an associate degree before transferring.

Note: The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the A.F.A. Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will 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.

General Education Communications Requirement

9 Credit Hours

Three courses must be selected from the general education core list: two writing sequence courses (with grade of "C" or better) and one oral communications course.

General Education Mathematics Requirement

3 Credit Hours

Select one course from the general education core list.

General Education Physical & Life Sciences Requirement

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.

General Education Humanities Requirement

3 Credit Hours

Choose one course from the Humanities Group (a) or Interdisciplinary Group (c) only; consider a non-western culture course. DO NOT select a course from the Fine Arts Group (b). Note: AFA degree seeking students must complete one non-western culture course in either humanities or social/behavioral sciences. If a non-western culture course is NOT chosen to meet this requirement, consider a humanities elective that also meets the Human Relation requirement. See general education core list.

General Education Social & Behavioral Sciences Requirement

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.

Advising Tip for Social & Behavioral Sciences Requirement

In order to satisfy IAI transfer practices, an additional social/behavioral science elective is required to accumulate a total of nine credit hours in this category. See general education core list.

Human Relations Requirement

Students must satisfy a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement**32 Credit Hours**

See Required Art Course list, Studio Art Elective list, and Other Electives.

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 (IAI: ART 907)

ART 133 - Drawing I (IAI: ART 904)

ART 134- Drawing II (IAI: ART 905)

ART 135 - Figure Drawing I (IAI: ART 906)

ART 136 - Three Dimensional Design (IAI: ART 908)

ART 141 - History of Art I (IAI: F2 901, ART 901)

ART 142 - History of Art II (IAI: F2 902, ART 902)

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 - Elementary Ceramics I (IAI: ART 912)

Painting: ART 235 - Beginning Oil Painting (IAI: ART 911)

Photography: ART 151 - Introduction to Photography

Printmaking: ART 241 - Introduction to Printmaking (IAI: ART 914)

Sculpture: ART 139 - Beginning Sculpture (IAI: ART 913)

Other Electives**2 Credit Hours**

This elective can be met by completing the additional social/behavioral science course noted above under **Advising Tip**. Students may use no more than three semester credit hours of non-IAI PCS 1.2 course work to satisfy this requirement. Courses with PCS codes of 1.4 and 1.6 may not be used to satisfy this requirement.

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required**60 Credit Hours**

A.F.A. Degree

ASSOCIATE IN FINE ARTS MUSIC EDUCATION—1312A

Students who intend to major in music 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.

To transfer as a junior into either a baccalaureate program with a major in Music Performance or Music Education, students may select one of the two options described below in consultation with a music department advisor. Completion of the A.F.A. degree, however, does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or A.S. degree. Therefore, students will need to fulfill general education requirements of the institution to which they transfer. Transfer admission is competitive. Completion of one of the two options alone does not guarantee admission either to the baccalaureate program or to upper division or specialty music courses. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer. In some colleges and universities, a baccalaureate degree may also require competency in a foreign language.

Students who intend to major in Music Business, Music Theory, Jazz Studies, Jazz Performance, Theory/Composition, Sacred Music, or Music Pedagogy will follow curriculum guidelines that may vary from those specified in the A.A., A.S. or the A.F.A. Degree.

Note: The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the A.F.A. Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will 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.

General Education Communications Requirement

9 Credit Hours

Three courses must be selected from the general education core list: two writing sequence courses (with grade of “C” or better) and one oral communications course.

General Education Mathematics Requirement

3 Credit Hours

Select one course from the general education core list.

General Education Physical & Life Sciences Requirement

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.

General Education Humanities Requirement

3 Credit Hours

Choose one course from the Humanities Group, Non-Western Culture list. See general education core list.

Advising Tip for Humanities Requirement

In order to satisfy IAI transfer practices, an additional course from the Humanities Group is required to accumulate a total of six credit hours in this category. See general education core list.

General Education Social & Behavioral Sciences Requirement

6 Credit Hours

Select POLS 131 and HIST 231.

Advising Tip for Social & Behavioral Sciences Requirement

In order to satisfy IAI transfer practices, an additional social/behavioral science elective is required to accumulate a total of nine credit hours in this category. See general education core list.

Human Relations Requirement

This requirement is satisfied by successfully completing HIST 232 as noted in the General Education Social & Behavioral Sciences Requirement (above).

Major Field and Elective Course Requirement

38 Credit Hours

See Health/Physical Development Requirement and Core Music Course list:

Health/Physical Development Requirement

HEED 133-Personal and Community Health (IAI: ECE 901)

3 Credit Hours**Core Music Courses**

Music Theory (includes Aural Skills):

- MUSI 135-Music Theory I (IAI: MUS 911)
- MUSI 136-Music Theory II (IAI: MUS 912)
- MUSI 235-Music Theory III (IAI: MUS 913)
- MUSI 236-Music Theory IV (IAI: MUS 914)

35 Credit Hours

Music Literature/History:

- MUSI 138-Introduction to Music Literature (IAI: F1 901, MUS 905)

Keyboard Skills:

- MUSI 161-Class Instruction: Piano I (IAI: MUS 901)
- MUSI 162-Class Instruction: Piano II (IAI: MUS 902)
- MUSI 261-Class Instruction: Piano III (IAI: MUS 903)
- MUSI 262-Class Instruction: Piano IV (IAI: MUS 904)

Ensemble:

- MUSI 141-College Choir (IAI: MUS 908)
- MUSI 142-Limited Edition (IAI: MUS 908)
- MUSI 143-Concert Band (IAI: MUS 908)
- MUSI 144-Concert Choir (IAI: MUS 908)
- MUSI 145-Jazz Band (IAI: MUS 908)
- MUSI 146-Symphony Orchestra (IAI: MUS 908)
- MUSI 147-Guitar Ensemble (IAI: MUS 908)

Applied Instruction:

Students should successfully complete one course four times for a total of at least eight credit hours.

- MUSI 283 - Major Instruction: Flute and Piccolo (IAI: MUS 909)
- MUSI 284 - Major Instruction: Oboe & English Horn (IAI: MUS 909)
- MUSI 285 - Major Instruction: Clarinet (IAI: MUS 909)
- MUSI 286 - Major Instruction: Bassoon (IAI: MUS 909)
- MUSI 287 - Major Instruction: Saxophone (IAI: MUS 909)
- MUSI 288 - Major Instruction: Trumpet (IAI: MUS 909)
- MUSI 289 - Major Instruction: Trombone (IAI: MUS 909)
- MUSI 290 - Major Instruction: Tuba (IAI: MUS 909)
- MUSI 291 - Major Instruction: Percussion (IAI: MUS 909)
- MUSI 292 - Major Instruction: Violin (IAI: MUS 909)
- MUSI 293 - Major Instruction: String Bass (IAI: MUS 909)
- MUSI 294 - Major Instruction: Electric Bass (IAI: MUS 909)
- MUSI 295 - Major Instruction: Guitar (IAI: MUS 909)
- MUSI 296 - Major Instruction: Voice (IAI: MUS 909)
- MUSI 297 - Major Instruction: Piano (IAI: MUS 909)
- MUSI 298 - Major Instruction: Organ (IAI: MUS 909)

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required**66 Credit Hours**

A.F.A. Degree

ASSOCIATE IN FINE ARTS MUSIC PERFORMANCE—0903A

Students who intend to major in music 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.

To transfer as a junior into either a baccalaureate program with a major in Music Performance or Music Education, students may select one of the two options described below in consultation with a music department advisor. Completion of the A.F.A. degree, however, does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or A.S. degree. Therefore, students will need to fulfill general education requirements of the institution to which they transfer. Transfer admission is competitive. Completion of one of the two options alone does not guarantee admission either to the baccalaureate program or to upper division or specialty music courses. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer. In some colleges and universities, a baccalaureate degree may also require competency in a foreign language.

Students who intend to major in Music Business, Music Theory, Jazz Studies, Jazz Performance, Theory/Composition, Sacred Music, or Music Pedagogy will follow curriculum guidelines that may vary from those specified in the A.A., A.S. or the A.F.A. Degree.

Note: The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the A.F.A. Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will 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.

General Education Communications Requirement

9 Credit Hours

Three courses must be selected from the general education core list: two writing sequence courses (with grade of “C” or better) and one oral communications course.

General Education Mathematics Requirement

3 Credit Hours

Select one course from the general education core list.

General Education Physical & Life Sciences Requirement

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.

General Education Humanities Requirement

6 Credit Hours

Choose two courses from the Humanities Group (a) and/or Interdisciplinary Group (c) only. DO NOT select a course from the Fine Arts Group (b). In addition, one course must be a western culture course and one course must be a non-western culture course. (Courses from the Interdisciplinary Group are western culture courses.) See general education core list.

General Education Social & Behavioral Sciences Requirement

3 Credit Hours

Select one course from the general education core list.

Advising Tip for Social & Behavioral Sciences Requirement

In order to satisfy IAI transfer practices, two additional social/behavioral science electives are required to accumulate a total of nine credit hours from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI) in this category. See general education core list.

Human Relations Requirement

Students must satisfy a human relations course requirement by successfully completing one of the following humanities/fine arts courses (LITT 135, LITT 234) or one of the following social/behavioral science courses (ANTH 231, HIST 232, PSYC 131, PSYC 260, SOCI 132, SOCI 150).

Major Field and Elective Course Requirement

35 Credit Hours

Music Theory (includes Aural Skills):

MUSI 135-Music Theory I (IAI: MUS 911)
MUSI 136-Music Theory II (IAI: MUS 912)
MUSI 235-Music Theory III (IAI: MUS 913)
MUSI 236-Music Theory IV (IAI: MUS 914)

Music Literature/History:

MUSI 138-Introduction to Music Literature (IAI: F1 901, MUS 905)

Keyboard Skills:

MUSI 161-Class Instruction: Piano I (IAI: MUS 901)
MUSI 162-Class Instruction: Piano II (IAI: MUS 902)
MUSI 261-Class Instruction: Piano III (IAI: MUS 903)
MUSI 262-Class Instruction: Piano IV (IAI: MUS 904)

Ensemble:

MUSI 141-College Choir (IAI: MUS 908)
MUSI 142-Limited Edition (IAI: MUS 908)
MUSI 143-Concert Band (IAI: MUS 908)
MUSI 144-Concert Choir (IAI: MUS 908)
MUSI 145-Jazz Band (IAI: MUS 908)
MUSI 146-Symphony Orchestra (IAI: MUS 908)
MUSI 147-Guitar Ensemble (IAI: MUS 908)

Applied Instruction:

Students should successfully complete one course four times for a total of at least eight credit hours.

MUSI 283 - Major Instruction: Flute and Piccolo (IAI: MUS 909)
MUSI 284 - Major Instruction: Oboe & English Horn (IAI: MUS 909)
MUSI 285 - Major Instruction: Clarinet (IAI: MUS 909)
MUSI 286 - Major Instruction: Bassoon (IAI: MUS 909)
MUSI 287 - Major Instruction: Saxophone (IAI: MUS 909)
MUSI 288 - Major Instruction: Trumpet (IAI: MUS 909)
MUSI 289 - Major Instruction: Trombone (IAI: MUS 909)
MUSI 290 - Major Instruction: Tuba (IAI: MUS 909)
MUSI 291 - Major Instruction: Percussion (IAI: MUS 909)
MUSI 292 - Major Instruction: Violin (IAI: MUS 909)
MUSI 293 - Major Instruction: String Bass (IAI: MUS 909)
MUSI 294 - Major Instruction: Electric Bass (IAI: MUS 909)
MUSI 295 - Major Instruction: Guitar (IAI: MUS 909)
MUSI 296 - Major Instruction: Voice (IAI: MUS 909)
MUSI 297 - Major Instruction: Piano (IAI: MUS 909)
MUSI 298 - Major Instruction: Organ (IAI: MUS 909)

Residency Requirement

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

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required

63 Credit Hours

A.G.S. Degree

ASSOCIATE IN GENERAL STUDIES

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 on the [General Information](#) page under “Credit for Prior Learning”.

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 Dean of Academic Affairs. This contract may not be changed without the mutual agreement of you and your counselor,
- Successfully complete 60 credit hours of an approved program, including 30 semester hours at L&C with a minimum of 20 credit hours earned after signing the AGS contract.

Note: 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

Career Programs

A.A.S. Degrees

ASSOCIATE IN APPLIED SCIENCE

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 Communications Requirement: 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, ENGL 132, ENGL 141, ENGL 237, SPCH 131, SPCH 145, SPCH 151.

General Education Mathematics and/or Physical & Life Sciences Requirement: 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; BUSN 246; any physical/life science course (BIOL, CHEM, PHSC, PHYS).

General Education Humanities & Fine Arts Requirement: 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: AGSC 133, HUMN 241, PHIL 241, any course indicated on the general education humanities/fine arts list. See [General Education Core Courses](#), page 64.

General Education Social & Behavioral Sciences Requirement: 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](#), page 70.

Major Field and Elective Course Requirement

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.

U.S. and Illinois Constitution Requirement

Complete by test, graduation from an Illinois high school, or by successfully completing one of the following courses: HIST 231, POLS 131, POLS 132.

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: Note: Number Depends on Program

Note: A.A.S. Degree programs are available in the career fields listed. Please note and use the appropriate career program number 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 provide other indirect assistance to those who are enrolled in a vocational program and have the intent of entering the workplace directly following the receipt of a degree or certificate.

Accounting - 5002A

Automotive Technology - 5306A

Child Development - 5585A

Computer Graphics - 5701A

Computer Network & System Technology - 5105C

Computer Programming & Analysis - 5101A

Criminal Justice - 5505A

Dental Hygiene - 5202A

Drafting/CAD Technology - 5303A

Engineering Technology - 5304A

Exercise Science - 5561A

Fire Science - 5507A

Food Service Management - 5010B

Management - 5085A

Nursing (Associate Degree Nursing) - 5208A

Occupational Therapy Assistant - 5230A

Office Assistant - Administrative - 5005C

Office Assistant - Legal - 5005D

Office Assistant - Medical - 5005F
Paramedicine - 5009A
Radio Broadcasting - 5008A
Therapeutic Massage - 5255A
Web Design - 5005G

Educational Guarantees:

L&C participates in a statewide Educational Guarantees Program in which the College guarantees all A.A.S. occupational programs: Lewis and Clark Community College, as a demonstration of its dedication to providing exemplary programs and services and as a reflection of its pride, confidence, and accountability in education and workforce preparation, hereby guarantees that all graduates of its occupational programs have obtained the academic and technical skills that the program is designed to teach as outlined in the individual course syllabi. Graduates who jointly with their employers determine they are lacking in the academic or technical skills taught in the program shall be permitted to enroll in a maximum of 12 credit hours of appropriate instruction.

Notification and Conditions: To call the guarantee, the student shall provide a letter to the program coordinator with needed documentation. The graduate must be employed in a position directly related to the program of study and must submit a letter jointly signed by the graduate and his/her employer within one year of program completion certifying that the graduate is lacking skills guaranteed in the program. Upon the College's verification of eligibility under the guarantee, the program coordinator will work with the graduate, and, if appropriate, the employer to develop and individualized retraining plan. The training must be completed within two calendar years of calling the guarantee. In the event of a disagreement between the program coordinator and an employer regarding appropriate skills, the Academic Vice President or her designee will serve as an arbitrator.

Certificate of Proficiency

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 nine hours of the Certificate of Proficiency at L&C,
- Maintain a cumulative grade point average 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 number on your Registration Card.

Accounting - 5002J

Apprenticeship Programs

Electrician - 5317L

Machine Tool - 5317P

Automotive

Automotive Drive Lines, Suspension and Brakes - 5306M

Automotive Performance, Accessories and Electrical - 5306N

Child Development - 5585J

Computer Graphics - 5701J

Computer Network & System Technology:

Microsoft Network Specialist - 5105L

Network & Cisco Router Administrator - 5105M

PC Servicing - 5105J

Criminal Justice - 5505J

Dental Assisting - 5202J

Drafting/CAD - 5303J

Fire Science - 5507J

Food Service Operations - 5010K

Industrial Maintenance-Mechanical - 5312R

Management - 5085J

Office Technology

Office Specialist - Administrative - 5005M

Office Specialist - Legal - 5005Q

Office Specialist - Medical - 5005N

Paraeducator - 5586J

Paramedicine - 5509J

Radio Broadcasting - 5008K

Therapeutic Massage - 5255J

Certificate of Completion

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
- Complete six hours of the Certificate of Completion at L&C,
- Maintain a cumulative grade point average 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 Completion and apply for the Certificate through the appropriate division office and receive final approval by the Dean of Applied Technology and Business.

Please note and use the appropriate program number on your Registration Card.

Accounting Clerk - 5002R

Apprenticeship Program

Construction Methods I - 5317R

Case Management for Aging Clients - 5206R

Child Care Assistant

Child Care Assistant I - 5585R

Child Care Assistant II - 5585S

Child Care Assistant III - 5585T

Computer Graphics - 5701R

Digital Publishing - 5701S

Computer Network & System Technology

CISCO Network Administrator - 5105Z

CISCO Network Professional - 5105T

Computer Electronics - 5105W

Computer System Technology - 5105Q

Microsoft System Administrator - 5105U

Network Security - 5105X

Network Specialist - 5105R

PC Servicing - 5105V

Computer Information Systems

COBOL Programming - 5101M

Computer Programming - 5101P

Database Programming - 5101T

Information Systems Programming - 5101V

Mainframe Programming - 5101U

Microsoft Office Tech - 5101N

Multimedia and Digital Design - 5101X

Object Oriented Programming - 5101O

Oracle SQL *Plus for End Users - 5101Q

Project Management Tools - 5101Y

Web Programming - 5101W

Fire Science

Company Officer - 5507U

Fire Apparatus Operator - 5507W

Fire Instructor - 5507V

Fire Prevention Specialist - 5507T

Firefighter-Advanced - 5507S

Firefighter-Basic - 5507R

Hazardous Materials Operator - 5507Y

Roadway Rescue Specialist - 5507X

Fundamentals of Machining - 5312S

Hospitality Industry

Custodial Administrator - 5020T

Floor Care - 5020S

General Cleaning - 5020R

Food Service Procedures - 5010T

Food Service Support I - 5010U

Food Service Support II - 5010V

Library Science and Technology - 5504R

Management

Management Finance - 5003S

Management Human Resources - 5085B

Management Marketing - 5004S

Management Operations - 5085C

Management Small Business - 5085D

Nursing/Allied Health

Nurse Assistant - 5201R

Unit Clerk - 5201S

Office Technology

Basic Computer User Skills - 5005Z

Basic Web Design - 5005W

Computer User Skills - 5005Y

Medical Insurance Billing - 5005T

Medical Transcription - 5005U

Microsoft Office

Applications (Core) - 5005V

Microsoft Office

Applications - Expert - 5005X

Office Clerk - 5005S

Welding Principles - 5308S

Accounting

Business Division • Program Coordinator Bob DiPaolo

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.

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 two evening classes.

Please Note: 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 bachelors 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. Student interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Student must meet all institutional requirements for the Associate in Applied Science Degree.

Associate in Applied Science Degree - 5002A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
ACCT 131	Financial Accounting	3
BUSN 131	Introduction to Modern Business	3
CIS 135	Computer Literacy	3
ENGL 131	First Year English I	3
MATH 131	College Algebra (4)	
or		
MATH 137	Elementary Mathematical Modeling (3)	3-4
Total		15-16

Accounting *continued* --

Spring Semester

ACCT 132	Managerial Accounting	3
BUSN 141	Business and the Legal Environment	3
BUSN 246	Quantitative Business Methods (3)	
or		
MATH 145	General Education Statistics (4)	
or		
MATH 235	Statistics (4)	3-4
ECON 151	Principles of Macroeconomics	
or		
ECON 152	Principles of Microeconomics	3
ENGL 132	First Year English II	
or		
ENGL 141	Business Communications	3
Total		15-16

SECOND YEAR

Fall Semester

*ACCT 280 may be taken anytime during the second year course sequence. If it is taken during the second year Fall sequence, either BUSN 141 or ENGL 141 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-Job Seeking Skills.

Course No.	Title	Credit hours
ACCT 234	Tax Accounting	3
ACCT 235	Intermediate Accounting I	3
BUSN 187	Financial Investments	3
CIS 252	Computer Software Applications	3
MGMT 237	Fundamentals of Management	3
SPCH 145	Public and Private Communications	
or		
SPCH 131	Public Speaking	3
Total		18

Spring Semester

ACCT 233	Cost Accounting	3
ACCT 236	Intermediate Accounting II	3
ACCT 280*	Accounting Co-Op	2-4
BUSN 215	Business Software Applications	3
MGMT 245	Financial Management	3
Humanities/Fine Arts Elective		3
Total		17-19

Total credit hours required for the A.A.S. degree in Accounting: **65**.

Accounting *continued* --

Certificate of Proficiency - 5002J

Although students may begin the Certificate of Proficiency in Accounting coursework in the Spring and Fall semester, those wishing to complete the program within a 12-month period should begin in Summer I.

Suggested course Sequence:

Summer I

ACCT 131	Financial Accounting	3
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Summer II

ACCT 132	Managerial Accounting	3
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Fall

ACCT 234	Tax Accounting	3
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ACCT 235	Intermediate Accounting I	3
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CIS 135	Computer Literacy	3
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MATH 131	College Algebra (or above	
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—except MATH 145)		<u>3-4</u>
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Total		12-13
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Spring

ACCT 233	Cost Accounting	3
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ACCT 236	Intermediate Accounting II	3
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BUSN 131	Introduction to Modern Business	3
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BUSN 215	Business Software Applications	3
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ENGL 131	First Year English I	
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or

ENGL 141	Business Communications	<u>3</u>
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Total		15
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Total credit hours required for the Certificate of Proficiency in Accounting: **33**.

Accounting Clerk

Certificate of Completion - 5002R

ACCT 131	Financial Accounting	3
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ACCT 132	Managerial Accounting	3
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ACCT 233	Cost Accounting	3
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ACCT 235	Intermediate Accounting I	3
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ACCT 236	Intermediate Accounting II	3
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BUSN 215	Business Software Applications	
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or

SMBU 139	Accounting for Small Business	<u>3</u>
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Total		18
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Total credit hours required for the Certificate of Completion in Accounting Clerk: **18**.

Apprenticeship Training

Applied Technology Division • Program Coordinator Mike Morgan

To assist in meeting the standards set by the Department of Labor's Bureau of Apprenticeship Training, L&C provides classroom instruction related to the on-the-job learning experience of the apprentice.

Apprenticeship includes full-time on-the-job training. L&C has no means of providing entrance into Apprenticeship Training. Persons interested can apply for such employment by contacting the officers of the Joint Apprenticeship Committee for a particular craft. An application can be made to one of the outside craft committees by contacting the secretary or chairman of a particular committee. The names of the officers of such committees can be obtained from the U.S. Department of Labor Bureau of Apprenticeship or from the local State Employment Service.

Apprenticeship Training - Electrician Certificate of Proficiency - 5317L

For additional information, contact Nancy Brown, IBEW, 618-468-2305.

ELAP 120	Electrician Apprenticeship I	4
ELAP 121	Electrician Apprenticeship II	4
ELAP 122	Electrician Apprenticeship III	4
ELAP 123	Electrician Apprenticeship IV	4
ELAP 124	Electrician Apprenticeship V	4
ELAP 125	Electrician Apprenticeship VI	4
ELAP 126	Electrician Apprenticeship VII	4
ELAP 127	Electrician Apprenticeship VIII	4
Total		32

Machine Tool Apprenticeship Certificate of Proficiency - 5317P

For additional information, contact Phil Gruber, District 9-IAM, 314-739-6200.

MTAP 120	Machine Tool Apprenticeship I	4.5
MTAP 121	Machine Tool Apprenticeship II	4.5
MTAP 122	Machine Tool Apprenticeship III	4.5
MTAP 123	Machine Tool Apprenticeship IV	4.5
MTAP 124	Machine Tool Apprenticeship V	4.5
MTAP 125	Machine Tool Apprenticeship VI	4.5
MTAP 126	Machine Tool Apprenticeship VII	4.5
MTAP 127	Machine Tool Apprenticeship VIII	4.5
Total		36

Construction Methods I Certificate of Completion - 5317R

For additional information, contact Dustin Ramage, SW Illinois Laborers and Contractors Joint Apprenticeship and Training Program, 618-345-3518.

LBAP 141	Mason Tending	2
LBAP 142	Concrete Practices and Procedures	2
LBAP 143	Asphalt Technology and Construction	2
Total		6

Automotive Technology

Applied Technology Division • Program Coordinator Ron Tuetken

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.

High-Tech Facilities: 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.

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.

Automotive Technology *continued* --

Successful completion shall be defined as having received a passing grade.

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.

Associate in Applied Science Degree - 5306A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
AUTO 140	Orientation to Automotive Technology	1
AUTO 143	Introduction to Alignment, Suspension, Steering and Brakes	3
AUTO 145*	Introduction to Automotive Electrical, Heating and Air Conditioning	3
AUTO 243	Brake Systems Diagnosis and Repair	4
AUTO 246	Electrical Systems Diagnosis and Repair	4
MATH 112	Elementary Algebra	
or		
MATH 125	Technical Mathematics	<u>3</u>
	Total	18

Spring Semester

AUTO 244	Alignment, Suspension and Steering	4
AUTO 245	Automotive Heating, Cooling and Air Conditioning	4
ENGL 131	First Year English I	3
PHYS 125	Applied Physics I	
or		
PHYS 130	Concepts of Physics	4
	Total	15

Summer Session

Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective	<u>3</u>
Total	6

Note: Summer courses optional. These courses may be taken during a regular Fall or Spring term.

SECOND YEAR

Fall Semester

AUTO 141	Introduction to Automotive Engine Performance and Repair	3
AUTO 147	Introduction to Automatic and Manual Transmissions and Drive Lines	3
AUTO 242	Automotive Engine Performance	4
AUTO 247	Manual Drive Lines and Axle Assemblies	4
ENGL 237	Technical Communication	<u>3</u>
	Total	17

Spring Semester

AUTO 241	Automotive Engine Repair	4
AUTO 248	Automatic Transmissions and Transaxles	4
AUTO 279	Advanced Engine Performance	6
AUTO 280	Automotive Technology Internship	<u>3</u>
	Total	17

Total credit hours required for the A.A.S. in Automotive Technology: **73**.

*Upon successful completion of AUTO 145, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery examination.

Automotive Technology *continued* --

Automotive Drive Line, Suspension & Brakes Certificate of Proficiency - 5306M

FIRST SEMESTER

Course No.	Title	Credit hours
AUTO 140	Orientation to Automotive Technology	1
AUTO 143	Introduction to Alignment, Suspension, Steering and Brakes	3
AUTO 147	Introduction to Automatic and Manual Transmissions and Drive Lines	3
AUTO 243	Brake Systems Diagnosis and Repair	4
AUTO 247	Manual Drive Lines and Axle Assemblies	4
	Total	15

SECOND SEMESTER

AUTO 141	Introduction to Automotive Engine Performance and Repair	3
AUTO 241	Automotive Engine Repair	4
AUTO 244	Alignment, Suspension and Steering	4
AUTO 248	Automatic Transmissions & Transaxles	4
	Approved Auto Drive Line Electives (See list)	<u>2-4</u>
	Total	17-19

Approved Automotive Drive Line, Suspension & Brakes Electives List

AUTO 145*	Introduction to Automotive Electrical, Heating and Air Conditioning	3
AUTO 242	Automotive Engine Performance	4
AUTO 250	Independent Study in Automotive Technology	2-3
AUTO 251	Automotive Machine Shop	3
AUTO 280	Automotive Technology Internship	3
WELD 191	Basic Welding	2

Total credit hours required for the Certificate of Proficiency in Automotive Drive Line, Suspension and Brakes: **32**.

*Upon successful completion of AUTO 145, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination.

Automotive Performance, Accessories and Electrical Certificate of Proficiency - 5306N

FIRST SEMESTER

Course No.	Title	Credit hours
AUTO 140	Orientation to Automotive Technology	1
AUTO 141	Introduction to Automotive Engine Performance and Repair	3
AUTO 145*	Introduction to Automotive Electrical, Heating and Air Conditioning	3
AUTO 242	Automotive Engine Performance	4
AUTO 246	Electrical Systems Diagnosis & Repair	4
	Total	15

SECOND SEMESTER

AUTO 245	Automotive Heating, Cooling and Air Conditioning	4
AUTO 279	Advanced Engine Performance	6
ELTN 131	Fundamentals of Electricity	4
	Approved Auto Perf & Acc Elective (See list)	<u>3-4</u>
	Total	17-18

Approved Automotive Performance, Accessories and Electrical Electives List

AUTO 143	Introduction to Alignment, Suspension, Steering and Brakes	3
AUTO 147	Introduction to Automatic and Manual Transmissions and Drive Lines	3
AUTO 241	Automotive Engine Repair	4
AUTO 250	Independent Study in Automotive Technology	3
AUTO 280	Automotive Technology Internship	3

Total credit hours required for the Certificate of Proficiency in Automotive Performance, Accessories and Electrical: **32**.

*Upon successful completion of AUTO 145, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination.

Case Management For Aging Clients

Allied Health Division • Director of Nursing Education Donna Meyer, RN, MSN

With the exponential increase in numbers of aging citizens, older Americans find themselves in various stages of declining health and at fluctuating levels of need of assistance in planning, accessing, and evaluating their individual personal, social, legal, and medical needs.

Considering the current tendencies of families to be more geographically distant, the increasing complexity of today's society, and the effect of rapid technological advances on the daily lives of the elderly, many seniors find themselves increasingly in need of support. The need is not only medical, financial, social, and legal, but also deeply personal and often even spiritual.

The role of geriatric case manager involves assisting individuals in both assessing and meeting their personal, social, legal, and medical needs. Employment for case managers can be as independent practitioners or as associates in the traditional healthcare fields of medicine, nursing, homecare, dental, physical and/or occupational therapy; or in more diverse areas of consumer needs and retail shopping.

This program is offered as four, two-credit hour theory classes followed by a two-credit hour clinical/seminar experience. A certificate of proficiency is awarded after completion of all five courses. It is designed as sequential courses and is presented in an Internet format. This format requires that students have access to a computer with Internet connection. Computer labs are available for student use on campus.

This program is designed for students with or without medical backgrounds. There are no prerequisites. Several national organizations offer testing and certification as Certified Case Managers which students may seek after completion of this program. Some of these organizations require experience and/or licensure in allied health fields such as nursing, social work, occupational or physical therapy, or pharmacy to sit for certification exams, others do not. Students who do not possess a license in a related allied health field may complete the program and serve in various positions as non-credentialed case managers. Many people will seek this program as a means of obtaining a better understanding of the aging process and related needs and support services to meet their own personal needs and those of friends and family.

There is no selective admission process. Anyone may register for these courses, but they are designed to be taken in sequential order. In the final course, the student will be required to identify a site for practicum experience, within guidelines and subject to faculty approval.

Certificate of Completion - 5206R

Course No.	Title	Credit Hours
CAMA 135	Aging and Related Needs	2
CAMA 140	Medical Issues Related to Aging	2
CAMA 145	Functional Assessment	2
CAMA 150	Social Needs and Role Functions	2
CAMA 155	Experience in Geriatric Setting	2
	Total	10

Total credit hours for a Certificate of Completion in Case Management for Aging Clients: **10**.

Child Care Assistant

Business Division

Child Care Assistant I Certificate of Completion - 5585R

The Child Care Assistant I program prepares students to conduct the most basic of child care services, including monitoring. Students receive an overview of the skills necessary to work in a child care center as well as instruction in sanitation and safety.

Course No.	Title	Credit hours
EDUC 050	Preview Training for Child Care Jobs	3
HIM 140	Food Service Sanitation	1
	Total	4

Total credit hours for a Certificate of Completion in Child Care Assistant I: 4.

Child Care Assistant II Certificate of Completion - 5585S

The Child Care Assistant II program prepares students to conduct fundamental child care services, including planning, organizing, and conducting meaningful play and learning activities. Students receive an overview of health information essential for meeting the needs of daily living, including professional, parent and community responsibilities. Students also study the basic factors that affect the health and safety of children. The nutritional needs for development, hygiene, childhood diseases, safety and standards for licensure are also covered in this program.

Course No.	Title	Credit hours
CHDV 139	Health, Safety and Nutrition	3
HEED 133	Personal and Community Health	3
	Total	6

Total credit hours for a Certificate of Completion in Child Care Assistant II: 6.

Child Care Assistant III Certificate of Completion - 5585T

The Child Care Assistant III program prepares students to work in a child care center, including child supervision and record keeping activities. Students receive training on the physical care and teaching techniques that foster optimum growth and development in infants and toddlers. Licensing requirements and designing a hazard-free environment are covered. Students will participate in a cooperative work experience program at an approved training site, working between 80–320 hours of supervised, goal-oriented instruction.

Course No.	Title	Credit hours
CHDV 142	Infant/Toddler Care	3
COOP 131	Cooperative Education Experience I	1-4
	Total	4-7

Total credit hours for a Certificate of Completion in Child Care Assistant III: 4.

Child Development

Business Division • Program Coordinator Kathleen Medder

Some individuals have the special talent of being able to work well with children. Early childhood teachers help children explore their interests, develop independence, build self-esteem, and learn how to interact appropriately with other children and adults and play an important role in the children's preschool experiences.

Employment opportunities are projected to increase. The demand for quality child care programs and teachers is critical. There are more positions for people trained to work with young children than there are people to fill those positions.

Lewis and Clark offers an Associate in Applied Science degree and a Certificate of Proficiency in Child Development. The A.A.S. degree prepares the graduate to not only serve as a director of child development program but specifically meets the educational requirement of the law No Child Left Behind.

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. All instructors have masters degrees and are experienced in teaching young children.

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 aides or paraeducators 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.

Note: Students have a grade of "C" or better in all CHDV classes to graduate.

Coordinator Recommendations: 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 the CHDV 131 and CHDV 133 classes.

Students enrolled in the certificate or the AAS degree program should definitely take PSYC 131 and CHDV 131 the first semester of study and carefully follow the sequence of classes listed in the catalog as some classes are only offered once a year or on the even years.

Child Development *continued* --

Child Development Associate in Applied Science Degree - 5585A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
CHDV 131	Introduction to Child Development	3
CHDV 133	Child Growth and Development	3
CHDV 137	Observation and Guidance of Children	3
ENGL 131	First Year English I	3
PSYC 131	General Psychology	3
Total		15

Spring Semester

CHDV 136	Psychology of the Exceptional Child	3
CHDV 232	Curriculum for Young Children	3
CHDV 234	Children's Laboratory	3
HEED 131	First Aid	
or		
HEED 133	Personal and Community Health	3
PSYC 233	Child Psychology	3
SPCH 131	Public Speaking	3
Total		18

SECOND YEAR

Fall Semester

CHDV 240	Seminar in Child Development	2
CHDV 271	Child Development Internship	3
LITT 140	Literature and Related Media for Children	3
MATH 129	Business Mathematics (or above)	3
	Physical/Life Science Elective	3-4
Total		14-15

Spring Semester

CHDV 236*	Administration of a Child Development Program (*Note: Offered even years only)	3
	Child Development Electives (See list)	9
MUSI 133	Music for the Preschool Teacher	3
SOCI 240	Marriage and the Family	3
Total		18

Total credit hours required for the A.A.S. in Child Development: **65**.

Approved Child Development Electives List

CHDV 139	Health, Safety and Nutrition (Strongly Recommended)	3
CHDV 142	Infant/Toddler Care	3
CHDV 145	School-Age Child Care	3
CHDV 150	Topics - Administration	1
CHDV 152	Topics - Curriculum	1
CHDV 154	Topics - Special Needs	1

Child Development *continued* --

Child Development Certificate of Proficiency - 5585J

FIRST SEMESTER

Course No.	Title	Credit hours
CHDV 131	Introduction to Child Development	3
CHDV 133	Child Growth and Development	3
CHDV 137	Observation and Guidance of Children	3
ENGL 131	First Year English I	3
PSYC 131	General Psychology	3
Total		15

SECOND SEMESTER

CHDV 136	Psychology of the Exceptional Child	3
CHDV 232	Curriculum for Young Children	3
CHDV 234	Children's Laboratory	3
HEED 131	First Aid	
or		
HEED 133	Personal and Community Health	3
PSYC 233	Child Psychology	3
SPCH 131	Public Speaking	3
Total		18

Total credit hours for a Certificate of Proficiency in Child Development: **33**.

Computer Graphics

Program Coordinator Steve Campbell

The Computer Graphics Program is an intensive immersion into digital design using traditional design concepts 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 critical thinking skills. You'll receive hands-on experience in our cross platform computer labs 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.

Computer Graphics Associate in Applied Science Degree - 5701A

First Semester

Course No.	Title	Credit Hours
ART 131	Basic Design I	3
ART 141	History of Art I	3
CGRD 139	Fundamentals of Desktop Publishing	3
CGRD 142	Adobe Photoshop	2
CGRD 144	Adobe Illustrator	2
Total		13

Second Semester

ART 132	Basic Design II	3
ART 151	Introduction to Photography	
or		
CGRD 140	Digital Photography	3
ART 161	Graphic Design I	3
MATH 129	Business Mathematics	3
OTEC 114	Microsoft PowerPoint (Core)	1
	Total	13

Third Semester

ART 133	Drawing I	3
ENGL 131	First Year English I	3
	Total	6

Fourth Semester

Course No.	Title	Credit Hours
ART 162	Graphic Design II	3
ENGL 141	Business Communications	3
MKTG 131	Introduction to Marketing	3
PSYC 131	General Psychology	3
	Approved Computer Graphics Elective (See list)	6
	Total	18

Fifth Semester

ART 262	Graphic Design III	3
CGRD 243	Marketing Creative Portfolios	3
CGRD 264	Computer Graphics Cooperative	3
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3
	Mathematics or Physical/Life Science Elective	3
	Total	15

Computer Graphics *continued*

Approved Computer Graphics Electives List

ART 136	Three Dimensional Design	3
ART 142	History of Art II	3
ART 152	Intermediate Photography	3
CGRD 239	Advanced Desktop Publishing	3
CGRD 240	Computer Animation	3
CGRD 241	Advanced Digital Photography	3
CGRD 242	Advanced Adobe Photoshop	2
CGRD 244	Advanced Adobe Illustrator	2
MCOM 130	Intro to Video Production	3
MCOM 230	Video Production II	3
WEB 135	Web Page Design Essentials	3
WEB 140	HTML	3
WEB 145	Photoshop for the Web	1
WEB 150	DreamWeaver	3
WEB 245	Web Animation Using Macromedia Flash	3

Total hours required for A.A.S. in Computer Graphics: **65**.

Computer Graphics Certificate of Proficiency - 5701J

First Semester

Course No.	Title	Credit Hours
ART 131	Basic Design I	3
ART 133	Drawing I	3
CGRD 139	Fundamentals of Desktop Publishing	3
CGRD 142	Adobe Photoshop	2
CGRD 144	Adobe Illustrator	2
	Total	13

Second Semester

ART 132	Basic Design II	3
ART 141	History of Art I	3
ART 161	Graphic Design I	3
OTEC 114	Microsoft PowerPoint (Core)	1
	Approved Computer Graphics Elective (See list)	<u>3</u>
	Total	13

Third Semester

ART 151	Introduction to Photography	
or		
CGRD 140	Digital Photography	3
ART 162	Graphic Design II	3
OTEC 160	Office Practicum	2
	Approved Computer Graphics Elective (See list)	<u>6</u>
	Total	14

Approved Computer Graphics Electives List

ART SPECIALTY

ART 136	Three Dimensional Design	3
ART 152	Intermediate Photography	3
CGRD 240	Computer Animation	3
CGRD 242	Advanced Adobe Photoshop	2
CGRD 244	Advanced Adobe Illustrator	2

JOURNALISM SPECIALTY

CGRD 239	Advanced Desktop Publishing	3
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VIDEO PRODUCTION SPECIALTY

MCOM 130	Intro to Video Production	3
MCOM 230	Video Production II	3

Computer Graphics *continued*

WEB PUBLISHING SPECIALTY

CGRD 240	Computer Animation	3
WEB 135	Web Page Design Essentials	3
WEB 140	HTML	3
WEB 145	Photoshop for the Web	1
WEB 150	DreamWeaver	3
WEB 241	JavaScript	3
WEB 245	Web Animation Using Macromedia Flash	3

Total hours required for Certificate of Proficiency in Computer Graphics: **40**.

Computer Graphics Certificate of Completion - 5701R

First Semester

Course No.	Title	Credit Hours
CGRD 139	Fundamentals of Desktop Publishing	3
CGRD 142	Adobe Photoshop	2
CGRD 144	Adobe Illustrator	2
	Total	7

Second Semester

ART 161	Graphic Design I	3
	Approved Computer Graphics Elective (See list)	6
	Total	9

Third Semester

ART 162	Graphic Design II	3
CGRD 240	Computer Animation	3
	Total	6

Approved Computer Graphics Electives List

ART 152	Intermediate Photography	3
CGRD 239	Advanced Desktop Publishing	3
MCOM 130	Intro to Video Production	3
MCOM 230	Video Production II	3
WEB 135	Web Page Design Essentials	3
WEB 140	HTML	3
WEB 241	JavaScript	3

Total hours required for Certificate of Completion in Computer Graphics: **22**.

Digital Publishing Certificate of Completion - 5701S

First Semester

Course No.	Title	Credit Hours
ART 131	Basic Design I	3
CGRD 139	Fundamentals of Desktop Publishing	3
CGRD 140	Digital Photography	3
CGRD 142	Adobe Photoshop	2
WEB 135	Web Page Design Essentials	3

Total hours required for Certificate of Proficiency in Digital Publishing: **14**.

Computer Information Systems

Applied Technology Division • Program Coordinator Jan Hayes

The best opportunity for programmers is for those with a four-year degree. Training or certificates in the field could help you take advantage of new job opportunities.

The Computer Information Systems (CIS) department offers basic computer training and specialized advanced training.

1. AAS Degrees.

Enrollment is currently accepted only in the 30 and Out Option, Transfer (1701A Pre-CMIS) or certificates.

2. 30 and Out AAS Degree.

Students who have already earned a bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Computer Programming and Analysis by completing 30 semester hours of approved Computer Information Systems course work. Students interested in this program option must contact the CIS coordinator to receive written approval detailing the specific course required for this degree option.

3. Transfer.

Several options are available for students interested in pursuing a Bachelor's Degree in the Information Systems area. capstone and 2 + 2 agreements allow students to complete an AAS degree in computer Programming and Analysis and transfer to a four-year school to complete the last two years of a Bachelor's Degree. Interested students should meet with L&C's Computer Information Systems coordinator or a CIS faculty member for specific requirements. The following options are available to students pursuing a Bachelor's Degree:

- * Pre-CMIS (In the "Transfer Degrees" section) provides courses in general studies, math, science, and information systems which will enable student to enter as a junior at a four-year college. Care must be taken to identify the requirements of the four-year institution early in this degree.

- * **Transfer agreements are in place for the universities listed below. (Please contact the CIS Coordinator or one of the CIS faculty members for information.)**

- Southern Illinois University-Edwardsville
- Southern Illinois University-Carbondale
- Washington University
- St. Louis University

4. Certificates.

In addition to the two degrees, the CIS department now offers the following certificates:

- * Mainframe Programming
- * COBAL Programming
- * Information Systems Programming
- * Object Oriented Programming
- * Oracle SQL *Plus for End Users
- * Web Programming (in the Web section) - Courses are designed to teach students how to develop and enhance Internet Web pages.
- * Multimedia - Courses are designed for individuals who desire to learn new skills or enhance present skills in the area of multimedia and digital design production.
- * Project Management - Course are designed to further the student's ability to manage a large project from concept to implementation.

Nature of Work: Computer professionals analyze user needs and apply their knowledge of computer hardware and software to satisfy those needs. Computer programmers write detailed instructions using various computer languages and software development tools. Some programmers work from descriptions prepared by systems analysts, while in other organizations, particularly small ones, workers are responsible for both system analysis and programming.

Skills and Abilities: Employers look for people who can think logically and are capable of exacting analytical work. Employees in this field should have patience and persistence and a sound knowledge of their field.

Computer Information Systems *continued* --

Important NOTE: CIS classes taken longer than seven years prior to graduation must be retaken or a proficiency test must be passed to insure that the student has retained his or her knowledge from the classes previously taken.

Computer Programming and Analysis Associate in Applied Science Degree - 5101A

FIRST YEAR

First Semester

Course No.	Title	Credit Hours
CIS 131	Exploring Computer Skills	3
CIS 135	Computer Literacy	3
CIS 140	Computer Programming Logic	3
CIS 144	Systems Analysis and Design	3
ENGL 131	First Year English I	3
Total		15

Second Semester

CIS 130	Intro to Programming (Quick BASIC)	3
CIS 145	Database Design Concepts	3
CIS 200	COBOL	4
CIS 235	C Programming	3
MATH 145	General Education Statistics	4
Total		17

SECOND YEAR

First semester

CIS 142	Alternate Operating Systems	3
CIS 236	C++ Programming Language	3
CIS 260	Event-Driven Programming (VB)	3
WEB 140	HTML	3
	Communications Elective (See Communications List)	3
Total		15

Second Semester

CIS 252	Computer Software Applications	3
CIS 280	Computer Info Systems Co-op I	2
ECON 151	Principles of Macroeconomics	
or		
ECON 152	Principles of Microeconomics	3
JOBS 132	Targeting the Job Market	
or		
JOBS 133	Job Seeking Skills	1
MATH 137	Elementary Mathematical Modeling	3
Humanities/Fine Arts Elective		3
Total		15

Total hours required for A.A.S. in Computer Programming and Analysis: **62**.

Approved Communications Electives List

ENGL 141	Business Communications	3
ENGL 237	Technical Communication	3
SPCH 131	Public Speaking	3
SPCH 145	Public and Private Communications	3

COBOL Programming Advanced Certificate of Completion - 5101M

This COBOL Programming certificate of completion is primarily designed for computer programmers seeking to develop additional expertise in mainframe applications. The certificate covers the basic techniques and troubleshooting aids necessary for the efficient solution of computer programming logic problems and introduces the

Computer Information Systems *continued* --

programming languages relevant to the Mainframe Computer environment. NOTE: Student should review the LCCC catalog and contact an advisor to verify that they meet course prerequisites.

Course No.	Title	Credit Hours
CIS 140	Computer Programming Logic	3
CIS 200	COBOL	4
CIS 232	Advanced Programming Techniques	3
	Total	10

Total hours required for Certificate of Completion in COBOL Programming: 10.

Computer Programming Certificate of Completion - 5101P

This certificate of completion is a credential targeted for individuals who desire to upgrade and develop expertise in the computer programming area. The program covers structured programming using Quick BASIC, C, C++, and Visual Basic using problem solving techniques and algorithm development in a procedural fashion to design, code, test, and document programs. This credential enhances computer programming skills with the design and implementation of large-scale problems, including abstract data types, data structures, files, lists, stacks, queues, trees, and graphs. Complex issues such as class and object relationships, inheritance, overloading, virtual functions, searching, sorting, and recursion are covered. Students develop complex practical applications and user interface design skills, learning algorithm development, structured design, data validation and file processing. Control arrays, multiple forms, global variables, exception handling, and database manipulation are also covered.

Course No.	Title	Credit Hours
CIS 130	Intro to Programming (Quick BASIC)	3
CIS 235	C Programming	3
CIS 236	C++ Programming Language	3
CIS 260	Event-Driven Programming (VB)	3
	Total	12

Total hours required for Certificate of Completion in Computer Programming: 12.

Database Programming Advanced Certificate of Completion - 5101T

This advanced certificate of completion is targeted for individuals who desire to upgrade and develop additional expertise in the computer programming area. This certificate covers the basic foundations of database design and is an introduction to four topics relevant to the database industry. Students entering this demanding program should have completed CIS 130-Intro to Programming (Quick BASIC) and CIS 140-Computer Programming Logic. Many of the course requirements listed below have some prerequisites. Students should review the Catalog and contact an advisor to verify they meet those prerequisites.

Course No.	Title	Credit hours
CIS 145	Database Design Concepts (3)	
or		
CIS 146	Intro to Relational Database Design (2)	2-3
CIS 253	Intro to Oracle/SQL	3
CIS 254	Programming Database Using PL/SQL	3
CIS 256	Oracle - Forms	3
CIS 257	Database GUI Development	3
	Database Programming Electives (See list)	6-7

Total hours required for Certificate of Completion in Database Programming: 20.

Computer Information Systems *continued* --

Approved Database Programming Electives List

CIS 200	COBOL	4
CIS 236	C++ Programming Language	3
CIS 260	Event-Driven Programming (VB)	3
CNET 200	Introduction to UNIX	3

Information Systems Programming Advanced Certificate of Completion - 5101V

The Information Systems Programming certificate of completion is an advanced credential that is targeted for individuals who desire to upgrade and develop additional expertise in the computer programming area. The program covers the basic foundations of programming in a networked environment and introduces programming languages relevant to the microcomputer. Students learn to apply the basics of popular computer system software including C, C++, Visual BASIC, JAVA, and several other programming languages as solutions to business problems. The Information Systems Programming certificate covers algorithm development in a procedural fashion as well as programming control structures necessary to design, code, test, and document programs. Students develop competencies in database design and manipulation techniques.

Students selecting this demanding program should have successfully completed several courses prior to program entry: CIS 130-Intro to Programming (QuickBASIC), CIS 140-Computer Programming Logic, and MATH 116-Intermediate Algebra. Students should review the Catalog and contact an advisor to verify they meet those prerequisites.

Course No.	Title	Credit Hours
CIS 142	Alternate Operating Systems	3
CIS 235	C Programming	3
CIS 236	C++ Programming Language	3
CIS 260	Event-Driven Programming (VB)	3
WEB 240	JAVA Programming	3
Information Systems Programming Electives (See list)		5 or 6
Total		20

Total hours required for Certificate of Completion in Information Systems Programming: **20**.

Approved Information Systems Programming Electives List

CIS 145	Database Design Concepts (3)	
or		
CIS 146	Intro to Relational Database Design (2)	2 or 3
CIS 253	Intro to Oracle/SQL	3
CNET 200	Introduction to Unix	3

Mainframe Programming Advanced Certificate of Completion - 5101U

The Mainframe Programming certificate of completion is an advanced credential that is targeted for individuals who desire to upgrade and develop additional expertise in the programming logic area. The program covers the basic foundations of programming logic and introduces programming languages relevant to the mainframe computer environment. Students learn to apply COBOL, CICS, JCL, C, SQL, and several other programming languages as solutions to business problems. The Mainframe Programming certificate covers algorithm development in a procedural fashion as well as programming control structures necessary to design, code, test, and document programs. Students develop competencies in database design and manipulation techniques.

Students selecting this demanding program should have successfully completed several courses prior to program entry: CIS 140-Computer Programming Logic, MATH 116-Intermediate Algebra, and either CIS 145-

Computer Information Systems *continued* --

Database Design Concepts or CIS 146-Intro to Relational Database Design. Students should review the Catalog and contact an advisor to verify they meet those prerequisites.

Course No.	Title	Credit Hours
CIS 200	COBOL	4
CIS 232	Advanced Programming Techniques	3
CIS 235	C Programming	3
CIS 253	Intro to Oracle/SQL	3
	Mainframe Programming Electives (See list)	<u>9</u>
Total		22

Total hours required for Certificate of Completion in Mainframe Programming: **22**.

Approved Mainframe Programming Electives List

CIS 130	Intro to Programming (Quick BASIC)	3
CIS 142	Alternate Operating Systems	3
CIS 236	C++ Programming Language	3
CIS 241	Programming the AS/400 (RPG)	3
CIS 260	Event-Driven Programming (VB)	3
CNET 200	Introduction to Unix	3

Microsoft Office Tech

Certificate of Completion - 5101N

The Microsoft Office Tech certificate features the use of Word, Excel, Access, and PowerPoint. The curriculum includes both beginning and advanced features of Office. Integration is also included. Students are encouraged to complete IC3 exam upon completion of CIS 252.

Course No.	Title	Credit Hours
CIS 135	Computer Literacy	3
CIS 252	Computer Software Applications	<u>3</u>
Total		6

Total hours required for Certificate of Completion in Microsoft Office Tech: **6**.

Multimedia and Digital Design

Certificate of Completion - 5101X

This certificate of completion is a credential targeted for individuals who desire to upgrade and develop expertise in the multimedia and digital design production area. The program introduces students to digital multimedia tools and provides practical experience with projects using multimedia. Students learn several applications of multimedia software, including video, sound, graphics, and animation. The program covers copyright issues related to multimedia. In addition, students use digital multimedia tools to create CD and web-based business, education, and training presentations. The program includes basic scripting and storyboarding, the use of pre-digitalized audio (music and sound effects), scanned images, and recorded narration tracks. Students will advance their multimedia skills to incorporate action scripting and programming features into multimedia presentations to create a user-controlled media environment. Students may enhance this certificate by studying additional areas of interest such as digital photography, video production, and web animation.

Course No.	Title	Credit Hours
CIS 167	Digital Multimedia Tools	3
CIS 267	Projects in Digital Multimedia	3
TOTAL		6

Total hours required for Certificate of Completion in Multimedia and Digital Design: **6**.

Computer Information Systems *continued* --

Object Oriented Programming Advanced Certificate of Completion - 5101O

This certificate of completion is targeted for individuals who desire to expand their existing computer language skills. The certificate focuses on the languages of C++ and Java. Students entering this program should have prior experience as programmers in the computer industry. NOTE: Student should review the L&C catalog and contact an advisor to verify that they meet course prerequisites.

Course No.	Title	Credit Hours
CIS 235	C Programming	3
CIS 236	C++ Programming Language	3
WEB 240	JAVA Programming	3
Total		9

Total hours required for Certificate of Completion in Object Oriented Programming: 9.

Oracle SQL*Plus for End Users Advanced Certificate of Completion - 5101Q

The Oracle SQL*Plus for End Users is an advanced certificate of completion that is targeted for Oracle End Users who desire to learn more about the SQL data extraction language. Students entering the program should have prior computer industry experience in database design using relational theory and with simple business database applications. The program expands the student's knowledge of database design, introduces the student to the SQL database manipulation language and the SQL*Plus operating environment. NOTE: Student should review the LCCC catalog and contact an advisor to verify that they meet course prerequisites.

Course No.	Title	Credit Hours
CIS 253	Intro to Oracle/SQL	3
Total		3

Total hours required for Certificate of Completion in Oracle SQL*Plus for End Users: 3.

Project Management Tools Certificate of Completion -5101Y

This certificate of completion is targeted for individuals who desire to upgrade and develop additional expertise in the program management area as it applies to project analysis and development.

ACCT 131	Financial Accounting (3)	
or		
SMBU 139	Accounting for Small Business (3)	3
CIS 135	Computer Literacy	3
CIS 144	Systems Analysis and Design	3
CIS 147	Project Management Tools	3
Total		12

Computer Network & System Technology

Applied Technology Division • Program Coordinator Rick Burgess

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 Computer Network & System Technology you'll have a background with some of the latest technologies such as Windows Server, Novell Netware, UNIX/Linux, PC hardware, network security, and Cisco routers. You'll be one of the keys in insuring 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 Computer Network & System Technology. Note: Students who are not proficient at typing, should complete OTEC 019-Introduction to Keyboarding or equivalent.

Nature of Work: Computer Network & System 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, Novell, and Microsoft. Contact the CNET coordinator for help in developing a plan for your desired certification.

Skills and Abilities: The Computer Hardware/Software 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.

Graduation Requirements: Due to the rapidly changing technology in the computer industry, students pursuing an Associate in Applied Science Degree must complete ELTN 279 and their List D or List H electives within four years of their graduation date.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelors degree from an accredited college or university may earn an Associate in Applied Science Degree in Computer Networking by completing 30 semester hours of approved Computer Network & System 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.

Computer Network & System Technology Associate in Applied Science Degree - 5105C

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
CNET 131	Computer Technology I	4
ELTN 131	Fundamentals of Electricity	4
ELTN 144	Digital Circuits	4
MATH Elective (See List E)		3
Total		15

Computer Network & System Tech. *continued* --

Spring Semester

CNET 142	Operating System Technologies for A+	3
CNET 148	Network Technology I	3
ELTN 279	PC Servicing and A+ Preparation	4
ENGL 131	First Year English I	3
MATH Elective (See List F)		<u>3</u>
Total		16

SECOND YEAR

Fall Semester

CNET 162	NetWare 6 Administration (3)	
or		
CNET 226	Windows 2003 Server Environment (4)	3-4
CNET 200	Introduction to UNIX (3)	
or		
CNET 212	Windows XP Professional (4)	3-4
ELTN 253	Microprocessors I	4
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		<u>3</u>
Total		16-18

Spring Semester

CNET 227	Managing A Windows Server Network	
or		
CNET 244	Security+	3
CNET 271	Computer Hardware/Software Internship	2
ENGL 237	Technical Communication	3
JOBS 132	Targeting the Job Market	
or		
JOBS 133	Job Seeking Skills	1
Physics Elective (See List G)		4
Technical Elective (See List H)		<u>5</u>
Total		18

Total credit hours required for the A.A.S. in Computer Network and System Technology: **65**.

Approved Computer Networking Elective Lists

List E - Math Electives

MATH 125	Technical Mathematics I	3
MATH 131	College Algebra	4
MATH 132	Trigonometry	3

List F - Math Electives

MATH 126	Technical Mathematics II	3
MATH 132	Trigonometry	4
MATH 165	Calculus for BUSN and Social Science	4
MATH 171	Calculus & Analytic Geometry I	5

List G - Physics Electives

PHYS 125	Applied Physics I	4
PHYS 130	Concepts of Physics	4
PHYS 131	Introduction to Physics I	4

List H - Technical Electives

CNET 144	Cisco CCNA I	4
CNET 162	NetWare 6 Administration	3
CNET 200	UNIX Tech Support	3
CNET 201	Linux+	3
CNET 212	Windows XP Professional	4
CNET 220	Supporting MS Exchange Server	3
CNET 221	Administering Microsoft SQL Server	3
CNET 223	Windows Network Infrastructure	3

Computer Network & System Tech. *continued* --

CNET 224	Managing Windows Active Directory	3
CNET 226	Windows 2003 Server Environment	4
CNET 227	Managing A Windows Server Network	3
CNET 228	Microsoft ISA Server	3
CNET 241	NetWare Advanced Administration	3
CNET 244	Security+	3
CNET 260	Cisco CCNA II	4
CNET 261	Cisco CCNP Network Troubleshooting	3
CNET 262	Cisco CCNP Remote Access	3
CNET 263	Cisco CCNP Switched Networks	3
CNET 264	Cisco CCN Scalable Networks	3
CNET 280	A+ Certification Prep	1
CNET 281	Security+ Certification Prep	1
CNET 282	Linux+ Certification Prep	1
CNET 283	CCNA Certification Prep	1
CNET 284	MCSA Windows XP Certification Prep	1
CNET 285	MCSA Server Certification Prep	1
CNET 287	MCSA Prep Managing a Windows Network	1

Cisco Network Administrator Certificate of Completion - 5105Z

Course No.	Title	Credit hours
CNET 131	Computer Technology I (4)	
or		
CIS 135	Computer Literacy (3)	3-4
CNET 144	Cisco CCNA I	4
CNET 260	Cisco CCNA II	4
Total		11-12

Total credit hours required for the Certificate of Completion in Cisco Network Administrator: **11**.

Cisco Network Professional Advanced Certificate of Completion - 5105T

The advanced certificate of completion is for individuals who have completed CNET 144-Cisco CCNA I and CNET 260-Cisco CCNA II, have a CCNA certification, or have completed four semesters at a Cisco Academy. This certificate includes course work to prepare for the Cisco Certified Network Professional (CCNP) exams.

First Semester

Course No.	Title	Credit hours
CNET 148	Network Technology I	3
CNET 261	Cisco CCNP Network Troubleshooting	3
CNET 262	Cisco CCNP Remote Access	3
CNET 263	Cisco CCNP Switched Networks	3
CNET 264	Cisco CCNP Scalable Networks	3
Total		15

Total credit hours required for the Certificate of Completion in Cisco Network Professional: **15**.

Computer Network & System Tech. *continued* --

Computer Electronics Certificate of Completion - 5105W

The Computer Electronics certificate acknowledges a level of achievement needed for general entry into a growing computer service arena and trains individuals to provide basic troubleshooting skills for the computer electronics industry. These technicians also perform installation and maintenance tasks of computers and associated devices. They are employed by many of the same businesses that employ programmers.

Course No.	Title	Credit hours
ELTN 131	Fundamentals of Electricity	4
ELTN 144	Digital Circuits	4
ELTN 253	Microprocessors I	4
ELTN 279	PC Servicing and A+ Preparation	4
Total		16

Total credit hours required for the Certificate of Completion in Computer Electronics: 16.

Microsoft Network Specialist Advanced Certificate of Proficiency - 5105L

The advanced certificate of proficiency is designed for individuals who desire to upgrade skills and develop additional expertise with Microsoft Corporation networking products. The certificate includes course work to prepare for the Microsoft Certified Systems Engineer (MCSE) certification and several Microsoft Certified Professional (MCP) exams. Students entering this demanding certificate program should have completed CNET 131 or CIS 135 or have equivalent experience. Contact the Computer Network & System Technology Coordinator for additional information on your experience and about certification exams.

First Semester

Course No.	Title	Credit hours
CNET 144	Cisco CCNA I	4
CNET 162	NetWare 6 Administration	3
CNET 200	Introduction to UNIX	3
CNET 212	Windows XP Professional	4
CNET 226	Windows 2003 Server Environment	4
Total		18

Second Semester

CNET 142	Operating System Technologies for A+	3
CNET 148	Network Technology I	3
CNET 221	Administering Microsoft SQL Server	3
CNET 223	Windows Network Infrastructure	3
CNET 227	Managing A Windows Server Network	3
	Microsoft Network Specialist Elective (See list)	3
Total		18

Approved Microsoft Network Specialist Electives List

CNET 220	Supporting MS Exchange Server	3
CNET 228	Microsoft ISA Server	3

Total credit hours required for the Certificate of Proficiency in Microsoft Network Specialist: 36.

Computer Network & System Tech. *continued --*

Microsoft System Administrator Certificate of Completion - 5105U

Course No.	Title	Credit hours
CNET 212	Windows XP Professional	4
CNET 226	Windows 2003 Server Environment	4
CNET 227	Managing A Windows Server Network Microsoft System Administrator Elective (See List)	3
Total		14

Approved Microsoft System Administrator Electives List

CNET 220	Supporting MS Exchange Server	3
CNET 221	Administering Microsoft SQL Server	3
CNET 223	Windows Network Infrastructure	3

Total credit hours required for the Certificate of Completion in Microsoft System Administrator: **14**.

Network Security Advanced Certificate of Proficiency - 5105X

The Network Security certificate prepares students for the rapidly growing need for the administration of computer networking protection services. This is an advanced certificate that is targeted for individuals who desire to upgrade and develop additional expertise in the computer networking, specifically with security administration. Students entering this demanding certificate program should have successfully completed either CNET 131 Computer Technology I or CIS 135 Computer Literacy before entering this program. This certificate trains individuals to administer network security services and to provide trouble-shooting skills. Network security technicians also perform installation and maintenance tasks of computers and associated devices. They are employed by many of the same businesses that maintain large computer networks.

First Semester

Course No.	Title	Credit hours
CNET 144	Cisco CCNA I	4
CNET 162	NetWare 6 Administration	3
CNET 200	Introduction to UNIX	3
CNET 226	Windows Server 2003 Environment	4
Total		14

Second Semester

CNET 148	Network Technology I	3
CNET 201	Linux+	3
CNET 228	Microsoft ISA Server	3
CNET 244	Security +	3
CNET 260	CCNA II	4
Total		16

Total credit hours required for the Certificate of Proficiency in Network Security: **30**.

Computer Network & System Tech. *continued* --

Network Specialist Advanced Certificate of Completion - 5105R

The advanced certificate of completion is targeted for individuals who desire to upgrade and develop additional expertise in the computer networking area. Covers some elements of the Novell Certified NetWare Engineer (CNE) and covers all elements of the Certified NetWare Administrators (CNA) examinations. Upon completion students are ready to take the certification exams from a Sylvan Prometric Testing Center. Additional classes are necessary to cover all of the elements for the CNE certification. Students entering this demanding certificate program should have completed CNET 131 or CIS 135 or have equivalent experience. Contact the Computer Network & System Technology Coordinator for additional information on your experience and about certification exams.

First Semester

Course No.	Title	Credit hours
CNET 144	Cisco CCNA I	4
CNET 162	NetWare 6 Administration	3
CNET 200	Introduction to UNIX	3
CNET 212	Windows XP Professional	4
CNET 226	Windows 2003 Server Environment	4
Total		18

Total credit hours required for the Certificate of Completion in Network Specialist: **18**.

Network and Cisco Router Administrator Advanced Certificate of Proficiency - 5105M

The certificate provides individuals with an opportunity to prepare for the Cisco Certified Network Associate (CCNA) certification exam. The four semesters of Cisco Networking Academics online curriculum are covered in CNET 144 Cisco CCNA I and CNET 260 Cisco CCNA II. In addition, individuals choose to specialize in either Microsoft or Novell network administration.

First Semester

Course No.	Title	Credit hours
CNET 144	Cisco CCNA I	4
CNET 162	NetWare 6 Administration (3)	
or		
CNET 226	Windows 2003 Server Environment (4)	3-4
CNET 200	Introduction to UNIX	3
CNET 212	Windows XP Professional	4
ELTN 131	Fundamentals of Electricity	4
Total		18-19

Second Semester

CNET 148	Network Technology I	3
CNET 201	Linux+	3
CNET 223	Windows Network Infrastructure	
or		
CNET 244	Security+	3
CNET 227	Managing A Windows Server Network	
or		
CNET 241	NetWare Advanced Administration	3
CNET 260	Cisco CCNA II	4
Total		16

Total credit hours required for the Certificate of Proficiency in Network and Cisco Router Administrator: **34**.

Computer Network & System Tech. *continued --*

PC Servicing Advanced Certificate of Proficiency - 5105J

This certificate is for individuals who work in the computer field and would like the ability to service, upgrade and setup computer systems. It gives students a solid hardware and operating systems background. The class sequence prepares completers to take the A+ PC Servicing Certification from a Sylvan Prometric Testing Center.

First Semester

Course No.	Title	Credit hours
CNET 131	Computer Technology I	4
ELTN 131	Fundamentals of Electricity	4
ELTN 144	Digital Circuits	4
ELTN 253	Microprocessors I	4
Total		16

Second Semester

CNET 142	Operating System Technologies for A+	3	
CNET 200	Introduction to UNIX (3)		
or			
CNET 212	Windows XP Professional (4)		3-4
ELTN 279	PC Servicing and A+ Preparation	4	
Approved Electives (See list)		5	
Total		15-16	

Approved PC Servicing Electives List

CNET 144	Cisco CCNA I	4
CNET 148	Network Technology I	3
CNET 162	Netware 6 Administration	3
CNET 200	Introduction to UNIX	3
CNET 201	Linux+	3
CNET 212	Windows XP Professional (4)	4
CNET 226	Windows 2003 Server Environment	4
CNET 227	Managing A Windows Server Network	3
CNET 228	Microsoft ISA Server	3
CNET 241	NetWare Advanced Administration	3

Total credit hours required for the Certificate of Proficiency in PC Servicing: **31**.

PC Servicing Certificate of Completion - 5105V

Course No.	Title	Credit hours
CNET 131	Computer Technology I (4)	
or		
CIS 135	Computer Literacy (3)	3-4
CNET 142	Operating System Technologies for A+	3
ELTN 279	PC Servicing and A+ Preparation	4
Total		10-11

Total credit hours required for the Certificate of Completion in PC Servicing: **10**.

Computer Network & System Tech. *continued* --

Computer System Technology Certificate of Completion - 5105Q

The Computer System Technology short-term certificate prepares students to use an operating system to create a file system, navigate through the PC file system using Explorer, solve technical problems with a spreadsheet program, create WEB pages using HTML, and draw technical diagrams using Visio. Students will write descriptions of the operation of bridges, gateways, and routers, create IP addresses, list the features of the Internet Protocol (IP) and Transmission Control Protocol (TCP), and implement these protocols on a NetWare Network. The program instructs students to identify, disassemble and reassemble the common parts of a personal computer; diagnose and troubleshoot computer systems and peripheral devices; select the appropriate peripheral device for a specific application; install, configure, and upgrade computer components; use reference manuals to configure and troubleshoot computer systems; apply appropriate preventive maintenance to computer systems; and locate and price replacement parts. In addition, students will learn to identify an operating system's functions, structure, and major system files; identify basic concepts and procedures for creating, viewing and managing files, directories and disks; identify the basic operating system boot sequences and boot methods; and identify procedures for loading/adding and configuring application device drivers, and the necessary software for certain devices.

Course No.	Title	Credit hours
CNET 131	Computer Technology I	4
CNET 148	Network Technology I	3
ELTN 279	PC Servicing and A+ Preparation	4
CNET 142	Operating System Technologies for A+	3
Total		14

Total credit hours required for the Certificate of Completion in Computer System Technology: **14**.

Criminal Justice

Business Division • Program Coordinator John Vollmer

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.

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 bachelors 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.

Associate in Applied Science Degree - 5505A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
CRMJ 131	Introduction to American Criminal Justice	3
CRMJ 133	Crime Prevention and Patrol Techniques	3
CRMJ 148	Criminal Law	3
ENGL 131	First Year English I	3
SOCI 131	Introduction to Sociology	3
	Total	15

Criminal Justice *continued* --

Spring Semester

CRMJ 141	Criminology	3
CRMJ 249	Criminal Court Procedures	3
CRMJ 252	Constitutional Law in Criminal Justice	3
ENGL 132	First Year English II	3
CIS 135	Computer Literacy	3
PSYC 131	General Psychology	3
	Total	18

SECOND YEAR

Fall Semester

CRMJ 151	Introduction to Corrections	3
CRMJ 246	Human Relations and Criminal Justice	3
CRMJ 265	Criminal Investigation	3
CRMJ 271	Criminal Justice Internship	3
	Mathematics or Physical/Life Science Elective	3
POLS 132	State and Local Government	3
	Total	18

Spring Semester

CRMJ 134	Case Preparation	3
CRMJ 254	Juvenile Offender	3
CRMJ 268	Recent Trends in Criminal Justice	3
	Mathematics and/or Physical/Life Science Elective	3
SPCH 145	Public and Private Communications	3
	Humanities/Fine Arts Elective	3
	Total	18

Total hours required for the A.A.S. in Criminal Justice: **69.**

Certificate of Proficiency - 5505J

CRMJ 133	Crime Prevention & Patrol Techniques	3
CRMJ 148	Criminal Law	3
CRMJ 246	Human Relations and Criminal Justice	3
CRMJ 252	Constitutional Law and Criminal Justice	3
CRMJ 265	Criminal Investigation	3
ENGL 131	First Year English I	3
SOCI 131	Introduction to Sociology	3
SPCH 145	Public and Private Communications	3
	Humanities/Fine Arts Elective	3
	Math or Physical/Life Science Elective	<u>3-4</u>
	Total	30-31

Total credit hours required for a Certificate of Proficiency in Criminal Justice: **30.**

Custodial Services/Janitorial

Business Division

Custodians and janitors keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. Some of the duties may include tending the furnace and boiler, performing routine maintenance activities, notifying management of the need for repairs and additions, and cleaning snow or debris from sidewalk.

The General Cleaning Program includes an overview of sanitation and sanitary conditions, sanitation hazards, and control and preventative measures essential for sanitation and sanitary conditions. This program introduces you to the skills, equipment and supplies used in general custodial cleaning. You will learn how to follow safety guidelines and quality control plans while cleaning a wide variety of surfaces and areas commonly cleaned by custodians.

The Floor Care Program introduces students to the many types of commercial floor coverings: and equipment, supplies, and skills needed to take proper care of these floors. You will learn to take proper care of equipment in a safe and professional manner. After the classroom and demonstration phase, you will have the opportunity to use these skills on an actual work site.

The Custodial Administrator Program focuses on management techniques, labor and supply budgets, quality control, payroll, and other administrative duties required of a person in a supervisory or management position in the custodial field.

General Cleaning Certificate of Completion - 5020R

Course No.	Title	Credit Hours
HIM 101	General Cleaning	3
HIM 140	Food Service Sanitation	1
COOP 131	Cooperative Education Experience I (1)	
or		
HIM 129	Supervised Independent Study (5)	1-5
	Total	5-9

Floor Care Certificate of Completion - 5020S

Course No.	Title	Credit Hours
HIM 102	Custodial Floor Care	2
COOP 231	Cooperative Education Experience II	1
	Total	3

Custodial Administrator Certificate of Completion - 5020T

Course No.	Title	Credit Hours
HIM 103	Custodial Administration	1
	Total	1

Dental Assisting

Dental Programs Division • Program Coordinator Constance R. Pero-Fox

Job opportunities continue to grow in dental assisting, and you can take advantage of the opportunities with a certificate from Lewis and Clark. According to the 2004-2005 edition of the Occupational Outlook Handbook, published by the U.S. Department of Labors' Bureau Labor Statistics, employment is expected to grow much faster than average through the year 2012.

Population growth and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants, for several reasons. 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 even two. 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 from L&C can help you find employment as a chairside assistant, or as a dental office administrator. Or 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'll 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'll 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 are placed in positions upon graduation.

Classes are small and you'll receive personal attention. A strong system of peer support and tutoring helps to ensure an atmosphere of success. Program completion will involve supervised clinicals in a dental practice 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 show an acceptable rank on the pre-admission tests. 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.

When you complete L&C's program, you'll be a graduate of an American Dental Association-accredited program—and 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.

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.

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

- a. 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.

Dental Assisting *continued* --

- b. 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 Enrollment Center and the Dental Assisting/Dental Hygiene office (River Bend Arena Room 205) the following information by **February 1**.

- L&C application for the Dental Assisting Program. (5202J)
- High school transcript and/or GED report showing successful completion.
- Transcripts from any previously attended college or university. Applicants with foreign transcripts will need to have their transcripts evaluated by the Commission on Graduate of Foreign Nursing Schools. Contact the Dental programs office at 618-468-4403 for an application form for Credential Evaluation and a fee schedule.
- Current transcript, if presently a college student, showing courses in which you are now enrolled.
- Score earned on Dental Assisting 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. 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. 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 (BIOL 130), with a “C” or better.
- Be 18 years of age at time of completing the program. (Legal age for x-ray manipulation)
- Students wanting re-admittance in the second semester of 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 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.

Applicants are responsible for ensuring that the above credentials are in the Dental Assisting/Dental Hygiene office in the River Bend Arena 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:

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, 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, 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 which is provided at new student orientation. Must have immunizations for TB, tetanus, measles, mumps, and rubella. Hepatitis vaccine is strongly recommended.

Dental Assisting *continued* --

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.

To request a Dental Assisting admissions information packet, please call (618) 468-4404, or 1-800-642-1794, ext. 4404.

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 in the Dental Assisting/Dental Hygiene Office or with the program coordinator.

Certificate of Proficiency - 5202J

Fall Semester

Course No.	Title	Credit hours
DENT 131	Dental Biology	4
DENT 134	Preclinical Orientation	2
DENT 136	Orofacial Anatomy	3
DENT 144	Dental Materials	3.5
DENT 150	Dental Radiology	3
DENT 153	Operative Procedures	3
	Total	18.5

Spring Semester

DENT 132	Pathology	2
DENT 137	Oral Histology and Embryology	2
DENT 143	Dental Office Management	2.5
DENT 148	Dental Specialties	2
DENT 152	Preventive Dentistry	2
DENT 154	Clinical Practice	3
PSYC 131*	General Psychology	3
SPCH 145*	Public and Private Communications	3
	Total	19.5

*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.

Total hours required for the Certificate of Proficiency in Dental Assisting: **38**.

Dental Hygiene

Dental Programs Division • Program Coordinator Michelle Singley

Contemporary dental hygiene practice requires that dental hygienists possess a breadth of knowledge and skills in a variety of areas. Changes in health care knowledge and practice have expanded the philosophy of dental hygiene to include six interrelated roles: clinician, educator/oral health promoter, administrator/manager, change agent, consumer advocate, and researcher. These roles hold the common denominator of improved oral health for society.

The L&C Dental Hygiene Program provides the education necessary to fulfill all of these roles in the second phase of a unique curriculum known as “career laddering”. Students are accepted into the program with advanced standing admission status by having 38 credit hours or the equivalent from dental assisting education. 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 will work with the latest equipment and techniques, and have the opportunity to participate in other rotations at a variety of sites: Beverly Farm, Water Tower Clinic and other public health 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 98 percent success rate on the National Board Dental Hygiene Exam, a test necessary in order to complete the licensure process in all states. In addition, 100 percent of graduates seeking employment as a dental hygienist have been placed in professional positions.

Nature of Work: The Dental Hygiene program prepares students to fulfill the above six interrelated roles of the professional dental hygienist, making dental hygienists 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, 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, 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

- a. All applicants and students must possess the manual dexterity and visual capacity to perform all required technical procedures and properly manipulate dental instruments.
- b. 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” status from the American Dental Association Commission on Dental Accreditation in January, 1997.

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science degree in Dental Hygiene, a student must:

- Complete 89 credit hours as prescribed in the curriculum
- Attain a minimum GPA of 2.0 with a grade of “C” or better in dental hygiene courses (defined as course with a DENT prefix) and BIOL 141, BIOL 142, BIOL 240, and CHEM 130.

Dental Hygiene *continued* --

- Complete the following courses no more than five years prior to the fall semester the student is accepted into the dental hygiene program: BIOL 141, BIOL 142, BIOL 241, and CHEM 130.
- Satisfy requirements for an Associate in Applied Science degree as outlined in this catalog.
- Complete the Dental Hygiene Program competencies. Completion of the program includes competency in:
 - #1-Assessing Patients of health as well as those with special needs
 - #2-Infection and hazard control procedures
 - #3-Completing a dental hygiene treatment plan, which includes patient's problems, the dental hygiene plan, and the dental hygiene appointment sequence
 - #4-Teaching individualized oral health education to the patient
 - #5-Non-surgical dental hygiene treatment, supportive dental hygiene procedures, and evaluation of care
 - #6-Professional and ethical management of patients
 - #7-The organization of community oral health activities
 - #8-The pursuit of lifelong professional growth and development through participation in and assuming leadership roles in professional organizations and continuing education planning
- 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 credentials to the Dental Assisting/Hygiene Office by Feb. 1.

- Evidence of residence in one of the following public community college districts: Lewis and Clark District No. 536, Southwestern Illinois College District No. 522, East St. Louis Community College Center, John Wood Community College District No. 539, or Lincoln Land Community College No. 526. (Residency requirements must be met by Feb. 1 for admission to the Fall semester.) Out-of-region residents will be eligible only 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.

Residency must be met and proven by February 1 of the year for which the applicant applies.

- L&C application for the Dental Hygiene Program (5202A).
- Official high school transcript and/or official GED report showing successful completion.
- 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 one college semester of algebra, MATH 112. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
 - Qualify for ENGL 131 by 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 (BIOL 130 or BIOL 131).
 - SPCH 145.
 - PSYC 131.
 - Computer Literacy Requirement:
 - Complete DENT 143 Dental Office Management with a grade of "C" or better, or
 - Complete any high school or college computer concepts course with a grade of "C" or better, or
 - Complete CIS 128 Intro to Microcomputers or its transferable equivalent with a grade "C" or better, or
 - Successfully complete L&C's proficiency test for CIS 128. Contact Doug Lindsey at 618-468-4628 for information.
 - 32 semester credit hours of an **ADA accredited** dental assisting program. If you have had no previous dental assisting education, you must apply to the L&C Dental Assisting Program first.

Dental Hygiene *continued* --

- Transcripts from any previously attended college or university. Applicants with foreign transcripts will need to have their transcripts evaluated by the commission on Graduate of Foreign Nursing Schools. Contact the Dental Programs office at 618-468-4403 for an application form for credential evaluation and a fee schedule.
- Current transcript, if presently a college student, showing courses in which you are now enrolled.
- 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 once in any three-year period. You **must** have taken the test in order to be considered for admission. Candidate ranking for acceptance to the class is based on the pre-admission test score.
- Identify the year you wish to be admitted to the program and begin dental hygiene courses.
- Grade point average of 2.0 or better for courses completed at Lewis and Clark
- 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 all other Applicants, the November DANB exam date prior to the year for which they apply, is the last date to take the written exam. As of 12/95, DANB offers a computerized version of the test that can be taken at selected testing centers selected by DANB. The advantage of the computerized testing is that the results/scores are released to the candidate the day of the exam. For information about taking the DANB, call 1-800-FOR-DANB or 312-642-3368. 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, or ENGL 131.

Applicants are responsible for ensuring that the above credentials are in the Dental Assisting/Dental Hygiene office 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, dental charting, tooth morphology, head and neck anatomy, infection control, operative procedures, dental radiology, dental specialties, medical and dental emergencies, preventive dentistry, oral histology and embryology, dental office management, and legal and ethical issues. If proficiency is not attained, the applicant will have the opportunity to self-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 the same year for which they make application, must take the Challenge Exam.
- Must be recognized in Basic Life Support, including CPR, with either the American Heart Association (Health Care Provider type “C”) or American Red Cross before classes commence. Card must be valid all semesters enrolled in the program 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. Applicants must have immunizations for tetanus, measles, mumps, rubella, and an annual TB skin test. A hepatitis C vaccine is strongly recommended.
- Completion of all program prerequisites, and
- Maintenance of the DANB certification until graduation from the Dental Hygiene Program.

To request a Dental Hygiene admissions information packet, please call 618-468-4409, or 1-800-642-1794, ext. 4409.

Dental Hygiene *continued* --

Associate in Applied Science Degree in Dental Hygiene - 5202A

Summer Semester

Course No.	Title	Credit Hours
*CHEM 130	Survey of Chemistry	4
ENGL 131	First Year English I	3
	Total	7

Fall Semester

*BIOL 141	Anatomy & Physiology I	4
*BIOL 241	Microbiology	4
DENT 232	Pathology II	2
DENT 234	Preclinical Dental Hygiene I	4
	Total	14

Spring Semester

*BIOL 142	Anatomy & Physiology II	4
DENT 231	Pharmacology	2
DENT 248	Periodontology	2
DENT 250	Dental Hygiene Clinic Seminar I	3
DENT 252	Community Oral Health	2.5
DENT 254	Dental Hygiene Practice II	1
	Total	15

Summer Semester

DENT 251	Dental Hygiene Clinic Seminar II	2
DENT 255	Dental Hygiene Practice III	1.5
	Total	3.5

Fall Semester

DENT 233	Nutrition and Oral Health	2
DENT 253	Dental Hygiene Clinic Seminar III	2
DENT 256	Dental Hygiene Practice IV	1.5
	Humanities/Fine Arts Elective	3
SOCI 131	Introduction to Sociology	3
	Total	11.5

Optional Elective:

DENT 257	Local Anesthesia in Dentistry	2
DENT 295	Board Exam Review	3

Note: *If the student completes this course 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 program hours required for A.A.S.: **89**.

(Dental Assisting credits: 38; Dental Hygiene credits: 51)

Notice: 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.

Drafting/CAD Technology

Applied Technology Division • Program Coordinator Rick Burgess

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/CAD 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.

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.

Associate in Applied Science Degree - 5303A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
CNET 131	Computer Technology I	4
DRFT 140	Computer Aided Drafting	4
ENGL 131	First Year English I	3
MATH 125	Technical Mathematics I (3)	
or		
MATH 131	College Algebra (4)	3-4
Humanities/Fine Arts Elective		3
Total		17-18

Spring Semester

DRFT 142	Engineering Graphics I	4
DRFT 144	Engineering Graphics II	4
DRFT 145	Fundamentals of Microstation CAD	4
MATH 126	Technical Mathematics II	
or		
MATH 132	Trigonometry	3
Total		15

Drafting/CAD *continued* --

SECOND YEAR

Fall Semester

DRFT 147	Structural, Civil & Pipe Drafting	4
DRFT 248	Advanced Computer Aided Drafting	4
Drafting Electives (See List A)		2
SPCH 145	Public and Private Communications	3
PHYS 125	Applied Physics I	
or		
PHYS 131	Introduction to Physics I	4
	Total	17

Spring Semester

Drafting Electives (See List A)		7
DRFT 251	Product Design and Development	4
DRFT 270	Drafting Instruction Internship	
or		
TECH 271	Applied Technology Internship	2-4
Social/Behavioral Science Elective		<u>3</u>
	Total	16-18

List A - Approved Drafting Electives List

DRFT 146	AutoCAD	3
DRFT 231	Piping and Structural Drafting	4
DRFT 232	Architectural Drafting	4
DRFT 233	Architectural Design	4
DRFT 238	Civil Engineering Drafting	4
DRFT 239	Land Surveying	4
DRFT 249	CAD Applications I	2
DRFT 250	CAD Applications II	2
DRFT 253	Solids Modeling Mechanical	2
DRFT 261	Machine Component Applications	4

Any advisor approved IMME, MACH or TECH courses

Total hours required for the A.A.S. in Drafting/CAD Technology: **65**.

Certificate of Proficiency - 5303J

CNET 131	Computer Technology I	4
DRFT 140	Computer Aided Drafting	4
DRFT 142	Engineering Graphics I	4
DRFT 144	Engineering Graphics II	4
DRFT 145	Fundamentals of Microstation CAD	4
DRFT 147	Structural, Civil & Pipe Drafting	4
DRFT 248	Advanced Computer Aided Drafting	4
MATH 125	Technical Mathematics I (3)	
or		
MATH 131	College Algebra (4)	3-4
MATH 126	Technical Mathematics II	
or		
MATH 132	Trigonometry	<u>3</u>
	Total	34-35

Total hours required for the Certificate of Proficiency in Drafting/CAD: **34**.

Engineering Technology

Program Coordinator Mike Morgan

Jobs in industry aren't the same as 20 years ago. Today's positions require employees to perform more than a few functions and the same tasks. Computers, electronics and new technology have moved to the plant floor. To advance in industry today you need additional training and new skills.

The Engineering Technology program can prepare you to meet today's requirements. You'll receive training in electronics, computers, manufacturing and other areas that will help you succeed. You'll develop the skills to perform a variety of functions, and have the background to work in different types of plants and on different projects.

To move ahead in industry, a business has to keep up with the technological and competitive changes at U. S. and foreign companies. A degree in Engineering Technology will help you develop the ability to work toward meeting those challenges and become an asset to your employer.

Nature of Work: Engineering technologists work in a variety of jobs. Industry is rapidly changing with the integration of computers, industrial processes, and management systems throughout the enterprise. The demand for individuals with interdisciplinary, high tech skills is increasing. Knowledge of a wide range of manufacturing and industrial techniques is important. Industrial technologists are hired to assist with the design, installation, operation and maintenance of industrial systems of various kinds. A Controls & Instrumentation Specialist installs, repairs, troubleshoots, and programs automated manufacturing and process control equipment. Industrial Supervisors direct and monitor workers, lead teams, schedule activities and repairs, and assist with planning. Related job titles include: Industrial Technologist, Manufacturing Technologist, CNC Technician, CAD/CAM Operator, Service Representative, Production Planner, Material Planner and Inventory Specialist.

Skills and Abilities: The Engineering Technologist should be inquisitive, willing to learn new technology and be able to diagnose and solve complex problems. In addition to skills directly related to manufacturing, good math, English, and speaking abilities are also important.

Associate in Applied Science Degree - 5304A

FIRST YEAR

First Semester

Course No.	Title	Credit Hours
CNET 131	Computer Technology I	4
ELTN 131	Fundamentals of Electricity	4
ENGL 131	First Year English I	3
MACH 203	Machine Shop I	
or		
TECH 138	Manufacturing Processes	3
MATH 125	Technical Math I (3)	
or		
MATH 131	College Algebra (4)	<u>3-4</u>
	Total	17-18

Second Semester

DRFT 140	Computer Aided Drafting	4
MATH 126	Technical Math II	
or		
MATH 132	Trigonometry	3
Humanities/Fine Arts Elective		3
Management Tool Elective (See Management Tool Elective List)		3
Technical Elective (See Technical Elective List)		<u>3</u>
	Total	16

Engineering Technology *continued* --

SECOND YEAR

First Semester

Course No.	Title	Credit Hours
TECH 111	Preparation for Technical Careers I	4
Technical Electives	(See Technical Elective List)	14
	Total	18

Second Semester

SPCH 131	Public Speaking	3
Management Elective	(See Management Elective List)	3
Social/Behavioral Science Elective		3
Technical Electives	(See Technical Elective List)	8
	Total	17

Approved Management Tool Electives List

BUSN 246	Quantitative Business Methods	3
CIS 131	Exploring Computer Skills	3
CIS 236	C++ Programming Language	3
MGMT 244	Operations Management	3

Approved Management Electives List

BUSN 131	Introduction to Modern Business	3
MGMT 237	Fundamentals of Management	3
TECH 132	Industrial Supervision	3
TECH 133	Industrial Safety	3
TECH 252	Quality Control/Quality Assurance	3

Approved Technical Electives List

Students should select electives in consultation with their advisor to develop an area of specialization. Possible specialization might include Machine Tool Technology, Industrial Controls, Design Technology, Industrial Maintenance, Manufacturing Technology, Production and materials planning, and Quality Technology.

CIS 236	C++ Programming Language	3
LBAP 163	Asbestos Abatement	2
LBAP 164	Introduction to Blueprint Reading	2
MATH 235	Statistics	4
PHYS 125	Applied Physics I	
or		
PHYS 131	Introduction to Physics I4	
PHYS 126	Applied Physics II	
or		
PHYS 132	Introduction to Physics II	4
TECH 150	GIS/GPS Mapping for Industry	3
TECH 151	GIS/GPS Data Acquisition & Management	3
TECH 251	Metrology	4

Any Program Coordinator approved DRFT, ELTN, IMME, MACH, or TECH courses.

Total credit hours for the A.A.S. in Industrial Technology Specialization: **68**.

Exercise Science

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.

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.

Associate in Applied Science Degree - 5561A

First Semester

Course No.	Title	Credit Hours
BIOL 130	Fundamentals of Biological Science	4
ENGL 131	First Year English I	3
PHED 130	Fitness/Conditioning I	2
XSCI 130	Strength Training and Fitness	2
XSCI 135	Exercise Physiology	3
	Total	14

Second Semester

BIOL 132	Human Biology	
or		
BIOL 141	Anatomy-Physiology I	4
HEED 131	First Aid	3
PSYC 131	General Psychology	3
XSCI 140	Assessment & Exercise Prescription	3
XSCI 145	Intro to Biomechanics	3
	Total	16

Exercise Science *continued* --

Third Semester

BUSN 131	Introduction to Modern Business	
or		
MKTG 131	Introduction to Marketing	3
HEED 133	Personal and Community Health	3
	PHED elective (See List)	1
XSCI 200	Sport Psychology	3
XSCI 220	Exercise for Special Populations	3
PHIL 240	Contemporary Moral Problems (Ethics)	3
Total		16

Fourth Semester

BIOL 161	Biology of Nutrition	3
JOBS 132	Targeting the Job Market	
or		
JOBS 133	Job Seeking Skills	1
PHED electives (See List)		2
SPCH 145	Public and Private Communications	3
XSCI 240	Exercise Psychology	3
XSCI 271	Exercise Science Internship	2
Total		14

Elective List

PHED 131	Fitness/Conditioning II	2
PHED 132	Fitness/Conditioning III	2
PHED 133	Fitness/Conditioning IV	2
PHED 141	Beginning Swimming	1
PHED 142	Intermediate Swimming	1
PHED 144	Lifeguard Training	2
PHED 145	Water Safety Instructor	2
PHED 146	Applied Water Safety Instructor	1
PHED 150	Beginning Yoga	1
PHED 151	Progressive Yoga	1
PHED 152	Pilates	1
PHED 154	Beginning Golf	1
PHED 157	Beginning Tennis	1
PHED 158	Beginning Tennis II	1
PHED 159	Volleyball	1
PHED 160	Sports Officiating-Basketball	1
PHED 172	Jogging	1
PHED 173	Walking	1
PHED 174	Aerobics I	1
PHED 175	Aerobics II	1
PHED 180	Beginning Weight Training I	1
PHED 181	Beginning Weight Training II	1
PHED 182	Intermediate Weight Training I	1
PHED 183	Intermediate Weight Training II	1
PHED 245	Aerobics Instructor Training	2

Total credit hours required for the Associate in Applied Science Degree in Exercise Science: **60**.

Fire Science

Business Division • Program Coordinator John Sowders

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.

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 a 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).

Associate in Applied Science Degree - 5507A

FIRST YEAR

Fall Semester

ENGL 131	First Year English I	3
FIRE 141	Certified Firefighter II - Module A	4
FIRE 171	Certified Firefighter II - Module B	4
MATH 112	Elementary Algebra (or above)	3
	Total	14

Spring Semester

ENGL 237	Technical Communication	3
FIRE 181	Certified Firefighter II - Module C	3
FIRE 166	First Responder (3)	
or		
EMT 120	Emergency Medical Treatment (5)	3-5
Fire Science Elective (See list)		4
Physical/Life Science Elective		3
	Total	16-18

SECOND YEAR

Fall Semester

FIRE 152	Fire Protection Systems	3
FIRE 147	Tactics & Strategy I	3
FIRE 237	Fire Instructor I	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3
	Total	15

Fire Science *continued* --

Spring Semester

CIS 135	Computer Literacy	3
FIRE 143	Hazardous Materials Operations	3
FIRE 157	Prevention Principles I	3
FIRE 245	Fire Apparatus Engineer	3
Fire Science Elective (See list)		3
	Total	15

Approved Fire Science Electives List

EMT 120	Emergency Medical Treatment	5
FIRE 130	Introduction to Fire Science	3
FIRE 135	Technical Rescue Awareness	0.5
FIRE 150	Structural Firefighting Operations	0.5
FIRE 162	Fire Inspection Practices	3
FIRE 172	Building Construction & Codes	3
FIRE 176	Vehicle & Machinery Operations	3
FIRE 202	Firefighter Survival Skills I	1
FIRE 231	Certified F.F. III - Module A	3
FIRE 238	Fire Tactics & Strategy II	3
FIRE 241	Certified F.F. III - Module B	3
FIRE 242	Fire & Arson Investigation I	3
FIRE 243	Hazardous Materials Technician A	3
FIRE 247	Fire Management Principles I	3
FIRE 251	Certified F.F. III - Module C	3
FIRE 252	Fire & Arson Investigation II	3
FIRE 257	Fire Management Principles II	3
FIRE 268	Fire Prevention Principles II	3
FIRE 278	Fire Instructor II	3
FIRE 288	Fire Management Principles III	3
FIRE 298	Fire Management Principles IV	3
FIRE 299	Problems in Fire Science	1-4

Total credit hours required for the A.A.S. degree in Fire Science: **60**.

Certificate of Proficiency - 5507J

FIRE 141	Certified Firefighter II - Module A	4
FIRE 171	Certified Firefighter II - Module B	4
FIRE 181	Certified Firefighter II - Module C	3
FIRE 166	First Responder	
or		
EMT 120	Emergency Medical Treatment	3-5
FIRE 147	Tactics & Strategy I	3
FIRE 143	Hazardous Materials Operations	3
FIRE 152	Fire Protection Systems	3
FIRE 157	Prevention Principles I	3
FIRE 237	Fire Service Instructor I	3
FIRE 245	Fire Apparatus Engineer	3
Fire Science Elective (See list)		3
	Total	35-37

Approved Fire Science Electives List

EMT 120	Emergency Medical Treatment	5
FIRE 130	Introduction to Fire Science	3
FIRE 135	Technical Rescue Awareness	0.5
FIRE 150	Structural Firefighting Operations	0.5
FIRE 162	Fire Inspection Practices	3
FIRE 172	Building Construction & Codes	3
FIRE 176	Vehicle & Machinery Operations	3
FIRE 201	Basic Fire Attack Principles	0.5
FIRE 211	Advanced S.C.B.A. Practices	1
FIRE 231	Certified Firefighter III - Module A	3
FIRE 238	Fire Tactics & Strategy II	3

Fire Science *continued* --

FIRE 241	Certified Firefighter III - Module B	3
FIRE 242	Fire & Arson Investigation I	3
FIRE 243	Hazardous Materials Technician A	3
FIRE 247	Fire Management Principles I	3
FIRE 251	Certified Firefighter III - Module C	3
FIRE 252	Fire & Arson Investigation II	3
FIRE 257	Fire Management Principles II	3
FIRE 268	Fire Prevention Principles II	3
FIRE 270	Advanced Apparatus Operator	0.5
FIRE 278	Fire Instructor II	3
FIRE 288	Fire Management Principles III	3
FIRE 298	Fire Management Principles IV	3
FIRE 299	Problems in Fire Science	1-4
Total credit hours required for the Certificate of Proficiency in Fire Science: 35.		

Firefighter - Basic Certificate of Completion - 5507R

Course No.	Title	Credit Hours
FIRE 141	Certified Firefighter II: Module A	4
FIRE 171	Certified Firefighter II: Module B	4
FIRE 181	Certified Firefighter II: Module C	3
	Total	11

Total credit hours required for the Firefighter-Basic Certificate of Completion: 11.

Firefighter - Advanced Certificate of Completion - 5507S

Course No.	Title	Credit Hours
FIRE 231	Certified Firefighter III: Module A	3
FIRE 241	Certified Firefighter III: Module B	3
FIRE 251	Certified Firefighter III: Module C	3
	Total	9

Total credit hours required for the Firefighter-Advanced Certificate of Completion: 9.

Fire Prevention Specialist Certificate of Completion - 5507T

Course No.	Title	Credit Hours
FIRE 152	Fire Protection Systems	3
FIRE 157	Fire Prevention Principles I	3
FIRE 162	Fire Inspection Practices	3
	Total	9

Total credit hours required for the Fire Prevention Specialist Certificate of Completion: 9.

Company Officer Certificate of Completion -5507U

Course No.	Title	Credit Hours
FIRE 147	Fire Tactics and Strategy I	3
FIRE 157	Fire Prevention Principles I	3
FIRE 237	Fire Instructor I	3
FIRE 247	Fire Management Principles I	3
	Total	12

Total credit hours required for the Company Officer Certificate of Completion: 12.

Fire Instructor Certificate of Completion - 5507V

Course No.	Title	Credit Hours
FIRE 237	Fire Instructor I	3
FIRE 278	Fire Instructor II	3
	Total	6

Total credit hours required for the Fire Instructor Certificate of Completion: 6.

Fire Science *continued* --

Fire Apparatus Operator Certificate of Completion - 5507W

Course No.	Title	Credit Hours
FIRE 245	Fire Apparatus Engineer	3
	Total	3

Total credit hours required for the Fire Apparatus Operator Certificate of Completion: 3.

Roadway Rescue Specialist Certificate of Completion - 5507X

Course No.	Title	Credit Hours
FIRE 176	Vehicle & Machinery Operations	3
	Total	3

Total credit hours required for the Roadway Rescue Specialist Certificate of Completion: 3.

Hazardous Materials Operations Certificate of Completion - 5507Y

Course No.	Title	Credit Hours
FIRE 143	Hazardous Materials Operations	3
	Total	3

Total credit hours required for the Hazardous Materials Operations Certificate of Completion: 3.

Food Service Management

Food Service Management Associate in Applied Science Degree - 5010B

NOTE: The Food Service Programs are under review. Courses with an HIM prefix numbered 131 and above (WITH THE EXCEPTION OF HIM 140-Food Service Sanitation and HIM 149-Food Service Sanitation) will not be offered this year.

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
CIS 135	Computer Literacy	3
ENGL 131	First Year English I	3
HIM 131	Introduction to the Hospitality Industry	3
HIM 235	Hospitality Industry Marketing	3
Social/Behavioral Science Elective		<u>3</u>
	Total	15

Spring Semester

HIM 132	Hospitality Industry Management	3
HIM 140	Food Service Sanitation	1
HIM Electives		4
JOBS 132	JOBS 132 Targeting the Job Market	1
MATH 129	Business Mathematics (or above)	3
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communications	<u>3</u>
	Total	15

SECOND YEAR

Fall Semester

ACCT 131	Financial Accounting	3
HIM 141	Quantity Food Preparation I	3
HIM 245	Managing a Food Service Operation	3
HIM Electives*		6
BIOL 161	Biology of Nutrition	
Or	Other Mathematics or Physical/Life Science elective	<u>3-4</u>
	Total	18-19

*May use MGMT 242 Human Resource Management

Spring Semester

ENGL 141	Business Communications	3
HIM 241	Quantity Food Preparation II	3
HIM 150	Hospitality Internship Seminar	1
HIM 220	Hospitality Industry Accounting	3
HIM 280	Hospitality Industry Co-op	3-5
Humanities/Fine Arts Elective		<u>3</u>
	Total	16-18

Total Credit hours required for the A.A.S. in Food Service Management: **64**.

Food Service Management *continued* --

Food Service Operations Certificate of Proficiency - 5010K

NOTE: The Food Service Programs are under review. Courses with an HIM prefix numbered 131 and above (WITH THE EXCEPTION OF HIM 140-Food Service Sanitation and HIM 149-Food Service Sanitation) will not be offered this year.

HIM 131	Introduction to the Hospitality Industry	3
HIM 140	Food Service Sanitation	1
HIM 141	Quantity Food Preparation I	3
HIM 241	Quantity Food Preparation II	3
HIM 245	Managing a Food Service Operation	3
JOBS 132	Targeting the Job Market	1
MATH 129	Business Math (or above)	3
HIM Elective		3
ENGL 131	First Year English I	
or		
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communications	3
ACCT 131	Financial Accounting	
or		
CIS 135	Computer Literacy	3
HIM 132	Hospitality Industry Management	
or		
MGMT 132	Human Resource Management	3
HIM 225	Hospitality Industry Purchasing	
or		
HIM 235	Hospitality Industry Marketing	3
	Total	32

Total credit hours required for Certificate of Proficiency in Food Service Operations: **32**.

Food Service Procedures Certificate of Completion - 5010T

NOTE: The Food Service Programs are under review. Courses with an HIM prefix numbered 131 and above (WITH THE EXCEPTION OF HIM 140-Food Service Sanitation and HIM 149-Food Service Sanitation) will not be offered this year.

HIM 131	Introduction to the Hospitality Industry	3
HIM 140	Food Service Sanitation	1
HIM 141	Quantity Food Preparation I	3
HIM 241	Quantity Food Preparation II	3
CIS 135	Computer Literacy	
or		
MATH 129	Business Math (or above)	3
ENGL 131	First Year English I	
or		
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communications	3

Total credit hours required for Certificate of Completion in Food Service Procedures: **16**

Food Service Management *continued* --

Food Service Support I Certificate of Completion - 5010U

HIM 121	Professional Kitchen Equipment	2
HIM 122	Kitchen Staples and dairy Products	2
HIM 124	Dining Room Service	2
	Total	6

Total credit hours required for Certificate of Completion in Food Service Support I: **6**.

Food Service Support II Certificate of Completion - 5010V

HIM 140	Food Service Sanitation	1
HIM 129	Supervised Independent Study	5
	Total	6

Total credit hours for Certificate of Completion in Food Service Support II: **6**.

Industrial Maintenance - Mechanical

Applied Technology Division • Contact Person Mike Morgan

NOTE: The Industrial Maintenance Program is preserved in order to meet the occasional employment needs of local industry. Because of industry downturns and current outlooks, we do not plan to offer Industrial Maintenance courses this year.

Manufacturers rely on their machines to maintain production and quality levels. Breakdowns can lead to incomplete shipments, an idle labor force and lost revenues. Industry uses skilled workers to install, maintain and upgrade its equipment.

Training from Lewis and Clark will give you the skills to work on equipment installation and maintenance. You'll be involved in your equipment's scheduled maintenance and in providing quick and accurate solutions following breakdowns. L&C's training will help you play a vital role in keeping your company productive.

Maintenance mechanics must be able to spot minor problems and correct them before they become major ones. For example, after hearing a vibration from a machine, the mechanic must decide whether it is due to worn belts, weak motor bearings, or some other problem. After diagnosing the problem, the mechanic disassembles the equipment and repairs or replaces the necessary parts.

Nature of Work: Mechanical Maintenance workers install, maintain, and repair equipment and machinery found in factories, hospitals, and businesses. They inspect and diagnose problems and plan how the work will be done, often checking blueprints, repair manuals, and parts catalogs. They generally order supplies and repair parts from distributors or storerooms.

Skills and Abilities: Mechanical aptitude, good eyesight, hearing and manual dexterity are important. Good physical health is necessary as the work involves walking, standing, reaching, heavy lifting, and work in uncomfortable hot or cold environments. Difficult jobs require problem-solving ability often without direct supervision. Blueprint reading, technical communication skills, and use of math and of common hand and power tools are essential. Maintenance technicians will be required to continue learning after formal education to keep pace with technological change.

Note: The certificate of proficiency in Industrial Maintenance cannot be completed in one year.

Certificate of Proficiency - 5312R

GROUP I		
Course No.	Title	Credit hours
IMME 190	Blueprint and Schematics Reading	2
IMME 191	Elements of Mechanics	2
IMME 192	Lubrication	2
IMME 194	Bearings	2
IMME 197	Principles of Hydraulics	2
IMME 199	Principles of Pneumatics	2
Industrial Maintenance Electives (See list)		4
	Total	16
GROUP II		
IMME 193	Drive Components	2
IMME 195	Pumps	2
IMME 196	Piping Systems	2
IMME 198	Troubleshooting Hydraulic Systems	2
IMME 291	Troubleshooting Pneumatic Systems	2
Industrial Maintenance Electives (See list)		6
	Total	16
Approved Industrial Maintenance Mechanical Electives List		
ELTN 131	Fundamentals of Electricity	4
TECH 133	Industrial Safety	3
MACH 199	Math for Machinist	3
MATH 111	Pre-Algebra	3
WELD 191	Basic Welding	2
WELD 193	All Positions Arc Welding	3

Total hours required for Certificate of Proficiency in Industrial Maintenance - Mechanical: **32.**

Library Science and Technology

The Library Science and Technology program is preserved in order to meet the occasional employment needs of local libraries. Although library technicians perform many support activities involved in operating a library, the actual demand for employees with formalized training limits the need to offer continuous educational programming. We do not plan to offer Library Science and Technology courses this year.

Certificate of Completion - 5504R

Library Science and Technology Electives (See list)	12
LIBT 271 Library Internship	3
Total	15

Library Science and Technology Electives List

LIBT 132	Introduction to Library Services	3
LIBT 142	Acquisitions and Processing Materials	3
LIBT 164	Library Public Services	3
LIBT 231	Library Management	3
LIBT 235	Cataloging and Classification I	3
LIBT 270	Automation and Library Services	3
LIBT 275	Topics in Library Science	3

Total credit hours required for a Certificate of Completion in Library Science and Technology: **15**.

Machinist

Applied Technology Division • Program Coordinator Mike Morgan

The machines used by industry continue to operate in a faster and more accurate manner, and require new operating skills and techniques. Many of today's machines are computer numerically controlled (CNC), and the machines are operated through the use of a program.

Students in the Machinist program at Lewis and Clark are instructed in the latest practices and have the opportunity to develop the skills employers need. You'll learn to set up and operate a wide variety of machine tools and know the working properties of metals such as steel, cast iron, aluminum, and brass. Your training at L&C will help you plan and carry out the operations needed to make machined products that meet precise specifications.

Fundamentals of Machining Certificate of Completion - 5312S

Course No.	Title	Credit hours
MACH 203	Machine Shop I	3
MACH 204	Machine Shop II	4
MACH 207	Machine Shop III	4
	Total	11

Total hours required for the Certificate of Completion in Fundamentals of Machining: **11**.

Management

Business Division • Program Coordinator Bob DiPaolo

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 businesspersons 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 33 credit hours, 18 hours of general studies courses and 15 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.

AIM Program: The AIM Program at Lewis and Clark is an accelerated degree program in management. It is a degree for busy, working adults who have the drive and desire to succeed and want to get their education on a part-time schedule as quickly as possible.

With AIM, adults can take classes one night a week for three full years, and can earn the degree that might normally take five to six years of meeting one night a week to complete. AIM is not for traditional college students. It's a program for working adults who want to keep their regular job and continue on with their education.

The accelerated program allows individuals to take two classes, one evening a week, freeing up other evenings and the weekends. The program is designed for any adult, age 21 or older, with a minimum of three full years of work experience, and who is looking for a degree in management.

Students take all of the same courses and fulfill all of the same requirements as the traditional A.A.S. student, but work at an accelerated pace both in and out of the classroom to expedite the degree completion process. Each of the courses in the AIM program will be web-enhanced with extensive resources made available over the internet such as lecture notes, links to course-related materials, and class assignments. Students will read and prepare in advance, so class sessions can be spent on group discussions, projects and simulations.

If you would like to learn more about the AIM program, please contact the Program Coordinator.

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.

Management *continued* --

Please Note: The following model program is for students in the Associate of Applied Science program, not the transfer business program. If you plan to transfer to a four-year institution, 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 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 bachelors 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.

Associate in Applied Science Degree - 5085A

FIRST YEAR

Fall Semester

Course No.	Title	Credit hours
ACCT 131	Financial Accounting	3
BUSN 131	Introduction to Modern Business	3
CIS 135	Computer Literacy	3
ENGL 131	First Year English I	3
MATH 131	College Algebra (or above—except MATH 145)	3-4
	Total	15

Spring Semester

ACCT 132	Managerial Accounting	3
BUSN 237	Fundamentals of Management	3
ECON 151	Principles of Macroeconomics	
or		
ECON 152	Principles of Microeconomics	3
ENGL 132	First Year English II	
or		
ENGL 141	Business Communications	3
MATH 145	General Education Statistics (4)	
or		
MATH 235	Statistics (4)	
or		
BUSN 246	Quantitative Business Methods (3)	3-4
MGMT 237	Fundamentals of Management	3
MKTG 131	Introduction to Marketing	3
	Total	18-19

Management *continued* -

SECOND YEAR

Fall Semester

*BUSN 280 may be taken any time during the second year course sequence. If it is taken during the second year Fall sequence, however, three hours of management electives 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- Job Seeking Skills.

BUSN 141	Business and the Legal Environment	3
MGMT 242	Human Resource Management	3
MGMT 245	Financial Management	3
	Humanities/Fine Arts Elective	3
	Management Electives (See list)	3
	Total	15

Spring Semester

BUSN 280*	Business Co-op I	2-4
MGMT 244	Operations Management	3
SPCH 131	Public Speaking	
	or	
SPCH 145	Public and Private Communications	3
	Management Electives (See list)	9
	Total	17-19

Approved Management Electives List

ACCT 233	Cost Accounting	3
ACCT 234	Tax Accounting	3
ACCT 235	Intermediate Accounting I	3
ACCT 236	Intermediate Accounting II	3
BUSN 161	E-Commerce	3
BUSN 187	Financial Investments	3
BUSN 261	Preparation of a Business Plan	1
BUSN 281	Business Co-op II	1-4
CIS 131	Exploring Computer Skills	3
CIS 140	Computer Programming Logic	3
CIS 144	Systems Analysis and Design	3
CIS 200	COBOL	4
CIS 252	Computer Software Applications	3
ECON 151	Principles of Macroeconomics	3
ECON 152	Principles of Microeconomics	3
HIM 225	Hospitality Industry Purchasing	3
HIM 245	Managing a Food Service Operation	3
MATH 165	Calculus for Business & Social Science	4
MGMT 233	Case Studies in Management	3
MKTG 136	Salesmanship	3
MKTG 234	Principles of Retailing	3
PSYC 131	General Psychology	3
REAL 132	Real Estate Transactions	3
REAL 133	Advanced Real Estate Principles	1
REAL 134	Real Estate Financing	1
REAL 235	Real Estate Sales & Brokerage	1
REAL 238	Real Property Management	1
REAL 241	Real Estate Contracts & Conveyances	1
REAL 245	Real Estate Appraisal	1
SMBU 152	Management for Small Business	3
SMBU 162	Planning for Small Business	3

Management *continued* -

Certificate of Proficiency - 5085J

Students who complete the courses below are eligible for a Certificate of Proficiency. Since these courses represent the nucleus of the Management program, all courses are acceptable in satisfying the requirements of the A.A.S. degree.

Course No.	Title	Credit Hours
ACCT 131	Financial Accounting	3
ACCT 132	Managerial Accounting	3
BUSN 131	Introduction to Modern Business	3
BUSN 141	Business and the Legal Environment	3
CIS 135	Computer Literacy	3
ECON 151	Principles of Macroeconomics	3
MGMT 237	Fundamentals of Management	3
MGMT 242	Human Resource Management	3
MGMT 244	Operations Management	3
MGMT 245	Financial Management	3
MKTG 131	Introduction to Marketing	3
	Total	33

Total credit hours for the Certificate of Proficiency in Management: 33.

Certificates of Completion

Some students are interested in taking a few courses spread over time. Many of them are already employed in their chosen field. Others may wish to augment previous education. Such students are provided with the opportunity to do so and to be recognized for the completion of that educational effort with a Certificate of Completion. Often such students later decide to continue their education. Therefore, the courses (except SMBU 139) that are specified also satisfy some of the requirements of the A.A.S. Degree in Management.

Finance - 5003S - 15 hours

Prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises.

Course No.	Title	Credit Hours
ACCT 131	Financial Accounting	3
BUSN 131	Introduction to Modern Business	3
BUSN 187	Financial Investments	
or		
BUSN 246	Quantitative Business Methods	3
MGMT 237	Fundamentals of Management	3
MGMT 245	Financial Management	3
	Total	15

Management *continued* -

Human Resources - 5085B - 15 hours

Prepares individuals to manage the development of human capital in organizations and to provide related services to individuals and groups.

Course No.	Title	Credit Hours
BUSN 131	Introduction to Modern Business	3
BUSN 141	Business and the Legal Environment	3
MGMT 237	Fundamentals of Management	3
MGMT 242	Human Resource Management	3
PSYC 131	General Psychology	3
	Total	15

Marketing - 5004S - 15 hours

Prepares individuals to perform the techniques of direct consumer persuasion, including sales presentations, customer service, post-sale relations, and legal/ethical issues.

Course No.	Title	Credit Hours
BUSN 131	Introduction to Modern Business	3
ECON 152	Principles of Microeconomics	3
MGMT 237	Fundamentals of Management	3
MKTG 131	Introduction to Marketing	3
MKTG 136	Salesmanship	
or		
MKTG 234	Principles of Retailing	3
	Total	15

Operations - 5085C - 15 hours

Prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production and manufacturing.

Course No.	Title	Credit Hours
BUSN 131	Introduction to Modern Business	3
BUSN 246	Quantitative Business Methods	3
ECON 152	Principles of Microeconomics	3
MGMT 237	Fundamentals of Management	3
MGMT 244	Operations Management	3
	Total	15

Small Business - 5085D - 15 hours

Prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

Course No.	Title	Credit Hours
BUSN 131	Introduction to Modern Business	3
BUSN 141	Business and the Legal Environment	3
SMBU 152	Management for Small Business	3
SMBU 139	Accounting for Small Business	
or		
ACCT 131	Financial Accounting	3
CIS 135	Computer Literacy	
or		
SMBU 162	Planning for Small Business	3
	Total	15

Nursing: Associate Degree Nursing

Allied Health Division • Director of Nursing Education Donna Meyer, RN, MSN

It takes commitment to enter the nursing field. The individual must have a caring attitude, a desire to help others and the ambition to build a rewarding career. The work is hard, but you'll appreciate the respect and satisfaction that comes from being a nursing professional. You'll also appreciate the career opportunities that come with graduating from the Lewis and Clark nursing program.

Lewis and Clark's Associate Degree Nursing (ADN) program prepares you to give safe, effective nursing care. You'll work as team members under the supervision of nurses with extensive professional backgrounds, and you'll have the potential for advancement and a leadership role in the nursing field.

You can prepare yourself for an excellent career in nursing in just two years. You'll receive classroom instruction and clinical experience each semester in local hospitals, nursing homes and other health care agencies. L&C's skilled faculty members will closely monitor and evaluate your practical experiences.

The faculty members also ensure the quality and high standards of the ADN program. Their work has been recognized by the National League for Nursing which has awarded its full accreditation to L&C's program. The National League for Nursing Accrediting Commission address is 61 Broadway, 33rd Floor, New York, NY 10006. The program also has agency membership in the League's council of Associate Degree Programs and is approved by the Illinois Department of Professional Regulation.

Upon graduation from L&C's program, you'll receive an Associate in Applied Science degree and be eligible to apply for the NCLEX-RN (State Board) for licensing. Graduates passing the exam are then able to apply for a license to practice as a registered nurse.

Applicants to Lewis and Clark's Nursing program must have completed one college semester of biology and chemistry with a grade of C or above. Computer literacy must be demonstrated through a college or high school course or through a skills test. Applicants must score at the college level on both math and English placement tests or have passed a semester of college English and received a C or better in a semester of college level math. It's necessary to maintain a C average in any classes taken at L&C, and applicants must submit a card of intent stating when they intend to enter the ADN program.

Students for the program are selected near midterm of each semester for the following semester, and their selection is based on pre-admission test scores. 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 Department's deadlines, and a satisfactory health examination report is required.

The Associate Degree Nursing (ADN) program at L&C includes nursing and general education courses in approximately equal proportions. The program prepares Associate Degree Nurses to give safe, effective, patient-centered care to a patient or to a group of patients with common health problems. Associate Degree Nurses function as team members under the supervision of nurses with broader professional backgrounds. The ADN graduate has the potential to assume leadership roles in keeping with individual competency and to become increasingly effective in the practice of nursing.

The Illinois Nursing Act of 2003 limits licensure as a registered professional nurse only to persons who:

- Apply in writing in form and substance acceptable to the Department,
- Have completed an approved professional nursing education program of not less than two academic years and have graduated from the program,
- Have satisfactorily completed an examination authorized by the Department, and
- Have paid the required fees.

The Department may take into consideration any chronic disease that interferes with practice and/or felony conviction of the applicant, but such a conviction shall not operate as an absolute bar to licensure.

The Department may refuse to issue or may suspend the license of any person who fails to file a return, or to pay the tax, penalty or interest shown in a filed return, or to pay any final assessment of the tax, penalty, or interest as required by any tax act administered by the Illinois Department of Revenue, until such time as the requirements of any such tax act are satisfied.

Associate Degree Nursing *continued* --

Students receive clinical experience in local and metropolitan hospitals, nursing homes, and other health care agencies. Experiences are selected, supervised, and evaluated by L&C nursing faculty in cooperation with the personnel in the agency. Transportation to hospitals and agencies is the responsibility of the student.

Application and Admission: Applicants are required to provide to the Admissions and Records 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.

Applicants are also required to provide the following information to the Allied Health Division office:

- L&C math, reading and English placement test scores, and
- Nursing program pre-admission exam score.

The above credentials must be in the respective offices by mid-term of the semester before the semester for which applicants are applying.

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 130 or 131), with a grade of C or better,
 - MATH 112 with a grade of C or better or score on L&C placement test sufficient to place in MATH 116,
 - One college semester of chemistry (CHEM 130 or CHEM 131) that includes both organic and inorganic components, 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, and
 - Computer literacy at high school or college or pass proficiency exam.
- Notify the Allied Health Division Office by 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 Allied Health Division office in HK 112.
- Prior to taking the pre-admission tests, have high school and any college transcripts with the application form on file in the Allied Health Division office.
- Show acceptable rank in reading comprehension and on the pre-admission test. Selection of qualified applicants will be based upon this test score. Test scores are valid for five years. File must be completed by the midterm of the semester preceding the semester of 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 Department within 10 days following notification of acceptance,
- Completion of all program prerequisites, and
- Overall GPA of 2.0 or better at L&C.
- All students accepted will be required to complete a drug screen and federal background check.

Associate Degree Nursing *continued* --

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 two types of advanced standing in the ADN Program:

1. LPNs may begin the program in NURS 150 (rather than the traditional NURS 151). NURS 150 is a three hour, lecture/lab (no clinical) course. After successful completion of NURS 150, the LPN receives proficiency credit for NURS 151, 152, 250, 251, and HLTH 133 (Nutrition) and may be eligible to advance to NURS 252 providing that the student has completed both semesters of Anatomy and Physiology (BIOL 141 and BIOL 142) with a “C” or better.
2. Written proficiency tests are also offered to LPNs for NURS 153, Community-Based Psychiatric Nursing, and NURS 154, Family and Home-Centered Nursing. Students who do not have a corresponding psychiatric nursing course with a clinical component as part of their prior LPN education will require nursing faculty advisement for NURS 153 proficiency. Attainment of a score above the 70th percentile on either of these tests allows the student to receive proficiency credit for that course. Proficiency of both of these courses allows the student to move from NURS 150 to NURS 252, provided all other prerequisite support courses for NURS 252 have been completed. This means that the student may complete the nursing courses in two semesters provided degree requirements are met.
3. After admission to the ADN program at Lewis and Clark Community College and successful completion of the Illinois Nurse Aide Competency Examination, CNAs who completed a Nurse Assistant Training course approved by the Illinois Department of Public Health with a grade of “C” or better, will be eligible for advanced standing in the first semester of the ADN Program at L&C. After completing NURS 152 with a grade of “C” or better, proficiency credit for NURS 151, Nursing Process and Basic Needs I, two credit hours will be granted.

A fee of \$5 per credit hour is required for proficiency credits.

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, 142, and 241.
- 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 Allied Health Division Office or with the Director of Nursing Education.

Associate in Applied Science Degree - 5208A Sample Curriculum

First Semester		Credit hours
Course No.	Title	
BIOL 141	Anatomy & Physiology I	4
PSYC 131	General Psychology	3
NURS 128	Integrated Study Skills	2
NURS 151	Nursing Process and Basic Needs I	2
NURS 152	Nursing Process and Basic Needs II	6
	Total	17

Associate Degree Nursing *continued* --

Second Semester

BIOL 142	Anatomy & Physiology II	4
BIOL 241*	Microbiology	4
NURS 153	Community-Based Psychiatric Nursing	3.5
NURS 154	Family & Home-Centered Nursing	3.5
NURS 141	Psychomotor Skills for Nursing	1
NURS 145	Nursing Health Assessment	2
	Total	18

Summer Semester

PSYC 232	Human Development	
or		
PSYC 233	Child Psychology	3
SPCH 145	Public and Private Communication	<u>3</u>
	Total	6

Third Semester

ENGL 131	First Year English I	3
NURS 250	Basic Nursing Process Application I	3.5
NURS 251	Basic Nursing Process Application II	3.5
NURS 142	Pharmacology for Nursing I	1
NURS 143	Pharmacology for Nursing II	1
SOCI 131	Introduction to Sociology	<u>3</u>
	Total	15

Fourth Semester

ENGL 132	First Year English II	3
NURS 252	Advanced Nursing Application I	4.5
NURS 253	Advanced Nursing Application II	4.5
NURS 144	Nursing Leadership & Management	1
Humanities/Fine Arts Elective		<u>3</u>
	Total	16

Total credit hours required for the A.A.S. in Nursing: **72**.

The student receives 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 the student must have successfully completed BIOL 141, NURS 151, and 152 with a grade of "C" or better. PSYC 131 must also be completed prior to NURS 153.

In order to be eligible for progression into the third level nursing courses the student must have successfully completed BIOL 142, BIOL 241 with grade of "C" or better and NURS 153, 154, and 141 with a grade of "C" or better.

In order to be eligible for progression into the fourth level of nursing courses the student must have successfully completed NURS 250, 251, 142, and 143 with a grade of "C" or better.

NURS 128, Integrated Study Skills, is required of all students concurrently with NURS 151 and 152. It is also offered concurrently with NURS 252 and 253 as an optional course for learning enrichment and nursing knowledge enhancement.

LPNs who complete NURS 150 may be eligible for advanced standing in the Associate Degree Nursing Program. Refer to section regarding advanced standing and credit for prior learning for LPNs in the Policy and Procedure Manual.

Periodically throughout the nursing curriculum, NLN and/or other standardized examinations will be required of all nursing students.

All students are required to purchase the student manual for each nursing course.

Associate Degree Nursing *continued* --

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 LPNs From PN Programs

First Semester

Course No.	Title	Credit hours
NURS 150*	Concepts in Professional Nursing	3
BIOL 141	Anatomy & Physiology I	4
NURS 145	Nursing Health Assessment	2
NURS 141	Psychomotor Skills for Nursing	1
NURS 142	Pharmacology for Nursing I	1
NURS 143	Pharmacology for Nursing II	1
NURS 131	General Psychology	3
SPCH 145	Public and Private Communication	3
	Total	18

Summer Semester

NURS 113**	Obstetrical Nursing Review	1
NURS 115**	Psychiatric Nursing Review	1
BIOL 241	Microbiology	4
SOCI 131	Introduction to Sociology	3
	Total	9

Second Semester

BIOL 142	Anatomy & Physiology II	4
NURS 153	Community-Based Psychiatric Nursing	3.5
NURS 154	Family and Home-Centered Nursing	3.5
PSYC 233	Child Psychology	
or		
PSYC 232	Human Development	3
ENGL 131	First Year English I	3
	Total	17

Third Semester

ENGL 132	First Year English II	3
	Humanities/Fine Arts Elective	3
NURS 252	Advanced Nursing Process Application I	4.5
NURS 253	Advanced Nursing Process Application II	4.5
NURS 144	Nursing Leadership & Management	1
	Total	16

*After completing NURS 150 with a grade C or better, LPNs are eligible for proficiency credit for NURS 151, 152, 250 and 251 (Nursing Process and Basic Needs I and II, Basic Nursing Process Application I and II - 15 credit hours). A processing fee is required to receive this credit.

**LPNs are eligible to challenge NURS 153 and NURS 154 by exam. NURS 113 and 115 are optional review lectures to prepare students to take the challenge exams. Passing grades on the exams allow proficiency of each of these courses. Proficiency of both courses allows the LPN to take NURS 144, 252, and 253 in the second semester and graduate after only two semesters, providing all support courses have been completed and all other degree requirements have been met.

Nursing: Nurse Assistant

Allied Health Division • Program Coordinator Terry Breden

Not everyone has the patience or compassion to work closely with people who are ill. It takes a caring individual to show the concern and empathy that is displayed by nurse assistants.

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 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 they work closely on a daily basis with residents or patients, nursing assistants 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 feeding and bathing as well as the administration of some treatment.

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 graduation.

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.

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 bathing and feeding patients who need help; 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 nurses 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 by Southern Illinois University at Carbondale (SIUC) Nurse Aid Testing Service. 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 fill out an application for a criminal background check within 10 days of the start 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.

Nurse Assistant *continued* --

Admission Requirements:

- Submit an application for admission to L&C,
- Be 16 years or older,
- 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, and
- Have taken an updated CPR (cardiopulmonary resuscitation) course before classes begin or within the first four weeks of classes. The program coordinator will assist students in making arrangements to take the course, which is offered by area community service agencies. The following CPR cards are accepted: 1) American Heart Association's Health Care Provider Course Participation Card (Modules 1-4) or 2) American Red Cross Community CPR Certification Card.

Students in this program will be required to abide by specific policies for this program. These policies are available for review in the Allied Health Division Office or with the program coordinator.

Certificate of Completion - 5201R

Course No.	Title	Credit hours
NUAD 120	Basic Nurse Assistant Training	6

Six clinical days are scheduled in addition to the time the theory classes are scheduled. For further information contact the Nursing/Allied Health division office at 618-468-4401.

Nursing: Unit Clerk

Allied Health Division • Director of Nursing Education Donna Meyer, RN, MSN

In every hospital nursing unit there's one person who keeps the details in order. That person makes sure the patients' files are updated, proper records are kept, and insures the necessary paperwork flows smoothly between departments within the hospital. Without unit clerks, the care of patients and the operation of the hospital would suffer.

Lewis and Clark can help prepare you for the responsibilities of working as a unit clerk. You'll be given the background that can help you play a key role in the operation of a nursing unit.

Nature of Work: Unit clerks prepare and compile records in the hospital nursing unit (medical, obstetrics, pediatrics, or surgery); transfer information such as patients' vital signs, from nurses' records onto patients' medical records; record diet instructions and keep files of medical records on patients in unit, requisition supplies, place and receive telephone calls and other forms of communication; compile censuses of patients; and assist in patient care and services such as dressing and feeding patients.

Skills and Abilities: Unit clerks should be able to work with nursing personnel, other staff, patients, and families. Close attention to detail is required.

Admission Requirements: To qualify for admissions, you must:

- Submit an application for admission to the College,
- Be 16 years or older,
- Completion of NUAD 120 is recommended but not required.

Certificate of Completion - 5201S

Course No.	Title	Credit hours
UNIT 120	Hospital Unit Clerk	4

Occupational Therapy Assistant

Allied Health Division • Program Coordinator Linda Orr

The fundamental purpose of occupational therapy is the development and maintenance of a person's capacity throughout life to perform those tasks and roles essential to productive living. As an Occupational Therapy Assistant (OTA) you will provide services to those impaired by physical illness, psychosocial disability, developmental deficits and aging. Through occupational therapy intervention individuals are returned to their maximum level of independence, mastering life skills that include: self-care, daily living, leisure and work.

OTAs work in a variety of settings that include: hospitals, skilled nursing facilities, intermediate care facilities, school systems, mental health centers, rehabilitation hospitals, residential care facilities, home health settings, work hardening centers and non-medical settings.

The employment outlook for occupational therapy personnel is excellent. The U.S. Bureau of Labor Statistics predicts a continued growth in the number of available positions in occupational therapy. Employment opportunities in occupational therapy are expected to grow because of increased growth in rehabilitation of individuals with disabilities and a rise in long-term care services. The demand in the occupational therapy field has created more openings for assistants than there are applicants.

Lewis and Clark offers an education that focuses on academic preparation and supervised clinical practice, allowing the student the opportunity to become familiar with a variety of treatment diagnoses and work in diverse settings. The program can be completed in two years. Enrollment is limited. Selection of qualified applicants will be based upon a point system and fulfillment of other admission criteria.

Nature of Work: The fundamental purpose of occupational therapy is the development and maintenance of a person's capacity throughout life to perform those tasks and roles essential to productive living. As an Occupational Therapy Assistant (OTA) you will provide services to those impaired by physical illness, psychosocial disability, developmental deficits and aging. Through occupational therapy intervention individuals are returned to their maximum level of independence, mastering life skills that include: self-care, daily living, leisure and work.

The occupational therapy assistant carries out a treatment plan under the guidance and supervision of an occupational therapist. The OTA provides a variety of treatment modalities for the patient such as: activities of daily living training, splinting, environmental modifications, safety training during activities of daily living, wheelchair positioning and modifications, sensory integration, life skills training, job site analysis, energy conservation techniques, cognitive retraining and neuromuscular retraining techniques for individuals who have lost functional use of an extremity. Other duties include documenting patient progress and assisting with formulation of discharge planning. The OTA also maintains clinical equipment and supervises aides.

Skills and Abilities: To pursue a career as an occupational therapy assistant, you 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, imagination to adapt activities and treatment, and a caring personality are needed for effective patient care.

All students must be able to fulfill certain "technical functions". These functions are the essential requirements of the occupational therapy assistant program that students must master to successfully participate in the program and become employable in the occupational therapy field.

Technical functions for students in the Occupational Therapy Assistant program:

- a. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
- b. 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 occupational therapy and health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical functions.

Occupational Therapy Assistant *continued* -

Accreditation: Lewis and Clark's OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates are 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). Illinois requires licensure in order to practice once you have passed the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Application and Admission: Sixteen students may be admitted one time per year. 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. Application packets will be completed by each student and reviewed using a numerical ranking system for each admission criterion.

Applicants are required to provide the Occupational Therapy Assistant Program office, Math Building, Room 108, the following information:

- L&C application to the Occupational Therapy Assistant (OTA) Program (5230A)
- Evidence of high school graduation or GED
- Official transcript(s) from all colleges, universities, and schools of Occupational Therapy Assistant attended previously
- High school seniors are to provide the following information:
 - a list of senior year subjects planned
 - an official transcript of the first six high school semesters
- Eight hours of documented observation in an occupational therapy department, and/or present with related work experience in an occupational therapy practice setting
- Two letters of recommendation-one letter must be from a high school or college instructor
- Statement of personal goals
- Prove residency in either Lewis and Clark Community College District No. 536, Southwestern Illinois College District No. 522, or East St. Louis Community College Center at the time of application. Applicants from other community college districts will be eligible for admission only if positions are available after an OTA class has been selected from the above districts.

A student applying to the OTA Program shall:

Shall have completed the following:

- One year of high school or one college semester of general biology (BIOL 130 or 131), 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
- Qualify for MATH 116 by appropriate L&C placement test score or one college semester of algebra with a grade of C or better
- Computer literacy at high school or college or pass proficiency exam

One year of high school art is recommended, but not required for admission to the OTA Program.

Point system for admission procedures: Lewis and Clark's OTA program will admit students on the basis of a point system. Each application and admission criterion will have a weighted value and the 16 OTA applicants with the highest score will be eligible for acceptance into the OTA program. A maximum of 100 points is possible.

Occupational Therapy Assistant *continued* -

Maximum points possible are designated as follows:

Grade point average	60 points
General education course work	16 points
Letters of recommendation	4 points
Documented observation and/or related work experience	6 points
Handwritten statement of personal goals and reason for seeking admission to the OTA program	6 points
Timeliness and completeness of Application packet	8 points

The following is an overview of the point value system:

1. GPA: The student receives three points for every 0.1 grade increment on the GPA scale for 2.0 and above (or 3.0 and above on 5.0 scales). If less than 12 hours of college level coursework have been completed, the applicant's high school GPA will be used. A maximum of 60 points is possible.
2. General Education Courses: Applicants that have completed the general education courses will receive two points per course for a total of 16 points. The general education courses for the OTA curriculum are:

Prefix	Title	Points
SOCI 131	Introduction to Sociology	2
PSYC 131	General Psychology	2
BIOL 141	Anatomy-Physiology I	2
BIOL 142	Anatomy-Physiology II	2
ENGL 131	First Year English I	2
PSYC 232	Human Development	2
SPCH 131	Public Speaking	2
Humanities	Elective	2

BIOL 141 and 142 must not have been completed more than five years prior to the spring semester in which the student is accepted into the OTA program. You must earn a grade of C or better for BIOL 141 and 142 and PSYC 131 and 232 to receive points.

3. Letter of Recommendation - The letters of recommendation are worth up to two points each for a total of four points.
4. Completion and timeliness of the admission packet will have an eight-point value:

Admission Packet Information	Points
Total completion of paperwork	2
Application received on or before due date	2
Transcripts	2
Official copy of High School Diploma/GED	2

In the event more than one applicant receives the same total admission points, applicants will be ranked in order according to the date the application packet is received in the Division Office.

5. Written description of eight hour clinical observation or work experience documentation is worth up to six points.
6. Writing sample of at least one page in length stating your personal goals and objectives for pursuing a career in Occupational Therapy Assistant has up to a six-point value.

Final acceptance will be given to qualified applicants when they have met the following additional requirements prior to the first day of class:

- Submission of a satisfactory health examination report
- Immunizations for tetanus, measles, mumps, rubella and a two-step TB skin test. Hepatitis B vaccination is strongly recommended
- Current CPR certification (must include infant and one or two man resuscitation)
- Completion of all program prerequisites
- Overall GPA of 2.0 or better at L&C

Once accepted into the OTA program, a student must meet the following requirements:

- Earn a grade of C or better in BIOL 141 and 142, PSYC 131 and 232, and all courses with an OCTA prefix

Occupational Therapy Assistant *continued* -

- Complete the didactic portion of the program within three years of initiating OTA course work
- Successfully complete the supervised clinical education component of the program within 18 months following completion of the didactic portion of the program
- Register for all OTA courses offered each semester as outlined in the program's curriculum

In order to reduce their class loads, students may take any or all of the general education courses required in the OTA curriculum prior to admission to the program

To be eligible for graduation with an Associate of Applied Science Degree in Occupational Therapy Assisting, a student must:

- Earn a grade of C or better in each of the following courses:
 - All program courses with an OCTA prefix
 - BIOL 141 and 142
 - PSYC 131 and 232
- Satisfy all other requirements for an Associate of Applied Science degree specified by Lewis and Clark Community College.
- Applicants with Disabilities: If you have a disability, accommodations will be based on the impact of the disability. Please contact Kathy Haberer, Special Learning Needs Counselor at 468-4126 or 468-4211 for assistance in verifying the need for accommodation and accommodation strategies.

Student Outcomes: Following the completion of the Occupational Therapy Assistant Program, the graduates are 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). Illinois requires licensure in order to practice once you have passed the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. The College first offered the OTA Program to students in January, 1999. Thirty-one (31) students have graduated from the Lewis and Clark Community College program since 2000. Of this total, twenty-four (24) students (77%) have passed the examination the first time that the examination was taken. Seven (7) students have been repeat takers of the examination with five (5) of those students passing for an overall pass rate, first-time and repeat takers, of 94%. Please note that according to data provided by NBCOT on July 29, 2004, the overall pass rate for all first time takers in 2004 was 69.48% for U.S. Graduates. All certified graduates of the program are employed in the field of occupational therapy or in a related field.

Associate in Applied Science Degree - 5230A

Spring Semester

Course No.	Title	Credit Hours
BIOL 141	Anatomy-Physiology I	4
ENGL 131	First Year English I	3
OCTA 134	Occupational Therapy Fundamentals	4
PSYC 131	General Psychology	3
SOCI 131	Introduction to Sociology	3
	Total	17

Summer Session

	Humanities/Fine Arts Elective	3
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communications	3
	Total	6

Fall Semester

BIOL 142	Anatomy-Physiology II	4
OCTA 138	Therapeutic Modalities	3
OCTA 142	Psychosocial Components I	3
OCTA 146	Physical Components I	3
OCTA 150	Adaptations to Daily Living	3
	Total	16

Occupational Therapy Assistant *continued* -

Spring Semester

OCTA 234	Psychosocial Components II	3
OCTA 238	Physical Components II	4
OCTA 242	Older Adult Interventions	3
OCTA 250	Level I Fieldwork	4
PSYC 232	Human Development	3
	Total	17

Summer Session

OCTA 246	Special Population Intervention	4
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Fall Semester

OCTA 254	Level II Fieldwork A	4
OCTA 258	Level II Fieldwork B	4
	Total	8

Total hours required for A.A.S. in Occupational Therapy Assisting: **68**.

Office Technology

Applied Technology Division • Program Coordinator Cathy Carruthers

The Office Technology program incorporates the necessary technical, people, communication, and workplace skills desired in today's offices. You'll work with the same type of equipment and software currently found in most high-tech offices and learn the techniques that help you build a successful career.

Office workers are addressed by different titles. An administrative assistant may also be called a secretary, office support person, or office professional. The Office Technology program is designed for students who wish to prepare for positions as professional office workers. Students may elect to specialize for positions in legal or medical offices or in electronic publishing.

The Office Technology Department offers A.A.S. degree programs in:

- Office Assistant - Administrative
- Office Assistant - Legal
- Office Assistant – Medical
- Computer Graphics*
- Web Design*

Certificate of Proficiency programs are available in:

- Office Specialist - Administrative
- Office Specialist - Legal
- Office Specialist - Medical
- Office Specialist - Electronic Publishing
- Computer Graphics*

Certificate of Completion programs are available in:

- Office Clerk
- Basic Web Design*
- Medical Insurance and Billing
- Medical Transcription
- Microsoft Office Applications (Core)
- Microsoft Office Applications (Expert)
- New programs are under development in Computer Graphics/Electronic Studio*

*More information is available in the Computer Graphics and Web Design section of this catalog.

Through a Capstone Option agreement between SIUC and Lewis and Clark, an L&C graduate receiving an A.A.S. degree in Office Assistant, Administration, Legal, or Medical, and meeting certain other requirements, may apply and be accepted into SIUC's Bachelor of Science in Information Systems Technologies program. Interested students should meet with L&C's Office Technology coordinator or an academic advisor for specific requirements. Most of the program through SIUC can be completed online.

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.

KEYBOARDING

COURSE PLACEMENT INFORMATION

New students planning to take OTEC 121 or higher number class in which there is a keyboarding prerequisite must arrange to take a placement test. Contact the Office Technology Program Coordinator.

Office Technology *continued* --

ALLOFFICE TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM PREREQUISITES:

Qualify for ENGL 111/COMM 111 by appropriate L&C placement test score.

Graduation Requirement:

To be eligible for graduation with an Associate in Applied Science degree or Certificate of Proficiency in any Office Technology program, a student must:

1. Earn a grade of “C” or better in all Office Technology courses, defined as courses with an OTEC prefix, and
2. Satisfy the requirements for an Associate in Applied Science degree or a Certificate of Proficiency as outlined in this catalog.

OTEC classes taken longer than eight years prior to graduation must be retaken or a proficiency test passed to insure that the student has retained his/her knowledge from the class.

Office Assistant - Administrative Associate in Applied Science Degree - 5005C

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 Office Assistant - Administrative 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.

First Semester

Course No.	Title	Credit Hours
ENGL 131	First Year English I	3
MATH 129	Business Math	3
OTEC 120	Keyboarding/Formatting	3
OTEC 130	Records Management	3
OTEC 150	Office Technology Concepts	3
	Total	15

Second Semester

ENGL 141	Business Communications	3
OTEC 110	Windows Management	3
OTEC 121	Formatting/Word Processing	3
OTEC 140	Proofreading/Transcription Skills	3
OTEC 250	Microsoft Office Suite (Core)	3
	Total	15

Third Semester

SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3
OTEC 231	Adv Keyboarding & Word Processing	3
OTEC 265	Professional Development	3
	Total	9

Fourth Semester

OTEC 115	Microsoft Publisher	1
OTEC 235	Office Support Systems & Procedures	4
OTEC 251	Microsoft Office Suite (Expert)	3
SMBU 139	Accounting for Small Business	3
WEB 117	Microsoft Frontpage Introduction	1
Humanities/Fine Arts Elective		3
	Total	15

Office Technology *continued* --

Fifth Semester

OTEC 255	Office Management	3
OTEC 261	Administrative Assistant Cooperative	3
	Office Assistant-Administrative Electives (See list)	2-3
PSYC 131	General Psychology	3
	Mathematics or Physical/Life Science Elective	3
	Total	14-15

Approved Office Assistant - Administrative Electives List

ACCT 132	Managerial Accounting	3
BUSN 131	Introduction to Modern Business	3
BUSN 141	Business and the Legal Environment	3
CGRD 139	Fundamentals of Desktop Publishing	3
CGRD 142	Adobe Photoshop	2
CGRD 144	Adobe Illustrator	3
CGRD 155	Desktop Publishing Using Word	2
CGRD 239	Advanced Desktop Publishing	3
CIS 131	Exploring Computer Skills	3
CIS 135	Computer Literacy	3
CIS 145	Database Design Concepts	3
CIS 172	Computerized Acct/Small Business	1
ECON 131	Introduction to Economics	3
HLTH 120	Medical Terminology	3
MGMT 242	Human Resource Management	3
MGMT 245	Financial Management	3
OTEC 026	Basic Windows Skills	3
OTEC 027	Internet Use & Design Techniques	3
OTEC 028	Basic Office Procedures	3
OTEC 029	Office Career Development	3
OTEC 111	Microsoft Word (Core)	1
OTEC 114	Microsoft PowerPoint (Core)	1
OTEC 116	Microsoft Windows XP	1
OTEC 117	Microsoft Outlook	1
OTEC 118	Microsoft Project	1
OTEC 122	Speech Recognition	1
OTEC 123	Data Entry Skills	1
OTEC 124	Speed and Accuracy Development	1
OTEC 132	Speedwriting	3
OTEC 135	Legal Procedures	3
OTEC 145	Intermediate Word Processing Applic	3
OTEC 165	Legal Terminology	3
OTEC 170	Medical Office Procedures	3
OTEC 211	Microsoft Word (Expert)	1
OTEC 212	Microsoft Excel (Expert)	1
OTEC 213	Microsoft Access (Expert)	1
OTEC 214	Microsoft PowerPoint (Expert)	1
OTEC 232	Legal Transcription	3
OTEC 233	Medical Transcription	3
OTEC 234	Advanced Medical Transcription	3
OTEC 270	Medical Insurance and Coding	3
WEB 130	Introduction to the Internet	1
WEB 135	Web Page Design Essentials	3
WEB 217	Advanced Microsoft FrontPage	1

Office Technology *continued* --

Office Specialist - Administrative Certificate of Proficiency - 5005M

First Semester

Course No.	Title	Credit Hours
ENGL 141	Business Communications	3
Otec 120	Keyboarding/Formatting	3
Otec 130	Records Management	3
Otec 150	Office Technology Concepts	3
	Total	12

Second Semester

Otec 110	Windows Management	3
Otec 121	Formatting/Word Processing	3
Otec 140	Proofreading/Transcription Skills	3
Otec 250	Microsoft Office Suite (Core)	3
	Total	12

Third Semester

Otec 160	Office Practicum	2
Otec 231	Adv Keyboarding & Word Processing	3
Otec 235	Office Support Systems & Procedures	4
Otec 265	Professional Development	3
	Total	12

Total hours required for a Certificate of Proficiency in Office Specialist - Administrative - 5005M: **36**.

Office Assistant - Legal Associate in Applied Science Degree - 5005D

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 Office Assistant-Legal 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.

First Semester

Course No.	Title	Credit Hours
ENGL 131	First Year English I	3
Otec 120	Keyboarding/Formatting	3
Otec 130	Records Management	3
Otec 135	Legal Procedures	3
Otec 150	Office Technology Concepts	3
	Total	15

Second Semester

BUSN 141	Business and the Legal Environment	3
MATH 129	Business Math	3
Otec 121	Formatting/Word Processing	3
Otec 140	Proofreading/Transcription	3
Otec 165	Legal Terminology and Documents	3
	Total	15

Third Semester

SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3
Otec 250	Microsoft Office Suite (Core)	3
Otec 265	Professional Development	3
	Total	9

Office Technology *continued* --

Fourth Semester

ENGL 141	Business Communications	3
OTEC 110	Windows Management	3
OTEC 115	Microsoft Publisher	1
OTEC 232	Legal Transcription	3
OTEC 235	Office Support Systems & Procedures	4
SMBU 139	Accounting for Small Business	3
	Total	17

Fifth Semester

OTEC 251	Microsoft Office Suite (Expert)	3
OTEC 262	Legal Assistant Cooperative	3
PSYC 131	General Psychology	3
	Humanities/Fine Arts Elective	3
	Mathematics or Physical/Life Science Elective	3
	Total	15

Total credit hours required for the A.A.S. in Office Assistant - Legal - 5005D: **71**.

Office Specialist - Legal Certificate of Proficiency - 5005Q

First Semester

Course No.	Title	Credit Hours
ENGL 141	Business Communications	3
OTEC 120	Keyboarding/Formatting	3
OTEC 135	Legal Procedures	3
OTEC 140	Proofreading/Transcription Skills	3
OTEC 150	Office Technology Concepts	3
	Total	15

Second Semester

BUSN 141	Business and the Legal Environment	3
OTEC 110	Windows Management	3
OTEC 121	Formatting/Word Processing	3
OTEC 130	Records Management	3
OTEC 165	Legal Terminology and Documents	3
OTEC 250	Microsoft Office Suite (Core)	3
	Total	18

Third Semester

OTEC 160	Office Practicum	2
OTEC 232	Legal Transcription	3
OTEC 235	Office Support Systems & Procedures	4
OTEC 265	Professional Development	3
	Total	12

Total hours required for a Certificate of Proficiency in Office Specialist Legal - 5005Q: **45**.

Office Assistant - Medical Associate in Applied Science Degree - 5005F

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 Office Assistant-Medical 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.

Office Technology *continued* --

First Semester

Course No.	Title	Credit Hours
HLTH 120	Medical Terminology	3
O TEC 120	Keyboarding/Formatting	3
O TEC 130	Records Management	3
O TEC 150	Office Technology Concepts	3
O TEC 170	Medical Office Procedures	3
	Total	15

Second Semester

ENGL 131	First Year English I	3
MATH 129	Business Math	3
O TEC 121	Formatting/Word Processing	3
O TEC 140	Proofreading/Transcription Skills	3
O TEC 250	Microsoft Office Suite (Core)	3
	Total	15

Third Semester

SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3
O TEC 233	Medical Transcription	3
O TEC 265	Professional Development	3
	Total	9

Fourth Semester

ENGL 141	Business Communications	3
O TEC 110	Windows Management	3
O TEC 115	Microsoft Publisher	1
O TEC 235	Office Support Systems & Procedures	4
O TEC 270	Medical Insurance and Coding	3
SMBU 139	Accounting for Small Business	3
	Total	17

Fifth Semester

O TEC 251	Microsoft Office Suite (Expert)	3
O TEC 263	Medical Assistant Cooperative	3
PSYC 131	General Psychology	3
	Humanities/Fine Arts Elective	3
	Mathematics or Physical/Life Science Elective	3
	Total	15

Total credit hours required for the A.A.S. in Office Assistant - Medical - 5005F: 71.

Office Specialist - Medical Certificate of Proficiency - 5005N

Note: A person earning this certificate will be qualified for a position as a medical transcriptionist.

First Semester

Course No.	Title	Credit Hours
HLTH 120	Medical Terminology	3
O TEC 120	Keyboarding/Formatting	3
O TEC 130	Records Management	3
O TEC 150	Office Technology Concepts	3
O TEC 170	Medical Office Procedures (Fall Only)	3
	Total	17

Office Technology *continued* --

Second Semester

ENGL 141	Business Communications	3
OTEC 110	Windows Management	3
OTEC 121	Formatting/Word Processing	3
OTEC 140	Proofreading/Transcription Skills	3
OTEC 250	Microsoft Office Suite (Core)	3
OTEC 270	Medical Insurance and Coding	3
	Total	18

Third Semester

OTEC 160	Office Practicum	2
OTEC 233	Medical Transcription	3
OTEC 235	Office Support Systems and Procedures	4
OTEC 265	Professional Development	3
	Total	12

Total hours required for a Certificate of Proficiency in Office Specialist - Medical - 5005N: **45**.

Medical Insurance Billing Certificate of Completion - 5005T

The Medical Insurance and Billing program will provide students with skills needed to complete, file, and respond to medical insurance forms and reports. Potential employers include medical offices, health care facilities, and insurance companies. Students will learn skills needed for the appropriate use of medical terminology, operating word processing equipment and software, maintaining appropriate medical office standards and systems, and medical insurance and coding procedures.

Course No.	Title	Credit Hours
HLTH 120	Medical Terminology	3
OTEC 120	Keyboarding/Formatting	3
OTEC 170	Medical Office Procedures	3
OTEC 270	Medical Insurance and Coding	3
	Total	12

Total credit hours required for the Certificate of Completion: **12**.

Medical Transcription Certificate of Completion - 5005U

This program will provide students with skills needed to listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. Transcriptionists generally listen to recordings on a special headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operating room reports, consultation reports, autopsy reports, diagnostic imaging studies, and referral letters. Medical transcriptionists return transcribed documents to the dictator for review and signature, or correction. These documents eventually become part of patients' permanent files. Medical transcriptionists must understand medical terminology, diagnostic procedures, and treatment. They also must be able to translate medical jargon and abbreviations into their expanded forms. Medical transcriptionists must comply with specific standards that apply to the style of medical records, in addition to the legal and ethical requirements involved with keeping patient records confidential. Hospitals will continue to employ a large percentage of medical transcriptionists.

Course No.	Title	Credit Hours
HLTH 120	Medical Terminology	3
OTEC 120	Keyboarding/Formatting	3
OTEC 121	Formatting/Word Processing	3
OTEC 140	Proofreading/Transcription Skills	3
OTEC 233	Medical Transcription	3
OTEC 234	Advanced Medical Transcription	3
OTEC 250	Microsoft Office Suite (Core)	3
	Total	21

Total credit hours required for the Certificate of Completion: **21**.

Office Technology *continued* --

Microsoft Office Applications (Core) Certificate of Completion - 5005V

The Microsoft Office Applications (Core) program features the integration of the Microsoft Office Suite software products currently being used in business, commerce, educational, and industrial organizations. The curriculum emphasizes core level competencies of Word, Excel, Access, PowerPoint, Publisher, and FrontPage. Students will learn to create and format word processing documents and tables. The program introduces spreadsheet and database software features; provides an introduction to creating effective multimedia presentations and charts using presentation graphics software. Students will achieve the ability to depict statistical and textual information in computer-generated graphics and to create slides and hard copy documents with charts, text, and clipart. The Microsoft Office Applications program also introduces the features of desktop publishing software and presents the basics of Web page development and management using Web publishing software.

Course No.	Title	Credit Hours
OTEC 250	Microsoft Office Suite (3)	
or these four:		
OTEC 111	Microsoft Word (Core)(1)	
and OTEC 112	Microsoft Excel (Core) (1)	
and OTEC 113	Microsoft Access (Core) (1)	
and OTEC 114	Microsoft PowerPoint (Core) (1)	3-4
OTEC 115	Microsoft Publisher (Core)	1
WEB 117	Microsoft FrontPage Introduction	1
	TOTAL	5

Total credit hours required for the Certificate of Completion: 5.

Microsoft Office Applications-Expert Certificate of Completion - 5005X

The Microsoft Office Applications-Expert program features the advanced implementation of Microsoft Office Suite software products for use in business, commerce, educational, and industrial organizations. The curriculum emphasizes advanced level competencies of Word, Excel, Access, and PowerPoint. Students will learn to customize word processing documents and tables. The program expands students' use of spreadsheet and database software and provides an in-depth exposure of multimedia presentations and charts using presentation graphics software.

Course No.	Title	Credit Hours
OTEC 251	Microsoft Office Suite (Expert) (3)	
or these four:		
OTEC 211 and	Microsoft Word (Expert) (1)	
OTEC 212 and	Microsoft Excel (Expert) (1)	
OTEC 213 and	Microsoft Access (Expert) (1)	
OTEC 214	Microsoft PowerPoint (Expert) (1)	3-4
CGRD 155	Desktop Publishing Using Word	2
	TOTAL	5-6

Total credit hours required for the Certificate of Completion: 5.

Office Clerk Certificate of Completion - 5005S

Note: This certificate is designed specifically for entry-level office positions

First Semester

Course No.	Title	Credit Hours
OTEC 120	Keyboarding/Formatting	3
OTEC 130	Records Management	3
OTEC 150	Office Technology concepts	3
	Total	9

Office Technology *continued* --

Second Semester

O TEC 026	Basic Windows Skills	
or		
O TEC 110	Windows Management	3
O TEC 027	Internet Use & Design Techniques	2
O TEC 111	Microsoft Word (Core)	1
O TEC 112	Microsoft Excel (Core)	1
	Total	7

Third Semester

O TEC 160	Office Practicum	2
O TEC 265	Professional Development	3
	Total	5

Total hours required for Certificate of Completion in Office Clerk: **21**.

Computer User Skills Certificate of Completion - 5005Y

Course No.	Title	Credit Hours
O TEC 026	Basic Computers and Windows Skills (3)	
or		
O TEC 110	Windows Management (3)	
or		
CIS 135	Computer Literacy (3)	3
O TEC 027	Internet Use and Design Techniques (2)	
or		
WEB 130	Introduction to the Internet (1)	
or		
WEB 135	Web Page Design Essentials (3)	1-3
O TEC 019	Introduction to Keyboarding (1)	
or		
O TEC 119	Keyboarding (1)	
Either		
O TEC 111	Microsoft Word (Core) (1) and	
and		
O TEC 112	Microsoft Excel (Core) (1) and	
and		
O TEC 114	Microsoft PowerPoint (Core) (1)	
or		
CIS 252	Computer Software Applications (3)	
or		
O TEC 250	Microsoft Office Suite (Core) (3)	3
	Total	8-10

Total hours required for Certificate of completion in Computer User Skills: **8**.

Basic Computer User Skills Certificate of Completion - 5005Z

Note: this certificate is designed specifically for entry-level office positions.

Course No.	Title	Credit Hours
O TEC 018	Developmental Computer Skills	
or		
O TEC 019	Introduction to Keyboarding	1
O TEC 026	Basic Windows Skills	3
O TEC 027	Internet Use & Design Techniques	2
	Total	6

Total hours required for Certificate of Completion in Basic Computer User Skills: **6**.

Office Technology *continued* --

Certified Professional Secretary Exam Preparation

The Certified Professional Secretary rating is attained by passing an examination and meeting certain experience and educational requirements. The exam is administered by the International Association of Administrative Professionals. This rating makes a powerful statement of having met high standards for professional competencies. The CPS examination tests knowledge in the following areas: Management, Finance and Business Law, Office Systems, and Administration. The following L&C courses are recommended to prepare for the CPS exam.

Course No.	Title	Credit hours
ACCT 131	Financial Accounting	
or		
SMBU 139	Accounting for Small Business	3
BUSN 131	Introduction to Modern Business	3
BUSN 141	Business and the Legal Environment	3
ECON 131	Introduction to Economics	3
OTEC 150	Office Technology Concepts	3
OTEC 235	Office Support Systems and Procedures	4
OTEC 255	Administrative Management	3
PSYC 131	General Psychology	3
CIS 135	Computer Literacy	3

Upon attaining the rating of Certified Professional Secretary, Lewis and Clark Community College may grant credit toward an Associate of Applied Science degree.

Paraeducator

Liberal Arts Division

Certificate of Proficiency - 5586J

Fall Semester

Course No.	Title	Credit Hours
EDUC 133	Introd to Paraeducator in Special Education	3
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3
Paraeducator Electives (See List)		9
Total		15

Spring Semester

Paraeducator Electives (See List)		15
Total		15

Approved Paraeducator Electives List

ART 130	Introduction to Visual Arts	3
CHDV 136	Psychology of the Exceptional Child	3
CIS 135	Computer Literacy	3
EDUC 134	Paraeducator in Special Education	3
EDUC 231	American Education	3
ENGL 131	First Year English I	3
HEED 133	Personal and Community Health	3
HIST 231	American Republic: Beginnings to 1877	3
HIST 232	American Nation: 1877 - Present	3
LITT 140	Literature & Related Media for Children	3
MATH 142	Math for Elementary Teachers I	4
MATH 152	Math for Elementary Teachers II	3
MUSI 133	Music for the Pre-School Teacher	3
POLS 131	American Government	3
PSYC 131	General Psychology	3
PSYC 233	Child Psychology	3
SPCH 131	Public Speaking	
or		
SPCH 145	Public and Private Communication	3

Total credit hours required for Certificate of Proficiency as a Paraeducator: **30**.

Paralegal

The Office Assistant-Paralegal degree program is under development. Although the curriculum may not be published in the printed version of the 2005-06 Catalog, check our Web site for the most current information or call the program coordinator at 618-468-4612. Our Web site address is www.lc.edu.

Paramedicine

Business Division • Program Coordinator John Sowders

Pre-hospital emergency medical care is the vital link between life and death in thousands of medical emergencies each day. Emergency medical technicians trained to the "paramedic" level provide the ability to bring the hospital emergency room capabilities directly to the scene of an accident. Paramedics are the "eyes, ear, and hands" of the emergency room physician and nurses.

Lewis and Clark's Paramedicine program will provide you with the skills and abilities to save lives! No other profession has such an immediate and important impact on the quality of life for everyone in the community.

Your training at Lewis and Clark will include advanced techniques for patient assessment and treatment of all emergency medical conditions.

Nature of Work: Paramedics are called upon to handle any and all types of emergency medical situations. Paramedics assess and treat medical conditions such as cardiac arrest, breathing difficulties, diabetic emergencies, poisoning, seizures, and other illnesses and medical conditions. Paramedics are called upon to treat victims of trauma such as motor vehicle accidents, falls, broken bones, shootings, stabbings, and assault and battery victims. Paramedics work closely with firefighters and police officers on incident scenes.

Skills and Abilities: Paramedics must have excellent physical stamina and mechanical aptitude as well as the ability to learn and retain a variety of information and treatment protocols. Sound reasoning and communications skills are a necessity. The ability to remain calm and work well under extremely stressful conditions and situations is required. Basic mathematical skills and a general knowledge of biology are required. A strong sense of public service is an absolute must!

Important Notice: The core "PMED" courses are designed to be completed in one year. Students must complete the application process and take the entrance examination in the year prior to their enrollment in the paramedic program. Those students who are accepted into the program are expected to complete the "PMED" courses within one year (three semesters). Any student who does not complete the core courses within a two year period will be required to repeat the process from the beginning. Students seeking an Associate's degree in Paramedicine have 10 years to successfully complete all requirements.

Associate in Applied Science - 5509A

First Year

Fall Semester

Course No.	Title	Credit Hours
BIOL 130	Fundamentals of Biological Science	
or		
BIOL 131	Biology: A Contemporary Approach	
or		
CHEM 130	Survey of Chemistry	4
CIS 135	Computer Literacy	3
EMT 120	Emergency Medical Technician-Basic	5
ENGL 131	First Year English I	3
	Total	15

Spring Semester

BIOL 132	Human Biology	4
PHIL 241	Biomedical Ethics	3
SPCH 145	Public and Private Communications	
or		
SPCH 151	Interpersonal Communications	3
PHED 130	Fitness/Conditioning I (or any other PCS 1.1 or 1.2 elective)	2
Social/Behavioral Science Elective		3
	Total	15

Paramedicine *continued* --

Second Year

Fall Semester

PMED 130	Paramedic I	9
PMED 135	Paramedic Clinicals I	3
PHED 131	Fitness/Conditioning II (or any other PCS 1.1 or 1.2 elective)	2
	Total	14

Spring Semester

PMED 140	Paramedic II	7
PMED 145	Paramedic Clinicals II	5
	Total	12

Summer Semester

PMED 155	Paramedic Field Internship	4
	Total	4

Total credit hours required for the Associate in Applied Science Degree in Paramedicine: **60**.

Certificate of Proficiency - 5509J

EMT 120	Emergency Medical Technician-Basic	5
BIOL 132	Human Biology	4
PMED 130	Paramedic I	9
PMED 135	Paramedic Clinicals I	3
PMED 140	Paramedic II	7
PMED 145	Paramedic Clinicals II	5
PMED 155	Paramedic Field Internship	4
	Total	37

Total credit hours required for the Certificate of Proficiency in Paramedicine: **37**.

Radio Broadcasting

Business Division • Program Coordinator Mike Lemons

Radio is everywhere—in our homes, at work, in our cars, and even on the telephone when we're put on hold. Radio is a friendly, informative, funny, entertaining and powerful medium: trusted and consulted daily by millions of Americans.

At Lewis and Clark you'll have the opportunity to work with state-of-the-art equipment at the college's award winning radio station. You'll produce announcements and programs in our computerized digital production and control rooms, prepare news and sportscasts, learn the inner workings of a radio station and go on the air on WLCA 89.9 FM.

The broadcasting program at L&C will give you the practical experience employers want. From the first day of class to graduation, you'll work in the environment of the campus radio station. In fact, WLCA 89.9 FM is the recipient of the 2001 and 2002 A.I.R. Awards for best student-run radio station in the St. Louis market.

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 commercial stations such as WIL, KEZK, WSMI, KMOX, KSHE, WBGZ, KYKY, KPNT, and WVRV.

You'll 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 general manager of WLCA will play an active role in helping you find your first professional position. Each spring a list of candidates for graduation is sent to hundreds of professional broadcasters throughout the Midwest.

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.

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 the world. The exciting responsibilities of announcing, newscasting, sales, programming, sportscasting and writing are all experienced in the complete radio studios at L&C (WLCA Radio 89.9 FM) and the L&C Reading Service.

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 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, the minimum educational requirement is a high school diploma. For 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, writing and typing.

Radio Broadcasting *continued --*

Associate in Applied Science Degree - 5008A

Note: Students must meet with the program coordinator prior to entering the Radio Broadcasting program.

First Semester

Course No.	Title	Credit hours
BUSN 131	Introduction to Modern Business	
or		
MCOM 132	Introduction to Mass Communications	3
ENGL 131	First Year English I	3
MCOM 131	Introduction to Broadcasting	3
MCOM 134	News Writing	3
MCOM 136	Basic Announcing	3
SPCH 131	Public Speaking	3
Total		18

Second Semester

Humanities/Fine Arts Elective (MCOM 140 recommended)		3
MCOM 145	Broadcast Writing	3
MCOM 154	Announcing & Interviewing	4
MCOM 160	Introduction to Advertising	3
Mathematics or Physical/Life Science Elective		3
Total		16

Third Semester

MCOM 150	Introduction to Radio Production	3
MCOM 245	Radio News	3
MCOM 248	Sports Broadcasting (2)	
or		
MCOM 130	Introduction to Video Production I (3)	2-3
MCOM 255	Intermediate Announcing	5
Mathematics or Physical/Life Science Elective		3
Total		16-17

Fourth Semester

MCOM 250	Advanced Radio Production	4
MCOM 256	Advanced Announcing	4
MCOM 271	Radio Broadcasting Internship	3
JOBS 132	Targeting the Job Market	1
JOBS 133	Job Seeking Skills	1
POLS 131	American Government	3
Total		16

Total credit hours required for the A.A.S. in Radio Broadcasting: **66**.

Certificate of Proficiency - 5008K

Note: Students must meet with the program coordinator prior to entering the radio broadcasting program.

Course No.	Title	Credit hours
MCOM 131	Introduction to Broadcasting	3
MCOM 136	Basic Announcing	3
MCOM 145	Broadcast Writing	3
MCOM 150	Introduction to Radio Production	3
MCOM 154	Announcing & Interviewing	4
MCOM 160	Introduction to Advertising	3
MCOM 245	Radio News	3
MCOM 256	Advanced Announcing	4
MCOM 271	Radio Broadcasting Internship	3
	Radio Broadcasting Elective (See Elective List)	2-5
Total		31

Therapeutic Massage

Allied Health Division • Program Coordinator Allison Combs

Therapeutic Massage is a growing career that requires nurturing and caring people. As a Licensed Massage Therapist the opportunities are endless for your career. You can choose to be self employed, work with chiropractors, hospitals, nursing homes, cruise ships, resorts, medical and day spas, health centers, and other suitable locations. As a massage therapist you work with many different kinds of people; those who just want to relax or need rehabilitative bodywork. In many cases as a massage therapist you will work with doctors to help clients with terminally ill or chronic diseases.

The employment opportunities for massage therapists is excellent. It was voted on the top 10 professions in the US last in 2004. The U.S. Bureau of Labor Statistics predicts a continuing rise in the career options for future graduates. Employment opportunities are predicted to continue to rise due to increased growth in rehabilitation of clients with disabilities and long-term health problems. Statistics provided by American Bodywork Massage Professionals shows that more people in the U.S. are also trying massage therapy for the first time and are open to alternative health care.

Nature of Work: As a massage therapist you work with a wide variety of people. You will provide care for services for people impaired by physical illness, acute and chronic discomforts, psychological dysfunctions, and others that use massage as way of improving their all over health and well-being. By massaging you will assess clients through a journey of well-being, and improvement, in most cases no matter how small or big the health problem may be.

Skills and Abilities: To pursue a career as a therapeutic massage practitioner, you must possess physical stamina, manual dexterity and be able to work with people of all ages, temperaments, and personalities. Good communications skills, self initiation, established organizational skills, ingenuity, and a caring and nurturing personality are needed for effective patient care.

All students must be able to fulfill certain “technical functions”. These functions are the essential requirements of the therapeutic massage program and become to be employable in the massage therapy field.

Technical functions for students in the Occupational Therapy Assistant program:

- a. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required techniques.
- b. Students must be able to communicate in an effective manner. Students will be required to read and comprehend all material, as well as write case studies and reports in a clear and concise manner. Students must also be able to verbally communicate effectively with patients, coworkers, and other therapeutic massage practitioners as well as other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical functions.

Accreditation: Lewis and Clark’s Therapeutic Massage program is accredited by the ICCB. Graduates are able to sit for the National Certification Examination for the Therapeutic Massage and Bodywork (NCE). Illinois requires licensure in order to practice massage therapy once you have successfully passed the national examination.

Application for Admission: Eighteen students may be admitted one time per year. A new program cycle will begin each Fall semester. Because the number of applicants may exceed the number of positions available in a given class the Therapeutic Massage program will employ the following admission process. Application packets will be completed by each student or provide the following information:

- L & C application to the Applied Health Program for Therapeutic Massage Program (5255A);
- Evidence of high school graduation or GED;
- Official transcript(s) from all colleges, universities, and schools of Therapeutic Massage attended previously and considered in good academic standing with a 2.0 grade point average;
- Admission interview; and
- Provide evidence of physical exam from physician or nurse practitioner indicating the student is in suitable physical and mental health for the role of Therapeutic Massage student.

Therapeutic Massage *continued* --

A student applying in the Therapeutic Massage Program must meet the following requirements:

- One year of high school or one college semester of general biology (BIOL 130 or 131) with a grade of a C or better;
- Qualify for ENGL 131 by appropriate LC placement test score or have completed one semester of college level English;
- Completed MASG 130-Foundations of Therapeutic Massage with a grade of a C or better; and
- Have completed BIOL 132-Human Biology with a grade of a C or better.

Once accepted into the Therapeutic Massage Program, a student must meet the following requirements:

- Earn a grade of C or better in BIOL 132 and 141, and all courses with a MASG prefix;
- Complete the didactic portion of the program within three years of initiating MASG course work;
- Successfully complete the supervised clinical education component of the program within 12 months following completion of the didactic portion of the program; and
- Register for all MASG courses offered each semester as outlined in the program's curriculum.

To be eligible for graduation with an Associate of Applied Science Degree in Therapeutic Massage a student must:

- Earn a grade of C or better in each of the following courses: all program courses with a MASG prefix, BIOL 132 and BIOL 141; and
- Satisfy all other requirements for the Associate of Applied Science degree specified by Lewis and Clark Community College.

Associate in Applied Science - 5255A

FIRST YEAR

Summer Semester

BIOL 132	Human Biology	4
MASG 130	Foundation of Therapeutic Massage	2
Total		6

Fall Semester

ENGL 131	First Year English I	3
MASG 131	Therapeutic Massage I	4
MASG 132	Hygienic Aspects of Massage	1
MASG 134	Hydrotherapy Massage Techniques	1
MASG 135	Complimentary Massage Techniques I	3
MASG 137	Massage Practice I	3
Total		15

Spring Semester

BIOL 141	Anatomy-Physiology I	4
MASG 133	Business Practice for Ther. Massage	1
MASG 151	Therapeutic Massage II	3
MASG 152	Advanced Massage Techniques	3
MASG 154	Integration Practicum & Documentation	2
	Program Electives	3
Total		16

SECOND YEAR

Fall Semester

CIS 135	Computer Literacy	3
MATH 129	Business Mathematics	3
SPCH 145	Public and Private Communication	3
	Humanities/Fine Arts Elective	3
	Program Electives	2-3
Total		14-15

Spring Semester

BIOL 161	Biology of Nutrition	3
MASG 171	Therapeutic Massage Internship	2
PSYC 131	General Psychology	3
	Program Electives	6
Total		14

Therapeutic Massage *continued* --

Approved Electives

BUSN 161	Electronic Commerce	3
HLTH 120	Medical Terminology	3
MASG 155	Complementary Massage Techniques II	3
MKTG 131	Introduction to Marketing	3
SMBU 139	Accounting for Small Business	3
WEB 135	Web Page Design Essentials	3

Total credit hours required for the Associate in Applied Science Degree in Therapeutic Massage: **65**.

Certificate of Proficiency - 5255J

Summer Semester

BIOL 132	Human Biology	4
MASG 130	Foundation of Therapeutic Massage	2
Total		6

Fall Semester

MASG 131	Therapeutic Massage I	4
MASG 132	Hygienic Aspects of Massage	1
MASG 134	Hydrotherapy Massage Techniques	1
MASG 135	Complementary Massage Techniques I	3
MASG 137	Massage Practice I	3
SPCH 145	Public and Private Communication	3
Total		15

Spring Semester

BIOL 141	Anatomy-Physiology I	4
MASG 151	Therapeutic Massage II	3
MASG 152	Advanced Massage Techniques	3
MASG 154	Integration Practicum & Documentation	2
Total		12

Summer Semester

MASG 133	Business Practice for Ther. Massage	1
MASG 171	Therapeutic Massage Internship	2
Total		3

Total credit hours required for the Certificate of Proficiency in Therapeutic Massage: **36**.

Web Design

Applied Technology Division • Program Coordinator Steve Campbell

Ready to work the Web? Get ready for a career as a Web Designer and 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 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 critical thinking 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 Flash programmer, media programmer, Web marketing analyst, content developer, and audio visual specialist.

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 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.

Associate in Applied Science Degree - 5005G

First Semester

Course No.	Title	Credit Hours
BUSN 161	Electronic Commerce	3
CGRD 142	Adobe Photoshop	2
CIS 135	Computer Literacy	3
WEB 130	Introduction to the Internet	1
WEB 135	Web Page Design Essentials	3
Social/Behavioral Science Elective		3
Total		15

Second Semester

ART 131	Basic Design I	3
ART 141	History of Art I	3
ART 151	Introduction to Photography	
or		
CGRD 140	Digital Photography	3
CGRD 144	Adobe illustrator	2
WEB 140	HTML	3
WEB 145	Photoshop for the Web	1
WEB 150	DreamWeaver	3
Total		18

Third Semester

ART 161	Graphic Design I	3
ENGL 131	First Year English I	3
MATH 129	Business Mathematics	3
MKTG 131	Introduction to Marketing	3
SPCH 131	Public Speaking	3
WEB 241	Java Script	3
Total		18

Fourth Semester

CGRD 240	Computer Animation	3
CGRD 243	Marketing Creative Portfolios	3
WEB 245	Web Animation Using Macromedia Flash	3
WEB 260	Web Designer Cooperative	3
Mathematics or Physical/Life Science Elective		3
Total		15

Total hours required for A.A.S. in Web Design: **66**.

Web Design *continued* --

Basic Web Design Certificate of Completion - 5005W

The Basic Web Design program trains students to create and manipulate digital images using the Adobe Photoshop program. Instruction covers the use of palettes, commands, and tools; working with layers; using and editing color; and editing images. Students develop skills necessary to apply digital images to print, multimedia, video, and the Internet. The Basic Web Design program teaches students the concepts used to develop World Wide Web sites, emphasizing the creation and editing of Web pages and Web documents. Students organize and maintain numerous files and folders that make up an ever-expanding Web site. Additional concepts include HTML coding and the techniques necessary for optimizing display on the Internet.

Course No.	Title	Credit Hours
CGRD 142	Adobe Photoshop	2
WEB 135	Web Page Design Essentials	3
WEB 145	Photoshop for the Web	1
	Total	6

Web Programming Advanced Certificate of Completion -5101W

This certificate of completion is targeted for individuals who desire to upgrade and develop additional expertise in the computer programming area as it applies to the Internet. Students entering this program should have prior experience as programmers in the computer industry. NOTE: Students should review the L&C Catalog and contact an advisor to verify that they meet course prerequisites.

Course No.	Title	Credit Hours
WEB 140	HTML	3
WEB 241	JavaScript	3
Web Programming Electives (See List)		<u>3-4</u>
	Total	9-10

Total hours required for Certificate of Completion in Web Programming: **9**.

Approved Web Programming Electives List

BUSN 161	Electronic Commerce	3
CIS 167	Digital Multimedia Tools	3
MCOM 130	Intro to Video Production	3
WEB 240	Java Programming	3
WEB 245	Web Programming Using Macromedia Flash	3

Welding Principles

Applied Technology Division • Program Coordinator Mike Morgan

Certificate of Completion - 5308S

Course No.	Title	Credit hours
WELD 191	Basic Welding	2
WELD 193	All Positions Arc Welding	3
	Total	5

Total hours required for Certificate of Completion in Welding Principles: 5.

Course Descriptions

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 described.

Because courses are constantly proposed and evaluated, not all the College's course offerings appear in this catalog. When planning your schedule each semester, you should also check *The Schedule of Classes* for additional listings.

Note: Some courses, identified as Tech-Prep courses, are integrated with academic and vocational technical skills.

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) **Transfer Courses**
These academic courses are equivalent to lower-division baccalaureate study and are generally articulated for transfer.
- (PCS 1.2) **Occupational/Career Courses**
These technical and applied courses are 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 1.4) **Developmental Courses**
Preparatory or developmental educational courses are 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 degree.
- (PCS 1.6) **General Studies Vocational Skills**
These courses provide short-term vocational skills training or upgrading and are designed to be used toward the completion of a vocational skills certificate. 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**
These courses are designed to provide basic skills training up to the eighth grade equivalency level for non-high school graduates.
- (PCS 1.8) **Adult Secondary Education**
These courses are designed to provide basic skills training for the secondary equivalency level for non-high school graduates.
- (PCS 1.9) **English As A Second Language**
These courses 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

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).

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 school 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.

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.

Coding description:

C= Communication which includes writing and public speaking

M= Mathematics

P= Physical Sciences which includes chemistry, physical sciences, and physics

L= Life Sciences which includes biology

H= Humanities which includes foreign language, history, literature, philosophy, and religious studies

F= Fine Arts which includes both visual and performing arts

HF=Interdisciplinary humanities and fine arts

S= Social and Behavioral Sciences which includes anthropology, history, economics, human geography, political science, psychology, and sociology

For more information, updates and new information about the Illinois Articulation Initiative, refer to the web site at www.iTransfer.org.

Adult Education (ABED, EASL, GEDT, PGED)

EASL101 ENGLISHASASECONDLANGUAGE 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. Therefore, this course is repeatable three 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: Oral placement test administered by instructor.* (PCS 1.9, 0.5-9 credit hours, 0.5-9 hours lecture)

EASL102 ENGLISHASASECONDLANGUAGE 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. Therefore, this course is repeatable three 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: Oral placement test administered by instructor.* (PCS 1.9, 0.5-9 credit hours, 0.5-9 hours lecture)

EASL103 ENGLISHASASECONDLANGUAGE 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. Therefore, this course is repeatable three 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: Oral placement test administered by instructor.* (PCS 1.9, 0.5-9 credit hours, 0.5-9 hours lecture)

GEDP100-112 GENERALEducationalDevelopment Prep

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. Each course is repeatable three times. The amount of credit awarded shall be 0.5-12 credit hours each time the student successfully completes the course. The total number of credits that will apply to the Adult Secondary Education certificate shall be 30 credits. (PCS 1.8, 0.5-12 credit hours: 0.5-12 hours lecture, 0 hours lab)

Accounting (ACCT)

ACCT131 FINANCIALACCOUNTING (IAI: 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ACCT132 MANAGERIALACCOUNTING (IAI: 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: ACCT 131.* (PCS 1.1, 3 credit hours: 3 hours lecture)

ACCT145 FINANCIALACCOUNTINGAPPLICATIONS (Spring Semester Only)

Covers financial accounting procedures as they apply to partnerships, accounting systems, current liabilities and long- term debt. Includes substantial exposure to computerized accounting procedures, design of spreadsheets and development of computerized modeling. *Prerequisite: ACCT 131.* (PCS 1.2, 3 credit hours: 3 hours lecture)

ACCT232 ACCOUNTINGFORNONPROFITENTITIES

(Spring Semester Only; Even Years-Day Only; Odd Years-Night Only)

Deals with specialized accounting situations found in governments, school districts and not-for-profit organizations, including budgeting. *Prerequisite: ACCT 132.* (PCS 1.2, 3 credit hours: 3 hours lecture)

ACCT233 COSTACCOUNTING (Fall Semester Only; Even Years-Night Only; Odd Years-Day 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: ACCT 132 and C or better in MATH 116.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ACCT234 TAXACCOUNTING (Fall Semester Only)

Provides basic understanding of current tax laws and preparation of individual and corporate returns. *Prereq-*

quisite: None. (PCS 1.2, 3 credit hours: 3 hours lecture)

ACCT235 INTERMEDIATE ACCOUNTING I (Fall Semester Only: Even Years-Day Only; Odd Years-Night 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. *Prerequisite: ACCT 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

ACCT236 INTERMEDIATE ACCOUNTING II (Spring Semester Only: Even Years-Night Only; Odd Years-Day 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. *Prerequisite: ACCT 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

ACCT280 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. *Prerequisite: 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, and a GPA of 2.00 or better and permission of program coordinator.* (PCS 1.2, 1-4 credit hours: 80 hours must be worked for each credit hour granted.)

Agricultural Science (AGSC)

AGSC 101 GARDEN & HORTICULTURE TECHNIQUES I

Hands-on lab based curriculum explores fundamental propagation techniques, planting schedules, natural reproduction systems and identification of garden and landscape plants. Site considerations for plant selection, plant care, plant problems and solutions. Houseplant and ornamental plant and tree category exploration. Discussion of seasonal local plant harvesting. Physical implementation of learned techniques. *Prerequisite: None.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

AGSC 102 GARDEN & HORTICULTURE TECHNIQUES II

Hands-on lab based curriculum based on fundamental propagation techniques, plant identification and reproductive patterns, plant care, seasonal plants, garden budgeting and layout plans, physical implementation of learned techniques involving job readiness skills within the floral industry. Increases student's awareness of the field of horticulture and the implementation of this knowledge into their personal lives. *Prerequisite: None.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

AGSC 122 PEST IDENTIFICATION

Studies pests (insects, diseases and weeds) of turf and ornamental plants on golf courses with emphasis on identification. *Prerequisite: None.* (PCS 1.6, 3 credit hours, 3 hours lecture, 0 hours lab)

AGSC 127 LANDSCAPE DESIGN

Introduces landscape engineering principles as they apply to golf courses, including landscape design using annuals and perennials (flowers, trees, shrubs), implementation and maintenance care. Use of various surfacing materials, structures, and ground covers are also discussed. (PCS 1.6, 3 credit hours: 3 hours lecture, 0 hours lab)

AGSC 128 IRRIGATION

Studies design, operation, and maintenance of modern golf courses, including water requirements, supply, and distribution. *Prerequisite: None.* (PCS 1.6, 3 credit hours; 3 hours lecture, 0 hours lab)

AGSC 133 ENVIRONMENTAL/AGRICULTURAL ETHICS

Exposes students to the ideas and opinions that have been expressed on a wide variety of agricultural issues ranging from resource use and preservation to social justice in the production and global distribution of food and fiber. The course will stress the underlying reasons and attitudes which make these ideas and opinions convincing, and the logic and analytic coherence of positions which are espoused. (PCS 1.1, 3 credit hours: 3 hours lecture)

AGSC 142 INTRODUCTORY SOILS (IAI: AG 904)

Covers fundamentals of soils: nature, origin, formation, and properties (biological, chemical and physical); and soil dynamics, texture, structure, moisture, soil reactions, and soil testing. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

AGSC 161 MACHINERY MAINTENANCE

Covers the basics of reel/rotary type mowers and broadens the concepts of preventive maintenance for all modern turf equipment operations. (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

AGSC 243 SOIL FERTILITY AND FERTILIZERS

Covers formulation fertilizers, fitting soil test recommendations, and expected yields. Proper management of fertility and conservation. *Prerequisite: AGSC 142.* (PCS 1.6, 3 credit hours: 2 hours lecture, 3 hours lab)

AGSC 246 PRINCIPLES OF HORTICULTURE (IAI: AG 905)

Introduces the principles and practices in selection, care, and propagation of horticultural plants. Production and development of fruits, vegetables, turf, nursery, floral crops, integrating greenhouse structures, and concepts of landscape design. (PCS 1.1, 3 credit hours: 2 hours lecture, 2 hours lab)

AGSC 247 TURF

Covers turf grasses: development, care, and upkeep of grass areas. Propagation techniques, maintenance, fertilizers, drainage, irrigation, weed, and insect control. (PCS 1.6, 3 credit hours: 3 hours lecture, 0 hours lab)

AGSC 253 AGRICULTURAL CHEMICALS

Takes a practical approach to the chemical world of agriculture. Chemical language, use, applications and safety in handling are stressed, including up-to-date research results. (PCS 1.6, 3 credit hours: 3 hours lecture)

Anthropology (ANTH)

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 is reconstructed from its beginning by analyzing the old and new world archeological record. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ANTH 232 CULTURAL ANTHROPOLOGY (IAI: S1 901N)

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: 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: Permission of instructor.* (PCS 1.1, 2 credit hours: 1 hour lecture, 2 hours lab)

Art (ART)

ART 111 APPLIED ART FOR BEGINNERS

Develops fundamental art skills and a basic appreciation for various aspects of applied art, including illustrations and sign painting. Designed for students who have little or no background in art. *Prerequisite: None.* (PCS 1.6, 3 credit hours: 3 hours lecture)

ART 112 APPLIED ART FOR BEGINNERS II

Continues ART 111. Develops fundamental art skills and a basic appreciation for various aspects of applied art, including bookmaking, construction techniques, basic architecture, illustrations and sign painting. *Prerequisite: ART 111.* (PCS 1.6, 3 credit hours: 3 hours lecture, 0 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ART 131 BASIC DESIGN I (IAI: ART 907)

Covers elements of design and principles of composition through a series of two-dimensional projects and studio practice. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 132 BASIC DESIGN II

Continues investigations of elements of design, emphasizing increased complexity within studio projects and incorporating ideas regarding artistic content. *Prerequisite: ART 131.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 133 DRAWING I (IAI: 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: None.* (PCS 1.1, 3 credit hours: 6 hours lab)

ART 134 DRAWING II (IAI: ART 905)

Covers linear exploration, emphasizing technical experimentation and composition. The human figure will be a frequent modeling source. *Prerequisite: ART 133.* (PCS 1.1, 3 credit hours: 6 hours lab)

ART 135 FIGURE DRAWING I (IAI: ART 906)

Explores figure drawing through the use of a variety of materials and techniques. *Prerequisite: ART 133.* (PCS 1.1, 3 credit hours: 6 hours lab)

ART 136 THREE-DIMENSIONAL DESIGN (IAI: ART 908)

Teaches basic studio principles of the three-dimensional world: point, line, plane, mass-volume, density, and form. Students learn to create three-dimensional situations using basic tools and inexpensive or found objects. (PCS 1.1, 3 credit hours: 6 hours lab)

ART 137 ELEMENTARY CERAMICS I (IAI: ART 912)

Introduces techniques and fundamentals of clay and glazes. Hand building, wheel throwing and sculpture techniques. Individual projects and experimentation along with demonstrations, lectures, slides and films. (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 138 ELEMENTARY CERAMICS II

Emphasizes skill development in handling clay, glazing, and firing. Hand-building and wheel techniques are used in the studio, as well as different types of glazing and firing. *Prerequisite: ART 137.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

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: 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ART 141 HISTORY OF ART I (IAI: F2 901, ART 901)

Studies major periods of painting, sculpture and architecture in Western Civilization emphasizing prehistoric art through the Middle Ages. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture)

ART 142 HISTORY OF ART II (IAI: F2 902, ART 902)

Covers painting, sculpture and architecture from the pre-Renaissance to the present. Critical analysis of traditional and contemporary art forms. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture)

ART 151 INTRODUCTION TO PHOTOGRAPHY

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: None.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 152 INTERMEDIATE PHOTOGRAPHY

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: ART 151.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 153 NON-WESTERN ART

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: None.* (PCS 1.1, 3 credit hours; 3 hours lecture, 0 hours lab)

ART 161 GRAPHIC DESIGN I

Introduces basic design with emphasis on typography, illustration, symbol, logo, poster, and publication design. Students will be exposed to the process of achieving the maximum impact of graphic communications. *Prerequisite: ART 131, CGRD 142, and CGRD 144.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

ART 162 GRAPHIC DESIGN II

Builds on basic design, emphasizing typography, illustration, symbol, logo, poster, and publication design through the use of computer applications. Assignment will include graphic design problems 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: CGRD 139, ART 132, and ART 161.* (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: ART 134.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

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: ART 233.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 235 BEGINNING OIL PAINTING (IAI: ART 911)

Develops expressive ability in painting, emphasizing the technical process and experimentation. Assignments in still life, landscape, and figure. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 236 INTERMEDIATE PAINTING

Continues development of expressive skills and experimentation in a variety of media and techniques. Oils and acrylics. *Prerequisite: ART 235.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

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: ART 138.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 238 ADVANCED CERAMICS II

Builds on proficiency in the basic skills and techniques of ceramics. Studio focus on independent, comprehensive ceramic projects. *Prerequisite: ART 237.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 239 ADVANCED FIGURE DRAWING

Covers figure drawing, including composition with one or more figures. *Prerequisite: ART 135.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 241 INTRODUCTION TO PRINTMAKING (IAI: ART 914) (Fall Semester Only: Even Years)

Introduces the fundamentals of printmaking techniques in relief and intaglio and monotype methods. *Prerequisite: ART 131.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

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: ART 131.* (PCS 1.1, 3 credit hours: 6 hours lab, 0 hours lecture)

ART 262 GRAPHIC DESIGN III

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 and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. *Prerequisite: ART 162.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

Automotive Technology (AUTO)

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 measure-

ments, interpretation of a material safety data sheet (MSDS), proper use of shop manuals and software is discussed. (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

AUTO 141 INTRODUCTION TO AUTOMOTIVE ENGINE PERFORMANCE AND 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: AUTO 140 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 2 hours lecture, 3 hours lab)

AUTO 143 INTRODUCTION TO ALIGNMENT, SUSPENSION, STEERING AND 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: AUTO 140 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 2 hours lecture, 3 hours lab)

AUTO 145 INTRODUCTION TO AUTOMOTIVE ELECTRICAL, HEATING AND AIR CONDITIONING

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: AUTO 140 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 2 hours lecture, 3 hours lab)

AUTO 147 INTRODUCTION TO AUTOMATIC AND MANUAL TRANSMISSIONS AND DRIVE LINES

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: 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 with automotive engine overhaul and rebuilding techniques and equipment. *Prerequisite: 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: AUTO 141 or concurrent enrollment and 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, and the diagnosis and repair of anti-lock brake systems (ABS). Precautions in the handling of brake dust will also be presented. *Prerequisite: 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: AUTO 143 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

AUTO 245 AUTOMOTIVE HEATING, COOLING AND AIR CONDITIONING (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: AUTO 145 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

AUTO 246 ELECTRICAL SYSTEMS DIAGNOSIS AND 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, lighting and accessories. Shop experience with test equipment necessary for the diagnosis and repair of electrical accessories and components. *Prerequisite: AUTO 145 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

AUTO247 MANUAL DRIVE LINES AND AXLE ASSEMBLIES (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: AUTO 147 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

AUTO 248 AUTOMATIC TRANSMISSIONS AND TRANSAXLES (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: AUTO 147 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

AUTO250 INDEPENDENT STUDY IN AUTOMOTIVE TECHNOLOGY

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: 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: 6 hours lab)

AUTO251 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: AUTO 241.* (PCS 1.2, 3 credit hours: 2 hour lecture, 3 hours lab)

AUTO279 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. Current IM 240 regulations and requirements is discussed. *Prerequisite: AUTO 242 and AUTO 246.* (PCS 1.2, 6 credit hours: 4 hours lecture, 6 hours lab)

AUTO280 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. The student receives classroom and/or individual instruction in the areas of creating and/or completing job application forms, resumes, application letters and interviewing skills. *Prerequisite: Completion of 15 hours of Automotive Technology courses with grades of C or better and permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 10 hours lab/160 hours worked)

Biology (BIOL)**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 introduce basic principles of the cell, nutrition, reproduction, genetics, ecology, and applications of biology in the world today. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 131 BIOLOGY: A CONTEMPORARY APPROACH (IAI: L1 900L, BIO 910, CLS 901)

Introduces biology and its major concepts, emphasizing the chemistry of living matter, cell biology, heredity, evolution, ecology and environment, development and population dynamics. *Prerequisite: BIOL 130 or high school biology.* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 132 HUMAN BIOLOGY (IAI: L1 904L)

Covers principles of structure and function associated with the human body and medical terminology. Employs applicable laboratory demonstrations and activities to reinforce lecture topics. *Not appropriate for majors in Biological Science.* *Prerequisite: BIOL 130 or high school biology.* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 133 CELLULAR AND MOLECULAR BIOLOGY (IAI: L1 900L, BIO 910, CLS 902)

Introduces students to the structure and function of cells, fundamentals of metabolism, molecular genetics, biochemistry and biological processes as well as scientific methodology. Laboratory work is required. Prerequisite: *BIOL 130 or high school biology*. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 134 GENERAL BOTANY (IAI: L1 901L, BIO 910) (Summer Only)

Covers structure and physiology of seed-bearing plants. Surveys the plant kingdom, stressing ecological roles of major plant groups and their evolutionary relationships. Campus flora are studied extensively. Prerequisite: *BIOL 130 or high school biology*. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 135 GENERAL ZOOLOGY (IAI: L1 902L, BIO 910) (Fall Semester Only)

Uses an ecological and evolutionary approach to the survey of the animal kingdom. Laboratory includes dissections, experiments, microscopic studies and campus field trips. Prerequisite: *BIOL 130 or high school biology*. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 138 FIELD BIOLOGY (NATIVE PLANTS) (Summer Only)

Examines native plants in relation to their environment. Studies of collecting techniques, student collections, species identification and field work are integral parts of the course. Prerequisite: *BIOL 130 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: *None*. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 141 ANATOMY-PHYSIOLOGY I (IAI: L1 904L, CLS 903, NUR 903)

Examines structure and function of the human body: cells and cellular processes, tissues, integumentary, skeletal, muscular, and nervous systems. Prerequisite: *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 (IAI: CLS 904, NUR 904)

Builds on BIOL 141, including sensory, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Prerequisite: *BIOL 141*. (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

BIOL 160 HUMAN SEXUALITY AND REPRODUCTION (IAI: SW912)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

BIOL 161 BIOLOGY OF NUTRITION (IAI: L1 904)

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: *None*. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

BIOL 162 HUMAN INHERITANCE (IAI: L1 906)

Examines the fundamental units of human inheritance, the genes, from their role within the nucleus to their control over specific human traits and syndromes. Also discusses mutations, abnormal development, human behavior, cancers, sex ratios, and genetic engineering and counseling. (PCS 1.1, 3 credit hours: 3 hours lecture)

BIOL 164 MICROBES AND SOCIETY

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. Prerequisite: *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. (PCS 1.1, 3 credit hours: 3 hours lecture)

BIOL 165A ECOLOGICAL PRINCIPLES LABORATORY

Optional laboratory course to accompany BIOL 165. Prerequisite: *BIOL 165 or concurrent enrollment*. (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

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: High school biology or BIOL 130.* (PCS 1.1, 3 credit hours: 3 hours lecture)

BIOL 240 FUNDAMENTALS OF MICROBIOLOGY

Covers fundamental principles of microbiology including: classification of microorganisms, microbial growth and identification, microorganisms and human diseases, epidemiology, immunology and infection control. *Prerequisite: BIOL 130 or BIOL 131 and either CHEM 130 or CHEM 131* (PCS 1.1, 3 credit hours, 3 hours lecture, 0 hours lab)

BIOL 241 MICROBIOLOGY (IAI: CLS 905, NUR 905)

Covers fundamental principles of microbiology and microbiological techniques. *Prerequisite: BIOL 130 or BIOL 131 and either CHEM 130 or CHEM 131 or admission to either the Dental Hygiene (5202A) or ADN Nursing (5208A) program..* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

Business (BUSN)**BUSN 131 INTRODUCTION TO MODERN BUSINESS (IAI: BUS 911)**

Makes a factual and informative survey of American business. Principles and practices governing the operation of modern businesses are covered. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

BUSN 141 BUSINESS AND THE LEGAL ENVIRONMENT (IAI: BUS 913)

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. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

BUSN 161 ELECTRONIC 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. Focuses on identifying appropriate hardware and software options. Includes coverage of marketing and social and legal issues associated with doing business on the Internet. (PCS 1.2, 3 credit hours: 3 hours lecture)

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: C or better in MATH 116.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

BUSN 215 BUSINESS SOFTWARE APPLICATIONS

Covers selected business software applications using QuickBooks and Excel as applied to financial accounting procedures, financial statement analysis, time value of money, probability, statistics, forecasting, and various other accounting and managerial topics. *Prerequisites: ACCT 131, BUSN 131 and either MATH 145 or MATH 235.* (PCS 1.2, 3 credit hours: 3 hours lecture)

BUSN 246 QUANTITATIVE BUSINESS METHODS**(Spring Semester Only; Even Years-Day; Odd Years-Night)**

Studies the applications of quantitative methods as they relate to their use in financial analysis, time value of money, probability, statistics, forecasting, linear programming and decision making to solve business problems. Problems in planning, scheduling, capital budgeting, and optimal resource allocation are included. *Prerequisite: BUSN 131 and either ACCT 131, MATH 131, MATH 134, or MATH 137.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

BUSN 261 PREPARATION OF A BUSINESS PLAN

Provides students with the opportunity to follow a step-by-step process that results in the preparation of an actual business plan. Includes a thorough analysis of the external and internal conditions of a business. The process draws on the student's extensive experience in business and/or the successful completion of several business-related courses at the college level. (PCS 1.2, 1 credit hour: 1 hour lecture)

BUSN 265 ADVANCED BUSINESS STATISTICS TOPICS

Examines advanced 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 multiple regression, chi-square, one-way analysis of variance, and the *F* distribution. Integrates Microsoft Excel software and graphing calculator technology in the learning process. Note: This course is part of the Lewis and Clark Community College-Blackburn College Cooperative Agreement. This agreement allows qualified LCCC residents to enroll in approved courses at Blackburn College. It is intended that all students who receive credit in this course will, by definition of the agreement, successfully transfer the credits to Blackburn College. For this reason, we have articulated this course only with Blackburn College. *Access to Microsoft Excel software and a graphing calculator are required for this course. Check with the College Bookstore or the Mathematics Department for recommended calculator models. Prerequisite: C or better in MATH 145.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

BUSN 275 PROBLEMS IN BUSINESS OCCUPATION PROGRAMS

Meets the individual needs of pre-service and in-service students in Business Occupation Programs. An in-depth study of a specific problem in Business Occupation Programs under the close supervision of a faculty member. *Prerequisite: Permission of instructor.* (PCS 1.2, 1-4 credit hours: 1-4 hours lecture)

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 is a Tech Prep course. *Prerequisite: Completion of a minimum of 33 total semester hours, including a minimum of 21 hours of business related courses, and a GPA of 2.00 or better and permission of program coordinator.* (PCS 1.2, 1-4 hours credit: 80 hours must be worked for each credit hour granted.)

BUSN 281 BUSINESS CO-OP II

Provides students the opportunity to expand on their experiences in BUSN 280. Additional knowledge and skills related to the business field are acquired through a similar planned and supervised paid or unpaid work experience. Students will continue to achieve practical work experience, and apply what has been learned in the classroom to more advanced work situations. *Prerequisite: BUSN 280 and a GPA of 2.75 or better and permission of program coordinator.* (PCS 1.2, 1-4 hours credit: 80 hours must be worked for each credit hour granted.)

Case Management For Aging Populations (CAMA)

CAMA 135 AGING AND RELATED NEEDS

Introduces principles of the aging process and needs of the aged population. Includes holistic study of aging process; care settings; role of care givers and case managers; and other specific needs of the aging population. (PCS 1.2, 2 credit hours: 2 hours lecture)

CAMA 140 MEDICAL ISSUES RELATED TO AGING

Introduces medical conditions common to the aging population. Differentiates signs and symptoms of disease states from normal physiologic aging changes. Includes related care and treatment modalities. Confronts the challenge of illness versus vitality as age progresses. Surveys history of health care in the US and current methods for procurement and payment. *Prerequisite: CAMA 135.* (PCS 1.2, 2 credit hours: 2 hours lecture)

CAMA 145 FUNCTIONAL ASSESSMENT

Covers methods for assessing functional capacity of the aging person. Designed to enable care givers and case managers to rate clients' levels of physical, psychological, and emotional functioning and to become familiar with related legal rights and limitations. *Prerequisite: CAMA 140.* (PCS 1.2, 2 credit hours: 2 hours lecture)

CAMA 150 SOCIAL NEEDS AND ROLE FUNCTIONS

Examines social and developmental needs of older adults as individuals and as members of society. Emphasizes individuality and cultural differences. Includes discussion of economic, educational, spiritual, interpersonal, and sexual needs and the realities of coping with limitations. *Prerequisite: CAMA 145.* (PCS 1.2, 2 credit hours: 2 hours lecture)

CAMA 155 EXPERIENCE IN GERIATRIC SETTING

Prepares student to function in their communities as geriatric case manager through geriatric seminar and individual clinical experience. *Prerequisite: CAMA 150.* (PCS 1.2, 2 credit hours: 2 hours lecture)

Computer Graphics (CGRD)

CGRD 139 FUNDAMENTALS OF DESKTOP PUBLISHING

Covers uses of desktop publishing in industry; terminology of DTP; form, ad, newsletter layout; hands-on experience with one or more DTP software packages. It is recommended that students have basic keyboarding and Windows skills. (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

CGRD 140 DIGITAL PHOTOGRAPHY

Introduces students to the concepts and techniques of digital photography and the manipulation of digital images. This course 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. In addition, students will also learn how to print images and share them online. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab).

CGRD 142 ADOBE PHOTOSHOP

Introduces the students to the creation and manipulation of digital images using an image manipulation program. Covers using palettes, commands, and tools; working with layers; using and editing color; and editing images. Applies digital images to print, multimedia, video and the Internet. It is recommended that students have basic keyboarding and Windows skills. (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

CGRD 144 ADOBE ILLUSTRATOR

Introduces students to the creation of presentation quality charts, graphs, graphics, and typographic designs. Emphasis is on learning to use the Adobe Illustrator software tools and develops skills which are necessary for effective communication of ideas through the creative use of layout and color, typography, and graphic design. It is recommended that students have basic keyboarding and Windows skills. (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

CGRD 155 DESKTOP PUBLISHING USING WORD

Provides experience with advanced applications of word processing using advanced features and graphics. Includes creating resumes, brochures, promotional documents, newsletters, reports, tables of contents, and indices. *Prerequisite: C or better in OTEC 111 or OTEC 145. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

CGRD 239 ADVANCED DESKTOP PUBLISHING

Emphasizes writing, designing, and producing publications using a variety of techniques and hardware/software, including art/graphics and page layout software. *Prerequisite: OTEC 139 or CGRD 139. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours, 1 hour lecture, 4 hours lab)

CGRD 240 COMPUTER ANIMATION

Introduces the history, theories, and processes of animation. This course will familiarize students with the concepts of traditional and 2D computer animation techniques and will incorporate the use of both bitmapped and vector formats in order to create a variety of animated sequences. It is recommended that students have basic keyboarding and Windows skills. *Prerequisite: 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. This course focuses upon a variety of hands-on projects, in-class critiques, and the development of a portfolio. *Prerequisite: CGRD 140.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

CGRD 242 ADVANCED ADOBE PHOTOSHOP

Builds on the fundamentals of Adobe Photoshop to create and manipulate digital images. Advanced techniques are demonstrated to enhance current skills such as adjusting images, color corrections, using layers, using layer effects, applying filters, using channels, and importing and exporting images. Applies digital images to print, multimedia, video, and the internet. *Prerequisite: OTEC 142 or CGRD 142. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 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 pro-

gram work in electronic and traditional portfolios. *Prerequisite: ART 262 (or concurrent enrollment) or WEB 150 (or concurrent enrollment).* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

CGRD244 ADVANCED ADOBE ILLUSTRATOR

Continues the creation and manipulation of digital illustration using Adobe Illustrator. Advanced techniques are demonstrated 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, video, and the Internet. *Prerequisite: OTEC 144 or CGRD 144. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

CGRD264 COMPUTER GRAPHICS COOPERATIVE

Supplements class work with on-the-job experience in a computer graphics position for the OTEC A.A.S./ Computer Graphics degree candidate. Students work 15 hours per week and meet in-person or online with instructor one hour per week. *Prerequisite: C or better in all OTEC or CGRD first and second semester required courses; permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 15 hours lab)

Child Development (CHDV)

CHDV 131 INTRODUCTION TO CHILD DEVELOPMENT (IAI: ECE 911)

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: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 133 CHILD GROWTH AND DEVELOPMENT (IAI: ECE 912, EED 902, AND SPE 913)

Examines the theory and principles of development, prenatal through early adolescence with the emphasis on the young child. Topics to be studied include the cognitive, language, physical and social/emotional development of children. Theorists and the implication of their theories for teachers of young children include Piaget, Skinner, Erikson, Vygotsky, and others. Field observations are required. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 136 PSYCHOLOGY OF THE EXCEPTIONAL CHILD (IAI: SED 904)

Surveys exceptional children: educationally disadvantaged, physically handicapped, emotionally disturbed, gifted, socially maladjusted, slow learners, and hyper-active. *Prerequisite: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 137 OBSERVATION AND GUIDANCE OF CHILDREN

Explores theory and practices of effective methods of guiding children's and adolescents' behavior. The class includes approaches to effective problem solving strategies. Ten hours of field observation are required. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 139 HEALTH, SAFETY AND NUTRITION

Includes the study of basic factors that affect the health and safety of children. Nutritional needs for development, hygiene, childhood diseases, safety and standards for licensure are also discussed. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 142 INFANT/TODDLER CARE

Concentrates on the physical care and teaching techniques that foster optimum growth and development in infants and toddlers. Includes the licensing requirements and the design of a hazard-free environment. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 145 SCHOOL-AGE CHILD CARE

Covers program development, scheduling, staffing, community resources, and age-appropriate curriculum for the school-age child. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 150 TOPICS-ADMINISTRATION

Studies topics related to administration and issues in the child development fields. Topics and format will vary. *Prerequisite: None.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

CHDV 152 TOPIC-ADMINISTRATION

Studies curriculum topics and issues in the child development field. Topics and format will vary. *Prerequisite: None.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

CHDV 154 TOPICS/SPECIAL NEEDS

Studies special needs topics and issues in the child development field. Topics and format will vary. *Prerequisite: None.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hour lab).

CHDV 232 CURRICULUM FOR YOUNG CHILDREN

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: A minimum of nine hours in child development classes including CHDV 131, 133, and 137; must receive a minimum grade of C 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 (IAI: ECE 914)

Includes observation/participation and must be taken with CHDV 232. Student will observe/participate in a professional child development setting for six hours per week. *Prerequisite: A minimum of nine CHDV hours with a grade of C or better, and concurrent enrollment in CHDV 232.* (PCS 1.2, 3 credit hours: 0 hours lecture, 6 hours lab)

CHDV 236 ADMINISTRATION OF A CHILD DEVELOPMENT PROGRAM

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: A minimum of fifteen CHDV hours with a grade of C or better, completed CHDV 234 or currently enrolled in CHDV 234 or permission of coordinator.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CHDV 240 SEMINAR IN CHILD DEVELOPMENT

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: Concurrent enrollment in CHDV 271.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

CHDV 271 CHILD DEVELOPMENT INTERNSHIP

Utilizes, in a childhood development setting under supervision, the skills learned in specialized courses. The students meet each week for discussion of problems, reports, and conferences. *Prerequisite: CHDV 234, a grade of C or better in all child development courses, concurrent enrollment in CHDV 240 and permission of the coordinator.* (PCS 1.2, 3 credit hours: 0 hours lecture, 15 hours lab)

CHDV 275 PROBLEMS IN CHILD DEVELOPMENT

Meets the individual needs of pre-service and in-service students in Early Childhood. In-depth study of specific problem in Early Childhood under the class faculty. *Prerequisite: Permission of Coordinator.* (PCS 1.2, 1-4 credit hours: 1-4 hours lecture, 0 hours lab)

Chemistry (CHEM)

CHEM 130 SURVEY OF CHEMISTRY (IAI: P1 903L)

Studies the basic concepts of chemistry including methods and units of measurement; matter, its properties and changes; solutions; acids and bases; organic chemistry and biologically important compounds and processes. Designed as a primarily non-mathematical survey of chemistry for students who are interested in attaining a basic familiarity, both in a liberal arts sense and for preparation for various health-oriented fields. (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: MATH 116 or placement by exam 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: high school chemistry or CHEM 131.* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

CHEM 141 GENERAL CHEMISTRY I (IAI: P1 902L, BIO 906, CHM 911, CLS 906, EGR 961)

Covers fundamental principles, as in CHEM 131 at a higher level, with more quantitative applications and more detailed description of atomic and molecular theory. *Prerequisite: high school chemistry or CHEM 131; MATH 131.* (PCS 1.1, 5 credit hours: 3 hours lecture, 6 hours lab)

CHEM142 GENERAL CHEMISTRY II**(IAI: BIO 907, CHM 912, CLS 907, EGR 962) (Spring Semester Only)**

Continues CHEM 141 including solutions, acids, bases, thermodynamics, kinetics, and equilibria. *Prerequisite: CHEM 141.* (PCS 1.1, 5 credit hours: 3 hours lecture, 6 hours lab)

CHEM202 FUNDAMENTALS OF WATER CHEMISTRY

Applies the principles of chemistry to the study of water. Topics include the physical and chemical properties of water, water pollution, and water quality testing. Provides a thorough introduction to water chemistry for students in the chemical, biological, and environmental sciences. *Prerequisite: One year of AP high school chemistry or CHEM 130 or CHEM 131.* (PCS code 1.1, 3 credit hours: 2 hours lecture, 2 hours lab)

CHEM251 ORGANIC CHEMISTRY I (IAI: BIO 908, CLS 908, EGR 963)

Examines fundamental principles of organic chemistry, stressing nomenclature, preparation, reactions, mechanisms and structure of organic compounds. *Prerequisite: CHEM 142.* (PCS 1.1, 5 credit hours: 3 hours lecture, 6 hours lab)

CHEM252 ORGANIC CHEMISTRY II (IAI: BIO 909, CLS 909, EGR 964)

Continues CHEM 251, including the chemistry of heterocycles, polymers, carbohydrates and proteins; interpretation of NMR and IR spectra. *Prerequisite: CHEM 251.* (PCS 1.1, 5 credit hours: 3 hours lecture, 6 hours lab)

Computer Information Systems (CIS)**CIS 128 INTRODUCTION TO MICROCOMPUTERS**

Introduces the use of microcomputers, including hardware, software, and communication. *This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 1 hour lecture)

CIS 130 INTRO TO PROGRAMMING (QUICKBASIC)

Introduces the concept of structured programming using the procedural language, QuickBASIC. Students learn techniques to: create the user input interface; design output reports; gain experience with the logic concepts of looping using DO-WHILE and FOR-NEXT statements, and create computer decisions using IF-THEN statements. File handling, data validation, and array manipulation are also discussed. Object Oriented Programming for Windows using VisualBASIC is introduced. *Prerequisite: CIS 140 or concurrent enrollment.* (PCS 1.2, 1-3 credit hours: 1-3 hours lecture)

CIS 131 EXPLORING COMPUTER SKILLS

Introduces computer skills for employment as it applies to business and other work place opportunities. Provides an orientation to specific Information Systems areas through an examination of computer skills necessary for employment. The course examines qualifications and work-related characteristics, job duties, employment potential, and career trends; the need for computer systems and the function of each machine in a typical installation; information flow and data generation; and general applications. Laboratory introduction to elementary programming techniques and microcomputer operation is included. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab.)

CIS 135 COMPUTER LITERACY (IAI: BUS 902, CS 910)

Acquaints students with, and trains them in the use of, business computer packages, including word processing, database management, spreadsheet, presentation software and Internet access methods. Operating systems are reviewed. Information presented covers the concepts of computer information management systems. (Keyboarding recommended.) (PCS 1.1, 3 credit hours: 2 hours lecture, 2 hours lab)

CIS 140 COMPUTER PROGRAMMING LOGIC

Familiarizes students with those techniques and problem solving aids necessary for the efficient solution of computer programming logic problems. Typical logic examples and exercises are used to develop the student's confidence and ability to solve programming problems. (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 142 ALTERNATE OPERATING SYSTEMS

Explores the basics of several popular operating system software packages. Topics concentrate on system software requirements, file maintenance within an operating system, and system software commands and capabilities. The student will compare and contrast different types of operating systems using a defined set of criteria. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 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: CIS 131 or concurrent enrollment or CIS 135 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 145 DATABASE DESIGN CONCEPTS

Introduces the student to database design concepts using database software for IBM compatible microcomputers. The course covers three parts of database knowledge: designing a database using relational theory, understanding SQL, and designing the database user interface with forms and reports. Laboratory exercises covering simple business database applications will be designed, implemented, tested, and documented. *Prerequisite: CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 146 INTRODUCTION TO RELATIONAL DATABASES

[Note: an understanding of general computer terminology and use of a microcomputer with Windows 95 required.] Introduces database design concepts and SQL using database software for IBM compatible microcomputers. Students learn how to design databases using relational theory. Laboratory exercises covering simple business database applications will be designed, implemented, tested, and documented. *Prerequisite: CIS 135.* (PCS 1.2, 2 credit hours: 2 hours lecture)

CIS 147 PROJECT MANAGEMENT TOOLS

Explores the foundations of project management – project integration, project scope, time allocations, cost, human resources, communications, risk, and procurement. Emphasis will be on topics related to the Information Technology industry including data security, telecommunications, and decision making in a technological environment using a project management tool such as MS Project. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 167 DIGITAL MULTIMEDIA TOOLS

Introduces students to the world of multimedia computing for business presentations. Topics include applications of multimedia; components of multimedia software from PowerPoint to Flash; copyright issues related to multimedia; and the use of multimedia software to create a business presentation that includes video, sound, graphics and animation. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hour lab)

CIS 172 COMPUTERIZED ACCT/SMALL BUSINESS

Introduces the use of a Windows based accounting package for small business. Includes the use of software for general ledger, preparation of financial statements, handling checking account and inventory. *Prerequisite: SMBU 139 or equivalent and CIS 135 or equivalent. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 0 hours lecture, 2 hours lab)

CIS 200 COBOL

Studies the development of business application problem solving using COBOL (Common Business Oriented Language) with emphasis on structured programming design, implementation, testing, and documentation. Topics covered in laboratory exercises include records, files, string processing, tables and arrays. Techniques used include program linkage and parameter processing, interactive programming, file handling for both direct and random access file types, master file updates, control break logic, and sorting and searching of files. *Prerequisite: CIS 140.* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

CIS 232 ADVANCED PROGRAMMING TECHNIQUES

Familiarizes the student with advanced programming applications, using COBOL, CICS and JCL. Student will develop complex business applications. Structured programming and some software techniques will be included. *Prerequisite: CIS 200.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 235 C PROGRAMMING LANGUAGE (IAI: CS 911)

Introduces problem solving techniques and algorithm development in a procedural fashion. Employs structured programming control structures (sequence, selection, and repetition) to design, code, test, and document programs. Includes types, operators, functions, pointers and arrays, record structures, file handling, and an introduction to the C++ programming language. *Prerequisite: MATH 116.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 236 C++ PROGRAMMING LANGUAGE (IAI: CS 912)

Enhances computer programming skills with the design and implementation of large-scale problems, including abstract data types, data structures, files, lists, stacks, queues, trees, and graphs. Complex issues such as class and object relationships, inheritance, overloading, virtual functions, searching, sorting, and recursion will also

be covered. *Prerequisite: CIS 235.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 241 PROGRAMMING THE AS/400 (RPG)

Introduces the programming language RPG (Report Programming Generator) designed to construct programs which perform routine report-writing functions. *Prerequisite: CIS 140.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 243 ISSUES IN INFORMATION SYSTEMS

Covers the fundamentals of telecommunications, network administration of local area networks, and the hardware components of a personal computer system. Includes communications equipment, network topologies, protocols, network management, maintaining and upgrading PC hardware, and troubleshooting common hardware problems. *Prerequisite: CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 252 COMPUTER SOFTWARE APPLICATIONS

Deals with the use, comparison, and selection of business software and hardware for a microcomputer system. Software explored may include word processing electronic spreadsheets, database management, graphics, and other business packages. Software integration will be included. *Prerequisite: CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 253 INTRODUCTION TO ORACLE & SQL

Advances the student's knowledge of database design. Introduces the student to the SQL database manipulation language and the SQL*Plus operating environment. Laboratory exercises covering simple and complex business database applications are implemented, tested, and documented. *Prerequisite: CIS 145 or CIS 146. (Requires an understanding of relational database design principles and knowledge.)* (PCS 1.2, 3 credit hours: 3 hours lecture)

CIS 254 ORACLE PL/SQL LANGUAGE

Advances the student's knowledge of the SQL language. Introduces the student to the PL/SQL programming language. Laboratory exercises covering complex business database query applications and database processing are designed, implemented, tested, and documented. *Prerequisite: CIS 253. (Requires an understanding of SQL and SQL*Plus).* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 256 ORACLE FORMS

Introduces the Oracle form generator CASE tool - FORMS. Laboratory exercises covering complex business database data entry applications and database processing are designed, implemented, tested, and documented. *Prerequisite: CIS 254.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 257 DATABASE GUI DEVELOPMENT

Introduces the student to Graphical User Interface design concepts as they relate to entering, editing and reporting information stored in relational database systems. Students learn how to design a database user interface. Laboratory exercises covering advanced ORACLE FORMS, ORACLE REPORTS, and other ORACLE Developer functions are used for student learning. *Prerequisite: CIS 256.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 260 EVENT-DRIVEN PROGRAMMING (VB) (IAI: CS914)

Familiarizes the student with application development for the Windows environment using Microsoft's VisualBasic. Students will develop complex practical applications and user interface design skills, learning algorithm development, structured design, data validation and file processing. Additional topics include control arrays, multiple forms, global variables, exception handling, and database manipulation. *Prerequisite: CIS 130.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CIS 267 PROJECTS IN DIGITAL MULTIMEDIA

Expand students' ability to use digital multimedia tools to create CD and Web-based business, education, and training presentations. The course includes basic scripting and storyboarding, use of pre-digitized audio (music and sound effects), scanned images, and recorded narration tracks. Students will advance their multimedia skills to incorporate Action Scripting and programming features into multimedia presentations to create a user controlled media environment. *Prerequisite: CIS 167.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

CIS 275 ADVANCED STUDIES IN INFORMATION SYSTEMS

Offers advanced studies in data processing. Advanced work beyond the curriculum. In-depth study of a specified field in information systems under the direct supervision of a faculty member. *Prerequisite: permission of instructor.* (PCS 1.2, 1-3 credit hours: 1-3 hours lecture, 0 hours lab)

CIS 280 COMPUTER INFORMATION SYSTEMS CO-OPI

Provides students the opportunity to deepen information systems knowledge and skills through a planned

and supervised work experience. Students will engage in a practical work experience and apply classroom learning to actual work situations. Students will be given a maximum of two opportunities to successfully complete this course. *Prerequisite: Total CIS hours within 12 semester hours of graduation, a GPA of 2.0 cumulative and a grade of C or better in all CIS courses and approval of CIS coordinator.* (PCS 1.2, 1 credit hour: 5 hours lab/80 hours worked; 2 credit hours: 10 hours lab/160 hours worked; 3 credit hours: 15 hours lab/240 hours worked)

Computer Network & System Technology (CNET)

CNET 131 COMPUTER TECHNOLOGY I

Prepares students for computer usage in advanced Computer Network & System Technology classes. Computer concepts, computer hardware, operating systems, and MS Visio are covered. *Prerequisite: None.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

CNET 142 OPERATING SYSTEM TECHNOLOGIES FOR A+

Provides detailed coverage of Windows and DOS installation and configuration. The class is targeted for individuals who need a high level knowledge of MS Windows and MS DOS, particularly those who are responsible for installing and maintaining Windows operating systems. The objectives for the A+ Operating System Technologies certification test are covered. Students should be familiar with MS Windows and MS DOS operations before enrolling in this class. *Prerequisite: CNET 131 or (CIS 135 and CIS 142).* (PCS 1.2, 3 credit hours: 3 hours lecture)

CNET 144 CISCO CCNA I

Covers the fundamental concepts of Cisco networking. Includes the coverage of the OSI model, TCP/IP protocol, network topologies, router and IOS basics. *Prerequisite: Either CNET 131 or CIS 135.* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

CNET 148 NETWORK TECHNOLOGY I

Provides students with an introduction to networking technologies. Network infrastructure, hardware, protocols, and operating systems are introduced. *Prerequisite: CNET 131.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 162 NETWARE 6 ADMINISTRATION

Provides practical hands-on training in administering Novell NetWare 6 networks. Covers elements of the Novell Certified NetWare Administrator (CNA) and Certified NetWare Engineer (CNE) Administration exams. *Prerequisite: CNET 131 or CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 200 INTRODUCTION TO UNIX

Covers the fundamental commands and utilities used in the UNIX and Linux operating systems. Emphasis is placed on becoming proficient at the UNIX command line. *Prerequisite: Either CNET 131 or CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 201 LINUX+

Covers the required knowledge to implement, manage, and troubleshoot network and server environments based on the Linux network operating system. Covers elements of the CompTIA Linux+ Certification Exam. *Prerequisite: CNET 131.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 212 WINDOWS XP PROFESSIONAL

Prepares students to implement, administer, and troubleshoot information systems that incorporate Microsoft's Windows XP operating system. Covers elements of MCSE exam 70-270. *Prerequisite: CNET 131 or (CIS 135 and CIS 142).* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

CNET 220 SUPPORTING MS EXCHANGE SERVER

Covers Microsoft Exchange Server used to manage information distribution and messaging over Windows networks. Provides a comprehensive study for the related Microsoft certification exam. *Prerequisite: CNET 222 or CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 221 ADMINISTERING MICROSOFT SQL SERVER

Covers installation and administration of Microsoft's SQL database server. Provides a solid foundation of the SQL System Administrator. Topics include planning, installation, configuring, tuning, security considerations and troubleshooting. This course is helpful in preparation of the related Microsoft Certification exam. *Prerequisite: CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 223 WINDOWS NETWORK INFRASTRUCTURE

Covers basic networked communications. Students gain the knowledge to select the appropriate network

components for different network implementations. Basic network standards, protocols, and access methods are discussed. Covers elements of MCSE Exam 70-216. *Prerequisite: CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 224 MANAGING WINDOWS ACTIVE DIRECTORY

Covers the concepts of 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. Covers elements of MCSE Exam 70-217. *Prerequisite: CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 226 WINDOWS 2003 SERVER ENVIRONMENT

Covers installation, configuration, administration, and troubleshooting of the Microsoft Windows Server 2003 product. Covers elements of MCSE exam 70-725. *Prerequisite: CNET 131 or (CIS 135 and CIS 142).* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

CNET 227 MANAGING A WINDOWS SERVER NETWORK

Covers the required knowledge to implement, manage, and troubleshoot network and server environments based on the Microsoft Windows network operating system. Covers elements in the third Microsoft Certified Systems Administrator (MCSA) core test. *Prerequisite: CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 228 MICROSOFT ISA SERVER

Covers the information necessary to implement, administer, and troubleshoot information systems that use a Microsoft Internet Security and Acceleration Server. DNS, FTP, HTTP, IMAP, POP3, SMTP and SSL are covered. *Prerequisite: CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 241 NETWARE ADVANCED ADMINISTRATION

Covers advanced topics which relate to the Novell NetWare network operating system. These include the server console, Novell Storage Services and network optimization. Students install and configure domain name services, dynamic host configuration protocol, and other Internet services. *Prerequisite: CNET 162.* (PCS 1.2, 3 credit hours: 3 hour lecture, 0 hours lab)

CNET 244 SECURITY+

Covers the five domains of the CompTIA Security+ vendor-neutral certification exam: security concepts, communications security, infrastructure security, cryptography, and operational/organizational security. Security+ is the worldwide standard of competency for foundation-level security practitioners. *Prerequisite: CNET 162 or CNET 226.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 260 CISCO CCNA II

Covers concepts and commands required to configure Cisco routers in internetworks. Through examples, exercises and testing, students learn the configuration information necessary to work with Cisco routers. *Prerequisite: CNET 144.* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

CNET 261 CISCO CCNP NETWORK TROUBLESHOOTING

Provides coverage of topics for those preparing for the CIT portion of the Cisco Certified Network Professional (CCNP) exam. As more advanced technology and functionality are added to communication infrastructures, the job of managing and maintaining networks becomes more difficult and the cost of inter-network failure rises. This course provides a systematic and logical approach to keep today's complex networks running smoothly. It's divided into four main areas: troubleshooting tools and methodology, routing and routed protocol troubleshooting, campus switch and VLAN troubleshooting, and WAN troubleshooting. *Prerequisite: CNET 260.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 262 CISCO CCNP REMOTE ACCESS

Provides coverage of topics for those preparing for the BCRAN (Building Cisco Remote Access Networks) portion of the Cisco Certified Network Professional (CCNP) exam. Areas covered include configuration, controlling networks access, controlling traffic flow, network performance, and security on remote access networks. *Prerequisite: CNET 260.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CNET 263 CISCO CCNP SWITCHED NETWORKS

Provides coverage of topics for those preparing for the BCMSN (Building Cisco Multilayer Switched Networks) portion of the Cisco Certified Network Professional (CCNP) exam. Information is presented on how routing and switching technologies work together. The class covers Cisco recommend campus network design methodologies. An in-depth analysis of Layer 2 switching technologies, including Spanning Tree, VLAN technologies, frame tagging protocols and Cisco proprietary support protocols such as VTP and DTP are examined. Additional topics include Layer 3 routing services, inter-VLAN routing, and multilayer switching,

Hot Standby Routing Protocol (HSRP) and IP multicast. Finally, it covers securing the switched campus network model, including setting passwords, local and remote login, modifying default privilege levels and applying Layer 3 traffic management techniques to the campus network. *Prerequisite: CNET 260.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CNET 264 CISCO CCNP SCALABLE NETWORKS

Provides coverage of topics for those preparing for the BCSN (Building Cisco Scalable Networks) portion of the CISCO Certified Network Professional (CCNP) exam. In the class you will study a broad range of technical details on topics related to routing, including routing principles, IP addressing issues such as variable-length subnet masks (VLSMs), route summarization, and protocol redistribution. The routing protocols Open Shortest Path First (OSPF), enhanced Interior Gateway Routing Protocol (EIGRP), and Border Gateway Protocol (BGP) are investigated. *Prerequisite: CNET 260.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CNET 271 COMPUTER HARDWARE/SOFTWARE INTERNSHIP

Provides a work based learning experience in the area of computer hardware/software technology. Students receive classroom instruction on resume writing, job seeking skills, professional behavior, ethics, and safety. *Prerequisite: Permission of the CNET Coordinator and a cumulative GPA of 2.0 or better and a grade of C or better in all CNET, CIS, and ELTN classes including ELTN 279 and one of the following: CNET 162 or CNET 226.* (PCS 1.2, 2 credit hours: 10 hours lab/160 hours worked)

CNET 280 A+ CERTIFICATION PREP

Covers the objectives of the CompTIA A+ Certification Hardware and Operating Systems tests. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 142 and ELTN 279.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 281 SECURITY+ CERTIFICATION PREP

Covers the objectives of the CompTIA Security+ Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 244.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 282 LINUX+ CERTIFICATION PREP

Covers the objectives of the CompTIA Linux+ Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 201.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 283 CCNA CERTIFICATION PREP

Covers the objectives of the Cisco CCNA Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 260.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 284 MCSA WINDOWS XP CERTIFICATION PREP

Covers the objectives of the Microsoft Windows XP Professional Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 212.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 285 MCSA SERVER CERTIFICATION PREP

Covers the objectives of the Microsoft Windows 2003 Server Environment Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 226.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

CNET 287 MCSA PREP MANAGING A WINDOWS NETWORK

Covers the objectives of the Microsoft Managing A Windows Network Certification test. Emphasis is placed on covering the objectives of the certification test and taking simulated certification tests. Pass/Fail grades will be given. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable one time. 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 the degree electives shall be two credits. *Prerequisite: CNET 226.* (PCS 1.2, 1 credit hours: 1 hours lecture, 0 hours lab)

College Orientation (COLL)

COLL 130 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. (PCS 1.1, 1 credit hour: 1 hour lecture)

Communications (COMM)

COMM 100 BASIC COMMUNICATION

Integrates reading, writing, and oral communication skills within the study of a single problem easily located within the immediate experience and knowledge of the beginning student. There are three strands to the course: a sequence of writing assignments linked to a sequence of reading assignments linked to a sequence of listening and speaking assignments. Note that this course is repeatable three times. The amount of credit awarded shall be seven credit hours each time the student successfully completes the course. The total number of credits that will apply to developmental electives shall be twenty-eight credits. *Prerequisite: Placement by exam.* (PCS 1.4, 7 credit hours: 6 hours lecture, 2 hours lab)

COMM 111 INTEGRATED READING & WRITING SKILLS

Develops the reading and writing skills necessary for the successful completion of college-level courses. Three linked elements compose the course: a reading skills development component, a paragraph writing component, and an editing/sentence skills component. *Prerequisite: C or better in COMM 100 or placement by exam.* (PCS 1.4, 7 credit hours: 6 hours lecture, 2 hours lab)

COMM 125 COLLEGE READING AND STUDY SKILLS

Develops the reading and study skill necessary for the successful completion of college-level courses. Emphasizes comprehension and retention, vocabulary, and presentation of information in written summaries and oral presentations. *Prerequisite: C or better in COMM 100 or placement by exam and co-enrollment in COMM 126 and COMM 127.* (PCS 1.4, 3 credit hours; 3 hours lecture, 0 hours lab)

COMM 126 BASIC WRITING

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. *Prerequisite: C or better in COMM 100 or placement by exam and co-enrollment in COMM 125 and COMM 127.* (PCS 1.4, 3 credit hours: 3 hours lecture, 0 hours lab)

COMM 127 COMMUNICATION SKILLS DEVELOPMENT

Supports COMM 125 and COMM 126 with the review of standard English grammar, the writing process, and the library components. *Prerequisite: C or better in COMM 100 or placement by exam and co-enrollment in COMM 125 and COMM 126.* (PCS 1.4, 1 credit hours; 0 hours lecture, 2 hours lab)

Cooperative Education (COOP)

COOP131 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. (PCS 1.2, 1-4 credit hours: 80 hours must be worked for each credit hour granted.)

COOP231 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. *Prerequisite: COOP 131.* (PCS 1.2, 1-4 credit hours: 80 hours must be worked for each credit hour granted.)

Criminal Justice (CRMJ)

CRMJ 131 INTRO TO AMERICAN CRIMINAL JUSTICE (IAI: 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: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CRMJ 133 CRIME PREVENTION 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)

CRMJ 134 CASE PREPARATION

Deals with interviewing and questioning complainants, witnesses, victims, suspects, and informants; preparing statements; and preparing police reports and presenting them through the criminal justice system. *Prerequisite: CRMJ 265.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

CRMJ 141 CRIMINOLOGY (IAI: CRJ 912) (Spring Semester Only)

Covers categories of crimes, types of criminals and theories of crime causation, control and prevention, taking into consideration the whole criminal justice system: police, courts and corrections. *Prerequisite: SOCI 131 or concurrent enrollment.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

CRMJ 148 CRIMINAL LAW (IAI: CRJ 913) (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. (PCS 1.1, 3 credit hours: 3 hours lecture)

CRMJ 151 INTRODUCTION TO CORRECTIONS (IAI: CRJ 911) (Fall Semester Only)

Covers history, development and philosophy of corrections in society. Introduces agencies and programs in criminal and juvenile correction system and career orientation. *Prerequisite: SOCI 131 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CRMJ 246 HUMAN RELATIONS AND CRIMINAL JUSTICE (Fall Semester Only)

Explores the role of the police in achieving and maintaining public support, human relations, public information, relationships with violators and complainants; public relations programs and development of effective public relations techniques. *Prerequisite: SOCI 131 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CRMJ 249 CRIMINAL COURT PROCEDURES (Spring Semester Only)

Continues CRMJ 148, identifies and classifies criminal offenses and court decisions. *Prerequisite: CRMJ 148.* (PCS 1.1, 3 credit hours: 3 hours lecture)

CRMJ 252 CONSTITUTIONAL LAW AND CRIMINAL JUSTICE (Spring Semester Only)

Studies constitutional limitations on criminal investigation and surveillance; limitations on criminal procedures; personal freedoms, civil rights, and litigation. (PCS 1.1, 3 credit hours: 3 hours lecture)

CRMJ 254 JUVENILE OFFENDER (IAI: CRJ 914) (Spring Semester Only)

Presents police responsibilities with regard to juvenile delinquency, jurisdiction and functions of juvenile agencies in Illinois, and juvenile court procedures. Studies causation factors of juvenile delinquency. *Prerequisite: SOCI 131 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CRMJ265 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: None.* (PCS 1.2, 3 credit hours: 3 hours lecture)

CRMJ268 RECENT TRENDS IN CRIMINAL JUSTICE (Spring Semester Only)

Provides the student with an opportunity for in-depth analysis of some of the prevailing issues facing the criminal justice system. Discusses such matters as recent technical, social and legal changes and their implications for the criminal justice system. (PCS 1.2 3 credit hours: 3 hours lecture)

CRMJ271 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: Completion of six Criminal Justice courses with a grade C or better; and permission of program coordinator.* (PCS 1.2, 3 credit hours: 15 hours lab-240 hours must be worked)

CRMJ275 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. *Prerequisite: Permission of instructor.* (PCS 1.2, 1-4 credit hours: 1-4 hours lecture)

Computer Science and Engineering (CSEN)**CSEN 181 INTRO TO PROGRAMMING FOR ENGINEERS (IAI: EGR922)**

Provides an introduction to programming through problem solving using C++. Presents numerical algorithm concepts in a framework of mathematical applications. Includes machine organization, flow charts, algorithm development, structured design, data structures, arrays, files, functions, and debugging methods. Intended for students pursuing an engineering degree. Requires extensive out-of-class computer lab time. *Prerequisite: 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, 4 credit hours: 4 hours lecture.)

Dance (DANC)**DANC 161 JAZZ I**

Introduces basic dance technique in the context of jazz dance styles. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. 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 total number of credits that will apply to a degree shall be four credits. (PCS 1.1, 1 credit hour: 2 hours lab)

DANC 162 JAZZ II

Continue DANC 161 with the progressive development of dance technique in the context of jazz dance styles. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. 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 total number of credits that will apply to a degree shall be four credits. *Prerequisite: DANC 161.* (PCS 1.1, 1 credit hour: 2 hours lab)

DANC 165 BALLET I

Introduces elementary ballet: emphasizes the fundamentals of classical ballet through barre and center floor work. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. 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 total number of credits that will apply to a degree shall be four credits. (PCS 1.1, 1 credit hour: 2 hours lab)

DANC 166 BALLET II

Continues DANC 165 and includes the development of the adagio, and the introduction of pirouette, jumps, turns and connecting steps. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. 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 total number of credits that will apply to a degree shall be four credits. *Prerequisite: DANC 165.* (PCS 1.1, 1 credit hour: 2 hours lab)

Dental Assisting (DENT)

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: Admission to the Dental Assisting Program.* (PCS 1.2, 4 credit hours: 4 hours lecture)

DENT 132 PATHOLOGY I (Spring Semester Only)

Presents pathology and medical emergencies as they relate to the dental practice. *Prerequisite: DENT 131 with C or better.* (PCS 1.2, 2 credit hours: 2 hours lecture)

DENT 134 PRECLINICAL ORIENTATION (Fall Semester Only)

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. Emphasizes taking and recording medical histories, including classifying and charting of dental anomalies. *Prerequisite: Admission to Dental Assisting Program.* (PCS 1.2, 2 credit hours: 2 hours lecture)

DENT 136 OROFACIAL ANATOMY (Fall Semester Only)

Includes concepts of dental nomenclature, tooth development, anatomy and function of oral structures, and occlusion. *Prerequisite: 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: C or better in DENT 131.* (PCS 1.2, 2 credit hours: 2 hour lecture)

DENT 143 DENTAL OFFICE MANAGEMENT (Spring Semester Only)

Emphasizes office management of telephone techniques, appointment control, documentation of patient services. Government and insurance forms, records management, ordering receipt and inventory of supplies. The laboratory phase provides planned computer exercises that will give hands-on experience, with immediate feedback and prompts. It is divided into group exercises that closely follow the sequence which might be encountered in a dental practice. *Prerequisite: permission of coordinator.* (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: 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: 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 principles and biological effects of radiation. Stresses correct methods of exposing, processing, and mounting intraoral and extraoral radiographs for diagnostic purposes. *Prerequisite: 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: permission of program coordinator.* (PCS 1.2, 2 credit hours: 1.5 hours lecture, 1.5 hours lab)

DENT 153 OPERATIVE PROCEDURES (Fall Semester Only)

Covers the importance and function of proper chair-side dental assisting techniques and procedures; and care and maintenance of dental instruments and equipment. *Prerequisite: permission of program coordinator.* (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: DENT 153 with C or better and permission of program coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 20 hours clinical)

Dental Hygiene (DENT)

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: Admission to Dental Hygiene Program.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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: Admission to Dental Hygiene Program.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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. Includes counseling the dental hygiene patient on tobacco control and nutrition. *Prerequisite: Admission to Dental Hygiene Program.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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: Admission to Dental Hygiene Program.* (PCS 1.2, 4 credit hours: 2 hours lecture, 6 hours lab)

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: Admission to Dental Hygiene Program.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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: 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 and forensic dentistry will be discussed. *Prerequisite: DENT 250 with a C or better.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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: Admission to Dental Hygiene Program.* (PCS 1.2, 2.5 credit hours: 2 hours lecture, 1.5 hours lab)

DENT 253 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, intraoral photography, bleaching techniques, gingival curettage, 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: DENT 251 with a C or better.* (PCS 1.2, 2 credit hours: 2 hours lecture)

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; emphasis is on analysis and decision making in periodontal assessment and treatment planning. *Prerequisite: C or better in DENT 234.* (PCS 1.2, 1 credit hour: 10 hours lab/clinic)

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: C or better in DENT 254.* (PCS 1.2, 1.5 credit hours: 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: C or better in DENT 255.* (PCS 1.2, 1.5 credit hours: 15 hours lab/clinic)

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: "C" or better in DENT 254.* (PCS 1.2, 2 credit hours: 1.5 lecture hours, 1.5 hours lab)

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: Enrolled in last semester of dental hygiene courses or graduated from a dental hygiene program.* (PCS 1.2, 3 credit hours: 3 hours lecture)

DENT 299 CLINICAL SKILLS UPDATE

Provides clinical remediation to graduate dental hygienists to review and enhance 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 shall be one credit hour 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 credits. *Prerequisite: Graduation from an accredited dental hygiene program.* (PCS 1.6, 1 credit hour: 0 hours lecture, 2 hours lab)

Drama (DRAM)

DRAM 130 APPRECIATION OF THEATRE ART (IAI: F1 907)

Includes critical appreciation and understanding of the role and influence of theatre in life. Stresses aesthetic principles and analyzes representative theatrical forms for cultural and social significance. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

DRAM 131 FUNDAMENTALS OF ACTING (IAI: TA 914)

Studies fundamental techniques of acting; building of a dramatic situation and projection of character through individual and group improvisation with class and instructor criticism. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

DRAM 132 APPLIED ACTING TECHNIQUES (IAI: TA 915)

Applies realistic acting techniques to stylized drama (Shakespeare, Moliere, Absurdist, Musical Theatre) with emphasis on the methods used to create these special kinds of characters for a contemporary audience. *Prerequisite: DRAM 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Drafting/CAD Technology (DRFT)

DRFT 125 BASIC TECHNIQUES OF DRAFTING

A basic study of drafting, lettering, sketching, use of drawing instruments, applied geometry, orthographic projection, auxiliary views, section views, pictorial drawing and basic dimensioning. *Prerequisite: None.* (PCS 1.6, 3 credit hours: 3 hours lecture, 0 hours lab)

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. (PCS 1.2, 3 credit hours: 3 hours lecture)

DRFT 140 COMPUTERAIDED DRAFTING (IAI: MTM 911)

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: None.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

DRFT 142 ENGINEERING GRAPHICS I (Spring Semester Only)

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: DRFT 140.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

DRFT 144 ENGINEERING GRAPHICS II (IAI: MTM 931) (Spring Semester Only)

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: 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: None.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

DRFT 146 AUTOCAD

Studies fundamentals in the operations of AutoCAD 2004 CAD software. Starts with the basic commands and operations and advances through complete drawing production using plotting or printing equipment. *Prerequisite: 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: DRFT 140.* (PCS 1.2, 4 credit hours, 3 lecture hours, 2 lab hours)

DRFT 231 PIPING AND STRUCTURAL DRAFTING (Fall Semester Only)

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: DRFT 140.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

DRFT 232 ARCHITECTURAL DRAFTING (Fall Semester Only)

Involves completion of a set of plans for a commercial structure which include conception, development, material considerations, interior space, and site considerations. Also will include electrical, plumbing, heating and air conditioning. *Prerequisite: DRFT 140.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

DRFT 233 ARCHITECTURAL DESIGN (Spring Semester Only)

Studies advanced design concepts; standard building materials and procedures, and the specialty architectural areas of plumbing, site planning, heating, air conditioning and electrical design. *Prerequisite: DRFT 232.* (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: 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: MATH 116 or MATH 125.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

DRFT 248 ADVANCED COMPUTERAIDED 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: 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: 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: DRFT 140 or DRFT 145.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

DRFT 251 PRODUCT DESIGN AND DEVELOPMENT (Spring Semester Only)

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: DRFT 142 and 144, plus minimum of two drafting elective courses.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

DRFT 253 SOLIDS MODELING MECHANICAL

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: DRFT 140.* (PCS 1.2, 2 credit hours: 1 hours lecture, 2 hours lab)

DRFT 261 MACHINE COMPONENT APPLICATIONS (Fall Semester Only)

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: DRFT 142 and 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. *Prerequisite: 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: 10 hours lab/160 hours worked)

Directed Study (DST)

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. *Prerequisite: 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)

Economics (ECON)

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: 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, current economic problems and comparative economic systems. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ECON 152 PRINCIPLES OF MICROECONOMICS (IAI: S3 902)

Covers components of U.S. economy, microeconomic theory (including theory of firm and supply and demand) and current economic problems. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Training For Educators (EDTR)

EDTR 150 OVERVIEW OF ASSISTIVE TECHNOLOGY

Provides educators, service providers, parents, and individuals with disabilities an overview of assistive technology in the areas of communication, mobility, education, recreation, vocation, independence, and therapy/rehabilitation. Emphasis is placed on an increased awareness of the diversity of assistive technology currently available for individuals with disabilities. Specific applications of assistive technology devices, which improve and maintain the functioning capabilities of individuals with disabilities are introduced. Participants in this course engage in learning activities that will enable them to gather information about assistive technology devices, companies, funding sources, and related services. *Prerequisite: None.* (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

EDTR 210 TEACHING COMPUTER LITERACY

Presents differences between the most current version of application software and the previous version used for Computer Literacy. Includes uses of the current course textbooks, uses of text support materials, course content, grading and teaching techniques. This course is repeatable three times to allow students to learn current versions of computer literacy software. 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 the vocational skills certificate shall be three credits. (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

EDTR 215 ISSUES AND STRATEGIES IN CAD/DRAFTING

Presents the most current CAD software's implementation, operation, and management. Issues involving the most current CAD standards as related to drafting standards will also be presented and discussed. This course should be of special interest to any one involved in or interested in teaching CAD on any level. It is repeatable three times to allow students to learn current versions of CAD software. 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 the vocational skills certificate shall be three credits. *Prerequisite: 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. Pass/Fail grades will be given. *Prerequisite: None.* (PCS 1.1: 1 credit hours: 1 hour lecture, 0 hours lab.)

EDTR 252 INTRO TO ONLINE TEACHING & LEARNING

Introduces online teaching and learning. Teachers, as online students, authentically experience a student-centered virtual classroom where best practice of a facilitator is modeled. The focus of the course is on the most effective practices for learning to occur in the online classroom. *Prerequisite: None.* (PCS 1.1; 1 credit hour: 1 hour lecture, 0 hours lab.)

EDTR 253 ONLINE TEACHING: ISSUES & STRATEGIES

Examines issues and strategies in regards to online learning and teaching. It provides a forum where participants learn and collaborate in regards to creating online classes, facilitating those classes, motivating student participation and examining technical issues. Pass/Fail grades will be given. *Prerequisite: None.* (PCS 1.1; 1 credit hour, 1 hour lecture, 0 hours lab)

EDTR 254 ONLINE COURSE DEVELOPMENT

Focuses on the basic operation of using an Integrated Course Management Tool to build Web-delivered or Web-enhanced courses. Hands on experience with Homepage Design, File-Manager, Course Content, Path Editor, Page Editor, Question Editor, Student Management, Using Bulletin Board and Bulletin Board Administration will be offered. *Prerequisite: None.* (PCS 1.1; 1 credit hour, 1 hour lecture, 0 hours lab)

EDTR 255 INSTRUCTIONAL DESIGN: ONLINE COURSES

Teaches the fundamentals of designing an effective student-centered online course. Introduces the ADDIE model of instructional design. *Prerequisite: None.* (PCS 1.1; 1 credit hours: 1 hour lecture, 0 hour lab)

EDTR 256 TEACHING OFFICE TECHNOLOGY COURSES

Presents competencies and expected outcomes of Office Technology courses. Includes uses of the current course textbooks, software, instructional materials, course content, grading, and teaching techniques. This course is repeatable three times to allow students to learn current versions of software and updated competencies. 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 the vocational skills certificate shall be three credits. *Prerequisite: None.* (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

EDTR 257 DEVELOPING “EXEMPLARY” ONLINE COURSE

Examines formative and summative assessment strategies in online learning and teaching. Performs comparative analysis of learning outcomes in both traditional and online course formats. Evaluates components of exemplary online course and applies components to actual (current) online course(s). *Prerequisite: None.* (PCS 1.6, 2 credit hours, 2 hours 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. 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: None.* (PCS 1.6, 1 credit hour: 1 hour 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 three times. Pass/Fail grades will be given. *Prerequisite: None.* (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

Education (EDUC)

EDUC 050 PREVIEW TRAINING FOR CHILD CARE JOBS

Seeks to provide information involving the jobs available and skills necessary to work in a child care center. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

EDUC 100 PARAPROFESSIONAL EXAM PREVIEW

Prepares students for completing state-endorsed education paraprofessional examinations. Includes an introduction to the standardized tests, a review of reading, writing, and math basic skills and test taking strategies. Pass/Fail grades will be given. *Prerequisite: None.* (PCS 1.6, 1 credit hours: 1 hour lecture, 0 hours lab)

EDUC 133 INTRO TO PARAEDUCATOR IN SPECIAL ED

Introduces student to aspects of working with special needs population. Introduces health and safety concerns, categories special needs and education implications, emphasizes the need for professionalism and continued growth and development. Introduces the use of lesson plans, instructional strategies, and developmentally appropriate procedures. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

EDUC 134 PARAEDUCATOR IN SPECIAL EDUCATION

Reviews the categories of special needs in terms of methods of instruction. Expands the concept of lesson plan development and implementation; and behavior management strategies and data collection. Explores the inclusion model. *Prerequisite: EDUC 133 or equivalent experience.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

EDUC 143 PARAEDUCATOR

Describes the various roles and tasks of paraeducators and techniques for working with students in the classroom. Introduces the paraeducator’s role as it relates to students and special needs students, discipline, policies and procedures, and legal issues. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

EDUC 230 TEACHER EDUCATION CO-OP

Provides students the opportunity to complete 60 preprofessional field-experience hours required by the Greenville College Teacher Education dual admission program. Students will be assigned to work with a classroom teacher to complete the field-experience hours in selected schools and classrooms. Students will use LiveText to document their classroom experiences. *Prerequisite: EDUC 231 or concurrent enrollment.* (PCS 1.1, 1 credit hours: 80 hours observation.)

EDUC 231 AMERICAN EDUCATION (IAI: EED 901, SED 901 and SPE 911)

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 other careers in education. Ten hours of field experience required. *Prerequisite: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

EDUC 232 INTRODUCTION TO SPECIAL EDUCATION (IAI: ECE 913, SPE915)

Provides teacher candidates with an overview of special education. Topics include the history of special education in the US, characteristics of learners with special needs, and legal aspects of special education. 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: EDUC 231.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

EDUC 233 CULTURAL CONFLICT IN THE CLASSROOM

Explores race and class with special emphasis on poverty issues that impact the classroom environment. Students will search for effective strategies to better meet the needs of underserved populations. Students spend 40 hours assisting in a classroom which serves a high minority and/or low socioeconomic population. *Prerequisite: EDUC 231.* (PCS. 1.1, 3 credit hours; 3 hours lecture, 0 hours lab)

EDUC 241 EDUCATIONAL PSYCHOLOGY

Examines psychological concepts and principles as applied to educational problems and situations. Emphasizes cognitive, social, ethical, physical and emotional factors as a means of promoting growth, learning, and adjustment of children. Introduces statistical concepts related to student testing and assessment, and the different means of facilitating and supporting student learning in the classroom. Ten hours of field experience required. *Prerequisite: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lecture)

Electrician Apprenticeship (ELAP)**ELAP 120 ELECTRICIAN APPRENTICE I**

Covers basic fundamentals of electricity, size of wires, sources of electricity, conduits, fasteners, fittings and materials; also the applied mathematics. *Prerequisite: Concurrent employment as an indentured electrician apprentice.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 121 ELECTRICIAN APPRENTICE II

Looks at scope of the work of an electrical contractor and the National Electrical Contractor Association. AC and DC circuits, various wiring systems, safety and first aid for shock are included. *Prerequisite: ELAP 120.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 122 ELECTRICIAN APPRENTICE III

Studies effective use of meters and test equipment, transformers, capacitors, rectifiers, related math and safety. *Prerequisite: ELAP 121.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 123 ELECTRICIAN APPRENTICE IV

Covers National Electrical Code, applied science and math, sketching schematics, rigging, fire alarms, basic refrigeration and air conditioning. *Prerequisite: ELAP 122.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 124 ELECTRICIAN APPRENTICE V

Studies advanced electrical theory related to AC current, electrical and mechanical specifications, protective control and starter relays. *Prerequisite: ELAP 123.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 125 ELECTRICIAN APPRENTICE VI

Covers troubleshooting electrical circuits and equipment, complex circuits and controls and application of the National Electrical Code. *Prerequisite: ELAP 124.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 126 ELECTRICIAN APPRENTICE VII

Covers atomic safety in connection with nuclear power generation. Includes review of circuits studied previously and an introduction to basic applications of electronics. Further study of the National Electrical Code Handbook. *Prerequisite: ELAP 125.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

ELAP 127 ELECTRICIAN APPRENTICE VIII

Studies transistors and the circuits in which they are typically used, amplifiers, temperature, pressure and flow controls, static control circuits analysis and further applications of the National Electric Code. *Prerequisite: ELAP 126.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

Electronics (ELTN)

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: MATH 112 or placement by exam.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 144 DIGITAL CIRCUITS

Covers the use of digital integrated circuits in logic systems and electronic circuits. Circuits covered include logic gates, latches, counters, registers decoders, and memory systems. *Prerequisite: ELTN 131 or concurrent enrollment.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 251 INDUSTRIAL ELECTRONICS

Studies use of electrical and electronic circuits to explore the operational characteristics of solid-state control devices used in modern industry. Emphasis is on how electronic control devices interrelate with each other to form useful systems. *Prerequisite: ELTN 144.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 253 MICROPROCESSORS I

Studies hardware and software operations of the Intel 80x86 family of microprocessors, emphasizes programming and interfacing. Students should be familiar with DOS. *Prerequisite: ELTN 144 or concurrent enrollment and either CNET 131 (or concurrent enrollment) or CIS 135 (or concurrent enrollment).* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 259 PROGRAMMABLE LOGIC CONTROLLERS

Introduces the programmable controller through discussion and hands-on experimentation with basic programming techniques, ladder diagrams, input and output timers and counters. *Prerequisite: ELTN 131.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

ELTN 272 INDUSTRIAL MOTOR CONTROLS

Examines use and conversion of electrical energy to mechanical energy, control of electric motors and devices with control logic, contactors and starters, solid state relays, photoelectric sensors and proximity sensors. *Prerequisite: ELTN 131.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 274 INDUSTRIAL INSTRUMENTATION

Studies electronic control and measurement processes as used in automated manufacturing processes. Measurements used for process control and the transfer and processing of these measurements will be emphasized. *Prerequisite: ELTN 251.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

ELTN 279 PC SERVICING AND A+ PREPARATION

Covers personal computer hardware systems, devices and peripherals. Emphasis is on diagnostics, troubleshooting, repair, installation, and upgrades of PCs. *Prerequisite: Either CNET 131 or CIS 135.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

Emergency Medical Technician (EMT)

EMT 120 EMERGENCY MEDICAL TECHNICIAN - BASIC

Studies medical legal/ethical, 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 - Basic". *Prerequisite: High School Diploma or GED. Health Care Provider C.P.R. card from either American Heart Association, American Red Cross, or American Safety and Health Institute.* (PCS 1.2, 5 credit hours: 3 hours lecture, 4 hours lab)

English (ENGL)

ENGL 108 BASIC LANGUAGE SKILLS I

Introduces writing skills to give students experience using the writing process with focus, elaboration, and organization. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours: 2 hours lecture, 2 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: Admission to Life Skills Develop-*

ment Program. (PCS 1.4, 3 credit hours: 2 hours lecture, 2 hours lab)

ENGL 111 BASIC WRITING SKILLS

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. *Prerequisite: placement by exam or C in COMM 100.* (PCS 1.4, 3 credit hours: 3 hours lecture)

ENGL 131 FIRST-YEAR ENGLISH I (IAI: C1 900)

Focuses on practicing, through the writing process, skills in creating clear, concise, and carefully edited expository essays and summaries. Essentials of grammar, mechanics, and punctuation are stressed. The course also introduces/ reviews MLA format, writing with sources, and critical thinking - the bases for analytical writing. *Prerequisite: Placement by exam, or grade of C in ENGL 111 or COMM 111 or (COMM 125, COMM 126, and COMM 127).* (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 techniques applied to three literary genres. Students learn to use MLA format and to understand plagiarism and its consequences. Finally, students learn the mechanics of library research and research paper writing. *Prerequisite: C in ENGL 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

ENGL 141 BUSINESS COMMUNICATIONS

Applies the principles of standard English to business communications. While completing written assignments using electronic technology, students become proficient in organizing and composing business letters, memorandums, reports, and e-mail messages. The course also includes an overview of oral, interpersonal, and intercultural business communication. *Prerequisite: Placement by exam, or grade of C in COMM 125, COMM 126, and COMM 127.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

ENGL 237 TECHNICAL COMMUNICATION

Prepares the student to present technical data in a variety of written and oral modes, including memos, investigative reports, work orders, and customer service presentations. Use of principles of standard English is stressed throughout. *Prerequisite: ENGL 131.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

ENGL 261 CREATIVE WRITING I (IAI: EGL 921)

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: 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: ENGL 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Exercise Science (See XSCI)

Fire Science (FIRE)

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. *Prerequisite: 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. *Prerequisite: 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. *Prerequisite: 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 INTRODUCTION TO FIRE SCIENCE

Introduces the basic role and responsibilities of the fire service in the local community, the history of the fire service, basic characteristics of fire, firefighting techniques and commonly used fire apparatus and tools. *Prerequisite: 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. Successful completion qualifies the student to take the test for O.S.F.M. certification at the technical rescue awareness level. *Prerequisite: None.* (PCS 1.2, 0.5 credit hours, 0.5 hours lecture, 0 hours lab)

FIRE 140 BASIC STRUCTURAL FIREFIGHTING

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Emphasis is placed on hose handling skills, forcible entry, search and rescue techniques, ventilation, self-contained breathing apparatus, stream development and extinguishments principles. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 141 CERTIFIED FIREFIGHTER II: MODULE A

Fulfills approximately one-third of the requirements for certification at the firefighter II level through the Office of the State Fire Marshal. Includes instruction on the following topics: orientation and organization, fire behavior, self-contained breathing apparatus, ladders, hoses and appliances, personal safety, and portable fire extinguishers. *Prerequisite: None.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

FIRE 143 HAZARDOUS MATERIALS OPERATIONS

Introduces firefighting personnel to the growing problem of hazardous materials emergencies. Emphasizes identifying 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 OSFM Certification test as "Hazardous Materials-First Responder Operations" provided other prerequisites are met. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 147 FIRE TACTICS AND STRATEGY I

Introduces the basic principles and methods of fireground tactics and strategy as required of the company officer. Emphasizes size-up, fire ground operations, pre-fire planning and basic engine and truck company operations. Satisfies partial requirements for Illinois certification as Fire Officer I. *Prerequisite: FIRE 141.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

FIRE 150 STRUCTURAL FIREFIGHTING OPERATIONS

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Focuses on pre-plan firefighting operations in various structural settings within an industry. Course will include instruction in the use of self-contained breathing apparatus, hand tools, salvage and overhaul operations, and donning and doffing of various levels of hazardous materials suits. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours, 0.5 hours lecture, 0 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: None.* (PCS 1.2, 3 credit hours, 3 hours lecture, 0 hours lab)

FIRE 157 FIRE PREVENTION PRINCIPLES I

Provides basic information about fire prevention activities conducted by a fire department. Course is required of eligible candidates pursuing Illinois certification as a Fire Officer I. *Prerequisite: FIRE 141.* (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. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 162 FIRE INSPECTION PRACTICES

Introduces the proper principles and techniques involved in good fire inspection practices. Topics covered

include: purposes for inspection, techniques for inspection, analysis of fire hazards, building construction features pertinent to the inspector, fire protection devices, the inspector and his role, preparation of reports and use of codes. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

FIRE 166 FIRST RESPONDER

Instructs students in basic first-aid practices to the level of “First Responder” as established by the United States Department of Transportation. Includes skills necessary for the individual to provide emergency medical care with a limited amount of equipment. Successful completion of this course qualifies the student for certification as “First Responder” from the Illinois Department of Public Health. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 170 ADVANCED EXTINGUISHING AGENTS

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will be exposed to a variety of specialized extinguishing agents used in the modern industrial setting. Hands-on activities will include the use of a variety of portable and fixed extinguishing systems. Includes training evolutions involving “live” fire scenarios. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 171 CERTIFIED FIREFIGHTER II: MODULE B

Fulfills approximately one-third of the requirements for certification at the Firefighter II level through Office of the State Fire Marshal. Includes emergency medical care, water supply, forcible entry, overhaul practices, nozzles, fire streams, ventilation, rescue, and building construction. *Prerequisite: FIRE 141 or concurrent enrollment.* (PCS 1.2: 4 credit hours, 2 hours lecture, 4 hours lab)

FIRE 172 BUILDING CONSTRUCTION AND CODES

Introduce the various methods of building construction and how they effect the firefighter. It introduces basic principles of construction, structural design, commonly used materials of construction, and the fire-resistant qualities of the material. It also gives a basic introduction to building codes and how they are used by the fire service. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 0 hours lab)

FIRE 176 VEHICLE & MACHINERY OPERATIONS

Teaches emergency vehicle and machinery extrication through both lecture and extensive hands-on practical applications. Qualifies students to take the Illinois State Fire Marshal’s certification examination for “Vehicle and Machinery Operations”. *Prerequisite: FIRE 181 or permission of instructor.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 180 INDUSTRIAL SUPPRESSION SYSTEMS

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about specialty detection and suppression systems within their facility. Includes training evolutions involving “live” fire scenarios. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 181 CERTIFIED FIREFIGHTER II: MODULE C

Fulfills approximately one-third of the requirements for certification at the “Firefighter II” level through Office of State Fire Marshal. Topics include ropes, communications, sprinkler systems, salvage practices, hazardous materials, fire prevention, public education, and inspections. NOTE: This course may exclude some of the practical exercises that must be completed for certification from O.S.F.M. *Prerequisite: FIRE 171 or concurrent enrollment.* (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. *Prerequisite: Must be a member of an industrial firefighting brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 200 INCIDENT MANAGEMENT ISSUES

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn the components of incident command, staging systems, accountability systems and communications on the emergency scene. Will also cover the use of pre-plans and practical firefighting exercises. *Prerequisite: Must be a member of an industrial fire 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. *Prerequisite: O.S.F.M. Certified Firefighter II or FIRE 181 or permission of coordinator.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 202 FIREFIGHTER SURVIVAL SKILLS I

Gives students the practical skills to perform self-rescue and other rescue techniques either individually or as part of a “Rapid Intervention Team.” Students will work in real and simulated fire conditions. *Prerequisite: FIRE 141.* (PCS 1.2, 1 credit hour, 1 hour lecture, 0 hour lab)

FIRE 210 INDUSTRIAL OPERATIONS

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about hazardous materials response within their facility and get hands-on experience with the equipment designed for such responses. Portable fire extinguishers and ladder operations will also be covered in this course. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 211 ADVANCED S.C.B.A. PRACTICES

Improves the students’ skills in the use of self-contained breathing apparatus in live fire situations. Emphasis is placed on the following skills: donning, doffing, shifting, dumping, emergency procedures, self-rescue, and buddy breathing. Students will work in real and simulated fire conditions. *Prerequisite: O.S.F.M. Certified Firefighter II or FIRE 181 or permission of course coordinator.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

FIRE 220 TECHNICAL RESCUE OVERVIEW

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will be exposed to various types of technical rescue procedures and equipment utilized in the industrial setting. Course will also cover fire attack and rescue in emergencies involving vehicles. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lecture)

FIRE 230 UTILITIES AND PIPELINE EMERGENCIES

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about the various utilities and pipelines that commonly service large industrial facilities and the types of emergencies that occur with them. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 231 CERTIFIED FIREFIGHTER III: MODULE A

Covers advanced training in the following fire science areas: organization, fire behavior, self-contained breathing apparatus, ladders, fire hose and appliances, and personal safety. One of four courses designed to qualify the student to take the test for certification at the Firefighter III level by the Office of the State Fire Marshal. *Prerequisite: FIRE 181.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 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 OSFM certification as “Instructor I” and partial requirements for Illinois certification as a “Fire Officer I”. *Prerequisite: FIRE 181.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

FIRE 238 FIRE TACTICS AND STRATEGY II

Covers principles and methods associated with the fire ground strategies and tactics required of the multi-company officer or chief officer. Emphasis placed on multi-company alarm assignments, handling disasters and major fire incidents by occupancy classification. Satisfies partial requirements for Illinois certification as a Fire Officer II. *Prerequisite: FIRE 147.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

FIRE 240 MARINE SPILL AND FIRE RESPONSE

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Students will learn about emergency responses involving loading docks and related facilities on waterways. Involves practical exercises in spill containment and boom deployment on the waterway. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

FIRE 241 CERTIFIED FIREFIGHTER III: MODULE B

Covers advanced training in the following fire science areas: water supply, nozzles and fire streams, ventilation, rescue and emergency medical treatment, salvage and overhaul, and building construction. One of four courses

designed to qualify the student to take the test for certification at the Firefighter III level by the Office of the State Fire Marshal. *Prerequisite: FIRE 231 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 242 FIRE AND ARSON INVESTIGATION I

Provides basic principles, techniques and skills for fire and arson investigators. Examples of subjects covered in this course are fire behavior, recognition of accidental and incendiary fire causes, determining points of origin and investigating vehicle fires. Designed for fire service and law enforcement personnel. *Prerequisite: FIRE 181 or permission of coordinator.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 243 HAZARDOUS MATERIALS TECHNICIAN A

Emphasizes the skills necessary to operate in a safe manner while utilizing special protective clothing. Designed for students who are or will be members of an organized Hazardous Materials Response Team. Qualifies the student to challenge the State Fire Marshal's Certification Test as "Hazardous Materials: Technician A" provided other prerequisites are met. *Prerequisite: FIRE 143.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 245 FIRE APPARATUS ENGINEER

Designed for the student who is currently or aspires to be a fire apparatus operator. Covers all major aspects of operating fire apparatus equipped with pumps. Course satisfies partial requirements for certification as an Apparatus Engineer from the Office of the State Fire Marshall. *Prerequisite: FIRE 181 and Class "B" license.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 247 FIRE MANAGEMENT PRINCIPLES I

Acquaints the student with the role of the company officer and provides an introduction to basic management theories, practices and functions. Successful completion satisfies partial requirements for certification as "Fire Officer I" from the Office of the Illinois State Fire Marshal. *Prerequisite: FIRE 181.* (PCS 1.2, 3 credit hours: 3 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. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours: 0.5 hour lecture, 0 hours lab)

FIRE 251 CERTIFIED FIREFIGHTER III: MODULE C

Covers advanced training in the following fire service area: ropes, communications, sprinkler systems, fire prevention, public education, and inspection practices. One of four courses designed to qualify the student to take the test for certification at the Firefighter III level by the office of the State Fire Marshal. *Prerequisite: FIRE 241 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 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: FIRE 242.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

FIRE 257 FIRE MANAGEMENT PRINCIPLES II

Acquaints the student with the principles of communications and group dynamics as they relate to the fire company officer. Introduces concepts of human resource management, safety practices, and governmental structure. One of two management courses required of eligible candidates pursuing Illinois certification as "Fire Officer I". *Prerequisite: FIRE 247.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 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. *Prerequisite: Must be a member of an industrial fire brigade.* (PCS 1.2, 0.5 credit hours, 0.5 hours lecture, 0 hour lab)

FIRE 268 FIRE PREVENTION PRINCIPLES II

Provides in-depth information about fire prevention activities, conducted by a fire department. Course is required of eligible candidates pursuing Illinois certification as a Fire Officer II. *Prerequisite: FIRE 157.* (PCS 1.2, 3 credit hours, 3 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. *Prerequisite: 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 OSFM certification as "Instructor II" and Fire Officer II. *Prerequisite: FIRE 237.* (PCS 1.2, 3 credit hours, 3 hours lecture, 0 hours lab)

FIRE 288 MANAGEMENT PRINCIPLES III

Provides management principles and techniques used by mid-level managers and chief officers in the fire service. Emphasizes principles of time management, decision-making, motivation and delegation. One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II. *Prerequisite: FIRE 257.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

FIRE 298 FIRE MANAGEMENT PRINCIPLES IV

Provides management principles and techniques used by mid-level managers and chief officers in the fire service. Emphasizes principles of public relations, labor relations, administrative liability and personnel management. One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II. *Prerequisite: FIRE 288.* (PCS 1.2, 3 credit hours: 0 hours lecture, 3 hours lab)

FIRE 299 PROBLEMS IN FIRE SCIENCE

Studies a specific fire science problem in-depth under the close supervision of a faculty member or fire science coordinator. Individual needs of pre-service and in-service students in the fire science program. *Prerequisite: Permission of instructor.* (PCS 1.2, 1-4 credit hours: 1-4 hours lecture, 0 hours lab)

French (FREN)

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: 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. (PCS 1.1, 4 credit hours: 4 hours lecture)

FREN 132 ELEMENTARY FRENCH II

Covers French grammar, pronunciation, conversation, simple composition and reading. Introduces French culture, history and geography. *Prerequisite: 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 fluency of conversation and correct pronunciation and writing a two-paragraph composition. *Prerequisite:*

FREN 132. (PCS 1.1, 4 credit hours: 4 lecture hours, 0 lab hours)

FREN 232 INTERMEDIATE FRENCH II (IAI: H1 900)

Builds on and increases the skills developed in FREN 231. Focuses on writing a one-page composition, presenting a position in discussion, and reading and discussing short literary works and novels. *Prerequisite: FREN 231.* (PCS 1.1, 4 credit hours: 4 hours lecture, 0 hours lab)

Geography (GEOG)

GEOG 132 GEOGRAPHY BY WORLD REGIONS (IAI: S4 900N)

Studies physical and human attributes of geography related to regions of the world. Regions studied include Anglo-America, Latin America, Europe, Asia and Australia. Study includes place-names and the region concept. (PCS 1.1, 3 credit hours: 3 hours lecture)

German (GERM)

GERM130 CONVERSATIONAL GERMAN

Introduces the basics of German language and emphasizes speaking and listening skills. Provides basic conversational patterns and grammar. Includes elements of German culture. (PCS 1.1, 3 credit hours; 3 hours lecture, 0 hours lab)

GERM131 ELEMENTARY GERMAN I

Covers German grammar, pronunciation, conversation and simple composition. (PCS 1.1, 4 credit hours: 4 hours lecture)

GERM132 ELEMENTARY GERMAN II

Covers German grammar, pronunciation, conversation and simple composition. *Prerequisite: GERM131.* (PCS 1.1, 4 credit hours: 4 hours lecture)

GERM231 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: GERM132.* (PCS 1.1, 4 credit hours: 4 hours lecture)

GERM232 INTERMEDIATE GERMAN II (IAI: HI 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: GERM231.* (PCS 1.1, 4 credit hours: 4 hours lecture, 0 hours lab)

General Studies - Vocational Skills (GSVS)

GSVS023 UPHOLSTERY

Emphasizes restyling, repairing and upholstering furniture. Each student will upholster a project under teacher supervision. (PCS 1.6, 2 credit hours: 1 hour lecture, 2 hours lab)

GSVS130 PROFESSIONAL DEVELOPMENT OF RADIOLOGICAL TECHNOLOGIST

Provides professional development training to radiological technologists to increase technical and clinical skills. Emphasis is placed on the enhancement of knowledge in a variety of skill areas through repetition. The course may be repeated three times for up to a maximum of six credit hours that will apply to a general studies vocational skills certificate. (PCS 1.6, 1.5 credit hours: 1.5 hours lecture, 0 hours lab)

Health Education (HEED)

HEED120 CPR/FIRST AID

Covers the American Heart Association (AHA) CPR/First Aid curriculum. Course is designed for Illinois Department of Corrections employees and contractual staff. This course is repeatable nine times. The amount of credit awarded shall be one-half credit hours each time the student successfully completes the course. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture)

HEED131 FIRST AID

Offers standard first aid and personal safety Red Cross course with basic life-support C.P.R. Students completing the course receive a Red Cross first aid card and an American Heart Association or Red Cross CPR card. (PCS 1.1, 3 credit hours: 3 hours lecture)

HEED133 PERSONAL & COMMUNITY HEALTH (IAI: ECE 901)

Provides scientific health information essential for meeting the needs of daily living, including professional, parent and community responsibilities. (PCS 1.1, 3 credit hours: 3 hours lecture)

Hospitality (HIM)

HIM101 GENERAL CLEANING

Introduces students to the skills, equipment and supplies used in general custodial cleaning. Students learn how to follow safety guidelines and quality control plans while cleaning a wide variety of surfaces and areas commonly cleaned by custodians. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

HIM102 CUSTODIAL FLOOR CARE

Introduces students to the many types of commercial floor coverings: and equipment, supplies, and skills needed to take proper care of these floors. Students learn to take proper care of equipment in a safe and

professional manner. After the classroom and demonstration phase, students have the opportunity to use these skills on an actual work site. *Prerequisite: HIM 101 and permission of coordinator.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

HIM 103 CUSTODIAL ADMINISTRATION

Introduces students to management techniques, labor and supply budgets, quality control, payroll, and other administrative duties required of a person in a supervisory or management position in the custodial field. *Prerequisite: HIM 102 and permission of coordinator.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

HIM 121 PROFESSIONAL KITCHEN EQUIPMENT

Explores the use of hand tools, knives and appliances. The student will be introduced to large stationary equipment used in commercial kitchens as well as to small equipment and hand tools used in both home and commercial kitchens. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

HIM 122 KITCHEN STAPLES AND DAIRY PRODUCTS

Examines the standard products used in a professional kitchen. Dairy ingredients are categorized by the many different types of milk-based products. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

HIM 123 STOCKS, SAUCES AND SOUPS

Prepares the student to identify and classify a variety of sauces and soups. Stocks used as the base of a sauce or soup will be recognized along with the thickening agent. Each of the distinctive characteristics of the sauce or soup will be studied. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

HIM 124 DINING ROOM SERVICE

Prepares the student to identify the many tasks performed in the dining area of a full service restaurant. Roles of manager, host/hostess, server, busser, bartender will be studied. Styles of service associated with dining room settings and locations will be discussed. Student will learn the basics of good service which encourages sales and pleases the customer. (PCS 1.2, 2 credit hours; 1 hour lecture, 2 hours lab)

HIM 125 GARDE MANGER

Introduction to procedures for cold food preparation and the special sanitary precautions required for ready-to-eat food preparation. Student will learn to distinguish types of greens, vegetables, fruits, meats and breads, along with the proper preparation of fruits and vegetables for serving. Student will be introduced to salads, salad dressings, full-sized sandwiches, and canapé presentation of ready-to-eat foods. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

HIM 126 BAKING EQUIPMENT AND PROCEDURES

Explores use of baking equipment and techniques for making yeast breads, quick breads, pies, cookies, cakes, fillings, frostings and sauces. The student will be introduced to fruits, flavorings, and other ingredients commonly used in baking. Student will learn characteristics of baked products, icings, toppings, frostings and fillings and how they are integrated into a finished product. (PCS 1.2, 2 credit hours; 1 hour lecture, 2 hours lab)

HIM 129 SUPERVISED INDEPENDENT STUDY

Offers students the opportunity to gain work experience in the hospitality industry in the areas of food service and/or custodial maintenance. Students will work in a planned program at a supervised worksite arranged by the instructor and to be supervised by the instructor and worksite supervisors. Students will have the opportunity to apply what is learned in the classroom to an actual work experience. *Prerequisite: Permission of program coordinator.* (PCS 1.2, 5 credit hours: 2 hours lecture, 6 hours lab)

HIM 131 INTRODUCTION TO THE HOSPITALITY INDUSTRY

Examines areas of the hospitality industry including: Hotels/Motels, Food Service, and Travel/Tourism. Studies the history and organization of the hospitality industries with emphasis on career opportunities, economic growth trends and characteristics which make management in the hospitality field unique. (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

HIM 132 HOSPITALITY INDUSTRY MANAGEMENT

Analyzes techniques and skills that make hospitality managers effective and productive. Covers application of management principles, including organization, systems, labor relations, safety, financial and marketing management, as well as legal aspects of the industry. (PCS 1.2, 3 credit hours: 3 hours lecture)

HIM 140 FOOD SERVICE SANITATION

Studies sanitation in relation to food preparation and service; including: sanitation chemicals, equipment, materials, regulations, and inspection standards necessary to ensure sanitary dispensing of food. The student prepares for and takes the Illinois Food Service Sanitation Manager Certificate examination. (PCS 1.2, 1 credit hour: 1 hour lecture)

HIM 141 QUANTITY FOOD PREPARATION I

Introduces basic methods, techniques, measurements and nutrition; includes hands-on instruction of food preparation, and proper and safe use of tools, materials and quantity food service equipment. (PCS 1.2, 3 credit hours: 2 hours lecture, 3 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. *Prerequisite: Food Service Certificate.* (PCS 1.6, 0.5 credit hour: 0.5 hour lecture)

HIM 150 HOSPITALITY INDUSTRY INTERNSHIP SEMINAR

Discusses various hospitality industry business/management problems and issues encountered during the student-work experience. *Prerequisite: Must be taken concurrently with HIM 280.* (PCS 1.2, 1 credit hour: 1 hour lecture)

HIM 220 HOSPITALITY INDUSTRY ACCOUNTING

Studies specific applications of basic accounting principles for the hospitality industry. Includes analysis and interpretation of financial statements, food, beverage and labor cost control, ratio analysis, cash flows and payroll. (PCS 1.2, 3 credit hours: 3 hours lecture)

HIM 225 HOSPITALITY INDUSTRY PURCHASING

Covers the organization and administration of quantity purchasing policies and procedures; specifications, inventory, buying, receiving and issuing of items used in hospitality operations is also examined. (PCS 1.2, 3 credit hours: 3 hour lecture)

HIM 235 HOSPITALITY INDUSTRY MARKETING

Deals with marketing of hospitality products and services to meet consumer needs. Concentration is on available marketing tools - pricing, advertising, personal selling, sales promotion, public relations and channels of distribution. Emphasis on role of market research in identifying needs and tailoring product offerings to enhance consumer satisfaction and profit. (PCS 1.2, 3 credit hours: 3 hour lecture)

HIM 241 QUANTITY FOOD PREPARATION II

Covers advanced and creative applications of food preparation principles and methods. Studies the relationship of food preparation to marketing, menu planning, merchandising, and serving of foods. *Prerequisite HIM 141.* (PCS 1.2, 3 credit hours: 2 hours lecture, 3 hours lab)

HIM 243 ADVANCED PROFESSIONAL COOKING

Prepares students for careers and helps professional cooks advance their careers in the culinary arts as practiced today in top quality American food operations. *Prerequisite: HIM 241.* (PCS 1.6, 3 credit hours: 2 hours lecture, 3 hours lab)

HIM 245 MANAGING A FOOD SERVICE OPERATION

Studies the practical application of management principles in the day-to-day operations of a food service establishment. Course material includes food and labor cost control, financial analysis, quality control and personnel management as it relates to productivity and labor retention. (PCS 1.2, 3 credit hours: 3 hours lecture)

HIM 265 FOODSERVICE MERCHANDISING

Overview of foodservice merchandising, including menu planning and design, food presentation and decor, sales promotion and advertising, and employee sales training within various styles of foodservice operations. *Prerequisite: HIM 131 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

HIM 280 HOSPITALITY INDUSTRY CO-OP

Offers student/intern the opportunity to gain experience in the hospitality industry. Academic credit is awarded on the ratio of 1 credit per 80 hours of approved employment. If student is not employed in the hospitality industry, arrangements for an internship site are to be made through the Hospitality office prior to the start of the semester. *Prerequisite: Must be taken concurrently with HIM 150.* (PCS 1.2, 2-5 credit hours: 10-25 hours lab)

History (HIST)**HIST 131 WESTERN CIVILIZATION I (IAI: S2 902, HST 913)**

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture. 0 hours lab)

HIST 132 WESTERN CIVILIZATION II (IAI: S2 903, HST 914)

Continues HIST 131, emphasizing 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HIST 135 WORLD HISTORY I (IAI: S2 912N)

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: None.* (PCS 1.1, 3 credit hours, 3 hours lecture, 0 hours lab)

HIST 136 WORLD HISTORY II (IAI: S2 913N)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HIST 138 HISTORY OF LATIN AMERICA (IAI: S2 910N)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HIST 141 AFRICAN AMERICAN HISTORY

Provides the African aspects of African American History. Examines African American assimilation through each period of American history, beginning with the slave trade. Analyzes separate black social history as well as integrated history with whites. Continues DuBois' search for black experiences and talents. Outlines African American movements and intellectual schools of thought. Evaluates the impact of African Americans upon America and vice versa. Describes the dynamics of civil rights beginning with Reconstruction. Focuses on cultural as well as social history. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture 0 hours lab)

HIST 151 HISTORY OF ILLINOIS

Chronicles development of State of Illinois from early Indian civilizations to present. Emphasis is placed on political, economic and cultural contributions to development of the nation. (PCS 1.1, 3 credit hours: 3 hours lecture)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HIST 171 MIDDLE EAST: PREHISTORY TO PRESENT

Traces the political, economic, social, religious, and intellectual evolution of Middle Eastern institutions, customs, and values from Paleolithic to the Contemporary Age. (PCS 1.1, 3 credit hours: 3 hours lecture)

HIST 181 CHINA: 1800 TO PRESENT (IAI: S2 915N)

Begins with the intellectual and cultural history of China, especially Confucianism and other traditions, and relates the history of ideas to emerging and conflicting modern forces, focusing on western institutions, Chinese nationalism, wars, and revolutions. (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: None.* (PCS 1.1, 3 credit hours; 3 hours lecture, 0 lab hours)

HIST 231 AMERICAN REPUBLIC: BEGINNINGS - 1877 (IAI: S2 900, HST 911)

Traces the political, economic, social and intellectual and religious evolution of American institutions, customs and values from fifteenth-century colonization to 1877. Successful completion of this course satisfies the Illinois State Constitution mandate included in the Associate Degree Graduation Requirements. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HIST 232 AMERICAN NATION: 1877 - PRESENT (IAI: S2 901, HST 912)

Explores shift in national emphasis from basic agrarianism to an industrial society 1877-present. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Health (HLTH)

HLTH 050 HEALTH CAREER EXPLORATION

Provides information regarding entry-level careers in health care facilities. A variety of other entry-level careers will be investigated. These would include, but not be limited to, Activity Aide, Custodial personnel, Receptionist, Laundry Aide, Dietary Aide, Billing Personnel, Nurse Assistant and related positions. In addition to classroom presentations, students will have the opportunity to do on-site observation of individuals actively employed in the various fields under study. *Prerequisite: None.* (PCS 1.2, 3 credit hours; 2 hours lecture, 2 hours lab)

HLTH 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. (PCS 1.2, 3 credit hours: 3 hours lecture)

HLTH 133 ELEMENTS OF NUTRITION

Examines normal nutrition, including: nutrients, food sources and their relations to health. Dietary alterations required in complying with various cultural and regional differences and modifications of the diet for illness and diseases are also covered. (See Nursing Curriculum.) *Prerequisite: BIOL 141 and either CHEM 130 or high school chemistry.* (PCS 1.1, 2 credit hours: 2 hours lecture)

Humanities (HUMN)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

HUMN 134 DRAMATIC READING (IAI: SPC 915, TA 916)

Examines principles of interpretation, analysis and oral reading of prose and poetry, and techniques of presenting literature to an audience. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

HUMN 210 LEADERSHIP DEVELOPMENT

Provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Assists student in increasing their understanding of themselves, and the theories and techniques of leadership. The course integrates reading from the humanities, experiential exercises, films, and contemporary readings on leadership. (PCS 1.1, 3 credit hours: 3 hours lecture)

HUMN 231 COMPARATIVE RELIGIONS I (IAI: H5 904N)

Studies origin and development, literature, tenets, ritual and worship, and ethics and institutions of major Eastern religions from ancient times to the modern age. (PCS 1.1, 3 credit hours: 3 hours lecture)

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. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Industrial Maintenance - Mechanical (IMME)

IMME 187 DEVELOPING TROUBLESHOOTING SKILLS

Explores the techniques and skills necessary for the development of a skilled maintenance worker able to identify and correct problems in plant machinery and equipment. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 188 RIGGING AND EQUIPMENT INSTALLATION

Explores and develops the skills, techniques, and safeguards for the safe movement and installation of heavy industrial machinery. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 190 BLUEPRINT & SCHEMATICS READING

Teaches the interpretation of industrial blueprints and schematics. General areas of study include machine and sheet metal drawings, welding-joint symbols, and symbols and diagrams for electrical, piping hydraulic, pneumatic and air conditioning / refrigeration systems. Examples from various industries are used. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 191 ELEMENTS OF MECHANICS

Reviews force, energy, work, horsepower, simple machines and friction. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 192 LUBRICATION

Surveys types of lubricants and their applications to gears, bearings, chains, motors and engines. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 193 DRIVE COMPONENTS

Examines couplings, clutches, gears, reducers, belts and pulleys, chains and sprockets, brakes and shafting. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 194 BEARINGS

Covers design, function, and application of roller, ball, and needle bearings. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 195 PUMPS

Explores design and operation of reciprocating, centrifugal and positive-displacement pumps. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 196 PIPING SYSTEMS

Studies layout, function and testing of piping systems with special emphasis on pipe connections (threaded, flared, soldered, welded). *Prerequisite: IMME 190.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 197 PRINCIPLES OF HYDRAULICS

Looks at design, function, and application of the components (pumps, cylinders, pressure regulators, accumulators, valves) of a hydraulic system. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 198 TROUBLESHOOTING HYDRAULIC SYSTEMS

Focuses on operation and diagnosis of malfunctioning fluid-servo systems, with emphasis on electro-hydraulic controls. *Prerequisite: IMME 197.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 199 PRINCIPLES OF PNEUMATICS

Explores design, function and application of components (compressors, cylinders, lubricators, valves, regulators, hoses) of a pneumatic systems. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 201 COMPRESSORS

Examines the function and use of open hermetic, reciprocating, rotary, helical, and centrifugal compressors and multiple compressor applications. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

IMME 291 TROUBLESHOOTING PNEUMATIC SYSTEMS

Presents operation and diagnosis of a malfunctioning pneumatic system, with emphasis on electrical controls. *Prerequisite: IMME 197 and IMME 199.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

Jobs and Career Interests (JOBS)**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: Identification of career goal and occupational choice required.* (PCS 1.2, 2 semester hours: 2 hours lecture)

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: Permission of instructor.* (PCS 1.2, 1 credit hour: 1 hour lecture)

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. (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lecture)

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: None.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

Job Readiness Training (JRTA)

JRTA 101 CLERK/CASHIER READINESS TRAINING

Provides pre-employment or first-time employment skills for students beginning in or reentering the workforce. Students will receive an introduction to customer service, clerk/cashier assignments and retail sales based on identified needs within a community. Some work-based learning may be scheduled. *Prerequisite: Placement by exam.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

Laborer Apprenticeship (LBAP)

LBAP 130 CONSTRUCTION MATH

Develops the arithmetic of real numbers; uses ratios, proportions, and percents to solve real-life problems. Prepares students to apply and use these mathematical principles as needed for those who design, build, fabricate and maintain structures and roads. *Prerequisite: None.* (PCS 1.6, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 134 BRIDGE CONSTRUCTION

Prepares students for work applications and safety principles related to bridge construction, renovation and demolition. Personal protective gear, field safety and hazard communications will be studied. Specifications from ANSI, ASTM, and OSHA will serve as standards for worker compliance. *Prerequisite: None.* (PCS 1.6, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 135 LINE & GRADE

Examines general industry practices related to the use of survey instruments as associated with construction plot plan layout. The student will apply these practices to everyday problems in the construction industry. *Prerequisite: None.* (PCS 1.6, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 136 HAZARDOUS WASTE WORKER

Presents industry-accepted practices for construction worker safety at a hazardous waste site. Types of hazards and situations encountered on the job site will be studied. Personal protective measures, safety and health issues will also be studied. This course meets the OSHA requirements for 29 CFR 1910.120 certification. *Prerequisite: None.* (PCS 1.6, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 140 CRAFT EXPLORATION

Introduces construction craft through an examination of qualifications and work-related characteristics, job duties, employment potential and career trends. Includes labor relations, O.S.H.A. safety requirements, metric system, and hazard communications. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

LBAP 141 MASON TENDING

Prepares students to apply the technical knowledge and skills of mason tending. Includes terminology, estimates, and procedures of mason tending. *Prerequisite: None.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 142 CONCRETE PRACTICES AND PROCEDURES

Prepares students to apply the proper practices and procedures in laying concrete block. Includes terminology, estimates, and basic finishing techniques. *Prerequisite: None.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 143 ASPHALT TECHNOLOGY AND CONSTRUCTION

Prepares students to apply the proper practices and procedures in applying asphalt. Includes terminology,

history, and basic application techniques. *Prerequisite: None.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 162 PRINCIPLES OF PIPELAYING

Explores principles of pipelaying for gravity and low pressure systems. Studies of pipelaying techniques, joining methods and grade management will be explored. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

LBAP 163 ASBESTOS ABATEMENT

Prepares students for work applications and safety principles related to asbestos abatement, renovation and demolition. Personal protective gear, field safety and hazard communications will be studied. Specifications from EPA, OSHA and Illinois regulations will serve as standards for worker compliance. *Prerequisite: None.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

LBAP 164 INTRODUCTION TO BLUEPRINT READING

Provides instruction in the interpretation of architectural, mechanical, plumbing and electrical drawings. General areas of study include plans, elevations, and section drawings. Examples from various disciplines are used. *Prerequisite: None.* (PCS 1.2, 2 credit hours: 2 hours lecture, 0 hours lab)

New Student Orientation (LCCC)

LCCC 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.

Library Science and Technology (LIBT)

LIBT 132 INTRODUCTION TO LIBRARY SERVICES

Surveys the history, purpose, organization, services, personnel and functions of libraries. Provides beginning library technology students with an introduction and overview, and identifies job opportunities in the field. (PCS 1.2, 3 credit hours: 3 hours lecture)

LIBT 142 ACQUISITION AND PROCESSING

Examines the mechanics of acquiring print and non-print material for library collections. Introduces the skills necessary to select, order, organize, and prepare these items. *Prerequisite: LIBT 132.* (PCS 1.2, 3 credit hours: 3 hours lecture)

LIBT 164 LIBRARY PUBLIC SERVICES

Examines the philosophy and ethics of library public services, the relationship between the library staff and the library user, the procedures involved in; circulating library materials, interlibrary loan, user instruction, reserve services, reference services, security issues, and collection management. *Prerequisite: LIBT 132.* (PCS 1.2, 3 credit hours: 3 hours lecture)

LIBT 231 LIBRARY MANAGEMENT

Examines the fundamentals of management as applied to library budgeting, planning and personnel utilization. (PCS 1.2, 3 credit hours: 3 hours lecture)

LIBT 235 CATALOGING AND CLASSIFICATION I

Introduces basic tenets of cataloging and classification of library print and non-print material using Library of Congress and Dewey Decimal classification systems. Emphasis on copy cataloging procedures using computer-based MARC records. *Prerequisite: LIBT 142.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

LIBT 270 AUTOMATION AND LIBRARY SERVICES

Studies the application of computers to library tasks including reference, circulation, and acquisitions. Micro-computer lab environment in a library setting will be discussed. An overview of the development of library automation as well as current and emerging trends will be presented. (PCS 1.2, 3 credit hours: 3 hours lecture)

LIBT 271 LIBRARY INTERNSHIP

Offers structured on-the-job training experience in public, school, college, or special library settings. If feasible, the practicum experience is held in two different types of libraries. *Prerequisite: successful completion of three LIBT classes or permission of coordinator.* (PCS 1.2, 1 credit hour: 5 hours lab/80 hours worked; 2 credit hours:

10 hours lab/160 hours worked; 3 credit hours: 15 hours lab/240 hours worked; 4 credit hours: 20 hours lab/320 hours worked)

LIBT 275 TOPICS IN LIBRARY SCIENCE

Provides in-depth study of various topics in libraries and information science. Topics will vary each semester. For pre-service and in-service students in Library Technology. (PCS 1.2, 3 credit hours: 3 hours lecture)

Life Skills Development (LIFE)

LIFE 111 LIFE SKILLS DEVELOPMENT I

Develops self-assessment techniques relative to life style and career goals; examines college and community resources available to attain life style 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: Referral by L&C counselor.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

LIFE 112 LIFE SKILLS DEVELOPMENT II

Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain life style and career goals. *Prerequisite: LIFE 111.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

LIFE 113 LIFE SKILLS DEVELOPMENT III

Continues LIFE 112. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain life style and career goals. *Prerequisite: LIFE 112.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

LIFE 114 LIFE SKILLS DEVELOPMENT IV

Continues LIFE 113. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain life style and career goals. *Prerequisite: LIFE 113.* (PCS 1.6, 3 credit hours: 2 hours lecture, 2 hours lab)

Literature (LITT)

LITT 132 SHAKESPEARE'S COMEDIES (IAI: H3 905)

Covers seven 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, film-strips, recordings, and films (when available). Specific elements for study and discussion include dramatic structure, plot development, language, characterization, theme and setting. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours)

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, recordings, and video tapes. Specific elements for study and discussion include dramatic structure, plot development, language, characterization, theme and setting. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

LITT 134 SHAKESPEARE'S TRAGEDIES (IAI: H3 905)

Covers seven 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 dramatic, literary, and tragic qualities and conventions of the plays, based on readings, discussion, lecture, literary criticism, recordings, and video tapes. Specific elements for study and discussion include dramatic structure, plot development, language, characterization, theme and setting. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

LITT 135 WOMEN IN LITERATURE (IAI: H3 911D)

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. (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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture)

LITT 140 LITERATURE AND RELATED MEDIA FOR CHILDREN

For individuals who work with children, this course covers children's literature for ages toddler through the middle school years. (PCS 1.1, 3 credit hours: 3 hours lecture)

LITT 141 LITERATURE OF THE THEATRE (IAI: H3 902)

Covers the most important dramatists of the Western World in specific reference to their reflections upon the times in which they lived. Discusses what Sophocles, Shakespeare, Ibsen, and Albee have to convey to a 20th-century audience. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

LITT 231 WESTERN LITERARY TRADITIONS I (IAI: H3 906)

Studies masterworks of European literature from Classical Antiquity through Renaissance. Examines literary merits of the works and their own times. *Prerequisite: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

LITT 232 WESTERN LITERARY TRADITIONS II (IAI: H3 907)

Examines masterworks of European and American literature from Neo-Classical era to present. Examines literary merits of the works and their current meanings and what the works meant in their own times. *Prerequisite: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

LITT 233 LITERATURE OF NON-WESTERN CULTURES (IAI: H3 908N, EGL 919)

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: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

LITT 234 MULTICULTURAL AMERICAN LITERATURE (IAI: H3 910D, EGL 918)

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: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

LITT 235 AMERICAN LITERATURE I (IAI: H3 914, EGL 911) (Fall Semester Only)

Traces American literature from Colonial times through Romantic and Symbolic writers of first half of 19th century. Examines literature as related to the historical, social, political, religious and economic backgrounds of American culture. *Prerequisite: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

LITT 236 AMERICAN LITERATURE II (IAI: H3 915, EGL 912) (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: ENGL 132.* (PCS 1.1, 3 credit hours: 3 hours lecture)

Machinist (MACH)**MACH 190 BASIC MACHINE BLUEPRINT READING**

Develops the basic concepts required for visualizing and interpreting industrial machine part prints. Emphasis is placed on the use of industrial blueprints to simplify the learning process and to enhance students' visualization and understanding. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

MACH 199 MATH FOR MACHINIST

Introduces basic concepts of mathematics related to actual machinist applications. Problems require the student to work with illustrations in machine trade handbooks and engineering drawings. Emphasizes measurement and applied mathematics necessary to complete complex machining set-ups. *Prerequisite: MATH 111.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MACH 200 MACHINE SHOP BLUEPRINT READING

Studies machine shop blueprints for the purpose of establishing working tolerances for specific operations. Surface finishes and geometric tolerances will be identified. Includes methods used to assemble and fasten separate parts. *Prerequisite: MACH 190.* (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

MACH 203 MACHINE SHOP I (IAI: MTM 921)

Emphasizes the safe use of machine shop equipment including the lathe, milling machine, drill press, and

grinder. Precision measuring tools, hand tools and power tools are utilized. (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

MACH 204 MACHINE SHOP II

Emphasizes and builds on the safe use of machine shop equipment including turning, milling machine set-ups and machining, tool grinding, and surface grinding operations. Precision measuring tools are utilized to establish required project tolerances. *Prerequisite: MACH 203.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

MACH 206 INTRODUCTION TO CNC MACHINES (IAI: MTM 915)

Provides computer use in programming numerically controlled machine tools. The course includes numerical control systems, tooling, tool changing, tool registers, cutter compensation, programming coordinates, computers, two-axis and three-axis programming. Provides actual experience with computer programming and CNC machine tools. *Prerequisite: MACH 203.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

MACH 207 MACHINE SHOP III (IAI: MTM 923)

Prepares the student to perform advanced, close tolerance, operations on lathes, milling machines, and grinders. Use digital readout systems to make set-ups for production runs. *Prerequisite: MACH 204.* (PCS 1.2, 4 credit hours: 1 hour lecture, 6 hours lab)

MACH 208 MACHINE SHOP IV

Prepares the student to perform complex set-ups on machine shop equipment including the lathe, milling machine, drill press, surface grinder, and band saw. Precision tools will be used to make set-ups and check finished work. Heat treatment of carbon steels to print specifications will be included for project completion. *Prerequisite: MACH 207.* (PCS 1.2, 4 credit hours: 1 hour lecture, 6 hours lab)

MACH 209 MACHINE SHOP V

Develops and reinforces skills required to complete close tolerance work pieces and maintain micro-finish specifications. Make set-ups on precision machine tools and use close tolerance checking equipment. Grinders, gauge blocks, vernier height gauges, fixtures, jigs, and other gauging equipment will be used. *Prerequisite: MACH 208.* (PCS 1.2, 4 credit hour: 1 hour lecture, 6 hours lab)

MACH 212 ADVANCED CNC MACHINES

Presents computer programming as a function of the manufacturing process used to control CNC machine tools. Includes history of the process from tape control to direct computer control. *Prerequisite: MACH 206.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

MACH 230 ADVANCED MATH FOR MACHINIST (IAI: MTM 901)

Approaches problem solving analytically, emphasizing geometry, trigonometry, compound angle, and numerical control use. This approach requires actual practice in translating engineering drawing dimensions to machine working dimensions. *Prerequisite: MACH 199.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MACH 271 MACHINIST INTERNSHIP

Provides work-based training experience in the students primary area of study. Internship positions are selected by the coordinator, instructors, and participating sponsors. Internship duties may include such tasks as job shadowing and/or applying work related skills that will demonstrate competence in their selected area of training. *Prerequisite: Successful completion of four semesters in primary area of study with a grade of C or better in each.* (PCS 1.2, 1 credit hour: 5 hours lab/80 hours worked; 2 credit hours: 10 hours lab/160 hours worked; 3 credit hours: 15 hours lab/240 hours worked)

MACH 290 PROPERTIES OF MATERIALS (IAI: MTM 912)

Examines the properties and compositions of metals and materials. Uses testing equipment to identify machining characteristics of various types of metals and other materials. Includes the study of welding metallurgy and heat treating processes. Application of machining processes and tooling requirements of manufacturing finished products. *Prerequisite: MACH 204.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

Therapeutic Massage (MASG)

MASG 130 FOUNDATIONS OF THERAPEUTIC MASSAGE

Introduces students to the historical overview of massage therapy techniques and philosophy. Historical influences are presented from a cultural, spiritual, therapeutic, and holistic standpoint. Introduces terminology, legal and ethical issues involved in massage therapy, and the use of massage equipment supplies. Appropriate draping, body dynamics, indications, contraindications and basic Swedish massage techniques are covered. *Prerequisite: None.* (PCS 1.2, 2 credit hours, 2 hours lecture, 0 hours lab)

MASG 131 THERAPEUTIC MASSAGE I

Studies the quality of touch, client history information, mindfulness, basic human biology, and self care for the practitioner. Receive and give a full body massage based on the foundation of Swedish/European massage techniques. *Prerequisite: None.* (PCS 1.2, 4 credit hours; 4 hours lecture, 0 hours lab)

MASG 132 HYGIENIC ASPECTS OF MASSAGE

Introduces basic sanitation procedures that are applied in conjunction with the use of disinfectants and antiseptics. OSHA standards will be fully explained and defined. *Prerequisite: None.* (PCS 1.2, 1 credit hours; 1 hours lecture, 0 hours lab)

MASG 133 BUSINESS PRACTICE FOR THER. MASSAGE

Introduces basic business procedures such as marketing, insurance coverage, different career fields that can be pursued as massage therapists. Students will learn the pros and cons of being self-employed. How to market to certain individuals and how to start building a clientele for massage business. Estimating costs and basic tax information for beginning massage therapists. *Prerequisite: None.* (PCS 1.2, 1 credit hours, 1 hours lecture, 0 hours lab)

MASG 134 HYDROTHERAPY FOR THERAPEUTIC MASSAGE

Introduces the physiological effects of the application of hot and cold treatments as they relate to the practice of massage therapy. Includes instruction in hot packs, contrasting baths, paraffin wax treatments, cryotherapy, proper use of saunas and hot tubs, and the benefits of these techniques. *Prerequisite: None.* (PCS 1.2, 1 credit hours; 1 hour lecture, 0 hours lab)

MASG 135 COMPLEMENTARY MASSAGE TECHNIQUES I

Introduces a variety of complementary techniques that can be added to a therapeutic massage practice. Includes information about aromatherapy, chair massage, and traditional oriental medicine. *Prerequisite: None.* (PCS 1.2, 3 credit hours; 3 hours lecture, 0 hours lab)

MASG 137 MASSAGE PRACTICE I

Expands the application of therapeutic massage techniques in relation to pathology. Assessment of posture, movement patterns, referral pains, range of motion, and acute or chronic musculoskeletal pains or problems. Massage for specific chronic conditions such as cancer/hospice, fibromyalgia, lymphedema, diabetes, headaches, AIDS, and heart conditions and how to assist in treating these specific conditions and design treatment plans. *Prerequisite: MASG 131 or concurrent enrollment and MASG 135 or concurrent enrollment.* (PCS 1.2, 3 credit hours, 3 hours lecture, 0 hours lab)

MASG 151 THERAPEUTIC MASSAGE II

Refines students' techniques and teaches deeper work based on Swedish massage. Students will learn to use elbows and deeper massage techniques. Covers trigger-point therapy, neuromuscular techniques, and treatment plans for clients. *Prerequisite: MASG 130 and MASG 131 and MASG 135.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

MASG 152 ADVANCED MASSAGE TECHNIQUES

Examines how psychological and energetic habits affect the structures of the body. Through the study of joint mobilization, stretching, myofascial release techniques, basic postural analysis, refinement of palpatory skills, supervised clinical training, methods of integration, and basic anatomy of muscles being worked. Students learn to access the deeper structures of the body in a safe manner. Using presence, awareness, and communication skills, students learn to enhance clinical effectiveness. *Prerequisite: MASG 130 and MASG 131 and MASG 135.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

MASG 154 INTEGRATION PRACTICA & DOCUMENTATION

Connects all the modalities and techniques students have learned throughout the program to properly provide a treatment plan specific for clients' symptoms and complaints. Teaches how to properly document clients before and after each session using SOAP charting. Students will learn how to properly submit insurance claims and billing. *Prerequisite: MASG 130 and MASG 131 and MASG 132 and MASG 135 and MASG 137.* (PCS 1.2, 2 credit hours; 2 hours lecture, 0 hours lab)

MASG 155 COMPLEMENTARY MASSAGE TECHNIQUES II

Expands on a variety of complementary techniques that can be added to a therapeutic massage practice. The course includes information about Cranial-Sacral Therapy, Reiki, Prenatal and Infant massage. This course only offers a sample of these therapies but enables students to understand the basic foundation and physiology of these techniques. *Prerequisite: MASG 130 and MASG 131 and MASG 132 and MASG 135 and MASG 137.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

MASG 171 THERAPEUTIC MASSAGE INTERNSHIP

Prepares students for a therapeutic massage practice. Combines the techniques of massage in a clinical setting. Gives students the opportunity to develop the confidence and experience they need to promote and maintain a professional practice. Students begin to encounter the professional environment and integrate their clinical skills and procedures, refine technique, define professional goals, and discuss case profiles under clinical supervision. *Prerequisite: MASG 130 and MASG 131 and MASG 132 and MASG 135 and MASG 137.* (PCS 1.2, 2 credit hours: 0 hours lecture, 10 hours lab)

Mathematics (MATH)

MATH 101 CONCEPTS OF ARITHMETIC

Presents the concepts and operations of the arithmetic of whole numbers, fractions and decimals with an emphasis on the solution of applied problems. The proper use of calculators in problem solving will be emphasized. *Prerequisite: Placement by exam and advisement.* (PCS 1.4, 5 credit hours: 0 hours lab)

MATH 107 BASIC ARITHMETIC

Presents whole number concepts and operations of addition and subtraction of whole numbers. Enables the student to develop applied skills in these operations. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours lecture)

MATH 108 BASIC ARITHMETIC II

Presents whole number concepts and operations of addition and subtraction of whole numbers. Enables students to develop applied skills in these operations. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours: 3 hours lecture, 0 hours lab)

MATH 109 MATH APPLICATIONS I

Presents mathematical concepts and operations in relation to real-life situations. Enables students to develop functional mathematical skills. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours: 3 hours lecture, 0 hours lab)

MATH 110 MATH APPLICATIONS II

Presents mathematical concepts and operations necessary for solving real-life mathematical situations. Enhances student's functional mathematical problem-solving skills. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours: 3 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: 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 basic operations on algebraic expressions; integer exponents and scientific notation; solution of linear equations and inequalities in one variable with applications; linear equations in two variables; graphs of linear equations; forms of the equation of a straight line; systems of linear equations in two variables with applications. *Prerequisite: C or better in MATH 111 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, 3 credit hours: 3 hours lecture)

MATH 113 PLANE GEOMETRY

Presents lines and angles, methods of proof, triangles, polygons, congruence and similarity, circles, regular polygons and the circle, constructions, locus problems, and inequalities. *Prerequisite: C or better in MATH 112 or placement by exam.* (PCS 1.4, 3 hours lecture, 0 hours lab)

MATH 116 INTERMEDIATE ALGEBRA

Presents operations on polynomials; laws of exponents and integer exponents; binomial products; factoring polynomials; solution of equations by factoring; operations on rational algebraic expressions; solution of equations involving rational algebraic expressions; rational exponents, roots, and radicals; solution of quadratic equations by completing the square and the quadratic formula; applications of quadratic equations. *Prerequisite: C or better in MATH 112 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, 3 credit hours: 3 hours lecture)

MATH 125 TECHNICAL MATHEMATICS I

Provides practical background in mathematics required for technical curricula. 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: C or better in MATH 112 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 1.2, 3 credit hours: 3 hours lecture)

MATH 126 TECHNICAL MATHEMATICS II

Continues MATH 125 by exploring exponentials, logarithms, trigonometric functions and their graphs, additional topics in geometry of right and oblique triangles, j-operator, and complex numbers. *Prerequisite: Admission to the Career-Technical program and C or better in MATH 125.* (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 business and related disciplines. *Prerequisite: C or better in MATH 111 or placement by exam.* (PCS 1.2, 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: C or better in MATH 116 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)

MATH 132 TRIGONOMETRY (IAI: MTM 901)

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: 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: C or better in MATH 116 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: C or better in MATH 116 or placement by exam and C or better in 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, 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: C or better in MATH 116 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: C or better in MATH 116 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, 4 credit hours: 4 hours lecture)

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: C or better in MATH 142.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MATH 160 FINITE MATHEMATICS (IAI: M1 906)

Presents a variety of topics from linear algebra, discrete probability theory, the theory of sequences, mathematical induction, and recurrence relations with an emphasis on practical applications and problem solving. *Prerequisite: 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, 3 credit hours: 3 hours lecture)

MATH 165 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (IAI: M1 900)

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: 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)

MATH 171 CALCULUS AND ANALYTIC GEOMETRY I (IAI: M1 900, EGR 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: C or better in MATH 132 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 AND ANALYTIC GEOMETRY II (IAI: M1 900, EGR 902, MTH 902)

Examines areas between curves and volume by integration, arc lengths, centroids, differentiation and integration of exponential and logarithmic functions, l' Hôpital's rule, hyperbolic functions, integration techniques, improper integrals, conic sections, translation and rotation of axes, and infinite series. *Prerequisite: 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, 4 credit hours: 4 hours lecture)

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: 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)

MATH 271 CALCULUS AND ANALYTIC GEOMETRY III (IAI: M1 900, EGR 903, MTH 903)

Presents vector-valued functions in two and three dimensions, surfaces and curves in space, partial differentiation involving functions of several variables, directional derivatives and gradient, double and triple integrals, integrals in cylindrical and spherical coordinates. *Prerequisite: 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.* (PCS 1.1, 4 credit hours: 4 hours lecture)

MATH 272 DIFFERENTIAL EQUATIONS (IAI: EGR 904, 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: 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)

Mass Communications (MCOM)**MCOM 130 INTRODUCTION TO VIDEO PRODUCTION**

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: None.* (PCS 1.1, 3 credit hours: 2 hours lecture, 2 hours lab)

MCOM 131 INTRODUCTION TO BROADCASTING

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: Concurrent enrollment in MCOM 136.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MCOM 132 INTRODUCTION TO MASS COMMUNICATION (IAI: 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture)

MCOM 134 NEWS WRITING

Emphasizes writing under newsroom conditions and techniques appropriate to various news and feature stories. Students report news for the student newspaper, *The Bridge*. *Prerequisite: None.* (PCS 1.1, 3 credit hours, 3 hours lecture, 0 hours lab)

MCOM 135 NEWS EDITING

Introduces the process of editing; includes copy editing, page design, use of style manuals, and an overview of the production process. *Prerequisite: C or better in MCOM 134.* (PCS 1.1, 3 credit hours, 3 hours lecture, 0 hours lab)

MCOM 136 BASIC ANNOUNCING (IAI: 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: Concurrent enrollment in MCOM 131.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

MCOM 140 RADIO DRAMA

Covers development of voice and articulation as applied to vocal characterization. The course consists of training the voice to present character portrayals in various radio dramas. Throughout the semester the student will participate in several dramas for broadcast on WLCA. Subjects include inflection, phrasing, variety, relaxation and breathing. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MCOM 142 RADIO COPYWRITING & CONTINUITY

Stresses development of writing skills for radio. Covers commercial copy writing; ingredients of a successful commercial which will effectively sell a product or service. Studies preparation of programs, formats and other written material for radio broadcasting. *Prerequisite: MCOM 131 and 136.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MCOM 145 BROADCASTING WRITING

Emphasizes writing for visual and audio presentations, including continuity, commercials, public service announcements, news, and special events. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MCOM 150 INTRODUCTION TO RADIO PRODUCTION

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: MCOM 145.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MCOM 154 BASIC ANNOUNCING & INTERVIEWING

Offers practical “on the job” training in campus-radio station WLCA. Semiprofessional interview development techniques covered. *Prerequisite: MCOM 131 and 136.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

MCOM 160 INTRODUCTION TO ADVERTISING

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MCOM 230 VIDEO PRODUCTION II

Teaches a basic knowledge of television production techniques for remote and studio production. A continuation of Intro to Video Production. Students will shoot and edit independent programs outside the class, as well as team projects in class. *Prerequisite: MCOM 130.* (PCS 1.1, 3 credit hours: 2 hours lecture, 2 hours lab)

MCOM 245 RADIO NEWS

Expands radio news in the area of investigation, actuality development, coverage, and newscast structure. *Prerequisite: 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 sports casting delivery. *Prerequisite: MCOM 131 and 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 will focus on creating sweepers, jingles, promos, creative commercials, and underwriting announcements. Students will learn advanced commands in Protools non-linear editing software. *Prerequisite: 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: MCOM 154.* (PCS 1.2, 5 credit hours: 2 hours lecture, 6 hours lab)

MCOM 256 ADVANCED ANNOUNCING

Offers final training and preparation “on the job” to prepare for internship with local area radio stations. All phases of radio broadcasting reviewed. *Prerequisite: MCOM 255.* (PCS 1.2, 4 credit hours: 8 hours lab)

MCOM 271 RADIO BROADCASTING INTERNSHIP

Offers actual 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: MCOM 256.* (PCS 1.2, 3 credit hours: 15 hours lab)

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 repeatable three times. The amount of credit awarded shall be two-four credit hours each time the student successfully completes the course. The total number of credits that will apply to degree electives shall be sixteen credits. *Prerequisite: permission of instructor.* (PCS 1.2, 2-4 credit hours: 1 hour lecture, 6-12 hours lab)

Basic Mechanics (MECH)**MECH 101 VEHICLE INSPECTION AND SERVICE I**

Studies the inspection and service of vehicle components including wheels, tires, lighting, batteries, belts, hoses, wipers, filters and exhaust. Engine oil and filter change, fluid level inspections and chassis lubrication are also performed. Identification and use of shop manuals and software, hand tools, fasteners, specialty tools and equipment pertaining to the above vehicle inspection and service is covered. Shop safety, material safety data sheets (MSDS) and employment opportunities in related occupations is presented. (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

MECH 102 VEHICLE INSPECTION AND SERVICE II

Studies the inspection of vehicle components including suspension, steering, brakes, transmissions / transaxles and differentials. Shock replacement and filter/fluid service of transmissions/transaxles is performed. Identification and use of shop manuals and software, hand tools, fasteners, specialty tools and equipment pertaining to the above vehicle inspection and service is covered. (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

Management (MGMT)

MGMT 233 CASE STUDIES IN MANAGEMENT

Offers advanced course in management using case and simulation methods to apply and test management concepts and principles. *Prerequisite: MGMT 242.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

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. (PCS 1.2, 3 credit hours: 3 hours lecture)

MGMT 242 HUMAN RESOURCE MANAGEMENT (Fall Semester Only: Even years-Day; Odd years-Night)

Covers personnel policy, recruiting, interviewing, testing, selection, remuneration, operational training, executive development, job evaluations, labor relations, employee needs and benefits and personnel research. (PCS 1.2, 3 credit hours: 3 hours lecture)

MGMT 244 OPERATIONS MANAGEMENT

(Spring Semester Only: Even years-Night; Odd years-Day)

Covers business management principles relating to a production or service enterprise. Including: 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: MATH 131 or MATH 134 or MATH 137.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MGMT 245 FINANCIAL MANAGEMENT (Fall Semester Only: Even Years-Night; Odd Years-Day)

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: ACCT 131 and either MATH 131, MATH 134 or MATH 137.* (PCS 1.2, 3 credit hours: 3 hours lecture)

MGMT 248 QUALITY ASSURANCE

Examines quality assurance covering major areas including: policy concerning market level of quality, engineering design to attain market level in techniques of quality control during processing and in-field quality assurance management programs. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

Marketing (MKTG)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MKTG 136 SALESMANSHIP (Fall Semester 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. (PCS 1.2, 3 credit hours: 3 hours lecture)

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: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

Machine Tool Apprenticeship (MTAP)

MTAP 120 MACHINE TOOL APPRENTICESHIP I

Introduces apprenticeship including the relationship to a joint apprenticeship committee and the responsibilities of an indentured apprentice. Includes mathematics, blueprint reading, safety and machining theory. *Prerequisite: Concurrent employment as an apprentice in the machine tool field; machinist tool and die or mold*

making. (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP121 MACHINE TOOL APPRENTICESHIP II

Covers machining theory including: metal cutting saws, drilling machines, and engine lathes; feeds and speeds, introduction to the Machinery Handbook; mathematical applications, and blueprint reading. *Prerequisite: MTAP 120.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP122 MACHINE TOOL APPRENTICESHIP III

Studies stock materials, cutting tools, coolants and techniques of setting up basic machine tools, measurement systems, blueprint reading and industrial safety. The Machinery Handbook is used in calculations, problem-solving and for size proportion for such machined parts as gear blanks. *Prerequisite: MTAP 121.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP123 MACHINE TOOL APPRENTICESHIP IV

Covers set-ups for shaping, planning and milling machines. Continues the study of Machinery Handbook use; covers precision grinding. *Prerequisite: MTAP 122.* (PCS 1.2: 4.5 credit hours: 4.5 hours lecture)

MTAP124 MACHINE TOOL APPRENTICESHIP V

Presents additional technical information and theory of metal cutting. Studies cutting tools, grinding wheels (including diamond wheels), variables in cutting all alloys and materials, blueprint reading and industrial safety. Introduces mold making objectives and numerical control. *Prerequisite: MTAP 123.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP125 MACHINE TOOL APPRENTICESHIP VI

Covers basic die making for machinists. Studies punch presses, die blocks, punches and methods of making each. Examines tool steels and the heat treating of dies. *Prerequisite: MTAP 124.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP126 MACHINE TOOL APPRENTICESHIP VII

Studies basic die design and construction, including forming and cutting operations, primary die components, and achieving efficient stock strip layouts. *Prerequisite: MTAP 125.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

MTAP127 MACHINE TOOL APPRENTICESHIP VIII

Studies special machining processes including electro-chemical machining, electrical discharge machining, electrolytic grinding, high energy metal forming, powder metallurgy and numerical control systems as they apply to a typical machining operation in industry. *Prerequisite: MTAP 126.* (PCS 1.2, 4.5 credit hours: 4.5 hours lecture)

Music (MUSI)

MUSI 113 APPLIED MUSIC FOR BEGINNERS

Develops fundamental music skills and a basic appreciation for various aspects of applied music, including music composition, arrangement, and performance. Includes extensive original composition and the use of microphone and recording techniques and their influence on orchestration. *Prerequisite: None.* (PCS 1.6, 3 credit hours: 3 hours lecture, 0 hours lab)

MUSI 130 APPRECIATION OF MUSIC

(IAI: F1 900)

Covers basic elements of music, and develops perceptive listening skills and understanding. Introduces stylistic elements, composers, and literature of the various historical periods. (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 132 INTRODUCTION TO JAZZ

Provides historical background and traces the development of jazz as an Afro-American art form. The course will include explanation and aural-visual examples of jazz techniques and processes. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MUSI 133 MUSIC FOR THE PRE-SCHOOL TEACHER

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)

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 (IAI: MUS 901) (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: MUSI 131.* (PCS 1.1, 4 credit hours: 3 hours lecture, 1 hour lab)

MUSI 136 MUSIC THEORY II (IAI: MUS 902) (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: MUSI 135.* (PCS 1.1, 4 credit hours: 3 hours lecture, 1 hour 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,)

MUSI 138 INTRODUCTION TO MUSIC LITERATURE (IAI: F1 901 and MUS 905)

Examines the following periods in music history: Medieval, Renaissance, Baroque, Classical, Romantic, and contemporary music. Studies major representative composers and their individual styles. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MUSI 140 MUSICAL THEATRE PRACTICUM

Introduces musical theatre through participation as an actor, singer and dancer. Students will learn basic skills in all three of these performance areas and will learn how to manage the audition process. Students will prepare and present guided mock auditions for the class and faculty. Studies characteristics, structure and organization of the musical. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 0 hours lecture, 6 hours lab)

MUSI 141 COLLEGE CHOIR (IAI: MUS 908)

Covers preparation, exploration and performance of vocal 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: Audition or consent of the instructor.* (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 142 LIMITED EDITION (IAI: MUS 908)

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: Audition only.* (PCS 1.1, 1 credit hour: 0 hours lecture, 3 hours lab)

MUSI 143 CONCERT BAND (IAI: MUS 908)

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: None.* (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lab)

MUSI 144 CONCERT CHOIR (IAI: MUS 908)

Prepares students to perform a variety of 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: Consent of the instructor.* (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 145 JAZZ BAND (IAI: MUS 908)

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: Audition or consent of the instructor.* (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 146 SYMPHONY ORCHESTRA (IAI: MUS 908)

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: Audition or consent of the instructor.* (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 147 GUITAR ENSEMBLE (IAI: MUS 908)

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: Audition or consent of the instructor.* (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 154 INTRODUCTION TO ELECTRONIC MUSIC PRODUCTION

Introduces study of analog and digital synthesis, computer applications and Musical Instrument Digital Interface (MIDI) standard. Includes principles of sound synthesis, operations and programming of digital synthesizers and sample players, and use of hardware and software sequencers. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MUSI 155 SEQUENCING AND RECORDING

Studies hard disk recording/Musical Instrument Digital Interface (MIDI) sequencing software uses, capabilities and limitations. Subjective and objective judgments related to music production using digital recording and sequencing software. *Prerequisite: MUSI 154.* (PCS 1.1, 3 credit hour: 3 hours lecture, 0 hours lab)

MUSI 157 DICTION FOR SINGERS I

Studies the vocal diction of English and Italian song literature. (PCS 1.1, 2 credit hours: 2 hours lecture)

MUSI 158 DICTION FOR SINGERS II

Studies vocal diction of German and French song literature. *Prerequisite: MUSI 157.* (PCS 1.1, 2 credit hours: 2 hours lecture, 0 hours lab)

MUSI 159 CLASS INSTRUCTION - GUITAR I

Develops basic skills and techniques of playing the guitar for the student with no previous playing experience. The student must provide acoustic (non-electric) guitar. (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 161 CLASS INSTRUCTION - PIANO I (IAI: MUS 901)

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: 3 hours lab, 0 hours lecture)

MUSI 162 CLASS INSTRUCTION - PIANO II (IAI: MUS 902)

Emphasizes sight reading, harmonization, transposition, technique development, improvisation, and repertoire. *Prerequisite: MUSI 161.* (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 163 VOCAL TECHNIQUES CLASS I

Offers voice training including basic techniques of vocal production through singing. Provides an introduction to vocal literature. (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 164 VOCAL TECHNIQUES CLASS II

Offers voice training for students, continuing MUSI 163. The course includes basic techniques of vocal production through singing and an introduction to vocal literature. *Prerequisite: MUSI 163.* (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lab)

MUSI 165 CLASS INSTRUCTION - STRINGS

Instructs beginning violin and viola students in areas of playing skills and teaching methods. (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 167 CLASS INSTRUCTION - BRASS

Offers instruction in beginning trumpet, French horn, trombone and tuba. The course covers playing skills, mechanics of the instruments and teaching methods. (PCS 1.1, 1 credit hour: 0 hours lecture, 3 hours lab)

MUSI 168 BRASS CHOIR

Offers brass ensemble playing for qualified students of all brass instruments. All members must be able to read music, and prior experience as an instrumentalist is desirable. Students gain increased depth of knowledge and skill through repetition. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The maximum number of credits that may be applied to a degree is four. (PCS 1.1, 1 credit hour: 0 hours lecture, 3 hours lab)

MUSI 169 CLASS INSTRUCTION - WOODWINDS

Offers instruction in beginning flute, clarinet and saxophone. Teaches beginning students to play these instruments. (PCS 1.1, 1 credit hour: 0 hours lecture, 3 hours lab)

MUSI 170 WIND ENSEMBLE

Offers wind ensemble playing for qualified students of all brass and woodwind instruments. All members must be able to read music, and prior experience as an instrumentalist is desirable. Students gain increased depth of knowledge and skill through repetition. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The maximum number of credits that may be applied to a degree is four. (PCS 1.1, 1 credit hour: 3 hours lab)

MUSI 171 CLASS INSTRUCTION - PERCUSSION

Covers basic fundamentals of playing percussion instruments, including snare drum rudiments, mallet instruments, timpani and various other percussion instruments. (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 183-199 MINOR INSTRUCTION:

Private music instruction designed for students who have to study a secondary instrument for degree requirements or for students who perform at the college level and who are not music majors, but desire private instruction. Includes one thirty-minute lesson per week and two one-hour master classes per semester. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated for a maximum of eight credit hours. *Prerequisite: Consent of the instructor.* (PCS 1.1, 2 credit hours: 1 hour lecture, 6 hours lab)

MUSI 183 MINOR INSTRUCTION: FLUTE & PICCOLO**MUSI 184 MINOR INSTRUCTION: OBOE & ENGL HORN****MUSI 185 MINOR INSTRUCTION: CLARINET****MUSI 186 MINOR INSTRUCTION: BASSOON****MUSI 187 MINOR INSTRUCTION: SAXOPHONE****MUSI 188 MINOR INSTRUCTION: TRUMPET****MUSI 189 MINOR INSTRUCTION: TROMBONE****MUSI 190 MINOR INSTRUCTION: TUBA****MUSI 191 MINOR INSTRUCTION: PERCUSSION****MUSI 192 MINOR INSTRUCTION: VIOLIN (INCLUDING VIOLA AND CELLO)****MUSI 193 MINOR INSTRUCTION: STRING BASS****MUSI 194 MINOR INSTRUCTION: ELECTRIC BASS****MUSI 195 MINOR INSTRUCTION: GUITAR****MUSI 196 MINOR INSTRUCTION: VOICE****MUSI 197 MINOR INSTRUCTION: PIANO****MUSI 198 MINOR INSTRUCTION: ORGAN****MUSI 199 MINOR INSTRUCTION: OTHER****MUSI 232 JAZZ IN MULTICULTURAL AMERICA**

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: 3 hours lab, 0 hours lecture)

MUSI 235 MUSIC THEORY III (IAI: MUS 903) (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: MUSI 136.* (PCS 1.1, 4 credit hours: 3 hours lecture, 1 hour lab)

MUSI 236 MUSIC THEORY IV (IAI: MUS 904) (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: MUSI 235.* (PCS 1.1, 4 credit hours: 3 hours lecture, 1 hour lab)

MUSI 261 CLASS INSTRUCTION - PIANO III (IAI: MUS 903)

Emphasizes progressive development of technique, improvisation, transposition and harmonization. *Prerequisite: MUSI 162.* (PCS 1.1, 1 credit hour: 3 hours lab, 0 hours lecture)

MUSI 262 CLASS INSTRUCTION - PIANO IV (IAI: MUS 904)

Emphasizes progressive development of technique, improvisation, transposition and harmonization, continuing MUSI 261. *Prerequisite: MUSI 261.* (PCS 1.1, 1 credit hour: 0 hours lecture, 3 hours lab)

MUSI 283-299 MAJOR INSTRUCTION (IAI: MUS 909)

Private music instruction designed for music majors who must have a major instrument for degree requirements. The course includes one thirty-minute lesson per week for two credit hours or one one-hour lesson per week for four credit hours. Course also includes two one-hour master classes per semester. 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 sixteen credit hours. *Prerequisite: Consent of the instructor.* (PCS 1.1, 2 or 4 credit hours: 1 or 2 hours lecture, 6 or 12 hours lab)

MUSI 283 MAJOR INSTRUCTION: FLUTE AND PICCOLO (IAI: MUS 909)

MUSI 284 MAJOR INSTRUCTION: OBOE & ENG. HORN (IAI: MUS 909)

MUSI 285 MAJOR INSTRUCTION: CLARINET (IAI: MUS 909)

MUSI 286 MAJOR INSTRUCTION: BASSOON (IAI: MUS 909)

MUSI 287 MAJOR INSTRUCTION: SAXOPHONE (IAI: MUS 909)

MUSI 288 MAJOR INSTRUCTION: TRUMPET (IAI: MUS 909)

MUSI 289 MAJOR INSTRUCTION: TROMBONE (IAI: MUS 909)

MUSI 290 MAJOR INSTRUCTION: TUBA (IAI: MUS 909)

MUSI 291 MAJOR INSTRUCTION: PERCUSSION (IAI: MUS 909)

MUSI 292 MAJOR INSTRUCTION: VIOLIN (IAI: MUS 909)

MUSI 293 MAJOR INSTRUCTION: STRING BASS (IAI: MUS 909)

MUSI 294 MAJOR INSTRUCTION: ELECTRIC BASS (IAI: MUS 909)

MUSI 295 MAJOR INSTRUCTION: GUITAR (IAI: MUS 909)

MUSI 296 MAJOR INSTRUCTION: VOICE (IAI: MUS 909)

MUSI 297 MAJOR INSTRUCTION: PIANO (IAI: MUS 909)

MUSI 298 MAJOR INSTRUCTION: ORGAN (IAI: MUS 909)

MUSI 299 MAJOR INSTRUCTION: OTHER (IAI: MUS 909)

Nurse Assistant (NUAD)

NUAD 120 BASIC NURSE ASSISTANT TRAINING

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 Assistance Competency Examination. The Illinois Department of Public Health requires that all Nurse assistant students fill out an application for a criminal background check within 10 days of the start 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. *Prerequisite: See admission requirements.* (PCS 1.2, 6 credit hours: 3 hours lecture, 6.7 hours lab)

Nursing (NURS)

NURS 113 OBSTETRICAL NURSING REVIEW (Summer Only)

Reviews obstetrical nursing for LPNs in preparation for the NLN Nursing and the Child Bearing Family Examination. Score of 40th percentile on exam allows proficiency of NURS 154. *Prerequisite: LPN and admission to the ADN program.* (PCS 1.6, 1 credit hour: 1 hour lecture)

NURS 115 PSYCHIATRIC NURSING REVIEW (Summer Only)

Reviews psychiatric nursing for LPNs in preparation for the NLN Psychiatric Nursing Examination. Score of 40th percentile on exam allows proficiency of NURS 153. *Prerequisite: LPN and admission to the ADN program.* (PCS 1.6, 1 credit hour: 1 hour lecture)

NURS 120 PHYSICAL ASSESSMENT OF ACUTELY ILL

Focuses on skills addressing 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: Successful completion of RN or LPN school of nursing.* (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

NURS 128 INTEGRATED STUDY SKILLS FOR NURSING

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 nursing studies course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. *Prerequisite: C or better in COMM 111 or COMM 125/126/127 or placement by exam and admission to the ADN Nursing program.* (PCS 1.4, 2 credit hours: 2 hours lecture, 0 hours lab)

NURS 129 PREPARATION FOR ADN EDUCATION

Prepares prospective nursing students for entrance into the Associate Degree Nursing program. Explores the role of the Registered Nurse and trends in nursing education. Students assess personal levels of preparation and present methods of improving study skills. Pass/Fail grades will be given. *Prerequisite: Interest in the Associate Degree Nursing Program.* (PCS 1.6, 1 credit hour: 1 hour lecture, 0 hours lab)

NURS 141 PSYCHOMOTOR SKILLS FOR NURSING

Considers specific psychomotor skills that are required for implementation of nursing interventions. Basic nursing skills will be demonstrated including correct sequence for basic competency of these skills. The nursing process will be used to assess the patient's health status, plan for the skill, implement the skill, and evaluate the patient's response to the procedure. *Prerequisite: Successful completion of NURS 152 with grade C or better or concurrent enrollment in NURS 150.* (PCS 1.2, 1 credit hour, 0 hours lecture, 3 hours lab)

NURS 142 PHARMACOLOGY FOR NURSING I

Includes a review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology and related nursing responsibilities, and legal considerations. *Prerequisite: Successful completion of NURS 141 and NURS 154 with a grade of C or better or concurrent enrollment in either NURS 150 or NURS 251.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

NURS 143 PHARMACOLOGY FOR NURSING II

Includes study of classifications of pharmaceuticals, current trends in pharmacology and related nursing responsibilities, and legal considerations. *Prerequisite: Successful completion of NURS 142 and NURS 250 with a grade of C or better or concurrent enrollment in either NURS 150 or NURS 251.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

NURS 144 NURSING LEADERSHIP AND MANAGEMENT

Facilitates the transitional process from student nurse to beginning graduate nurse with a focus in basic knowledge and skills necessary to enter the workplace. Emphasis will be on legal, ethical, professional, and management issues. Exploration of different leadership styles will be presented to assist in decision making and conflict resolution. *Prerequisite: Successful completion of NURS 251 or NURS 150.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

NURS 145 NURSING HEALTH ASSESSMENT

Considers the development of beginning health assessment through 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 patient. *Prerequisite: Successful completion of NURS 152 with a grade of "C" or better and concurrent enrollment in NURS 150 or NURS 153, NURS 154, and NURS 141.* (PCS 1.2,

2 credit hours: 2 hours lecture, 0 hours lab)

NURS 150 CONCEPTS IN PROFESSIONAL NURSING

Introduces LPNs seeking admission to the second level of the Associate Degree Nursing Program to the nursing process and review of basic human needs and basic nursing process applications. Principles drawn from biological, behavioral, and nursing sciences are applied to provision of care. *Prerequisite: Current LPN Licensure in Illinois, admission to ADN Program, concurrent enrollment in BIOL 141, NURS 141, NURS 142, and NURS 143.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

NURS 151 NURSING PROCESS AND BASIC NEEDS I

Introduces fundamental concepts and skills in nursing. In this course, emphasis is placed on the acquisition of skills necessary for patient care. Opportunity is given for lab/clinical application of these basic skills to the needs of both well and physically ill people in various health care settings. *Prerequisite: Admission to ADN program. ADN students: Concurrent enrollment in BIOL 141.* (PCS 1.2, 2 credit hours: 1.4 hours lecture, 1.9 hours lab)

NURS 152 NURSING PROCESS AND BASIC NEEDS II

Continues fundamental concepts and skills in nursing. The nursing process is used in an examination of the person's physical and psychosocial needs throughout the life span. Health assessment skills, nursing history, professional awareness, and legal responsibilities are introduced. In this course, emphasis is placed on the needs of the well or adapting person. This allows the student to view needs of the well person before considering the needs of the ill or non-adapting person in the second, third and fourth semester. Opportunity is given for lab/clinical application of concepts/skills to the needs of both well and physically ill people in various health care settings. *Prerequisite: Admission to ADN program. ADN students: Concurrent enrollment in BIOL 141, HLTH 133, PSYC 131, and NURS 128. For CNAs, proof of completing a Nurse Assistant Training course approved by the Illinois Department of Public Health with a grade of C or better and passing the Illinois Nurse Aide Competency Exam. For ADN students who are not CNAs, NURS 151 with a grade of C or better.* (PCS 1.2, 6 credit hours: 4.1 hours lecture, 5.6 hours lab)

NURS 153 COMMUNITY-BASED PSYCHIATRIC NURSING

Focuses on therapeutic communication skills in the nurse-client relationship utilizing the nursing process in acute/chronic and community based settings for the child and adult psychiatric client. Emphasis is placed on self-analysis in order to increase self-understanding and self-acceptance. Provides concrete methods to develop effective communication, assessment, and intervention techniques utilizing the DSM-IV-R in developing a plan of care. Application of neurobiological, interpersonal, learning, and cognitive theories will be included to provide holistic care to the psychiatric client. Opportunities are provided for the student to correlate a theory to nursing practice in a variety of psychiatric settings with consideration of legal/ethical/professional issues. *Prerequisite: Successful completion of NURS 152 with a grade of C or better, PSYC 131, BIOL 141, HLTH 133 or NURS 150.* (PCS 1.2, 3.5 credit hours: 2.2 hours lecture, 3.9 hours clinical lab)

NURS 154 FAMILY AND HOME-CENTERED NURSING

Includes a comprehensive study of maternity and newborn nursing with emphasis upon the normal and upon prevention rather than cure. Childbirth with child rearing are considered as activities occurring within a family. The reactions to the stresses and phenomena of these activities are considered in view of the needs, previous experiences, socioeconomic status and cultural differences of those individuals who make up the family. The student is assisted to acquire beginning skills in guiding and supporting the individuals and the family as a unit through the maternity cycle and the early years of child rearing. Consideration is also given to the effects of violence, substance abuse, homelessness and poverty upon the childbearing family. Opportunities are provided for the student to correlate theory to nursing practice in a variety of maternal-newborn settings. *Prerequisite: Successful completion of NURS 153 with a grade of C or better or NURS 150.* (PCS 1.2, 3.5 credit hours: 2.2 hours lecture, 3.9 hours clinical lab)

NURS 250 BASIC NURSING PROCESSING APPLICATION I

Considers common stressors interfering with skin integrity, fluid and electrolyte balance, biological defense mechanisms, mobility, nutrition, elimination, and safety needs. The nursing student continues to study the nursing process, human needs, ethical and legal aspects of nursing, pharmacology and nursing concepts, principles and skills. Opportunities are provided for the nursing student to correlate theoretical concepts with nursing care principles and skills learned to nursing practice in medical-surgical clinical settings. *Prerequisite: Successful completion of NURS 152, 153, 154, and 141 with grade C or better for all students. For ADN students, successful completion of BIOL 141, BIOL 142, BIOL 241, and HLTH 133 with a grade of C or better.* (PCS 1.2, 3.5 credit hours: 2.2 hours lecture, 3.9 hours lab)

NURS 251 BASIC NURSING PROCESS APPLICATION II

Considers common stressors interfering with oxygen needs, hormonal imbalance, and neurological and sensory needs. The nursing student continues to study the nursing process, human needs, ethical and legal aspects of nursing, pharmacology, nursing concepts and principles. Opportunities are provided for the nursing student to correlate concepts, principles and skills learned to nursing practice in medical-surgical clinical settings. *Prerequisite: Successful completion of NURS 250 and 141 with a grade of C or better.* (PCS 1.2, 3.5 credit hours: 2.2 hours lecture, 3.9 hours lab)

NURS 252 ADVANCED NURSING APPLICATION I

Considers complicated stressors which may occur during multisystem organ failure. Emphasis is placed on the adult and child with problems of fluid and electrolyte balance, biological defense mechanism, mobility, nutrition, elimination, cell proliferation, skin integrity. Theoretical concepts of this course center on the nursing process, nursing priorities, basic human needs, stress adaptation and legal implications. Opportunities are provided for the student to correlate theory to nursing practice in medical-surgical acute care and community based settings for the adult and child. *Prerequisite: Successful completion of NURS 251 and 143 with a grade of B or better for ADN students. Successful completion of NURS 150 with a grade of C or better for LPNs. Successful completion of BIOL 142 with a grade of C or better.* (PCS 1.2, 4.5 credit hours: 2 hours lecture, 7.5 hours lab)

NURS 253 ADVANCED NURSING APPLICATION II

Considers complicated stressors which may occur during multisystem organ failure. Emphasis is placed on the adult and child with oxygen needs, hormonal imbalance, and sensory needs. Theoretical concepts of this course center on the nursing process, nursing priorities, basic human needs, stress adaptation and legal implications. Opportunities are provided for the student to correlate theory to nursing practice in medical-surgical acute care and community based settings for the adult and child. *Prerequisite: Successful completion of NURS 252 with a grade of C or better.* (PCS 1.2, 4.5 credit hours: 2 hours lecture, 7.5 hours lab)

NURS 299 REVIEW/ADVANCED NURSING APPLICATIONS

Designed for graduates of approved nursing programs who have previously been licensed as registered nurses and are seeking update course for license renewal purposes. Considers complicated stressors which may occur during multisystem organ failure. Emphasis is placed on the adult and child with problems of fluid and electrolyte balance, biological defense mechanism, mobility, nutrition, elimination, cell proliferation, skin integrity, oxygen needs, hormonal imbalance, and sensory needs. Theoretical concepts of this course center on the nursing process, nursing priorities, basic human needs, stress adaptation and legal implications. Opportunities are provided for the student to correlate theory to nursing practice in medical-surgical acute care and community based settings for the adult and child. *Prerequisite: Permission of Nursing program coordinator. Must be graduate of approved nursing program and previously licensed as a registered nurse; successful completion of NURS 141.* (PCS 1.6, 6.5 credit hours: 4 hours lecture, 7.5 hours lab)

Occupational Therapy Assistant (OCTA)

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 service delivery models are explored. Standards of practice, ethical responsibilities, values and attitudes of the profession are explored. The education, training and roles of the OTA and OTR are discussed. The components of the clinical reasoning process are presented by examining the steps/stages of the treatment planning and service delivery process. Uniform Terminology for Occupational Therapy and the new Practice Framework is introduced to define the scope of practice. *Prerequisite: Admission to the Occupational Therapy Assistant program.* (PCS 1.2, 4 credit hours: 4 hours lecture, 0 hours lab)

OCTA 138 THERAPEUTIC MODALITIES

Introduces students to 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 uniform Terminology of Occupational Therapy. Classroom assignments emphasize the development of skills 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 clinical conditions. Exploration 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 be introduced to a variety of patient problems, select appropriate therapeutic interventions, and have an opportunity to develop observation skills and begin

to develop skills for “therapeutic use of self”. Teaching methods used to enable others are explored. *Prerequisite: C or better in OCTA 134.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OCTA 142 PSYCHOSOCIAL COMPONENTS I

Explores interview techniques, principles of therapeutic groups, and analysis of group dynamics. A review of stages of human development in the social-emotional arena is presented. Understanding the need for a balanced life that includes work, rest and leisure. Practicum experiences are included to enable the student to participate in and observe group process, and to develop and implement functional group activities as part of the Occupational Therapy (OT) process. *Prerequisite: C or better in OCTA 134.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OCTA 146 PHYSICAL COMPONENTS I

Explores the development of human movement, strength and coordination. Common clinical problems resulting from damage to the muscular and/or nervous systems are outlined. Standard OT treatments techniques are outlined. Standard occupational therapy (OT) intervention/treatment techniques are introduced. Students practice selected OT assessment and treatment techniques in laboratory sessions. *Prerequisite: C or better in OCTA 134.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OCTA 150 ADAPTATIONS TO DAILY LIVING

Identifies and analyzes activities of daily living, both normal and adapted through lecture and experiential learning. Basic self care skills such as eating, dressing, grooming, toileting and bathing and safe client transfers during activities of daily living are emphasized. Homemaking, communication and leisure care activities are examined. The principles of work simplification and energy conservation are applied to self-maintenance and management of the home environment. Methods of adapting and grading activities for a variety of disabling conditions will be presented. Classroom practicums emphasize the development of skills in handling and utilizing various group and individual projects to encourage the student’s application of knowledge to occupational performance in this domain. Students will be introduced to current technology that supports independence. *Prerequisite: C or better in OCTA 134.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OCTA 234 PSYCHOSOCIAL COMPONENTS II

Introduces psychiatric terminology, symptomatology and psychiatric diagnoses. Application of OT principles in psycho-social dysfunction will be emphasized. This course will acquaint the students with the OT frames of reference appropriate to psycho-social setting, therapy planning and methodologies, and appropriate therapeutic self as a treatment tool, and the development of patient-therapist interactions. The role of the OTA in activity program and community based service programs is explored by researching contemporary service delivery models. *Prerequisite: C or better in OCTA 138, OCTA 142, OCTA 146, OCTA 150.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OCTA 238 PHYSICAL COMPONENTS II

Presents medical conditions commonly referred for OT treatment. The etiology, residual effects and medical management of the disease are described. OT frames of reference are discussed in regard to appropriate patient care. *Prerequisite: C or better in OCTA 138, OCTA 142, OCTA 146, OCTA 150.* (PCS 1.2, 4 credit hours: 2 hours lecture, 4 hours lab)

OCTA 242 OLDER ADULT INTERVENTIONS

Introduces the principles and practice of occupational therapy in the treatment of patients with psycho-social 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 Occupational therapy’s role for patient care within the system are emphasized. The OTA’s role in working with families and caregivers will be explored. *Prerequisite: C or better in OCTA 138, OCTA 142, OCTA 146, OCTA 150.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

OCTA 246 SPECIAL POPULATIONS INTERVENTIONS

Introduces treatment and management of developmental disabilities, learning disabilities, and those who are multiply handicapped. Cognitive, physical, vocational, educational and psycho-social needs of the individual will be explored. Occupational therapy evaluations, treatment methods appropriate to remediation of specific client deficits will be discussed. Students will understand the difference between educational and medical models of treatment. Overview of state and federal laws that impact OT’s role within the school setting. Identification of wellness programs, supportive employment programs, industrial rehabilitation programs will be emphasized. Development of job analysis skills and methods of rehabilitating the injured or disabled worker will be introduced. *Prerequisite: C or better in OCTA 234, OCTA 238, OCTA 242, OCTA 150.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

OCTA250 LEVEL I FIELDWORK

Provides clinical opportunities to apply theory to the practice area. Students will spend time in an approved agency with emphasis on observation, development of professional work behaviors, and limited participation in a variety of occupational therapy settings. *Prerequisite: C or better in OCTA 138, OCTA 142, OCTA 146, OCTA 150.* (PCS 1.2, 4 credit hours: 1 hour lecture, 6 hours lab)

OCTA254 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 department and budget, 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: C or better in OCTA 246 and 250.* (PCS 1.2, 4 credit hours: 0 hours lecture, 20 hours lab, 320 clinical hours)

OCTA258 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: C or better in OCTA 254.* (PCS 1.2, 4 credit hours: 0 hours lecture, 20 hours lab, 320 clinical hours)

Office Technology (OTEC)

OTEC 018 DEVELOPMENTAL COMPUTER SKILLS

Develops basic computer skills for students who have no previous experience with computers. This course will also develop skills for using input devices such as using the mouse and the keyboard. Proper technique for using computer equipment will also be discussed. Various Windows applications will be introduced. Not designed for Office Technology program majors. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. 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 total number of credits that will apply to a degree shall be four credits. Pass/Fail grades will be given. *Prerequisite: None.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 019 INTRODUCTION TO KEYBOARDING

Develops basic keyboarding skills for students who have no previous experience with keyboards. Not designed for Office Technology program majors. Pass/Fail grades will be given. *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 024 SPEED AND ACCURACY TRAINING

Concentrates on speed and/or accuracy improvement for students who have previously completed OTEC 019. A diagnostic approach is taken to identify and overcome specific problems which hinder fast, accurate typing. Student's skills will be diagnosed at beginning of course and drills will be assigned on an individual basis. May be repeated two times. Pass/Fail grades will be given. *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.6, 1 credit hour: 0 hours lecture, 2 hours lab)

OTEC 026 BASIC COMPUTER AND WINDOW SKILLS

Introduces the students to the computer system and the current Windows operating system. Includes demonstrations and hands-on use for a wide variety of Windows accessory programs and Windows applications such as word processing and spreadsheets and presentation graphics. Covers file management concepts and techniques. Introduces e-mail. Customizing the Windows screen and using utility programs are also introduced. This course is part of the Office Clerk program that provides the training components needed for entry-level employment in office-type jobs. *Prerequisite: OTEC 019.* (PCS 1.2, 3 credit hours: 1 hours lecture, 4 hours lab)

OTEC 027 INTERNET USE AND DESIGN TECHNIQUES

Introduces the students to the fundamentals of how the Internet works and its uses. Covers the introduction of the World Wide Web, e-mail, file and graphic downloads, search techniques, creating basic web page including adding hyperlinks, graphics, sound, and animations. This course is part of the Office Clerk program that provides the training components needed for entry-level employment in office-type jobs. *Prerequisite:*

O TEC 026. (PCS 1.2, 2 credit hours: 1 hour lecture, 3 hours lab)

O TEC 028 BASIC OFFICE PROCEDURES

Prepares the student for an entry-level position in an office. Presents filing techniques, telephone techniques, electronic calculators, mailing systems, and machine transcription. Use of scanners, photocopiers, and fax machines will also be demonstrated. This course is part of the Office Clerk program that provides the training components needed for entry-level employment in office-type jobs. *Prerequisite: O TEC 120 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

O TEC 029 OFFICE CAREER DEVELOPMENT

Prepares the student for an entry-level position in an office. Presents job readiness skills needed to successfully maintain a position in an office. Discusses the importance of human relations within an organization. Appropriate dress and grooming for an office environment are also discussed. Job seeking skills are developed, including the development of a data sheet and resume, completion of a job application, effective interview techniques, proper follow-up procedures, and may include job shadowing. This course is part of the Office Clerk program that provides the training components needed for entry-level employment in office-type jobs. *Prerequisite: O TEC 120 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 1 hours lecture, 4 hours lab)

O TEC 110 WINDOWS MANAGEMENT

Develops familiarity with Windows operating system software. Presents end-user operating system concepts, utilities, and file management. Develops basic hardware and software troubleshooting techniques. (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

O TEC 111 MICROSOFT WORD (CORE)

Introduces Microsoft Word. Students will learn to create, edit, save, and print word processing documents. Formatting will also be applied to word processing documents such as character, paragraph, and page formatting; creating and using tables; creating merge documents and performing basic mail merges; and apply basic desktop publishing concepts. Successful completion will prepare students for Microsoft Office Specialist 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 is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab)

O TEC 112 MICROSOFT EXCEL (CORE)

Introduces spreadsheet software features. Successful completion will prepare students for Microsoft Office Specialist 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 is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab)

O TEC 113 MICROSOFT ACCESS (CORE)

Introduces database software features. Successful completion will prepare students for Microsoft Office Specialist 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 is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab)

O TEC 114 MICROSOFT POWERPOINT (CORE)

Provides an introduction to creating effective multimedia presentations and charts using presentation graphics software. Emphasizes the ability to depict statistical and textual information in computer-generated graphics and to create slides and hard copy documents with charts, text, and clipart. Successful completion will prepare students for Microsoft Office Specialist 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 is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab)

O TEC 115 MICROSOFT PUBLISHER

Presents the features of desktop publishing 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.* (PCS 1.2, 1 credit hour: 2 hours lab)

O TEC 116 MICROSOFT WINDOWS XP

Introduces Microsoft Windows XP environment and accessories. Pass/Fail grades may be given. (PCS 1.2, 1 credit hour: 0 hours lecture, 2 hours lab)

O TEC 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. *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 118 MICROSOFT PROJECT

Introduces the concept of project management and the technical skills of Microsoft Project software. Emphasizes entering and outlining tasks, assigning task relationships, entering resources, creating calendars, and analyzing the software output as it relates to the business plan. It is recommended that students have basic keyboarding and Windows skills. *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 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.* (PCS 1.2, 1 credit hour: 2 hours lab)

OTEC 120 KEYBOARDING/FORMATTING

Develops basic keyboarding skills; introduces formatting of simple business letters, memorandums, manuscripts and tables; develops proficiency in using word processing software and practice in basic features: save, print, open, create and edit text, set tabs, line spacing, change margins, spell check, bold, underline, page numbering. *This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 121 FORMATTING/WORD PROCESSING

Improves skills and knowledge conducive to production keyboarding; formatting of business communications, tables, and reports; and word processing skills: headers and footers, widow/orphan, text enhancements, tables, and template documents. *Prerequisite: C or better in OTEC 120 or keyboarding test. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2 3 credit hour: 1 hour lecture, 4 hours lab)

OTEC 122 SPEECH RECOGNITION

Develops basic skill of using speech-recognition software to prepare documents. It is recommended that students have basic Windows and keyboarding skills. *Prerequisite: None.* (PCS 1.2, 1 credit hour; 1 hour lecture, 0 hours lab)

OTEC 123 DATA ENTRY SKILLS

Develops data entry skills. Emphasis is placed on developing speed and accuracy in entering alphabetic and numeric data. Students develop skill and speed in using the touch system to operate the 10-digit keys on a keypad. Students learn data entry techniques, perform typical data entry activities and calculate basic business applications. It is recommended that students have basic keyboarding and Windows skills. *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 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.) *Prerequisite: OTEC 120. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab)

OTEC 130 RECORDS MANAGEMENT

Presents records control, retention, and disposal; filing rules, practices, systems; and supplies and equipment used in records management. Introduces automated records control and computerized filing. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

OTEC 132 SPEEDWRITING

Presents speedwriting theory and notetaking techniques. Dictation speed from 40-80 words per minute. *Prerequisite: OTEC 019.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 135 LEGAL PROCEDURES (Fall Semester Only)

Presents judicial system, court structure, and origins of American law. Includes pretrial procedures, legal research materials, duties of a notary public, sequence of trials, and litigation support. *Prerequisite: C or better in OTEC 120 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

OTEC 140 PROOFREADING/TRANSCRIPTION SKILLS

Emphasizes proofreading and transcribing skills. The correct use of language skills is required throughout the course. *Prerequisite: C or better in OTEC 120.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OTEC 145 INTERMEDIATE WORD PROCESSING APPLICATIONS

Provides experience with intermediate applications of word processing including find/replace, fonts/font styles, headers/footers, merge, macros, outline/bullets and numbering, graphics, sort, columns and tables. (Keyboarding and Windows skills recommended.) *Prerequisite: None. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 150 OFFICE TECHNOLOGY CONCEPTS

Presents concepts and careers in the office technology profession. Including Internet research; numeric keypad; netiquette; e-mail; ergonomics and office safety; learning styles and personality types; team building activities; computer viruses, ethics and security; reference material; and listening. *Prerequisite: C or better in OTEC 120 or concurrent enrollment.* (PCS 1.2, 3 credit hours, 3 hours lecture, 0 hours lab)

OTEC 160 OFFICE PRACTICUM

Supplements class work with practical on-the-job experience. Requires students to work in an office on campus five hours per week and to meet with instructor one hour per week. *Prerequisite: C or better in all OTEC first and second semester required classes for OTEC Certificates of Proficiency and permission of coordinator.* (PCS 1.2, 2 credit hours: 1 hour lecture, 5 hours lab)

OTEC 165 LEGAL TERMINOLOGY

Introduces the origin, meaning, and use of legal terminology for students entering a legal-related field, such as legal assistants, paralegals, etc. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

OTEC 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: C or better in OTEC 120 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 211 MICROSOFT WORD (EXPERT)

Advances the student's core level Microsoft Word knowledge and skills. Successful completion will prepare students for Microsoft Office Certification exam. *Prerequisite: C or better in OTEC 250 or OTEC 111. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 212 MICROSOFT EXCEL (EXPERT)

Advances the student's core level Microsoft Excel knowledge and skills. Successful completion will prepare students for Microsoft Office Certification exam. *Prerequisite: C or better in OTEC 250 or OTEC 112. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 213 MICROSOFT ACCESS (EXPERT)

Advances the student's core level Microsoft Access knowledge and skills. Successful completion will prepare students for the Microsoft Office Certification exam. *Prerequisite: C or better in OTEC 250 or OTEC 113. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 214 MICROSOFT POWERPOINT (EXPERT)

Advances the student's core level Microsoft PowerPoint knowledge and skills. Successful completion will prepare students for the Microsoft Office Certification exam. *Prerequisite: C or better in OTEC 250 or OTEC 114. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

OTEC 231 ADVANCED KEYBOARDING & WORD PROCESSING

Builds keyboarding and production skills on internal and external correspondence. Provides experience with advanced applications of word processing including macros, outlines, paragraph numbering, styles, columns, tables, forms, and desktop publishing applications. Includes speed and accuracy drills. *Prerequisite: C or better in OTEC 121 and OTEC 250. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 232 LEGAL TRANSCRIPTION

Refines machine transcription skills via dictation and forms commonly used in a legal office. Emphasizes legal

terminology. *Prerequisite: C or better in OTEC 140, OTEC 121 and OTEC 165. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours, 1 hour lecture, 4 hours lab)

OTEC 233 MEDICAL TRANSCRIPTION

Refines machine transcription skills using medical dictation. Emphasizes terminology and formats for transcribing in a hospital or medical office. *Prerequisite: C or better in OTEC 140, OTEC 121, OTEC 170 and HLTH 120. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 234 ADVANCED MEDICAL TRANSCRIPTION

Continues development of medical transcription skills. Emphasizes transcription of medical reports with comprehensive terminology dictated by medical professionals from various dialects. Internet medical transcription resources, professionalism, quality/productivity standards, and work priority will be emphasized. *Prerequisite: C or better in OTEC 233.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

OTEC 235 OFFICE SUPPORT SYSTEMS AND PROCEDURES

Emphasizes skills needed by administrative support personnel including using facsimile, telephone, reprographics equipment; using the computer as a productivity tool; processing mail; using reference materials; making travel arrangements; international business, cultural diversity, teleworking, and creating business correspondence. *Prerequisite: C or better in all OTEC first and second semester courses.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

OTEC 250 MICROSOFT OFFICE SUITE (CORE)

Emphasizes the integration of the Microsoft Office Suite. Includes core level competencies of Word, Excel, Access, PowerPoint, and other features of Microsoft Office as available. *Prerequisite: C or better in OTEC 120. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OTEC 250 MICROSOFT OFFICE SUITE (CORE)

Emphasizes the integration of the Microsoft Office Suite. Includes core level competencies of Word, Excel, Access, PowerPoint, and other features of Microsoft Office as available. *Prerequisite: C or better in OTEC 120. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OTEC 251 MICROSOFT OFFICE SUITE (EXPERT)

Advances the student's core level Microsoft Office Suite knowledge using expert competencies of Word, Excel, Access, PowerPoint, and other features of Microsoft Office as available. *Prerequisite: C or better in OTEC 250. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

OTEC 255 OFFICE MANAGEMENT (Spring Semester Only)

Presents administrative secretarial responsibilities and duties with emphasis on the automated office. Includes staffing, training, and managing people as well as decision-making and critical thinking exercises. *Prerequisite: OTEC 019 or OTEC 120.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

OTEC 261 ADMINISTRATIVE ASSISTANT COOPERATIVE

Supplements class work with on-the-job experience in an office position for the OTEC A.A.S. Administrative Assistant degree candidate. Requires students to work 15 hours per week and meet with the instructor one hour per week. *Prerequisite: C or better in all OTEC first through third semester courses and permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 15 hours lab)

OTEC 262 LEGAL OFFICE COOPERATIVE

Supplements class work with on-the-job experience in a legal office for the OTEC A.A.S. and meet with the instructor one hour per week. *Prerequisite: C or better in all OTEC first through third semester courses and permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 15 hours lab)

OTEC 263 MEDICAL OFFICE COOPERATIVE

Supplements class work with on-the-job experience in health care-related office for the OTEC A.A.S. Medical Office Assistant degree candidate. Students work 15 hours per week and meet with the instructor one hour per week. *Prerequisite: C or better in all OTEC first through third semester courses and permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 15 hours lab)

OTEC 265 PROFESSIONAL DEVELOPMENT

Provides practice of "people" skills; 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: 12 hours in Office Technology curriculum.* (PCS 1.2, 3 credit hours: 3 hours lecture)

OTEC 270 MEDICAL INSURANCE AND CODING

Introduces types of medical insurance and procedural and diagnostic coding. Includes preparation of insurance forms; International Classification of Diseases—9th Revision—Clinically Modified (ICD-9-CM) coding; and Current Procedural Terminology (CPT-4) coding. *Prerequisite: C or better in HLTH 120.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

Olin Training - Industrial Safety (OTLC, OTSF)

OTLC 0010 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. Pass/Fail grades will be given. *Prerequisite: None* (PCS 1.6, 0.5 credit hours; 0.5 hours lecture, 0 hours lab)

OTSF 0101 INDUSTRIAL SAFETY I

Provides instructions on occupational safety in the workplace. Topics may include asbestos awareness, CPR and first aid, emergency evacuation, electrical safety, chemical hazards, aerial lifting, hazardous waste transportation, lockout/tagout, hearing protection, confined space entry, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0102 INDUSTRIAL SAFETY II

Provides instructions on occupational safety in the workplace. Topics may include confined space entry, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0103 INDUSTRIAL SAFETY III

Provides instructions on occupational safety in the workplace. Topics may include hazards of lead, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0104 INDUSTRIAL SAFETY IV

Provides instructions on occupational safety in the workplace. Topics may include crane safety, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, personal protective equipment review, and toxic substance control. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0105 INDUSTRIAL SAFETY V

Provides instructions on occupational safety in the workplace. Topics may include cadmium exposure, radiation awareness, forklift safety, electrical safety, CPR/first aid, chemical hazards, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0106 INDUSTRIAL SAFETY VI

Provides instructions on occupational safety in the workplace. Topics may include asbestos awareness, CPR and first aid, emergency evacuation, electrical safety, chemical hazards, aerial lifting, hazardous waste transportation, lockout/tagout, hearing protection, confined space entry, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0107 INDUSTRIAL SAFETY VII

Provides instructions on occupational safety in the workplace. Topics may include confined space entry, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0108 INDUSTRIAL SAFETY VIII

Provides instructions on occupational safety in the workplace. Topics may include hazards of lead, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0109 INDUSTRIAL SAFETY IX

Provides instructions on occupational safety in the workplace. Topics may include crane safety, fire safety, emergency evacuation, electrical safety, chemical hazards, aerial lifting, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, personal protective equipment review, and toxic substance control. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

OTSF 0110 INDUSTRIAL SAFETY X

Provides instructions on occupational safety in the workplace. Topics may include cadmium exposure, radiation awareness, forklift safety, electrical safety, CPR/first aid, chemical hazards, confined space entry, asbestos disturbance, hazardous waste transportation, lockout/tagout, hearing protection, and personal protective equipment review. Pass/Fail grades will be given. (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

Physical Education (PHED)

PHED 125 BASIC EXERCISE I

Introduces a personal exercise program designed to allow for individual differences in age, sex, physical capabilities, and fitness level. Nautilus training principles are applied to the use of Nautilus equipment in order to increase muscular strength and endurance. Aerobic exercises such as running, walking, cycling, and stair stepping increase cardio-respiratory performance and promote beneficial changes in body composition. Flexibility exercises supplement the Nautilus and aerobic workouts to increase flexibility. *Note: this course requires physical exercise. Consult your physician before beginning a new exercise program.* (PCS 1.1, 1 credit hour: 0 hours lecture: 2 hours lab)

PHED 126 BASIC EXERCISE II

Continues PHED 125. Develops and/or modifies personal exercise program that was created in the previous course. Continues to allow for individual differences in age, sex, physical capabilities, and fitness level. Nautilus training principles are applied to the use of Nautilus equipment in order to increase muscular strength and endurance. Aerobic exercises such as running, walking, cycling, and stair stepping increase cardio-respiratory performance and promote beneficial changes in body composition. Flexibility exercises supplement the Nautilus and aerobic workouts to increase flexibility. *Prerequisite: PHED 125. (NOTE: This course requires physical exercise. Consult your physician before beginning a new exercise program.* (PCS 1.1, 1 credit hour: 0 hours lecture: 2 hours lab)

PHED 127 INTERMEDIATE EXERCISE I

Continues PHED 126. Develops and/or modifies personal exercise program that was created in the previous course. Continues to allow for individual differences in age, sex, physical capabilities, and fitness level. Nautilus training principles are applied to the use of Nautilus equipment in order to increase muscular strength and endurance. Aerobic exercises such as running, walking, cycling, and stair stepping increase cardio-respiratory performance and promote beneficial changes in body composition. Flexibility exercises supplement the Nautilus and aerobic workouts to increase flexibility. *Prerequisite: PHED 126. (Note: This course requires physical exercise. Consult your physician before beginning a new exercise program.* (PCS 1.1, 1 credit hour: 0 hours lecture: 2 hours lab)

PHED 128 INTERMEDIATE EXERCISE II

Continues PHED 127. Develops and/or modifies personal exercise program that was created in the previous course. Continues to allow for individual differences in age, sex, physical capabilities, and fitness level. Nautilus training principles are applied to the use of Nautilus equipment in order to increase muscular strength and endurance. Aerobic exercises such as running, walking, cycling, and stair stepping increase cardio-respiratory performance and promote beneficial changes in body composition. Flexibility exercise supplement the Nautilus and aerobic workouts to increase flexibility. *Prerequisite: PHED 127. (NOTE: This course requires physical exercise. Consult your physician before beginning a new exercise program.* (PCS 1.1, 1 credit hour: 0 hours lecture: 2 hours lab)

PHED 130 FITNESS AND CONDITIONING I

Introduces principles and theory of exercise physiology and experience in developing a personal physical fitness program. Nautilus training principles are applied to the use of Nautilus 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 Nautilus. (PCS 1.1, 2 credit hours: 1 hour lecture, 2 hours lab)

PHED 131 FITNESS AND CONDITIONING II

Allows student to continue using the principles and theory of exercise physiology presented in PHED 130 and to develop his/her personal physical fitness program. Nautilus training principles are applied to the use of Nautilus 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 Nautilus program. *Prerequisite: 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. Nautilus training principles are applied to the use of Nautilus equipment. Other forms of aerobic exercise are the same as listed above. *Prerequisite: 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 the student to continue using the principles and theory of exercise physiology presented in PHED 130, 131 and 132. Nautilus training principles are applied to the use of Nautilus equipment. Other forms of aerobic exercise are same as listed above. *Prerequisite: PHED 132.* (PCS 1.1, 2 credit hours: 1 hour lecture, 2 hours lab)

PHED 141 BEGINNING SWIMMING

Presents beginning swimming - American Red Cross Levels I, II, and III. (PCS 1.1, 1 credit hour: 2 hours lab)

PHED 142 INTERMEDIATE SWIMMING

Covers intermediate swimming – American Red Cross Levels IV, V, and VI. *Prerequisite: Placement to be determined by skill.* (PCS 1.1, 1 credit hour: 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: Placement to be determined by skill.* (PCS 1.1, 2 credit hour: 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. Leads to American Red Cross Introduction to Health Services Education and Water Safety Instructor certification. *Prerequisite: Current American Red Cross Emergency Water Safety or Lifeguard Training Certificate; minimum age of 17 years.* (PCS 1.1, 2 credit hour: 1 hour lecture, 2 hours lab)

PHED 146 APPLIED WATER SAFETY INSTRUCTOR

Studies assistance and practice of teaching methods of new swimming instructors. Will assist in classes for beginners, intermediate or life saving levels according to schedule of classes. *Prerequisite: Valid W.S.I. card.* (PCS 1.1, 1 credit hour: 2 hours lab, 0 hours lecture)

PHED 150 BEGINNING YOGA

Introduces yoga for relaxation and restoration. Breathing techniques, basic postures, and progressive challenge require physical and mental discipline designed to increase strength, flexibility, coordination, balance, and focus. Yoga adds to lifelong fitness by introducing progressive yoga postures designed to achieve fitness, including metabolic balance. Yoga relieves stress, increases vitality and stamina, and unites body, mind and spirit. *Prerequisite: None.* (PCS 1.1, 1 credit hour: 0 hours 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: None.* (PCS 1.1, 1 credit hour: 0 hours lecture, 2 hours lab)

PHED 152 PILATES

Energizes through yoga and Pilates postures. Develops increasing levels of fitness, strength, muscle tone, and endurance. Emphasizes a system of yoga and Pilates postures, requiring physical and mental discipline designed to increase strength, flexibility, coordination, balance, and focus. *Prerequisite: None.* (PCS 1.1, 1 credit hour: 0 hours lecture, 2 hours lab)

PHED 154 BEGINNING GOLF

Teaches techniques of grip, stance, and swing; etiquette and rules of golf. Students provide their own clubs. (PCS 1.1, 1 credit hour: 2 hours lab)

PHED 157 BEGINNING TENNIS

Deals with individual skills of forehand, backhand, and serve; rules and strategy for singles and doubles play. Students provide their own rackets. (PCS 1.1, 1 credit hour: 2 hours lab)

PHED 158 BEGINNING TENNIS II

Continues PHED 157. Covers individual skills of groundstrokes, volley, overhead, and serve; individual skills of positioning; rules and strategy for singles and doubles play; etiquette and sportsmanship. *Prerequisite: PHED 157.* (PCS 1.1, 1 credit hour: 2 hours lab)

PHED 159 VOLLEYBALL

Explores officiating, rules, skills, and teaching strategy of volleyball. *Prerequisite: None.* (PCS 1.1, 1 credit hour: 2 hours lab, 0 hours lecture)

PHED 160 SPORTS OFFICIATING-BASKETBALL

Instructs students in the techniques needed to officiate basketball. Includes rules, interpretations, professional ethics, preparation for certification, and practical experience. *Note: This course requires physical exercise. Consult your physician before beginning a new exercise program.* (PCS 1.1, 1 credit hour: 1 hour lecture, 0 hours lab)

PHED 172 JOGGING

Introduces jogging as a contributor to lifetime fitness. Discusses concepts relevant to the benefits of low-intensity aerobic activity as it relates to developing a healthy lifestyle. *Prerequisite: None.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 173 WALKING

Introduces walking as a way to increase cardiovascular endurance, muscular strength, and flexibility. *Prerequisite: None.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 174 AEROBICS I

Introduces participants to various formats of group exercise classes. Students will learn the importance of incorporating all components of fitness into a routine to promote health-related fitness and develop a successful and fun exercise program. Class formats include bodysculpting, Pilates, flexible strength, aerobics, kickboxing, and walk-it-off. *Prerequisite: None.* (PCS 1.1, 1 credit hour: 0 hours lecture, 2 hours lab)

PHED 175 AEROBICS II

Builds on the basic moves learned in PHED 174. Modifications in choreography will be implemented to change exercises into more advanced variations allowing participants the opportunity to work at a higher intensity. Class formats include kickboxing, bodysculpting, Pilates, and aerobics. *Prerequisite: PHED 174.* (PCS 1.1, 1 credit hour; 0 hour lecture, 2 hours lab)

PHED 180 BEGINNING WEIGHT TRAINING I

Emphasizes developing a safe and enjoyable weight training program. The course will allow an individual to discuss his/her goals for the class and to develop a work-out schedule specifically designed to attain those goals. The general principles of weight training and proper techniques will also be discussed. *Prerequisite: None.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 181 BEGINNING WEIGHT TRAINING II

Continues PHED 180. Emphasizes developing a safe and enjoyable weight training program. The course will allow an individual to discuss his/her goals for the class and to develop a work-out schedule specifically designed to attain those goals. The general principles of weight training and proper techniques will also be discussed. *Prerequisite: PHED 180.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 182 INTERMEDIATE WEIGHT TRAINING I

Reviews the fundamentals and provides for continued improvement in strength, muscular endurance, and flexibility development. Students will learn to develop and follow a personal weight-training program, and complete a workout log. *Prerequisite: PHED 181.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 183 INTERMEDIATE WEIGHT TRAINING II

Continues PHED 182. Reviews the fundamentals and provides for continued improvement in strength, muscular endurance, and flexibility development. Students will learn to develop and follow a personal weight training program, and complete a workout log. *Prerequisite: PHED 182.* (PCS 1.1, 1 credit hour; 0 hours lecture, 2 hour lab)

PHED 245 AEROBICS INSTRUCTOR TRAINING

Prepares individuals for successful completion of the written and practical components of the Aerobics Fitness Association of America (AFAA) Primary Group Exercise Certification. This course presents the basics of teaching safe and effective group exercise classes. Participants will learn basic anatomy, kinesiology, and

recommended exercise standards and guidelines to teach to a variety of populations and skill levels. *Prerequisite: None.* (PCS 1.1, 2 credit hour: 2 hour lecture, 0 hours lab)

Philosophy (PHIL)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

PHIL 132 EASTERN PHILOSOPHY (IAI: H4 903N)

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. (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. (PC 1.1, 3 credit hours: 3 hours lecture)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

Physical Science (PHSC)

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. (PCS 1.1, 4 credit hours: 3 hours lecture, 2 hours lab)

PHSC 135 ENVIRONMENTAL GEOGRAPHY (IAI: P1 908)

Analyzes the human use of and impact on the land, water, air and biotic resource systems. Examines both local and global environmental issues. (PCS 1.1, 3 credit hours: 3 hours lecture)

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. (PCS 1.1, 3 credit hours: 3 hours lecture)

Physics (PHYS)

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: MATH 125 or MATH 116.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

PHYS 126 APPLIED PHYSICS II (IAI: MTM 902L)

Covers fundamentals of electricity, magnetism, optics, and modern physics. Includes a descriptive introduction to technical applications. *Prerequisite: PHYS 125.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

PHYS 130 CONCEPTS OF PHYSICS (IAI: P1 901L)

Presents the fundamentals of physics for non-science students. Designed as an informative course for education majors (especially those in elementary education), business students and all students interested in a laboratory course in physical science. (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: MATH 116 or 131.* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

PHYS 132 INTRODUCTION TO PHYSICS II (IAI: MTM 902L)

Continues PHYS 131, stressing electricity and magnetism, light, atomic and nuclear structure and stability. *Prerequisite: PHYS 131.* (PCS 1.1, 4 credit hours: 3 hours lecture, 3 hours lab)

PHYS 141 GENERAL PHYSICS I (IAI: P2 900L, EGR 911, MTH 921) (Spring Semester Only)

Studies the theory of mechanics, heat and sound. For students in engineering, mathematics, physics or chemistry. *Prerequisite: Concurrent enrollment in MATH 172.* (PCS 1.1, 5 credit hours: 4 hours lecture, 3 hours lab)

PHYS 142 GENERAL PHYSICS II (IAI: EGR 912) (Fall Semester Only)

Continues PHYS 141, with emphasis on electricity, magnetism, and light. *Prerequisite: PHYS 141.* (PCS 1.1, 5 credit hours: 4 hours lecture, 3 hours lab)

PHYS 241 APPLIED MECHANICS-STATICS (IAI: EGR 942)

Covers determination of resultants of force systems with applications. Involves frictional forces and centroids. *Prerequisite: MATH 171.* (PCS 1.1, 3 credit hours: 3 hours lecture)

PHYS 242 APPLIED MECHANICS-DYNAMICS (IAI: 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: PHYS 241.* (PCS 1.1, 3 credit hours: 3 hours lecture)

PHYS 243 ENGINEERING MECHANICS

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: PHYS 141 with a C or better.* (PCS 1.1, 4 credit hours: 4 hours lecture, 0 hours lab)

PHYS 244 INTRODUCTION TO MODERN PHYSICS (IAI: EGR 914) (Spring Semester Only)

Presents the basics of modern physics, including special relativity, quantum effects, atomic physics, nuclear physics, fission and nuclear reactors, elementary particles, and molecular and solid state physics. *Prerequisite: PHYS 142.* (PCS 1.1, 3 credit hours: 3 hours lecture)

PHYS 245 MECHANICS OF SOLIDS

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: PHYS 241 with a C or better.* (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: PHYS 142 with a C or better.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Paramedicine (PMED)

PMED 050 EMERGENCY VEHICLE DRIVING

Designed to give those individuals who drive emergency vehicles the skills and techniques required for safe operation during emergency response. Includes both classroom and practical driving exercises. *Prerequisite: Must have a valid Class "B" driver's license.* (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

PMED 130 PARAMEDIC I

Examines advanced techniques and skills necessary for the emergency medical technician - paramedic in the following areas: roles and responsibilities, medical/legal issues, pharmacology, airway management and ventilation, patient assessment, assessment based management, special patient considerations, and emergency medical services operations. *Prerequisite: EMT 120, BIOL 132 and admission to paramedic program.* (PCS 1.2, 9 credit hours: 7 hours lecture, 4 hours lab)

PMED 135 PARAMEDIC CLINICALS I

Students will participate in observation and practical exercises in each of the following clinical settings: morgue, emergency room triage, anesthesia, dialysis, geriatric unit, and hospital emergency department. *Prerequisite: BIOL 132 and PMED 130 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 6 hours lab, 0 hours lecture)

PMED 140 PARAMEDIC II

Examines advanced techniques and skills required of the emergency medical technician - paramedic in treating patients suffering from trauma and various medical conditions. *Prerequisite: PMED 130 and PMED 135.* (PCS 1.2, 7 credit hours: 6 lecture hours and 2 lab hours)

PMED 145 PARAMEDIC CLINICALS II

Students will participate in observation and practical exercises in each of the following clinical settings: trauma center, intensive care unit, cardiac care, burn unit, pediatric unit, psychiatric care unit, obstetrics, and emergency department. *Prerequisite: PMED 135.* (PCS 1.2, 5 credit hours: 10 hours lab, 0 hours lecture)

PMED 155 PARAMEDIC FIELD INTERNSHIP

Provides students the opportunity to function as part of the paramedic team, under direct supervision, on an advanced life support ambulance. Students will be required to perform all aspects of emergency pre-hospital care in a variety of actual situations. This is the final course in the series designed to fulfill all academic requirements to qualify students for licensure as an "Emergency Medical Technician - Paramedic" at both the state and national levels. *Prerequisite: PMED 145.* (PCS 1.2, 4 credit hours; 20 hours lab, 0 hours lecture)

Political Science (POLS)**POLS 130 PRINCIPLES OF POLITICAL SCIENCE (IAI: S5 903)**

Introduces the principles and methods of political science, focuses on the nature and development of political science, political processes, political institutions, and correlates the interrelationships among elements in the political system. (PCS 1.1, 3 credit hours: 3 hours lecture)

POLS 131 AMERICAN GOVERNMENT (IAI: S5 900, PLS 911)

Using the case method, investigates foundation and principles of American government. Analyzes three branches of government. Critically examines political parties, role of the press, presidential campaigns, and policy issues. Reviews court cases regarding civil rights and civil liberties. Successful completion of this course satisfies the Illinois State Constitution mandate included in the Associate Degree Graduation Requirements. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

POLS 132 STATE AND LOCAL GOVERNMENT (IAI: S5 902, PLS 915)

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 FUNDAMENTALS OF INTERNATIONAL RELATIONS (IAI: S5 904N, PLS 912)

Studies present unstable and uncertain conditions of international relations. Conceptualizes present framework of world economics, including the high technology of information age, sources of world instability, including poverty, pollution, drugs, and terrorism; and the dynamics of international relations actors, including states, NGO's, IO's, and legal systems. Contrasts perceptions of various nations and people. Analyzes tools of international relations, including military, economics, diplomacy, and legal systems. Seeks to predict the future of international relations. *Prerequisite: 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Psychiatric Rehabilitation Counseling (PRCP)

PRCP 120 SURVEY OF PSYCHIATRIC REHABILITATION

Presents psychiatric disability and current approaches to treatment, the mental health system, and surrounding legal issues. Examines psychiatric rehabilitation through vocational and skills training and family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health and may be repeated three times. (PCS 1.6, 3 credit hours: 3 hours lecture)

PRCP 124 PSYCHIATRIC REHABILITATION SKILLS

Focuses on a rehabilitative approach to serving individuals with severe mental illness. Emphasis will be on a process model for social and coping skills training, medication management, and conducting skills training groups. This course may be repeated three times. *Prerequisite: PRCP 120.* (PCS 1.6, 3 credit hours: 3 hours lecture)

PRCP 126 HEALTH SKILLS FOR PSYCHIATRIC REHAB.

This is the third in the series for the Psychiatric Rehabilitation Certificate. The PRCP is a four course, plus internship, program targeting paraprofessionals working in the psychiatric rehabilitation field. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set goals for the rehabilitation team. The Health Skills course examines three dimensions of wellness: Physical, Emotional, and Environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations, and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper body mechanics. Students will develop and practice skills for determining vital signs and documenting their observations. *Prerequisite: PRCP 120.* (PCS 1.6, 3 credit hours: 3 hours lecture)

PRCP 128 VOCATIONAL AND COMMUNITY SKILLS

Focuses on a rehabilitative approach to serving individuals with severe mental illness. Examines vocational, rehabilitative and community living skills. Addresses skills for working with community, state and federal agencies that serve persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of vocational rehabilitation, including duties and tasks commonly required in vocational settings (e.g., mediation, negotiation, job coaching, job analysis) and the development of employment sites. Practical application of current policies (e.g., Americans with Disabilities Act) impacting employment sites are presented. Networking skills, common state and federal benefit programs, and community-based service provision are presented in the Community living skills portion of the course. This is the fourth in the series for the Psychiatric Rehabilitation Certificate. *Prerequisite: PRCP 120.* (PCS 1.6, 3 credit hours: 3 hours lecture)

Psychology (PSYC)

PSYC 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. (PCS 1.1, 3 credit hours: 3 hours lecture)

PSYC 131 GENERAL PSYCHOLOGY (IAI: S6 900 and SPE 912)

Introduces the concepts, principles, and research methods of psychological investigation. Psychology is the scientific study of behavior and mental processes. The interaction of biological, sociocultural, and cognitive forces that shape personality, emotions, motivation, and social interaction over the life span is emphasized. Other topics include memory, intelligence, states of consciousness, stress, and psychological disorders. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 132 PSYCHOLOGY OF PERSONAL EFFECTIVENESS

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 232 HUMAN DEVELOPMENT (IAI: S6 902, PSY 904, EED 903 and SED 903)

Studies human development from conception to death. Includes the developmental stages and theories, research methodology, and all of the primary areas of development (physical, cognitive, social and emotional). *Prerequisite: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 233 CHILD PSYCHOLOGY (IAI: S6 903, PSY 901, EED 902)

Examines theories of child development, research methodology, and typical/atypical development of children. Emphasizes physical, cognitive, social and emotional development of children up to adolescence. *Prerequisite: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 235 PERSONALITY PSYCHOLOGY (IAI: PSY 907)

Explores classic and modern approaches to the study of personality. Introduces mechanisms of psychopathology and psychotherapeutic intervention. *Prerequisite: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 243 ADOLESCENT PSYCHOLOGY (IAI: S6 904, PSY 902)

Studies the development of the adolescent from a biological, sociocultural, and psychological perspective. 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: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 253 ADULT DEVELOPMENT AND AGING (IAI: S6 905, and PSY 903)

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: PSYC 131.* (PCS 1.1, 3 credit hours: 3 hours lecture)

PSYC 260 SOCIAL PSYCHOLOGY (IAI: S8 900, PSY 908)

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: PSYC 131 or SOCI 131.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

PSYC 299 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 record, narrative essay describing specific areas of learning and verifying documentation. *Prerequisite: None.* (PCS 1.1, 2 credit hours: 2 hours lecture, 0 hours lab)

Public Service (PUBS)

PUBS 275 PROBLEMS IN PUBLIC SERVICE

Designed to meet individual needs in a public service area. A supervised independent study of a specialized topic in public service under the supervision of a faculty member. *Prerequisite: Permission of instructor.* (PCS 1.2, 1-6 credit hours: 1-6 hours lecture)

Radio Broadcasting (See MCOM)

Reading (READ)

READ 106 READING FUNDAMENTALS

Expands word recognition skills, develops vocabulary skills and teaches basic comprehension skills. *Prerequisite: None.* (PCS 1.4, 3 credit hours: 2 hours lecture, 2 hours lab)

READ 107 READING COMPREHENSION

Develops reading comprehension and critical thinking skills and improves reading rate and vocabulary. *Prerequisite: Admission to Life Skills Development Program.* (PCS 1.4, 3 credit hours, 2 hours lecture, 2 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: placement by exam or successful completion of COMM 100.* (PCS 1.4, 3 credit hours: 3 hours lecture)

READ 130 RAPID READING

Increases reading speed and comprehension through techniques of structural analysis of prose. Flexible reading rate adaptable to textbooks, business materials and fiction or non-fiction for pleasure of information. *Prerequisite: college reading level.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Real Estate (REAL)

REAL 132 REAL ESTATE TRANSACTIONS

Examines nature of real estate and its ownership, titles, legal descriptions, uses, contracts, leases, taxation, and values. Successful completers qualify for the Illinois Real Estate Salesperson Examination; however, in general, the State of Illinois requires individuals to be 21 years of age and possess a high school diploma or equivalent. (PCS 1.2, 3 credit hours: 3 hours lecture)

REAL 133 ADVANCED REAL ESTATE PRINCIPLES

Provides basic training in the principles of real estate at an advanced level. Includes instruction in Illinois law that pertains to licensure, listings, closing procedures, and the broker-salesperson relationship. This course satisfies one of the mandatory eligibility requirements for the Illinois Real Estate Broker's Examination. *Prerequisite: REAL 132 or equivalent experience.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

REAL 134 REAL ESTATE FINANCING (Spring Semester Only)

Covers economics of financing real property, legal considerations, sources of mortgage money and other funds, mortgage terms and appraisals for financing purposes. *Prerequisite: REAL 132 or equivalent experience.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

REAL 235 REAL ESTATE SALES & BROKERAGE (Fall Semester Only)

Studies the brokerage function; role of the broker, organization and management of the office, selection of officer personnel, sales promotion, budgeting, records and records systems. Also covers advanced real estate concepts. Satisfies one of the eligibility requirements for the Illinois Real Estate Brokers Examination. *Prerequisite: REAL 132 or equivalent experience.* (PCS 1.2, 1 credit hour: 1 hour lecture, 0 hours lab)

REAL 238 REAL PROPERTY MANAGEMENT (Spring Semester Only)

Deals with investment planning, market analysis, cost and income projections, budgeting, rental collection, insurance, maintenance and repair, and control systems. *Prerequisite: REAL 132 or equivalent experience.* (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: REAL 132 or equivalent experience.* (PCS 1.2, 1 credit hour, 1 hour lecture, 0 hours lab)

REAL 245 REAL ESTATE APPRAISAL (Fall Semester Only)

Introduces real estate appraisals; nature of real property, property values, general and local trends, site evaluation, building cost estimates, depreciation, estimates on remodeling and modernization. [Note: This course is not part of the training program for appraisers, but is designed to meet the needs of individuals in the real estate field.] *Prerequisite: REAL 132 or equivalent experience.* (PCS 1.2, 1 credit hour: 1 hour lecture)

Reserved Officers' Training Corps - Army (ROTC)

ROTC 120 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)

ROTC 121 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)

ROTC 220 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, 2 credit hours: 1 hour lecture, 2 hours lab)

ROTC 221 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, 2 credit hours: 1 hour lecture, 2 hours lab)

Sign Language (SIGN)

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: SIGN 135.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Small Business (SMBU)

SMBU 139 ACCOUNTING FOR SMALL BUSINESS

Provides an introduction to basic accounting terminology, concepts and procedures. Covers accounting cycle of proprietorship and double entry theory. Includes recording transactions, preparing financial statements. Culminates with a practice set using all principles covered. Includes instruction in preparing and processing transactions and financial statements on computer. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

SMBU 152 MANAGEMENT FOR SMALL BUSINESS (Spring Semester Only: Night)

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. (PCS 1.2, 3 credit hours: 3 hours lecture)

SMBU 162 PLANNING FOR SMALL BUSINESS (Fall Semester Only: Night)

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. (PCS 1.2, 3 credit hours: 3 hours lecture)

Sociology (SOCL)

SOCL 131 INTRODUCTION TO SOCIOLOGY (IAI: S7 900)

Explores behavior of individuals as they interact with one another, of individuals with groups, and of groups with one another. Investigates culture, social classes, ethnic and racial groups, prejudice and discrimination, population, social development, religion, and major trends in social life. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

SOCL 132 SOCIAL PROBLEMS (IAI: S7 901, SOC 911) (Fall Semester Only)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

SOCL 150 RACIAL AND ETHNIC RELATIONS (IAI: S7 903D, SOC 913)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab.)

SOCI240 MARRIAGE AND THE FAMILY (IAI: S7 902, SOC 912) (Spring Semester Only)

Examines, from a sociological and psychological view, marriage, family, and various living arrangements in contemporary United States. Selected themes include: courtship and mate selection, cultural and ethnic variations, changing sexual attitudes and behaviors, reproduction and childrearing, family conflict and adjustment, marriage dissolution, and family change in relation to other aspects of society. *Prerequisite: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Spanish (SPAN)

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

Covers grammar, pronunciation, conversation and simple composition. (PCS 1.1, 4 credit hours: 4 hours lecture)

SPAN 132 ELEMENTARY SPANISH II

Explores grammar, pronunciation, conversation and simple composition. Readings from graded texts. *Prerequisite: SPAN 131.* (PCS 1.1, 4 credit hours: 4 hours lecture)

SPAN 231 INTERMEDIATE SPANISH I

Reviews the essentials of Spanish grammar; readings from outstanding Hispanic authors; stress on fluency of conversation and correct pronunciation; study of composition. *Prerequisite: SPAN 132.* (PCS 1.1, 4 credit hours: 4 hours lecture)

SPAN 232 INTERMEDIATE SPANISH II (IAI: H1 900)

Continues SPAN 231. *Prerequisite: SPAN 231.* (PCS 1.1, 4 credit hours: 4 hours lecture, 0 hours lab)

Speech (SPCH)

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: 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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

SPCH 151 INTERPERSONAL COMMUNICATION I (IAI: SPC 921)

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: None.* (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

Study Skills (STSK)

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. The amount of credit awarded shall be 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 twelve credits. *Prerequisite: C or better in COMM 100 or placement by exam.* (PCS 1.1, 3 credit hours: 3 hours lecture)

Technology-Industrial (TECH)

TECH 050 SITE SPECIFIC SAFETY ORIENTATION

Required by ConocoPhillips, Premcor, Dynegy, and other companies for all contractors (and their employees) working at a specific facility, this course provides an annual safety review stressing the critical nature of safety on the job. Includes sections on Safety Awareness, Blood Borne Pathogens, Respiratory Protection, PPE, Fire Safety, Scaffolding, Excavation, Hearing, Hazwoper, and Hazmat but does not replace OSHA/Contractor Re-

quired Training. A computer-based component stresses the critical nature of safety site-specific policies and procedures. TECH 050 is repeatable three times to allow students to learn current site specific safety operations. The amount of credit awarded shall be one-half credit hour each time the student successfully completes the course. The total number of credits that will apply to the vocational skills certificate shall be two credits. *Prerequisite: None.* (PCS 1.6, 0.5 credit hours: 0.5 hours lecture, 0 hours lab)

TECH 111 PREPARATION OF TECHNICAL CAREERS I

Prepares students for entry into technical and vocational programs by providing experience manipulating, measuring and analyzing physical concepts. Classroom and laboratory activities will investigate the practical principles of force, work, rate and resistance as they apply to the behavior of modern electrical and mechanical equipment. *Prerequisite: MATH 111.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH 112 PREPARATION FOR TECHNICAL CAREERS II

Continues the study of principles began in TECH 111. Classroom and laboratory activities investigate the practical principles of energy, power and force transformation as they apply to modern equipment. *Prerequisite: TECH 111.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH 132 INDUSTRIAL SUPERVISION

Covers responsibilities of a supervisor in industry including organization, duties, human relations, grievances, training, rating, promotion, quality-quantity control and management-employer relations. (PCS 1.2, 3 credit hours: 3 hours lecture)

TECH 133 INDUSTRIAL SAFETY

Studies accident prevention, reports, housekeeping, machine guarding, protective equipment, job and safety instruction, rules and enforcement and safety committees. (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

TECH 138 MANUFACTURING PROCESSES

Focuses on manufacturing materials and current methods of manufacturing in modern industrial plants. Principles, applications and evaluation of the major processes. (PCS 1.2, 3 credit hours: 3 hours lecture)

TECH 150 GIS/GPS MAPPING FOR INDUSTRY

Introduces Geographic Information Systems 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: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

TECH 151 GIS/GPS DATA ACQUISITION & MGMT

Introduces Geographic Data Collection as it relates to Global Positioning Systems (GPS), 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. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

TECH 221 CONTROLS AND INSTRUMENTATION

Studies the theory and application of instrumentation in industry. Teaches the use, installation, maintenance, and calibration of a wide range of industrial measurement instruments. Introduces feedback control and system troubleshooting. *Prerequisite: ELTN 131.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH 231 STATISTICAL PROCESS CONTROL

Prepares students to apply statistical process control techniques to improve the profitability, productivity, and quality of an organization's products. Includes statistical tools and concepts, data collection, process design and control relationships, basics of control charts, and data representation and problem solving. *Prerequisite: MATH 116 or MATH 125.* (PCS 1.2, 3 credit hours: 3 hours lecture)

TECH 240 COMPUTER INTEGRATED MANUFACTURING

Students learn the operation of a variety of work cells. Robotics and part handling techniques are presented. Cell control is emphasized. Experience is gained on a wide range of industrial subjects by working with the flexible manufacturing cells. *Prerequisite: CNET 131, DRFT 140.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH 250 CAD/CAM

Students learn computer aided design and manufacturing through the use of CAD/CAM software. A range of CAD/CAM topics are covered. From design, to part classification, to actual manufacturing. The student learns the complete process in producing a part using today's advanced technology. *Prerequisite: DRFT 140.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH251 METROLOGY (IAI: MTM916)

Introduces dimensional referencing and tolerance stack up, process variation and process capability measures. Provides practice in use of mechanical, electronic and optical methods (for measuring manufacturing attributes and variables). *Prerequisite: MATH 125 or MATH 131, MACH 203.* (PCS 1.2, 4 credit hours: 3 hours lecture, 2 hours lab)

TECH252 QUALITY CONTROL/QUALITY ASSURANCE

Examines Quality Management for future managers, engineers, technologists and technicians (both the tools and know-how to guide an organization to quality and competitiveness). Provides an in-depth study of Total Quality Management (TQM) as well as its individual elements, theories and principles as applied in industry today. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

TECH260 COMPUTERAUTOMATED MFG SYSTEMS

Synthesizes CAM experience by incorporating previous manufacturing course content. Upon selecting a product, it is developed, then produced by creating a factory. Emphasis is placed on the complete computer integrated manufacturing system. *Prerequisite: TECH 250.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH271 APPLIED TECHNOLOGY INTERNSHIP

Provides a work-based experience in the student's primary area of study. Internship duties may include such tasks as job shadowing and/or applying work related skills that will demonstrate competence in their selected area of training. Students will receive classroom instruction in the areas of professional resume, cover letter and thank you letter development, filling out applications and interviewing skills as well as professional conduct. *Prerequisite: Successful completion of four courses in primary area of study with a C grade or better in each.* (PCS 1.2, 2-4 credit hours: 2 credits: 1 hour lecture, 80 hours worked; 3 credits: 1 hour lecture, 160 hours worked; 4 credit hours: 1 hour lecture, 240 hours worked)

TECH276 FLUID MECHANICS

Covers the principles of fluid behavior and application to basic hydraulic and pneumatic systems and the operation of various components in the systems. *Prerequisite: ELTN 131.* (PCS 1.2, 4 credit hours: 3 hours lecture, 3 hours lab)

TECH299 PROBLEMS IN INDUSTRIAL TECHNOLOGY

Meets individual needs of pre-service and in-service students in industrial occupation programs. An in depth study of a specific problem in industrial occupation programs under supervision of a faculty member as required. *Prerequisite: Permission of instructor.* (PCS 1.2, 1-4 credit hours: 1-4 hours lecture)

Therapeutic Massage (See MASG)**Unit Clerk (UNIT)****UNIT 120 HOSPITAL UNIT CLERK**

Presents concepts and skills needed by a Unit Clerk. The individual is taught clerical and receptionist skills; medical and hospital terminology; hospital and departmental policies and procedures that relate to the position; personal and legal aspects of patient care; and how to perform all these duties. Completion of NUAD 120 recommended. (PCS 1.2, 4 credit hours: 3.5 hours lecture, 1 hour lab)

Vocational Skills (VOSK)**VOSK 100 ADULT BASIC LIFE SKILLS**

Orientation to a specific occupational cluster. Includes overview of the business, industry, or service and its job opportunities. Interview skills, resume writing, and job search strategies included. This course is repeatable three times. The amount of credit awarded shall be four credit hours each time the student successfully completes the course. The total number of credits that will apply to a general studies vocational skills certificate shall be twelve credits. *Prerequisite: None.* (PCS 1.6, 4 credit hours: 4 hours lecture, 0 hours lab)

WebCT Training (WBCT)**WBCT 101 WEBCT TRAINING FOR ONLINE STUDENTS**

Covers the basic functions of WebCT needed for online LCCC students. The free two-hour training session is mandatory for all first time online LCCC students.

Web Development/Web Design (WEB)

WEB 117 MICROSOFT FRONTPAGE INTRODUCTION

Presents the basics of Web page development and management using Web publishing software. *Prerequisite: OTEC 019 or OTEC 119 or OTEC 120. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lab)

WEB 130 INTRODUCTION TO THE INTERNET

Introduces the student to the fundamentals of how the Internet works, to the various Internet services available, and to basic Web page design. Students will also be introduced to the use of a browser to access the World Wide Web. *Prerequisite: None.* (PCS 1.2, 1 credit hour: 1 hour lecture, 1 hour lab)

WEB 135 WEB PAGE DESIGN ESSENTIALS (IAI: MC 923)

Introduces the students to the concepts used to develop Web sites. Students also investigate and discuss 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. In the process, they will also learn to organize and maintain numerous files and folders that comprise an ever-expanding Web site. In addition, students also 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. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

WEB 140 HTML

Engages students in foundational programming language for the World Wide Web. HTML syntax as well as Web Page design will be emphasized during the course. Students will also have an introduction Java Script. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

WEB 145 PHOTOSHOP FOR THE WEB

Teaches the techniques for optimizing graphic files, creating background, inline and button graphics, and GIF animations with ImageReady. *Prerequisite: OTEC 142 or CGRD 142. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process.* (PCS 1.2, 1 credit hour: 0 hours lecture, 2 hours lab)

WEB 150 DREAMWEAVER

Presents advanced Web page development and management using Macromedia Dreamweaver. *Prerequisite: WEB 135.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

WEB 217 ADVANCED MICROSOFT FRONTPAGE

Presents advanced topics of Web-page development and management using Web publishing software. *Prerequisite: WEB 117.* (PCS 1.2, 1 credit hour: 2 hours lab, 0 hours lecture)

WEB 230 CGI/PERL

Introduces problem solving techniques for a script language and CGI (Common Gateway Interface) standard for interfacing external applications with information servers. Employs string handling, regular expression, and process control features. Includes basics of Perl Code, idiomatic Perl, development of expressions subroutines, references, debugging, memory allocation, and object-oriented Perl features. *Prerequisite: CIS 235.* (PCS 1.2, 3 credit hours: 3 hours lecture)

WEB 235 VB SCRIPT/VISUAL BASIC WEB

Introduces VB Script and Visual Basic Web tools used in Web page programming. Introduces the VB Script object scripting language and features of Visual Basic used in Web page design. Uses the tools to add special features to Web pages, including alert boxes, user prompts, visual Basic commands, properties and methods, variables, operators, inputs, and conditionals. *Prerequisite: CIS 135.* (PCS 1.2, 3 credit hours: 3 hours lecture)

WEB 240 JAVA PROGRAMMING

Acquaints students with this versatile, platform-independent, object-oriented language. Students will learn to analyze, develop, and debug real-world applications for a variety of environments, including the World Wide Web. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

WEB 241 JAVASCRIPT

Acquaints Web designers with programming techniques to enhance HTML code. From simple problem solving to complex applications, JavaScript techniques will be developed through applied practice. Proper code generation, problem solving, and overall effectiveness will be stressed. (Knowledge of HTML required.) (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab.)

WEB 245 WEB ANIMATION USING MACROMEDIA FLASH

Teaches the creation of animated, vector-based Web sites, using Macromedia Flash, the professional standard for producing high impact Web experiences. *Prerequisite: None.* (PCS 1.2, 3 credit hours: 1 hour lecture, 4 hours lab)

WEB 250 XML/CSS

Introduces Web users to XML and the associated technologies. Includes creating well-formed XML documents, specifying the format of an XML file using Document Type Definitions, processing XML files using the Document Object Model, and displaying the content of XML files using Cascading Style Sheets and the Extensible Style language. *Prerequisite: WEB 140.* (PCS 1.2, 3 credit hours: 3 hours lecture)

WEB 255 ACTIVE SERVER PAGES

Presents the fundamental concepts of creating, modifying, and supporting ASP code. Focuses on rich Web page design and control, recognizing the value of various object-oriented languages and scripting. *Prerequisite: CIS 135 and WEB 140.* (PCS 1.2, 3 credit hours: 3 hours lecture, 0 hours lab)

WEB 260 WEB DESIGNER COOPERATIVE

Supplements class work with on-the-job experience in a Web designer position for the OTEC A.A.S./Web Designer degree candidate. Students work 15 hours per week and meet with instructor one hour per week in-person. *Prerequisite: C or better in all OTEC first through third semester required courses; permission of coordinator.* (PCS 1.2, 3 credit hours: 1 hour lecture, 15 hours lab)

Welding (WELD)

WELD 191 BASIC WELDING (IAI: MTM 936)

Introduces welding with the primary emphasis on (electric) arc welding in the flat position. The basics of oxyacetylene (torch) and electric arc (stick) welding processes and procedures are presented. Emphasis on basic skill development and safe welding techniques are stressed. Also covered are cutting operations, metal identification and metal preparation. (PCS 1.2, 2 credit hours: 1 hour lecture, 2 hours lab)

WELD 193 ALL POSITION ARC WELDING

Continues WELD 191. Emphasis placed on skill development in the horizontal, vertical-up, and overhead positions. Also covers theory of shielded metal arc welding, electrode selection, power sources, identification and welding distortion control. *Prerequisite: WELD 191 or concurrent enrollment.* (PCS 1.2, 3 credit hours: 2 hours lecture, 2 hours lab)

Exercise Science (XSCI)

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: None.* (PCS 1.2, 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: None.* (PCS 1.2, 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: 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: BIOL 132 or concurrent enrollment or BIOL 141 or concurrent enrollment.* (PCS 1.2, 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: PSYC 131.* (PCS 1.2, 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: 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: PSYC 131.* (PCS 1.2, 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: Completion of six Exercise Science courses with a grade C or better.* (PCS 1.2, 2 credit hours: 160 hours must be worked)

Center for Workforce Training Non-Credit Classes

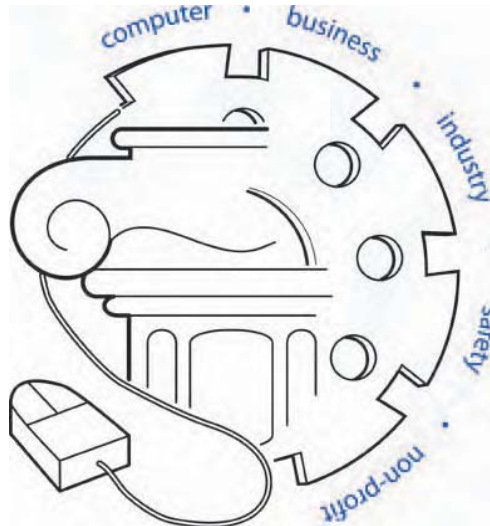
PCI - Personal Computer Institute

The Personal Computer Institute (PCI) has a far-reaching audience due to the depth and breadth of offerings to the computer novice and technology guru. Employers and individuals alike may take advantage of training in Microsoft Office programs, QuickBooks, Web Design and Graphic Design. All classes are hands-on in state-of-the-art computer labs. Classes may also be customized to a company's needs and taught on-site.

New On-line Career Training

CWT now has a partnership with Gatlin Education Services to provide a variety of on-line career and workforce training programs in a variety of fields. These programs are certificate programs only, not credited. Some of the courses are listed below. To view a complete list of courses, descriptions and prices, visit our Web site at www2.lc.edu/cwt or call (618) 468-3535.

- Healthcare
 - Medical Transcription
 - Advanced Coding for the Physician's Office
 - Pharmacy Technician
- Networking/Microsoft Certification Programs
 - Cisco™ CCNA® Certification Training
- CompTIA Certification Programs
 - A+ Certification Training
- Internet/Graphic & Web Design/Technical
 - Project Management
 - AutoCAD 2002/04
- Business/Travel
 - Certified Bookkeeper Program
 - Travel Agent Training
 - Paralegal Certification Program



Windows

All classes are taught using Windows as a generic operating system. This includes 2000, 2003 and XP.

WINDOWS XP: TRANSITION FROM WINDOWS 2000

The student will switch views using the new Control Panel, open multiple files from the My Documents folder, view his/her hard drive from the My Computer folder, customize the user interface, use the new Help and Support to find help information, and will create and switch users. (Non-credit, 4 hours)

WINDOWS XPFUNDAMENTALS

Students will gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet. (Non-credit, 8 hours)

Microsoft Office

Public classes are taught in Office 2003. Custom Classes can be done in OFFICE 2000 or XP.

APPLICATION FUNDAMENTALS or proficiency creating basic documents using Word, Excel, and PowerPoint.

Microsoft Word

WORD XP: TRANSITION FROM WORD 97/2000

Students will explore new and improved Word application environment elements; become familiar with basic tools and printing options; become familiar with smart tags, styles and formatting task pane; learn about new table features; as well as the mail merge wizard. Lastly, the new drawing canvas will be introduced as well as new web document features. *Prerequisite: Intermediate knowledge of Word* (Non-credit 4 hours)

WORD FUNDAMENTALS Level 1

Students will learn how to create a simple document, save a document, use Microsoft Word's automatic text features for entering text, and access online help; apply text & paragraph formatting to a document; create a table, navigate and enter text in a table, and enhance its appearance through formatting; use Word's templates and wizards, symbols, fields, Find and Replace, and proofing tools to efficiently do your work; preview a document, apply and remove formatting that affects entire pages, and print a document *Prerequisite: proficiency using Windows* (Non-credit 8 hours)

WORD INTERMEDIATE Level 2

Use Microsoft Word intermediate features for creating custom templates and styles, managing tables and table data, inserting graphics, creating a newsletter, sending form letters, creating a Web page, and managing document changes. *Prerequisite: WORD Level 1 or equivalent experience* (Non-credit 8 hours)

WORD ADVANCED Level 3

Learn how to create and distribute a form; automate tasks by writing and revising macros; create references to information in a document; prepare a document for publication; revise documents based on feedback provided by other users; modify an HTML page in Word. *Prerequisite: WORD Level 2* (Non-credit 8 hours)

CREATE LEGAL FORMS USING WORD 2000

Create and automate legal form templates from scratch, add the template to a project, and categorize the project in the Templates. customize forms and templates using prompts; track works in progress using the Work On tab in the New dialog box; combine documents in a master document; link documents from different applications; and set up projects for printing and binding. *Prerequisite: WORD Level 1 or equivalent experience.* (Non-credit, 4-16 hours)

CREATE BROCHURES, FLYERS & MORE USING WORD

Identify fundamentals of desktop publishing and create a simple newsletter. Create coupon flyers, incorporat-

ing graphics, borders, and text boxes. Use templates and the mail merge feature and design a tri-fold brochure. *Prerequisite: WORD Level 1 or equivalent experience.* (Non-credit, 4 hours)

ENHANCE DOCUMENT DESIGN & LAYOUT USING WORD

Become familiar with essential principles of design and layout; explore theories of type and apply advanced formatting; improve the layout of documents using sections breaks and the ruler; add pull-quotes in text boxes; create watermarks using clip art. *Prerequisite: WORD Level 1 or equivalent experience.* (Non-credit, 4 hours)

PRODUCE LETTERS, LISTS & CATALOGS USING ACCESS AND WORD

Create groups of form letters in Word from an Access database; sort and select records from Access to merge with letters in Word; create quick lists of access data in Word documents; create a catalog in Word using an Access database and prepare it for use on the internet. *Prerequisite: WORD Level 2, ACCESS FUNDAMENTALS, or equivalent experience.* (Non-credit, 4-8 hours)

MAIL MERGE MAGIC WITH WORD

This hands-on class will teach participants to set up a database in Word or Excel and merge that data with Words envelope, label, certificate and letter features. Understanding this technique makes marketing and communication personal and more efficient. *Prerequisite: Word Level 1* (Non-credit 4 hours)

CUSTOM FORMS USING WORD

Use templates, tables, tools and ingenuity to create electronic forms that can replace expensive custom printed forms with your own, including company logos. Leave class with a finished product on disk. *Prerequisite: Word Level 1* (Non-credit, 4 hours)

TABS, INDENTS & TABLES USING WORD

This hand-on class will help students who have been struggling with Microsoft Word's tabs and indent features. You will also learn how to copy rulers and apply them to other paragraph in the document. Learn when it is best to use Tables vs. Tabs. *Prerequisite: Word Level 1 (Non-credit, 4 hours)*

Microsoft Excel

EXCEL XP: TRANSITION FORM EXCEL 2000

Students will learn to: Use the new features included in the Excel XP environment; Use the new tools available in Excel XP; Use the enhanced features for working with data; Use the new and improved function features; Work with Excel as a web document. *Prerequisite: Intermediate knowledge of Excel 2000 (No-credit 4 hours)*

EXCEL FUNDAMENTALS Level 1

create a basic worksheet; use a variety of moving and copying techniques; perform calculations using formulas & functions; change the appearance of worksheet data; work with multiple worksheets; create and modify charts; set page display and printing options. *Prerequisite: proficiency using Windows (Non-credit, 8 hours)*

EXCEL INTERMEDIATE Level 2

Students will be able to: use Excel templates and user-defined templates; sort and filter data; re-use and share data by importing and exporting and saving to the Web; use various functions and auditing features to create advanced formulas and audit worksheets; use PivotTables, PivotCharts, and other analysis tools to analyze data; use Web features and comments to collaborate with others. *Prerequisite: EXCEL Level 1 (Non-credit, 8 hours)*

EXCEL ADVANCED Level 3

Students will learn to: Apply conditional formatting, add data validation criteria, customize menus and toolbars, create and edit a macro, and group and outline structured data, work with multiple workbooks to create a workspace, consolidate data, link cells, edit links, export Excel data into XML, import XML data into Excel, and create a Web query, collaborate with other Excel users by protecting your workbook, sharing your workbook, setting revision tracking, merging multiple copies of the same workbook, and tracking changes. Chart non-adjacent data, modify chart items, and create a trend line, use multiple graphic objects to enhance your worksheet. *Prerequisite: EXCEL Level 2 (Non-credit, 8 hours)*

TRACK & ANALYZE BUSINESS DATA USING EXCEL

Create simple formulas with cell references and functions; use absolute and mixed cell references in formulas and use the Round function; build formulas using the If and V-lookup functions; calculate loan payments with the PMT function. *Prerequisite: EXCEL Level 2 or equivalent experience. (Non-credit, 4 hours)*

MAKE SENSE OF SALES & PRODUCT DATA WITH PIVOT TABLES USING EXCEL 2000

Create Pivot Tables based on sales data; use charts to view sales summaries graphically; analyze buying patterns of customers using summary functions; and summarize results of two different kinds of business surveys. *Prerequisite: EXCEL Level 1 or equivalent experience. (Non-credit, 4 hours)*

SHOWCASE DATA WITH CHARTS USING EXCEL

Create professional charts from worksheet data and the Chart Wizard; create pie, column, and line charts to track data; create embedded and linked Excel chart objects in applications other than Excel. *Prerequisite: EXCEL Level 1 or equivalent experience. (Non-credit, 4 hours)*

SAVE TIME WITH FUNCTIONS USING EXCEL

Create formulas and perform calculations involving date and time; use database functions and filters to extract information from lists; analyze data using statistical functions; and use auditing features. *Prerequisite: EXCEL Level 1 or equivalent experience. (Non-credit, 4 hours)*

CREATE AND MANAGE DATABASE USING EXCEL 2000

Upon successful completion of this Lab, students will be able to: Prepare worksheet data as an Excel list & sort list data; Update a list in a Data Form, and use Data Validation; Use the AutoFilter, Advanced Filter, and Data Form features to find list data; display subtotals, and create charts from subtotals. *Prerequisite: EXCEL Level 1 (Non-credit, 4 hours)*

EXCEL MACROS

Save hours of repetitive tasks in Excel by writing macros to do the work for you. Record, Run and Edit Personal and Workbook Macros. Use visual basic language to write prompts, conditional statements and loops. Add macros to toolbars and menus. Place macro controls (combo box & check box) on a worksheet. *Prerequisite: EXCEL Level 2 (Non-credit, 8 hours)*

PowerPoint

POWERPOINT XP: TRANSITION FROM POWERPOINT 2000

Students will learn to: Create a slide layout and design using the task pane, and work with PowerPoint's Smart Tags; Create and animate a diagram, add animation and drawing tools, and work with automatic features in a presentation; Apply a design and content template to a slide show, and insert multiple masters into a single presentation; Preview and save a presentation as a Web page and navigate through the slide show in Internet Explorer, and open, edit, and merge a presentation sent for review. *Prerequisite: Intermediate knowledge of PowerPoint 2000.* (Non-credit, 4 hours)

POWERPOINT FUNDAMENTALS Level1

Students will be able to: Create a presentation based on a design template; Create and modify drawn objects on slides; Create Organizational charts, tables, and graphs for your PowerPoint presentation; Apply formatting to text; Prepare a presentation for delivery. *Prerequisite: proficiency using Windows* (Non-credit, 8 hours)

POWERPOINT ADVANCED Level2

Students will be able to: Create a Custom Design Template; Work with slide masters and footers; Create special effects with objects and animation; Deliver a presentation with meeting notes, narration and run an automatic show. *Prerequisite: POWERPOINT Level 1* (Non-credit, 8 hours)

ADD MULTIMEDIA TO POWERPOINT PRESENTATIONS

Create a self-running presentation; Animating clip art; Grab your viewers by using animation builds to morph images; Add personality and audio appeal by using the Record Narration tool; Get your audience in the groove with Custom Soundtracks *Prerequisite: POWERPOINT Level 1.* (Non-credit, 4 hours)

CREATE UNIQUE DESIGN EFFECTS FOR POWERPOINT SLIDES USING PHOTOGRAPHS

Incorporate digital photos in a presentation; use digital images to create eye-catching backgrounds; use pictures to create unique chart markers; turn pictures into AutoShapes; add vertical title bands. *Prerequisite: PowerPoint Level 1 or equivalent experience.* (Non-credit, 4 hours)

CREATE ORGANIZATIONAL CHARTS USING POWERPOINT

Create your Company's organizational charts using PowerPoint's built-in Organizational Charts features. *Prerequisite: POWERPOINT Level 1* (Non-credit, 4 hours)

Access

INTRODUCTION TO ACCESS

This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports. *Prerequisite: proficiency using Windows* (Non-credit, 8 hours)

ACCESS FUNDAMENTALS Level 1

Create and use tables, queries, forms and reports; normalize table data; establish relationships between tables; change table properties and create indices; design forms that include calculated fields, combo boxes, list boxes, and unbound controls; and customize reports. *Prerequisite: proficiency using Windows* (Non-credit, 16 hours)

ACCESS PRODUCTIVITY SKILLS Level 2

Manipulate control objects properties; enhance report design and create macros; replicate and synchronize databases; create merge letters, spreadsheets, and Pivot Tables by using Access with other applications; create sophisticated queries, forms and reports; and create and edit macros. *Prerequisite: proficiency using Windows* (Non-credit, 12 hours)

ANALYZE PRODUCT & SALES DATA USING ACCESS

Create and refine cross-tab queries to summarize data; create reports and charts to document and display summary analysis; and summarize data by creating a Pivot form. *Prerequisite: ACCESS Level 1 or equivalent experience.* (Non-credit, 4 hours)

ACCESS DATABASE DESIGN AND SQL

Explore relational database design concepts, including table normalization, interpretation of components of existing database design, practice with database modeling, and practice of relational schema. Provides introduction to SQL and its place in database design. *Prerequisite: ACCESS Fundamentals, ACCESS Level 2, or permission from instructor.* (Non-credit, 16 hours)

ACCESS: INTRODUCTION TO APPLICATION DEVELOPMENT

Navigate between forms using command buttons; automate forms using macros; create and modify a Switchboard form; create and use custom toolbars and menus; create forms for splash screens; secure applications with application-level and file-level security. Prerequisite: ACCESS Fundamentals, ACCESS Level 2, or permission from instructor. (Non-credit, 16 hours)

ACCESS FORMS DESIGN

Participants will have the opportunity to concentrate solely on forms creation in the Access environment. This course focuses on designing and implementing usable, friendly and automated end-user forms. *Prerequisite: ACCESS: INTRODUCTION TO APPLICATION DEVELOPMENT.* (Non-credit, 8 hours)

Microsoft Project

MS PROJECT FUNDAMENTALS Level 1

Create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project in order to implement the project plan. *Prerequisite: Proficiency using windows. Some project management experience is helpful but not required.* (Non-credit, 8 hours)

MICROSOFT PROJECT INTERMEDIATE Level 2

Exchange project plan data with other applications, update project plans, create custom reports, reuse project plan information, and collaborate on project plans with others. *Prerequisite: MS PROJECT Level 1* (Non-credit, 8 hours)

BRING PROJECTS IN UNDER BUDGET AND ON TIME USING MS PROJECT 2000

Review the essentials of project management and how Project facilitates the process; compare a project baseline to a current schedule; create custom tables, reports, and filters; modify project plans by adding lead time, changing task relationships, and shortening duration. Prerequisite: MS PROJECT Level 1 or equivalent experience. (Non-credit, 8 hours)

Outlook

OUTLOOK FUNDAMENTALS Level 1

Use Outlook to send and receive mail messages, schedule appointments and meetings, maintain a list of contacts, keep track of tasks, and create reminder notes. *Prerequisite: proficiency using Windows* (Non-credit, 8 hours)

OUTLOOK INTERMEDIATE Level 2

Use Outlook to customize the Outlook environment and mail messages, assign tasks, organize your mailbox and calendar, share Outlook information with other users, and archive messages.. *Prerequisite: OUTLOOK Level 1* (Non-credit, 8 hours)

FrontPage

FRONTPAGE WEBSITE DEVELOPMENT Level 1

create, edit, and publish web pages that include formatting, FrontPage components, tables, text, and images. *Prerequisite: proficiency using Windows* (Non-credit, 8 hours)

FRONTPAGE INTERMEDIATE Level 2

modify existing pages and webs by creating a splash screen, frames, forms, and FrontPage Web components to create and manage more collaborative, dynamic, and interactive webs. *Prerequisite: FRONTPAGE Level 1* (Non-credit, 8 hours)

Publisher

PUBLISHER FUNDAMENTALS Level 1

This course, Publisher 2002, will build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters.. *Prerequisite: proficiency using Windows* (Non-credit, 8 hours)

HTML Programming

HTML PROGRAMMING FUNDAMENTALS Level 1

Create HTML files; format paragraphs and characters using HTML; link to local files and Web pages; add graphics and sound; create lists, columns, and tables using HTML; and set background colors and graphics for Web pages. Prerequisite: WINDOWS FUNDAMENTALS or equivalent experience and basic keyboarding. (Non-credit, 8 hours)

HTML INTERMEDIATE Level 2

Apply sophisticated text formatting; size and place graphics and maps; create advanced tables; create forms that contain advanced input types and attributes, text areas, and lists; create documents that automatically contain interactive Java Scripts and applets; work with frames; use validation tools to debug HTML documents; and convert word processing documents to HTML. Prerequisite: HTML PROGRAMMING FUNDAMENTALS Level 1 or equivalent experience. (Non-credit, 8 hours)

PageMaker

PAGEMAKER FUNDAMENTALS

This training teaches the principles of graphic design using PageMaker. Students will import text and graphics, format text using fonts, sizes, type styles, indents, alignment, and tabs; Use styles to format text; Use master pages and guides to design a document's layout; Add page numbers to a document; Wrap text around a graphic; Create a booklet; Create and use templates.. Prerequisite: proficiency using Windows (Non-credit, 8-16 hours)

PhotoShop

PHOTOSHOP FUNDAMENTALS

Introduces students to the core image editing process; composition and construction; color theory; filters; and using special effects with layers and type. The second day gives direct application of day one theory. Prerequisite: proficiency using Windows. (Non-credit, 16 hours)

QuickBooks

QUICKBOOKS: SETTING UP A SMALL BUSINESS ACCOUNTING SYSTEM

Create a new company; set up item, customer, and vendor lists; design invoices and receive payments; create and inventory and purchase order system; run reports and graph data; and manage a payroll. Optimize text-time efficiency. Prerequisite: proficiency using Windows. (Non-credit, 16 hours)

QUICKBOOKS PROBLEMSOLVING

This class is for users who would like to do a few more custom tasks with QuickBooks. Students submit ideas two weeks ahead of class.

DREAMWEAVER

DREAMWEAVER BASICS Level 1

Learn to use Dreamweaver to create Web pages that incorporate text, images, background art, and tables. Topics covered in class include formatting text for size, color, and alignment; creating ordered and unordered lists; and linking pages together with hyperlinks. Learn to place images on your pages and format text and images in columns using the table feature. Understand how to create a Web site on a local disk, clean up the HTML code, and perform a final site check that searches for broken links and tests browser compatibility. Additional topics include viewing and editing HTML code, inserting and changing horizontal lines, and creating a library of frequently used images and text. Prerequisite: proficiency using Windows (Non-credit, 8 hours)

DREAMWEAVER INTERMEDIATE Level 2

Add visual interest to your Web pages using the interactive and design features of Dreamweaver. Use Cascading Style Sheets (CSS) and HTML styles to standardize formatting throughout your Web site. Topics include designing attractive and effective pages using frames, and creating precise layouts using rulers and the grid. Learn to include animation and rollovers to enhance your pages, and to use image maps to create splash screens and navigation bars. Prerequisite: DREAMWEAVER Level 1 (Non-credit, 8 hours)

DREAMWEAVERADVANCED Level3

Learn to use the advanced elements of Dreamweaver to create interactive Web pages. Topics include creating and using forms for user queries and feedback. Learn to insert events and actions using JavaScript, include Applets and ActiveX on your pages, work with the site management features, and link scripts to behaviors. *Prerequisite: DREAMWEAVER Level 2 (Non-credit, 8 hours)*

Illustrator

ILLUSTRATOR FUNDAMENTALS

Introduces students to the creation of presentation 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: proficiency using Windows (Non-credit, 8 hours)*

Business Training

Business Training provides a wide variety of training programs including Conflict Management, Communications, Supervisory Skills, Coaching, Diversity, and Project Management Concepts to name a few. These workshops are highly interactive and are developed and customized to meet specific client needs. The Center for Workforce Training provides certified trainers in both the Achieve Global and Development Dimensions International (DDI) programs.

The Center for Workforce Training offers a host of online courses for the person with a limited amount of time. For more information call 468-3535 or visit our Web site: www2.lc.edu/cwt.

We combine the knowledge and expertise of our consultants with the extraordinary talents of our staff to enable a wide variety of organizations to develop employee skills essential for success. Seminars are provided to accommodate flexible schedules. For more information and current programs, call 468-3535.

THE LEADER IN EACH OF US

Explores and defines the leadership behaviors common to each individual, regardless of his or her role in the organization. (Non-credit, 4 hours)

THE BASIC PRINCIPLES FOR A COLLABORATIVE WORKPLACE

Presents a set of guidelines for day-to-day interactions—The Basic Principles—that put the organization's shared values into action. (Non-credit, 4 hours)

PERSONAL STRATEGIES FOR NAVIGATING CHANGE

Develops personal strategies for navigating change and for dealing effectively with difficult transitions. (Non-credit, 4 hours)

MANAGING YOUR PRIORITIES

Guides participants in handling competing priorities, improving communication and mastering the complex interactions and hand-offs required to get a job done. (Non-credit, 4 hours)

INFLUENCING FOR WIN-WIN OUTCOMES

Present techniques for communicating ideas with a results-oriented focus and for building a network of support that can turn ideas into reality. (Non-credit, 4 hours)

MOVING FROM CONFLICT TO COLLABORATION

Provides techniques for transforming conflict, a byproduct of today's more collaborative work environment, into positive outcomes. (Non-credit, 4 hours)

PROACTIVE LISTENING

Helps participants enhance listening skills and provides instruction on how to seek, process and apply important information. (Non-credit, 4 hours)

EXPRESSING YOURSELF: PRESENTING YOUR THOUGHTS AND IDEAS

Provides a proven process for planning, organizing and delivering results-oriented messages in situations ranging from informal discussions to formal presentations. (Non-credit, 4 hours)

HANDLING EMOTIONS UNDER PRESSURE

Learn how to take charge in difficult circumstances and move discussions toward recovery in a calm, objective manner. (Non-credit, 4 hours)

COACHING: BRINGING OUT THE BEST IN OTHERS

Provides participants with techniques for guiding and motivating their peers toward reaching higher levels of

performance. (Non-credit, 4 hours)

GIVING AND RECEIVING CONSTRUCTIVE FEEDBACK

Instructs participants on how to get information to the right people at the right time, bring problems to the forefront and build strong working relationships that foster on going learning and mutual respect. (Non-credit, 4 hours)

GIVING RECOGNITION

Helps participants acknowledge the accomplishments of peers, managers and suppliers in meaningful, appropriate ways. (Non-credit, 4 hours)

MOVING THE ORGANIZATION FORWARD: DEFINING YOUR TEAM'S CONTRIBUTION

Provides a process that leaders can use for presenting the organization's big-picture goals and encouraging team participation in the development of plans to support business goals. (Non-credit, 4 hours)

IDENTIFYING WORK PRIORITIES AND SETTING VERIFIABLE GOALS

Delivers a common sense approach that helps employees prioritize work and set goals for highest return and payoff. (Non-credit, 4 hours)

GAINING COMMITMENT TO PRESET GOALS

Provides participants a process for building a compelling case, uncovering concerns, creating commitment and gaining agreement for action on goals that employees had a minimal role in establishing. (Non-credit, 4 hours)

CORRECTING PERFORMANCE PROBLEMS

Helps participants get individual performance back on track while building motivation for continuous improvement. (Non-credit, 4 hours)

CONDUCTING A COLLABORATIVE PERFORMANCE REVIEW

Provides a process for conducting positive, forward-looking performance evaluations that manage expectations, feature open communication and foster the development of plans for continuous improvement. (Non-credit, 4 hours)

CREATING A STRATEGIC PLAN

Provides the questioning process and the insight to develop a realistic and aggressive strategic plan for a small organization in turbulent times to provide basis for planned growth. (Non-credit, 4-16 hours)

REACHING FOR STELLAR SERVICE

Participants plan how to meet the five criteria by which customers judge service: respect and caring, timeliness, reliability, accuracy, and flexibility and also plan what they can do to improve their performance in these areas. (Non-Credit, 4 hours)

CONNECTING WITH CUSTOMERS

Participants learn how to use positive, service-oriented language, projecting a positive attitude and willingness to help, and will also learn to listen to show interest and respect for customers' unique needs. They are charged to consider each service situation from the customer's point of view. (Non-Credit, 4 hours)

GUIDING CUSTOMER CONVERSATIONS

Participants learn how to gain the customer's confidence and cooperation from the outset, how to use questions to uncover and confirm customer needs, how to gently refocus conversations that are going off track, how to present information positively, and how to conclude the conversation on a productive and upbeat note. (Non-credit, 4 hours)

HEALING THE CUSTOMER RELATIONSHIP

Participants discuss the positive in negative customer experiences and learn four guidelines for restoring a customer's trust and confidence. In addition, participants gain insights and learn techniques for managing their own reactions in difficult situations. (Non-credit, 4 hours)

SERVING A WORLD OF CUSTOMERS

Participants discuss the dangers of stereotyping customers and explore the opportunity to create loyalty by responding to each customer's individual needs. They learn to recognize the cues that may point to special customer needs, to ask respectful questions to clarify those needs, and to generate options and take action once the needs are identified. (Non-Credit, 4 hours)

MEETING UNSPOKEN CUSTOMER NEEDS

Participants learn five categories of cues that indicate unspoken needs, practical methods for identifying and interpreting potentially useful data, and ways to ask respectful questions to uncover or confirm an unspoken need. (Non-credit, 4 hours)

RESOLVING ISSUES THAT IMPACT THE CUSTOMER

Participants discuss the negative impact that disagreements among co-workers have on customer service. They identify the types of unresolved issues that can benefit from a constructive dialogue, and learn how to remove barriers to a smooth working relationship (Non-credit, 4 hours)

ESSENTIAL SKILLS FOR HEALTH CARE MANAGERS

Helps managers in health care facilities learn to build involvement through the use of feedback and effective interaction skills and to build commitment to achieving critical business results. (Non-credit, 4 hours)

CONFLICT RESOLUTIONS

Enables leaders in health care facilities to recognize the signs of conflict, to assess each conflict situation to determine how they should involve themselves, and to encourage and counsel those involved in the conflict on how to resolve it. (Non-credit, 4 hours)

BUILDING CONSENSUS

Participants from the health care industry learn seven techniques for making clear, high-quality decisions that ensure the buy-in and commitment of staff. The session centers on the dynamics of groups coming to agreement and the importance of having everyone's commitment. (Non-credit, 4 hours)

LEADING STAFF THROUGH CHANGE

Participants in the health care industry learn the crucial role managers have in exploring change, introducing it, and helping others overcome resistance to it by conducting effective discussions that minimize the negative effects of the change on morale, processes and productivity. (Non-credit, 4 hours)

EFFECTIVE TEAMWORK

Helps health care managers understand the dynamics and benefits of working as a team, improve the performance of teams they lead or serve on and reduce the time it takes a team to overcome growing pains. (Non-credit, 4 hours)

COACHING STAFF

Helps health care managers: recognize and follow through on opportunities to coach people in a variety of situations, such as learning new skills, solving problems and making decisions; prepare for and conduct effective coaching discussions; and handle coaching challenges, such as coaching people who lack confidence, are overconfident, or are resistant to coaching. (Non-credit, 4 hours)

IMPROVING STAFF PERFORMANCE – PART 1

Equips health care managers with the skills to help people put together improvement plans, conduct effective improvement discussions, and handle the challenges that may arise when doing so. Participants learn how to handle improvement challenges, such as denial, resistance, and reluctance to take accountability for improvement. (Non-credit, 4 hours)

IMPROVING STAFF PERFORMANCE – PART 2

Helps health care managers discuss the lack of improvement openly and supportively, conduct effective follow-up discussions by recognizing progress and involving others in problem solving, take fair and consistent action when performance or work habits do not improve and address challenges such as anger, excuses, and slow progress. (Non-credit, 4 hours)

STRENGTHENING THE FOUNDATION

Helps leaders build awareness of common trust traps and build personal strategies to strengthen trust at work by creating an environment, in which people take risks, identify and solve problems, and work together. Learn to encourage open communication and plan an on-the-job strategy for strengthening trust within an interdependent environment. (Non-credit, 4 hours)

KEEPING TALENT

Helps leaders to conduct the types of ongoing discussions needed to ensure that the organization retains Key Players – regardless of whether these Key Players are satisfied and motivated or have one foot out the door. Retention is the main focus of the workshop and teaches participants how to take action to reduce turnover. (Non-credit, 4 hours)

LEADING YOUR TEAM TO OPTIMAL PERFORMANCE

Helps leaders strengthen their abilities in the roles of coach, developer and influencer to help ensure optimal performance of their team and organization. Learn how to apply best practices, assess and improve team effectiveness and develop strategies for influencing and improving situations, including challenging ones. (Non-Credit, 4 hours)

HELPING OTHERS ADAPT TO CHANGE

Leaders learn how to conduct effective change discussions that minimize the potentially negative effects of change on morale, processes and productivity. This workshop focuses on the crucial role leaders have in effectively exploring change, introducing change and helping others overcome resistance typically associated with change. (Non-credit, 4 hours)

DiSC

A self-scoring behavioral learning instrument that is a road map to interpersonal communications and teamwork, the Personal Profile System groups behavioral responses into four dimensions or clusters: Dominance, Influence, Steadiness, and Conscientiousness. Using this information, participants can identify their own behavioral styles; capitalize on their strengths; increase their appreciation of different work styles; and anticipate and minimize potential conflicts with others. (Non-credit, 4 hours)

COMMAND SPANISH

Customized Spanish language and cross-cultural programs for non-Spanish-speakers in the workplace. Participants learn to promote better communication in the work environment; increase safety, enhance job performance, project a positive image and provide better service to persons in the Hispanic community; and protect their agencies from litigation. Requires no prior knowledge of Spanish. (Non-credit, 4 hours)

PROJECT MANAGEMENT CONCEPTS

Clients learn the basic relationships between project variables, such as time, money, chronological order and how to anticipate changes from any adjustments. Learn how Gantt charts and variables can be altered to achieve a given goal. (Non-credit, 4 hours)

Industry Training

The Industry Training group develops and delivers customized, on-site training to area manufacturers and contractors to enhance employee job skills and develop professional instructional design resources to meet employer needs. Training programs are provided for all phases of manufacturing and industry, including OSHA compliance and safety related courses in electrical, mechanical, carpentry, bricklaying, welding, and related classes designed to provide a trained workforce for companies.

BEGINNING HYDRAULIC SYSTEM MAINTENANCE

Learn how hydraulic systems work and how to maintain them, including a hands-on lab. (Non-credit, 64 hours)

BEGINNING PNEUMATICS SYSTEM MAINTENANCE

Learn how pneumatic systems work and how to maintain them, including a hands-on lab. (Non-credit, 32 hours)

ELECTRICAL INDUSTRIAL MAINTENANCE

Present and upgrade the theory and applications behind electrical maintenance as performed by industrial personnel. This is a review of basic theory and applications that will lead into an examination of individual systems. Areas stressed are power circuits with associated networks, AC-DC pole phase motors and their controlling circuits, troubleshooting electrical circuits, and safety. (3 semester hours credit, 64 class hours)

PRINT & SCHEMATICS READING

Learn to interpret plant schematics for maintenance of mechanical equipment. (Non-credit, 32 hours)

MACHINING BLUE PRINT READING—BEGINNING/INTERMEDIATE

Learn to interpret machinists' blueprint: parts of a professional drawing, orthographic projections, and dimensioning. Teaches positional dimensioning and tolerancing, holes and threads, contours and angles, and sectional views. (Non-credit, 32 hours)

WELDING—BASICS

Introduces the fundamentals of arc and oxygen acetylene welding and brazing. (Non-credit, 64 hours)

HVAC-WORKER BASIC INSTRUCTION FOR HEATING, VENTILATION AND AIR CONDITIONING INSTALLATION AND REPAIR

This course deals with the health and safety as well as the mechanical and electrical issues involved in setting up systems, adjusting systems and repairing systems and monitors. (Non-credit, 40 hours)

HVAC-SUPERVISOR BASIC MANAGEMENT INSTRUCTION FOR HEATING, VENTILATION AND AIR CONDITIONING INSTALLATION AND REPAIR

Learn to oversee multiple systems and coordinate workers. Prerequisite HVAC-WORKER BASIC INSTRUCTION FOR HEATING, VENTILATION AND AIR CONDITIONING INSTALLATION AND REPAIR (Non-credit, 24 hours)

INTRODUCTION TO PROCESS CONTROL

Introduces the fundamentals of closed loop process control to assist operators with supervision of automated systems, spotting instabilities, and recognizing performance problems. (Non-credit, 8 hours)

MOTOR CONTROL

Introduces the fundamentals of controlling industrial motors: DC brushed and brushless, AC induction motors, and stepper motors. (Non-credit, 32 hours)

PROCESS MAPPING

Learn to link any task to those on which it depends, in time and order. See the effect one change has on the processes before and after it.. With this information, streamline work processes and employee efficiency. (Non-credit, 8 hours)

PREVENTATIVE MAINTENANCE TECHNIQUES

Presents state-of-the-art techniques for detecting impending equipment failures. (Non-credit, 8-32 hours)

STATISTICAL QUALITY CONTROL TECHNIQUES

Introduces students to modern statistical quality control techniques and using the elementary statistics in quality control charting schemes. Shows how to set up and use systems. (Non-credit, 32 hours)

Home Inspection

As of January 2003, Illinois home inspectors must be licensed. This pre-licensing course is approved by the Office of Banks and Real Estate and covers the major elements of home inspection. Successfully completing this 60 hour course allows individuals to take the Illinois State exam. Students should be aware that to open their own home inspection business, there are additional costs to consider such as insurance and equipment. Prerequisite: This course is intended for people who have some working knowledge in the building trades industry. The State of Illinois requires 60 hours of class instruction.

Pipeline Training

The Center for Workforce Training (CWT) at Lewis and Clark Community College, in conjunction with Conam Inspection is pleased to sponsor the National Center for Construction Education and Research (NCCER) Construction, Maintenance and Pipeline training programs

NCCER maintains a standardized Construction, Maintenance, and Pipeline curriculum for over 40 crafts. The programs are modular and include competency-based instruction and written performance evaluations. All students who complete training with an NCCER Accredited Training Sponsor will receive transcripts and documentation of their training accomplishments and be placed on the NCCER's National Registry. In addition, students completing the Core Curriculum will be eligible for a Program Certification.

Basic Pipeline Hydraulics and Equipment

Explains pipeline hydraulics safety, basic principals of hydraulic systems, hydraulic properties of petroleum products, pipeline design factors, and basic pipeline equipment. (10 Hours)

Location Pipeline and Cable (CT 14.1 and 17.1)

Identifies and explains One-Call notification systems and the methods used to locate pipe and cable. Also discusses the requirements for separations between underground structures, abnormal operating conditions (AOCs), and first responders. (5 Hours)

Measure Pit Depth and Wall Thickness (CT 8.1, 8.2 and 8.3)

Explains how to use pit gauges to check pit depth, length, and profile. Describes how to take multiple readings for RSTRENG data and how to use ultrasonic meters to check pipe wall thickness. (5 Hours)

Release Identification and Response

Describes company environmental manuals and the DNR and EPA regulations. Explains the NRC and Coast Guard responsibilities and spill prevention. Identifies and explains soil contamination, release reporting and containment, hydrostatic testing, flaring/venting, and trash handling. (7.5 Hours)

Pipeline Mechanical Hand and Power Tools

Introduces various hand and power tools used to maintain and install pipeline equipment. Explains basic hand and power tool safety and procedures for selecting, inspecting, using, and maintaining the tools. (10 Hours)

Piping and Mechanical Blueprint Reading

Explains how to read plot plans, piping isometric drawings, detail sheets, and machine drawings. Also explains the common components and symbols used in various types of drawings. (15 Hours)

Control Center Abnormal Operating Conditions

Introduces the trainee to the abnormal operating conditions that can occur on a pipeline or in a pipeline facility. Includes general procedures on how to recognize and react to abnormal operating conditions from the control center and the necessary documentation and notifications that must be completed when responding to abnormal operating conditions. (5 Hours)

Basic Pipeline Hydraulics and Equipment

Explains pipeline hydraulics safety, basic principles of hydraulic systems, hydraulic properties of petroleum products, pipeline design factors and basic pipeline equipment. (10 Hours)

Introduction to the Pipeline Industry

Introduces the pipeline industry, including pipeline products and flow paths, maps and drawings used in the industry, and basic pipeline operations. Also covers systems, and corrosion control. Regulations, documentation, and pipeline industry occupations are also described. (15 Hours) (Pipeline Core)

Liquid Pipeline General Abnormal Operating Conditions

Introduces the Abnormal Operating conditions (AOCs) that can occur on or in a pipeline facility. Includes general procedures on how to recognize and react to AOCs and the necessary documentation and notifications that must be

Safety Training

Focusing on industrial and construction safety needs, the Safety Training programs are also focused on site-specific needs. Standard courses include: OSHA 10 hour, fire safety, confined space entry and rescue, ergonomics, scaffolds, HazWoper, excavation, industrial safety, CPR, mold remediation, lead inspector and more.

The Center for Workforce Training's newest initiative is the Contractor Safety Orientation. This four-hour program is aimed at reducing the accident rate for employees of contractors providing services to specific companies in this area. Similar safety programs in Illinois and other states have shown a dramatic reduction of accidents and injuries after providing these programs.

ASBESTOS AWARENESS

Ensure the ability to recognize asbestos containing material and to become aware and knowledgeable of hazards and safe work practices in areas with asbestos- containing materials. (Non-credit, 4-8 hours)

ASBESTOS WORKER-INITIAL

Teach recognition and handling of asbestos according to the current OSHA standards (Non-credit, 16 hours)

ASBESTOS OPERATIONS & MAINTENANCE

Teach maintenance and custodial workers the techniques necessary for conducting activities that could result in the disturbance of asbestos- containing material. Includes hands-on training and use of respiratory protection and work practices. (Non-credit, 16 hours)

ASBESTOS CONTRACTOR SUPERVISOR

Learn to do construction and rehabilitation projects while practicing required safety and environmental requirements to meet current statutes. Prerequisite: Asbestos Worker-Initial (Non-credit, 8 hours)

ASBESTOS SUPERVISOR/INSPECTOR—REFRESHER

Review current requirements, equipment and procedural updates, and practices for inspectors who completed the 36-hour course. (Non-credit, 24 hours)

ASBESTOS REFRESHER – SUPERVISOR OR WORKER

Review current requirements, equipment and procedural updates, and practices for workers and supervisors who have completed the 40-hour course. (Non-credit) 8 hours)

BLOODBORNE PATHOGENS FOR INDUSTRY

Teach employees who, during the performance of their duties, may reasonably anticipate contact with skin, eye, mucous membrane, or have parental contact with blood or other potentially infectious materials, and show how to safely and correctly conduct themselves and dispose of these biohazardous materials. (Non-credit, 4 hours)

ELECTRICAL SAFETY

Develop electrical accident prevention skills. Increase awareness and understanding of electrical hazards and safety. (Non-credit, 4 hours)

EMERGENCY PLANS & FIRE PREVENTION PLANS

Review OSHA requirements, employee and employer responsibilities, and the need for a written plan. (Non-credit, 4 hours)

ENVIRONMENTAL AWARENESS

Develop an understanding of basic environmental regulations. Become knowledgeable of pollution control systems and the benefits of preventing pollution at its source. Increase awareness and importance of protecting the environment. (Non-credit, 4 hours)

ERGONOMICS AWARENESS

Teaches workers and employers that there is a positive relationship between musculo-skeletal disorders and workplace risk factors, and that ergonomics programs and specific ergonomic interventions can reduce these injuries. Safe work practices and specific ergonomic interventions are discussed in the course. (Non-credit, 4-16 hours)

FALL PROTECTION

Introduces employers and employees to the OSHA Fall Protection standards, including identifying fall protection hazards. Emphasizes necessity of providing specific training. (Non-credit, 4 hours)

FORKLIFT SAFETY

Learn proper techniques for driving forklifts and carrying loads. Includes forklift safety and maintenance as well as hands-on coaching. Provides awareness of extreme dangers presented by forklifts. (Non-credit, 4 hours)

HAZARDOUS COMMUNICATIONS (HAZCOM)

Teaches appropriate procedures for hazardous materials communication. (Non-credit, 4 hours)

WASTE HANDLING & TRANSPORTATION (HAZMAT)

Covers basic hazardous and other special waste identification, handling, transportation, treatment, storage, disposal, contingency plans, and site management. (Non-credit, 4 hours)

HAZARDOUS WASTE OPERATIONS (HAZWOPER) AWARENESS

Overview of Hazardous Waste Operations and Emergency Response standard. Become knowledgeable of the complexities involved in a chemical emergency. Learn the health and safety hazards associated with certain chemicals and how they can endanger the environment. (Non-credit, 4-8 hours)

HAZARDOUS WASTE OPERATIONS (HAZWOPER) – INCIDENT COMMANDER

Receive training equal to the first responder operations level including how to implement employer's incident command system, how to implement the employer's emergency response plan, and understanding the hazards and risks associated with employees working in chemical protective. Students will also implement the local emergency response plan; know the state emergency response plan and of the Federal Regional Response Team, and understand the importance of decontamination procedures. (Non-credit, 40 hours)

HAZARDOUS WASTE OPERATIONS (HAZWOPER) – OPERATOR

Respond in a proactive safety-defense mode. Without actually trying to stop releases, contain releases from a safe distances, keep them from spreading, and prevent exposures. (Non-credit, 16 hours)

INTRODUCTION TO INDUSTRY & CONSTRUCTION SAFETY REQUIREMENTS

Intended for those who either have been placed into a position of improving the safety of a facility or who have a supervisory role over a work group. Engineers who must oversee construction projects, purchasing personnel who evaluate safety performance of potential contractors or vendors, or persons in similar position will find this course helpful. (Non-credit, 16 hours)

LOCKOUT/TAGOUT “LOTO”

Learn proper procedures for implementing and using a “Lockout/Tagout” procedure for safely performing industrial equipment maintenance. This covers any energy source that can be a danger. Demonstrates OSHA Regulations. (Non-credit, 3 hours)

MACHINE GUARDING

Learn the necessity of machinery safeguards and how to implement them safely and effectively. (Non-credit, 16 hours)

OSHA 1910 – 10-HOUR SAFETY COURSE FOR GENERAL INDUSTRY

Provides employees in the general industry with basic understanding of duties and responsibilities under the William Steiger Occupational Safety and Health Act of 1970. Topics include OSHA General Duty Clause; HAZCOM; PPE; fire protection and prevention; LOTO, means of egress; machine guarding; medical and first aid; environmental control; and record keeping. Meets guidelines for OSHA 10-hour course. (Non-credit, 12 hours)

OSHA 1910 – 30-HOUR SAFETY COURSE FOR GENERAL INDUSTRY

Provides employees in the construction industry with basic understanding of duties and responsibilities under

the William Steiger Occupational Safety and Health Act of 1970. Topics include OSHA General Duty Clause; general safety and health provisions; HAZCOM; PPE; fire protection and prevention; materials handling, storage, use and disposal; cranes, derricks, hoists, elevators and conveyors; hand and power tools; electrical safety; and record keeping. Meets guidelines for OSHA 30-hour course. (Non-credit, 36 hours)

OSHA 1926—10-HOUR SAFETY COURSE FOR CONSTRUCTION

Provides employees in the construction industry with basic understanding of duties and responsibilities under the William Steiger Occupational Safety and Health Act of 1970. Topics include OSHA General Duty Clause; general safety and health provisions; HAZCOM; PPE; fire protection and prevention; materials handling, storage, use and disposal; cranes, derricks, hoists, elevators and conveyors; hand and power tools; electrical safety; and record keeping. Meets guidelines for OSHA 10-hour course. Participants can receive an OSHA card for this course. (Non-credit, 12 hours)

OSHA 1926—30-HOUR SAFETY COURSE FOR CONSTRUCTION

Provides employees in the construction industry with basic understanding of duties and responsibilities under the William Steiger Occupational Safety and Health Act of 1970. Topics include OSHA General Duty Clause; general safety and health provisions; HAZCOM; PPE and life saving equipment; fire protection and prevention; materials handling, storage, use and disposal; cranes, derricks, hoists, elevators and conveyors; hand and power tools; welding and cutting; electrical; scaffolding, floors and wall openings; stairways and ladders; mechanized equipment; excavations; concrete and masonry construction; and record keeping. Meets guidelines for OSHA 30-hour course. Participants can receive an OSHA card for this course. (Non-credit, 36 hours)

PERMIT REQUIRED CONFINED SPACE (ENTRANT/ATTENDANT/SUPERVISOR)

Learn OSHA concepts of working safely in a confined space. (Non-credit, 8 hours))

PERSONAL PROTECTIVE EQUIPMENT

Learn the proper use of industrial personal protection equipment. (Non-credit, 4-8 hours)

PORTABLE FIRE EXTINGUISHERS

Learn about the classes of fires, correct identification of a fire class, classes of portable fire extinguishers, and proper selection and use of portable extinguishers. (Non-credit, 2- 8 hours)

PROCESS SAFETY MANAGEMENT AWARENESS

Receive basic introduction to OSHA required Process Safety Management. (Non-credit, 4 hours)

RESPIRATORY PROTECTION BASICS

Covers requirements of OSHA Regulations regarding respiratory protection and includes fit testing techniques, cleaning procedures, medical evaluations, and mandatory information for employees using respirators when not required under the standards. (Non-credit, 4 hours)

SAFETY MANAGEMENT FOR SUPERVISORS

Consists of behavioral safety, tools for preventing incidents, and incident investigation and analysis. (Non-credit, 24 hours)

SCAFFOLDING

Become aware of the hazards and the procedures to control hazards when using scaffolding. Also includes inspection of the scaffold and scaffold components for visible defects. (Non-credit, 10 hours)

CONFINED SPACE—RESCUE

Learn techniques and correct procedures for conducting a rescue of a stricken or trapped individual from a confined space. (Non-credit, 8 hours)

CONTRACTOR SAFETY TRAINING

This program consists of a series of separate classes for contractors and their employees. Classes include four-hour basic safety orientation, site-specific courses, the contractor supervisor course and the yearly refresher course. By referral only. (Non-credit, 4-12 hours)

FIRE CREW SAFETY TRAINING

Includes complete line of fire training and safety: Fire Extinguisher Training and Hose Handling Skills, SCBA Maze, Quick Attack Vehicle Operation, Hydrant/Foam Engine Monitor Operation, Vehicle Firefighting Operations, Fire Behavior and Control, Ladders, Apparatus Operations, Water Supply Operations, Pump Operations, Forcible Entry, Structural Firefighting, Hydrocarbon Firefighting, Field Hydraulics, Relay Operations, HazMat Operations, Basic Rescue Operations, Support Operations, Ventilation, etc. (Non-credit, 32 hours)

LEAD WORKER

Teach recognition and handling of lead according to the current OSHA standards. (Non-credit, 32 hours)

LEAD SUPERVISOR SPECIALIST

Learn to allocate resources and develop procedures for workers. Prerequisite: SFTY 80211. (Non-credit, 8 hours)

LEAD REFRESHER—SUPERVISOR OR WORKER

Review current requirements, equipment and procedural updates, and practices for lead workers and supervisors who have completed the 40-hour course. (Non-credit, 8 hours)

MOLD WORKER—INITIAL

Teach recognition and handling of Mold according to the current regulatory standards. Topics Include Mold/Health Effects, Sampling and Analysis, Remediation Guidelines, Preparing the Work Area, Protecting the Worker, Post Abatement Sampling, Legal/Insurance Considerations. (Non-credit, 36 hours)

MOLD SUPERVISOR/SPECIALIST

Learn to use the latest technology and guidelines to protect workers and prevent on-going problems. Prerequisite: SFTY 80220. (Non-credit, 8-18 hours)

MOLD REFRESHER—WORKER

Review current requirements, equipment and procedural updates, and practices for mold workers and supervisors who have completed the 24 hour course. Prerequisite: SFTY 80220. (Non-credit, 8 hours)

MOLD SUPERVISOR—REFRESHER

Review current requirements, equipment and procedural updates, and practices for mold inspectors who completed the 36-hour course. Prerequisite: SFTY 80222. (Non-credit, 8 hours)

TRENCHING

Learn the safeguards for below ground work to prevent collapse and buckling. Learn appropriate personal protection equipment. (Non-credit, 8-16 hours)

PROCESS MAPPING

Learn to link any task to those on which it depends and to the next level of expectation and necessity. With this information, streamline work processes and employee efficiency. (Non-credit, 8 hours)

Administration and Faculty

Administrative Management

Gary L. Ayres, Vice President, Administration & Community Services; B.A., B.S., M.T. (ASCP), M.S., Southern Illinois University.

Christopher Bachmann, Director, Plant Facilities and Risk Management; B.S., Missouri Southern State College.

George Banziger, Director of Grants; B.A., Macalester College; M.A., Ph.D., Syracuse University.

Peter Basola, Vice President, Enrollment Services; B.M., M.M., Southern Illinois University-Edwardsville.

Martha Brawn, Director, Workforce Development; B.S., Illinois State University.

Robert F. Breden, Associate Vice President, Administration; B.S., Southern Illinois University-Edwardsville.

Sandra Breden, Chief Financial Officer; B.S., B.A., University of North Dakota.

Dale T. Chapman, President; B.S., University of Kentucky; Ed. M., Michigan State University; Ed.D., Harvard University.

Linda Chapman, Vice President, Academic Affairs; B.A., Simmons College; M.S., Rensselaer Polytechnic Institute; Ed.D., Harvard University.

Mary Hales, Dean, Applied Technology & Business; B.S., M.S., University of Illinois.

Valorie Harris, Director, Adult Education; B.S., University of Illinois; M.S., Southern Illinois University-Edwardsville.

Margaret Hudson, Director, Enrollment Center for Admissions Services; B.S., Ed. M. University of Missouri-St. Louis; Ed. D., Lael College.

Dennis Krieb, Director, Learning Resource Center; B.S., Southern Illinois University - Edwardsville; M.A., University of Missouri.

Julie McPike, Associate Vice President, Institutional Computing, Telecommunications; B.S., Iowa State University; M.B.A., University of Illinois.

Donna Meyer, Director, Nursing; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Nicholas J. Moehn, Director of Operations, Academic Affairs; B.A., University of Missouri; M.S. Ed., Southern Illinois University Edwardsville.

Michael Mueller, Chief Technology Officer, B.S., M.B.A., St. Louis University.

Dolores Patrick, Project Director, Student Support Services; B.A., Fontbonne College; M.A., Loyola University-New Orleans.

Brett Reinert, Associate Vice President, Learning Resource Technology; B.A., Avila College; MLS, Emporia State University.

Kent Scheffel, Associate Vice President, Community Education and Media Services; B.A., M.B.A., Southern Illinois University-Edwardsville.

Stella Spalt, Director, Center for Workforce Training; B.S.N., B.A., St. Louis University; M.S.A., Lindenwood College.

George Terry, Vice President, Student Life; President's Assistant for Affirmative Action; B.S., M.S., Illinois State University.

Carla Totten, Director, Enrollment Center for Advisement Services; B.S.N., M.A., Southern Illinois University-Edwardsville.

Stu Trask, Director, High School Partnerships and Community Education; A.S., Lewis & Clark Community College; B.S., Southern Illinois University-Edwardsville.

Angela Weaver, Director, Financial Aid; B.A., Hampton University.

Full-Time Faculty

Cynthia Ballantine, Assistant Professor, Allied Health; A.A.S., St. Louis Community College Meramec; B.A., University of Denver; M.S. Washington University School of Medicine.

Alexander Balogh, Assistant Professor, Liberal Arts; B.A., M.A., University of Oregon; M.A., Southern Illinois University-Carbondale.

Steven Banjavcic, Associate Professor, Computer Information Systems; A.A.S., Belleville Area College; B.S., Southern Illinois University-Carbondale; M.B.A., Southern Illinois University-Edwardsville; R.P.E.

Sheri Banovic, Assistant Professor, Allied Health; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Renee Bauer, Counselor; B.A., Illinois College; M.S., Southern Illinois University-Edwardsville.

Julie Beaty-Nosco, Associate Professor, Sciences; B.S., Southern Illinois University-Edwardsville; M.S., Ph.D., Vanderbilt University.

Kevin Bodden, Associate Professor, Mathematics; B.S., M.S., Southern Illinois University-Edwardsville.

Alan Bruha, Associate Professor, Sciences; B.S., University of Wisconsin-Stevens Point; Ph.D., Marquette University.

Rick Burgess, Coordinator, Computer Hardware/Software Technology; Professor, Applied Technology; A.A.S. Joliet Junior College; B.S., Eastern Illinois University; M.S., Southern Illinois University-Edwardsville.

Steve Campbell, Instructor, Business Systems; B.S., M.S.Ed., Southern Illinois University-Edwardsville.

Cathy Carruthers, Professor, Office Technology; B.S.Ed., M.S.Ed., Southern Illinois University-Carbondale.

Gerald Casey, Professor, Liberal Arts; A.S., College of Eastern Utah; B.A., M.A., Brigham Young University.

Christina Chapman, Instructor, Liberal Arts; B.A., Southern Illinois University-Edwardsville; M.Ed., Western Washington University.

Emily Corby, Instructor, Liberal Arts; B.S., M.S., Mississippi State University.

Francis Corby, Instructor, Liberal Arts; B.A., Loyola University; M.A., Mississippi State University.

Julie Corey, Associate Professor, Allied Health Division; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Patrick J. Dailey, Professor, Sciences; B.S., Youngstown State University; M.S., Ph.D., Bowling Green State University.

Terry Darling, Associate Professor, Mathematics; B.S., Michigan State University; M.A., University of Missouri, St. Louis.

Dennis Delfert, Associate Professor, Biology; B.S., University of Missouri-St. Louis; Ph.D., University of Illinois.

Robert DiPaolo, Coordinator, Accounting and Management; Professor, Business; B.A., M.B.A., Southern Illinois University-Edwardsville.

James Duffey, Coordinator, Electronics; Assistant Professor, Applied Technology; B.S., Southern Illinois University-Edwardsville.

Robert L. Everett, Associate Professor, Business; B.S., B.A., M.B.A., University of Missouri-St. Louis; C.P.A.

Lainee Frizzo, Instructor, Liberal Arts; B.A., University of Illinois; M.F.A., University of Alabama.

Randall Gallaher, Assistant Professor, Mathematics; A.A.S., Mineral Area College; B.S., M.N.S., Southeast Missouri State University.

Gary Greenwood, Professor, Sciences; B.S., M.S., Southern Illinois University-Carbondale.

Jeremy Griggs, Associate Instructor, Liberal Arts; B.S., M.A., Southern Illinois University-Edwardsville.

William Harper, Professor, Sciences; B.S., M.S., C.A.S., Northern Illinois University.

Jan Harris-Hayes, Coordinator, Computer Information Systems; Professor, Business Systems; B.S., Southern Illinois University-Edwardsville; M.A., Webster University.

Christopher Hays, Assistant Professor, Office Technology; B.A., M.A., New Mexico State University; Ph.D., University of Missouri-Columbia.

Ethan Heicher, Instructor, Liberal Arts; B.A., Eastern Illinois University; M.A., Mississippi State University.

Terri Hilgendorf, Coordinator Communications, Assistant Professor, Liberal Arts; A.A., Lewis & Clark Community College; B.A., M.A., Southern Illinois University-Edwardsville.

Sean Hill, Instructor, Social Sciences; B.A., Anderson University; M.A., Slippery Rock University.

Kenneth Holmes, Assistant Professor, Applied Technology; B.S., Eastern Illinois University; M.A., Maryville University.

Terri Jakuboski, Associate Professor, Sciences; B.A., St. Louis University; M.S., University of Illinois-Urbana/Champaign.

Carol Kender, Assistant Professor, Computer Information Systems; B.S., College of St. Francis; M.A., Purdue University.

Karen Keyser, Professor, Allied Health; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Katherine Kopelousos, Assistant Professor, Mathematics; B.A., M.S., Southern Illinois University-Edwardsville.

Lori Kuithe, Assistant Professor, Office Technology; B.S., Illinois State University; M.S. Fontbonne College.

Dianna Lefevre, Instructor, Liberal Arts; B.A., B.M., McMurry University, M.A., Tarleton State University.

Michael Lemons, Associate Instructor, Radio Broadcasting; A.A., Lewis and Clark Community College; B.S., Southern Illinois University-Carbondale.

Joseph McFarlane, Instructor, Liberal Arts; B.A., Western Illinois University; M.F.A., Washington State University.

Kathleen Medder, Coordinator, Child Development; Professor, Business; B.S., M.S., Eastern Illinois University.

Patricia Mercer, Instructor, Allied Health; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Louis Michael, Assistant Professor, Music; B.M., M.M., Southern Illinois University-Edwardsville.

John Miller, Associate Professor, Allied Health; B.S., Western Illinois University; D.D.S., Washington University.

Michael Morgan - Instructor, Applied Technology; A.A.S., Lewis and Clark Community College; B.A., Western Illinois University; B.S., Greenville College.

Gerald Mozur, Associate Professor, Liberal Arts; B.A., Centre College of Kentucky; M.A., University of Kentucky; Ph.D., Washington University.

Julie Muniz, Instructor, Mathematics; B.A., M.S., Southern Illinois University-Edwardsville.

Gregory Nasello, Instructor, Sciences; A.S., Lewis & Clark Community College; B.S., Oakland University; M.S., Southern Illinois University-Edwardsville.

Kamau Njoroge, Associate Professor, Liberal Arts; B.A., Principia; M.A., Southern Illinois University-Carbondale; Ph.D., Washington University.

Kelly Oberneufemann, Assistant Professor, Liberal Arts; B.A., Southern Illinois University-Edwardsville; M.A., University of Charleston/The Citadel; Ph.D., George Washington University.

Linda Orr, Coordinator, Occupational Therapy Assisting; Associate Professor, Allied Health; B.S., Indiana University; M.P.A., University of Illinois-Springfield.

Constance R. Pero-Fox, Coordinator, Dental Assisting; Assistant Professor, Allied Health; B.S., Southern Illinois University-Carbondale; CDA, Lake Land College.

Dana Plogger, Instructor, Allied Health; B.S.N., McKendree College; M.S., Southern Illinois University-Edwardsville.

Wayne Politsch, Professor, Liberal Arts; B.A., Southern Illinois University-Carbondale; M.A., Southern Illinois University-Edwardsville.

James Price, Coordinator, Social Sciences; Associate Professor, Liberal Arts; B.A., Florida International University; M.A., University of Chicago.

Gene Robeen, Assistant Professor, Computer Information Systems; B.S., Bradley University; M.A., California State University.

Lynne Rose, Assistant Professor, Allied Health; C.D.A., A.A. (Dental Hygiene), B.S.Ed., Southern Illinois University-Carbondale.

Penelope Rousseau, Professor, Allied Health; B.S.N., St. Louis University; M.S.N., Southern Illinois University-Edwardsville.

Jodene Scheller, Associate Professor, Allied Health; B.S., St. Louis University; M.S., Southern Illinois University-Edwardsville.

Donald R. Scott, Professor, Liberal Arts; B.F.A., M.S., Southern Illinois University-Edwardsville.

Shannon Shepard, Associate Professor, Liberal Arts; B.S., M.S., Southern Illinois University-Edwardsville.

Margie Sinclair-Parish, Associate Professor, Business; A.A., Lewis & Clark Community College; B.S., M.B.A., Southern Illinois University-Edwardsville.

Michelle Singley, Coordinator/Associate Professor, Dental Hygiene; A.A.S., Illinois Central College; B.S., Eastern Illinois University; Ed.M., University of Illinois.

Tracey L. Smith, Professor, Liberal Arts; B.A., M.A., Southern Illinois University-Edwardsville.

William L. Smith, Professor, Mathematics; B.A., M.S., Southern Illinois University-Edwardsville.

David Stair, Assistant Professor, Biology; B.S., M.S., Ph.D., Texas A&M University.

Susan Parton Stanard, Instructor, Music; M.A., Jacksonville University.

Thomas Steinmann, Associate Professor, Mathematics; B.S., Southern Illinois University-Carbondale; M.S., M.S.Ed., Southern Illinois University-Edwardsville.

Connie Stocker, Assistant Professor, Mathematics; B.A., M.A., Eastern Illinois University.

Christopher Sutcliff, Assistant Professor, Liberal Arts; B.A., Butler University; M.A., Indiana State University.

Ronald M. Tuetken, Coordinator, Automotive Technology; Professor, Applied Technology; A.A.S., Lincoln Land College; B.S., Illinois State University; M.S., Southern Illinois University-Carbondale; C.M.A.T., Automotive Service Excellence.

Kimberlee Vaughn, Assistant Professor, Liberal Arts; B.A., Chicago State University; M.A., Southern Illinois University-Edwardsville.

John Vollmer, Coordinator, Criminal Justice; Associate Professor, Business; B.A., University of Missouri; M.A., Webster University.

Kathleen White, Assistant Professor, Social Sciences; B.A., University of Wisconsin-Green Bay; M.A., Southeastern Missouri State University.

Joe Wilson, Instructor, Applied Technology; B.A., M.S., Southern Illinois University-Edwardsville.

Dana Witt, Assistant Professor, Allied Health; B.S.N., M.S.N., Southern Illinois University-Edwardsville.

Vicki Young, Associate Professor, Allied Health; A.D.N., Lewis and Clark Community College; B.S.N., M.S.N., St. Louis University.

Mary Yanta, Assistant Professor, Allied Health, B.S.N., Vanderbilt University; M.S.N., Boston Univeristy.
Michael Ziegler, Instructor, Mathematics; B.S., M.S., University of Missouri-Rolla.
Karl M. Zilm, Coordinator/Professor, Mathematics; B.A., Blackburn College; M.S., Purdue University.

PROFESSORS EMERITI

Harry Giffin, Professor Emeritus; A.A.S., B.S., M.S., Southern Illinois University-Carbondale.
Bruce Hoffman, Professor Emeritus; B.S., University of Illinois; Ph.D., Stanford University.
Paula Holloway, Professor Emeritus; A.A.S., Monticello College; B.A., M.S., Southern Illinois University-Edwardsville.
Richard Jones, Professor Emeritus; B.A., Monmouth College; Ph.D., University of Hawaii.
Rance Thomas, Professor Emeritus; B.G.S., University of Nebraska; M.A., Southern Illinois University-Edwardsville; Ph.D., St. Louis University.

Campus Phone Directory

Normal business hours are **Monday through Friday, 8 A.M. - 4:30 P.M.** To meet the needs of many of our day, evening and weekend students, we have extended hours for some services as shown below. During the summer months these hours may be subject to change, so watch for posted notices or call for more information.

Our main campus number is **618-466-7000** or toll-free Illinois/Missouri **1-800-642-1794**.

A TDD number for the hearing-impaired is **618-468-2270**.

Rotary phone users may call the switchboard directly by dialing **618-468-2300**.

Direct Dial (618-468-XXXX) any extension in the campus network by dialing **618-468-xxxx** (the internal extension is the last four digits of the number). From campus phone dial the last four digits.

Service Description	Ext.	Building	Extended Hours
A			
Academic Advisement	2222	BA 1450	M, Th, F til 3:30 PM T & W til 6:30 PM
Academic Affairs	4001	CW 2319	
Accounting (Academic) Program	4533	CW 3305	
Accounting/Purchasing (Institutional) Services	3311	ER 201	
ACT Bus Line (Public Transportation)	931-RIDE(7433) or (800)847-RIDE		
Administration	3000	ER 103	
Admissions Services	2222	BA 1450	T & W til 7:30 PM
Adult Education Instruction	4101	CW 2337	
Family Connection Center	2377	Alton Plaza	
Advanced Technology Center	4901	TR 134	
Advancing Opportunities/Work Force Investment	5500	BA 2418	
Advising	5200	BA 1450	
Affirmative Action	6000	RA 112	
Agri-Business Management	4821	TR 116	
Allied Health Division Office	4402/4403	HK 112	
Alton Plaza Family Connection Center	2377	Alton Plaza	
Alton Symphony Orchestra	4731/2326*	MB 114	
Alton Youth Symphony	4731/465-9275	MB 114	
Alumni Relations	2011	ER 211	
Amnesty International	4717	CW 5316	
Anatomy/Physiology	4831	SC 519	
Anthropology	4762	CW 5306	
Applied Technology Division Office	4901/4021	TR 134/CW 2329	
Art Programs	4808	WA 3103	
Articulation	5200	BA 1440	
Assessment Center (Testing)	5220	BA 1442	T & W til 7:00 PM F to Noon
Assistive Technology	4209	FO 3522	
Associate Degree Nursing/Unit Clerk	4400	HK 109	
Athletic Offices/Athletic Club	6002	RA 113	
Sports Media Information	6400	RA 126	
Audio Visual Services	3241	FO 2525	M-Th 7:45AM-10 PM F 7:45 AM-4:15 PM
Automotive Technology	4912	TR 152	
B			
Baptist College Ministries	4848	CM 219	
Baseball Head Coach	6230	BA 1450/RB205B	
Basketball Head Coaches	6200/6240	RA 124/RA 125	
Benjamin Godfrey Mansion	466-7045	BG MNSN	
Biology	4831	SC 519	
Black Student Advisor	6400	RA 126	
Black Student Association (BSA)	6045	CW 1329	
Board of Trustees - Student Trustee	2006	CW 3326	
Bookstore (College Bookstore of America)	2268	BA 1401	T & W 8 AM-7:15 PM
Brass Quintet	4698*	MB 115	
BRIDGE, The (Student Newspaper)	BRID(2743)*		
Advisor	3220	WA 1111	
Editor	6042	FO 1505	
Advertising	6043	FO 1505	
Graphic Design Editor	6050	FO 4308	
Advertising Editor	6051	FO 4308	
Bursar	3313/3314	BA 2450	
Bus Lines ACT	931-RIDE (7433)		
Bus Lines - Madison County Transit	(800)847-RIDE (7433)		
Business Programs	4533	CW 3305	
Business Division	4001/4021	CW 2319	

Service Description	Ext.	Building	Extended Hours
C			
CAD/Drafting	4921	TR 132	
Cafeteria/Restaurant	3140	RE 1217	M-F 7:30 AM-2:00 PM
Camerata (ensemble)	4771	GI 201	
Campus Events	3270	FO 3502	
Campus Security Services	3164	Elm 4	
Campus Vending	3170	EA 106A	
Career Development	4149	BA 2422	
Center for Workforce Training	3535	AL 207	
Ceramic Studio	4736	AR 100	
Certified Nurse Assistant	4442	HK B8	
Chemistry	4830	SC 211	
Child Care Service (Montessori)	2333	M 108	M-F 7:00 AM-5:30PM
Child Development	4560	CW 3327	
Children's Choir	4731	MB 114	
College for Kids	2830	FO 2510	
College Work Study	5311	BA 2450	
Commons Cafe	3148	CM 114	
Communications Programs	4722	CW 5301	
(English, Speech, Reading, Writing)			
Community Education Centers	2800	FO 2513	M-Th 9 AM-5 PM
Bethalto	2271		F 9 AM-2 PM
Edwardsville	618-656-8800/5851		<i>These hours are for all centers.</i>
Macoupin County - Carlinville	217-854-9948/2275*		Closed 1-2 PM
Jersey-Calhoun - Jerseyville	618-498-2083/2273		<i>Appointments available.</i>
Community Technology Center	4100	BA 2406	
Computer Hardware/Software Technology	4931	TR 150	
Computer Information Systems	4623	TR 233	
Computer Labs-Open	4628	TR 264	
Reid Hall (LRC)-General	4305	RE 2207	8 am- 8 pm M-Th, 8 am to 4 pm F
Trimpe/ATC-Main Frame	3607	TR 250	7:30-10 p.m. M-Th, 8 am-4 pm F
Concert Band	4794	GI 212	
Concert Choir	4732	GI 110	
Continuing Education	2820	FO 2509	
Continuing Education - Prep Music	4733	GI 102	
Counseling Services	4121	CW 2320	
Criminal Justice	4521	CW 3309	
Custodial (WITT, FIALA, FLANNERY & ASSOCIATES)	3120	BA 4431	
D			
Dance Studio	4706	AY 107	
Data Systems	4626*	TR 231	
Data Processing Services (Institutional)	3405	ER 116	
Day Care (Montessori)	2333/3152	M 108	M-F 7:00 AM-5:30 pm
Defensive Driving	2271	BE 203	
Dental Assisting	4411	RA 235	
Dental Clinic	4462	RA 245	
Dental Hygiene	4413	RA 239	
Disability Services	4121	CW 2320	
Drafting/CAD Technology	4921	TR 132	
Drama	4792	BA 3431	
E			
Economics	4533	CW 3305	
Electrician Apprenticeship (ELAP)	4901	TR 134	
Electronics	4957	TR 162	
Emergency Medical Technology	4916	CM 215	
Engineering	4849	CM 213	
English as a Second Language	4148	BA 2409	
English Composition	4716	CW 5304	
Enriched GED	4147	BA 2411	
Enrollment Services	2222	BA 1450	T & W til 7:30 PM
Environmental Studies	4872*	MA 108	
Even Start	4155	Alton Plaza	
Events Scheduling	3270	FO 3502	
F			
Facilities/Plant	3122	EA 102	
Facilities/Night Supervision	6400	RA 126	
Faculty Association President	2363	CW 5332	
Family Literacy	4145	BA 2410	
FAX Services	3211	WA 1114	
Family Swim	2860	HY 105	
Federal Work Study	5311	BA 2450	
Finance/Controller	3300	ER 202	
Financial Aid	2222	BA 2450	T & W til 7:30 PM
Fire Science	4915	CW 3329	
Food Service	3140	Restaurant	M-F 7:30 AM- 2 PM
Food Service Sanitation	4224*	CW 2320	
Foreign Language	4701	CW 5309	

Service Description	Ext.	Building	Extended Hours
G			
GED	IL/MO 866-GED-LCCC/4101	CW 2337	
Golf Instruction	6230	RA205B	
Graphics (Computer)	4612	TR 241	
Guitar	4774	GI 209	
H			
Hatheway Cultural Center (Olin Theatre)			
Technical Coordinator	3260	HY 204	
Box Office/Kiosk	2243	HY Lobby	
Swimming Program	2860	RA 125	
Swimming Pool	2862	HY Pool	
Health (Allied) Education Programs	4801	CM 225	
Health Services (Nurse's Office)	6010	FO 1525	M-Th 8 a.m.-10p.m. Fri. 8 a.m.-4:30 p.m.
Hearing Impaired	6301/2270 [TTY] ..	CW 4333	
Help Desk (Technology)	HELP (4357)	ER 312	
High School Partnerships	2800	FO 2513	
History	4751	WA 2103	
Hope Scholarship Tax Credit	3444*	ER 201	
Human Resources	3010	ER 102	
Human Services/Advancing Opportunities	5500	BA 2418	
Humanities (Music,Art,Literature,History,Philosophy)	4751	WA 2103	
I			
I.B.E.W. Apprenticeship	2305	BE 115	
I.D. Cards	6030	CW 1331	
Illinois Virtual Campus	4900	CW 2331	
Industrial Technology	4922	TR 142	
Industrial Technology Bachelors Degree Program	5200	BA 1450	
Information Technology (Academic) Program	4612	TR 241	
Information Technology HELP DESK	HELP(4357)*		
Information (Library) Services	4301	RE 215	
Instructional (AV) Support Services	3241	FO 2525	
IVC Labs	2617	SC 120	
J			
Jazz Band	4793*	MB 115	
Job Line/Job Match Service	5500	BA 2418	
Journalism	4701	CW 5309	
L			
LCCC Alumni and Foundation	2011	ER 211	
LCTV	LCTV (5288)	WA 1114	
Learning Resource Technology	4300	RE 2211	
Liberal Arts Division	4701	CW 5309	
Library (LRC) - Hours, Circulation, & Periodicals	4301	RE 2216	M-Th 8 AM-8 PM Fri . 8 am-4:30 PM
Life Time Learning Tax Credit	3444*	ER 201	
Limited Edition	4732	GI 108	
Literacy: Project READ	4144	BA 2405	
Literature	4722	CW 5301	
M			
Machinist Program	4922	TR 142	
Madison County Transit District (Granite City)	(800)628-7433		
Maintenance	3121/3122	EA 101	
Manufacturing Education	4922	TR 142	
Marketing & Public Relations	3220	WA 1111	
Massage Therapy	4001	CW 2319	
Math Division	4801	CM 225	
Math Lab	4117	CM 237	M-F 8:00 AM-1 PM
Mathematics	4848	CM 219	
Media Services	3220	WA 1111	
Mentoring Program	6030	CW 1331	
Minority Affairs	6400	RA 126	
Montessori Children's House & Daycare	2333	M 100	M-F 7:00 AM-5:30 PM
Monticello Foundation (Evergreens)	2370	Evergreen	
Music Educators (MENC)	4738	GI 103	
Music Ensembles	4731	MB 114	
Alton Symphoney Orchestra	2326*/573-882-2736	HB 115	
Alton Youth Symphony	465-9275		
Brass Quartet	4698*	MB 115	
Children's Choir	4757	MB 110	
Concert Band	4794	GI 212	
Concert Choir	4732	GI 108	
Cameata Strings	4771	GI 201	
Guitar Essemble	4774	GI 209	
Jazz Band	4793*	MB 115	

Service Description	Ext.	Building	Extended Hours
Limited Edition	4732	GI 108	
Music Preparatory	4733	GI 102	
Music Programs	4731	MB 114	

N

National Great Rivers Research & Educaiton Center	4810*	MA 108	
Nautilus Weight Room	6005	RA 118	
Network Support/Help Desk	4357	ER 312	
Non-Credit Classes	2820	FO 2509	
N. O. Nelson Complex	5851/656-8800	N7 127	
No Child Left Behind	2800	FO 2513	
Nurse (Health Services)	6010	FO 1525	
Nurse Assistant Program	4442	HK B8	
Nursing Club	NURS(6877)*	HK 109	
Nursing Program (Associate Degree)	4401	HK 112	
Nursing Tutor	4444	HK 103	
Nutrition	4835*	MA 108	

O

Occupational Therapy Assistant Program	4416	MA 114	
Office Services	3211	WA 1114	
Office Technology Program	4612	TR 241	
Olin Corporation Education Partnership	258-3604	Olin Center	
Olin Theatre	3260	HY 204	
OTEC Skill Center Learning Assistance	4628	TR 250	

P

Paramedicine	4916*	CM 205	
Perkins Student Support	4020	CW 3333	
Personnel (Human Resources)	3010	ER 102	
Phi Beta Lambda (Business Fraternity)	4504*/4611	TR 249	
Phi Theta Kappa (Honors Fraternity)	4833	SC 517	
Philosophy	4713	CW 5332	
Photography	4734	WA 3104	
Physics	4836	SC 317	
Piano Instruction (Applied)	4738	GI 103	
Placement Testing	5220	BA 1442	MTH 8-4 TW Until 7PM F 8AM-Noon
Plant Facilities/Maintenance	3121/3122	ER 101/102	
Political Action Club	5722*/4897	CW 4309	
Political Science	4897	CW 4309	
Post Office Services	3170	EA 106A	
Preparatory Music	4733	GI 102	
President's Office	2001	ER 115	
Print Shop	3211	WA 1114	M-Th 8AM-5:30 PM, F 8AM-4:30 PM
Project READ	4144	BA 2405	
Psychology	4713	CW 5332	
Public Relations	3220	WA 1111	

R

Radio Broadcasting Program and Services	4940	CW 1316	
Radio Station WLCA FM 89.9	466-8936		
Reading	4729	CW 5318	
Real Estate	4501	CW 3308	
Records (Student)	5114	BA 1450	
Recruitment	5100	BA 1450	
Recurrent Professional Education	3540	AL 206	
Registration by Phone ("Hotline")	2222	BA 1450	
IL/MO Toll Free	(800)YES-LCCC (937-5222)		
Reservations - ON/OFF CAMPUS GROUPS	3270	FO 3502	
All Classrooms	CLAS(2527)	CW 2325	
Restaurant	3140	Restaurant	7:30 AM. - 1:30 PM M-F
Resume Writing	5500	BA 2418	
River Bend Arena	6001/6002	RA 112	
River Bend Children's Choir	4757	MB 110	
ROTC	4001	CW 2319	

S

Safety Training	3501	AL 207	
Satellite Operations	3240	WA 1113	
Scholarship Information/Financial Aid	5301	BA 2450	
L&C Foundation (Honor)	2011	ER 211	
Athletic	6000	RA 112	
Honors	2011	ER 211	
Hope Scholarship Tax Credit	3444*	ER 201	
Monticello Women's	5300	BA 2450	
Music	4732/4733	MB 114	
Science Division	4801/4802	CM 225/MA 108	
Security (Securitas)	2300 or dial 0	Elm 4	Open 24 Hours
Security Supervisor	3162	Elm 3	

Service Description	Ext.	Building	Extended Hours
Sign Lanuage	4218	CW 4302	
Small Business	4533	CW 3308	
Soccer-Men and Women's	6210	RA 205C	
Social Sciences	4713	CW 5332	
Softball	6270	RA 115	
Spanish	4888	CW 4300	
Special Learning Needs	4209	FO 3522	
Special Populations	5255	BA 1450	
Speech/English	4722	CW 5301	
Sports Information	6400	RA 126	
Stage Productions	3260	HY 204	
Student Activities	6210	RA 205C	
Student Clubs			
A Cross Between Advisor	6130	HY 104	
Amnesty International	4717	CW 5316	
Association for IT Professionals Advisor	4615	TR 239	
Baptist College Ministries	4848	CM 219	
Black Student Association Advisor	6400	RA 126	
The BRIDGE Advisor	3220	WA 1111	
Creative Writing Club Advisor	4716	CW 5304	
Dental Assisting Club Advisor	4411	RA 235	
Dental Hygienist Association	4413	RA 239	
Music Educators National Conference (MENC)	4738	GI 103	
Nursing Club Co-Advisors	4400/4439	HK 109/HK 130	
Occupational Therapy Club Advisor	4416	MA 114	
People First Advisor	4209	FO 3522	
Phi Beta Lambda (Business Fraternity) Advisor	4611	TR 249	
Phi Theta Kappa Advisor	4833	SC 517	
Political Action Club Advisor	4897	CW 4309	
Pottery Club Advisor	4736	AR 100	
Radio Broadcasting Club Advisor	4940	CW 1316	
Responsible & Prosperous	4897	CW 4309	
Trailblazer Athletic Club	6002	RA 113	
Trailblazer Psychology Club	4714	CW 5312	
Student Development	4121	CW 2320	
Student Employment (Job Line)	5500	BA2418	
Student Employment (Work Study)	5311	BA 2450	
Student Government Association Advisors	6000/6400	RA 112/RA 126	
Student IDs	6030	CW 1333	
Student Life	6000	RA 112	
Student Support Services	6301	CW 4333	
Student Trustee	2006	CW 3326	
Supported School-to-Work	4121	CW 2320	
Swim Program	2860	HY 105	
Swimming Pool	2862	HY 126	
T			
Talent (Educational) Search	6101	HY 103	
Tax Credit (Educational Information)	3444*	ER 201	
Teacher Certification Renewal	2830	FO 2510	
Technology Enhanced Learning	4900	CW 2331	
Teen Parent Services	6133	HY 102	
Telecommunications Support	4357(HELP)	ER 312	
Telecourses/Videocassette	3201	FO 2500	
Tennis - Men's	6250	RA 205A	
Tennis - Women's	6260	RA 205A	
Theatre	3260	HY 204	
Traffic Safety/Court Alternative Prog.	2271	Bethalto CEC	
Trailblazer Athletic Club	6002	RA 113	
Transfer Programs/Articulation	5200	BA 1450	
TRIO Student Services	6301	CW4333	
TTY for Hearing Impaired	2270	CW 4333	
UV			
Upward Bound Program	6110	HY 111	
Veteran's Affairs (VA)	5301	BA 2450	T & W unit 7:30 PM
Video Services	3240	WA 1113	
Virtual Campus	4900	CW 2331	
Vocal Instruction (Applied)	4732	GI 108	
Volleyball	6270	RA 115	
W			
Watershed Festival	4872*	MA 108	
Web Design	4375	WA 1107	
Web Programming	4623	TR 233	
Welding	4901	TR 134	
WLCA FM 89.9	466-8936	CW 1319	
Manager, Radio Operations	4940	CW 1316	
WorkForce (WIA) Investment / Opportunities	5500	BA 2418	
Workforce Training (Center for)	3535	AL 207	

Index

A	Page	Page	
Academic Advisement/Counseling	24	BlazerNet (Web Services)	30
Academic Programs	99	Board of Trustees	2
Academic Standards	13	Bookstore	25
Accounting	99	Business Courses	204
Accounting Courses	196	Business Taining	54
Accreditation	2	Business Training Courses	280
Activity Fee	20		
Administration & Faculty	297	C	
Administrative Management	279	CAD/Drafting Technology	138
Administrative Offices	Inside Front Cover	Calendar	4, 10
Admission Requirements		Campus Map	Inside Back Cover
(Transfer Degrees)	63	Campus Phone Directory	302
Adult Education (GED) Programs	50	Career Programs	95
Adult Education Courses	196	Career Planning	25
Agricultural Science Courses	197	Carl D. Perkins Program	25, 48
Anthropology Courses	198	Case Management For Aging Clients	106
Anti-Harassment Policy	15	Case Mgmt. For Aging Clients Courses	205
Apprenticeship Training Curriculum	102	Center for Workforce Training	53
Art Courses	198	Center for Workforce	
Assessment Center	25	Training Non-Credit Classes	282
Associate Degree Nursing (see Nursing:		Certificate of Completion	98
Associate Degree Nursing)	159	Certificate of Proficiency	97
Associate in Applied Science (A.A.S.)	95	Chemistry Courses	208
Associate in Arts (A.A.)	70	Child Care	26
Associate in Fine Arts (A.F.A.) •Art	88	Child Care Assistant	107
Associate in Fine Arts (A.F.A.) •Music Ed	90	Child Development	108
Associate in Fine Arts (A.F.A.) • Music Perf.	92	Child Development Courses	207
Associate in General Studies (A.G.S.)	94	Classification of Students	11
Associate in Science (A.S.)	71	Closing Policy	10, 56, 57
Associate in Science (for Biology)	72	College for Kids	51
Associate in Science (for Business)	74	College for Life	51
Associate in Science (for Chemistry)	76	College Orientation Courses	215
Associate in Science (for		Communications Courses	215
Pre-Computer MIS)	78	Community Education	51
Associate in Science (for Mathematics)	80	Community Education Centers	56
Associate in Science (for Physics)	82	Community Technology Centers	50
Associate in Science (for Pre-Pharmacy)	84	Computer Graphics	111
Associate in Engineering Science (A.E.S.)	86	Computer Graphics Courses	206
Attendance	10	Computer Information Systems	114
Auditing Courses	12	Computer Information Systems Courses	209
Automated Teller Machine (ATM)	25	Computer Lab (LRC)	27
Automotive Technology	103	Computer Network & Systems Technology	120
Automotive Technology Courses	200	Computer Network & Systems	
		Technology Courses	212
B		Computer Science & Engineering Courses	217
Bacalaureate Degree Completions, On-campus	60	Conduct Code (Student)	14
Background & History (College)	1	Continuing Education	51
Basic Mechanics Courses	250	Cooperative Agreements	58
Basic Vocational Skills Courses	279	Cooperative Education	26
Bethalto Community Education Center	56	Cooperative Education Courses	216
Biology Courses	202	Core Values (College's)	2
Blackburn College Cooperative Agreement	60	Counseling	24

	Page
Course Descriptions	194
Course Load	11
Credit/Debit Card Payments	22
Credit for Prior Learning	11
Criminal Justice	128
Criminal Justice Courses	216
Custodial Services/Janitorial	130

D

Dance Courses	217
Debit/Credit Card Payments	22
Dental Assisting	131
Dental Assisting Courses	218
Dental Hygiene	134
Dental Hygiene Courses	219
Directed Study Courses	222
Disabled Student Services	26
Disbursement of Title IV/State Funds	36
Drafting/CAD Technology	138
Drafting/CAD Technology Courses	220
Drama Courses	221
Drug and Alcohol Abuse Prevention	26
Dual Degree	23

E

E-Pay	22
Economics Courses	223
Education Courses	224
Educators (Training For) Courses	223
Electrician Apprenticeship Courses	225
Electronics Courses	226
Emergency Medical Technician Courses	226
Employment (Student) Opportunities	47
Employment Services	26
Engineering Technology	140
Exercise Science	142
Excercise Science Courses	280
English Courses	226
English as a Second Language	50
English as a Second Language Courses	196
Enriched GED	50
Enrollment Phone Listings	Inside Front Cover
Enrollment Services	6

F

Faculty (Full-Time)	298
Family Connection Program	50
Family Educational Rights & Privacy Act (FERPA)	18
Federal Work-Study	47
Fees - Activity	21
Additional	21
Graduation	21
Laboratory	21

	Page
Late Registration	21
Parking	21
Technology	20
Financial Aid & Veterans Affairs	30
Financial Aid Appeals	35
Fire Science	144
Fire Science Courses	227
Food Service Management	148
French Courses	232

G

GED Preparation	50
GED Courses	196
General Education Core Curriculum	64
General Graduation Requirements	22
General Information	10
General Studies - Vocational Skills Courses	233
Geography Courses	232
German Courses	233
Good Standing (Financial Aid)	33
Governors State University	60
Grade Point Average (GPA)	13
Grade Reports	13
Grades	13
Graduation Fee	21
Graduation Honors	14
Graduation Information	23
Graduation Procedure	23
Graduation Requirements (General)	22
Grant and Scholarship Opportunities	42
Greenville College	61
Grievance Procedure (Student)	17

H

HALOM Program	55
Harassment Policy	15
Health Courses	237
Health Education Courses	234
Health Services	27
History (of the College)	1
History Courses	235
Home Inspection Training	54
Home Inspection Training Courses	292
Honors	14
Hospitality Courses	233
Housing	27
Humanities Courses	237

I

ICC Testing Center	54
Illinois Articulation Initiative (IAI) Coding	195
Illinois Eastern Community College	58
Illinois Virtual Campus	28

	Page
Industrial Maintenance-Mechanical	151
Industrial Maintenance	
Mechanical Courses	237
Industry Training	54
Industry Training Courses	291
Installment Payment Plan	22
Institutional Student Employment	47
Interdistrict Cooperative Agreements	58

J

Job & Career Interests Courses	238
Job Readiness Training Courses	239
John Wood Community College	58
Journalism Courses	
(See Mass Communications Courses)	249

K

Kaskaskia College	58
-------------------------	----

L

LCCC Orientation Courses	240
LCTV - Lewis and Clark Television	52
Laboratory Fees	21
Laborer Apprenticeship Courses	239
Lake Land Community College	58
Late Registration Fee	21
Law Enforcement	
(see Criminal Justice)	128
Law Enforcement Courses	
(see Criminal Justice)	216
Learning Resource Center (LRC)	27
Learning Resources	27
Library Services	27
Library Science and Technology	152
Library Science and	
Technology Courses	240
Life Skills Development Courses	241
Lincoln Land Community College	58
Literature Courses	241
Loan Opportunities	48
Logan College	61
Lost & Found	27

M

Machinist	153
Machinist Courses	242
Machine Tool Apprenticeship Courses	250
Macoupin County Community Education Center .	56
Management	154
Management Courses	250
Map, Campus	Inside Back Cover
Marketing Courses	250
Mass Communications Courses	248
Math Lab	28

Mathematics Courses	245
McKendree College	61
Mechanics - Basic Courses	249
Mission Statement	1
Music Courses	251
Music Preparatory Program	51

N

	Page
N. O. Nelson Campus	56
New Student Orientation	10
New Student Orientation Courses	240
Nondiscrimination Statement	inside front cover
NonProfit Worker Training	55
Nurse Assistant	
(see Nursing: Nurse Assistant)	165
Nurse Assistant Courses	256
Nursing: Associate Degree Nursing	159
Nursing Courses	256
Nursing: Nurse Assistant	163
Nursing: Unit Clerk	166

O

OWL (Online Writing Lab)	30
Occupational Therapy Assistant	167
Occupational Therapy Assistant Courses	258
Office Technology	172
Office Technology Courses	260
Off-Campus Community Education Centers	56
Olin Training-Industrial Safety Courses	265
On-Campus Baccalaureate	
Degree Completions	60
Online & Web-Blended Classes	28
Online Pipeline Training	54
Orientation Courses	240
Orientation (New Student)	10

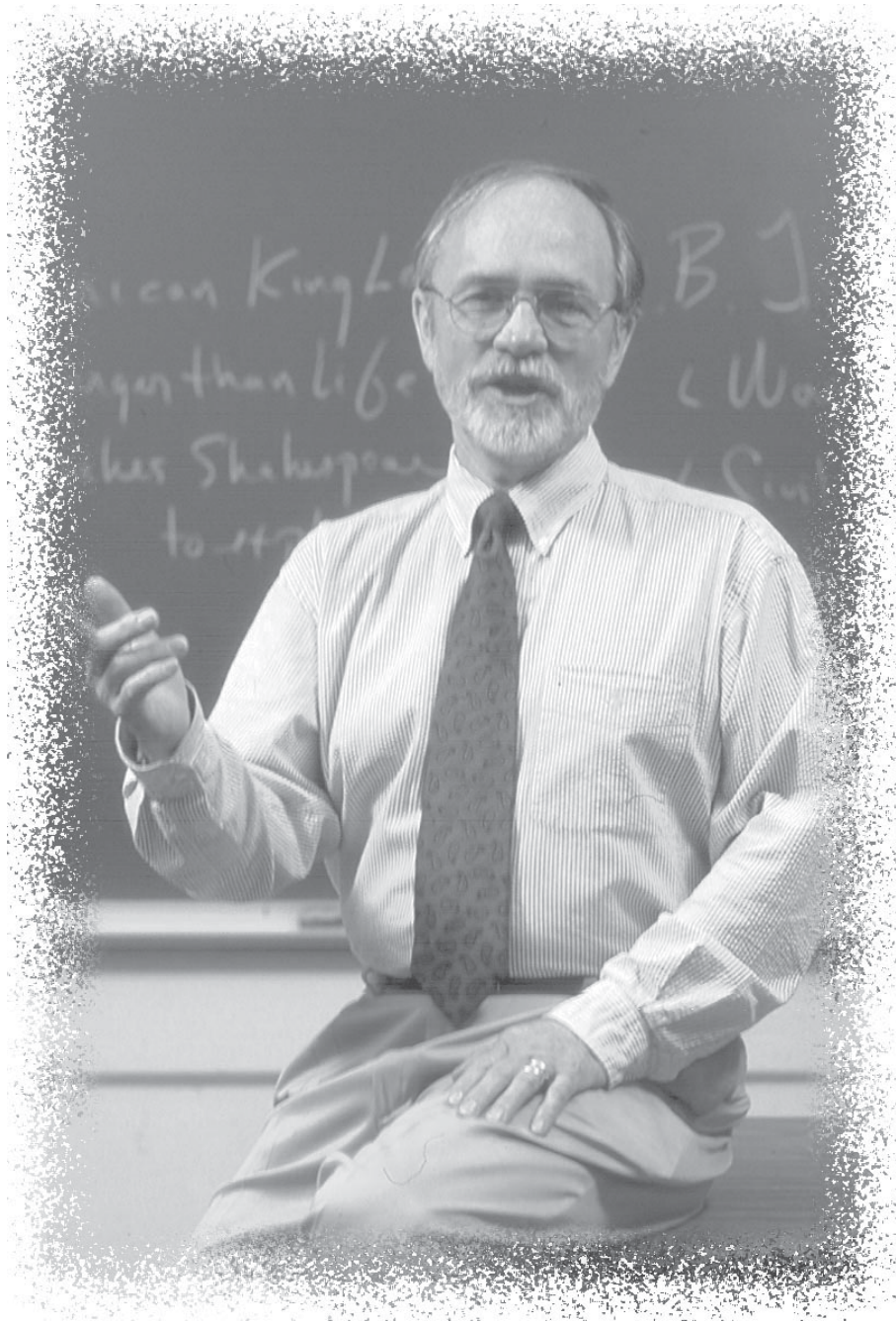
P

Paraeducator	182
Paralegal	183
Paramedicine	184
Paramedic Courses	270
Parking	29
Parking Fee	21
Parkland College	59
PC Institute	53
PC Institute Courses	282
Perkins (Carl D.) Program	25, 48
Philosophy Courses	269
Phone Directory (Campus)	302
Physical Education Courses	266
Physical Science Courses	269
Physics Courses	269
Pipeline Training	54
Pipeline Training (Online) Courses	292

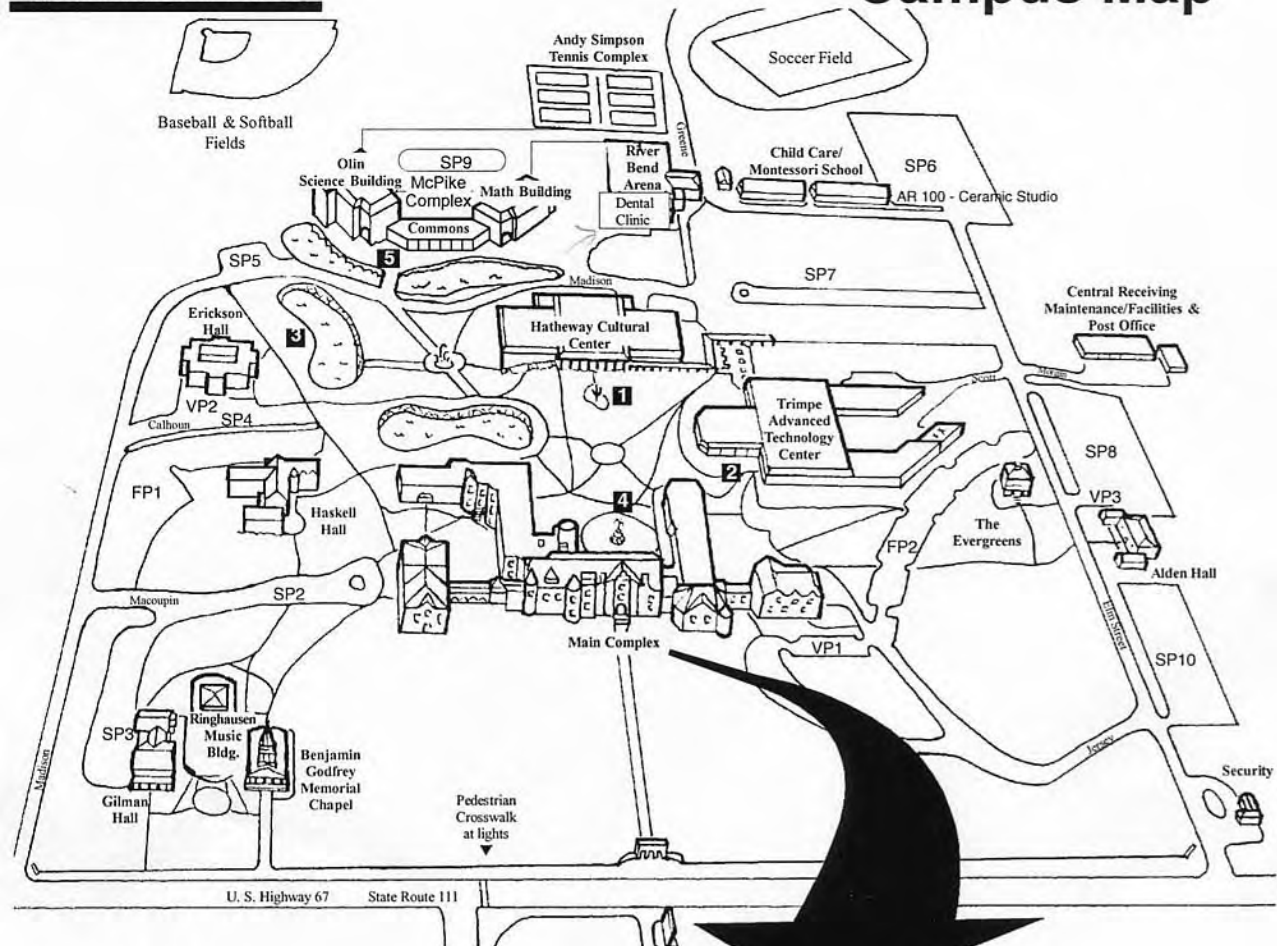
	Page		Page
Political Science Courses	271	Speech Courses	276
Pre-GED Courses	197	St. John's College of Nursing	62
President (College)	2	State Fund/Title IV, Disbursement of	36
Professional Development for Educators	51	Student Activities	29
Program Classification System (PCS) Coding	194	Student Conduct Code	15
Program Transfer Agreements		Student Employment Opportunities	47
by Institution	61	Student Grievance Procedure	17
Project READ	50	Student Loan Defaults	36
Psychiatric Rehabilitation		Student Loan Opportunities	48
Counseling Courses	272	Student Records (Transcripts)	18
Psychology Courses	272	Student Responsibilities	
Public School Locations	57	(General Information)	10
Public Service Courses	273	Student Responsibilities (Financial Aid)	38
Purposes (College)	1	Student Right to Know and	
		Campus Security	19
		Student Rights (Financial Aid)	37
		Student Services	24
		Student Support Services Program	29
		Study Skills Courses	276
		Support Services (Adult Ed.)	50
		Swim Program	52
R		T	
Radio Broadcasting	186	Talent Search	30
Radio Broadcasting Courses (see Mass		Technology - Industrial Courses	276
Communications Courses)	249	Technology Centers, Community	50
Reading Courses	273	Technology Fee	21
Real Estate Courses	274	Teen Parent Initiative	30
Records (Transcripts)	18	Television Station - LCTV	52
Refund Policy	22	Therapeutic Massage	188
Regis University	61	Therapeutic Massage Courses	243
Registered Nurse (see Nursing:		Title IV Funds, Disbursement of	36
Associate Degree Nursing)	159	Title IV Funds, Return of	35
Registration	14	Title IV and ISAC	
Reid Memorial Library	27	Application Procedures	31
Rend Lake College	59	Traffic Safety School	52
Repeating Courses	14	Training for Educators Courses	223
Reserved Officers' Training Corps-		Transcripts	18
Army (ROTC) Courses	274	Transfer Agreements	61
Residency Requirements	20	Transfer Degrees	63
		Transfer of Credits (Transfer Degrees)	63
		Transfer Guarantee	64
		Tri-County Community Education Center	56
		Tuition and Fees	20
		Tuition Refund Policy/Policies	20,22
		U	
		Unit Clerk (see Nursing: Unit Clerk)	166
		Unit Clerk Courses	278
		University of Illinois	62
		University of Missouri at Rolla	62
		University Transfer (Transfer Degrees)	63
		Upward Bound	30

	Page
V	
Veterans Administration Work Study	47
Veterans Affairs	
(Financial Aid and)	30,40
Veterans' Important Terms To Know	41
Veterans' Programs	41
Veterans' Rate of Attendance	40
Veterans' Work-Study	40,47
Video Production Courses - (see Mass Communications Courses)	249
Videocassette Classes	28
Virtual Campus	28
Vision (College's)	2
Vocational (Basic) Skills Courses	278
Voter Registration	19

	Page
W	
Washington University	62
Web-Blended & Online Classes	28
WebCT Training Courses	278
Web Design	191
Web Development/Design Courses	279
Web Services (BlazerNet)	30
Welding Courses	280
Welding Principles	193
Western Illinois University	62
Withdrawal From Classes	20
Work-Study (Federal)	47
Workforce Training (The Center for)	53
Workplace Education Program	50
Writing Desk & OWL (Online Writing Lab)	30



Lars Hoffman, Ph.D.
1940-2004



Student Parking

- SP2 SP7
- SP3 SP8
- SP4 SP9
- SP5 SP10
- SP6

Faculty/Staff Parking

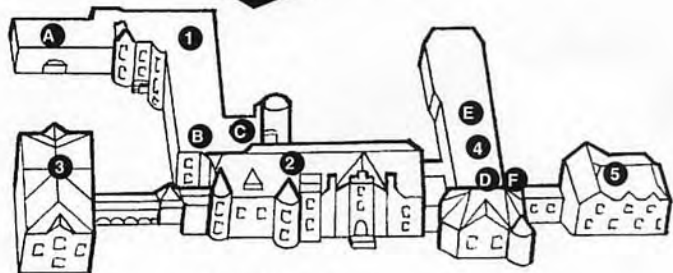
- FP1 FP2

Visitor Parking

Reserved for Non-Students
7 a.m.-4:30 p.m. weekdays.
VP1 VP2 VP3
When visitor lots are full, visitors may park in student spaces.
Visitors must display a Visitor's Parking Permit which is available at the Campus Security/Information Office.

Handicapped Parking Available In All Lots

Open Parking After 4:30 p.m.



Sculptures

- 1** New Heritage Sculpture by Hillis Arnold
- 2** Quandary by John Edgcomb
- 3** Spirit of Survival by Ruth Duckworth
- 4** Sacagawea by Glenna Goodacre
- 5** North Point by Michael Dunbar

Main Complex

- 1. Baldwin Hall
 - A. Enrollment Center
 - B. Bookstore
 - C. ATM
- 2. Caldwell Hall
- 3. Fobes Hall
- 4. Reid Hall
 - D. Reid Memorial Library
 - E. 1st floor-Restaurant
 - 2nd floor - Learning Resource Center (LRC)
 - F. 1st floor - TDD Phone
- 5. Wade Hall