

2026-2027 CATALOG



[HTTPS://CATALOG.LC.EDU](https://catalog.lc.edu)

Our Mission

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

Strategic Plan

Lewis and Clark Community College is an achievement-driven institution, thoroughly dedicated to student success and the continuing quality of life and prosperity of the communities we serve. As an institution, we believe we have shown remarkable agility and adaptability in response to new and emerging challenges and opportunities over the years, and we are confident that we will be able to continue doing so moving forward.

The College's Strategic Plan is grounded in four key directions (KDs):

- KD1: Expect Enrollment and Retention Improvements
- KD2: Invest in Program and Curriculum Development
- KD3: Improve Lewis and Clark's Internal and External Stakeholder Engagement
- KD4: Invest in Data and Technology Transformation

Each key direction is driven by measurable aspirations, or goals. Key direction leaders along with campus participation contribute to moving the college forward. An annual State of Trailblazer Nation presentation outlines progress toward strategic goals and also highlights key college milestones, both operational and financial. The full strategic plan is available at <https://www.lc.edu/college-information/mission-vision-and-values/strategic-plan.html>.

L&C's Strategic Plan was redeveloped in fall 2020 as a team effort, led by L&C leadership. The plan is a reflection of feedback from Lewis and Clark Community College stakeholders, including team members, students, and community members.

Core Values

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

Vision

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

Accreditation

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

Illinois Board of Higher Education

Accreditation Council for Occupational Therapy Education (ACOTE)

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

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

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

National Automotive Technicians Education Foundation (NATEF)

The Paramedicine program of Lewis and Clark Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Board of Trustees

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Nondiscrimination Statement

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

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

Lori Artis, Vice President, Administration
Lewis and Clark Community College
5800 Godfrey Rd., Erickson Hall, Room 103
Godfrey, IL 62035618-468-3000

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

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

Important Notice for Students Concerning Changes in the Catalog

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.

Semester Calendars

Fall Semester 2026

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

Registration for fall semester begins	March 16
On and off campus classes begin	August 24
Labor Day Holiday (campus closed; no classes)	September 7
Mid-fall session begins	October 19
General Election Day (campus closed; no classes)	November 3
Veterans Day Holiday (campus closed; no classes)	November 11
Last day to petition for fall graduation	November 15
Thanksgiving recess	
Campus open; no classes	November 25
Campus closed; no classes	Nov 26- 29
Last day of classes (semester ends at 10:30 p.m.)	December 17

**The college will be closed at the end of business Friday, December 18, 2026 and reopen Monday, January 4, 2027.*

Winter Intersession

Registration for winter intersession begins	October 19
Classes begin	December 21
Last day of classes	January 15

Spring Semester 2027

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

Registration for spring semester begins	October 19
Martin Luther King Jr. Holiday (campus closed; no classes)	January 18
On and off campus classes begin	January 19
Last day to petition for spring graduation	February 15
Registration for summer term begins	February 15
Last day to petition for summer graduation	March 15
Registration for fall terms begins	March 15
Spring recess	
Campus closed; no classes	March 15
Campus open; no classes <i>Regular office hours, but no classes on the Godfrey Campus, N.O. Nelson Campus, or 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.</i>	March 16-19
<i>Note exception: Friday evening and Saturday classes are scheduled to meet March 19 and 20.</i>	
Spring classes resume	March 22
Mid-spring classes begin	March 22
Easter recess (campus closed; no classes)	March 26-28
Last day of classes (semester ends at 4:30 p.m.)	May 14
Commencement	May 19
Illinois High School Diploma graduation	June 10

Summer Session 2027

Registration for summer session begins	February 15
Twelve-week classes begin	May 24
Memorial Day Holiday (campus closed; no classes)	May 31
Eight-week classes begin	June 7
Juneteenth Holiday Observed (campus closed; no classes)	June 18
Independence Day Holiday Observed (campus closed; no classes)	July 5
Last day of eight-week classes	July 30
Last day of twelve-week classes	August 13

Admissions and Registration

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

The Enrollment Center (Admissions/Records/Advisement) and Financial Aid are located in Reid Hall, Room 1200. The Bursar's Office is located in Reid Hall, Room 1217. Students can contact these services by calling 618-468-LCCC (5222), 1-800-YES-LCCC (in IL/MO), or emailing enroll@lc.edu.

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

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

If You Plan to Enter a Degree or Certificate Program

1. **Complete an Application** - Students interested in attending Lewis and Clark Community College will need to complete the application available at www.lc.edu. For additional information on specific degree programs please refer to the specific program section in the catalog.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or an Illinois High School Diploma (formerly GED). After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment and Testing Center at 618-468-5232 or your local Community Education Center. All students who are pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you are planning on being a course taker and graduated less than 4 years ago, you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.

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

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

If You Are a Course Taker (Credit) and Do Not Plan to Enter a Degree, Diploma or Certificate Program and Want to Register for Courses of Special Interest (Students in this category are not eligible for financial aid)

1. **Complete an Application** - This is available at www.lc.edu. This should be done early and before the registration period.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or an Illinois High School Diploma (formerly GED). After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.

- Take College Placement Tests** - Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
- Register for Classes** - You are not required to meet with an advisor, however, it is encouraged and advisors are available if you need assistance. You can register online through Student Planner at selfservice.lc.edu or by going to the Enrollment Center or any of the Community Education Centers. Refer to Browse Our Classes at www.lc.edu for registration dates and availability of classes.

If You Are Undecided or Need Assistance Before Selecting a Program

- Complete an Application** - This is available at www.lc.edu. This should be done early and before the registration period.
- Send Official Transcripts** - If you graduated from high school within the last 4 years then you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or an Illinois High School Diploma (formerly GED). After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
- Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
- Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment and Testing Center at 618-468-5232 or your local Community Education Center. All students pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.

If You Are a High School Student in a L&C District High School Planning to Enroll in Lewis and Clark Classes

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

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

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

High School Students in College/High School Partnership Programs

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

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

- Complete an application
- Send an official transcript
- Provide a signed [L&C Concurrent Enrollment Form](#) from the high school district where you reside
- Provide a signed [L&C Parent/Guardian Memorandum of Understanding](#)
- Send an Official High School Transcript to the L&C Enrollment Center
- Send an Official ACT or SAT Score Report to the L&C Enrollment Center
- If you do not have ACT or SAT scores then you will need to take Placement Tests - Home Schooled students must take the Placement Test prior to registering. Call the Assessment and Testing Center at 618-468-5232 to schedule an appointment. If your placement test scores indicate the need for developmental courses, you will be required to enroll in these courses.
- Meet with an Academic Advisor - The college reserves the right to limit or structure your course schedule as appropriate for you. Call 618-468-5222 to schedule an appointment.
- Please note that only courses taken through an institution recognized by the Illinois State Board of Education will meet prerequisite requirements

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

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

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

If You Plan To Complete High School Through the State of Illinois High School Diploma Test Preparation Classes

Illinois High School Diploma classes offer you an option if you have not completed high school. L&C offers high school diploma test preparation classes in a variety of formats to meet your needs; face to face, virtual, BlendFlex, and online. The classes provide instruction in language arts - reading, language arts - writing, mathematics, social studies and science to help prepare you to take and pass the Illinois High School Diploma test.

L&C offers test preparation classes on campus and in off-campus education centers. There is no fee for the classes. However, a fee is charged by the test provider at the time you register to take Illinois High School Diploma test.

Your Path. Your Future. There are numerous options for adults of all ages to complete your high school diploma and simultaneously begin college classes or training. Building Futures YouthBuild could be for you if you are 16-24 years old and are interested in career pathway training as you work towards completing your high school diploma.

ICAPS (Integrated Career and Academic Preparation System). There are several options to finish your Illinois High School Diploma while getting industry recognized credentials in Automotive Technology, Welding, Construction, or Certified Nursing Assistant (CNA). Students must be co-enrolled in Adult Education classes. New this year, we will be adding Phlebotomy and Paraprofessional credentials!

Project READ offers confidential services to adults 17 years or older and not currently enrolled in school who are seeking help with their reading and/or math skills. In addition to attending high school diploma classes, you may qualify for one-on-one tutoring. Combining tutoring from Project READ with attendance in high school diploma classes could result in making progress towards your goal more quickly. There is no fee for these services.

The Alton Area Family Literacy Program offers programs and services to currently enrolled high school diploma test preparation students, who have children (birth through school-age), in addition to their high school diploma test preparation classes. Services include: local library activities, child education, parenting education, parent and child together activities, and free, on-site daycare for children birth through pre-school.

For more information about these programs, call the Adult Education office at 618-468-4141.

International Students

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

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

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

All information must be received by the Enrollment Center at least 90 days before the beginning of the requested semester.

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

Students with an I-20 are able to pursue any degree or certificate except for the Selective Admissions programs. Students must take classes on the Godfrey campus only. F-1 students may count a maximum of three (3) credits of online or distance education coursework toward the minimum full-time enrollment requirement (typically 12 credit hours for undergraduates) per academic term.

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

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

Students should not make class schedule changes without first communicating to the Designated School Official (DSO) and their academic advisor to ensure compliance with federal immigration laws and visa requirements.

Tuition and Fees/Payments and Refunds

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. If an in-district student moves out of district during the semester, the in-district rate will be honored for that semester.

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

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

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

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

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

Tuition and Fees

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

	<u>Tuition per Credit Hour</u>	<u>Fees* per Credit Hour</u>	<u>Total</u>
In-District student Rate	\$136	\$30	\$166
Out-of-District Student Rate	\$272	\$30	\$302
Out-of-State Student Rate	\$272	\$30	\$302
International Student Rate	\$272	\$30	\$302
Out-of-District/Out-of-State Online Courses	\$157	\$30	\$187

*Fees include: Student Activity Fee (\$3), Athletic Fee (\$14), Technology Fee (\$11), and Ecological "Green" Fee (\$2).

Other Fees

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

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

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

Tuition Payment Due Dates

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

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

Credit Classes: Payment is generally due 13 days before the term begins. Please note that due dates may be impacted by holidays and/or campus closed days occurring at the start of the term; refer to your billing statement for a specific date. Students utilizing scholarships or grants must accept their aid through Self-Service or visit the Financial Aid office to authorize their use. If you are making partial payments, you must adhere to all established deadlines. For late-starting classes (those beginning after the third week), payment is due 7 days before the individual class starts.

Tuition Payment Options

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

Credit/Debit Card Payments - Tuition, fees, and fines can be paid by MasterCard, Visa, Discover, or American Express in person or online at www.lc.edu/current-students/index.html and selecting "Make a Payment" under Quicklinks. You will be required to log into your Self-service account to complete payment.

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

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

Tuition Refund Policy

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

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

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

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

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

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

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

Financial Aid

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

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

Students who have questions or need more individualized assistance can contact the Financial Aid Office at 618-468-2223. The Financial Aid Office is located on the Godfrey Campus in Reid Hall, Room 1200.

Federal and State Student Aid Programs

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

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

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

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

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

Federal Direct Loans

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

The maximum annual loan amounts are:

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

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

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

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

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

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

How to Apply for Financial Aid

To apply for federal and state financial student aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) for the academic school year they plan to attend. To complete and submit your FAFSA, go to www.fafsa.gov. New students must create a Federal Student Aid ID (FSA ID) at www.studentaid.gov/fsa-id before beginning the online process. Parents of dependent students must also create their own FSA ID. You must apply for financial aid using the FAFSA each school year. You can apply as early as October 1 for the next full academic school year (which usually begins with the fall semester and ends with the summer term).

What Happens After You Apply

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

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

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

How Financial Aid Eligibility is Determined

The Student Aid Index (SAI) is an eligibility index number used by the Financial Aid office to determine how much federal student aid you would receive if you attended Lewis & Clark. This number results from the information that you provide on your FAFSA® form. To calculate a Student Aid Index (SAI), a need-based analysis takes into account the income and assets of you and your parents or spouse, if applicable. The analysis formula used considers both taxed and untaxed income and any assets and benefits received, such as unemployment or Social Security. The SAI does not include the number of family members in college in the calculation.

Income components considered in the SAI include the following:

- Adjusted gross income (AGI)
- Deductible payments to SEP/SIMPLE/KEOGH/Other
- Tax-exempt interest
- Untaxed portions of IRA distributions and pensions (excluding rollovers)
- Foreign income exclusion

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

Your award package will specify for which programs you are eligible and the estimated award amount(s) you can expect to receive from the program(s). Your financial aid is packaged using the following formula:

	\$x,xxx	Cost of Attendance Budget (COA)
minus	\$x,xxx	Student Aid Index (SAI)
=	\$x,xxx	Financial Need
minus	\$x,xxx	Federal and State Grants
minus	\$x,xxx	Private Grants and Scholarships
minus	\$x,xxx	Federal College Work-Study
minus	\$x,xxx	Federal Loans
=	\$x,xxx	Unmet Financial Need

In order to be eligible to receive any federal and most State of Illinois student assistance, you must be enrolled as a regular student. A regular student is one who:

- Has a certificate of graduation from a secondary school (High School Diploma), has an Illinois High School Diploma (formerly GED), or has completed a home school curriculum and is beyond the age of compulsory school attendance (17 for the state of Illinois).
- Is enrolled in an Eligible Career Pathway program or has completed "at least 6 credit hours that are applicable to a degree or certificate offered by Lewis & Clark," as an ATB alternative. Students who were enrolled in an eligible program prior to July 1, 2012, may establish eligibility through grandfathering criteria. See your Financial Aid Advisor for more details.
- Is enrolled as a degree/certificate-seeking student in an eligible program
- Is enrolled in courses that are applicable to his/her program
- Is a U.S. citizen or eligible non-citizen
- Has not applied for and is not receiving financial aid at two colleges at the same time; unless the course is needed for degree completion and a consortium agreement is approved by both colleges in which one school will award aid. Student must see the Director of Financial Aid for approval information.
- Has a valid Social Security number
- Is not debarred or suspended from any federal programs
- Does not owe a federal student aid refund
- Is not in default of a federal student loan

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

How Your Cost of Attendance is Determined

All students incur comparable direct educational expenses based on enrollment hours. Your indirect expenses are based on your own circumstances, and can vary from student to student. Budget figures, also known as your Cost of Attendance (COA), are allowances derived from average and expected costs. Your costs may be higher or lower than estimated. 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 28 semester hours for the fall and spring semesters. Licensing and testing fees for allied health programs will be added to a student's cost of attendance in the last year or semester of enrollment before program completion.

Direct Educational Expenses (All Students)

Tuition & Fees	\$4,648
Books & Supplies	\$1,120
Computer Allowance \$600 if purchased	

Indirect Education Expenses for Independent Students

Living Expenses (Food & Housing)	\$8,685
Transportation Allowance	\$3,040
<u>Miscellaneous Personal Allowance</u>	<u>\$360</u>
Total Allowance for Financial Aid	\$17,853

Indirect Educational Expenses for Dependent Students

Living Expenses (Food & Housing)	\$6,345
Transportation Allowance	\$3,040
<u>Miscellaneous Personal Allowance</u>	<u>\$360</u>
Total Allowance for Financial Aid	\$15,513

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

What is Required After Accepting Your Financial Aid

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

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

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

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

Satisfactory Academic Progress Standards for Financial Aid

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

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

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

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

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

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

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

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

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

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

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

Financial Aid Appeals

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

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

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

Repeat Courses and Financial Aid:

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

Return of Federal Funds

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

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

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

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

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

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

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

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

All financial aid recipients are required to view the Financial Aid Satisfactory Academic Progress Standards and the Return of Federal Funds policies. These can be found in Self Service, on the Financial Aid home page, at selfservice.lc.edu/Student/FinancialAid/Home.

Student Loan Defaults

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

Disbursement of Federal/State Funds

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

What To Do With Your Financial Aid Refund

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

Student Rights

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

Available financial programs - This information is found in the L&C Catalog and Student Handbook, on the Federal Student Aid website (studentaid.gov), and in Illinois Student Assistance Commission publications and on their website (www.isac.org). Current publications are available in the Financial Aid Office. See the Financial Aid section under How to Pay for College on the college's website (www.lc.edu) for more information.

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

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

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

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

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

Financial aid student loan repayment - You must be aware of what portion of student aid received must be repaid, what portion is grant aid, and what portion must be earned (work-study). If the aid is a federal student loan, you should know the rate of interest and total amount borrowed. For repayment procedures, deferment criteria, the length of time for repayment, and when repayment is to begin, please contact your loan servicer through studentaid.gov. Further information is available in the financial aid section of L&C's website, 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 the current L&C Catalog and Student Handbook, is available in the Financial Aid Office, can be found in federal and state publications, and is available on the Web.

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

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

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

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

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

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

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

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

Student Responsibilities

You are responsible for knowing and understanding the following:

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

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

Completing applications. You must complete all application forms accurately and submit them on time to the proper agency or office. You must maintain financial aid satisfactory academic progress in order to receive financial aid.

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

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

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

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

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

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

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

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

If You Need Further Information

You can contact the Financial Aid Office for more information concerning your eligibility and how to apply for aid at 618-468-2223, or finaid@lc.edu.

You may also contact:

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

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

Illinois Student Assistance Commission (ISAC): 800-899-4722 (www.isac.org)

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

Veteran & Service Member Education Benefits

L&C is approved by the Department of Defense and the Illinois Department of Veterans Affairs' State Approving Agency (SAA) to process veteran and service member education benefits and, in that capacity, certifies veteran and service member students to receive education benefits for associate degree programs and some non-degree programs. Contact a L&C VA Certifying Official in Financial Aid, Reid Hall, Room 1200, 618-468-2223 for further information. All veteran and service member education benefit recipients must:

- Submit a completed application for admission to L&C to the Enrollment Center, Reid Hall, Room 1200, Lewis and Clark Community College, Godfrey, IL 62035-2466, or on-line at www.lc.edu.
- Submit official academic transcripts of any previous college work or schooling including college courses taken while in the military and any military training for which you would like to receive college credit. Official transcripts must be sent directly to the Enrollment Center from the school you attended. Military training transcripts must be requested through Joint Services Transcript (jst.doded.mil) and www.airuniversity.af.edu/Barnes/CCAF (Air Force only).
- Complete the appropriate application(s) for state and/or federal veteran and service member education benefits. Service members who plan to utilize Tuition Assistance should contact the Educational Services Officer in their particular branch of service prior to enrolling. Contact a L&C VA Certifying Official in Financial Aid for assistance. Veterans and service members may also be eligible for financial aid in addition to state and/or federal education benefits for which they are entitled.

Veteran and Service Member Education Programs

The following are summaries of several state and federal education programs at L&C. Since these programs are always subject to change, for the most current information go to: <https://veterans.illinois.gov/services-benefits/education.html> or benefits.va.gov/gibill.

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

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

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

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

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

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

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

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

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

Tutorial Assistance - For information on VA tutorial assistance, contact the L&C VA Certifying Official in Financial Aid or the L&C Veterans Services Office. Additionally, L&C offers free tutoring in many academic fields through the Student Success Center. Contact them at 618-468-4772 or www.lc.edu/student-services/student-success-center/index.html.

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

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

Veteran and Service Member Rate of Attendance

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

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

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

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

Veteran and Service Member Terms and Concepts

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

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

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

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

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

Military Credit - Among the methods of earning credit for veterans and service members are the Defense Subject Standard Tests (DSST) and credit based on the completion of courses at service schools, transcribed on a Joint Services Transcript that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education (ACE). The DSST program is a national, credit-by-exam program offered by Prometric. The DSST examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. L&C will grant credit for eligible DSST tests at \$10 per credit hour. Service members, veterans, and their dependents are encouraged to consult with their Base Education Services Office or with the L&C Veterans Services Office in Reid Hall, Room 1200, 618-468-5312. 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 veteran's official discharge document (DD214), which must be presented to the L&C Enrollment Center.

To obtain military transcripts:

- Army, Navy, Marines, or Coast Guard should go to the Joint Services Transcript (JST) website. Fill out an Official Transcript Request to share your transcript with Lewis & Clark online. jst.doded.mil/official.html
- Air Force or Space Force should go to the Community College of the Air Force website: www.airuniversity.af.edu/Barnes/CCAF/

Transfer Credit (from an accredited college) - Veterans, Service Members, and Dependents should submit military transcripts or official transcripts from other accredited colleges attended prior to enrolling in classes at Lewis & Clark. Transcripts should be submitted to the Registrar at the Lewis & Clark Enrollment Center. A Records Evaluator will evaluate transcripts(s) and apply eligible credit hours that are applicable to the degree in pursuit, in consultation with an Academic Advisor, prior to enrolling in classes.

Monthly Benefits - The monthly payment amounts vary by program and enrollment status. The most current payment information can be found online at benefits.va.gov/gibill.

Pending Payment - Compliance with 38 USC 3679(e). L&C has adopted the VA Pending Payment Policy and will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

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

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

Additional Veteran and Service Member Contact Information

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

U.S. Department of Veteran Affairs

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

IL Department of Veterans' Affairs (DVA)

833 South Spring St.
Springfield, IL 62794-9432
217-782-6641
veterans.illinois.gov

IL DVA Service Office

231 East Edwardsville Rd.
Wood River, IL 62095
618-259-9790
vaoffice.madison@illinois.gov

VA Vocational Rehabilitation and Employment

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

For more useful links and phone numbers, go to www.lc.edu/student-services/veteran-services.html.

Veterans Services Department

Lewis and Clark's Veteran Services department provides support to veteran and service member students to help make their educational experience a smooth and successful one. That includes questions or issues involving WIOA, VA education benefits, State of IL education benefits based on military service, and any other questions or issues affecting military or veteran students and their families.

The Veteran Services Coordinator can be reached in the Financial Aid Office in Reid Hall, Room 1200. You will also find a variety of information at www.lc.edu/student-services/veteran-services.html.

Scholarship Opportunities

Lewis and Clark Community College and the Lewis and Clark Community College Foundation together award more than 175 scholarships each academic year for a total value of nearly \$600,000. Scholarships vary in amount, but almost half are for full tuition and fees, approximately a \$4,500 value for a fulltime student. The scholarships administered by the college are guided by the philosophy that scholarships will be distributed to qualified students as widely as possible. All students are encouraged to apply for a scholarship. Scholarships established by private donors and L&C Trustees exist for students of all ages, abilities, levels of academic standing and full or part-time enrollment status. Students complete one online form. The online application automatically matches scholarships to qualifying applicants. The application process begins each October, with the application deadline in April. Students are notified in May of their awards for the upcoming academic year. To apply or learn more, visit www.lc.edu/pay-for-college/financial-aid/types-of-aid/scholarships.html, or contact the Financial Aid office at 618-468-2223, or the Foundation office at 618-468-2011.

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

Please see Grant/Scholarship descriptions for contact information.

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

Deceased, Disabled, and MIA/POW Veterans' Dependents Scholarship - An applicant must be the spouse, natural child, stepchild under the age of 18 at the time of marriage, adopted child under the age of 18 at the time of adoption, or minor child younger than 18 who is under a court-ordered guardianship for at least 2 continuous years prior to application, of the veteran to qualify. The veteran must have been an Illinois resident at the time of entering active military service, an Illinois resident within six months after entering active military service, or a resident of Illinois for at least 15 consecutive years after entering active duty as of the date of application. Furthermore, the veteran must meet one of the following criteria in order to qualify - (1) Veteran must have been an MIA (Missing In Action) (2) Veteran must have been a POW (Prisoner of War) (3) Veteran must be rated by the U.S. Department of Veterans' Affairs (USDVA) as being 100% permanent and totally disabled by service connected causes (4) Veteran must be rated by the U.S. Department of Veterans' Affairs (USDVA) as being 100% permanent and totally disabled by service connected causes due to unemployability (5) Veteran's death must be rated service connected by the U.S. Department of Veterans' Affairs (USDVA). Recipients may be able to receive other financial aid including a Federal Pell Grant. Contact the L&C VA Certifying Official in the Financial Aid Office for more information. More information about this scholarship opportunity can be found at: <https://veterans.illinois.gov/services-benefits/education/mia-pow-scholarship.html>.

Illinois Graduate and Retain our Workforce (IGROW) Tech Scholarship Program - Applicant must be a U.S. Citizen or an eligible noncitizen or meet the "undocumented student" criteria of the RISE Act; be an Illinois resident; have graduated from high school in Illinois or another state or have received a State of Illinois High School Diploma or GED/state diploma from another state and have maintained a cumulative grade point average of no less than 2.5 on a 4.0 scale; pursue or intend to pursue a qualifying degree (see link below for qualifying degrees); be enrolled at an ISAC-approved institution of higher learning, on at least a half-time basis, in a course of study necessary to secure a qualifying associate or bachelor's degree; maintain satisfactory academic progress, as determined by your college; complete the online application process and a Free Application for Federal Student Aid (FAFSA®) or Alternative Application for Illinois Financial Aid (Alternative Application) on or before the ISAC-established date. More information about this scholarship opportunity can be found at: www.isac.org/students/during-college/types-of-financial-aid/scholarships/IGROW.html.

Illinois National Guard (ING) Grant - Basically limited to active NG members who have served at least one year in the Illinois National Guard, but check eligibility details. This grant pays for tuition and activity fees only. Student must be enrolled at least half-time (6 hours or more) each semester. Online applications are available at www.isac.org. Students cannot use ISAC MAP if eligible for the IL National Guard Grant. It is the applicant's responsibility to submit the complete application on time so eligibility can be determined, and to notify the college no later than the last scheduled day of classes for the first term for which benefits are reported.

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

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

ISAC Early Childhood Access Consortium for Equity (ECACE) Scholarship Program - Applicant must be a U.S. Citizen or an eligible noncitizen or meet the "undocumented student" criteria of the RISE Act; be a member of the incumbent workforce, currently working or having worked in the early childhood field; be enrolled or accepted for enrollment on a full- or part-time basis at the undergraduate level; maintain satisfactory academic progress as established by your college; must complete the online application process and a Free Application for Federal Student Aid (FAFSA®) or Alternative Application for Illinois Financial Aid (Alternative Application) by the ISAC-established date; must not be in default on any federal student loan, nor owe a refund on any State or federal grant. More information about this scholarship opportunity can be found at: www.isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html.

ISAC Nursing Education Scholarship (NES) - Applicant must be a resident of Illinois for at least one year prior to application; be a U.S. citizen or an eligible noncitizen or meet the "undocumented student" criteria of the RISE Act; be enrolled in or accepted for admission to a nursing program in Illinois that is approved by the Illinois Department of Financial and Professional Regulation or the Illinois Board of Higher Education; demonstrate financial need; maintain satisfactory academic progress; establish satisfactory repayment arrangements if you are in default on any federal student loan; and sign an Application/Work Agreement/Promissory Note promising to fulfill the employment commitment or repay funds received plus interest. Information and applications are available at www.isac.org/students/during-college/types-of-financial-aid/scholarships/nursing-education-scholarship-program.html. Application submission period is March 1 through April 30.

Madison County Economic Development Scholarship - A \$4,000 scholarship for the academic year (\$2,000 for fall and \$2,000 for spring) to the applicant(s) who demonstrate financial need (as defined by the Madison County Economic Development), who have lived the majority of their life in Madison County, and meet academic standards. This scholarship will first be applied to unpaid balances in the following order: Tuition and fees, books and supplies. Any unused amounts will be disbursed to the student. L&C Financial Aid Committee recommends the top applicants and the Madison County Board selects the recipient(s). This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. The application deadline is tentatively mid-June.

Reserve Officer Training Commission (ROTC) Scholarship - Three annual awards are available to students who transfer from L&C to a senior state university or college. Contact the ROTC office at the school to which you are transferring. For full consideration, the L&C Financial Aid Office must receive a nomination from your college or university. Note: A recipient of a scholarship or award that pays for tuition and fees only cannot receive a tuition reimbursement if a second scholarship or award is also received that pays tuition and fees only. For example, the recipient may not receive a tuition reimbursement from the ISAC MAP award if an L&C award has been granted. If a MAP grant is awarded, tuition will be charged to MAP and the scholarship or award will be reimbursed. There are some exceptions. Students may also receive Federal Pell Grants if they are receiving a L&C, L&C Foundation, or a private donor scholarship because Pell Grants can be used for other education expenses. Scholarship recipients may also be eligible for Federal Work Study and student loans. L&C tuition waivers cannot be used to pay tuition at another college for cooperative or concurrent enrollment programs. Contact the L&C Financial Aid Office for further information.

Are There Other Scholarships Available?

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

Other Student Employment Opportunities

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

Other Resources

Workforce Innovation and Opportunity Act (WIOA) - WIOA funding is county-based assistance for persons who are underemployed, unemployed, under-skilled or unskilled and who want to get skills training. WIOA entities also certify Dislocated Worker status for Title IV and ISAC aid applicants. Contact your county WIOA office at:

- Southwestern IL WorkNet Center (Madison, Bond, Jersey, Calhoun), 101 East Edwardsville Rd., Wood River, IL 62095, 618-296-4301
- The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, Montgomery), 116 South Plum St., Carlinville, IL 62626, 217-854-9642

Students and employers can get details by contacting the Director of Career Services at 618-468-2730.

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

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

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

Academic 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 the Catalog and Student Handbook, and to know and observe all regulations and procedures relating to the program you are pursuing. In no case will a regulation be waived or an exception granted because you plead ignorance of, or contend that you were not informed of the regulations or procedures.

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

Academic Standards

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

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

Academic Probation: You will be placed on academic probation if you have attempted any credit hours at L&C (including accepted transfer hours) and meet one of the following conditions:

- your cumulative GPA is below 1.75 and you have attempted fewer than 16 total credit hours, or
- your cumulative GPA is below 2.00 and you have attempted 16 or more credit hours

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. While on probation, you are required to meet with an advisor before registering for classes and are limited to 14 credit hours in the fall and spring semesters and 7 credit hours in the summer.

Academic Suspension: If you are on probation and your cumulative GPA remains below 2.00, and you have attempted 24 or more credit hours (including accepted transfer hours), and your semester GPA also falls below 2.00, you will be placed on academic suspension.

Students on academic suspension must meet with an advisor to create a Student Success Plan, which may include repeating courses, limiting course loads, or sitting out (not enroll) for one semester. You may not be eligible for financial aid while your GPA remains below 2.0. While it is recommended that you work with an advisor and continue working toward a degree or certificate, you may not be eligible for financial aid while your GPA is below 2.00.

Academic Renewal: Students with a L&C GPA below 2.00 who have not enrolled for four or more years may apply for academic renewal. If approved, all previous L&C grades will be voided and replaced with a "W" notation. Academic renewal applies only to L&C and not to any other college or university the student may have attend and does not affect financial aid status. Students who have completed L&C degrees or certificates may be ineligible. Academic renewal can only be granted once and cannot be reversed.

Transfer Students: L&C academic standards apply to transfer students. Credit hours (but not grade points) you have earned at the previous institution will be included for satisfaction of L&C graduation and academic standards requirements.

Attendance

Regular attendance is essential to your success. Missing class disrupts your progress and reduces the quality of classroom interaction. Data at L&C show that 80% of students who miss the first day of class fail or withdraw from the course. Although occasional absences may be unavoidable, they do not excuse you from meeting course requirements. You are responsible for completing missed work and preparing for the next class session. Instructors determine whether late work receives full, partial, or no credit. Your course syllabus specifies the instructor's attendance policy.

Auditing a Course

You may register to audit a course during the week prior to the start of the course. You should meet all course prerequisites or obtain permission from the instructor. You must indicate on your registration form that you are auditing the course. Audit registration closes once the course begins.

Audited courses require regular attendance but do not require exams, and they do not carry college credit. Your transcript will show "AU," and the course cannot later be converted to a graded, credit-bearing course. Full tuition and fees apply. Financial aid, scholarships, and veterans' education benefits cannot be used for audited courses. For additional information, contact the Enrollment Center, Reid Hall, Room 1200.

Classification of Students

By class standing: Freshman: fewer than 28 earned credit hours
Sophomore: 28 or more earned credit hours

By enrollment status: Full-Time: enrolled in 12 or more credit hours
Part-Time: enrolled in fewer than 12 credit hours

Course Load

You are considered a full-time student if you are enrolled in at least 12 credit hours during the fall or spring semester, or at least 6 credit hours during the summer. Most associate degree programs require 60 credit hours. Enrolling in 15 credit hours in both the fall and spring semesters increases the likelihood of completing your degree in two years.

The maximum course load is 18 credit hours in the fall or spring (except Dental Assisting) and 12 credit hours in the summer. Enrolling in credit hours beyond these limits requires the permission of an Enrollment Center manager.

Students on academic probation must meet with an advisor before enrolling. You are limited to a maximum of 14 credit hours in the fall or spring semesters and 8 credit hours in the summer while on probation.

Courses from a Non-Accredited Institution

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

Credit for Prior Learning

Academic credits may be earned through a variety of prior learning assessments. These credits may be added to earned credits and used to satisfy program requirements resulting in a certificate, a degree, and/or a transfer to other colleges. In addition to transferring credits earned while attending other accredited institutions, persons may have earned credits (general occupational) for established professional knowledge and skill development through military training and work life experience. If the student earns a score on a proficiency test that demonstrates knowledge at the level established by L&C, proficiency credit may be entered on the student's transcript. A person seeking credit for prior learning at L&C must be enrolled prior to awarding credit for prior learning. These credits might not transfer to other colleges. Credit for Prior Learning is counted toward graduation but is limited to no more than 50 percent of the credit hours required for an associate degree or a certificate of proficiency. The credit is not included in the calculation of the grade point average and may not be used to establish full-time eligible status. An appointment with an academic advisor in the Enrollment Center, Reid Hall, Room 1200, is encouraged. Please call 618-468-2222 to schedule an appointment. The following procedures may be used in obtaining proficiency credits:

Advanced Placement (AP) Program - The Advanced Placement program is sponsored by the College Board and gives secondary school students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many AP subjects. Scores from AP examinations should be submitted to the Enrollment Center, Reid Hall, Room 1200. An amendment to the College and Career Success for All Students Act in fall 2015 provides that a student who takes a College Board Advanced Placement examination and receives a score of 3 or higher on the examination is entitled to receive postsecondary level course credit at a public institution of higher education. It requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. L&C will grant credit for eligible AP tests at \$10 per credit hour.

College Level Examination Program (CLEP) - The College Level Examination Program is a national credit-by-examination program that offers an individual the opportunity to obtain recognition for college-level achievement. Through CLEP, a person can demonstrate knowledge that merits academic credit. On-the-job experience, military training, personal study, or distance learning are some of the sources that can prepare an individual to earn college credit. Anyone may take the CLEP test, no matter where or how a person has learned. To determine if the CLEP credit will meet general education requirements, check with an academic advisor. Science courses credited by CLEP will not meet L&C's general education lab science requirements. Test credit will not be allowed when students have previously received credit in equivalent courses. In addition, test credit will not be granted when students are currently enrolled in an equivalent course, or a higher level course. The non-refundable \$87 CLEP test fee must be paid in advance of taking the test, along with an additional \$15 test-proctoring fee. L&C will transcribe proficiency credit for eligible CLEP exams at \$10 per credit hour. For a current list of courses available for CLEP credit or to register to take a CLEP test contact the Assessment and Testing Center, Haskell Hall, Room B25, 618-468-5232.

International Baccalaureate (IB) Program - The International Baccalaureate Program gives students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many IB subjects. Scores from IB examinations should be submitted to the Enrollment Center, Reid Hall, Room 1200. Scores of 4 or higher on International Baccalaureate Diploma Program examinations shall be accepted for credit to satisfy elective, general education requirements, or major requirements. The L&C Enrollment Center can provide information on the scores required to receive credit for those purposes. L&C will grant credit for eligible IB tests at \$10 per credit hour.

Military Credit - Among the methods of earning credit for veterans and service members are the Defense Subject Standard Tests (DSST), formerly known as Defense Activity for Non-traditional Education Support tests (DANTES), and credit based on the completion of courses at service schools, transcribed on a Joint Services Transcript and that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education (ACE). The DSST program is a national, credit-by-exam program offered by Prometric. The DSST examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. L&C will grant credit for eligible DSST tests at \$10 per credit hour. Service members, veterans, and their dependents are encouraged to consult with their Base Education Services Office or with the L&C Veterans Services Office in Reid Hall, Room 1200, 618-468-5312. Students who have had one year of active duty and an honorable discharge automatically qualify for three credits in health education and two credits in physical education at no charge. Credit is determined from documentation supplied by the student's official discharge document (DD214) which must be presented to the L&C Enrollment Center.

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

State Seal of Biliteracy - The Illinois State Seal of Biliteracy gives secondary school students the opportunity to demonstrate proficiency in a foreign language that equates to college credit. High school programs encourage qualified students to complete standardized assessments to establish proficiency. The State Seal of Biliteracy is transcribed by the high school and under state statute; public community colleges and universities must accept the seal as equivalent to foreign language course credit. L&C accepts the State Seal of Biliteracy and will transcribe Proficiency (P) credit earned in the Elementary foreign language courses, I and II, in Spanish, French and German. High school graduates who earn a State Seal of Biliteracy must request foreign language course credit within three academic years after graduating from high school. Qualified students are encouraged to meet with an academic advisor in the Enrollment Center, Reid Hall, Room 1200.

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
<u>2 credit hours of D = $2 \times 1.0 =$</u>	<u>2 quality points</u>
13 credit hours	30 quality points
30 divided by 13 =	2.308 GPA

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

Grades

The following letter grades are used at L&C:

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

Grade Changes - Students who believe that a grade was recorded in error have up to two years to request a grade change, including late withdrawals. Requests must be made to the Registrar and must include supporting documentation explaining why a grade change is necessary.

Grade Reports - Reports indicate a letter grade for each course, a grade point average, and a cumulative grade point average of all work attempted and credit earned. Grade reports are available online through Student Planner. Hard copies may be mailed upon request.

Graduation

General Graduation Requirements - To graduate, you must:

- Have all high school and post-secondary transcripts sent to the Enrollment Center
- Successfully complete the required program minimum number of credit hours
- Successfully complete the Illinois Human Relations requirement (State of Illinois Public Act 87-581) for transfer degrees
- Meet L&C residency requirements. For degrees, a minimum of 15 credit hours completed at L&C (AAS degrees require that all 15 hours must be core program courses, not general education). For Certificates of Proficiency, 9 core program hours at L&C. For Certificates of Completion, 6 core program hours at L&C.
- Earn a minimum grade point average of 2.00 for courses attempted at L&C subject to the academic standards
- Resolve all financial obligations to L&C
- Be sure that all incomplete grades are assigned a regular grade.

Requirements for the Associate in General Studies degree vary. Contact an education counselor at 618-468-4121 for details.

Posthumous Degree Policy - Students approved for graduation at the time of death, or those who completed at least 45 hours toward an associate degree or 75% of a certificate, are eligible for a posthumous award.

Degree Completion Requirements

- You may not graduate using the requirements of a L&C catalog that is more than six years old prior to the date of graduation.
- Exceptions require approval of the Vice President of Academic Affairs.
- Refer to the Career Programs section of the catalog for requirements regarding specific career programs

Graduation Procedure - Follow these steps:

1. Apply for Graduation for graduation through Student Planner by the following deadlines:
 - Fall semester graduation: November 15
 - Spring semester graduation: February 15
 - Summer semester graduation: March 15

Students interested in participating in the Commencement Ceremony in May, will need to order a cap and gown online when completing the graduation application.
2. Complete all course and program requirements. It is your responsibility to complete the requirements listed on your program evaluation. If you fail or withdraw from required courses, contact the L&C Registrar at 618-468-5110 immediately.

Other Important Graduation Information

After the semester ends, the Registrar will certify your graduation. Your transcript will be updated to show your degree, and your diploma will be predated. If requirements are not met and the Registrar is unable to certify your graduation, you will be informed by email. If deficiencies are resolved, your graduation may be certified mid-term of the following semester. If not, you will need to reapply for the following semester with the Registrar or your graduation file will remain inactive.

If you require waivers or substitutions, it is your responsibility to contact your faculty advisor or program coordinator, before applying for graduation, to be sure the proper forms are initiated and processed.

In March, candidates for graduation are sent informational packets containing information needed to participate in commencement. Students earning degrees or certificates of proficiency may participate in the May Commencement Ceremony. The Registrar will inform you by email when your diploma is ready for pick up.

Honors

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

- are enrolled in 12 or more credit hours and earn a semester GPA between 3.250 and 3.749, or
- have accumulated 12 or more credit hours in two or more semesters and earn a cumulative GPA between 3.250 and 3.749.

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

- are enrolled in 12 or more credit hours and earn a semester GPA of 3.750 or higher, or
- have accumulated 12 or more credit hours in two or more semesters and earn a cumulative GPA of 3.750 or higher.

Graduation Honors

- you will graduate with Honors if you have a cumulative GPA between 3.250 and 3.749 in your degree
- you will graduate with High Honors if you have a cumulative GPA of 3.750 or higher in your degree

If you graduate with honors or high honors, the designation will appear on your transcript and diploma. This designation does not apply to certificates.

Honors College

The L&C Honors College offers high-achieving students an enriched academic experience, including honors coursework, service learning, mentorship, social opportunities, and a final research project and symposium. Students progress as a cohort and receive transfer advising throughout the program to ensure a smooth transfer to their four-year university. Graduates earn an Associate in Arts or Associate in Science with a special honors designation at Commencement and on their college transcript. For more information, visit www.lc.edu/academic-programs/honors-college.html.

Repeating Courses

You may attempt most courses up to three times if you previously earned a "PR", "D", "W", "X" or an "F" except in certain programs where specific repeat policies are identified. Only the highest grade earned counts toward your GPA. After a third unsuccessful attempt, you must meet with an advisor to request permission to enroll again, and if approved, you will be charged out-of-district tuition.

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

If you successfully complete a course with a grade of "C" or higher and choose to repeat it within four years, you will be charged the out-of-district tuition rate. This includes transfer courses. If it has been more than 4 years since you successfully completed a course you will not be charged the out-of-district rate. (The only exceptions are NUAD 120 and EMT 120. If you successfully complete NUAD 120 or EMT 120, and repeat the course within 4 years, you will not have to pay the out-of-district rate.)

Some courses are designed a repeatable so that students gain an 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: BRDG 124, 130, 131, 136, 137, 140, 141, 152, 153, DENT 299, DRFT 249, DST 130, EASL 101-103, EDTR 251, 268, 276, 279, ENGL 031, 037, FIRE 110, GED 101-106, JOBS 110, 111, 132, 133, MATH 031, 038, 045, MCOM 280, MUSI 144, 145, 146, 147, 149, 172, 196, 197, 233, 299, NURS 280, OTLC 0010, 0011, 0012, PRCS-271, SCT 111, SERV 130, and STSK 132.

Waitlist Policy

If a waitlisted student becomes eligible for an open seat, they will be automatically enrolled and notified by L&C email. Students will not be automatically enrolled if there is a time conflict, a registration restriction (i.e. the student owes a fine to the college), the student doesn't meet the required prerequisite, or if the student is registered in another section of the class. If any of these occur, the student will be skipped and the open seat will go to the next student on the waitlist. Students may view their waitlist position in Student Planning under "Plan and Schedule."

Withdrawing from a Course

All students, credit and non-credit, who wish to withdraw from any course, must officially withdraw.

You can officially withdraw from a course in three ways:

1. Online via Student Planner
2. By mailed or faxed request, with your signature, to the Enrollment Center
3. In person at the Enrollment Center or any Community Education Center

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE__ prefix. Withdrawal from non-credit courses after the refund periods is not necessary.

Credit students must withdraw by the published course withdrawal deadlines. You can find the exact withdrawal dates for your courses in Self-Service by entering your course information in the Search for Sections. Be aware that these deadlines are not related to refunds (See Refund Policy). You are encouraged to inform your instructor(s) of your intentions to withdraw. A withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If you do not officially withdraw from a course, you will receive a grade based on work completed which may not be sufficient to give you a passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on your transcript. However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal. Requests to withdraw after the official withdrawal period will be not be processed. Exceptions may be made in hardship cases (e.g., serious injury, chronic illness, caretaker responsibilities, mental health, financial or housing emergencies). Requests must be submitted in writing to the Director of Academic Advising with supporting documentation.

Resources for Students

- Academic Advisement
- Access and Accommodations
- Assessment and Testing Center
- Blackboard/Student Resources
- Bookstore
- Career Planning
- Career Services
- Child Care
- Closing Policy
- Drug and Alcohol Abuse Prevention
- Health Services
- Library
- Lost and Found
- Online and Web-Blended Classes
- Parking
- Perkins Student Support Project
- Safety on Campus
- Student Activities
- Student Conduct Code
- Student Employment
- Student Grievance Procedure
- Student Identification Cards
- Student Records (Transcripts)
- Student Success Center (SSC)
- TRIO Programs
- Voter Registration

Academic Advisement

L&C Academic Advising provides individualized enrollment assistance to help you choose the program and courses that best support your goals.

Our professional advisors will meet with you to discuss your education and career plans, review past academic records, College Placement Test scores, college transcripts, and other available information. Together, you and your advisor will create an educational plan tailored to your needs, abilities, and interests. Academic Advisors also provide prospective students with general admissions information.

Academic Advisement is located in the Enrollment Center, Reid Hall, Room 1200, and can be reached by phone or text at 618-468-2222.

Access and Accommodations

The Center for Access and Accommodations provides disability support services for students with documented disabilities, including learning disabilities. Services may include testing accommodations, academic advising, classroom relocation, specialized equipment, and other supportive services.

Students requesting accommodations must complete the Request for Accommodations form at www.lc.edu/access and submit appropriate documentation. An intake appointment will be scheduled upon review of the request.

Students with hearing or visual impairments should contact the Center for Access and Accommodations at least 30 days prior to the start of classes to allow time for coordination of services. Due to the limited availability of qualified interpreters, accommodations may not be available for students who register late.

For additional information, contact the Center for Access and Accommodations at 618-468-4128, or visit the Welcome Center located in Reid Hall, 1200.

Assessment and Testing Center

New students typically begin by completing placement testing through the Assessment and Testing Center. L&C administers the Accuplacer Next-Generation, a computerized assessment that evaluates reading, writing, and math skills. The center also administers CLEP, Pearson VUE, and Measure Learning exams.

In addition, the Assessment and Testing Center provides make-up testing and proctored exams for online and distance-learning courses. Make-up exams are offered within the timeframes established by instructors.

The Assessment and Testing Center is located in Haskell B25 and can be reached at 618-468-5232 or testingcenter@lc.edu.

Blackboard/Student Resources

Blackboard is your central hub for online learning at L&C. Login information is provided during orientation, and you are encouraged to check Blackboard daily.

Students are automatically enrolled in the L&C Student Resource Organization, which includes new student orientation materials, Blackboard how-to guides, campus resources, and a student discussion board for asking questions and buying/selling textbooks.

All classes that use Blackboard-online, web-blended (online with some required on-campus meetings), and web-enhanced (face-to-face classes with materials posted in Blackboard)-are found by logging in at blackboard.lc.edu and clicking Courses.

Additional Online Resources:

L&C Email - Important messages from the College and your instructors will be sent to your L&C email, so check it frequently.

Self-Service Student Planner - Use Student Planner to manage enrollment, financial aid, grades, unofficial transcripts, and more.

LC Alert - Update your contact information to receive urgent campus announcements and emergency alerts.

Bookstore

The L&C Bookstore carries textbooks and supplies needed for coursework. Many textbooks are available for rental with a valid L&C student ID. Students taking online courses may order required materials here.

The bookstore is located on the Godfrey Campus in Reid Hall, Room 1200 in the Student Welcome Center. Store hours are posted at the Bookstore's website. Contact the bookstore at 618-468-2268 or bookstore@lc.edu.

Career Planning

Students seeking career development assistance have several options. Academic Advisors (Enrollment Center) and Student Support Specialists (Student Success Center) can assist with choosing programs or majors. The Student Success Center may recommend interest inventories. Career Coach also provides a quick online interest assessment.

The following course is also designed to help students make informed decisions:

CDEV 130 - Career Development

- Face-to-Face Sections: Best for students who prefer structure and direct faculty interaction. Ideal for undecided students or those experiencing anxiety or uncertainty about career choices.
- Online Sections: Suitable for students who prefer a more flexible, self-directed format. Includes online activities and individual conferences with a career counselor.

For more information, contact your academic advisor or visit the Career Resource Center. Students can explore real-time job data and regional employment opportunities through Career Coach at: www.lc.edu.

Career Services

L&C Career Services provides job search tools and resources through the Career Resource Center. Career Coach offers current local wage data, employment trends, job postings, and a free resume builder. Students may walk in or call 618-468-5503 for career and job readiness assistance. Employment opportunities can also be found on the Community Job Board (linked on the Career Services web page). Although Career Services does not provide job placement, extensive assistance is available to students, prospective students, and graduates.

Workforce Innovation and Opportunity Act (WIOA) - information and unemployment services are offered at:

- Southwestern IL WorkNet Center (Madison, Bond, Jersey, and Calhoun), 101 East Edwardsville Road, Wood River, IL 62095, 618-296-4301
- The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, and Montgomery counties), 116 South Plum, Carlinville, IL 62626, 217-854-9642

These centers offer job-search support, resume resources, job statistics, self-help materials, and access to training funds.

Child Care

The Montessori Children's House, located on the Godfrey Campus, provides childcare for employees and enrolled students for children aged two years through elementary school. Hours are 7:00 am to 5:30 p.m., Monday-Friday (closed on holidays). Call 618-468-3154 or visit MCHGodfrey.org.

Closing Policy

Inclement Weather - If it becomes necessary to close the College due to inclement weather, students will receive voice, text, and email notifications, based on user managed settings, through LC Alert. Closings will also be posted on the L&C website, social media, and major St. Louis media outlets.

- N.O. Nelson Campus and Community Education Centers follow the same inclement weather policy as the main campus.
- Classes held in public schools throughout the district will not meet if the main campus is closed, regardless of the public school's status.
- Classes at specialized locations (hospitals, libraries, industries, agencies, etc.) follow the schedule of the host organization.

Holidays and Recess Periods - The Godfrey Campus, N.O. Nelson Campus, and Community Education Centers follow the academic calendar published in the catalog. Classes at partner locations follow those locations' calendars. When L&C observes Spring Recess, all L&C courses-on-campus and off-campus-do not meet.

Drug and Alcohol Abuse Prevention

L&C supports federal, state and local efforts to eliminate alcohol abuse and illicit drug use 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 Services to appropriate community agencies. Additional information is included in the Drug Free & Campus Regulations.

Health Services

L&C prioritizes student health and wellness and offers physical and mental health services, including the Paul B. Hanks Dental Clinic and Personal Counseling Services.

Paul B. Hanks Dental Clinic - offers dental assessments, x-rays, cleanings, periodontal care, fluoride, sealants, and referrals. Treatment is provided by dental hygiene students under licensed supervision. Appointment days and times vary by semester, so interested patients are asked to call the clinic at 618-468-4463 for more information or to schedule a screening appointment.

Personal Counseling Services - available in person, by phone, or virtually by appointment. Walk-ins are accepted Monday-Friday for emergencies. To Schedule an appointment, contact Counseling Services in Hatheway Hall, Room 212, at 618-468-4121.

In addition to personal counseling services on campus, students may also access free online therapy through BetterMynd's diverse network of licensed mental health counselors.

Emergency Resources - in an emergency, please call the 24-hour local crisis hotline at 618-465-4388, the 24-hour National Suicide & Crisis Lifeline at 988, or go to the nearest emergency room.

Library

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

As a member of the I-Share library consortium, students, faculty, and staff have not only have access to Reid Library's collection of 50,000 books, but also more than 30 million additional items through the I-Share library consortium. Requests for materials from other I-Share libraries may be made online and are typically available for check-out within 48 hours. Students also have access to 40+ full-text databases on- or off-campus using L&C email credentials. Special

collections include DVDs, spoken word material, music, popular reading, local history, and materials related to the explorers Meriwether Lewis and William Clark. A valid L&C ID is required for checkout of all library materials.

Additional library services include computers, printing, Wi-Fi, reference help, interlibrary loan, photocopying, scanning, faxing, and study areas including a private study room. A wheelchair-accessible workstation with screen magnification software is also available. Lab assistance is provided most hours.

The Library is also home to Academic Tutoring and The Writing Desk, staffed by the Student Success Center. These services provide one-on-one support for students seeking assistance in areas related to study skills, test preparation, and writing assignments. No appointment needed. Call 618-468-4301 for current hours.

Lost and Found

Lost and Found is maintained by the Campus Safety Office located at the north entrance of campus. Any lost items should be turned in promptly. Unclaimed items are donated at the end of the academic year. Call 618-468- 2300 for assistance.

Online and Web-Blended Classes

Online courses at L&C follow the same academic standards as traditional courses, with added flexibility.

Types of Online Classes

- Online - fully online classes with no on-campus meetings. Some online courses may require in-person proctored tests.
- Web-blended - most work is completed online with some on-campus meetings.

Enrollment Restrictions

- new students with no GPA and students with a GPA of 2.3 or higher may enroll in online courses
- students with a GPA below 2.3, or who have previously earned a grade of PR, D, I, or F in the same course, whether online or face-to-face, may not enroll in an online course
- Certain courses require a 2.7 GPA in order to enroll in an online section including BIOL 164, 165, BUSN 161, CIS 235, ENGL 132, MATH 111, 112, 116, 125, 131, 165, and PSYC 131, 232, 233, 260.

Out-of-State Students - L&C participates in the National Council of State Authorization Reciprocity Agreements (NC-SARA), allowing students from other SARA member states to take online courses. For further information, including a list of participating states, please visit www.nc-sara.org.

F-1 Visa Students - No more than three online credits per semester may be counted toward the full course of study requirement. Web-blended courses that require students' physical attendance for some class meetings or examinations are exempted from this restriction.

Online Course Concerns - Students with concerns about an online course, who feel that a complaint has not been satisfactorily resolved through the Student Grievance Procedure, may file a complaint with the Illinois Community College Board at: www.iccb.org/student-complaints/.

Parking

Students, faculty, and staff are required to have a valid parking permit properly displayed when parking on campus. Permits, maps, and campus regulations are available at the Campus Safety Office located at the north entrance of the Godfrey campus. The Campus Safety Office is open 24/7 and can be reached by dialing "0" from on-campus phones or 618-468-7000.

All vehicles must be parked on pavement, between parking lines, and/or centered on parking block bumpers. Parking is not allowed on grass, sidewalks, roadways, circle drives, or in restricted areas.

- Students must park in designated student lots (parking is permitted in staff/faculty lots after 4:30 p.m.).
- Visitors must display a visitor permit and may park in student lots anytime and in staff/faculty lots after 4:30 p.m. Visitor permits are available from the Campus Safety Office.
- Individuals with disabilities may park in designated accessible spaces with a valid state permit

Perkins Student Support Project

The Carl D. Perkins Grant supports students enrolled in career programs (AAS or certificate) who meet specific eligibility criteria, including being economically disadvantaged, a single parent, out-of-workforce, homeless, in foster care, 21 or younger with a parent on active military duty, or enrolled in a nontraditional career program (a program in which 25 percent or less of the student's gender is employed in that field).

Services may include lending of career-specific textbooks, required materials, or a laptop for the semester. Perkins does not provide monetary aid, general education course materials, calculators, transportation, childcare, tuition, fees, testing, physicals, vaccinations, background checks, or reimbursement for items purchased by students.

Students must declare a career program major to qualify. While eligibility is determined by the Perkins Project Manager, students may begin the process by meeting with the Career, Transfer, and Transition Services Manager. All students seeking Perkins services are required to meet with the Career Manager before services can be provided. The Career Manager can be reached by calling 618-468-2730.

More information is available at the Perkins Support web page, or by contacting the Perkins Project Manager at 618-468-4020. The Perkins office is located in Wade Hall, Room 1113. Appointments may be required.

Safety on Campus

Campus Safety works to ensure a safe environment for all students, faculty, staff and visitors. Officers patrol the campus by motor vehicle and on foot 24 hours a day, 7 days a week. Campus Safety works closely with all members of the college community and with local law enforcement agencies. They are alerted of all 9-1-1 calls as received by the Madison County 9-1-1 service. When confronted with a need for an arrest regarding criminal/civil violations on campus, Campus Safety immediately notifies local or state police agencies, and assists these agencies in all appropriate ways.

Services include safety escorts, building security, policy enforcement including student code of conduct violations, parking and crowd control, lost and found, minor vehicle assistance (jumps and lock-outs), emergency medical help, crime reporting, special event security, security education and training, and confidential counseling referrals. The Campus Safety Office is located at the north entrance of the Godfrey campus and can be reached at 618-468-2300, or by dialing "0" from any campus phone.

Student Activities

Student activities are important to the educational experience at L&C, and a comprehensive program of activities is provided. Students have the opportunity to participate in clubs and organizations including student government, the student published newspaper (*The Bridge*), service organizations, special interest clubs, and career and major related clubs. The list of current student clubs and organizations can be found at www.lc.edu/current-students/campus-life/clubs-and-organizations.html. Students interested in starting a new student club or organization can contact Sean Hill, Dean of Students, at shill@lc.edu or 618-468-6000.

Information about events can be found on campus message boards, *The Bridge* student newspaper, college social media accounts, and LC email. The Student Activities calendar is available at www.lc.edu/assets/pdfs/student-activities-calendar.pdf.

Student Conduct Code

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

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

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

report incidents of sexual misconduct brought to their attention through any source to the College's Title IX Coordinator and thus cannot guarantee confidentiality. The College's Sex-Based Misconduct Policy can be found at www.lc.edu/college-information/consumer-information/4RSV.html.

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

Student Employment

The Federal Work Study program provides part-time employment for students who demonstrate financial need. Jobs are listed on the College's Financial Aid website, and students may complete a work study application online. Work study positions are paid at minimum wage, and the average work load usually cannot exceed 20 hours per week.

Employment opportunities can also be obtained by accessing L&C's website and selecting Community Employment under Community Programs & Services.

Student Grievance Procedure

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

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

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

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

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

Student Identification Cards

Students may obtain a free ID card in the Enrollment Center located in Reid Hall, Room 1200. The ID card allows students to use the Learning Resource Center, computer labs, and other campus services. A \$10 fee is charged for a replacement ID.

Student Records (Transcripts)

L&C can provide official copies of your transcript to any institution or individual you designate. Transcripts can be requested online (recommended) at www.lc.edu/current-students/request-transcript.html. Online requests are the only way to send an official transcript electronically. To request a transcript in person, you may fill out a transcript request form in the Enrollment Center or at any Community Education Center location.

L&C reserves the right to deny a student an official transcript (not required to be made available by FERPA) if the student has an unpaid financial obligation to the college. However, the college will provide an official transcript to a student's current or potential employer even when there is an outstanding financial obligation. These requests must be submitted to and reviewed by the Registrar's Office. Students may request an unofficial transcript at any time, regardless of financial obligations. Requests for more than five official transcripts require review and approval by the Registrar.

Evaluation of Transfer Credit: By state law, L&C is required to review your previous academic record(s) prior to admission to an Associate of Arts, Associate of Sciences, Associate of Fine Arts, or Associate of Engineering Sciences degree. Students must provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended.

L&C only accepts official transcripts sent directly to the Enrollment Center from the issuing institution or hand-delivered by the student *in a sealed, official envelope*.

The Records Evaluator will complete a course-by-course evaluation and mail the results, along with an updated transcript, to the student.

All documents presented for admission (applications, transcripts, etc.) become the property of L&C and cannot be returned to the student or released to any outside agency.

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

Transfer Credit Policy for Laboratory Courses: For certain academic programs, transfer credit for courses that include a laboratory component will only be granted if the laboratory portion was completed through in-person, hands-on instruction at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements in these programs. Students are encouraged to work with L&C academic advisors or program coordinators regarding transferability of specific general education and science courses and how this policy applies to their program of study.

Student Success Center (SSC)

The Student Success Center offers free, individualized assistance for students seeking help with coursework. No appointment is necessary on the main campus. Tutoring on the N.O. Nelson Campus is by appointment only. Hours vary by semester. For more information, call 618-468-4SSC or visit www.lc.edu/student-services/student-success-center/index.html.

Academic Tutoring/Writing Desk - Reid Hall, Room 2201 (inside the library)- Provides assistance with essay writing - including organization, idea generation, and mechanics - as well as general help in any liberal arts courses. Students unable to visit in person may submit drafts electronically through the Online Paper Submission (OPS) system at ops@lc.edu. Instructions are available at www.lc.edu/student-services/student-success-center/writing.html.

Career Resource Center - Building N4, Room 213 (Nelson Campus) - Offers individual career counseling, resume preparation, and assistance with job seeking skills.

Communications Lab - Contact the SSC at 618-468-4772 - Provides help with preparing and delivering oral presentations, organizing content, sourcing credible information, and designing visual aids.

Math/Science Resource Center - Commons 233 in the McPike Math & Science Complex - Offers one-on-one tutoring for general education core math and science courses, as well as access to textbooks, solution materials, and internet-connected computers.

STEM Resource Center - Commons 233 in the McPike Math & Science Complex - Provides one-on-one and group tutoring for students pursuing careers in Science, Technology, Engineering, and Math.

Open Computer Labs - Reid Hall, Room 2216 (Godfrey Campus inside the library), Trimpe Hall, Room 250 (Godfrey Campus), and Building N3, Room 108 (Nelson Campus) - All labs are equipped with internet access, printers, and Microsoft Office. Some labs offer specialty software or equipment; call 618-468-4772 to verify availability.

TRIO Programs

Talent Search is a federally-funded program designed to identify and assist middle school and high school students with the potential to further their education after graduating from high school.

Upward Bound is a federally-funded program that helps high school students stay in school and further their education after graduation. Services include academic support, educational counseling, and career motivation.

For more information on these programs call 618-468-6100.

Voter Registration

In accordance with Public Law 105-244 (Higher Education Amendments of 1998), L&C provides students with the opportunity to register to vote. Voter registration forms are available in the Enrollment Center on the Godfrey Campus, the N.O. Nelson Campus, and all Community Education Centers. Forms include all required information to register in your county of residence.

Policies and Regulations

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

Affirmative Action Policy

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we reemphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law. Lewis & Clark Community College adheres to the principles of equal opportunity in education and employment.

The following person has been designated to handle inquiries regarding this non-discrimination policy: Lori Artis, Vice President of Administration, Erickson Hall, Room 103, 618-468-3000.

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

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

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

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

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

Dissemination of Policy

Copies of the Affirmative Action Policy will be distributed to:

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

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

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

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

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

Responsibility for Implementation of Policy

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

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

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

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

Training

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

Transfer and Promotion

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

Compensation

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

Selection

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

Termination

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

Anti-Harassment and Anti-Discrimination Policy

Statement of Policy

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

Prohibited Conduct

The conduct prohibited by this Policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon an individual's protected status, including but not limited to sex, color, race (which comprises traits associated with race, including, but not limited to hair texture and protective hairstyles such as braids, locks, and twists), ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, gender-related identity, or any other protected group status as defined by law. The College will not tolerate harassing conduct that affects tangible job benefits or educational development, that interferes unreasonably with an individual's work or educational performance, or that creates an intimidating, hostile or offensive working or learning environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based upon his or her protected status.

Reporting and Investigation

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

Any person who believes he or she has been subjected to sex-based discrimination, sexual harassment or any other form of sex-based misconduct, who has been informed of conduct constituting sex-based discrimination, sexual harassment or other sex-based misconduct, or who witnesses sex-based discrimination, sexual harassment or other sex-based misconduct, should promptly submit a report to the College's Title IX Coordinator. For additional information regarding the College's prohibition on sex-based misconduct and procedures for addressing sex-based misconduct, please see the College's Sex-Based Misconduct Policy and Procedures, which can be found at www.lc.edu/college-information/consumer-information/4RSV.html. All reports and complaints alleging sex-based discrimination, sexual harassment or other sex-based misconduct shall be processed in accordance with the College's Sex-Based Misconduct Procedures, which can be viewed at: www.lc.edu/college-information/consumer-information/prohibiting-sex-based-misconduct-procedures.html.

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

Reporting Non-Sex Based Discrimination and Harassment Students who wish to report non-sex based discrimination or harassment should contact the Vice President of Academic Affairs, Vice President of Student Affairs, or the Vice President of Administration.

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

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

Investigating Complaints of Non-Sex Based Discrimination and Harassment

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

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

Resolution of Complaints

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

Prohibited Retaliation

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

Confidentiality

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

Other Options for Assistance

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

- Illinois Department of Human Rights, Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, IL 62701. Phone: 217-785-5100
- The Office of Civil Rights/Chicago, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604. Phone: 312-730-1560
- Illinois Human Rights Commission, Jefferson Terrace, 300 W. Jefferson Street, Suite 108, Springfield, IL 62702. Phone: 217-785-4350
- The United States Equal Employment Opportunity Commission, 1222 Spruce Street, Room 8.100, St. Louis, MO 63103, Phone: 314-798-1960

Drug and Alcohol Use Policy

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

Unless specifically requested otherwise in writing to the Director of the Enrollment and Advising, the college may disclose the following Directory Information: (1) name, (2) email address, (3) whether or not currently enrolled, (4) dates attended, and (5) degrees and honors attained. Additionally, to comply with the Solomon Amendment, the college will release to authorized military personnel the following directory information: student's name, address, telephone listing, date of birth, academic year, academic major, and degrees received. Students can request non-disclosure of above Directory Information by completing a form available from the Director in the Enrollment Center, Reid Hall, Room 1200.

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 postsecondary institution.

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

Filming and Photography on Campus Policy

Lewis & Clark Community College encourages filming and photography on its properties within the guidelines of this policy. In all instances, filming and photography will be approved on Lewis & Clark Community College campuses and locations only if it does not interfere with the educational or other program functions or events of the College; does not pose a security or safety risk to those involved in the filming and photography or other campus users; does not cause damage to any College asset; and, the use or re-use of the resulting film or photography product is consistent with the interests of the College and other applicable policies.

Incidental, Non-Commercial Filming Or Photography In Public Places

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

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

Commercial Filmmakers And Photographers

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

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

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

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

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

Private Event Photography

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

Student Work

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

Journalists

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

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

Religious Observances Policy

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

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. 110 ILCS 110/1.5(b).

Sex-Based Misconduct Prohibition Policy

Policy Statement

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

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

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

Title IX Compliance

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

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

Retaliation Prohibited

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

Implementing Procedures

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

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

Sex Offender Registration Act Process

Illinois state law requires all sex offenders to inform the college within 3 days of registering for classes or accepting employment from an institution of higher learning. To be in compliance, sex offenders must complete an ISP 5-695 form with the Dean of Students. If a student discloses as a sex offender at any L&C location, those students are directed to the Dean of Students to complete the Registration Form ISP 5-695. Once completed, a copy of the form is sent to the State Police. Continuing students must complete the Registration Form ISP 5-695 every semester before advising/registering in with the Dean of Students.

Smoking Policy

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

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

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

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

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

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

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

A smoke-free campus map for all college locations is available on the college's website: <https://www.lc.edu/college-information/consumer-information/smoke-free-campus-act.html>.

Solicitation Policy

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

Student Right to Know

Please note that Student-Right-to-Know graduation rate and transfer-out data is available at www.lc.edu/college-information/consumer-information/student-right-to-know.html.

Athletic Participation and Financial Aid (EADA) disclosure is available at www.lc.edu/college-information/consumer-information/student-right-toknow.html.

The Jeanne Clery Disclosure of Campus security Policy and Crimes Statistics Act (formerly the Campus Security Act) can be found at www.lc.edu/student-services/campus-safety/index.html.

Technology Resources Policy

All College students, faculty, staff or other personnel who use or have access to the College's technology resources, including but not limited to computers (e.g. desktops and portable computers, servers, networks, printers, software and data storage media), e-mail, voicemail, facsimile machines, photocopiers, Internet access, and electronic communication devices (e.g. pagers, cell phones, radios), collectively referred to in this policy as "technology resources" should be familiar with, and must comply with, these policies. This policy is intended to apply to all technology and networks used in the workplace, including new technology resources which may be introduced into the workplace.

Confidentiality and Access Policies

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

Types of Software Used at College and Software Policies

- **Third Party Software** - All third party software used by the College is proprietary to the third party vendor, is protected by copyright and/or trade secret law, and is subject to the terms of the specific software license agreement entered into by the College with the third party vendor with respect to that software. In general, these software license agreements expressly forbid copying of the software, forbid the use of unauthorized copies of the software, may restrict the use of software to particular hardware, and may limit the computers upon which the software may be used or the number of concurrent users of such software. In some cases, the College's licenses permit certain limited use by students, faculty or staff on home or portable computers. Violation of the provisions of software agreements and or copyright law can subject the College and individuals to substantial damage claims and possible criminal penalties.
- **Copying of Software** - The College prohibits any unauthorized duplication of all software owned or licensed by College. No user may, without proper authorization, duplicate the software that is loaded on his or her computer's hard disk for use on any other PC without consulting with and obtaining written authorization from the Academic Computing/Helpdesk staff.
- **Installation of Unauthorized Software** - College computer users may install software on College hardware with prior written authorization from the Academic Computing/Helpdesk staff. Such approval will be granted unless there is a substantial danger of system or network conflicts, configuration changes, etc. Any maintenance required by a PC that was caused by the installation of unauthorized software will be placed at the bottom of the priority list for repair by the Academic Computing/Helpdesk Staff.
- **File-Sharing** - Users may not post, upload, download, transmit, distribute, or engage in any "file-sharing" of any data or files (including software, music, audiovisual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by College's Academic Computing/Helpdesk Staff.

Use of Technology Resources

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

- **Monitoring** - The College reserves the right to monitor, inspect, access, intercept, review, and when appropriate, disclose any and all information created, entered, received, stored, viewed, accessed or transmitted via College technology resources (including without limitation in databases, data file systems, data archives, Web/Internet/Intranet sites). The College's right to monitor extends to all use of the College's technology resources, including personal use. Users consent to the disclosure of data, information, messages and other files created, sent, or received on the College's technology resources which are stored by a third-party electronic communication service or remote computing service. **Users should have no expectation of privacy in connection with the use of College technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data via such resources.**
- **Passwords and Security** - All passwords and security used in connection with College technology resources -- including voice mail access codes -- are College property and must be made available to the College. Users must understand that their use of passwords will not preclude access, monitoring, inspection, interception, review, or disclosure by authorized College personnel. The College also may unilaterally assign and/or change passwords and personal codes. The security of the College's technology resources is every user's responsibility. Academic Computing Staff access each PC in the College periodically to perform system maintenance. Authorized and specifically designated College team members, agents, or representatives may also investigate and/or monitor the use of College systems to ensure that use is consistent with our Policies. They may also override all passwords or security codes when deemed necessary.
- **Lawful Use** - College technology resources may not be used to intentionally or unintentionally violate any local, state, federal, or national civil or criminal laws, including copyright and patent laws of any jurisdiction. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, e-mail, or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. Users also may not upload, download, post, e-mail, or otherwise transmit any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.
- **Infringement of Proprietary Rights** - College computer, electronic, e-mail, and Internet resources may not be used to violate proprietary rights, including copyright, trademark, trade secret, patent, rights of publicity, or any other intellectual property rights.
- **No Harassment** - Users are absolutely forbidden from using College technology resources in any way that may be construed to violate the College's harassment-free workplace policy or otherwise harass fellow students or other individuals. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt of any potentially offensive material; claiming to be a passive recipient of prohibited material is unacceptable. Prohibited conduct includes sending e-mail messages to someone who has requested that the user not do so.
- **Misrepresentation of Identity** - College computer, electronic, e-mail, and Internet resources may not be used to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" and "phishing" (e.g., constructing electronic communications to appear to be from someone else, including to solicit personally identifiable information from recipients) is prohibited. Each user's name, e-mail address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

Internet Guidelines

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

- **Communications Over the Internet** - Electronic communications facilities (such as e-mail, talk, network news and Internet Relay Chat) are primarily for College activities. Each individual is responsible for his/her image on the Internet as well as the image of the College. Fraudulent, harassing, or obscene messages and/ or other materials must not be transmitted over the Internet or any other network on- or off-campus. Inappropriate messages include but are not limited to the following:
 - **Fraudulent Messages** - Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.
 - **Harassing Messages** - Messages that harass an individual or group because of their sex, race, age, religious beliefs, national origin, physical attributes or sexual preference.
 - **Obscene Messages** - Messages that contain obscene or inflammatory remarks directed toward an individual or group.
- **Inappropriate Use of Resources** - No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.
- **Network Configuration** - No one may establish a TCP/IP resource on campus without the explicit consent of Academic Computing/Helpdesk. All addresses are administered by Academic Computing/Helpdesk and all users must adhere to the addressing conventions established by that department.
- **Security** - No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.
- **System Accounts** - Accounts are assigned to individuals and no one may use another person's account. Use of another user's account may result in automatic suspension of the account.
- **Financial Gain** - No one may use resources of the Internet for personal financial gain by posting messages that promote the products or services of a local business or their own product or services.

Virtual Private Network (VPN) Guidelines

A Virtual Private Network (VPN) connection provides a convenient way for team members to directly connect to the L&C internal network through the internet. It also provides a mechanism for team members to provide support for applications and software remotely. In order to use this connectivity, team members must read, understand, and agree to abide by the terms of VPN policy. VPN connections are most commonly used for remote staff and vendor support functions. These connections provide secure tunnels allowing access to a remote network. This policy provides guidelines, standards, and procedures for remotely accessing L&Cs internal network and systems. This policy applies to all L&C team members who access the network remotely using a VPN client.

- **Access** - Authorized L&C team members may utilize the VPN. VPN access must be requested and be made to the IT helpdesk via the formal Access Approval Form. Approval will be based on a demonstrated need for remote VPN access. Appeals may be made through a direct supervisor and the Director of Campus Technology. Approvals are valid for one year and must be renewed periodically.
- **Internet Connectivity From Home** - VPN access does not provide Internet connectivity. Individual users are responsible for selecting an Internet Service Provider (ISP), coordinating installation, and installing any required software necessary for Internet service.

- **Required Equipment** - VPN access is only to be used with equipment owned and maintained by the college. VPN access is not allowed on ANY personal equipment.
- **Required Software** - Only the VPN client software that is distributed by LC may be used to connect to the LC VPN.
- **Security** - It is the responsibility of those users with VPN privileges to ensure unauthorized users are not allowed to access LC's internal networks, college-issued equipment, and any material resources or information that users will transport to support work-from-home activities.
- **Acceptable Use** - All acceptable use restrictions of L&C technology resources apply to VPN access. Approved access is for assigned work responsibilities and L&C official business only.
- **Limitations** - The VPN must be disconnected when LC related work is completed. Users should not leave the VPN connected unless an active direct connection to LC's network resources is needed.
- **Fail Safe** - VPN users will be automatically disconnected from the LC network after 30 minutes of inactivity. Any artificial processes to keep the connection open are not allowed.

LC IT services reserves the right to limit or deny connections to the VPN as needed. Any team member found to have violated this process will be subject to loss of certain privileges or services, including but not necessarily limited to loss of VPN access.

Weapons on Campus Policy

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

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

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

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

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

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

Joint Educational Agreements

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

Lewis and Clark participates in the Comprehensive Agreement Regarding Expansion of Educational Resources (CAREER), a statewide agreement among Illinois community colleges that expands access to select educational programs. Members of the CAREER consortium allow students to enroll in approved programs of study not offered in their home district and to pay in-district tuition and fees. Participation is limited to eligible programs rather than individual courses. Students seeking to enroll in a CAREER-eligible program at L&C that is not available in their home district must obtain a letter of approval from their home community college. Upon receipt of this documentation, L&C will assess in-district tuition and fees. Residents of the L&C District may also participate by requesting a letter of approval from the Office of the Vice President of Student Services (Reid Hall, Room 1200).

Participating institutions include:

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

Dual Admission Agreements

L&C offers several dual admissions agreements that allow students to be admitted simultaneously to L&C and a partnering four-year college or university. These agreements are designed to provide a smooth, seamless transfer experience, giving students access to advising, financial aid services, and courses at both institutions. While enrolled primarily at L&C, dual admission students may take one course per semester at the partner institution.

Southern Illinois University Edwardsville (SIUE) Dual Admission/Partnership Agreement

Students may apply for dual admission with SIUE by the end of their second semester of full-time enrollment at L&C. Participants receive advising and financial aid support from both L&C and SIUE. For more information, contact an advisor at 618-468-2222.

University of Illinois at Chicago College of Nursing Dual Admission Pathway

L&C's Associate Degree in Nursing (ADN) program offers a direct dual admission pathway into the University of Illinois at Chicago's fully online RN to BSN completion program. This pathway allows students to begin taking BSN-level courses while completing the ADN at L&C. For more information, contact an advisor at 618-468-2222.

Summary of Agreements with Four-Year Institutions

L&C maintains a broad range of transfer and articulation agreements with four-year colleges and universities. These agreements help students move efficiently into specific bachelor's degree programs, including technical and specialized fields. Through established 2+2 articulation agreements, students who complete an A.A.S. degree in approved occupational programs-or an A.A. or A.S. degree with designated coursework-may transfer to partnering institutions, often with junior standing. For details about specific institutional agreements, contact the Director of Student Affairs at 618-468-5200.

Transfer Degree and Career Programs

Transfer Degree Program Admission Requirements

L&C has an open-admission policy; however, certain programs have additional admission requirements.

Students pursuing a degree or certificate are expected to have a high school diploma, an Illinois High School Diploma (formerly GED), or an equivalent credential earned through home schooling.

Students enrolling in transfer degree programs must meet the minimum admission requirements outlined in Illinois Public Act 86-0954. Submitting your high school transcript helps your advisor verify whether you have met these requirements. Students who have not met the requirements may enroll in L&C courses designed to help fulfill them.

Transfer Degree Program Goals

The first two years of a bachelor's degree—completed at either a community college or university—typically focus on general education in English, speech, mathematics, social sciences, humanities, and natural sciences. These courses help students explore academic interests before selecting a major.

L&C's transfer degree programs offer high-quality courses at a lower cost, with small, student-centered classes and strong academic support to help students develop the skills needed for success.

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

- Complete a transfer degree and select courses that meet the freshman- and sophomore-level requirements of your intended transfer institution (see articulation agreements and consult an advisor), and
- Create and follow an educational plan with a counselor or advisor.

Program Majors

Students who already know their intended major and plan to continue at a four-year institution should select a program major from the Associate in Arts (A.A.) or Associate in Science (A.S.) degree sections of this catalog. Students are encouraged to work closely with an academic advisor to ensure their coursework aligns with the requirements of their intended transfer institution.

Transfer of Course Credit

Courses in L&C's baccalaureate-oriented transfer programs are designed to transfer to senior colleges and universities; however, each receiving institution determines which specific credits it will accept.

The Illinois Board of Higher Education encourages universities to grant junior standing and consider general education requirements fulfilled for transfer students who complete an A.A. or A.S. degree following a baccalaureate-oriented sequence. Many Illinois institutions follow this guideline, and some extend it by guaranteeing that all general education requirements are met upon degree completion.

L&C participates in the Illinois Articulation Initiative (IAI), a statewide transfer framework that facilitates student transfer among Illinois colleges and universities. For more information, visit www.itransfer.org.

Students should work with an advisor at L&C and at the intended transfer institution to ensure a smooth transition.

The IAI General Education Core Curriculum (GECC) is designed for transfer students. Completion of the entire GECC prior to transferring to a participating college or university guarantees fulfillment of general education requirements. If the GECC is only partially completed, the receiving institution determines how each course will apply.

The IAI GECC became effective at L&C and statewide in the summer of 1998. The acceptance and application of credit earned prior to the summer of 1998 are determined by the receiving institution.

General Education Core Curriculum

The Illinois Transferable General Education Core Curriculum (GECC) is part of a transferable degree and is not a workforce certificate or industry credential. Completing the GECC (12 courses, 37-41 credits) helps students transfer smoothly to participating associate and bachelor's degree programs.

Students may apply no more than two courses from any one discipline toward GECC requirements. Students pursuing an A.A.S. degree should follow the general education courses listed within their program.

The GECC is divided into five categories:

1. Communications

Communication involves expressing ideas clearly in both writing and speech. Because strong communication skills are essential for academic and professional success, students must complete ENGL 131, ENGL 132 (with a grade of C or better), and one oral communication course. These courses should be taken early in the student's program.

2. Mathematics

General education mathematics emphasizes quantitative reasoning and the ability to apply mathematical methods to real-world problems. A quantitatively literate student should be able to:

- interpret mathematical models
- represent mathematical information in multiple formats
- apply algebraic, geometric, and statistical methods
- check and evaluate the reasonableness of solutions
- recognize the limitations of mathematical models

General education math courses focus on reasoning and problem-solving-not just computation. Students should complete at least one course that strengthens foundational quantitative literacy skills.

3. Physical and Life Sciences

Science education helps students understand scientific inquiry, learn essential scientific principles, and make informed personal and societal decisions. To achieve this purpose, students must complete a minimum of two courses (7-8 credit hours), to fulfill the GECC.

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

4. Humanities and Fine Arts

These courses explore human experience-identity, culture, creativity, values, and expression-through literature, philosophy, religion, history, and the arts.

To fulfill the GECC requirement, students must complete three courses (9 credits), including at least one course from the humanities and one from the fine arts. Interdisciplinary courses may count toward either requirement. Skill-based courses (e.g., performance, production, introductory foreign language) typically do not count as GECC humanities or fine arts courses.

5. Social and Behavioral Sciences

These courses help students understand human behavior, society, cultures, and institutions. Students learn to analyze historical and contemporary issues, understand global interconnections, and develop critical thinking skills.

To meet GECC requirements, students must complete three courses (9 credits) from at least two different disciplines.

Assessment of General Education Learning Outcomes

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

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

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

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

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

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

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

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

General Education Core Curriculum Credential

Communications Courses (9 Credit Hours)

Three courses total: two courses in writing (with grade of "C" or better) and one course in oral communications.

Writing Sequence Courses

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

Oral Communication Courses

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

Mathematics Courses (3-5 credit hours)

One course total: choose a course appropriate to your major. Check with your advisor to ensure the appropriate course is selected.

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

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

Two courses total: one from the life sciences group and one from the physical sciences group. In addition, one of the courses must be a lab course.

Life Sciences Lab Courses

Students NOT majoring in Biology should choose from one of the following:

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours *L1 900L
- BIOL 132 - Human Biology 4 credit hours *L1 904L

Students majoring in Biology may use one of the following courses from the IAI BIO 910 sequence to fulfill the GECC life sciences requirement:

- BIOL 131 - Biology: A Contemporary Approach 4 credit hours *L1 910L
- BIOL 134 - General Botany 4 credit hours *L1 910L
- BIOL 135 - General Zoology 4 credit hours *L1 910L

Life Sciences Non-Lab Courses

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

Physical Sciences Lab Courses

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

Physical Sciences Non-Lab Courses

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

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

Three courses total: one course from the humanities group and one course from the fine arts group. The additional course is the student's choice or as directed by your advisor.

Humanities Western Culture Courses

- FREN 232 - Intermediate French II 4 credit hours *H1 900
- GERM 232 - Intermediate German II 4 credit hours *H1 900
- HIST 141 - African American History 3 credit hours *H2 909D †
- LITT 134 - Shakespeare's Tragedies 3 credit hours *H3 905
- LITT 135 - Women In Literature 3 credit hours *H3 911D †
- LITT 136 - Mythology 3 credit hours *H9 901
- LITT 140 - Children's Literature 3 credit hours *H3 918
- LITT 144 - Eastern Mythology - Red Sky Heroes 3 credit hours *H9 901
- LITT 234 - Multicultural American Literature 3 credit hours *H3 910D †
- LITT 235 - American Literature I 3 credit hours *H3 914
- LITT 236 - American Literature II 3 credit hours *H3 915
- LITT 241 - British Literature I 3 credit hours *H3 912
- LITT 242 - British Literature II 3 credit hours *H3 913
- PHIL 131 - Introduction To Philosophy 3 credit hours *H4 900
- PHIL 231 - Fundamentals Of Logical Reasoning 3 credit hours *H4 906
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours *H4 904
- SPAN 232 - Intermediate Spanish II 4 credit hours *H1 900

Humanities Non-Western Culture Courses

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

Fine Arts Western Culture Courses

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

Fine Arts Non-Western Culture Course

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

Interdisciplinary Humanities/Fine Arts Courses

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

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

† Satisfies Human Relations requirement

Social and Behavioral Sciences Courses (9 credit hours)

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

Social and Behavioral Sciences Western Culture Courses

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

Social and Behavioral Sciences Non-Western Culture Courses

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

Social and Behavioral Sciences Interdisciplinary Courses

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

- SOSC 132 - The Science of Happiness 3 credit hours *S9 900
- SOSC 133 - River in Social Context 3 credit hours *S9 900
- SOSC 135 - Helping Skills for a Changing World 3 credit hours *S9 900
- SOSC 160 - Human Sexuality 3 credit hours *S9 903

† Satisfies Human Relations requirement

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

Associate in Arts - ARTS.AA

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

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

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

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

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

General Education Requirements: 37 Credit Hours

Communications (9 Credit Hours)

Choose three courses total: two courses in writing (with grade of "C" or better) and one course in oral communications. See general education core list.

Mathematics (3 Credit Hours)

Choose one course total: choose a course appropriate to your major. Check with your advisor to ensure the appropriate course is selected. See general education core list.

Physical & Life Sciences (7 Credit Hours)

Choose two courses total: one from the life sciences group and one from the physical sciences group. In addition, one of the courses must be a lab course. See general education core list.

Humanities & Fine Arts (9 Credit Hours)

Choose three courses total: one course from the humanities group and one course from the fine arts group. The additional course can be selected from either group. In addition, one course must be a western culture course. Note: A.A. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Social & Behavioral Sciences (9 Credit Hours)

Choose three courses total: courses must be from at least two different disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC). Note: A.A. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Human Relations Requirement

Students must satisfy the State of Illinois human relations course requirement by successfully completing one of the following Humanities/Fine Arts or Social/Behavioral Science courses as part of the 37 General Education credit hours:

Humanities/Fine Arts courses:

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

Social/Behavioral Science courses:

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

Major Field and Elective Course Requirements: 20 Credit Hours

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

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

Additional Associate in Arts Requirement: 3 Credit Hours

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

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

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 60 Credit Hours

Associate in Science - SCLAS

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

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

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

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

In fall 2016, all Illinois community colleges were required to offer a new A.S. model. This degree has a modified general education package which allows students the opportunity to remain on track with their cohorts at the 4-year institutions and complete a couple of general education courses after they transfer to their institution of choice. Under the A.S. degree model, students will take one additional math course and one science course, which will delay two GECC courses in the Humanities & Fine Arts and Social and Behavioral Sciences categories. The GECC package remains intact; however, a student will complete the package upon transfer to a university.

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

General Education Requirements: 37 Credit Hours

Communications (9 Credit Hours)

Choose three courses total: two courses in writing (with grade of "C" or better) and one course in oral communications. See general education core list.

Mathematics (6 Credit Hours)

Choose two courses total: two courses from the Mathematics general education core list.

Physical & Life Sciences (10 Credit Hours)

Choose three courses total: one course from the life science group and one course from the physical science group. The additional course can be selected from either group. In addition, one of the courses must be a lab course. See general education core list.

Humanities & Fine Arts (6 Credit Hours)

Choose two courses total: one course from the humanities group and one course from the fine arts group. In addition, at least one of the courses must be a western culture course. Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Social & Behavioral Sciences (6 Credit Hours)

Choose two courses total: courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC). Note: A.S. degree seeking students must complete one non-western culture course in either humanities/fine arts or social/behavioral sciences. See general education core list.

Human Relations Requirement

Students must satisfy the State of Illinois human relations course requirement by successfully completing one of the following Humanities/Fine Arts or Social/Behavioral Science courses as part of the 37 General Education credit hours:

Humanities/Fine Arts courses:

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

Social/Behavioral Science courses:

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

Major Field and Elective Course Requirements: 23 Credit Hours

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

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

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 60 Credit Hours

Associate in Engineering Science - ENGR/SCI.AES

Program Coordinator Kevin Bodden

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

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

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

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

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

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

General Education Requirements: 37 Credit Hours

Communications (6 Credit Hours)

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

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

Mathematics (14 Credit Hours)

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

Physical & Life Sciences (6 Credit Hours)

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

Note: CHEM 121 is a corequisite of CHEM 141

Humanities & Fine Arts (0-9 Credit Hours)

- Humanities/Fine Arts Electives 0-9 credit hours

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

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

Social & Behavioral Sciences (3-9 Credit Hours)

- ECON 151 - Principles Of Macroeconomics 3 credit hours (recommended for students planning to transfer to SIUE)
- or
- ECON 152 - Principles Of Microeconomics 3 credit hours

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

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

Major Field Course Requirement: 16-19 Credit Hours

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

Engineering Specialty Courses: 6-17 Credit Hours

- CHEM 142 - General Chemistry II 5 credit hours
- CHEM 261 - Organic Chemistry I 3 credit hours
- CHEM 262 - Organic Chemistry Laboratory 1 credit hour
- CHEM 263 - Organic Chemistry II 3 credit hours
- CHEM 264 - Organic Chemistry Laboratory II 1 credit hour
- CIS 210 - Java Programming 3 credit hours
- DASC 131 - Introduction to Data Science 3 credit hours (students should consult an academic advisor to verify program requirements and the transferability of this course to the institution they plan to attend)
- DRFT 140 - Computer Aided Drafting 4 credit hours
- ENGR 101 - Engineering Orientation 1 credit hour
- PHYS 210 - Engineering Circuit Analysis 3 credit hours or SIUE's ECE 210 Introduction to Electrical Circuits
- SIUE's ECE 282 Digital Systems Design
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours
- PHYS 252 - Introduction to Quantum Physics 2 credit hours

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

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

Recommended Courses by Engineering Specialty

Chemical Engineering

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

Civil Engineering

- DRFT 140 - Computer Aided Drafting 4 credit hours
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours

Computer Engineering

- CIS 210 - Java Programming 3 credit hours
- CIS 235 - C++ Programming 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours
- PHYS 252 - Introduction to Quantum Physics 2 credit hours

Electrical Engineering

- PHYS 210 - Engineering Circuit Analysis 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours
- PHYS 252 - Introduction to Quantum Physics 2 credit hours

Industrial Engineering

- DRFT 140 - Computer Aided Drafting 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- PHYS 210 - Engineering Circuit Analysis 3 credit hours
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours

Mechanical Engineering

- DRFT 140 - Computer Aided Drafting 4 credit hours
- PHYS 210 - Engineering Circuit Analysis 3 credit hours or SIUE's ECE 210 Engineering Circuit Analysis
- PHYS 241 - Applied Mechanics - Statics 3 credit hours
- PHYS 242 - Applied Mechanics - Dynamics 3 credit hours
- PHYS 245 - Mechanics Of Solids 3 credit hours
- PHYS 251 - Introduction to Thermal Physics 2 credit hours

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 60 Credit Hours

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

The Associate in Fine Arts (AFA) degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor's of Fine Arts degree. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower division. In order to take courses similar to those of freshman and sophomore students at a university, some general education courses are postponed to the junior and senior years. Even though the AFA degree does not contain the entire IAI General Education Core Curriculum (GECC), students who transfer, having earned a minimum of 30 semester credit hours of college level coursework, have the option of completing the IAI GECC requirements or the receiving institution's lower-division general education requirements.

To transfer as a junior into either a B.F.A. program or B.A. program with a major in Art, students should enroll in the A.F.A. program (described below) in consultation with an art department advisor. Transfer admission is competitive and most institutions require a portfolio review for admission to a B.F.A. program, for registration in advanced studio art courses, and/or for scholarship consideration. Community college students are strongly encouraged to complete the A.F.A. degree before transferring.

The AFA in Art program expands your technical, creative, and critical thinking skills and prepares you for transfer to a four-year institution.

Program Learning Objectives

1. Demonstrate proficiency in using a variety of tools and media to create visual arts
2. Recognize time periods and styles of historical artwork and utilize proper terminology relating to artwork and art history
3. Demonstrate technical ability and craftsmanship in creating artwork
4. Analyze and critique artwork in a formal setting
5. Demonstrate awareness of fundamental visual elements and principles of design and apply these to studio practice
6. Articulate and practice health and safety procedures in the studio

Explore the vast possibilities of fine art through rich and wide-ranging experiences in L&C's Art Department as you pursue an Associate of Fine Arts degree. Our program offers foundational courses in studio art as well as informative and insightful courses in the visual arts, history of art, and non-Western art. When you become an AFA major at L&C, you will have the opportunity to work with highly experienced professional artists as your instructors in hands-on studio courses that include basic design, drawing, painting, ceramics, printmaking, and three-dimensional design. As a Fine Arts student, you will also have the opportunity to submit your artwork to the annual L&C Juried Student Art Exhibition, which is professionally installed in the Hatheway Cultural Center each spring, and to showcase your artwork at formal exhibitions across the region.

By completing your AFA degree at L&C, you will have the fundamental skills and knowledge in studio art to successfully transfer to a four-year BA or BFA program, and at a much lower cost than if you started at a four-year college or university. We also have a 2+2 agreement with Southern Illinois University - Edwardsville, which means that all of your L&C credits are guaranteed to transfer.

General Education Requirements: 31 Credit Hours

Communications (9 Credit Hours)

Choose three courses total: two courses in writing (with grade of "C" or better) and one course in oral communications. See general education core list.

Mathematics (3-4 Credit Hours)

Choose one course total: choose one course from the Mathematics general education core list.

Physical & Life Sciences (7 Credit Hours)

Choose two courses total: one from the life sciences group and one from the physical sciences group. In addition, at least one of the courses must be a lab course. See the general education core list.

Humanities & Fine Arts (6 Credit Hours)

Choose two courses total:

- ART 141 - History Of Art I 3 credit hours
or
- ART 146 - Women In Art 3 credit hours
- One course from the Humanities Group or Interdisciplinary Group only; consider a nonwestern culture course. DO NOT select a course from the Fine Arts Group. Note: AFA degree seeking students must complete one non-western culture course in either humanities or social/behavioral sciences. See general education core list.

Social & Behavioral Sciences (6 Credit Hours)

Choose two courses total: courses must be selected from at least two disciplines (ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCI, SOSC). Note: AFA degree seeking students must complete one non-western culture course in either humanities or social/behavioral sciences. See general education core list.

Major Field Course Requirement: 30 Credit Hours

Required Art Courses (21 Credit Hours)

- ART 131 - Basic Design I 3 credit hours
- ART 132 - Basic Design II 3 credit hours
- ART 133 - Drawing I 3 credit hours
- ART 134 - Drawing II 3 credit hours
- ART 135 - Figure Drawing I 3 credit hours
- ART 136 - Three-Dimensional Design 3 credit hours
- ART 142 - History Of Art II 3 credit hours

Studio Art Electives (9 Credit Hours)

Choose studio art courses in consultation with the program coordinator or an art department advisor.

- ART 137 - Beginning Ceramics I 3 credit hours
- ART 138 - Beginning Ceramics II 3 credit hours
- ART 233 - Advanced Drawing I 3 credit hours
- ART 235 - Beginning Painting I 3 credit hours
- ART 236 - Beginning Painting II 3 credit hours
- ART 241 - Beginning Printmaking I 3 credit hours

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 61 Credit Hours

Associate in Fine Arts (Music Performance) - MUSC/PERF.AFA

Students who intend to major in music performance for the baccalaureate degree may choose to complete the Associate in Fine Arts (A.F.A.) degree in music instead of the Associate in Arts (A.A.) degree or the Associate in Science (A.S.) Degree. Completion of the A.F.A. degree, however, does not fulfill the requirements of the Illinois General Education Core Curriculum. Therefore, students may also choose to complete a dual degree program, Associate in Arts (A.A.) / Associate in Fine Arts (A.F.A.) with a concentration in Music Performance. Please consult with a Music department advisor to determine the degree path that is best for you.

Since transfer admission is competitive, completion of one of the above referenced degree options does not guarantee acceptance into either a baccalaureate or upper level music program. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer.

General Education Requirements: 28 Credit Hours

Communications (9 Credit Hours)

Choose three courses total: two courses in writing (with grade of "C" or better) and one course in oral communications. See general education core list.

Mathematics (3-4 Credit Hours)

Choose one course total: choose one course from the Mathematics general education core list.

Physical & Life Sciences (7 Credit Hours)

Choose two courses total: one from the life sciences group and one from the physical sciences group. In addition, at least one of the courses must be a lab course. See the general education core list.

Humanities & Fine Arts (6 Credit Hours)

Choose two courses total:

- MUSI 130 - Appreciation of Music 3 credit hours
or
- MUSI 138 - Introduction To Music Literature 3 credit hours
and
- One course from the Humanities Non-Western Culture general education core list

Social & Behavioral Sciences (3 Credit Hours)

Choose one course total: one course from the Social & Behavioral Sciences general education core list.

Major Core Course Requirement: 32 Credit Hours

Music Theory and Aural Skills (16 Credit Hours)

- MUSI 135 - Music Theory I 4 credit hours
- MUSI 136 - Music Theory II 4 credit hours
- MUSI 235 - Music Theory III 4 credit hours
- MUSI 236 - Music Theory IV 4 credit hours

Keyboard Skills (4 Credit Hours)

- MUSI 161 - Piano I 1 credit hour
- MUSI 162 - Piano II 1 credit hour
- MUSI 261 - Piano III 1 credit hour
- MUSI 262 - Piano IV 1 credit hour

Performing Ensemble Options (4 Credit Hours)

Choose four courses:

- MUSI 144 - Concert Choir 1 credit hour
- MUSI 145 - Jazz Band 1 credit hour
- MUSI 146 - Symphony Orchestra 1 credit hour
- MUSI 147 - Guitar Ensemble 1 credit hour
- MUSI 149 - Percussion Ensemble 1 credit hour
- MUSI 233 - Jazz Improvisation Lab 1 credit hour

Applied Instruction (8 Credit Hours)

Students must successfully complete course four times on their major instrument for a total of at least eight credit hours.

- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 60 Credit Hours

Associate in General Studies - AGS.AGS

The degree of Associate in General Studies (A.G.S.) is designed for persons who want to develop a program of study to meet their special needs. **It is not designed to transfer to four-year colleges or universities.** Candidates for this degree may complete credit courses taken at L&C, credit from transfer colleges or universities, credit earned through military service, CLEP (College Level Examinations) credits, and/or other credit by examination. See section on CREDIT BY EXAMINATION, located in the Academic Information section.

To graduate with an A.G.S. degree, candidates must meet the following requirements:

- Certify completion of a high school diploma or an Illinois High School Diploma (formerly GED)
- Complete an application in the Enrollment Center
- Work with a counselor to write a general studies contract which must be filed with the Vice President of Academic Affairs. This contract may not be changed without the mutual agreement of you and your counselor

All AGS programs include a minimum of 20 credit hours of general education requirements.

Communications	3-6 credit hours
Humanities/Fine Arts	3-6 credit hours
Social and Behavioral Science	3-6 credit hours
Mathematics/Physical Science/Life Science	3-6 credit hours

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: 60 Credit Hours

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 Requirements: 18 Credit Hours

Communications (6 Credit Hours)

Two courses are required. Unless specific general education communications courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- ENGL 131 - First-Year English I 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours
- SPCH 151 - Interpersonal Communication 3 credit hours

Mathematics and/or Physical & Life Sciences (6 Credit Hours)

Two courses are required. Unless specific general education mathematics and/or physical/life sciences courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- any mathematics (MATH) course numbered 112 or above
- any physical/life science course (BIOL, CHEM, EESC, PHYS)

Note: When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

Humanities & Fine Arts (3 Credit Hours)

One course is required. Unless specific general education humanities/fine arts courses are listed in your specific program, the following courses are acceptable to satisfy this requirement:

- HUMN 241 - Media's Effect On U.S. Culture 3 credit hours
- PHIL 241 - Biomedical Ethics 3 credit hours
- Any course indicated on the general education humanities/fine arts list. See General Education Core Curriculum course list.

Social & Behavioral Sciences (3 Credit Hours)

One course is required. Unless specific general education social/behavioral science courses are listed in your specific program, any course indicated on the general education social/behavioral sciences list is acceptable to satisfy this requirement. See General Education Core Curriculum course list.

Major Field and Elective Course Requirements

See courses listed in your specific program.

Residency Requirement

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

Cumulative Grade Point Average Requirement

2.00 minimum GPA at L&C

Total Credit Hours Required: Depends on the Program

Associate in Applied Science Degrees

Note: A.A.S. Degree programs are available in the career fields listed. Please note and use the appropriate career program code on your Registration Card. All career programs are identified as Carl Perkins programs, designed to provide some assistance and service to eligible career program students. While the Perkins program does not provide direct monetary financial aid, it may be able to loan required career specific textbooks or some supplies/materials to those who are enrolled in a career program and have the intent of entering the workplace directly following the receipt of a degree or certificate.

Accounting - ACCT.AAS
 Architectural Technology - ADCG/TECH.AAS
 Automotive Technology - AUTO/TECH.AAS
 Child Development - CHDV.AAS
 Criminal Justice - CRIM.AAS
 Dental Hygiene - DENT/HYGNE.AAS
 Digital Streaming & Broadcast Media - MCOM.AAS
 Drafting and Design - DRAFT.AAS
 Environmental Science - ENV/TECH.AAS
 Exercise Science - EXERS.AAS
 Fire Science - FIRE/SCI.AAS
 Fire Service Leadership - FIRE/LSHP.AAS
 Graphic Design - CGRD.AAS
 Health Information & Medical Coding - HIMC.AAS
 Human Services - HUMS.AAS
 Industrial Electricity - ELEC/IND.AAS
 Information Technology - ITEC.AAS
 Management - MGMT.AAS
 Medical Assisting - MEDA.AAS
 Music Production - MUSC/PROD.AAS
 Nursing (Associate Degree Nursing) - NURS/ADN.AAS
 Occupational Therapy Assistant - OCCUP/ASST.AAS
 Paralegal - PARALEGAL.AAS
 Paramedicine - PARAM.AAS
 Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS
 Process Operations Technology - Petroleum - PTECH.AAS
 Restoration Ecology - ECOL.AAS
 Web Design & Development - WEB.AAS
 Welding Technology - WELD/TECH.AAS

Notification and Conditions:

All students must be able to fulfill certain technical standards in the programs of their choice. These are the essential requirements of the particular career program that students must master to successfully participate in the programs and become employable.

- Students must possess the manual dexterity, physical stamina, and physical capacities to perform all required program-specific procedures and processes
- Students must be able to communicate effectively with clients and colleagues in their career fields. Students will be required to read and comprehend technical material, write technical reports in a clear and concise manner, and verbally communicate effectively

Each program applicant needs to assess his/her own ability to meet the above technical standards.

Be informed that currently ten career programs require criminal background checks and/or drug screenings for admission or participation in co-op, internship, or clinical experiences. This list of career programs is subject to change based on state and/or federal law or professional accreditation standards. Career program students should speak to their program coordinators if they have any questions about these requirements and the potential impact they may have on participating in program courses held at off-campus locations or possible employment issues upon successful completion of their programs.

Certificates 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 at least nine hours of the Certificate of Proficiency at L&C
- Maintain a grade of C or 2.000 in all courses required for the certificate
- Fulfill all financial obligations to L&C
- Fulfill requirements for a Certificate of Proficiency and make application for graduation

Certificates of Proficiency are available in the fields listed below. Please note and use the appropriate program code on your Registration Card.

Accounting

Accounting - ACCT.CP

Automotive Technology

Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP

Auto Performance, Accessories & HEV Tech. - AUTO/ACCS.CP

Diesel Technology - AUTO/DSEL.CP

Child Development

Child Development - CHDV.CP

Early Childhood Level 3 - CHDV/ECL3.CP

Criminal Justice

Criminal Justice - CRIM.CP

Dental Assisting

Dental Assisting - DENT/ASST.CP

Digital Streaming & Broadcast Media

Digital Streaming & Broadcast Media - MCOM.CP

Drafting and Design

Drafting and Design - DRAFT.CP

Environmental Science

Environmental Technician - ENV/TECH.CP

Fire Science

Fire Science - FIRE/SCI.CP

Fire Service Leadership - FIRE/LSHP.CP

Graphic Design

Graphic Design - CGRD.CP

Health Information & Medical Coding

Medical Coding - HIMC.CP

Human Services

Human Services Generalist - HUMS/GEN.CP

Industrial Electricity

Industrial Electricity - ELEC/IND.CP

Management

Management - MGMT.CP

Medical Assisting

Medical Assisting - MEDA.CP

Music Production

Music Production - MUSC/PROD.CP

Nursing

Practical Nursing - NURS/PN.CP

Paralegal

Paralegal - PARALEGAL.CP

Paramedicine

Paramedicine - PARAM.CP

Process Operations Technology

Process Operations Technology - PTEC.CP

Restoration Ecology

Restoration Ecology - ECOL.CP

Web Design & Development

Web Design & Development - WEB.CP

Welding Technology

Production/Fabrication Welding - WELD/PROFAB.CP

Welding Technology - WELD/TECH.CP

Certificates 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
- Maintain a grade of C or 2.000 in all courses required for the certificate
- Complete at least six hours of the Certificate of Completion at L&C if the certificate is 15 credit hours or more
- Complete all credit hours of the Certificate of Completion at L&C if the certificate is 14 credit hours or less
- Fulfill all financial obligations to L&C

Certificates of Completion are available in the fields listed below. Please note and use the appropriate program code on your Registration Card.

Accounting

Accounting Clerk - ACCT/CLRK.CC

Architectural Technology

3D Architectural Modeling - ADCG/3D.CC

Architectural Graphics - ADCG/GRAPH.CC

Automotive Technology

Undercar Specialist - AUTO/UNDR.CC

Child Development

Early Childhood Level 1 - CHDV/ECL1.CC

Early Childhood Level 2 - CHDV/ECL2.CC

Illinois Director - CHDV/ILDIR.CC

Infant Toddler Level 2 - CHDV/ITL2.CC

Dental Hygiene

Local Anesthesia - DENT/LOCAN.CC

Digital Streaming & Broadcast Media

Adobe Audition - MCOM/AUD.CC

Adobe Premiere Pro - MCOM/PREM.CC

Audio Podcasting - MCOM/POD.CC

Audio & Video Podcasting - MCOM/AVPOD.CC

Drafting and Design

3D Mechanical Modeling - DRAFT/3D.CC

Fire Science

Advanced Fire Officer - FIRE/OFFADV.CC

Company Fire Officer - FIRE/OFF.CC

Incident Safety Officer - FIRE/ISO.CC

Fire Apparatus Operator - FIRE/APPAR.CC

Fire Service Instructor I - FIRE/INSTR.CC

Fire Service Instructor II - FIRE/INSTR2.CC

Firefighter - Advanced - FIRE/ADV.CC

Firefighter - Basic - FIRE/BASIC.CC

Hazardous Materials Operations - FIRE/HAZM.CC

Graphic Design

Animation - CGRD/ANIM.CC

Graphic Design - CGRD.CC

Digital Publishing - DGTL.CC

Photography - PHOTO.CC

Human Services

Clinical Helping Skills - HUMS/CLN.CC

Information Technology

Cybersecurity - ITEC/CYBR.CC

Network Administration - ITEC/NETADM.CC

Network Infrastructure - ITEC/NETINF.CC

PC and LAN Servicing - ITEC/PCSERV.CC

Management

Management - Entrepreneurship - MGMT/ENTR.CC

Management - Finance - MGMT/FIN.CC

Management - Human Resources - MGMT.HR.CC

Management - Logistics - MGMT/LOG.CC

Management - Marketing - MGMT/MKT.CC

Management - Operations - MGMT/OPER.CC

Management - Small Business - MGMT/SMBU.CC

Real Estate Brokerage - MGMT/REAL.CC

Social Media Management - MDIA/SOCL.CC

Music Production

Music Production - MUSC/PROD.CC

Nursing

Nursing: Nurse Assistant - NURS/ASST.CC

Paramedicine

Emergency Medical Responder - EMR.CC

Emergency Medical Technician - EMT.CC

Pharmacy Technician

Pharmacy Technician - PHARMTEC.CC

Process Operations Technology

Bioprocess Technology - PTECH/BIOPRCS.CC

Restoration Ecology

Field Technician - ECOL/FLDTCH.CC

Green Roof Specialist - ECOL/GRNRF.CC

Storm Water Management - ECOL/STWR.CC

Sustainable Urban Horticulture - ECOL/SUST.CC

Web Design & Development

Basic Web Design - WEB.CC

Welding Technology

Basic Welding - WELD/BASIC.CC

Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC

General Welding - WELD/GENL.CC

Shielded Metal Arc Welding - WELD/SAW.CC

Structural Welding - WELD/STRUCT.CC

Testing & Inspection in Welding - WELD/TESTINS.CC

TIG Welding - WELD/TIG.CC

Wire-Feed Welding - WELD/WIRE.CC

Accounting

- Accounting - ACCT.AAS
- Accounting - ACCT.CP
- Accounting Clerk - ACCT/CLRK.CC

Program Coordinator Christina Wickenhauser

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 L&C, 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. L&C 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.

Program Learning Objectives

1. Understand the business functions of organizations
2. Understand the nature and process of management within modern organizations
3. Understand the political, legal and regulatory environment
4. Describe the foundational tools of business finance and their applications to controlling the firm's financial environment
5. Utilize tools and method needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies
6. Understand the concepts of business operations and importance of supply chain management
7. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications
8. Demonstrate critical and analytical thinking skills
9. Demonstrate effective communication skills
10. Understand the importance of a global perspective

Degree and Certificate Options: L&C offers programs in accounting at three different levels. The A.A.S. degree prepares a person to assume the responsibilities of a position such as an Accounting Paraprofessional. The certificate of proficiency consists of courses needed for a person to assume the role of what is sometimes referred to as an Accounting Specialist. The certificate of completion prepares one to perform the tasks usually handled by an Accounting Clerk.

Nature of Work: The Accounting Program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Accounting, which is the recording and interpretation of financial information, starts with the recording of transactions in either a manual or computer system. The collected data is then converted to a useful form for various financial and managerial functions.

Skills and Abilities: Skills required include a knowledge of the bookkeeping process and current accounting principles. Also needed is a working knowledge of computers, since most accounting information is computerized.

Please Note: You must select courses at L&C to match the freshman and sophomore requirements listed by the transfer institution. Colleges and universities vary greatly in their policies, and therefore prospective transfer students are urged to contact the Enrollment Center for assistance in deciding which courses to take. Students who may later seek a four-year degree are encouraged to complete MATH 235 to satisfy math requirements and to complete MATH 165 as an elective.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, the Business department may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

30 and Out A.A.S. Degree Program Options: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Accounting by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the degree.

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science Degree in Accounting, Certificate of Proficiency in Accounting, or to earn the Certificate of Completion in the area of accounting (Accounting Clerk), a student must:

1. Earn a grade of "C" or better in all required accounting courses (defined as courses with an ACCT prefix) and
2. Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as specified by Lewis and Clark Community College.

Accounting - ACCT.AAS

Associate in Applied Science

First Semester: 15-16 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 131 - College Algebra 4 credit hours *
- or
- MATH 138 - General Education Mathematics 3 credit hours
- Approved Accounting Elective (see list) 3 credit hours

*Selecting MATH 131 eliminates the need for an additional elective in the Fourth Semester

Second Semester: 16 Credit Hours

- ACCT 132 - Managerial Accounting 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- or
- MATH 235 - Statistics 4 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Approved Accounting Elective (see list) 3 credit hours

Third Semester: 15 Credit Hours

- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- ACCT 237 - Payroll Accounting 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours

Fourth Semester: 13-15 Credit Hours

- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- ACCT 238 - Data Analytics in Accounting 3 credit hours
- Approved Accounting Elective (see list) 4-6 credit hours* (ACCT 280 - Accounting Co-Op is recommended as one of these electives)

*If MATH 131 was successfully completed earlier in the program, only 4 credit hours are needed to satisfy this elective requirement. Consult with your advisor. A minimum of 60 credit hours is required for the A.A.S. degree in Accounting.

Approved Accounting Electives

- ACCT 130 - Accounting For Small Business 3 credit hours
- ACCT 280 - Accounting Co-Op 1-2 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- BUSN 181 - Personal Finance 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- DASC 131 - Introduction to Data Science 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- JOBS 132 - Targeting The Job Market 1 credit hour
- JOBS 133 - Job Seeking Skills 1 credit hour
- MATH 165 - Calculus for Busn & Social Science 4 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours
- Any Humanities/Fine Arts Course from the general education core list
- Any Physical/Life Science Course from the general education core list
- Any Social/Behavioral Science Course from the general education core list

Total credit hours required for the A.A.S. degree in Accounting: 60

Accounting - ACCT.CP

Certificate of Proficiency

Summer Session: 6 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours

First Semester: 12-14 Credit Hours

- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
or
- CIS 135 - Computer Literacy 3 credit hours
- MATH 131 - College Algebra 4 credit hours
or
- MATH 138 - General Education Mathematics 3 credit hours
or
- Other MATH (higher than 131) 3 - 5 credit hours

Second Semester: 12 Credit Hours

- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- ACCT 237 - Payroll Accounting 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours

Total credit hours required for the Certificate of Proficiency in Accounting: 30

Accounting Clerk - ACCT/CLRK.CC

Certificate of Completion

Requirements: 18 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- Accounting Clerk Electives (see list) 12 Credit Hours

Approved Accounting Clerk Electives

- ACCT 130 - Accounting For Small Business 3 credit hours
or
- BUSN 215 - Business Software Applications 3 credit hours
- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- ACCT 237 - Payroll Accounting 3 credit hours
- ACCT 238 - Data Analytics in Accounting 3 credit hours
- BUSN 181 - Personal Finance 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours

Total credit hours required for the Certificate of Completion in Accounting Clerk: 18

Architectural Technology

- Architectural Technology - ADCG/TECH.AAS
- Architectural Graphics - ADCG/GRAPH.CC
- 3D Architectural Modeling - ADCG/3D.CC

Program Coordinator Joel Hall

Architecture is the creative blend of art and science used in the design of environments for people. Problem-solving, decision-making, team leadership and imagination are key elements in making of an architect and lead to the exhilaration that comes from seeing a design idea become a physical reality.

This program aims to meet a growing need in the field of environmentally sustainable building design and construction, as performed by AAS-educated and certificate-prepared technicians who serve architectural, design, construction and other building-related organizations.

The goal is to combine specialized skill courses in drafting, architecture and relevant software skills with general-education courses so students have a firm foundation in basic academic skills, as well as skills important to green building and design. The curriculum places emphasis on development of a common set of trade skills centered on sustainable design and construction, as well as the acquisition of critical thinking, communication and problem solving ability.

Program Learning Objectives

1. Prepare for entry into the work force as an entry-level architectural draftsman
2. Prepare for transfer to a bachelor's degree program in Architectural Studies
3. Explore the field of architecture by taking courses for personal interest
4. Identify the environmental and architectural responses to current issues and trends, such as health, safety, welfare, environmental regulations, and technology advancements
5. Describe the roles, responsibilities and expectations of the architectural technician
6. Define the application of science in the architectural technology
7. Describe the changes and future trends in the role of the architectural technician
8. Describe the different type of teams encountered by the architectural technician
9. Identify the characteristics of a high performance or an effective team

Nature of Work: Architects may design, draw, build scale models, write, supervise or manage. They also may teach, perform research or consult. Most architects do not construct the buildings they design - that is usually done by construction firms. However, smaller projects, such as houses, are often built by the architect who designs them. Architects also may develop projects on their own, alone or in conjunction with financial advisors, real-estate developers or others. Architects do more than design space: they serve as consultants on a broad range of clients' needs, including long-term business planning, relocation planning, human resources and space-use planning, facility maintenance programming and hundreds of other services.

Skills and Abilities: Those planning careers in architectural technology should be able to do freehand sketching, precise scale drawings utilizing CAD software, and "visualize" complicated objects in either pictorial form or flat views. They should be able to function as part of a team since they will work directly with customers, engineers, or project leaders.

Architectural Technology - ADCG/TECH.AAS

Associate in Applied Science Degree

First Semester: 17-18 Credit Hours

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 144 - Computer Graphics for Architects 1 credit hour
- ADCG 255 - Revit 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
or
- MATH 131 - College Algebra 4 credit hours

Second Semester: 17-18 Credit Hours

- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- MATH 132 - Trigonometry 3 credit hours
or
- Mathematics or Physical/Life Science Elective* 3-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

*When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

Third Semester: 14 Credit Hours

- ADCG 233 - Architectural Design II 4 credit hours
- ADCG 258 - Architectural Building Systems 4 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Fourth Semester: 12-14 Credit Hours

- ADCG 150 - Sustainable Principles 3 credit hours
- ADCG 210 - Architectural History 3 credit hours
- ADCG 259 - Construction of Buildings 4 credit hours
- Architectural Technology Electives (see list) 2 - 4 credit hours

Approved Architectural Technology Electives List

- ADCG 256 - Advanced Revit 4 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 249 - Topics In CAD I 2 credit hours
- DRFT 251 - Product Design And Development 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- DRFT 270 - Drafting Instruction Internship 2 credit hours
- DRFT 271 - Drafting/CAD Internship 2 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- GIS 120 - Intro to Unmanned Aircraft Systems 3 credit hours
- HIST 131 - Western Civilization I 3 credit hours
- HIST 132 - Western Civilization II 3 credit hours
- HIST 135 - World History I 3 credit hours
- HIST 136 - World History II 3 credit hours
- MATH 171 - Calculus And Analytic Geometry I 5 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- PHYS 131 - Introduction To Physics I 4 credit hours
- PHYS 132 - Introduction To Physics II 4 credit hours

Total hours required for the A.A.S. in Architectural Technology: 60

Architectural Graphics - ADCG/GRAPH.CC**Certificate of Completion****Requirements: 18 Credit Hours**

- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- ADCG 255 - Revit 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours

Total hours required for the Certificate of Completion in Architectural Graphics: 18

3D Architectural Modeling - ADCG/3D.CC**Certificate of Completion****Requirements: 8 Credit Hours**

- ADCG 255 - Revit 4 credit hours
- ADCG 256 - Advanced Revit 4 credit hours

Total hours required for the Certificate of Completion in 3D Architectural Modeling: 8

Automotive Technology

- Automotive Technology - AUTO/TECH.AAS
- Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP
- Automotive Performance, Accessories & HEV Tech - AUTO/ACCS.CP
- Diesel Technology - AUTO/DSEL.CP
- Undercar Specialist - AUTO/UNDR.CC

Program Coordinators Ben Cook and Clayton Renth

Today's automobiles are being referred to as "smart cars." With one or more on-board computers on current model vehicles, it has become a very sophisticated piece of equipment. Electronic devices now control 85 percent of all vehicle functions including fuel management, ignition, electric shift transmissions, ABS brakes, and climate control to mention a few.

With this widespread use of electronics and on-board computers comes the need for formal training for current and future automotive technicians. Our associate of applied science degree and certificate programs give graduates an edge in competing for the best jobs in the automotive industry.

Lewis and Clark students learn in high-tech facilities, working with a variety of specialty tools and equipment ranging from hand-held scanners that interface with on-board computers to computerized alignment and diagnostic equipment. Students learn to diagnose vehicle problems with modern test equipment, and to perform corrective measures based on their findings. Plus, they are trained to repair and replace parts and make adjustments on the full range of automotive systems.

Program Learning Objectives

1. Demonstrate technical and customer service skills required for employment in the automotive service industry
2. Earn Automotive Service Excellence (ASE) Certifications
3. Transfer successfully to baccalaureate programs

Entering the Program: If you're exploring a career related to today's computer-based vehicles, L&C 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 L&C Automotive Technology program can be the difference between a job and a career with a future.

Nature of Work: The automotive technician will diagnose automobile malfunctions based on specific diagnostic procedures utilizing modern automotive test equipment. Corrective measures are then performed based on the findings of these tests. The technician will also perform various preventive maintenance procedures. Both will require the technician to repair or replace parts and/or make adjustments on various automotive systems.

Skills and Abilities: The ability to make a quick and accurate diagnosis is one of the technician's most valuable skills. This skill requires good reasoning ability and a thorough knowledge of the various automotive systems. All applicants and students should possess the manual dexterity to perform moderate to heavy lifting of components during the service and repair of a vehicle.

Related Careers: General automotive service technician or specialist in one or more of the following areas: engine repair, manual drive train and axle assemblies, automatic transmissions/transaxles, engine performance, brake repair, electrical systems, heating, cooling and air conditioning, alignment, suspension and steering and machine shop. Other employment opportunities include equipment and tool sales and/or service representatives as well as automotive parts related occupations.

Graduation Requirements: Due to the constantly changing technology in the automotive industry, students pursuing an Associate in Applied Science Degree or Certificate of Proficiency in Automotive Technology must meet one of the following requirements in the completion of these programs:

- Successful completion of one or more courses each semester (excluding summers) required in the degree or certificate
- Successful completion of the degree or certificate program requirements within a five year period commencing with the first semester an automotive course is completed
- Successful completion shall be defined as having received a passing grade of C or better

Students who do not meet one of the above program completion requirements may receive coordinator approval to continue pursuing or completing the A.A.S. Degree or Certificate of Proficiency if one of the following requirements is met:

- Successful completion of automotive courses attempted and current A.S.E. certification in those course specialty areas required for the degree or certificate
- Successful completion of automotive courses attempted, current work experience and successful completion of a proficiency exam (75 percent or higher) in those course specialty areas required for the degree or certificate

Students must complete all program course requirements for the A.A.S. Degree and Certificate of Proficiency as outlined in this section, as well as meeting all of L&C's degree and certificate requirements described earlier in this catalog.

Automotive Technology - AUTO/TECH.AAS

Associate in Applied Science Degree

First Semester: 18-19 Credit Hours

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours *
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- MATH 122 - Technology-Integrated Math 4 credit hours
or
- MATH 125 - Technical Math I 3 credit hours

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

Second Semester: 15 Credit Hours

- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 245 - Auto. Heating/Cooling & Air Cond. 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- EESC 130 - General Physical Science 4 credit hours
or
- PHYS 125 - Applied Physics I 4 credit hours
or
- PHYS 130 - Concepts Of Physics 4 credit hours

Summer Session: 6 Credit Hours

- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Note: Summer courses are optional. These courses may be taken during a regular fall or spring term.

Third Semester: 17 Credit Hours

- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 247 - Manual Drive Lines & Axle Assemb. 4 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours

Fourth Semester: 16 Credit Hours

- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 248 - Automatic Transmissions & Transaxle 4 credit hours
- AUTO 279 - Advanced Engine Performance 6 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

Total credit hours required for the A.A.S. in Automotive Technology: 72

Automotive Drive Line, Suspension & Brakes - AUTO/SUSP.CP

Certificate of Proficiency

First Semester: 15 Credit Hours

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 247 - Manual Drive Lines & Axle Assemb. 4 credit hours

Second Semester: 18-19 Credit Hours

- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 248 - Automatic Transmissions & Transaxle 4 credit hours
- Automotive Drive Lines, Suspension & Brakes Electives (See list) 3 - 4 credit hours

Approved Automotive Drive Line, Suspension & Brakes Electives List

- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours *
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

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

Total credit hours required for the Certificate of Proficiency in Automotive Drive Line, Suspension and Brakes: 33

Auto Performance, Accessories & HEV Tech. - AUTO/ACCS.CP

Certificate of Proficiency

First Semester: 17 Credit Hours

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours *
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- AUTO 253 - Hybrid Electric Vehicle Technology 2 credit hours

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

Second Semester: 17 - 18 Credit Hours

- AUTO 245 - Auto. Heating/Cooling & Air Cond. 4 credit hours
- AUTO 279 - Advanced Engine Performance 6 credit hours
- Automotive Perform., Access. & HEV Tech Elective (see list) 7 - 8 credit hours

Approved Automotive Performance, Accessories and HEV Tech Electives List

- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 147 - Intro Auto Manual Transm Drive Lns. 3 credit hours
- AUTO 241 - Automotive Engine Repair 4 credit hours
- AUTO 280 - Automotive Technology Internship 2 credit hours

Total credit hours required for the Certificate of Proficiency in Automotive Performance, Accessories and HEV Tech: 34

Diesel Technology - AUTO/DSEL.CP

Certificate of Proficiency

Requirements: 31 Credit Hours

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 141 - Intro to Automotiv. Eng Perf/Repair 3 credit hours
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 145 - Intro Automot. Elec. Htng./Air Condt 3 credit hours
- AUTO 242 - Automotive Engine Performance 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours
- AUTO 246 - Electrical System Diagnosis & Repair 4 credit hours
- DTEC 241 - Intro to Diesel Engine Repair 3 credit hours
- DTEC 243 - MHDT Brakes, Steering, & Suspension 3 credit hours
- DTEC 246 - MHDT Electricity & Electronics 3 credit hours

Total Credit Hours Required for the Certificate of Proficiency in Diesel Technology: 31

Undercar Specialist - AUTO/UNDR.CC

Certificate of Completion

Requirements: 12 Credit Hours

- AUTO 140 - Orientation To Automotive Technology 1 credit hour
- AUTO 143 - Intro. Align./Susp./Steering/Brakes 3 credit hours
- AUTO 243 - Brake Systems Diagnosis And Repair 4 credit hours
- AUTO 244 - Alignment, Suspension and Steering 4 credit hours

Total credit hours required for the Certificate of Completion in Undercar Specialist: 12

Child Development

- Child Development - CHDV.AAS
- Child Development - CHDV.CP
- Early Childhood Level 3 - CHDV/ECL3.CP
- Early Childhood Level 2 - CHDV/ECL2.CC
- Early Childhood Level 1 - CHDV/ECL1.CC
- Illinois Director - CHDV/ILDIR.CC
- Infant Toddler Level 2 - CHDV/ITL2.CC

Program Coordinator John Phillips

Lewis and Clark offers an Associate in Applied Science degree and several certificates in Child Development that prepare graduates to serve as lead teachers or directors of child development programs. L&C is an entitled institution through Gateways; therefore, students can earn a Gateways Credential through the program's course work. At L&C, students will gain confidence through practical experience. Child Development students utilize theories to design developmentally appropriate programs and curricula. All student projects are completed under the direction of experienced instructors who feel a sense of responsibility to the field of child development as well as to the individual success of each L&C student.

Program Learning Objectives

1. Introduce, maintain, and continue to grow standards of professional conduct and actively seek opportunities to grow professionally
2. Use best practices of child development, learning standards, policy, and licensing requirements to create environments that are healthy, respectful, supportive, and challenging for each child
3. Plan create, and implement developmentally appropriate learning opportunities and environments for the diverse learning needs of all children
4. Articulate the purpose, benefits, and goals of assessments, observations, documentation, and other researched-based strategies in a responsible way to positively impact the development of each child
5. Create respectful and reciprocal partnerships with families and communities that support and empower children and engage families in their children's development and learning
6. Make informed decisions integrating legal, ethical, and regulatory policies and practices.

Nature of Work: The Child Development curriculum prepares students for employment as directors, teachers, and assistants in a variety of early childhood programs and as classroom assistants in public schools.

Skills and Abilities: Students learn 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 L&C's Child Development program. A student must have a passing grade of A, B, or C in CHDV 234 the first time the course is attempted as a prerequisite for CHDV 271 and internship sites must be approved by the coordinator.

Notes: Students must have a grade of "C" or better in all CHDV classes to graduate with the A.A.S degree. Students must also have a favorable background check and physical for CHDV 234 and 271. Appropriate prerequisite courses should be taken if the student does not meet college English and reading levels as determined by the College Placement Test to enroll in all CHDV courses. Students enrolled in the certificate or the AAS degree program should carefully follow the sequence of classes listed in the catalog as some classes are only offered once a year. If you are interested in transferring to earn a bachelor's degree in Early Childhood, please contact your advisor or the program coordinator to find information on four-year school and required coursework.

The Certificates of Completion offer a direct exit pathway designed for students who are in the field, or are seeking immediate employment and are pursuing Gateways Credentials to secure employment or progress within a current role. This pathway is designed with convenient on and off ramps-you can pursue an Early Childhood Level 2 Credential, for example, then later decide that you would like to attain your Early Childhood Level 3 Credential within the Certificate of Completion.

Child Development - CHDV.AAS

Associate in Applied Science Degree

First Semester: 15-16 Credit Hours

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours
- Child Development Elective (see list) 3-4 Credit Hours*
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours

*Selecting BIOL 130 as this elective eliminates the need for an additional elective in the Second Year - Fall Semester.

Second Semester: 15-16 Credit Hours

- CHDV 136 - Exceptional Child 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- Physical/Life Science Elective 3-4 credit hours (Note: EESC 130 - General Physical Science is required for SIUE)

Note: At this point in the program, students are eligible for Early Childhood Level 2 and Infant Toddler Level 2 Credentials

Summer Session: 3-5 credit hours

- MATH 129 - Business Mathematics 3 credit hours
or
- Any Transfer Level MATH Course 3-5 credit hours (MATH 142 - Math For Elementary Teachers I preferred)

Third Semester: 12-15 Credit Hours

- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 236 - Admin. Of A Child Development Prog. 3 credit hours
- Child Development Elective (see list) 3-4 Credit Hours*
- PSYC 131 - General Psychology 3 credit hours
or
- SOCI 131 - Introduction to Sociology 3 credit hours

*Elective not required if student has successfully completed BIOL 130 earlier in the program. Consult with your advisor. A minimum of 60 credit hours are required for the A.A.S. in Child Development.

Note: At this point in the program, students are eligible for Early Childhood Credential Level 3

Fourth Semester: 14 Credit Hours

- CHDV 240 - Seminar In Child Development 2 credit hours
- CHDV 271 - Child Development Internship 3 credit hours
- LITT 140 - Children's Literature 3 credit hours
- MUSI 133 - Music For The Pre-School Teacher 3 credit hours
or
- Fine Arts Elective (see GECC Fine Arts course list) 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Approved Child Development Electives List

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
- CHDV 145 - School-Age Child Care 3 credit hours
- CHDV 160 - Teaching Math in Early Childhood 3 credit hours
- CHDV 170 - Discovering Montessori 3 credit hours
- CHDV 272 - Director Credential Internship 3 credit hours
- EDUC 236 - Language Development & Acquisition 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- GEOG 132 - Geography By World Regions 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Total credit hours required for the A.A.S. in Child Development: 60**Child Development - CHDV.CP****Certificate of Proficiency****First Semester : 15-16 Credit Hours**

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
or
- Any Transfer Level MATH Course 3-5 credit hours (MATH 142 Math For Elementary Teachers I preferred)

Second Semester: 15 Credit Hours

- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 136 - Exceptional Child 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours
- LITT 140 - Children's Literature 3 credit hours
- MUSI 133 - Music For The Pre-School Teacher 3 credit hours
or
- Fine Arts Elective (see GECC Fine Arts course list) 3 credit hours

Note: After completing the Child Development Certificate of Proficiency, students are eligible for Early Childhood Credential Level 2 and Infant and Toddler Level 2

Total credit hours for a Certificate of Proficiency in Child Development: 30

Early Childhood Level 3 - CHDV/ECL3.CP

Certificate of Proficiency

Requirements: 30 Credit Hours

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours
- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- CHDV 160 - Teaching Math in Early Childhood 3 credit hours
- or
- MATH 129 - Business Mathematics 3 credit hours
- or
- Any Transfer Level Math Course 3-5 credit hours (MATH 142 Math For Elementary Teachers I preferred)
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

Total credit hours required for the Certificate of Proficiency and Gateways Early Childhood Level 3: 30

Early Childhood Level 2 - CHDV/ECL2.CC

Certificate of Completion

Requirements: 18 Credit Hours

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 137 - Observation & Assessment Of Children 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours

Total credit hours required for the Certificate of Completion and Gateways Early Childhood Level 2: 18

Early Childhood Level 1 - CHDV/ECL1.CC

Certificate of Completion

Requirements: 9 Credit Hours

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours

Total credit hours required for the Certificate of Completion in Early Childhood Level 1: 9

Illinois Director - CHDV/ILDIR.CC

Certificate of Completion

Requirements: 21 Credit Hours

- CHDV 232 - Curriculum For Young Children 3 credit hours
- CHDV 234 - Children's Laboratory 3 credit hours
- CHDV 236 - Admin. Of A Child Development Prog. 3 credit hours
- CHDV 238 - Family, School & Community Relations 3 credit hours
- CHDV 271 - Child Development Internship 3 credit hours
- CHDV 272 - Director Credential Internship 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Total credit hours required for the Certificate of Completion and Gateways Illinois Director: 21

Infant Toddler Level 2 - CHDV/ITL2.CC

Certificate of Completion

Requirements: 9 Credit Hours

- CHDV 133 - Child Growth And Development 3 credit hours
- CHDV 139 - Health, Safety, and Nutrition 3 credit hours
- CHDV 142 - Infant/Toddler Care 3 credit hours

Total credit hours required for the Certificate of Completion and Gateways Infant Toddler Level 2: 9

Criminal Justice

- Criminal Justice - CRIM.AAS
- Criminal Justice - CRIM.CP

Program Coordinator Jessica Noble

The Criminal Justice program at Lewis and Clark can provide you with information necessary to make an informed decision about a career in criminal justice. You can choose an associate in applied science degree or a certificate of proficiency, and develop a basis for a critical understanding of criminal justice in the United States by examining crime and its consequences, and criminal law and its applications.

You'll benefit from taking an active role in the learning process. Students and instructors will bring to class and share current criminal justice-related news items to enliven material learned in class and to show how the information they are learning relates to what actually occurs in the community and the nation.

This program provides instruction in the structure and decision making of law enforcement, the administration of justice (from arrest to trial), and the juvenile justice process. The training will give you the background you need for a variety of criminal justice positions. L&C can help make you a part of a team that plays a major role in protecting and serving people.

Program Learning Objectives

1. Analyze the components of the core criminal justice areas (law enforcement, the courts, and corrections)
2. Analyze and evaluate conflict and ethical dilemmas that arise in the criminal justice field
3. Create effective communication through written and oral means
4. Apply critical thinking skills to evaluate issues in the criminal justice system
5. Analyze the nature of crime and criminal behavior and how they relate to individuals

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science Degree or Certificate of Proficiency in any Criminal Justice program a student must: 1.) earn a grade of "C" or better in all Criminal Justice courses (defined as courses with a CRMJ prefix), and 2.) satisfy the requirements for an Associate in Applied Science Degree or Certificate of Proficiency as outlined in this catalog.

Important Notice: Students will have ten (10) years to successfully complete all Criminal Justice courses leading to the completion of a degree or certificate. Students who have taken Criminal Justice courses more than 10 years prior to the completion of the program may reestablish credit for those courses by: documenting credit for life experience, proficiency testing or repeating the course(s).

Nature of Work: Responsibilities of local law enforcement officers, from crime prevention to investigation. Court, corrections, probation and parole officers as they relate to the administration, organization and processes within the system. These officers may have to work outdoors, in all kinds of weather and may be subject to calls anytime their services are needed. This program is for pre-service and employed students in the field who desire to upgrade their skills.

Skills and Abilities: Although these officers work independently, they perform their duties in accordance to laws and departmental rules. They should enjoy working with people and serving the public. Personal characteristics such as honesty, good judgment and a sense of responsibility are especially important in this work.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Criminal Justice by completing 30 semester hours of approved Criminal Justice courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

Criminal Justice - CRIM.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- CRMJ 131 - Intro To American Criminal Justice 3 credit hours
- CRMJ 133 - Crime Prevent And Patrol Techniques 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- POLS 131 - American Government 3 credit hours
- or
- POLS 132 - State And Local Government 3 credit hours

Second Semester: 15 Credit Hours

- CRMJ 141 - Criminology 3 credit hours
- CRMJ 249 - Criminal Court Procedures 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Third Semester: 15-16 Credit Hours

- Criminal Justice Electives (see list) 6 credit hours
- CRMJ 151 - Intro To Corrections 3 credit hours
- CRMJ 271 - Criminal Justice Internship 3 credit hours
or
- Criminal Justice Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Fourth Semester: 15-16 Credit Hours

- Criminal Justice Electives (see list) 6 credit hours
- CRMJ 254 - The Juvenile Offender 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours *

*When using MATH 112 to meet the Mathematics/Physical/Life Science elective, a student must earn a grade of C or better.

Approved Criminal Justice Electives

- CIS 135 - Computer Literacy 3 credit hours
- CRMJ 145 - Understanding Serial Killers 3 credit hours
- CRMJ 160 - Computer Forensics 3 credit hours
- CRMJ 256 - Crime And Popular Culture 3 credit hours
- CRMJ 260 - Criminal Justice and Mental Health 3 credit hours
- CRMJ 262 - Criminal Justice Ethics 3 credit hours
- CRMJ 265 - Criminal Investigation 3 credit hours
- CRMJ 267 - Forensics: Trace Evidence Analysis 3 credit hours
- CRMJ 275 - Problems In Criminal Justice 1-4 credit hours
- GIS 120 - Intro to Unmanned Aircraft Systems 3 credit hours

Total credit hours required for the A.A.S. in Criminal Justice: 60

Criminal Justice - CRIM.CP**Certificate of Proficiency****Requirements: 30-31 Credit Hours**

- CRMJ 133 - Crime Prevent And Patrol Techniques 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- Criminal Justice Electives 6 credit hours (see list)
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Mathematics or Physical/Life Science Elective 3 - 4 credit hours*
- PSYC 131 - General Psychology 3 credit hours
or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

Total credit hours required for a Certificate of Proficiency in Criminal Justice: 30

Dental Assisting

- Dental Assisting - DENT/ASST.CP

Program Coordinator Chrisea Braun

Job opportunities continue in dental assisting, and you can take advantage of the opportunities with a certificate from Lewis and Clark Community College. According to the most recent edition of the Occupational Outlook Handbook, published by the U.S. Department of Labor's Bureau of Labor Statistics, employment is expected to increase 11 percent from 2018 to 2028, which is much faster than the average for all occupations.

Population growth, greater retention of natural teeth, and an increased focus on preventive dental care for younger generations, will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. For example, older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one or more assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks, so they may use their own time more profitably.

Your certificate can help you find employment as a chairside assistant or as a dental office administrator. Additionally, you may choose to continue your education in a related career such as dental hygiene, dental technology or dentistry. The program at L&C is demanding and comprehensive. You will study clinical practices, disease processes of the head and neck, infection control, diagnostic and therapeutic practices, radiographic and laboratory procedures, dental terminology, ethics, law, patient communications and office management.

You will receive an education that will equip you to handle the responsibilities of working in a dental practice, and that's why 100 percent of L&C graduates find employment positions upon graduation. Classes are small and you will receive personal attention. A strong system of peer support and tutoring helps to ensure an atmosphere of success. Program completion will involve supervised clinical experiences in dental practices and specialty offices during the final semester, giving you added confidence and an edge in competition for jobs.

The program can be completed in two semesters. Enrollment is limited, and you must achieve an acceptable score on the pre-admission test. Selection of qualified applicants will be based upon test scores and fulfillment of other stated requirements. Classes are available to recent high school graduates and to adults seeking new career opportunities.

L&C's dental assisting program is accredited by the American Dental Association-Commission on Dental Accreditation. This means that upon graduation, you'll be in a select group of people who have the trust and confidence of dental practitioners.

Students graduate with a Certificate of Proficiency and are qualified to take the Dental Assisting National Board to become Certified Dental Assistants.

Dental Assisting Program Mission Statement: The mission of the Lewis and Clark Community College Dental Assisting Program is to meet the oral health care needs of the Metropolitan St. Louis area. We are committed to providing quality education to all students without discrimination, recognizing and respecting the dignity of each individual; fulfilling the oral health care needs of the community by providing high quality patient care; and encouraging participation in professional and service organizations. In order to accomplish the overall mission, the Dental Assisting Program recognizes and supports the need for the personal and professional growth of each student and faculty member.

Program Learning Objectives

1. Reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental assisting profession (Addresses ADEA Competency Domain 1: Core Competencies)
2. Recognize that health promotion and disease prevention are key components of comprehensive health care (Addresses ADEA Competency Domain 2: Health Promotion and Disease Prevention)
3. Appreciate the ability to influence members of the community to facilitate access to care and services (Addresses ADEA Competency Domain 3: Community Involvement)
4. Follow a defined process of care for the appropriate provision of supportive patient services. This requires completion of the accredited dental assisting program, compliance with all Illinois State Dental Practice Act guidelines, and successful professional credentialing according to the Dental Assisting National Board (Addresses ADEA Competency Domain 4: Patient Care)
5. Seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment (Addresses ADEA Competency Domain 5: Professional Growth and Development)

Nature of Work: The dental assistant works with the dentist during examinations and treatments. Responsibilities include preparing material for impressions and restorations; exposing, processing, and mounting dental radiographs; maintaining infection control according to OSHA and ADA standards; preparing tray set-ups for dental procedures and providing preventive patient education; and providing preventive treatment such as coronal polishing fluoride and sealant applications. The dental assistant is also trained to manage the office. This responsibility may include arranging and confirming appointments; greeting patients; maintaining treatment records; mailing statements and receiving payments and ordering supplies. (The work of the dental assistant should not be confused with that of the dental hygienist or dental laboratory technician.) Most dental assistants work in dental offices either for private or group practitioners. Job opportunities also exist in dental schools, hospitals, and public health departments, nursing homes, prisons, military installations and community clinics.

Skills and Abilities: High school background in biology, computer concepts and office practices is helpful. The dental assistant should exhibit manual dexterity and be able to work with all types of people.

Earnings: According to the U.S. Bureau of Labor Statistics, median hourly earnings of dental assistants in the St. Louis metropolitan area (IL and MO) were \$18.51 in 2018.

Accreditation: The program is accredited by the American Dental Association Commission on Dental Accreditation. In addition, the Madison District Dental Society supports the mission, goals and objectives of the Lewis and Clark Community College Dental Assisting Program.

Technical standards: 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.

Each applicant needs to assess his/her own ability to meet the following technical standards.

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.

- 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.

Application and Admission: Applicants to the Dental Assisting Program are required to provide the following information:

- Online L&C application for the Dental Assisting Program (instructions found on the dental assisting webpage).
- High school transcript and/or Illinois High School Diploma report showing successful completion (must be received by the L&C Enrollment Center).
- Transcripts from any previously attended college or university (must be received by the L&C Enrollment Center). Applicants with foreign transcripts will need to contact the L&C Enrollment Center for further information.
- Current transcript (sent to the L&C Enrollment Center), if presently a college student, showing courses in which you are now enrolled.
- Score earned on Dental Assisting Pre-admission Aptitude Test. **Applicants who do not take this test will not be considered for admission.** To register for this Aptitude Test, please call the L&C Assessment and Testing Center and follow the instructions found in the Admission Guide in the Resources section of the dental assisting webpage. If you find it necessary to repeat this test in an attempt to attain a higher score, you are eligible to retake the test the following year. Candidate ranking for acceptance to the class is based on the pre-entrance exam score.
- Proof of ranking in the upper half of your high school graduating class, OR completion of a minimum of six semester hours with a grade of "C" or better from among the following: SPCH 145 , PSYC 131 , BIOL 130 , or ENGL 131.
- Qualify for ENGL 131 by L&C College Placement Test scores in English and Reading. Please identify yourself as a dental program applicant when scheduling this exam. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
- One year of high school general biology, or one college semester of general biology with a grade of "C" or better in BIOL 130 , BIOL 131 , or BIOL 132 . (BIOL 132 is preferred if this requirement has not previously been met.)
- Be 18 years of age at time of completing the program. (Legal age for x-ray manipulation)
- Students wanting re-admittance in the program (i.e., due to failing a course or not returning for second semester) must apply to the program coordinator within one year of initial enrollment. If more than one year has lapsed, the student will be required to repeat the fall semester prior to enrolling in the spring semester.

Applicants are responsible for ensuring that the above credentials are in the L&C Enrollment Center by February 1 of the year they intend to begin the program. Provisional acceptance into the program is possible if the above coursework criteria can be fulfilled prior to the start of class.

The student must also show proof of the following by July 1 (further instructions provided at the new student orientation):

1. Prove residency in Lewis and Clark Community College District No. 536 within 30 days prior to the beginning of classes. Out-of-district residents will be eligible only if space is available after the dental assisting class has been selected from in-district residents. L&C has entered into a cooperative agreements with Southwestern Illinois College, East St. Louis Community College Center, Illinois Eastern Community College, Lincoln Land Community College and John Wood Community College which allow Southwestern Illinois College District No. 522 students, East St. Louis Community College Center students, Illinois Eastern Community College District No. 529 students, Lincoln Land Community College District No. 526 students, and John Wood Community College District No. 539 students to enroll in this program as an in-district student, regarding tuition, fees, and all college services. (Documented proof of residency includes voter's registration card, driver's license, utility bill, or rent payment receipt.)
2. Complete the medical and dental health packet that is provided at new student orientation. Must have immunizations for TB, tetanus, measles, mumps, and rubella. Hepatitis vaccine is strongly recommended.
3. Must be recognized in Basic Life Support, including CPR, with the American Heart Association before classes commence. Health Care Provider card must be valid all semesters enrolled in the program and be submitted along with required medical and dental history forms.
4. Proof of medical insurance, certified background check, and drug screening (instructions and additional information given at new student orientation)

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the Lewis and Clark Community College Dental Program partners with external agencies to provide clinical experiences for Dental students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a dental program student to be placed in a clinical program. Some clinical agencies may require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from lab and clinical participation, which will result in the student not completing the dental programs due to a failure to meet the lab and clinical component of the L&C Dental Programs.

To obtain a Dental Assisting admissions guidelines packet, please go to the Resources section of the dental assisting webpage at www.lc.edu and download the document.

To make an appointment with an academic advisor to review your records and determine which prerequisites are met and what you need to do to meet any deficiencies, call 618-468-2222.

Graduation will be processed after all required general study and dental assisting courses are completed. Dental courses require a letter grade of C or better to graduate. A dental assisting course is defined as any course in the program with a DENT prefix and SPCH 145 and PSYC 131. Students wanting re-admittance in the second semester (i.e., due to: failing a course, or not returning for second semester), of the program must apply to the program coordinator within one year of completing the fall semester. If more than one year has lapsed, the student will be required to repeat the fall semester prior to enrolling in the spring semester.

Students in this program will be required to abide by specific policies for this program. These policies are available for review by contacting the program coordinator.

Course Transferability In and Out of the Lewis and Clark Dental Programs

- Program-specific dental courses are not designed to transfer in or out of the L&C dental programs.
- The L&C 1+1 curriculum design between dental assisting and dental hygiene requires full completion of an ADA-CODA accredited dental assisting program to qualify for dental hygiene admission. Courses in the completed dental assisting program must be formally evaluated by L&C dental program coordinators to ensure that all required dental assisting course content was included to meet this dental hygiene guideline.
- Some required dental program courses are considered general education and/or science courses. Lewis and Clark Community College is accredited by the Higher Learning Commission, and general education and science courses are designed to transfer out to other regionally accredited institutions. However, course equivalency is determined by the reciprocal institution. L&C only accepts general education and science courses from regionally accredited institutions, and each course is formally evaluated to determine L&C course equivalency. To receive transfer credit for courses that include a laboratory component, the laboratory portion must have been completed through in-person, hands-on instruction at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements. Students are encouraged to work with L&C academic advisors regarding transferability of specific general education and science courses.

Dental Assisting - DENT/ASST.CP

Certificate of Proficiency

Note: PSYC 131 and SPCH 145 may be taken during the semester of the student's choice; it is strongly recommended that these courses be taken prior to admission into the program.

Fall Semester: 18.5 Credit Hours

- DENT 131 - Dental Biology 4 credit hours
- DENT 134 - Preclinical Orientation 2 credit hours
- DENT 136 - Orofacial Anatomy 3 credit hours
- DENT 144 - Dental Materials 3.5 credit hours
- DENT 150 - Dental Radiology 3 credit hours
- DENT 153 - Operative Procedures 3 credit hours

Spring Semester: 21.5 Credit Hours

- DENT 132 - Pathology I 2 credit hours
- DENT 137 - Oral Histology And Embryology 2 credit hours
- DENT 143 - Dental Office Management 2.5 credit hours
- DENT 148 - Dental Specialties 2 credit hours
- DENT 152 - Preventive Dentistry 2 credit hours
- DENT 154 - Clinical Practice 5 credit hours
- PSYC 131 - General Psychology 3 credit hours *
- SPCH 145 - Public And Private Communication 3 credit hours *

Total hours required for the Certificate of Proficiency in Dental Assisting: 40

Dental Hygiene

- Dental Hygiene - DENT/HYGNE.AAS
- Local Anesthesia - DENT/LOCAN.CC

Program Coordinator Roberta (Bobbie) Brown

The L&C Dental Hygiene Program provides the education necessary to fulfill the roles of a dental hygienist in the second phase of a unique curriculum known as "career laddering". Students are accepted into the program with advanced standing admission status by successfully completing an ADA accredited dental assisting program prior to admission. Nineteen and a half (19.5) credit hours are credited from specific ADA accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program. Students must maintain a "C" or higher in all courses. After completion of "phase one" of dental assisting, the student may choose to seek employment as a dental assistant or apply into the Dental Hygiene phase of the program. Acceptance into the L&C Dental Assisting Program does not guarantee acceptance into the Dental Hygiene program.

The Paul B. Hanks Dental Clinic Building includes a dental materials laboratory, a dental programs resource room, and a state-of-the-art dental assisting/hygiene clinical learning center. Students receive patient care instruction from experts who are oral health care professionals. Students work with the latest equipment and techniques, electronic record keeping, digital radiography, and have the opportunity to participate in other rotations at a variety of sites: Beverly Farm, the Veterans' Administration Medical Center, and numerous public health and community-oriented settings.

You'll gain confidence through quality education in the L&C Dental Hygiene Program. Since the first class of graduates in 1996, the program boasts a 99 percent success rate on the National Board Dental Hygiene Exam, a test necessary in order to complete the licensure process in all states. In addition, our one-year follow-up surveys indicate that graduates are 100 percent prepared for their professional job opportunities based upon their educational experiences at L&C.

Dental Hygiene Program Mission Statement: The mission of the Lewis and Clark Community College Dental Hygiene Program is consistent with the L&C Dental Assisting Program. Our primary purpose is to meet the oral health care needs of the Metropolitan St. Louis area. To fulfill this purpose, we are committed to providing quality education to all students without discrimination, recognizing and respecting the dignity of each individual; fulfilling the oral health care needs of the community by providing high quality patient care; and encouraging participation in professional and service organizations. In order to accomplish the overall mission, the Dental Hygiene Program recognizes and supports the need for the personal and professional growth of each student and faculty member.

Program Learning Objectives

1. Reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental hygiene profession
2. Recognize that health promotion and disease prevention are key components of comprehensive health care
3. Appreciate the ability to influence members of the community to facilitate access to care and services
4. Follow a defined process of care for the provision of patient care services and treatment modalities. This requires completion of the accredited dental hygiene program and successful professional credentialing according to the Illinois Dental Practice Act
5. Seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment

Nature of Work: The Dental Hygiene program prepares students to be important members of the dental health team. Although each state has its own regulations regarding the scope of dental hygiene practice, some of the responsibilities of the dental hygienist are: assessment, treatment and prevention of oral diseases, planning community-based oral health programs, providing staff development training, promoting the need for innovation and change in oral health care, advising patients on commercial products, working with public health agencies, and researching for the improvement of patient care.

Graduates are qualified to pursue additional education at the baccalaureate level and/or find job placement in a multitude of areas such as: general dentistry offices, periodontal offices, retail sales companies, public health agencies and educational institutions.

Technical Standards: 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.

Each applicant needs to assess his/her own ability to meet the following technical standards.

1. All applicants and students must possess the manual dexterity and visual capacity to perform all required technical procedures and properly manipulate dental instruments.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, co-workers, and other dental personnel.

Accreditation: The L&C Dental Hygiene Program received full "approved without reporting" status from the American Dental Association Commission on Dental Accreditation (ADA-CODA) in August, 2025. **Graduation Requirements:** To be eligible for graduation with an Associate in Applied Science degree in Dental Hygiene, a student must:

- Complete 60 credit hours as prescribed in the curriculum.
 - Nineteen and a half (19.5) additional credit hours are credited from specific accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program and are in addition to the 60 credit hours prescribed in the dental hygiene curriculum. Student must maintain a grade of "C" or higher in all courses.
- Attain a minimum GPA of 2.0 with a grade of "C" or better in dental hygiene courses (defined as a course with a DENT prefix) and BIOL 141 , BIOL 142 , BIOL 241 , CHEM 130 , ENGL 131 , MATH 114 or MATH 124 , SOCI 131 , and a Humanities/Fine Arts elective (If the student completes the biology and chemistry courses prior to admission in the program, the courses must have been completed no more than five years prior to the fall semester the student is accepted into the dental hygiene program).
- Satisfy requirements for an Associate in Applied Science degree as outlined in this catalog.
- Complete the Dental Hygiene Program goals and competencies. Completion of the program goals includes competency in:
 1. The dental hygiene program and its graduates should reflect the core competencies of ethics, values, skills, and knowledge which are integral to all foundational aspects of the dental hygiene profession.

2. The dental hygiene program and its graduates should recognize that health promotion and disease prevention are key components of comprehensive health care.
 3. The dental hygiene program and its graduates must appreciate their ability to influence members of their community to facilitate access to care and services.
 4. The dental hygiene program and its graduates must use their skills to follow a defined process of care for the provision of patient care services and treatment modalities. This requires completion of the accredited dental hygiene program and successful professional credentialing according to the Illinois Dental Practice Act.
 5. The dental hygiene program and its graduates must seek opportunities for professional growth and development that may influence the profession and recognize the needs of the changing health care environment.
- Abide by specific policies for the program. These policies are available for review in the Dental Assisting/ Hygiene Office in the Paul B. Hanks Dental Clinic Building or with the program coordinator.

Application and Admission: To be considered for admission, an applicant **MUST** meet these criteria and submit the following information:

- Evidence of residence in one of the following public community college districts: Lewis and Clark District No. 536, John A. Logan District No. 530, Southwestern Illinois College District No. 522, East St. Louis Community College Center, John Wood Community College District No. 539, Kaskaskia College District No. 501, Illinois Eastern Community College No. 529, or Lincoln Land Community College No. 526. Proven residency in the Lewis and Clark Community College District No. 536 must be met within 30 days prior to the beginning of classes. Out-of-region residents will be eligible if space is available after the dental hygiene class has been selected from in-region residents. Acceptable proof of residency ONLY INCLUDES:
 - Illinois driver's license showing in-region residency,
 - Voter's registration card showing in-region residency,
 - Utility bill showing in-region residency, or
 - Rent receipt showing in-region residency. Proven residency in the Lewis and Clark Community College District No. 536 must be met within 30 days prior to the beginning of classes.
- Online L&C application for the Dental Hygiene Program (instructions found on the L&C Dental Hygiene webpage).
- Official high school transcript and/or official Illinois High School Diploma report showing successful completion (must be received by the L&C Enrollment Center).
- Successful completion of an ADA-CODA-accredited dental assisting program prior to admission. Nineteen and a half (19.5) credit hours are credited from specific accredited dental assisting courses. These additional 19.5 credited dental assisting courses are considered pre-requisites for the dental hygiene program. If you have not graduated from a dental assisting program accredited by ADA-CODA you must apply to the L&C Dental Assisting Program first.
- Evidence of completion with a grade of "C" or better in the following courses:
 - Qualify for MATH 116 by appropriate L&C placement test score or a qualifying score on the mathematics portion of the ACT examination or one college semester of algebra, MATH 112 . If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
 - Complete MATH 112 or MATH 124 or successfully pass the MATH 114 proficiency/waiver examination.
 - Qualify for and complete ENGL 131 . Qualifying for ENGL 131 may include L&C placement test scores in English and reading. If necessary, appropriate prerequisite courses must be taken prior to program enrollment.
 - One college semester of general biology with a grade of "C" or better: BIOL 130 , BIOL 131 , or BIOL 132 (preferred if this requirement has not previously been met), or one year of high school general biology with a grade of "C" or better along with graduation from an ADA-CODA accredited Dental Assisting program.
 - SPCH 145
 - PSYC 131
 - CHEM 130
 - Computer Literacy Requirement:
 - Complete any high school or college computer concepts course with a grade of "C" or better, or
 - Complete DENT 143 - Dental Office Management with a grade of "C" or better, or
 - Complete an acceptable substitution from another ADA-CODA Dental Assisting Program. (This computer requirement CAN be met if your Dental Assisting curriculum includes computer use in office management. You are not REQUIRED to enroll in a separate computer course as a prerequisite.)
- Transcripts from any previously attended college or university (must be received by the L&C Enrollment Center). Applicants with foreign transcripts will need to contact the L&C Enrollment Center).
- Current transcript, if presently a college student, showing courses in which you are now enrolled (sent to the L&C Enrollment Center).
- Score earned on the Dental Hygiene Pre-admission Aptitude Test. If you find it necessary to repeat this test in an attempt to attain a higher score, you are eligible to retake the test the following year. You must have taken the test in order to be considered for admission. The test is administered each December through the first week of January to qualify for a program position the following August. The Admission Guide, available in the Resources section of the L&C Dental Hygiene webpage, contains specific information about the test and all registration details. Candidate ranking for acceptance to the class is based on the pre-admission test score. To register for this Aptitude Test, please call the L&C Assessment and Testing Center and follow the instructions found in the Admissions Guide.
- Grade point average of 2.0 or better for courses completed at L&C and course equivalents from other regionally accredited institutions.
- Proof of taking and passing the Dental Assisting National Board (DANB) within 2 years prior to admission date. Those applicants that will graduate from an ADA accredited dental assisting program in May-August of the year they apply for admission must provide a copy of their DANB application for a summer testing date. Admission to the program for these students will be provisional, contingent upon the applicant showing a passing DANB score by July 1. For information about taking the DANB, call 1-800-FOR-DANB. Students must keep their DANB certificate current while enrolled in the program, up to graduation.
- Proof of ranking in the upper half of their high school graduating class, OR completion of a minimum of six semester hours with a grade of "C" or better from among the following: SPCH 145, PSYC 131, BIOL 130, BIOL 131, BIOL 132, or ENGL 131.

Applicants are responsible for ensuring that the above credentials are in the L&C Enrollment Center by February 1 of the year they intend to begin the program. Provisional acceptance into the Dental Hygiene Program is possible if the above required course work can be fulfilled prior to the start of classes in the Fall.

Final acceptance will be given to qualified applicants when they have met the following additional requirements:

- Successful completion of a Dental Hygiene Challenge Examination testing proficiency of current knowledge in dental materials, tooth morphology, head and neck anatomy, dental radiology, medical and dental emergencies, preventive dentistry, and oral histology and embryology. If proficiency is not attained, the applicant will have the opportunity to remediate and retake the exam in four weeks. If an applicant fails to pass the repeated exam, he/she will be required to take more formal remediation before reapplying to the program the next year. Those applicants who are not graduates of the L&C Dental Assisting Program must take the Challenge Exam. Those applicants who are graduates of the L&C Dental Assisting Program must take the Challenge Exam if more than one year has passed since graduation.
- Must be recognized in Basic Life Support, including CPR, through the American Heart Association (Health Care Provider course only -- classes must include use of AED, so cannot be an online course unless the clinical portion is also included) before classes commence. Card must be valid all semesters enrolled in the program in order to attend clinical and lab sessions and be submitted along with required medical and dental forms.
- Satisfactory completion of the medical and dental health packet prior to admission to the program. This includes proof of medical insurance.
- Applicants must have immunizations for tetanus, measles, mumps, rubella, and an annual TB skin test. The annual TB skin test must be kept current in order to attend clinical and lab sessions. A hepatitis C vaccine is strongly recommended.
- Proof of completed certified background check, and drug screening (instructions and additional information given at new student orientation).
- Completion of all program prerequisites.
- Maintenance of the DANB certification until graduation from the Dental Hygiene Program.

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C Dental Program partners with external agencies to provide clinical experiences for Dental students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a dental program student to be placed in a clinical program. Some clinical agencies may require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from lab and clinical participation, which will result in the student not completing the dental programs due to a failure to meet the lab and clinical component of the L&C Dental Programs.

To obtain a Dental Hygiene admissions guidelines packet, please go to the Resources section of the dental hygiene web page at www.lc.edu and download the document.

To make an appointment with an academic advisor to review your records and determine which prerequisites are met and what you need to do to meet any deficiencies, call 618-468-2222.

Course Transferability In and Out of the Lewis and Clark Dental Programs

- Program-specific dental courses are not designed to transfer in or out of the L&C dental programs.
- The L&C 1+1 curriculum design between dental assisting and dental hygiene requires full completion of an ADA-CODA accredited dental assisting program to qualify for dental hygiene admission. Courses in the completed dental assisting program must be formally evaluated by L&C dental program coordinators to ensure that all required dental assisting course content was included to meet this dental hygiene guideline.
- Some required dental program courses are considered general education and/or science courses. Lewis and Clark Community College is accredited by the Higher Learning Commission, and general education and science courses are designed to transfer out to other regionally accredited institutions. However, course equivalency is determined by the reciprocal institution. L&C only accepts general education and science courses from regionally accredited institutions, and each course is formally evaluated to determine L&C course equivalency. To receive transfer credit for courses that include a laboratory component, the laboratory portion must have been completed through in-person, hands-on instruction at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements. Students are encouraged to work with L&C academic advisors regarding transferability of specific general education and science courses.

Dental Hygiene - DENT/HYGNE.AAS

Associate in Applied Science Degree

Note: Students considering the B.S. in Dental Hygiene at SIU-C after graduation from L&C should contact the program coordinator regarding course selection prior to enrollment.

Summer Session: 3 Credit Hours

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

First Semester: 15 Credit Hours

- BIOL 141 - Anatomy-Physiology I 4 credit hours *
- BIOL 241 - Microbiology 4 credit hours *
- DENT 232 - Pathology II 2 credit hours
- DENT 234 - Preclinical Dental Hygiene I 5 credit hours

*If the student completes BIOL 141, BIOL 142, and/or BIOL 241 prior to admission to the Dental Hygiene Program, then the student must have completed the course no more than five years prior to the fall semester when the student is admitted to the program.

Second Semester: 18 Credit Hours

- BIOL 142 - Anatomy-Physiology II 4 credit hours *
- DENT 231 - Pharmacology 2 credit hours
- DENT 248 - Periodontology 2 credit hours
- DENT 250 - Dental Hygiene Clinic Seminar I 3.5 credit hours
- DENT 252 - Community Oral Health 2.5 credit hours
- DENT 254 - Dental Hygiene Practice II 4 credit hours

Third Semester: 8 Credit Hours

- DENT 251 - Dental Hygiene Clinic Seminar II 2 credit hours
- DENT 255 - Dental Hygiene Practice III 6 credit hours

Fourth Semester: 16 Credit Hours

- DENT 233 - Nutrition And Oral Health 2 credit hours
- DENT 253 - Dental Hygiene Clinic Seminar III 2 credit hours
- DENT 256 - Dental Hygiene Practice IV 6 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

Optional Electives:

- DENT 257 - Local Anesthesia In Dentistry 2 credit hours
- DENT 295 - National Board Exam Review 3 credit hours

Total credit hours required for the A.A.S in Dental Hygiene: 60**Local Anesthesia - DENT/LOCAN.CC****Certificate of Completion**

This short-term certificate is awarded to students who successfully complete DENT 257, Local Anesthesia in Dentistry. Current dental hygiene students and graduates from any dental hygiene program may seek admission into this course and program. The program provides instruction on head and neck anatomy; the characteristics and physiology of pain; an evaluation of the dental patient including allergies, overdose, and contraindications; the materials and equipment used in administering local anesthesia; pharmacological issues including potency, toxicity, metabolism, and vasoconstrictors; innervation and maxillary and mandibular injection techniques; medical emergencies; documentation; and alternative clinical techniques.

Requirement: 2 Credit Hours

- DENT 257 - Local Anesthesia In Dentistry 2 credit hours

Total credit hours for Certificate of Completion in Local Anesthesia: 2

Digital Streaming & Broadcast Media

- Digital Streaming & Broadcast Media - MCOM.AAS
- Digital Streaming & Broadcast Media - MCOM.CP
- Audio Podcasting - MCOM/POD.CC
- Audio & Video Podcasting - MCOM/AVPOD.CC
- Adobe Audition - MCOM/AUD.CC
- Adobe Premiere Pro - MCOM/PREM.CC

Program Coordinator Mike Lemons

The Digital Streaming and Broadcast Media program prepares students to create, produce, and distribute audio and video content across today's most powerful platforms—radio, television, podcasts, and online media. Students train in state-of-the-art studios equipped for professional audio and video production, podcasting, and digital editing, while developing the communication skills demanded by modern mass media.

Through a blend of classroom instruction and hands-on lab experiences, students gain real-world proficiency using industry-standard equipment and software. This practical approach prepares graduates for entry-level careers in broadcasting, content creation, digital media, and communications.

The demand for skilled content creators continues to grow well beyond traditional media. Businesses and organizations across every industry now rely on audio and video storytelling to connect with customers and stakeholders. Podcasting has transformed how brands and individuals communicate, offering authentic and engaging connections unmatched by other marketing channels. With the podcasting industry projected to reach \$95 billion by 2028, opportunities for trained professionals are expanding rapidly.

The L&C Digital Streaming and Broadcast Media program delivers the experience employers want. From day one through graduation, students train in the campus radio station, gaining hands-on experience in a working broadcast environment. Students become staff members, taking on real responsibilities similar to those found at a commercial station. You'll learn by doing—serving as an announcer, newscaster, copywriter, producer, or manager—while mastering professional techniques that build confidence, creativity, and leadership.

Beyond work at WLCA, students may participate in a 16-week internship with St. Louis-area radio and television stations, audio/video production companies, and businesses seeking skilled creators for content development and social media marketing campaigns.

Career preparation doesn't stop at graduation. The Program Coordinator actively supports students in securing their first professional role. Graduates leave with polished online portfolios shared with hundreds of broadcasters and media professionals throughout the Midwest and across the country—helping launch careers in a fast-moving, creative industry.

Program Learning Objectives

1. Operate media equipment and software including control surfaces, digital editing systems, digital delivery systems, microphones, and cameras
2. Demonstrate competency with the basic practices of broadcast announcing, including pronunciation, enunciation, inflection, and projection
3. Compose standard script formats for radio, television, print, and digital media
4. Maintain legal operation of campus radio station by following FCC Rules and Regulations
5. Create programming, commercials, and imaging for radio, television, and the internet
6. Explain the economics of media including the societal impact of advertising

Nature of Work: Media professionals can have an array of job responsibilities depending on which respective field they chose to pursue. Career tracks range from producers, editors, copywriters, on-air personalities, news directors, sportscasters, social media marketers, and professional podcasters. The L&C student has direct contact with media's, fresh, and constantly changing nature. People who work in media are not mere observers, but participants in a very active way in with world.

Skills and Abilities: To pursue a career as a media professional, you must be reliable, ethical, task-oriented, responsible, and possess strong communication skills. Students must be able to work with people of various abilities and personalities. Basic computer skills are a must. For most entry-level jobs, college training is preferred.

Digital Streaming & Broadcast Media - MCOM.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
- MCOM 130 - Introduction To Video Production 3 credit hours
or
- MCOM 134 - News Writing 3 credit hours
- MCOM 131 - Introduction To Broadcasting 3 credit hours
- MCOM 136 - Basic Announcing 3 credit hours
- MCOM 138 – Audio Podcasting 3 credit hours

Second Semester: 16 - 17 Credit Hours

- Mathematics or Physical/Life Science Elective 3 - 4 credit hours*
- MCOM 145 - Broadcast Writing 3 credit hours
- MCOM 150 - Introduction To Audio Production 3 credit hours
- MCOM 154 - Basic Announcing & Interviewing 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Third Semester: 14-15 Credit Hours

- Digital Streaming & Broadcast Media Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours*
- MCOM 250 - Advanced Audio Production 4 credit hours
- MCOM 255 - Intermediate Announcing 4 credit hours

* When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

Fourth Semester: 15 Credit Hours

- Digital Streaming & Broadcast Media Elective (see list) 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MCOM 256 - Mass Communications Portfolio 3 credit hours
- MCOM 271 - Media Internship 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Digital Streaming & Broadcast Media Degree Electives List

- CGRD 140 - Digital Photography 3 credit hours
- MCOM 125 - Introduction To Broadcast Operations 3 credit hours
- MCOM 132 - Introduction To Mass Communications 3 credit hours
- MCOM 160 - Introduction To Advertising 3 credit hours
- MCOM 230 - Advanced Video Production 3 credit hours
- MCOM 238 - Video Podcasting 3 credit hours
- MCOM 245 - Radio News 3 credit hours
- MCOM 280 - Topics In Media 2-4 credit hours

Total credit hours required for the A.A.S. in Digital Streaming & Broadcast Media: 60

Digital Streaming & Broadcast Media - MCOM.CP**Certificate of Proficiency****Requirements: 31 Credit Hours**

- MCOM 130 - Introduction To Video Production 3 credit hours
- MCOM 131 - Introduction To Broadcasting 3 credit hours
- MCOM 136 - Basic Announcing 3 credit hours
- MCOM 138 - Audio Podcasting 3 credit hours
- MCOM 145 - Broadcast Writing 3 credit hours
- MCOM 150 - Introduction To Audio Production 3 credit hours
- MCOM 154 - Basic Announcing & Interviewing 4 credit hours
- MCOM 256 - Mass Communications Portfolio 3 credit hours
- MCOM 271 - Media Internship 3 credit hours
- Digital Streaming & Broadcast Media Elective (see list) 3 - 4 credit hours

Digital Streaming & Broadcast Media Certificate Electives List

- MCOM 132 - Introduction To Mass Communications 3 credit hours
- MCOM 134 - News Writing 3 credit hours
- MCOM 230 - Advanced Video Production 3 credit hours
- MCOM 238 - Video Podcasting 3 credit hours
- MCOM 245 - Radio News 3 credit hours
- MCOM 250 - Advanced Audio Production 4 credit hours
- MCOM 255 - Intermediate Announcing 4 credit hours
- MCOM 280 - Topics In Media 2-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours

Total credit hours required for the Certificate of Proficiency in Digital Streaming & Broadcast Media: 31

Audio Podcasting - MCOM/POD.CC**Certificate of Completion****Requirements: 6 Credit Hours**

- MCOM 138 - Audio Podcasting 3 credit hours
- MCOM 150 - Introduction To Audio Production 3 credit hours

Total credit hours for the Certificate of Completion in Audio Podcasting: 6

Audio & Video Podcasting - MCOM/AVPOD.CC

Certificate of Completion

Requirements: 15 Credit Hours

- MCOM 130 - Introduction To Video Production 3 credit hours
- MCOM 138 - Audio Podcasting 3 credit hours
- MCOM 150 - Introduction To Audio Production 3 credit hours
- MCOM 238 - Video Podcasting 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours

Total credit hours for the Certificate of Completion in Audio & Video Podcasting: 15

Adobe Audition - MCOM/AUD.CC

Certificate of Completion

Requirements: 6 Credit Hours

- MCOM 150 - Introduction To Audio Production 3 credit hours
- MCOM 250 - Advanced Audio Production 4 credit hours

Total credit hours for the Certificate of Completion in Adobe Audition: 6

Adobe Premiere Pro - MCOM/PREM.CC

Certificate of Completion

Requirements: 6 Credit Hours

- MCOM 130 - Introduction To Video Production 3 credit hours
- MCOM 230 - Advanced Video Production 3 credit hours

Total credit hours for the Certificate of Completion in Adobe Premiere Pro: 6

Drafting and Design

- Drafting and Design- DRAFT.AAS
- Drafting and Design - DRAFT.CP
- 3D Mechanical Modeling - DRAFT/3D.CC

Program Coordinator Joel Hall

Every manufactured product in our world requires some type of documentation for its production. The largest structures to the smallest machine components, including micro-miniature electronic circuitry, have drawings associated with them. This documentation is what the field of drafting is all about. Drawings that used to be produced on paper with manual instruments are now produced on computers with actual intelligence attached to the parts drawn. As our world becomes more complex, the need for design documentation will grow in every aspect of manufacturing and building construction.

At Lewis and Clark, students study drafting standards and techniques using the most current CAD software available for drawing production. The program is based on the fundamental theories of engineering graphics with advanced course work specializing in the different drafting occupations.

Today, a lot of the engineering and architectural design work is created in the "Virtual part or Model" environment. Lewis and Clark is keeping up with this trend by making both "Solid Modeling" and "Parametric Architectural Modeling" software an intriguing part of the program.

Besides keeping current with the most recent CAD software available, the Drafting and Design Program at Lewis and Clark is constantly updating the lab facilities so that upon graduation, the students have had experience with equipment of industry standards.

Program Learning Objectives

1. Prepare for entry into the work force as an entry-level drafting and design technician or CAD technician
2. Retrain current drafting and design technicians for specialty areas in drafting and design
3. Explore the field of drafting and design by taking courses for personal interest to foster and encourage entrepreneurship
4. Provide a background in the drafting area as a related subject to their vocational/technical field of study
5. Demonstrate the fundamentals of computer-aided drafting, orthographic projection, dimensioning standards, and assembly drawings
6. Develop students for specialty areas in Drafting and Design including 3D solid modeling and 3D printing

Nature of Work: Drafters and designers prepare detailed drawings based on rough sketches, specifications, and calculations made by engineers, designers, architects, and project leaders. Also, they may be required to calculate the strength, quality, quantity and cost of materials. They assist engineers in testing and writing technical reports, estimates, and specifications. Drawings can range from simple two-dimensional details to advanced color renderings in photo realistic presentations.

Skills and Abilities: Those planning careers in drafting should be able to do freehand sketching, precise scale drawings utilizing CAD software, and "visualize" complicated objects in either pictorial form or flat views. They should be able to function as part of a team since they will work directly with customers, engineers or project leaders.

Note: Special AAS degree graduation requirement: Due to rapid revisions of CAD software, students must demonstrate their competence of program software by either earning a "C" or better in two 200 level drafting courses within 12 months of their graduation date or by documenting current work experience utilizing current versions of CAD software.

Drafting and Design - DRAFT.AAS

Associate in Applied Science Degree

First Semester: 17 – 18 Credit Hours

- DRFT 140 - Computer Aided Drafting 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
- or
- MATH 131 - College Algebra 4 credit hours

Second Semester: 15 - 16 Credit Hours

- DRFT 142 - Engineering Graphics I 4 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Third Semester: 16 - 18 Credit Hours

- DRFT 147 - Structural, Civil & Pipe Drafting 4 credit hours
- DRFT 256 - Advanced Solidworks 3 credit hours
- Drafting and Design Elective (see list) 2 - 4 credit hours
- PHYS 125 - Applied Physics I 4 credit hours
- or
- PHYS 131 - Introduction To Physics I 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Fourth Semester: 12 - 15 Credit Hours

- DRFT 251 - Product Design And Development 4 credit hours
- DRFT 270 - Drafting Instruction Internship 2 credit hours
or
- DRFT 271 - Drafting/CAD Internship 2 credit hours
- Drafting and Design Electives (see list) 3 - 6 credit hours
- Social/Behavioral Science Elective 3 credit hours

Approved Drafting and Design Electives List

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 200 - Architectural Rendering 3 credit hours
- ADCG 232 - Architectural Design I 4 credit hours
- ADCG 233 - Architectural Design II 4 credit hours
- ADCG 255 - Revit 4 credit hours
- ADCG 256 - Advanced Revit 4 credit hours
- ADCG 258 - Architectural Building Systems 4 credit hours
- ADCG 259 - Construction of Buildings 4 credit hours
- ART 131 - Basic Design I 3 credit hours
- DRFT 131 - Fundamentals Of General Drafting 3 credit hours
- DRFT 144 - Engineering Graphics II 4 credit hours
- DRFT 145 - Fundamentals Of Microstation CAD 4 credit hours
- DRFT 146 - AutoCAD 3 credit hours
- DRFT 249 - Topics In CAD I 2 credit hours

Total hours required for the A.A.S. in Drafting and Design: 60

Drafting and Design - DRAFT.CP**Certificate of Proficiency****Requirements: 34 Credit Hours**

- ADCG 255 - Revit 4 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- DRFT 142 - Engineering Graphics I 4 credit hours
- DRFT 147 - Structural, Civil & Pipe Drafting 4 credit hours
- DRFT 248 - Advanced Computer Aided Drafting 4 credit hours
- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- MATH 125 - Technical Math I 3 credit hours
or
- MATH 131 - College Algebra 4 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Total hours required for the Certificate of Proficiency in Drafting and Design: 34

3D Mechanical Modeling - DRAFT/3D.CC**Certificate of Completion****Requirements: 11 Credit Hours**

- DRFT 253 - Introduction to 3D Parametric Design 4 credit hours
- DRFT 254 - Advanced Inventor 4 credit hours
- DRFT 256 - Advanced Solidworks 3 credit hours

Total credit hours required for the Certificate of Completion in 3D Mechanical Modeling: 11

Education

Program Coordinator John Phillips

To teach in Illinois public schools, students must complete a baccalaureate program at a four-year college or university and then be licensed by the state of Illinois. To transfer from Lewis and Clark into an approved baccalaureate program, students must meet the specific requirements of the program and complete a minimum of 60 semester credits. Students are strongly encouraged to complete either an Associate in Arts - ARTS.AA or Associate in Science - SCI.AS degree prior to transfer. Since admission into Education Programs is competitive, completion of the recommended courses does not guarantee admission. In addition, each four-year institution has a pre-determined criteria for program admission.

Specific Program Guidelines

EDUC 230 - Education Observation Lab *	25 Observation hours
EDUC 231 - American Education +	15 Observation hours
EDUC 232 - Introduction To Special Education	30 Observation hours
EDUC 233 - Diversity in Today's Schools +	40 Observation hours
EDUC 236 - Language Development & Acquisition	None
EDUC 241 Educational Psychology *	None

*Course specifically required by Greenville University

+Courses for SIUE Elementary Education

Program Notes: Students are not permitted to enroll in three or more education courses in one semester unless permission is given by the program coordinator. Observation placements are determined exclusively by the L&C Education Program. A favorable fingerprint criminal background check and drug screen are required prior to field experience. Under the Drug Free Schools and Communities Act, substances prohibited by the school district include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, and PCP. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from field experiences by the school district, which will result in the student not being able to complete his/her field experience. Both must be completed through Lewis and Clark within a year of current coursework.

SIUE Pathways in Special Education, Early Childhood, and Elementary Education: In partnership with SIUE, students complete the general education requirements to complete an A.A or A.S. at Lewis and Clark Community College. The second half of the core courses are completed on the SIUE campus toward a Bachelor Degree in Special Education or Elementary Education. For more information about SIUE programs, contact Dave Shifflett at 618-468-2628 or dshiffll@siue.edu.

McKendree University 2+2 in Elementary Education: In partnership with McKendree University, transfer is possible for L&C students who complete the A.S. at L&C and desire to earn the Bachelor of Science in Education Degree in Elementary Education at McKendree University. For more information, please contact Anita Gentry at 618-537-6408 or algentry@mckendree.edu.

Greenville College: In partnership with L&C, Greenville University offers an Elementary Education and an Early Childhood Education degree. Prior to admission into the Greenville program, you must complete all five education courses listed under Specific Program Guidelines. For more information about Greenville, please contact Lauren Leitschuh at 618-664-6520 or lauren.leitschuh@greenville.edu.

Environmental Science

- Environmental Science - ENV/TECH.AAS
- Environmental Technician - ENV/TECH.CP

Program Coordinator Scott Moss

Environmental technicians serve in variety of environmental jobs for governmental agencies, private companies and non-profit organizations. This technical discipline involves sampling methodology and physical, chemical, and biological examination of natural and potable water, domestic and industrial wastewater, air quality, solid waste, plant and animal species sampling, and other related samples.

The goal of the programs are to combine hands-on field sampling and laboratory skill courses in biology and chemistry, with general-education courses so that students have a firm foundation in basic academic skills as well as skills important to being an environmental technician. The curriculum places emphasis on the development of laboratory skills centered on field sampling and collection/identification of specimens, as well as the acquisition of critical thinking, communication, data management and problem solving abilities for entry into the job market.

The program also leads to the completion of an Associate in Science (AS) degree, which is transferable to four-year colleges and universities by students who are competitively positioned due to these skills.

Environmental Science - ENV/TECH.AAS

Associate in Applied Science Degree

First Year - Fall Semester: 14 Credit Hours

- BIOL 131 - Biology: A Contemporary Approach 4 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

First Year - Spring Semester: 16 Credit Hours

- BIOL 134 - General Botany 4 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- BIOL 145 - Natural Resources & Environmental Science 3 credit hours
or
- EESC 135 - Environmental Geography 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours
- SOCI 134 - Intro To Environmental Sociology 3 credit hours

Second Year - Fall Semester: 15 Credit Hours

- BIOL 138 - Field Biology 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
or
- ECOL 131 - Introductory Soils 4 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Second Year - Spring Semester: 15 Credit Hours

- BIOL 135 - General Zoology 4 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- ECOL 238 - Field Practicum 2 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Total credit hours required for the A.A.S. in Environmental Science: 60

Environmental Technician - ENV/TECH.CP

Certificate of Proficiency

Requirements: 32 Credit Hours

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
or
- BIOL 131 - Biology: A Contemporary Approach 4 credit hours
- BIOL 134 - General Botany 4 credit hours
- BIOL 135 - General Zoology 4 credit hours
- BIOL 138 - Field Biology 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
or
- ECOL 131 - Introductory Soils 4 credit hours
- BIOL 145 - Natural Resources & Environmental Science 3 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- ECOL 238 - Field Practicum 2 credit hours

Total credit hours required for the Certificate of Proficiency in Environmental Technician: 32

Exercise Science

- Exercise Science - EXERS.AAS

Program Coordinator Shane Callahan

Fitness professionals and personal trainers are needed to meet the growing health and wellness needs of the nation. Ailments such as obesity, diabetes, and cardiovascular disease are at an all-time high and require professional intervention to slow their prevalence. Lewis and Clark's Exercise Science Program provides students the opportunity to gain knowledge in the closely related fields of anatomy and physiology nutrition, kinesiology, psychology, biomechanics and other health-related areas that provide an excellent foundation for their future careers. The program is designed to develop and enhance competencies necessary for students to create and implement exercise programs for clients interested in wellness and weight management, as well as athletes striving to optimize performance. Both theoretical and practical approaches are emphasized throughout the program insuring job placement and a solid foundation for further education. As a capstone experience, students participate in a supervised practicum that includes internships at selected health facilities. Graduates of the program have the knowledge required and are highly encouraged to take a national certification examination to enhance their academic training.

Program Learning Objectives

1. Use a variety of formal and informal assessment techniques to assess learner performance, provide feedback, and communicate learner progress
2. Assess and prescribe appropriate instructional/managerial strategies needed for proper demonstration of weight training and cardio vascular fitness exercises for individuals of various developmental levels and learning styles
3. Understand the physiological mechanisms which sustain and act as the basis of the body's response to exercise
4. Apply the various behavioral management strategies/techniques involved in exercise maintenance to clients
5. Identify and interpret up-to-date scientific research in the exercise science field
6. Apply principles of biomechanics to teaching and/or various coaching situations
7. Ascertain the American College of Sports Medicine Health and Fitness Instructor Certification

Nature of Work: Fitness professionals can have an array of job responsibilities depending on which respective field they chose to pursue. Career tracks range from exercise practitioner in fitness and/or clinical settings to independent personal trainers. Fitness programs are common in the workplace, especially in corporate, commercial, and hospital settings. Duties include assessing cardiovascular endurance, flexibility, and muscular strength and endurance, as well as designing individualized fitness and rehabilitation programs, monitoring progress during programs, analyzing data from clients and educating about fitness, nutrition, ergonomics, and demonstrating exercises.

Skills and Abilities: To pursue a career as a fitness professional, you must be reliable, ethical, task-oriented, responsible, and possess problem-solving skills. Students must be able to work with people of various ages, abilities, and personalities. Outgoing, personable attitudes with the desire to help others achieve their goals are essential. **30 and Out A.A.S. Degree Program Option:** Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Exercise Science by completing 30 semester hours of approved Exercise Science courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

Exercise Science - EXERS.AAS

Associate in Applied Science Degree

First Semester: 14 Credit Hours

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- PHED 130 - Fitness & Conditioning I 2 credit hours
- XSCI 130 - Strength Training And Fitness 2 credit hours
- XSCI 135 - Exercise Physiology 3 credit hours

Second Semester: 16 Credit Hours

- BIOL 132 - Human Biology 4 credit hours
or
- BIOL 141 - Anatomy-Physiology I 4 credit hours
- HEED 131 - First Aid 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- XSCI 140 - Assessment & Exercise Prescription 3 credit hours
- XSCI 145 - Intro To Biomechanics 3 credit hours

Third Semester: 16 Credit Hours

- BUSN 131 - Introduction To Modern Business 3 credit hours
or
- MKTG 131 - Introduction To Marketing 3 credit hours
- Exercise Science elective (See List) 1 credit hour
- HEED 133 - Personal & Community Health 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- XSCI 200 - Sport Psychology 3 credit hours
- XSCI 220 - Exercise For Special Populations 3 credit hours

Fourth Semester: 14 Credit Hours

- BIOL 161 - Biology Of Nutrition 3 credit hours
- Exercise Science electives (See List) 1-2 credit hours
- JOBS 132 - Targeting The Job Market 1 credit hour
or
- JOBS 133 - Job Seeking Skills 1 credit hour
- SPCH 145 - Public And Private Communication 3 credit hours
- XSCI 240 - Exercise Psychology 3 credit hours
- XSCI 271 - Exercise Science Internship 3 credit hours

Approved Exercise Science Degree Electives List

- PHED 131 - Fitness And Conditioning II 2 credit hours
- PHED 132 - Fitness And Conditioning III 2 credit hours
- PHED 133 - Fitness And Conditioning IV 2 credit hours
- PHED 134 - Horseback Riding 2 credit hours
- PHED 144 - Lifeguard Training 2 credit hours
- PHED 145 - Water Safety Instructor 2 credit hours
- PHED 151 - Progressive Yoga 1 credit hour
- PHED 173 - Walking 1 credit hour
- PHED 176 - Yopalates 1 credit hour

Total credit hours required for the Associate in Applied Science Degree in Exercise Science: 60

Fire Science

- Fire Science - FIRE/SCI.AAS
- Fire Science - FIRE/SCI.CP
- Fire Service Leadership - FIRE/LSHP.AAS
- Fire Service Leadership - FIRE/LSHP.CP
- Firefighter - Basic - FIRE/BASIC.CC
- Firefighter - Advanced - FIRE/ADV.CC
- Fire Service Instructor I - FIRE/INSTR.CC
- Fire Service Instructor II - FIRE INSTR2.CC
- Fire Apparatus Operator - FIRE/APPAR.CC
- Advanced Fire Officer - FIRE/OFFADV.CC
- Company Fire Officer - FIRE/OFF.CC
- Hazardous Materials Operations - FIRE/HAZM.CC
- Incident Safety Officer - FIRE/ISO.CC

Program Coordinator Edward Burnley

Every year fires take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against this danger. They risk their lives to help insure the safety of individuals and property.

Lewis and Clark's Fire Science program can help you develop the skills to save a person's property or life. You'll learn how to respond to different types of fires, what it takes to minimize property damage, and how to help someone who is a victim of a fire, accident or health problem.

Your training at Lewis and Clark also will include examining fire prevention techniques. You'll study building inspection procedures and the role public education can play in helping prevent fires.

Program Learning Objectives

1. Instruction and practice with classroom and laboratory experiences in the technical aspects and the use of the firefighting equipment
2. Understand the laws and legal procedures relating to fire prevention, firefighting, and arson
3. Instruction and practice in inspection and other fire prevention activities
4. Insight concerning the role of a public servant

Nature of Work: Firefighters are called upon to handle all kinds of emergency situations. While fire suppression and prevention are still the primary functions of the fire service, firefighters are now called upon to handle incidents involving hazardous chemicals, transportation accidents, medical emergencies, cave-ins, building collapses, etc. At any emergency situation, firefighters perform specific and often complicated duties as part of a well-coordinated team. Duties range from connecting hose lines to very complex rescue or medical procedures. Other duties include building inspections, construction plan reviews, and public education programs. Firefighting is among the most hazardous of occupations.

Skills and Abilities: Firefighters must have excellent physical stamina, courage, mechanical aptitude and initiative. Firefighters must be able to work as a team and have the ability to make and implement quick decisions. Basic mathematical skills and knowledge of basic chemistry are required. A strong sense of public service is a must!

Important Notice: Students have 10 years to successfully complete all Fire Science courses leading to the completion of a degree or certificate. Students who can show proof of continuous membership in an established fire department for a minimum of five years shall have 15 years to successfully complete all Fire Science courses leading to the completion of a degree or certificate. Students who have taken Fire Science courses more than 10 years (15 years for fire department members) prior to the completion of the program may reestablish credit for those courses by: proficiency testing or repeating the course(s).

Fire Science - FIRE/SCI.AAS

Associate in Applied Science Degree

First Semester: 16 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 130 - Principles of Emergency Services 3 credit hours
- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- MATH 112 - Elementary Algebra 4 credit hours
or
- MATH 122 - Technology-Integrated Math 4 credit hours

Second Semester: 15 Credit Hours

- FIRE 132 - Fire Service Safety & Survival 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Third Semester: 13 Credit Hours

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
or
- BIOL 132 - Human Biology 4 credit hours
- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours
- FIRE 174 - Fire Behavior and Combustion 3 credit hours

Fourth Semester: 16 Credit Hours

- FIRE 237 - Fire Service Instructor I 3 credit hours
- FIRE 242 - Fire And Arson Investigation I 4 credit hours
- FIRE 245 - Fire Protection Water Supply 3 credit hours
- Social/Behavioral Science Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Total credit hours required for the A.A.S. degree in Fire Science: 60

Fire Science - FIRE/SCI.CP**Certificate of Proficiency****Requirements: 40 Credit Hours**

- FIRE 130 - Principles of Emergency Services 3 credit hours
- FIRE 132 - Fire Service Safety & Survival 3 credit hours
- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 174 - Fire Behavior and Combustion 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours
- FIRE 237 - Fire Service Instructor I 3 credit hours
- FIRE 242 - Fire And Arson Investigation I 4 credit hours
- FIRE 245 - Fire Protection Water Supply 3 credit hours

Total credit hours required for the Certificate of Proficiency in Fire Science: 40

Fire Service Leadership - FIRE/LSHP.AAS**Associate in Applied Science Degree****First Semester: 15 Credit Hours**

- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 237 - Fire Service Instructor I 3 credit hours
- FIRE 248 - Company Fire Officer 9 credit hours

Second Semester: 16 Credit Hours

- FIRE 232 - Advanced Firefighter 4 credit hours
- FIRE 258 - Advanced Fire Officer 9 credit hours
- FIRE 278 - Fire Service Instructor II 3 credit hours

Third Semester: 13 Credit Hours

- BIOL 130 - Fundamentals Of Biological Science 4 credit hours
or
- BIOL 132 - Human Biology 4 credit hours
- FIRE 256 - Incident Safety Officer 3 credit hours
- Fire Service Leadership Electives 6 credit hours

Fourth Semester: 16 Credit Hours

- Fire Service Leadership Electives 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 112 - Elementary Algebra 4 credit hours
or
- MATH 122 - Technology-Integrated Math 4 credit hours
- Social/Behavioral Science Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Approved Fire Service Leadership Electives

- FIRE 130 - Principles of Emergency Services 3 credit hours
- FIRE 131 - Fire Service Vehicle Operator 0.5 credit hours
- FIRE 132 - Fire Service Safety & Survival 3 credit hours
- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 152 - Fire Protection Systems 3 credit hours
- FIRE 157 - Fire Prevention Principles 3 credit hours
- FIRE 172 - Fire Service Building Construction 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 174 - Fire Behavior and Combustion 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours
- FIRE 242 - Fire And Arson Investigation I 4 credit hours
- FIRE 245 - Fire Protection Water Supply 3 credit hours

Total credit hours required for the A.A.S. degree in Fire Service Leadership: 60

Fire Service Leadership - FIRE/LSHP.CP**Certificate of Proficiency****Requirements: 40 Credit Hours**

- FIRE 232 - Advanced Firefighter 4 credit hours
- FIRE 237 - Fire Service Instructor I 3 credit hours
- FIRE 248 - Company Fire Officer 9 credit hours
- FIRE 256 - Incident Safety Officer 3 credit hours
- FIRE 258 - Advanced Fire Officer 9 credit hours
- FIRE 278 - Fire Service Instructor II 3 credit hours
- Fire Service Leadership Electives 9 credit hours

Total Credit Hours Required for the Certificate of Proficiency in Fire Service Leadership: 40

Firefighter - Basic - FIRE/BASIC.CC**Certificate of Completion****Requirements: 12 Credit Hours**

- FIRE 142 - Basic Firefighter: Module A 3 credit hours
- FIRE 143 - Hazardous Materials Operations 3 credit hours
- FIRE 173 - Basic Firefighter: Module B 3 credit hours
- FIRE 183 - Basic Firefighter: Module C 3 credit hours

Total credit hours required for the Certificate of Completion in Firefighter-Basic: 12

Firefighter - Advanced - FIRE/ADV.CC**Certificate of Completion****Requirements: 4 Credit Hours**

- FIRE 232 - Advanced Firefighter 4 credit hours

Total credit hours required for the Certificate of Completion in Firefighter-Advanced: 4

Fire Service Instructor I - FIRE/INSTR.CC**Certificate of Completion****Requirements: 3 Credit Hours**

- FIRE 237 - Fire Service Instructor I 3 credit hours

Total credit hours required for the Certificate of Completion in Fire Service Instructor I: 3

Fire Service Instructor II - FIRE/INSTR2.CC**Certificate of Completion****Requirements: 3 Credit Hours**

- FIRE 278 - Fire Service Instructor II 3 credit hours

Total Credit Hours Required for the Certificate of Completion in Fire Instructor II: 3

Fire Apparatus Operator - FIRE/APPAR.CC

Certificate of Completion

Requirements: 3 Credit Hours

- FIRE 245 - Fire Protection Water Supply 3 credit hours

Total credit hours required for the Certificate of Completion in Fire Apparatus Operator: 3

Advanced Fire Officer - FIRE/OFFADV.CC

Certificate of Completion

Requirements: 9 Credit Hours

- FIRE 258 - Advanced Fire Officer 9 credit hours

Total Credit Hours Required for the Certificate of Completion in Advanced Fire Officer: 9

Company Fire Officer - FIRE/OFF.CC

Certificate of Completion

Requirements: 9 Credit Hours

- FIRE 248 - Company Fire Officer 9 credit hours

Total Credit Hours Required for the Certificate of Completion in Company Fire Officer: 9

Hazardous Materials Operations - FIRE/HAZM.CC

Certificate of Completion

Requirements: 3 Credit Hours

- FIRE 143 - Hazardous Materials Operations 3 credit hours

Total credit hours required for the Certificate of Completion in Hazardous Materials Operations: 3

Incident Safety Officer - FIRE/ISO.CC

Certificate of Completion

Requirements: 3 Credit Hours

- FIRE 256 - Incident Safety Officer 3 credit hours

Total Credit Hours Required for the Certificate of Completion in Incident Safety Officer: 3

Graphic Design

- Graphic Design - CGRD.AAS
- Graphic Design - CGRD.CP
- Graphic Design - CGRD.CC
- Animation - CGRD/ANIM.CC
- Digital Publishing - DGTL.CC
- Photography - PHOTO.CC

Program Coordinator Jacklyn Meyer

The Graphic Design Program is an intensive immersion into digital design using traditional design concepts and principles as well as industry-standard software and technologies. It combines the fundamentals of computing, digital video and audio, graphics, layout, interactivity and web technology as well as general education courses to strengthen your marketability skills. You'll receive hands-on experience in our cross-platform computer labs (PC and Mac) incorporating industry-current software with concept and design elements. Students are introduced to a variety of software and develop skills in digital illustration and image manipulation, page layout, electronic prepress, web page design and multimedia applications.

Program Learning Objectives

1. Demonstrate appropriate steps toward completing a design: research, choice and use of basic and complex software, application of principles and concepts, and timely completion
2. Demonstrate good written, oral, and listening skills and apply principles of visual communication and design
3. Demonstrate flexibility and modify designs based on feedback
4. Work appropriately with team members
5. Demonstrate critical thinking by asking questions, analyzing information, and making decisions while using appropriate design-related terminology in discussion of design in critiques
6. Develop proficiency in digital design tools and produce a portfolio-ready creative project
7. Produce a portfolio-ready creative project

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science Degree in Graphic Design, Certificate of Proficiency in Graphic Design, or to earn the Certificate of Completion in the area of specialty, a student must: 1.) Earn a grade of "C" or better in all required Graphic Design courses (defined as courses with an ART, CGRD or WEB prefix), and 2.) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as outlined in this catalog.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Graphic Design by completing 30 semester hours of approved Graphic Design courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

Graphic Design - CGRD.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Second Semester: 15 Credit Hours

- ART 132 - Basic Design II 3 credit hours
- CGRD 161 - Graphic Design I 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Third Semester: 15 Credit Hours

- ART 141 - History Of Art I 3 credit hours
- or
- ART 142 - History Of Art II 3 credit hours
- CGRD 162 - Graphic Design II 3 credit hours
- Graphic Design Elective (see list) 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

Fourth Semester: 15 Credit Hours

- CGRD 243 - Marketing Creative Portfolios 3 credit hours
- CGRD 262 - Graphic Design III 3 credit hours
- CGRD 264 - Computer Graphics Cooperative 3 credit hours
- Graphic Design Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Non-Lab Elective 3 credit hours*

*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

Approved Graphic Design Electives List**Animation/Gaming Specialty**

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours
- CGRD 260 - Advanced 3D Modeling And Animation 3 credit hours
- WEB 245 - Web Animation 3 credit hours

Art Specialty

- ART 133 - Drawing I 3 credit hours
- ART 136 - Three-Dimensional Design 3 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours
- CGRD 244 - Advanced Adobe Illustrator 3 credit hours

E-Commerce and Social Media Specialty

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours

Layout/Advertising Specialty

- CGRD 250 - Advanced Adobe InDesign 3 credit hours
- MCOM 160 - Introduction To Advertising 3 credit hours

Photography Specialty

- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

Video Production Specialty

- MCOM 130 - Introduction To Video Production 3 credit hours
- MUSI 125 - Music Video Production 3 credit hours

Web Publishing Specialty

- WEB 101 - Intro To User Experience (UX) Design 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours
- WEB 201 - Interaction Design (IxD) 3 credit hours
- WEB 245 - Web Animation 3 credit hours

Total credit hours required for A.A.S. in Graphic Design: 60

Graphic Design - CGRD.CP**Certificate of Proficiency****First Semester: 12 Credit Hours**

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Second Semester: 12 Credit Hours

- ART 132 - Basic Design II 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- CGRD 161 - Graphic Design I 3 credit hours
- Graphic Design Elective (see list) 3 credit hours

Third Semester: 12 Credit Hours

- CGRD 140 - Digital Photography 3 credit hours
- CGRD 162 - Graphic Design II 3 credit hours
- CGRD 264 - Computer Graphics Cooperative 3 credit hours
- Graphic Design Elective (see list) 3 credit hours

Total hours required for Certificate of Proficiency in Graphic Design: 36

Graphic Design - CGRD.CC

Certificate of Completion

First Semester: 12 Credit Hours

- ART 131 - Basic Design I 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Second Semester: 12 Credit Hours

- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- CGRD 161 - Graphic Design I 3 credit hours
- Graphic Design Elective (see list) 3 credit hours

Total hours required for Certificate of Completion in Graphic Design: 24

Animation - CGRD/ANIM.CC

Certificate of Completion

First Semester: 9 Credit Hours

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours

Second Semester: 9 Credit Hours

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 260 - Advanced 3D Modeling And Animation 3 credit hours
- WEB 245 - Web Animation 3 credit hours

Total hours required for Certificate of Completion in Animation: 18

Digital Publishing - DGTL.CC

Certificate of Completion

First Semester: 9 Credit Hours

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hour

Second Semester: 9 Credit Hours

- CGRD 140 - Digital Photography 3 credit hours
- CGRD 150 - Desktop Publishing Using InDesign 3 credit hours
- CGRD 161 - Graphic Design I 3 credit hours

Total hours required for Certificate of Proficiency in Digital Publishing: 18

Photography - PHOTO.CC

Certificate of Completion

First Semester: 9 Credit Hours

- CGRD 140 - Digital Photography 3 credit hours
- CGRD 142 - Adobe Photoshop 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Second Semester: 9 Credit Hours

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
or
- CGRD 144 - Adobe Illustrator 3 credit hours
- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

Total hours required for Certificate of Completion in Photography: 18

Health Information & Medical Coding

- Health Information & Medical Coding - HIMC.AAS
- Medical Coding - HIMC.CP

Program Coordinator Shelle Ridings

According to the Bureau of Labor Statistics, Medical Records and Health Information Technicians, commonly referred to as health information technicians, organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Employment of health information technicians is projected to grow 22 percent from 2012 to 2022 nationwide, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies. Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Medical Records and Health Information Technicians provide the following:

- Review patient records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Protect patients' health information for confidentiality, authorized access for treatment, and data security

Written and oral communication, knowledge of human biology, medical terminology, medical coding, medical billing, medical ethics and knowledge of laws relating to healthcare privacy are important for successful job placement.

Course work includes instruction in medical terminology, health insurance, electronic health records, health information, medical transcription and documents, human disease pathophysiology, medical staff credentialing, computer operations, and ethical/legal issues associated with medical records.

Most health information technicians work in hospitals or physicians' offices. Others work in nursing care facilities or for government entities. Technicians typically work at desks or in offices and may spend many hours in front of computer monitors. The industries that employed the most health information technicians are general medical and surgical hospitals; state, local, and private offices of physicians, nursing and residential care facilities, and for the Government.

The curriculum for both the AAS and CP programs includes HIMC 250 which provides review and preparation for the Certified Professional Coder (CPC), which is the American Academy of Professional Coders (AAPC) credentialing exam. Due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. In addition to passing the certification exam, coders will also be required to demonstrate on-the-job coding experience. Those who pass the CPC®, exams but have not yet met this requirement will be designated as an Apprentice (CPC-A) on their certificate.

Program Learning Objectives

1. Make ethical and legal decisions regarding medical coding and medical records
2. Prepare for entry-level employment in the health information profession
3. Take the Certified Professional Coder (CPC-A) credentialing examination related to medical coding administered by the American Academy of Professional Coders (AAPC)
4. Perform various medical document preparation and editing duties
5. Accurately code for reimbursement purposes

Health Information and Medical Coding Program Entry Requirements

The Health Information and Medical Coding program is an open admission program that has limited enrollment. Individuals interested in the program are encouraged to contact the program coordinator about registration dates, any course prerequisites, and other academic concerns or questions.

Students are required to complete:

- Drug screen
- Federal background check
- Completion of CPR course for Health Care Providers
- Satisfactory health exam with appropriate immunizations (any expenses associated with these or any internship-site immunizations are the responsibility of the student).

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C HIMC Program partners with external agencies to provide externship experiences for students. These agencies require that all participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a student to be placed in an externship program. Some agencies also require random drug testing throughout a student's experience and require a negative result for the student to continue his/her participation in the experience.

Substances prohibited by the agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from participation by the agency, which will result in the student not receiving his/her degree due to a failure to meet the clinical component of the L&C HIMC Program.

Technical Standards: All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Health Information and Medical Coding program that students must master to successfully participate in the program and become employable in the Health Information and Medical Coding field. Technical standards for the students in the Health Information and Medical Coding program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

Program prerequisite for Health Information and Medical Coding AAS and certificate of proficiency programs: Qualify for READ 125 and ENGL 125 with appropriate L&C placement test scores.

Graduation Requirement

To be eligible for graduation with the Medical Coding Certificate of Proficiency and Health Information and Medical Coding Associate in Applied Science Degree, students must:

1. Earn a grade of "C" or better in all Health Information and Medical Coding courses (defined as courses with a HIMC prefix)
2. Satisfy the requirements for a Certificate of Proficiency and Associate in Applied Science Degree as outlined in this catalog.

HIMC classes taken longer than five years prior to graduation must be retaken or a proficiency test passed to ensure that the student has retained his/her knowledge from the class.

Suggested high school courses for students interested in pursuing Health Information and Medical Coding at L&C:

- BIOL 130 Fundamentals Of Biological Science or high school biology
- ENGL 131 First-Year English I
- SPCH 145 Public And Private Communication (required for degree)

Health Information & Medical Coding - HIMC.AAS

Associate in Applied Science Degree

First Semester: 14 Credit Hours

- HIMC 130 - Introduction to Health Information 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 171 - Health Insurance and EHR 4 credit hours

Second Semester: 16 Credit Hours

- HIMC 250 - Medical Coding Exam Review 3 credit hours
- HIMC 271 - Advanced Billing & Coding 3 credit hours
- CDEV 130 - Career Development 3 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours

Third Semester: 15 - 16 Credit Hours

- Health Information & Medical Coding Elective (see list) 3-4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- HIMC 260 - Health Information/Coding Externship 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Fourth Semester: 15 - 18 Credit Hours

- BIOL 132 - Human Biology 4 credit hours
- or
- BIOL 161 - Biology Of Nutrition 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Health Information & Medical Coding Elective (see list) 3-4 credit hours

Approved Health Information & Medical Coding Electives List

- ACCT 131 - Financial Accounting 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MEDA 130 - Pharmacology for Medical Assistants 3 credit hours
- MEDA 140 - Clinical Medical Assisting Skills I 4 credit hours
- MEDA 240 - Clinical Medical Assisting Skills II 4 credit hours
- MEDA 250 - Medical Assisting Exam Review 3 credit hours

Total credit hours required for the A.A.S. in Health Information & Medical Coding: 60

Medical Coding - HIMC.CP**Certificate of Proficiency****First Semester: 13 Credit Hours**

- HIMC 130 - Introduction to Health Information 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours

Second Semester: 17 Credit Hours

- HIMC 250 - Medical Coding Exam Review 3 credit hours
- HIMC 271 - Advanced Billing & Coding 3 credit hours
- CDEV 130 - Career Development 3 credit hours
- MEDA 171 - Health Insurance and EHR 4 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours

Third Semester: 3 Credit Hours

- HIMC 260 - Health Information/Coding Externship 3 credit hours

Total credit hours required for the Certificate of Proficiency in Medical Coding: 33

Human Services

- Human Services - HUMS.AAS
- Human Services Generalist - HUMS/GEN.CP
- Clinical Helping Skills - HUMS/CLN.CC

Program Coordinator Kathy Jones

Human Services prepares students in gaining the knowledge, skills, and field experiences necessary to support people in meeting their emotional and physical needs, as they cope with life change and stressors. Students of the program are prepared to work with a broad range of people in the areas of intellectual and developmental disabilities, addictions and recovery, housing and food insecurity, domestic violence, family and youth services, elder care, community advocacy, and mental health. In addition to completing general education courses, students complete courses that help them understand the scope of the human services field, ethical principles, the diverse make-up and needs of those seeking services, and theories of human growth and change. This coursework is then combined with curriculum that builds students' skills and confidence in clinical assessment, interviewing, and intervention. Before earning their degrees, students complete two semesters of fieldwork in area human service agencies, which results in them seeing firsthand what it means to be a human service professional. The curriculum is designed not only to prepare students for employment after graduation, but also can be completed by those students intending to transfer to four-year colleges and universities, who have an interest in social work, psychology, counseling, or sociology.

Program Learning Objectives

1. Summarize the different tasks and responsibilities of a human service professional
2. Develop foundational clinical skills in listening, assessing, communicating, intervening, and documenting
3. Explain the ethical standards of human service professionals
4. Demonstrate ethical and professional behavior when working with clients, community members, and colleagues
5. Describe how biological, psychological, and social factors influence people's mental and physical health and apply these factors when planning services and implementing interventions
6. Select culturally affirming interventions that reflect the identities, experiences, needs, and wishes of those they are working with
7. Develop further awareness of one's self, including how one's values, lived experiences, and personal traits support and impede one's work in being a culturally affirming and ethical human service professional

Nature of Work: The Human Services curriculum prepares students to work with a broad range of people in the areas of intellectual and developmental disabilities, addictions and recovery, housing and food insecurity, domestic violence, family and youth services, elder care, community advocacy, and mental health.

Skills and Abilities: To be effective in these positions, skills in relationship building, interpersonal communication, critical thinking, problem solving, case management, documentation, cultural competence, and ethical reasoning are needed.

Human Services - HUMS.AAS

Associate in Applied Science Degree

First Semester: 16 - 17 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
- HUMS 131 - Introduction To Human Services 3 credit hours
- HUMS 145 - Understanding Human Diversity 3 credit hours
- HUMS 164 - Mental Health First Aid 1 credit hour
- PSYC 131 - General Psychology 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Second Semester: 14 Credit Hours

- HUMS 140 - Ethical Practice 3 credit hours
- HUMS 165 - Clinical Skills 3 credit hours
- HUMS 166 - Crisis Intervention 2 credit hours
- PSYC 232 - Human Development 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- or
- SPCH 151 - Interpersonal Communication 3 credit hours

Third Semester: 15-16 Credit Hours

- HUMS 232 - Counseling For Life Change And Loss 3 credit hours
- HUMS 290 - Fieldwork I 3 credit hours
- PSYC 132 - Health And Personal Growth 3 credit hours
- Human Services Elective (see list) 3 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Fourth Semester: 15 Credit Hours

- HUMS 295 - Fieldwork II 3 credit hours
- PSYC 270 - Abnormal Psychology 3 credit hours
- Human Services Electives (see list) 6 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Approved Human Services Electives

- CHDV 131 - Introduction To Child Development 3 credit hours
- CHDV 136 - Exceptional Child 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- CRMJ 151 - Intro To Corrections 3 credit hours
- CRMJ 254 - The Juvenile Offender 3 credit hours
- CRMJ 260 - Criminal Justice and Mental Health 3 credit hours
- DASC 131 - Introduction to Data Science 3 credit hours
- EDUC 241 - Educational Psychology 3 credit hours
- HUMS 210 - Drugs And Their Effects 3 credit hours
- HUMS 233 - Substance Use Counseling 3 credit hours
- HUMS 234 - Group Counseling 3 credit hours
- PSYC 233 - Child Psychology 3 credit hours
- PSYC 235 - Personality Psychology 3 credit hours
- PSYC 243 - Adolescent Psychology 3 credit hours
- PSYC 253 - Adult Development And Aging 3 credit hours
- PSYC 260 - Social Psychology 3 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours
- SOCI 132 - Social Problems 3 credit hours
- SOCI 150 - Racial And Ethnic Relations 3 credit hours
- SOCI 155 - Introduction To Sex And Gender 3 credit hours
- SOCI 240 - Marriage And The Family 3 credit hours
- SOSC 132 - The Science of Happiness 3 credit hours
- SOSC 160 - Human Sexuality 3 credit hours

Total credit hours required for the A.A.S. in Human Services: 60

Human Services Generalist - HUMS/GEN.CP**Certificate of Proficiency****First Semester: 10 Credit Hours**

- HUMS 131 - Introduction To Human Services 3 credit hours
- HUMS 145 - Understanding Human Diversity 3 credit hours
- HUMS 164 - Mental Health First Aid 1 credit hour
- PSYC 131 - General Psychology 3 credit hours

Second Semester: 14 Credit Hours

- HUMS 140 - Ethical Practice 3 credit hours
- HUMS 165 - Clinical Skills 3 credit hours
- HUMS 166 - Crisis Intervention 2 credit hours
- PSYC 232 - Human Development 3 credit hours
- PSYC 270 - Abnormal Psychology 3 credit hours

Third Semester: 9 Credit Hours

- HUMS 232 - Counseling For Life Change And Loss 3 credit hours
- HUMS 290 - Fieldwork I 3 credit hours
- PSYC 132 - Health And Personal Growth 3 credit hours

Total credit hours required for the Certificate of Proficiency in Human Services Generalist: 33

Clinical Helping Skills - HUMS/CLN.CC**Certificate of Completion****Requirements: 9 Credit Hours**

- HUMS 164 - Mental Health First Aid 1 credit hour
- HUMS 165 - Clinical Skills 3 credit hours
- HUMS 166 - Crisis Intervention 2 credit hours
- HUMS 232 - Counseling For Life Change And Loss 3 credit hours
- or
- HUMS 233 - Substance Use Counseling 3 credit hours

Total credit hours required for the Certificate of Completion in Clinical Helping Skills: 9

Industrial Electricity

- Industrial Electricity - ELEC/IND.AAS
- Industrial Electricity - ELEC/IND.CP

Program Coordinator Jim Witt

The Industrial Electricity program combines theory and hands-on training with state-of-the-art instruments, working processes, and computerized control systems. Students learn to install, test, calibrate, and maintain instruments that measure, indicate, and control variables such as pressure, flow, level, density, temperature, force, vibration, and chemical composition. Students apply math concepts, physics concepts, and industry standards to realistic situations encountered on the job. Additional instruction includes updating system documentation and building or modifying specialized systems to solve problems in measurement and control. The courses prepare students to maintain, repair, and troubleshoot instruments and control systems in industries that increasingly rely on automation. These professionals may also be referred to as instrumentation and electrical technicians, instrumentation technicians, or instrumentation and controls technicians. They may work with automated equipment in manufacturing or assembly plants, waste water treatment facilities, and nuclear power plants to measure and monitor operational functioning.

Program Learning Objectives

1. Understand how direct current (DC) and alternating current (AC) circuits work providing a firm foundation to understand topics within the electrical industry
2. Understand how digital circuits are used within the process industry
3. Understand motor control theory
4. Write effective and efficient programs for Allen Bradley and Siemens programmable logic controllers (PLCs)
5. Commission and program instrumentation to control flow, level, pressure, temperature and analytical values
6. Tune control loops using proportional, integral, and derivative values
7. Understand the different types of final control elements and how they are used

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Industrial Electricity by completing 30 semester hours of approved Industrial Electricity 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.

Industrial Electricity - ELEC/IND.AAS

Associate in Applied Science

First Semester: 16 - 17 Credit Hours

- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ELEC 132 - AC: Fundamentals in Electricity 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 116 - Intermediate Algebra 4 credit hours
or
- MATH 125 - Technical Math I 3 credit hours
- EESC 130 - General Physical Science 4 credit hours
or
- PHYS 125 - Applied Physics I 4 credit hours

Second Semester: 16 Credit Hours

- ELEC 133 - Digital Electronics 6 credit hours
- ELEC 135 - Motor Controls 3 credit hours
- Approved Industrial Electricity Elective(s) (see list) 4 credit hours
- Social/Behavioral Science Elective 3 credit hours

Third Semester: 15 Credit Hours

- ELEC 231 - PLC Programming 3 credit hours
- ELEC 233 - Instrumentation I 3 credit hours
- ELEC 235 - Instrumentation II 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Fourth Semester: 13 – 15 Credit Hours

- ELEC 237 - Final Control Elements 3 credit hours
- ELEC 239 - PID Control 3 credit hours
- ELEC 271 - Industrial Electricity Internship 1-3 credit hours
- Approved Industrial Electricity Electives (see list) 6 credit hours

Approved Industrial Electricity Electives

- AVIO 131 - Introduction to Aircraft Systems 2.5 credit hours
- AVIO 132 - Basic Aircraft Wiring And Tools 2.5 credit hours
- AVIO 133 - Aircraft Communication & Control Systems 2.5 credit hours
- DRFT 140 - Computer Aided Drafting 4 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- PRCS 231 - Quality Control 2 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- SOLR 120 - Solar Design and Installation 2 credit hours
- SOLR 121 - Grid Tied Solar Design 2 credit hours
- WELD 131 - Introduction to Welding Industry 3 credit hours

Total credit hours required for the A.A.S in Industrial Electricity: 60

Industrial Electricity - ELEC/IND.CP

Certificate of Proficiency

Requirements: 31 Credit Hours

- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ELEC 132 - AC: Fundamentals in Electricity 3 credit hours
- ELEC 133 - Digital Electronics 6 credit hours
- ELEC 135 - Motor Controls 3 credit hours
- ELEC 231 - PLC Programming 3 credit hours
- ELEC 233 - Instrumentation I 3 credit hours
- ELEC 235 - Instrumentation II 3 credit hours
- ELEC 237 - Final Control Elements 3 credit hours
- ELEC 239 - PID Control 3 credit hours
- ELEC 271 - Industrial Electricity Internship 1-3 credit hours

Total credit hours required for the Certificate of Proficiency in Industrial Electricity: 31

Information Technology

- Information Technology - ITEC.AAS
- Cybersecurity - ITEC/CYBR.CC
- Network Administration - ITEC/NETADM.CC
- Network Infrastructure - ITEC/NETINF.CC
- PC And LAN Servicing - ITEC/PCSERV.CC

Program Coordinator Doyle McClellan

The keystone of modern business, industry and education is computer technology. Computers are used for a variety of tasks. These include keeping customer records, creating documents, maintaining accounts, emailing and even aid in making decisions based upon statistical analysis of data. Industries use computers for controlling automation and tracking production. Computers are an integral part of modern business. With a degree in Information Technology you'll have a background with some of the latest technologies such as Windows Server, UNIX/Linux, PC hardware, network security, and Cisco routers. You'll be one of the keys in ensuring people get the information they need to do their jobs. People will rely on you to answer their computer questions and to help them understand hardware and software. As computer and network technology expands, the demand for individuals with computer skills continues to increase. The Illinois Department of Employment Security ranks computer support specialist as the number two career with the most annual job openings for graduates with Associate Degrees. Prepare now to take advantage of the technological changes in business and education with a degree or certificate in Information Technology.

Program Learning Objectives

1. Apply a systematic approach to troubleshooting computer and network systems
2. Install, configure, manage, and support computer operating systems and essential network hardware
3. Apply a security-focused approach to planning, deploying, operating, and supporting networked resources
4. Use the language of information technology professionals in discussing computer and network topics
5. Seek employment or continuing education toward information technology careers

Nature of Work: Computer Network technicians work with computers systems and network infrastructure. The computer industry needs people who know networks, operating systems, security, PC hardware and software. Computers are the "brain center" of most business and industrial operations. It is vital that these systems be kept operating and technicians are hired to do so. The versatility developed by this program will allow its graduates to pursue occupations in areas such as computer hardware, network installation, network administration, and systems engineering.

Certifications: Through the AAS degree and certificate programs students can prepare to take several computer industry certifications. Programs are offered to give students experience in preparing for certifications from CompTIA (A+, Network+, Security+), Cisco, and Microsoft. Contact the ITEC coordinator for help in developing a plan for your desired certification.

Skills and Abilities: The Computer Network technician should be inquisitive, willing to learn new technology, and able to deal successfully with people. In addition to skills directly related to computers, good math, English and speaking skills are important.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Information Technology by completing 30 semester hours of approved Information Technology courses. Students interested in this program must contact the program coordinator to receive written approval detailing the specific course required for this degree option.

Information Technology - ITEC.AAS

Associate in Applied Science Degree

First Semester: 15-16 Credit Hours

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 125 - Technical Math I 3 credit hours
- or
- MATH 131 - College Algebra 4 credit hours
- Social/Behavioral Science Elective 3 credit hours

Second Semester: 16-17 Credit Hours

- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 244 - Network Security 3 credit hours
- Information Technology Elective 3-4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Third Semester: 13-15 Credit Hours

- Information Technology Electives 10-12 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Fourth Semester: 16-17 Credit Hours

- Information Technology Electives 11 credit hours
- ITEC 271 - Computer Network & System Internship 2 credit hours
- Mathematics or Physical/Life Science Elective 3 - 4 credit hours

Information Technology Electives

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CIS 144 - Systems Analysis And Design 3 credit hours
- CIS 177 - Python For Security Administration 3 credit hours -
- CRMJ 160 - Computer Forensics 3 credit hours
- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ELEC 132 - AC: Fundamentals in Electricity 3 credit hours
- ELEC 133 - Digital Electronics 6 credit hours
- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 200 - Linux And UNIX Operating Systems 3 credit hours
- ITEC 223 - Windows Network Configuration 3 credit hours
- ITEC 224 - PowerShell For Active Directory 3 credit hours
- ITEC 246 - Penetration Testing 3 credit hours
- ITEC 247 - Live Response And Forensics 3 credit hours
- ITEC 249 - Wireshark Packet Analysis 3 credit hours
- ITEC 250 - Risk Assessment And Documentation 3 credit hours
- ITEC 260 - Cisco Networking II 3 credit hours
- ITEC 265 - Wireless Networks 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Total credit hours required for the A.A.S. in Information Technology: 60

Cybersecurity - ITEC/CYBR.CC**Certificate of Completion****First Semester: 16 Credit Hours**

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

Second Semester: 12 Credit Hours

- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 246 - Penetration Testing 3 credit hours
- ITEC 247 - Live Response And Forensics 3 credit hours
- ITEC 249 - Wireshark Packet Analysis 3 credit hours

Total credit hours required for the Certificate of Completion in Cybersecurity: 28

Network Administration - ITEC/NETADM.CC**Certificate of Completion****First Semester: 16 Credit Hours**

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

Second Semester: 12 Credit Hours

- ITEC 200 - Linux And UNIX Operating Systems 3 credit hours
- ITEC 223 - Windows Network Configuration 3 credit hours
- ITEC 224 - PowerShell For Active Directory 3 credit hours
- ITEC 250 - Risk Assessment And Documentation 3 credit hours

Total credit hours required for the Certificate of Completion in Network Administration: 28

Network Infrastructure - ITEC/NETINF.CC

Certificate of Completion

First Semester: 16 Credit Hours

- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

Second Semester: 12 Credit Hours

- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ITEC 148 - Physical Network Installation 3 credit hours
- ITEC 260 - Cisco Networking II 3 credit hours
- ITEC 265 - Wireless Networks 3 credit hours

Total credit hours required for the Certificate of Completion in Network Infrastructure: 28

PC and LAN Servicing - ITEC/PCSERV.CC

Certificate of Completion

Requirements: 16 Credit Hours

- ITEC 142 - Operating Systems 3 credit hours
- ITEC 154 - PC Servicing 4 credit hours
- ITEC 132 - Introduction to Computer Networking 3 credit hours
- ITEC 160 - Cisco Networking I 3 credit hours
- ITEC 244 - Network Security 3 credit hours

Total credit hours required for the Certificate of Completion in PC and LAN Servicing: 16

Management

- Management - MGMT.AAS
- Management - MGMT.CP
- Management - Entrepreneurship - MGMT/ENTR.CC
- Management - Finance - MGMT/FIN.CC
- Management - Human Resources - MGMT/HR.CC
- Management - Logistics - MGMT/LOG.CC
- Management - Marketing - MGMT/MKT.CC
- Management - Operations - MGMT/OPER.CC
- Management - Small Business - MGMT/SMBU.CC
- Real Estate Brokerage - MGMT/REAL.CC
- Social Media Management - MDIA/SOCL.CC

Program Coordinator Christina Wickenhauser

A successful program of study in management will help you find job opportunities in all types of businesses and industries, as well as nonprofit organizations such as local, state and federal government offices. L&C management graduates have the tools necessary for a bright future in many rapidly expanding fields that have a great need for competent and well-trained employees.

Your studies will include such business topics as accounting, economics, marketing, finance and law. The up-to-date management curriculum at L&C includes the latest data systems equipment and instruction. Area business persons advise the department on the latest developments in the field so that the program stays abreast of current trends. Our faculty includes successful individuals actively involved in the business world who bring everyday experiences to the classroom. They teach what works.

The management A.A.S. degree program is designed for individuals who want to seek employment in business positions, for those in management who are seeking promotions, and for those interested in starting their own business or manage it more effectively. Because of the diversity of students, the Management program at L&C has been designed to provide maximum flexibility.

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.

A Certificate of Completion is not designed as stand-alone program to prepare someone for a career in business, but can serve as a good foundation for further study. A Certificate of Completion is also especially useful to working adults that simply want to expand their knowledge in a specific area of business. It can provide added expertise for an existing job or prepare the person for assuming added duties or a new position with the same firm or a different one. It also provides documentation of learning experiences that can be added to a portfolio for seeking a promotion or a new position.

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.

Please Note: The following model program is for students in the Associate of Applied Science program, not the transfer business program. Lewis and Clark has entered into articulation agreements with Franklin University and Missouri Baptist University to make it possible for students who complete the degree to have all credit hours applied to the requirements of a four-year baccalaureate degree in a business discipline. However, if you plan to transfer to most other four-year institutions, you are strongly advised not to use the model in selecting courses because many of these courses are not accepted by some four-year institutions. You must select courses at L&C to match the freshman and sophomore requirements listed by the transfer institution. Colleges and universities vary greatly in their policies, and therefore prospective transfer students are urged to contact the Enrollment Center for assistance in deciding which courses to take. Students who may later seek a four-year degree are encouraged to complete MATH 235 to satisfy math requirements and to complete MATH 165 as an elective. More details for such a degree can be found under the AS Degree for Business section of this catalog.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, the Business department may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Management by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science degree in Management, Certificate of Proficiency in Management, or to earn any of the Certificates of Completion in a specific area of management, a student must: (1) Earn a grade of "C" or better in all required management courses, defined as courses with an MGMT prefix and (2) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as specified by Lewis and Clark Community College.

Management - MGMT.AAS

Associate in Applied Science Degree

First Semester: 16 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- MATH 131 - College Algebra 4 credit hours
- Approved Management Elective (see list) 3 credit hours

Second Semester: 16 Credit Hours

- ACCT 132 - Managerial Accounting 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
- ENGL 132 - First-Year English II 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 145 - General Education Statistics 4 credit hours
- or
- MATH 235 - Statistics 4 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours

Third Semester: 15 Credit Hours

- BUSN 141 - Business And The Legal Environment 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 245 - Financial Management 3 credit hours
- Approved Management Elective (see list) 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Fourth Semester: 13-15 Credit Hours

- MGMT 244 - Operations Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Management Electives (see list) 3 credit hours
- Approved Management Elective (see list) 1-3 credit hours (BUSN 280 - Business Co-Op recommended)

Approved Management Degree Electives List

- ACCT 130 - Accounting For Small Business 3 credit hours
- ACCT 233 - Cost Accounting 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- ACCT 235 - Intermediate Accounting I 3 credit hours
- ACCT 236 - Intermediate Accounting II 3 credit hours
- ACCT 237 - Payroll Accounting 3 credit hours
- ACCT 238 - Data Analytics in Accounting 3 credit hours
- BUSN 145 - Warehouse Safety Training 1 credit hour
- BUSN 151 - Planning For Small Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- BUSN 181 - Personal Finance 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 242 - Entrepreneurship Everywhere 3 credit hours
- BUSN 245 - Entrepreneurship and E-Commerce 3 credit hours
- BUSN 280 - Business Co-Op I 1-2 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- CIS 144 - Systems Analysis And Design 3 credit hours
- CIS 177 - Python For Security Administration 3 credit hours -
- DASC 131 - Introduction to Data Science 3 credit hours
- JOBS 132 - Targeting The Job Market 1 credit hour
- JOBS 133 - Job Seeking Skills 1 credit hour
- MATH 165 - Calculus for Busn & Social Science 4 credit hours
- MGMT 131 - Management For Small Business 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MGMT 246 - Logistics Management 3 credit hours
- MKTG 136 - Salesmanship 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- REAL 135 - Real Estate Brokerage 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours
- REAL 137 - Transaction Applications 1 credit hour
- SMGT 101 - Introduction to Sport Management 3 credit hours
- SMGT 201 - Sport Marketing 3 credit hours
- SMGT 202 - Sport Law 3 credit hours

- Any Humanities/Fine Arts Course from the general education core list
- Any Physical/Life Science Course from the general education core list
- Any Social/Behavioral Science Course from the general education core list

Total credit hours required for the A.A.S. in Management: 60

Management - MGMT.CP

Certificate of Proficiency

Requirements: 33 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- ECON 151 - Principles Of Macroeconomics 3 credit hours
or
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours

Total credit hours for the Certificate of Proficiency in Management: 33

Management - Entrepreneurship - MGMT/ENTR.CC

Certificate of Completion

Requirements: 18 Credit Hours

- BUSN 141 - Business And The Legal Environment 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- BUSN 242 - Entrepreneurship Everywhere 3 credit hours
- BUSN 245 - Entrepreneurship and E-Commerce 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours

Total credit hours for the Certificate of Completion in Management-Entrepreneurship: 18

Management - Finance - MGMT/FIN.CC

Certificate of Completion

Requirements: 18 Credit Hours

- ACCT 131 - Financial Accounting 3 credit hours
- ACCT 132 - Managerial Accounting 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 187 - Financial Investments 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 245 - Financial Management 3 credit hours

Total credit hours for the Certificate of Completion in Management-Finance: 18

Management - Human Resources - MGMT/HR.CC

Certificate of Completion

Requirements: 18 Credit Hours

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 141 - Business And The Legal Environment 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Total credit hours for the Certificate of Completion in Management-Human Resources: 18

Management - Logistics - MGMT/LOG.CC

Certificate of Completion

Requirements: 16 Credit Hours

- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 145 - Warehouse Safety Training 1 credit hour
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- MGMT 246 - Logistics Management 3 credit hours
- Logistics Certificate Electives (see list) 3 credit hours

Approved Logistics Certificate Electives

- BUSN 215 - Business Software Applications 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 131 - Management For Small Business 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

Total credit hours required for the Certificate of Completion in Management-Logistics: 16

Management - Marketing - MGMT/MKT.CC

Certificate of Completion

Requirements: 18 Credit Hours

- BUSN 131 - Introduction To Modern Business 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- Marketing Certificate Electives (see list) 3 credit hours

Approved Marketing Certificate Electives

- BUSN 151 - Planning For Small Business 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MKTG 136 - Salesmanship 3 credit hours
- MGMT 131 - Management For Small Business 3 credit hours

Total credit hours for the Certificate of Completion in Management-Marketing: 18

Management - Operations - MGMT/OPER.CC

Certificate of Completion

Requirements: 18 Credit Hours

- BUSN 131 - Introduction To Modern Business 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 244 - Operations Management 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- Operations Certificate Electives (See list) 6 credit hours

Approved Operations Certificate Electives

- BUSN 151 - Planning For Small Business 3 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- MGMT 237 - Fundamentals Of Management 3 credit hours
- MGMT 131 - Management For Small Business 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours

Total credit hours for the Certificate of Completion in Management-Operations: 18

Management - Small Business - MGMT/SMBU.CC

Certificate of Completion

Requirements: 18 Credit Hours

- ACCT 130 - Accounting For Small Business 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 151 - Planning For Small Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MGMT 131 - Management For Small Business 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Total credit hours for the Certificate of Completion in Management-Small Business: 18

Real Estate Brokerage - MGMT/REAL.CC

Certificate of Completion

Requirements: 7 Credit Hours

- REAL 135 - Real Estate Brokerage 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours
- REAL 137 - Transaction Applications 1 credit hour

Total credit hours for the Certificate of Completion in Real Estate Brokerage: 7

Social Media Management - MDIA/SOCL.CC

Certificate of Completion

Requirements: 6 Credit Hours

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours

Total credit hours required for the Certificate of Completion in Social Media Management: 6

Medical Assisting

- Medical Assisting - MEDA.AAS
- Medical Assisting - MEDA.CP

Program Coordinator Shelle Ridings

Medical Assistants are multi-skilled health professionals specifically educated to work as a member of a health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner. Program graduates assist health care professionals in many aspects of medical and nursing practice, including patient care management, administrative, and clinical procedures. Students learn about the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills, handling telephone calls, writing correspondence, serving as the liaison between the physician and other individuals, and managing practice finances. The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the health care professional with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, administering injections, and preparing and administering medications as directed by the physician. Primary employers for medical assistants include: ambulatory health care settings, extended health care facilities, public health agencies, schools, medical schools, research institutes and medical insurance firms.

Written and oral communication, knowledge of human biology, medical terminology, pharmacology, emergency procedures, and medical front office duties are important for successful job placement.

The Medical Assisting curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

If a student relocates to another state in which the institution does not have approval to operate prior to program completion, the relocation might adversely impact the student's ability to complete the program or gain in-field employment.

Program Learning Objectives

1. Prepare for entry into the workforce, career advancement, or career change through technical certificate and associate degree programs
2. Prepare for the Registered Medical Assistant Examination administered by the American Medical Technologists
3. Raise aspirations and foster achievement through dynamic, compassionate, and responsible learning experiences
4. Meet the demands of global, technology-driven, and knowledge-based economy through programs and experiences that foster individual development through job skills and lifelong learning skills
5. Learn in an environment that is supported by teaching excellence, high quality student services, and well-equipped and maintained instructional facilities

Medical Assisting Program Entry Requirements: The Medical Assisting program is an open admission program that has limited enrollment. Individuals interested in the program are encouraged to contact the program coordinator about registration dates, any course prerequisites, and other academic concerns or questions. Students are required to complete:

- Proof of graduation via high school transcript or Illinois High School Diploma (formerly GED) - must be submitted to Program Coordinator within the first 10 days of starting the program
- Drug screen - 30 days prior to beginning MEDA 260-Medical Assisting Externship
- Federal background check - 30 days prior to beginning MEDA 260 - Medical Assisting Externship
- Completion of CPR course for Health Care Providers - 30 days prior to beginning MEDA 260 - Medical Assisting Externship
- Satisfactory health exam with appropriate immunizations (any expenses associated with these or any externship site immunizations are the responsibility of the student) - 30 days prior to beginning MEDA 260 - Medical Assisting Externship

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C Medical Assisting Program partners with external agencies to provide clinical experiences for students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a Medical Assisting student to be placed in an externship program. Some clinical agencies also require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from clinical participation by the clinical agency, which will result in the student not receiving his/her degree due to a failure to meet the clinical component of the L&C Medical Assisting Program.

Technical Standards: All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Medical Assisting program that students must master to successfully participate in the program and become employable in the medical assisting field. Technical standards for the students in the Medical Assisting program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

Program prerequisite for Medical Assisting certificate program: Qualify for READ 125 and ENGL 125 with appropriate L&C placement test scores.

Graduation Requirement: To be eligible for graduation with the Medical Assisting Certificate of Proficiency and Medical Assisting Associate in Applied Science Degree, students must:

1. Earn a grade of "C" or better in all Medical Assisting courses (defined as courses with a MEDA prefix), and
2. Satisfy the requirements for a Certificate of Proficiency and Associate in Applied Science Degree as outlined in this catalog.

MEDA classes taken longer than five years prior to graduation must be retaken or a proficiency test passed to ensure that the student has retained his/her knowledge from the class.

Some required program courses are considered general education and/or science courses. L&C only accepts general education and science courses from regionally accredited institutions, and each course is formally evaluated to determine L&C course equivalency. To receive transfer credit for courses that include a laboratory component, the laboratory portion must have been completed in person at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements. We encourage students to work with L&C academic advisors regarding transferability of specific general education and science courses.

PROFICIENCY TEST INFORMATION - CIS 135 - Computer Literacy - Students wanting to take a proficiency test for CIS 135 may do so by contacting the Computer Information Systems Program Coordinator.

Students will be eligible to sit for the Registered Medical Assistant Exam, sponsored by the American Medical Technologists, at the end of MEDA 250 Medical Assisting Exam Review. For more information about the RMA Exam, please visit www.americanmedtech.org.

Medical Assisting - MEDA.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 140 - Clinical Medical Assisting Skills I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- MEDA 171 - Health Insurance and EHR 4 credit hours

Second Semester: 14 Credit Hours

- MEDA 130 - Pharmacology for Medical Assistants 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- MEDA 240 - Clinical Medical Assisting Skills II 4 credit hours
- MEDA 250 - Medical Assisting Exam Review 3 credit hours

Third Semester: 17-18 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- MATH 112 - Elementary Algebra 4 credit hours
or
- MATH 124 - Health Sciences-Integrated Math 4 credit hours
- MEDA 260 - Medical Assisting Externship 4 credit hours
- Approved Medical Assisting Elective (see list) 3-4 credit hours

Fourth Semester: 14-18 Credit Hours

- Approved Medical Assisting Elective (see list) 5-8 credit hours
- Physical/Life Science Elective 3-4 credit hours
- PSYC 131 - General Psychology 3 credit hours
or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Approved Medical Assisting Electives

- ACCT 130 - Accounting For Small Business 3 credit hours
- BIOL 141 - Anatomy-Physiology I 4 credit hours
- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 161 - Biology Of Nutrition 3 credit hours
- BIOL 241 - Microbiology 4 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- CIS 135 - Computer Literacy 3 credit hours
- PSYC 232 - Human Development 3 credit hours
- PSYC 233 - Child Psychology 3 credit hours

Total credit hours required for the A.A.S. in Medical Assisting: 60

Medical Assisting - MEDA.CP

Certificate of Proficiency

First Semester: 15 Credit Hours

- MEDA 120 - Pathophysiology I 4 credit hours
- MEDA 140 - Clinical Medical Assisting Skills I 4 credit hours
- MEDA 170 - Medical Office Procedures 3 credit hours
- MEDA 171 - Health Insurance and EHR 4 credit hours

Second Semester: 14 Credit Hours

- MEDA 130 - Pharmacology for Medical Assistants 3 credit hours
- MEDA 220 - Pathophysiology II 4 credit hours
- MEDA 240 - Clinical Medical Assisting Skills II 4 credit hours
- MEDA 250 - Medical Assisting Exam Review 3 credit hours

Third Semester: 4 Credit Hours

- MEDA 260 - Medical Assisting Externship 4 credit hours

Total credit hours required for the Certificate of Proficiency Medical Assisting: 33

Music Production

- Music Production - MUSC/PROD.AAS
- Music Production - MUSC/PROD.CP
- Music Production - MUSC/PROD.CC

Program Coordinator Louis Michael

The digital revolution has produced rapid advances in area of music production. This has created many new economic, academic, entrepreneurial, and creative opportunities for people with the drive and passion to succeed. The defining aspects of the new media are that they are digital, interactive, social, asynchronous, and multimedia.

Individuals can work as full-time staff members for recording studios, broadcast networks, live audio production companies, small video production companies, or one of the many music technology merchandising companies. Many creative musicians are free-lance workers. Other self-employed workers operate their own recording studios.

The AAS in Music Production is designed to enable graduates to enter occupations in the area of music performance, recording studio technicians, sound technicians, and potentially management or supervisory positions. The Certificate of Proficiency concentrates on the skills of music performance, recording, and sound technology. The Certificate of Completion is for students that want to acquire the skills necessary for an entry-level job as a recording or sound technician.

Program Learning Objectives

1. Understand the basics of Musical Instrument Digital Interface (MIDI) production and create a musical compositions using MIDI
2. Edit audio tracks and import loops and samples
3. Digitally record multitrack audio
4. Insert instrument and effect plug-ins
5. Insert equalizers and compressors on audio tracks
6. Understand microphone types and techniques
7. Understand and apply the basics of video editing and production
8. Create music videos
9. Encode video for distribution to various formats
10. Demonstrate skills on a major and a secondary instrument and play in an ensemble setting
11. Understand basic to intermediate music theory

Music Production - MUSC/PROD.AAS

Associate in Applied Science

First Semester: 14-17 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours
- or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour
- or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that choose MUSI 131 - Basic Music Theory will be required to take MUSI 262 - Piano IV or one additional credit hour of MUSI 196 - Minor Applied Music I during the fourth semester.

Second Semester: 15-17 Credit Hours

- ENGL 132 - First-Year English II 3 credit hours
- MUSI 124 - Music Production with MIDI 3 credit hours
- MUSI 135 - Music Theory I 4 credit hours
- or
- MUSI 136 - Music Theory II 4 credit hours
- MUSI 162 - Piano II 1 credit hour
- or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Third Semester: 14-17 Credit Hours

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 137 - Introduction To American Music 3 credit hours
- MUSI 196 - Minor Applied Music I 1 credit hour
- or
- MUSI 261 - Piano III 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours

Fourth Semester: 16-19 Credit Hours

- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 126 - Advanced Music Video Production 3 credit hours
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours
- Social/Behavioral Science Elective 3 credit hours

Note: Students that chose MUSI 131 - Basic Music Theory are required to take MUSI 262 - Piano IV or one additional credit hour of MUSI 196 - Minor Applied Music I .

Performing Ensemble Options

- MUSI 144 - Concert Choir 1 credit hour
- MUSI 145 - Jazz Band 1 credit hour
- MUSI 146 - Symphony Orchestra 1 credit hour
- MUSI 147 - Guitar Ensemble 1 credit hour
- MUSI 149 - Percussion Ensemble 1 credit hour
- MUSI 172 - Gospel Choir 1 credit hour
- MUSI 233 - Jazz Improvisation Lab 1 credit hour

Total credit hours required for the A.A.S in Music Production: 60

Music Production - MUSC/PROD.CP**Certificate of Proficiency****First Semester: 14-17 Credit Hours**

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours
or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that choose MMUSI 131 - Basic Music Theory will be required to take one additional credit hour of MUSI 196 - Minor Applied Music I during the second semester.

Second Semester: 15-17 Credit Hours

- MUSI 126 - Advanced Music Video Production 3 credit hours
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 136 - Music Theory II 4 credit hours
- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 162 - Piano II 1 credit hour
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- MUSI 299 - Major Applied Music Instruction 2 or 4 credit hours
- Choose two performing ensemble courses (see list) 2 credit hours

Note: Students that chose MUSI 131 - Basic Music Theory are required to take one additional credit hour of MUSI 196 - Minor Applied Music I .

Total credit hours required for the Certificate of Proficiency in Music Production: 30

Music Production - MUSC/PROD.CC**Certificate of Completion****First Semester: 11-12 Credit Hours**

- MUSI 125 - Music Video Production 3 credit hours
- MUSI 131 - Basic Music Theory 3 credit hours
or
- MUSI 135 - Music Theory I 4 credit hours
- MUSI 154 - Electronic Music Production 3 credit hours
- MUSI 161 - Piano I 1 credit hour
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- Choose one performing ensemble course (see list) 1 credit hour

Note: Students that choose MUSI 131 - Basic Music Theory will be required to take one additional credit hour of MUSI 196 - Minor Applied Music I or an additional performing arts ensemble during the second semester.

Second Semester: 8-9 Credit Hours

- MUSI 126 - Advanced Music Video Production 3 credit hours
or
- BUSN 131 - Introduction To Modern Business 3 credit hours
- MUSI 155 - Sequencing And Recording 3 credit hours
- MUSI 162 - Piano II 1 credit hour
or
- MUSI 196 - Minor Applied Music I 1 credit hour
- Choose one performing ensemble course (see list) 1 credit hour

Note: Students that chose MUSI 131 - Basic Music Theory are required to take one additional credit hour of MUSI 196 - Minor Applied Music I or one additional performing ensemble.

Total credit hours required for the Certificate of Completion in Music Production: 20

Nursing: Associate Degree Nursing

- Nursing - NURS/ADN.AAS

Director of Nursing Education Brittin Quigley

Nursing is both an art and a science. The individual must have compassion, a desire to help others and a commitment to life-long learning. There are numerous career opportunities that come with graduating from the Lewis and Clark Nursing Program. The purpose of the Associate Degree Nursing (ADN) program is to prepare an associate degree nurse who is capable of effective use of the nursing process; function as a professional, interdisciplinary team member; and provide care to individuals in order to promote health and manage health problems. The associate degree nurse functions as a team member to meet the diverse needs of individuals, families, and communities to promote health and manage health problems.

The ADN program can be completed in two years. The program includes classroom, lab, simulation instruction, and clinical experience each semester in local hospitals, extended care facilities, and other health care agencies. Transportation to clinical agencies is the responsibility of the student.

The program is evaluated by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program was Continuing Accreditation. The Accreditation Commission for Education in Nursing, Inc. address is 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, phone 404-975-5000, website: www.acenursing.org. The program is approved by the Illinois Department of Financial and Professional Regulation.

Upon graduation from L&C's program, an Associate in Applied Science degree is awarded and the graduate is eligible to apply for the NCLEX-RN for licensing. Graduates passing the exam are then able to apply for a license to practice as a registered nurse.

Students for the program are selected in June for the following Spring and February for the following Fall and their selection is based on a ranking system, previous academic and work experience, and GPA. Residents of L&C District No. 536 will be given preference due to space limitations in the program. All application information must be received prior to the Nursing Program's deadlines, and a satisfactory health examination report, drug screening, and criminal background check are required before students are able to start the program.

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the Lewis and Clark Community College Nursing Program partners with external agencies to provide clinical experiences for Nursing students. These agencies require that all clinical participants undergo a drug test as a condition upon placement in a clinical program. A negative result is required for a nursing student to be placed in a clinical program. Some clinical agencies also require random drug testing throughout a student's clinical experience and require a negative result for the student to continue his/her participation in the clinical experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification from clinical participation by the clinical agency, which will result in the student not receiving his/her Nursing degree due to a failure to meet the clinical component of the Lewis and Clark Community College Nursing Program.

The Illinois Nursing Act of 2017 limits licensure as a registered professional nurse only to persons who:

- Submit a completed written application, on forms provided by the department, and fees, as established by the department.
- Have graduated from a professional nursing education program approved by the department or have been granted a certificate of completion of pre-licensure requirements from another United States jurisdiction.
- Successfully complete a licensure examination approved by the department.
- Have not violated the provisions of the Act concerning the grounds for disciplinary action. The department may take into consideration any felony conviction of the applicant, but such a conviction may not operate as an absolute bar to licensure.
- Submit to the criminal history records check required under Section 50-35 of the Act.
- Submit, either to the department or its designated testing service, a fee covering the cost of providing the examination. Failure to appear for the examination on the scheduled date at the time and place specified after the applicant's application for examination has been received and acknowledged by the department or the designated testing service shall result in the forfeiture of the examination fee.

Program Learning Objectives

1. Provide safe, holistic, evidence-based, and culturally appropriate care in assisting an individual or a group of individuals throughout the lifespan to achieve an optimum state of well-being
2. Provide direct, safe, culturally appropriate, holistic nursing care to individuals or a group of individuals in various nursing practice settings with common health problems using principles from the biological, cultural, social, and physical sciences and incorporating the total multidisciplinary team
3. Relate knowledge of the language and behavioral sciences to nursing care in order to assure meaningful, therapeutic relationships when working with an individual or a group of individuals
4. Supervise other healthcare personnel when functioning as a member of the health team
5. Educate others regarding acute or chronic conditions, maintaining wellness, and/or managing illness throughout the life span in various nursing practice settings
6. Recognize accountability for professional behaviors and continue personal and professional growth

Application and Admission: Applicants are required to provide to the Nursing Admissions Office the following information:

- Application to the Associate Degree Nursing Program,
- Evidence of High School graduation or Illinois High School Diploma (GED),
- Official transcript(s) from any colleges, universities or schools of nursing attended previously, and
- High school seniors are to provide the following information:
 - a list of senior year subjects planned, and
 - a transcript of the first six high school semesters.

The above credentials must be in the Nursing Admissions Office by March 15 if applying for spring semester and by October 15 if applying for fall semester.

A student applying to the ADN Program shall:

- Be a resident of L&C District No. 536. Non-resident applicants will be considered only if space is available after the class has been selected.
- Have completed the following with a grade of C or better:
 - BIOL 132 - Human Biology (preferred) or BIOL 130 - Fundamentals Of Biological Science
 - CHEM 130 - Fund Of Gen, Organic & Biochemistry or CHEM 131 - Introduction To Chemistry I
 - MATH 114 - Technical Math for Allied Health or MATH 124 - Health Sciences-Integrated Math or successfully pass the MATH 114 proficiency exam
 - MATH 138 - General Education Mathematics or MATH 145 - General Education Statistics (required for SIUE BSN) or appropriate L&C placement test score
 - PSYC 131 - General Psychology
 - ENGL 131 - First-Year English I or appropriate L&C placement test score
- Notify the Nursing Admission Office by the completion of the Nursing Inquiry Form indicating the semester you wish to be considered for admission to the ADN Program.
- Prior to submitting the Nursing Inquiry Form, have high school and any college transcripts submitted to the college. BIOL 141 and BIOL 142 must have been completed within five years prior to entry into the nursing program. Online labs are not accepted. Transcripts from all colleges must be received by the nursing department before an applicant is considered for admission.
- Overall GPA of 2.75 or better for the last 5 years
- Students seeking a Fall Semester admission must have all prerequisites completed by the end of the Spring Semester preceding admission. Final acceptance will be given to qualified applicants when they have met the following additional requirements:
- Submission of a satisfactory health examination report,
- Response to the Nursing Admission Office within 10 days following notification of acceptance,
- Completion of all program prerequisites,
- Completion of a CPR course for Healthcare Providers,
- All students accepted will be required to satisfactorily complete a drug screen and federal background check. Students with a positive drug screen and/or any findings on the background check will be reviewed by the Director of Nursing Education and/or Dean of Science, Technology, Engineering, and Math. After review, the student can be denied admission to the nursing program.

Technical Standards: All students must be able to fulfill certain "technical standards". These standards are the essential requirements of the Associate Degree Nursing Program that students must master to successfully participate in the program and become employable in the nursing field. Technical standards for the students in the Associate Degree Nursing Program:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

Credit for Prior Learning: Practical Nurses licensed with the State of Illinois (or persons eligible for transfer or renewal of LPN licensure in Illinois) are eligible for advanced standing in the ADN Program.

Laboratory Course Transfer Credit Policy: To receive transfer credit for courses that include a laboratory component, the laboratory portion must have been completed through in-person, hands-on instruction at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements. Students are encouraged to work with L&C academic advisors regarding transferability of specific general education and science courses.

LPNs may begin the program in NURS 150 (rather than the traditional NURS 170). NURS 150 is a three hour, lecture (no clinical) course. After successful completion of NURS 150, the LPN receives proficiency credit for NURS 172 and NURS 270. A processing fee is required to receive this credit.

To Graduate: To be eligible for graduation with an Associate of Applied Science degree in Associate Degree Nursing, a student must:

- Earn a grade of C or better in each of the courses with a NURS prefix.
- Earn a grade of C or better in each of the following courses:
 - BIOL 141, BIOL 142, BIOL 241, and SOCI 131
 - PSYC 232 or PSYC 233
 - ENGL 132 or SPCH 131 or SPCH 145
 - An approved Humanities course
- Satisfy the requirements for an Associate of Applied Science degree as outlined in this catalog.

Students in this program will be required to abide by specific policies for this program. These policies are available for review in the Health Sciences Division Office or with the Director of Nursing Education.

Nursing: Associate Degree Nursing - NURS/ADN.AAS

Associate in Applied Science Degree

First Semester: 17 Credit Hours

- BIOL 141 - Anatomy-Physiology I 4 credit hours
- NURS 160 - Nursing Health Assessment 3 credit hours
- NURS 170 - Nursing Concepts and Management I 6 credit hours
- NURS 171 - Nursing Applications 1 credit hour
- PSYC 232 - Human Development 3 credit hours
or
- PSYC 233 - Child Psychology 3 credit hours

Second Semester: 15.5 Credit Hours

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 241 - Microbiology 4 credit hours
- NURS 166 - Pharmacology for Nursing Concepts I 1.5 credit hours
- NURS 172 - Nursing Concepts and Management II 6 credit hours

Third Semester: 13.5 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
- NURS 167 - Pharmacology for Nursing Concepts II 1.5 credit hours -
- NURS 270 - Nursing Concepts and Management III 6 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

Fourth Semester: 16 Credit Hours

- ENGL 132 - First-Year English II 3 credit hours
or
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- NURS 272 - Nursing Concepts and Management IV 9 credit hours
- NURS 280 - NCLEX Review Prep 1 credit hour

Total credit hours required for the A.A.S. in Nursing: 62

Notes:

Students receive one credit for every three hours spent in the lab or clinical setting.

In order to be eligible for progression into the second level nursing courses students must have successfully completed BIOL 141, NURS 160, NURS 170, NURS 171 and either PSYC 232 or PSYC 233 with a grade of "C" or better.

In order to be eligible for progression into the third level nursing courses students must have successfully completed the following courses with grade of "C" or better: BIOL 142, BIOL 241, NURS 166, and NURS 172.

In order to be eligible for progression into the fourth level of nursing courses students must have successfully completed NURS 167 and NURS 270 with a grade of "C" or better.

In order to receive transfer credit for any course with a lab component, the labs must be completed in person. No online lab courses will be accepted.

Periodically throughout the nursing curriculum, standardized examinations will be required of all nursing students. All students are required to purchase the student manual for each nursing course.

Periodically, program requirements may change to remain in compliance with regulatory agencies. See the Director of Nursing Education for changes which may affect program requirements.

Sample Curriculum for LPN-ADN Bridge Program

Spring Semester: 20 Credit Hours

- BIOL 141 - Anatomy-Physiology I 4 credit hours
- NURS 150 - Bridge Concepts and Management I 3 credit hours
- NURS 160 - Nursing Health Assessment 3 credit hours
- NURS 165 - Pharmacology for Nursing 3 credit hours
- NURS 171 - Nursing Applications 1 credit hour
- PSYC 232 - Human Development 3 credit hours
- or
- PSYC 233 - Child Psychology 3 credit hours
- SOCI 131 - Introduction to Sociology 3 credit hours

Summer Semester: 14 Credit Hours

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- BIOL 241 - Microbiology 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- NURS 220 - Bridge Concepts and Management II 3 credit hours

Fall Semester: 16 Credit Hours

- ENGL 132 - First-Year English II 3 credit hours
- or
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- NURS 272 - Nursing Concepts and Management IV 9 credit hours
- NURS 280 - NCLEX Review Prep 1 credit hour

Proficiency Credit: 12 Credit Hours

Total credit hours required for the A.A.S. in Nursing: 62

Notes:

Students receive one credit for every three hours spent in the lab or clinical setting.

In order to be eligible for progression into the second level nursing courses students must have successfully completed BIOL 141, NURS 150, NURS 160, NURS 165, NURS 171 and either PSYC 232 or PSYC 233 with a grade of "C" or better.

In order to be eligible for progression into the third level nursing courses students must have successfully completed the following courses with grade of "C" or better: BIOL 142, BIOL 241, and NURS 220.

In order to receive transfer credit for any course with a lab component, the labs must be completed in person. No online lab courses will be accepted.

Periodically throughout the nursing curriculum, standardized examinations will be required of all nursing students. All students are required to purchase the student manual for each nursing course.

Periodically, program requirements may change to remain in compliance with regulatory agencies. See the Director of Nursing Education for changes which may affect program requirements.

Nursing: Nurse Assistant

- Nursing: Nurse Assistant - NURS/ASST.CC

Program Coordinator Lee Fraser

If you have a caring nature, Lewis and Clark can help you turn that asset into a career as a nurse assistant. You'll learn the skills necessary for the position, and receive the background that can make you an important part of a professional health care team. You'll use your caring attitude to help comfort individuals when they need it the most.

The care provided by nursing assistants is essential to the quality of life in hospitals, nursing homes and other health care facilities. Because nursing assistants work closely on a daily basis with residents or patients, they are an important part of the healing process.

As a nursing assistant, you will be part of a team that includes other health care professionals such as doctors, nurses, and/or physical therapists. In most clinical settings, you will work under the direction of a registered nurse and be responsible for the personal care of residents or patients. Because you will work directly with patients, other staff members will rely on you for observations and reports. Your responsibilities will include skilled routine care such as assisting with activities of daily living (ADLs).

The skills of a well-trained nursing assistant are valued in a wide range of facilities. As well as general-care positions in hospitals and nursing homes, certification can lead to interesting specialty areas such as physical therapy, occupational therapy, pediatrics, emergency room and respiratory therapy. You might choose to become a unit clerk in a hospital or specialize as a home-care provider. Salaries vary from position to position and usually increase with experience.

Because there are many more jobs available than there are graduates to fill them, a well-trained nursing assistant can usually choose the location that is most suitable. Quite often you'll also have a choice of hours, including part-time employment in some facilities.

L&C has a strong reputation for training nurse assistants. In order to meet the clinical practicum requirement, you'll attend 48 hours of clinical training in a nursing home and/ or hospital. These facilities often recruit L&C students for employment after successfully completing the program and the state competency exam.

In order to make courses available to students who have family and/or professional responsibilities, classes are offered at a variety of times, including evenings; however, the 48 hours of clinical training is only available during day time hours.

Program Learning Objectives

1. Define self-awareness and self-esteem and discuss how they can help the nurse assistant develop a sense of self-worth
2. Explain the role of the nursing assistant and the accompanying responsibilities
3. State and follow the policies and procedures of specific health care settings
4. Describe attitudes and perform skills that contribute to effective nursing care of the patient in the most competent manner
5. Discuss the ethical standards and legal aspects for giving competent care

Nature of Work: Nurse Assistants work under the direction of the nursing and medical staff in hospitals, nursing homes, and clinics. They are responsible for providing assistance with all ADLs as needed; making beds and cleaning patients' rooms, transporting patients to different departments when needed, taking and recording vital signs as directed and a variety of other basic but essential services. Sometimes nurse assistants are called nurses' aides. Male nurse aides are sometimes also called orderlies.

Opportunities: Upon successful completion of the Basic Nurse Assistant Training course with a grade of "C" or better, you will receive a Certificate of Completion and be eligible to be tested for competency as a Certified Nurse Assistant. As a certificated person, you will be eligible to work in nursing homes, hospitals, and community and public health services. There is a constant need for qualified people in this area of the health occupations field.

Skills and Abilities: Because of the extensive contact with patients, nurses' aides must have a desire to help others. They must be tactful and able to work in sometimes unpleasant conditions. They need to be physically able to stand or walk for long periods of time and lift patients and supplies when needed.

***Health Care Worker Background Check Act:** The Illinois Department of Public Health requires that all Nurse Assistant students initiate an application for a criminal background check prior to the first day of class. Students who have questions or a positive criminal background should contact the Coordinator of the Nurse Assistant Program for more information on determining their eligibility for the program or their ability to complete the program. A satisfactory background check is required for the program.

Admission Requirements:

- Be 16 years or older
- Provide evidence of reading test scores or courses taken with a reading level of eighth grade or above
- Submit evidence of a negative chest x-ray or TB skin test within the timeframe required by the class instructor
- Submit a satisfactory health examination report by the student's physician within the timeframe required by the class instructor
- Submit evidence of having at least an eighth grade education level- evidence may include a high school diploma, an Illinois High School Diploma (formerly GED), or a school transcript documenting eighth grade completion or higher
- Drug test as directed by instructor

Students in this program will be required to abide by specific policies for this program. These policies are available for review in the Health Sciences Division Office or with the program coordinator.

Technical Standards: All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Nurse Assistant program that students must master to successfully participate in the program and become employable in the nursing field. Each applicant needs to assess his/her own ability to meet the following technical standards:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other healthcare personnel.

Nursing: Nurse Assistant - NURS/ASST.CC

Certificate of Completion

Requirements: 6 Credit Hours

- NUAD 120 - Basic Nurse Assistant Training 6 credit hours

Note: Six clinical days are scheduled in addition to the time the theory classes are scheduled. For further information contact the program coordinator at 618-468-6881.

Total credit hours required for the Certificate of Completion in Nurse Assistant: 6

Nursing: Practical Nursing

- Practical Nursing - NURS/PN.CP

Program Coordinator Brittin Quigley

Students in the Practical Nursing Certificate Program will learn basic nursing skills required to provide safe, effective care and achieve positive patient outcomes. Practical nurses are an essential part of the healthcare team and provide care under the guidance and supervision of physicians and registered nurses. Employment opportunities include hospitals, clinics, home health, medical offices, public health, long term care, and more. In just three semesters graduates can join the healthcare workforce and make a difference in the lives of others. Practical nursing students complete coursework and clinical experiences developed to prepare them to successfully complete the Practical Nurse National Licensure Exam (NLCEX-PN).

Program Learning Objectives

1. Utilize the nursing process to provide safe, holistic, evidence-based and culturally-appropriate care across the lifespan to achieve an optimum state of well-being
2. Provide direct, safe, culturally appropriate, holistic nursing care in various health care settings using principles from the biological, cultural, social, and physical sciences and incorporating the total multidisciplinary team
3. Relate knowledge of the language and behavioral sciences to nursing care in order to assure meaningful, therapeutic relationships
4. Demonstrate responsibility for the supervision of other healthcare personnel
5. Provide information and educate clients regarding acute or chronic condition, maintaining wellness, and/or managing illness throughout the life span
6. Display professional behaviors and recognize responsibility for the continuation of personal and professional growth

Nature of Work: Practical nurses work in a multitude of healthcare settings not limited to hospital, long term care facilities, assisted living facilities, medical offices, and clinics supplementing the work force in the local community as well as surrounding rural and urban healthcare locations. The practical nurse collaborates with registered nurses, advanced practice registered nurses, physician assistants, physicians, and the healthcare team to care for clients with a medical conditions, both acute and chronic. Practical Nurses are governed by the Illinois Nurse Practice Act and practice within the scope set forth by the act.

Opportunities: Upon successful completion of the Practical Nursing Program, you will receive a Certificate of Proficiency and be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Successful completion of the NCLEX-PN allows students the opportunity to continue their nursing education and advance their careers by pursuing registered nurse and advanced degrees opportunities.

Admission Requirements:

- Application to the Practical Nursing Program
- Evidence of high school graduation or Illinois High School Diploma (formerly GED)
- High school seniors must provide a list of senior high subjects planned and a current high school transcript showing all previous courses taken
- Official transcript(s) from any previously attended colleges, universities, or schools of nursing
- GPA of 2.5 (high school and/or college) or a GPA of 2.5 (high school and/or college) plus proof of being a current, registered certified nurse assistant
- A Test of Essential Academic Skills (TEAS) entrance score of 13 or higher
- Proof of in-district residency
- Completion of nursing admission test at least one semester prior to entry into the program
- Proof of immunizations including flu and COVID-19
- Proof of health insurance
- Completion of a CPR course for Healthcare Providers
- All students accepted will be required to satisfactorily complete a drug screen and federal background check and required program orientation

Nursing: Practical Nursing - NURS/PN.CP

Certificate of Proficiency

First Semester: 16 Credit Hours

- BIOL 132 - Human Biology 4 credit hours
- BIOL 161 - Biology Of Nutrition 3 credit hours
- PNUR 100 - Fundamentals of Practical Nursing 6 credit hours
- PNUR 105 - Pharmacology For Practical Nursing 3 credit hours

Second Semester: 8 Credit Hours

- PNUR 140 - Family-Centered Nursing 4 credit hours
- PNUR 145 - Mental Health Nursing 4 credit hours

Third Semester: 10 Credit Hours

- PNUR 175 - Medical Surgical Nursing 8 credit hours
- PNUR 180 - Transitioning To Practical Nursing 2 credit hours

Total credit hours required for the Certificate of Proficiency in Practical Nursing: 34

Occupational Therapy Assistant

- Occupational Therapy Assistant - OCCUP/ASST.AAS

Program Coordinator Debbie Witsken

The purpose of occupational therapy is to help individuals develop, restore, or maintain the skills needed to participate in meaningful everyday activities throughout their lives. Occupational Therapy Assistants (OTAs) provide services to people affected by physical illness, psychosocial or mental health conditions, developmental disabilities, and aging. Through occupational therapy interventions, clients work toward their highest possible level of independence in areas such as self-care, home management, work, school, and leisure.

OTAs implement treatment plans under the guidance and supervision of an Occupational Therapist (OT). They provide a wide range of therapeutic interventions, including activities of daily living training, home and environmental modifications, safety education, wheelchair positioning, sensory-based interventions, life skills instruction for individuals with mental health needs, energy management strategies, cognitive retraining, neuromuscular facilitation, chronic disease management, and health and wellness promotion. OTAs also document client progress, assist with discharge planning, maintain clinical equipment, and may supervise OT aides.

At the completion of the OTA Program, graduates will demonstrate a Foundation as a Generalist OTA:

- **Demonstrate Foundational Knowledge:** Graduates will explain and summarize foundational knowledge of occupational therapy, including its principles, models of practice, and frames of reference, as the basis for practice.
- **Integrate Evidence-Informed Practice:** Graduates will integrate credible resources, evidence-informed decision-making, and established models of practice to guide occupational therapy interventions that align with client goals and contexts.
- **Integrate Occupation as a Means and an End:** Graduates will design, implement, and evaluate occupation-based interventions that promote engagement, participation, and overall well-being for diverse individuals, groups, or populations.
- **Support Diverse Populations:** Graduates will implement occupational therapy interventions to meet the unique needs of diverse individuals, groups, and populations, considering cultural, contextual, and social determinants of health.
- **Communicate Effectively in Practice:** Graduates will utilize effective verbal, non-verbal, and written communication skills to engage with clients, caregivers, and interprofessional teams in a responsive and professional manner.

At the completion of the OTA Program, graduates will demonstrate Personal and Professional Development:

- **Develop Ethical and Professional Behavior:** Graduates will explain and demonstrate ethical standards, professional behavior, and collaborative skills when working with clients, caregivers, and interprofessional teams.
- **Reflect and Learn from Practice:** Graduates will reflect on and refine their clinical and professional skills by seeking feedback, engaging in lifelong learning, and adapting to new challenges in occupational therapy practice.

Skills and Abilities: Students entering the OTA Program must be able to meet the essential technical functions required for safe and effective participation in academic and clinical experiences. These include adequate vision and hearing, functional motor skills and physical stamina, clear verbal and written communication, and the cognitive abilities needed for critical thinking, problem-solving, and accurate documentation. Students must also demonstrate emotional stability, professional behavior, and strong interpersonal skills to work effectively with clients, families, and healthcare teams. These abilities, with or without reasonable accommodations, ensure students can meet program expectations and perform safely in clinical settings.

Each applicant is responsible for assessing his or her ability to meet these technical functions prior to entering the program.

Accreditation: The Occupational Therapy Assistant Program at Lewis and Clark Community College (L&C) is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE is located at: 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814.

ACOTE can be contacted by: Phone: (301) 652-6611, email: accred@aota.org, or website: www.acoteonline.org.

ACOTE® accredited occupational therapy assistant educational programs satisfy the states' educational requirements in all states, the District of Columbia, and Puerto Rico. Students graduating from an ACOTE® accredited occupational therapy assistant educational program are eligible to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam and apply for licensure in all states, the District of Columbia, and Puerto Rico. NBCOT may refuse certification and state regulatory boards may refuse licensure to applicants who have a felony conviction.

Graduates of the Occupational Therapy Assistant Program are eligible to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy (NBCOT). Upon successful completion of this examination, individuals earn the credential of Certified Occupational Therapy Assistant (COTA). State licensure is required to practice as an OTA. Graduates seeking employment in Illinois (IL Department of Financial and Professional Regulation) or other states must meet all licensure requirements after passing the NBCOT examination. NBCOT and state licensing boards may deny certification or licensure to individuals whose background includes circumstances that could jeopardize public safety, including certain felony convictions.

For access to NBCOT examination comparison pass rates from schools across the country, including L&C OTA students, visit www.nbcot.org/Educators-Folder/SchoolPerformance.

Application Deadlines and Review Process

The primary application deadline for the Occupational Therapy Assistant (OTA) Program is June 1 (or the following Monday when June 1 falls on a weekend). A new program cycle begins each spring semester. Applications received by the June 1 deadline are considered in the first round of review. If seats remain available, additional application reviews may occur in early fall and at the end of the fall semester. To be eligible for review, all required application materials must be submitted by the applicable deadline. Because the number of qualified applicants may exceed the number of available positions in each cohort, admission to the OTA Program is selective. Completed applications are reviewed by the admissions committee using a numerical ranking system based on established admission criteria.

To Be Considered for Admission to the Occupational Therapy Assistant (OTA) Program, Applicants Must Complete the Following

Information can also be found at: www.lc.edu/academic-programs/degrees-certificates/occupational-therapy-assistant.html.

This checklist is designed to assist students with the application process for the Occupational Therapy Assistant (OTA) Program. Interested students are encouraged to meet with the OTA Program Coordinator to review application requirements and timelines. Completion of the application does not guarantee admission to the program.

Initial Application Steps

- Apply to Lewis and Clark Community College and declare Pre-OTA as your program of study
- Schedule an appointment with the OTA Program Coordinator (email Debbie Witsken at: dwitsken@lc.edu)

Complete Additional Application Requirements

All application materials below must be submitted by June 1 to be considered in the first round of review.

- Complete and submit Applicant Essay Questions
- Complete eight (8) hours of clinical observation and submit the Clinical Observation Verification and Evaluation Form
- Submit two (2) Professional Recommendation Forms
- Meet the minimum cumulative GPA requirement of 2.75 or higher (on a 4.0 scale). GPA is calculated based on coursework completed within the last five years. Additional GPA guidelines apply for students with fewer than 12 recent college credit hours.
- Request official transcripts from all non-Lewis and Clark Community College institutions (including high school or GED, if not already on file) and submit an unofficial copy to the OTA Program.

NOTE: To receive transfer credit for courses that include a laboratory component, the laboratory portion must have been completed through in-person, hands-on instruction at the originating institution. Online, simulated, or virtual laboratory experiences are not accepted for transfer credit toward degree requirements. Students are encouraged to work with L&C academic advisors regarding transferability of specific general education and science courses.

Meet Academic Requirements Prior To Program Start

The prerequisite courses listed below must be completed by the end of the fall semester prior to beginning the OTA Program. These courses are not required at the time of application, but must be successfully completed before program entry.

- Qualify for ENGL 131 - First-Year English I by appropriate L&C placement test score (through the Assessment and Testing Center) or have completed one semester of college level English.
- Qualify for MATH 116 - Intermediate Algebra by appropriate L&C placement test score (through the Assessment and Testing Center) or standardized test score or completion of MATH 112 - Elementary Algebra with a grade of C or better.
- Complete the following courses with a grade of C or better: SOCI 131 - Introduction to Sociology ; PSYC 131 - General Psychology ; and BIOL 132 - Human Biology.

Prove Residency

Prove residency in Lewis and Clark Community College District No. 536, Southwestern Illinois College District No. 522, or East St. Louis Community College Center thirty days before beginning the OTA Program. Students who are residents in other community college districts, who have a CAREER agreement with L&C, may be eligible to apply if there is not an OTA program in the student's home district.

Admission Point System

Maximum points possible are designed as follows:

Area	Points
Grade point average (GPA) (total points awarded based on GPA earned over last 5 years)	50
Meeting with OTA Program Coordinator for advising session prior to application deadline	5
Completion of pre-requisite and general education courses*	9
Being a full-time student and maintaining 2.75 GPA over last year	5
Clinical Observation and Verification Form	6
Two Professional Recommendation forms	10
Applicant Essay Questions	15
Total Points	100

*Pre-requisites - BIOL 132, PSYC 131, SOCI 131 . General education courses - BIOL 141, BIOL 142, ENGL 131, PSYC 232, SPCH 131 or SPCH 145, Humanities Elective

Application Ranking and Provisional Acceptance

Applicants who have met all application requirements will be ranked based on a point system, with a maximum of 100 points possible. Admission offers are extended to applicants who earn at least the minimum required number of points, provided seats are available.

Up to 24 applicants meeting the minimum point threshold will be offered provisional acceptance to the Occupational Therapy Assistant (OTA) Program. Provisional acceptance indicates that the applicant has met initial admission criteria but must still complete additional requirements prior to program entry.

To receive full acceptance, provisionally accepted students must complete the remaining requirements outlined on the following page before the start of the spring semester. Specific deadlines will be communicated during OTA Program Orientation.

If all program seats are not filled during the initial admission cycle, additional offers may be extended to qualified applicants from subsequent review cycles, as seats remain available, up until the program start date.

Requirements for Full Acceptance into the OTA Program

Applicants who are offered provisional acceptance must complete the following requirements before beginning the OTA Program:

- Complete the following prerequisite courses with a grade of C or higher;
 - BIOL 132 Human Biology
 - PSYC 131 General Psychology
 - SOCI 131 Introduction to Sociology
- Be eligible for MATH 116 - Intermediate Algebra , which may be demonstrated by:
 - Earning a grade of C or higher in MATH 112, or
 - Placement testing, or
 - Approved standardized test scores or high school math courses completed

- Be eligible for ENGL 131 - First-Year English I
- Earn a minimum cumulative GPA of 2.75 on a 4.0 scale, calculated using coursework completed within the past five years. *If fewer than 12 college-level credit hours have been completed within the past five years, additional GPA guidelines will apply based on prior academic history.*
- Attend OTA Program New Student Orientation
- Review and sign all required OTA Program release forms

Health and Compliance Requirements for OTA Program Participation

To participate in OTA Program learning activities, including on-campus labs, off-campus experiences, and clinical-related coursework during the first year of the OTA Program, students must complete the following health and medical requirements no later than the end of January.

Compliance with all required health and medical items will be verified through the College's designated third-party screening system, Viewpoint. Within Viewpoint, students will have access to detailed instructions and specific guidelines for each required item. Students should not begin this process until directed to do so by the OTA Program Coordinator.

Self-Pay:

- Viewpoint Account
- Satisfactory Physical Exam (LC Healthcare Form)
- Proof of immunizations
 - MMR - must have 2 doses
 - Td/Tdap - within last 10 years
 - Varicella (chicken pox) - must have 2 doses
 - Proof of a negative TB skin test (2-step required) or chest x-ray
 - HEP B release or verification of 3 doses of HEP B vaccine

Paid by Course Fees:

- Background check
- Drug screen
- CPR certification for Basic Life Support for Infants through Adults (CPR and AED)
- Student Membership to American Occupational Therapy Association (AOTA)
- Student Membership to Illinois Occupational Therapy Association (ILOTA)

Additional Requirements:

- Proof of health insurance
- COVID vaccination OR exemption (personal statement, medical, or religious exemption)
- Payment of OTA Club Activity Fee (\$30- self pay)

All required general education coursework must be completed prior to the start of the second semester of the Occupational Therapy Assistant (OTA) Program for full-time students. The only exception is the Humanities elective, which may be completed at any time prior to program completion.

Program Enrollment Options

The Occupational Therapy Assistant (OTA) Program is offered in both full-time and part-time enrollment options. While all students must meet the same academic, technical, and clinical requirements for graduation, the sequence and duration of coursework differ by enrollment option.

Feature	Full-Time Enrollment	Part-Time Enrollment*
Best suited for	Students able to commit to a structured, rigorous course sequence	Students who will be more successful with a reduced course load
Program length	Approximately 2 years (4 semesters and 2 summer terms)	Approximately 3 years (6 semesters and 2 summer terms)
Course sequence	Follows a required, consecutive course sequence	Follows the same required course sequence over an extended timeline
On-Campus commitment	3-4 days per week depending on semester	Follows the same required course sequence over an extended timeline
General education coursework	Must be completed prior to the start of the second semester, except for the Humanities elective	Sequencing of general education coursework reviewed individually
Advising requirement	Standard program advising	Required meeting with the OTA Program Coordinator to review sequencing and progression

*Enrollment in the part-time option is limited to no more than six (6) students per cohort. In some cases, students who are unsuccessful in a course may be required to transition to the part-time enrollment option based on program progression policies.

Program Completion Requirements

To successfully complete the Occupational Therapy Assistant (OTA) Program, students must meet the following requirements:

Enrollment and Progression

- Register for all required OCTA courses each semester as outlined in the OTA Program curriculum.
- Successfully complete all coursework each semester, including OCTA and required general education courses, with a grade of C or higher to progress to the next semester.

Time to Completion

- Complete the didactic (academic) portion of the OTA Program within three (3) years of initiating OTA coursework.
- Successfully complete the supervised clinical education (Fieldwork) component within eighteen (18) months following completion of the didactic portion of the program.

Graduation Requirements

To be eligible for graduation with an Associate of Applied Science (AAS) Degree in Occupational Therapy Assistant, a student must meet the following requirements:

- Earn a grade of C or higher in all required coursework, including:
 - All Occupational Therapy Assistant program courses (OCTA prefix)
 - All required general education courses for the degree
- Satisfy all additional requirements for the Associate of Applied Science degree as specified by Lewis and Clark Community College (see below for detailed degree requirements)
- Submit an application for graduation by the published deadline

Drug and Substance Use

Lewis and Clark Community College adheres to the Drug Free Schools and Communities Act, which requires college campuses to be drug and alcohol free. In accordance with the Drug Free Schools and Communities Act, the use, possession, maintenance, distribution and/or sale of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity is strictly prohibited.

In addition, the L&C Occupational Therapy Assistant (OTA) Program partners with external agencies to provide learning and/or fieldwork experiences for OTA students. These agencies require that all OTA program students undergo a drug test as a condition upon placement in a learning and/or fieldwork experience. A negative result is required for an OTA student to participate in a learning and/or fieldwork experience. Some clinical agencies also require random drug testing throughout a student's experience and require a negative result for the student to continue his/her participation in the learning and/or fieldwork experience.

Substances prohibited by the clinical agencies include, but are not limited to: amphetamines, methamphetamines, cocaine, cannabis, opiates, heroin, PCP, and alcohol. A student who tests positive for any of these substances, or who refuses to undergo the required drug test, is subject to disqualification for participation in the learning and/or fieldwork experience, which will result in the student not receiving his/her OTA degree due to a failure to meet the learning and/or fieldwork component of the L&C OTA Program.

Occupational Therapy Assistant - OCCUP/ASST.AAS

Associate in Applied Science Degree

Spring Semester: 16 Credit Hours

- BIOL 141 - Anatomy-Physiology I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- OCTA 134 - Occupational Therapy Fundamentals 3 credit hours
- OCTA 138 - Therapeutic Modalities 2 credit hours
- OCTA 163 - Professional Terminology for OT 1 credit hour
- PSYC 232 - Human Development 3 credit hours

Summer Session: 9 Credit Hours

- BIOL 142 - Anatomy-Physiology II 4 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours
- OCTA 141 - Health Conditions in OT 2 credit hours

Fall Semester: 12 Credit Hours

- OCTA 142 - Theory of Psychosocial Occupation 3 credit hours
- OCTA 146 - Theory of Physical Occupation 4 credit hours
- OCTA 151 - Occupation: Infant to Adult 3 credit hours
- OCTA 168 - Foundations of OT Interventions 2 credit hours

Spring Semester: 12 Credit Hours

- OCTA 220 - Practice of Pediatric Occupations 0.5 credit hours
- OCTA 234 - Practice of Psychosocial Occupation 2.5 credit hours
- OCTA 238 - Practice of Physical Occupation 4 credit hours
- OCTA 242 - OT in Productive Aging 2 credit hours
- OCTA 250 - Exploration of Occupational Practice 3 credit hours

Summer Session: 6 Credit Hours

- OCTA 244 - Occupation Across the Lifespan 3 credit hours
- Humanities/Fine Arts Elective 3 credit hours

Fall Semester: 8 Credit Hours

- OCTA 254 - Level II Fieldwork A 4 credit hours
- OCTA 258 - Level II Fieldwork B 4 credit hours

Total credit hours required for the A.A.S. in Occupational Therapy Assistant: 63

Paralegal

- Paralegal - PARALEGAL.AAS
- Paralegal - PARALEGAL.CP

Program Coordinator Rebecca Gockel

The Paralegal program will prepare individuals for employment as paralegals. Paralegals are persons who are qualified, through education, training, or work experience, to perform substantive legal work requiring a sufficient knowledge of legal concepts, under the direction and supervision of an attorney. Paralegals enjoy a wide variety of employment opportunities including private law offices, corporations, real estate and title companies, bank and trust agencies and government and judicial offices.

According to the Occupational Outlook Handbook, paralegals assume a growing range of tasks in law offices. Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. Paralegals can work in many different areas of law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. The duties of paralegals differ widely based on the type of organization in which they are employed. Computer use and technical knowledge has become essential to paralegal work.

In order to prevent a course being taken or a degree being granted where the student would be disadvantaged by a lack of awareness of recent developments in the relevant field of study, we may refuse to accept a course or courses to meet course prerequisites or program requirements if there has been a lapse of eight years or more since the credit was earned and there has been significant advance in the field of study.

Program Learning Objectives

1. Apply legal knowledge to real-world situations
2. Utilize office and courtroom technology knowledge and skills
3. Apply legal theory and demonstrate advanced legal research, writing and analysis skills
4. Organize client interviews and conduct investigations
5. Apply ethical rules and regulations applicable to paralegals and other legal professionals

Associate in Applied Science: Students who wish to pursue a two-year curriculum leading to an Associate in Applied Science degree in Paralegal will be required to satisfy general education requirements including Communications (6 credit hours), Mathematics/Physical & Life Sciences (6 credit hours), Humanities & Fine Arts (3 credit hours), Social & Behavioral Sciences (3 credit hours), in addition to courses in ten paralegal core skills areas (Critical Thinking, Organizational, General Communication, Legal Research, Legal Writing, Interviewing /Investigation, Profession, Ethics, and Law Office Management. Students are required to complete an internship for the A.A.S. degree. Students who wish to enroll in the A.A.S. degree should contact an academic advisor. Paralegal program requisites include placement in ENGL 125 /READ 125 (or by appropriate L&C placement test score).

In order to successfully complete the A.A.S. degree requirements for the Paralegal Program, a student must earn a grade of C or better in all courses with a PLGL prefix.

Certificate of Proficiency: This certificate is designed to enhance the paralegal skills/knowledge of a student and/or working professional who is already proficient in math and office technology/software applications but does NOT currently have a two- or four-year degree from an accredited college or university. The objective of the C.P. is to provide a short-term option for upgrading skills and producing competent, well-rounded individuals who are able to work under the supervision of an attorney in many areas of law. Students pursuing the C.P. are typically working in law offices or other business environments and wish to formally retrain or refresh their paralegal skills. Students are not required to complete an internship for the Certificate of Proficiency. Students who wish to pursue the C.P. must meet the same prerequisites as the A.A.S. degree. The Certificate of Proficiency is NOT equivalent to a two-year paralegal degree as required by most employers therefore it is not advisable for students wishing to transfer. Students should contact an academic advisor to enroll in the C.P. program.

30 and Out A.A.S. Degree Program Option: Anyone who has already earned an associate or bachelor's degree from an accredited college or university may earn an Associate in Applied Science Degree in Paralegal by completing 30 semester hours of approved business courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Paralegal - PARALEGAL.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- ENGL 131 - First-Year English I 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- PLGL 130 - Introduction Paralegal Studies 3 credit hours
- PLGL 135 - Technology For Paralegals 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

Second Semester: 15 Credit Hours

- BUSN 141 - Business And The Legal Environment 3 credit hours
- PLGL 140 - Legal Research And Writing I 3 credit hours
- PLGL 150 - Tort Law 3 credit hours
- PLGL 160 - Litigation 3 credit hours
- POLS 131 - American Government 3 credit hours

Third Semester: 15 Credit Hours

- Humanities/Fine Arts Elective 3 credit hours
- MGMT 242 - Human Resource Management 3 credit hours
- PLGL 240 - Legal Research And Writing II 3 credit hours
- Paralegal Electives (courses must have PLGL prefix, see list) 6 credit hours

Fourth Semester: 15-16 Credit Hours

- Mathematics or Physical/Life Science Elective 3-4 credit hours
- Paralegal Electives (at least one course must have PLGL prefix, see list) 6 credit hours
- PLGL 260 - Paralegal Internship 3 credit hours (preferred)
or
- Paralegal Elective (course must have PLGL prefix, see list) 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Note: PLGL 260 - Paralegal Internship may be taken concurrently with any PLGL courses after earning a C or better in PLGL 130, PLGL 135, and PLGL 140 . Students are responsible for finding an intern host for 240 hours during one complete semester.

Approved Paralegal Elective List

- ACCT 130 - Accounting For Small Business 3 credit hours
- ACCT 234 - Tax Accounting 3 credit hours
- BIOL 120 - Medical Terminology 3 credit hours
- BUSN 131 - Introduction To Modern Business 3 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CRMJ 131 - Intro To American Criminal Justice 3 credit hours
- CRMJ 148 - Criminal Law 3 credit hours
- CRMJ 249 - Criminal Court Procedures 3 credit hours
- CRMJ 252 - Constitutional Law-Criminal Justice 3 credit hours
- HIMC 270 - Medical Billing and Coding 3 credit hours
- MKTG 131 - Introduction To Marketing 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- PLGL 170 - Family Law 3 credit hours
- PLGL 180 - Elder Law 3 credit hours
- PLGL 190 - Electronic Discovery 3 credit hours
- PLGL 200 - Immigration Law 3 credit hours
- PLGL 220 - Bankruptcy Law 3 credit hours
- PLGL 230 - Wills, Trusts, and Estate Planning 3 credit hours
- POLS 132 - State And Local Government 3 credit hours
- REAL 136 - Real Estate Transactions 3 credit hours

Total credit hours required for the A.A.S. in Paralegal: 60

Paralegal - PARALEGAL.CP**Certificate of Proficiency****First Semester: 12 Credit Hours**

- ENGL 131 - First-Year English I 3 credit hours
- PLGL 130 - Introduction Paralegal Studies 3 credit hours
- PLGL 135 - Technology For Paralegals 3 credit hours
- Approved Paralegal Elective (course must have PLGL prefix, see list) 3 credit hours

Second Semester: 12 Credit Hours

- BUSN 141 - Business And The Legal Environment 3 credit hours
- PLGL 140 - Legal Research And Writing I 3 credit hours
- PLGL 150 - Tort Law 3 credit hours
- Approved Paralegal Elective (course must have PLGL prefix, see list) 3 credit hours

Third Semester: 12 Credit Hours

- PLGL 160 - Litigation 3 credit hours
- PLGL 240 - Legal Research And Writing II 3 credit hours
- Approved Paralegal Electives (at least one course must have PLGL prefix, see list) 6 credit hours

Total hours required for a Certificate of Proficiency in Paralegal: 36

Paramedicine

- Paramedicine - PARAM.AAS
- Paramedicine - PARAM.CP
- Emergency Medical Responder - EMR.CC
- Emergency Medical Technician - EMT.CC

Program Coordinator Sean Hultz

Emergency Medical Technicians (EMTs) and Paramedics are allied health professionals whose primary focus is to provide essential care and services as part of an emergency medical services (EMS) system. EMTs and Paramedics function under medical oversight and are a key link between the out of hospital environment and the health care system. EMTs possess a basic level of knowledge and skills, while Paramedics possess the more complex knowledge and skills necessary to provide competent care and appropriate disposition to those seeking their assistance. EMTs and Paramedics provide care using drugs and pharmacologic equipment and supplies as authorized by the EMS Medical Director. The EMT and Paramedic's scope of practice ranges from basic to advanced life support and may occur at the point of patient contact, en route to or between health care facilities, or in other settings. EMTs and Paramedics must demonstrate each competency within their scope of practice in a wide variety of environmental conditions and for patients of all ages. Care is based on an appropriate patient assessment, forming an accurate impression, and providing interventions designed to optimize health, mitigate, or reverse the signs and symptoms of illness and injury and provide comfort to patients and family members. EMTs and Paramedics must care for people with empathy and compassion, have an awareness of their abilities and limitations, and demonstrate transdisciplinary professionalism, strong interpersonal and communication skills, and a capacity for calm and reasoned judgment while under stress. They must blend multiple intelligences with common sense and be service oriented. Classroom instruction along with clinical and field internship training prepares EMTs and Paramedics to assess and treat a wide variety of medical emergencies. The knowledge, skills, and experience gained through the Paramedicine program allows students to meet the responsibilities outlined in the Department of Transportation's Emergency Medical Services Education Standards and the Illinois Department of Public Health educational standards.

Accreditation: The Lewis and Clark Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, 727-210-2350, www.caahep.org

To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, 214-703-8445, Fax: 214-703-8992, www.coaemsp.org

Program Learning Objectives for the Emergency Medical Technician Certificate

1. Perform basic life support skills as described in the national standard curriculum and EMTs scope of practice as established by the United States Department of Transportation (these include but are not limited to immobilization, hemorrhage control and shock management, airway management and ventilation, critical thinking, medical, trauma assessments and medication administration)
2. Apply the knowledge and theory of emergency medical care while under the direction of Medical Control
3. Demonstrate how to perform a comprehensive patient exam, form a field diagnosis based on presenting signs and symptoms, and initiate appropriate treatments for a variety of medical and trauma emergencies
4. Practice personal, patient, and scene safety and use problem solving, critical thinking, and communication skills while in a field or clinical setting
5. Assume responsibility in professional judgment and ethics in selecting, directing, and coordinating the most appropriate patient care and mode of transport as needed, with due regard to safety
6. Participate as a member of the healthcare team
7. Challenge and pass the National Registry of Emergency Medical Technicians exam

Program Learning Objectives for the Paramedicine Program

1. Perform basic and advanced life support technical skills as an entry level paramedic
2. Use problem solving, critical thinking, and communication skills as an entry level paramedic
3. Exhibit behaviors, attitudes, and responsibility consistent with the professional judgment and ethics of an entry level paramedic
4. Successfully pass the National Registry of Emergency Medical Technicians exam to obtain a State of Illinois Paramedic license

Technical Standards: All students must be able to fulfill certain "technical standards". These standards are the essential requirements of the EMT course and Paramedicine program that students must master to successfully participate in the program and become employable in the emergency medical services field. Technical standards for the students in the EMT course and Paramedicine program are listed below:

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical reports in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.
3. Auditory ability sufficient to monitor and assess patients' needs and to understand instructions, emergency signals, and telephone conversation accurately. Visual and tactile ability sufficient to accurately observe and assess patients' need for care. Detect and respond appropriately to odors to maintain environmental safety and provide for patient needs (e.g. foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells).
4. Perform multiple responsibilities concurrently.
5. Demonstrate strong problem-solving skills and critical thinking sufficient for clinical judgment in emergency situations. Accurately evaluate patients' symptoms and administer the appropriate treatments.
6. Organize responsibilities, make decisions and function effectively in critical situations. Cope with strong emotions in others (e.g., grief) and provide emotional support. Adapt to changing environments and unexpected situations and respond in an emotionally controlled manner under stress.

Each applicant needs to assess his/her own ability to meet the above technical standards.

Application for the EMT course:

- Apply to L&C
- Submit an official high school or Illinois High School Diploma (formerly GED) transcript
 - Those pursuing professional EMT certification must be at least 18 years of age
 - Individuals may enroll in class prior to their 18th birthday with the understanding that they will not be eligible to test for certification until the age and high school/Illinois High School Diploma graduation requirements are met
- Submit official transcript(s) from all colleges and universities attended previously
- Qualify for ENGL 131 or ENGL 137 by meeting required ACT, SAT, or Next Gen Accuplacer scores
- Make an appointment with the Paramedicine Program Coordinator

Students must provide evidence of the following no later than the end of the second week of the EMT course:

- Satisfactory physical exam (L&C Healthcare Form)
- Proof of immunizations
 - MMR - two doses required
 - Td/Tdap
 - Varicella (chicken pox) - two doses required
 - Negative TB skin test or chest x-ray
 - Flu shot (to be completed fall semester)
 - HEP B release or verification of three doses of HEP B vaccine
 - COVID-19 - fully vaccinated plus booster (if required by clinical site)
- Background check (will be completed during first class meeting)
- Negative drug screen
 - The program follows the Federal Law related to marijuana use
 - There is zero tolerance for marijuana use regardless if it's used recreationally or medicinally
 - Students with a positive drug test will be dismissed from the program
 - The Paramedicine program and clinical affiliates reserve the right for randomized drug testing
- Current Basic Life Support (BLS) CPR card
 - BLS for Healthcare Providers from the American Heart Association (AHA) or BLS training course for Healthcare Providers and Professional Rescuers from the American Safety and Health Institute (ASHI) are the only CPR cards accepted
- Health insurance (copy of card)
- Valid driver's license
- Signed copies of all program release forms

All program paperwork and forms can be found at www.lc.edu/program/paramedicine.

Application and Admission to the Paramedicine Program:

The Paramedicine Program is a selective admissions program offering either a Certificate of Proficiency and/or an AAS in Paramedicine. This checklist is a tool to assist students with the application process. It is recommended that interested students meet with the Paramedicine Program Coordinator to discuss the application process. Completion of application does not ensure acceptance to the program.

Students must complete the following:

- Application for selective admission into the Paramedicine program. Go to lc.edu/program/paramedicine and click "Apply Now".
- Meet with the Paramedicine Program Coordinator

The following academic requirements must be completed and submitted to the program office by August 20*:

- Register for and complete the pre- paramedicine entrance exam with a score of 70 percent or higher. Testing is administered in the Assessment and Testing Center during the second week of August.
- Earn a Cumulative GPA of 2.0 or greater on a 4.0 scale from the last five years. If less than 12 credit hours have been completed at college level in the last five years, cumulative high school GPA will also be used. If student has less than 12 credits within the last five years, but has previous college experience, the following will be used to determine GPA:
 - If student has college degree: final GPA for most recent degree from an accredited institution
 - If student does not have a degree: cumulative GPA from most recent 15 credit hours completed from an accredited institution
- Submit an official high school or Illinois High School Diploma (formerly GED) transcript
- Submit official transcript(s) from all colleges and universities attended previously

* If August 20th falls on a weekend, then the following Monday is the deadline.

Laboratory Course Transfer Credit Policy: In order to be eligible for transfer credit, any course that includes a laboratory component must have the laboratory completed through in-person, hands-on instruction at the originating institution. Laboratory components completed through virtual, simulated, or online formats will not be accepted for transfer credit. We encourage students to work with L&C academic advisors regarding transferability of specific general education and science courses.

Meet the following academic requirements prior to the end of the fall semester: The following prerequisites must be completed before starting PMED 131 Introduction to Paramedicine:

- Qualify for ENGL 131 First-Year English I by appropriate L&C placement test score (through the Assessment and Testing Center) or have completed one semester of college level English.
- Complete both BIOL 120 Medical Terminology and BIOL 132 Human Biology with a grade of C or better

To progress into the spring semester of the Paramedicine program, the following must be completed:

- Hold a National Registry of Emergency Medical Technicians (NREMT) certification and/or State of Illinois EMT license in good standing
- BIOL 120 Medical Terminology or equivalent medical terminology course approved by the program coordinator
- BIOL 132 Human Biology or equivalent anatomy and physiology course approved by the program coordinator
- Earn a Cumulative GPA of 2.0 or greater on a 4.0 scale from the last five years. If less than 12 credit hours have been completed at college level in the last five years, cumulative high school GPA will also be used. If student has less than 12 credits within the last five years, but has previous college experience, the following will be used to determine GPA:
 - If student has college degree: final GPA for most recent degree from an accredited institution
 - If student does not have a degree: cumulative GPA from most recent 15 credit hours completed from an accredited institution
- Provide evidence of the following within the first two weeks of the PMED 131 course:
 - Satisfactory physical exam (L&C Healthcare Form)
 - Proof of immunizations
 - MMR - two doses required
 - Td/Tdap
 - Varicella (chicken pox) - two doses required
 - Negative TB skin test or chest x-ray
 - Flu shot (to be completed fall semester)
 - HEP B release or verification of three doses of HEP B vaccine
 - COVID-19 - fully vaccinated plus booster (if required by clinical site)

- Background check (will be completed during first class meeting)
- Negative drug screen
 - The program follows the Federal Law related to marijuana use
 - There is zero tolerance for marijuana use regardless if it's used recreationally or medicinally
 - Students with a positive drug test will be dismissed from the program
 - The Paramedicine program and clinical affiliates reserve the right for randomized drug testing
- Current Basic Life Support (BLS) CPR card
 - BLS for Healthcare Providers from the American Heart Association (AHA) or BLS training course for Healthcare Providers and Professional Rescuers from the American Safety and Health Institute (ASHI) are the only CPR cards accepted
- Health insurance (copy of card)
- Valid driver's license
- Signed copies of all program release forms

To complete the requirements for the Paramedicine Program Certificate of Proficiency or AAS degree, a student must:

- Earn a grade of C or better in all program courses with a PMED prefix
- Earn a grade of C or better in all required general education courses
- Satisfy all other requirements for an Associate of Applied Science degree specified by L&C
- Apply for graduation by the indicated deadline

Paramedicine - PARAM.AAS

Associate in Applied Science Degree

First Semester: 12 Credit Hours

- BIOL 120 - Medical Terminology 3 credit hours
- BIOL 132 - Human Biology 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours
- PMED 050 - Emergency Vehicle Driving 1 credit hour

Second Semester: 14 Credit Hours

- PMED 131 - Introduction to Paramedicine 4 credit hours
- PMED 133 - Paramedic Pharmacology 4 credit hours
- PMED 135 - Paramedic Clinicals I 3 credit hours
- PMED 136 - Paramedic Skill & Scenario Lab I 3 credit hours

Summer Session: 7 Credit Hours

- PMED 141 - Cardiology 4 credit hours
- SPCH 145 - Public And Private Communication 3 credit hours
- or
- SPCH 151 - Interpersonal Communication 3 credit hours

Third Semester: 16 Credit Hours

- PMED 142 - Medical Emergencies 4 credit hours
- PMED 143 - Traumatic Emergencies 4 credit hours
- PMED 145 - Paramedic Clinicals II 2 credit hours
- PMED 146 - Paramedic Skill & Scenario Lab II 3 credit hours
- PHIL 240 - Contemporary Moral Problems (Ethics) 3 credit hours
- or
- PHIL 241 - Biomedical Ethics 3 credit hours

Fourth Semester: 11-12 Credit Hours

- PMED 155 - Paramedic Field Internship 5 credit hours
- Mathematics or Physical/Life Science Elective 3-4 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours

Total credit hours required for the Associate in Applied Science Degree in Paramedicine: 60

Paramedicine - PARAM.CP

Certificate of Proficiency

First Semester: 9 Credit Hours

- BIOL 120 - Medical Terminology 3 credit hours
- BIOL 132 - Human Biology 4 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours
- PMED 050 - Emergency Vehicle Driving 1 credit hour

Second Semester: 14 Credit Hours

- PMED 131 - Introduction to Paramedicine 4 credit hours
- PMED 133 - Paramedic Pharmacology 4 credit hours
- PMED 135 - Paramedic Clinicals I 3 credit hours
- PMED 136 - Paramedic Skill & Scenario Lab I 3 credit hours

Summer Session: 4 Credit Hours

- PMED 141 - Cardiology 4 credit hours

Fall Semester: 13 Credit Hours

- PMED 142 - Medical Emergencies 4 credit hours
- PMED 143 - Traumatic Emergencies 4 credit hours
- PMED 145 - Paramedic Clinicals II 2 credit hours
- PMED 146 - Paramedic Skill & Scenario Lab II 3 credit hours

Spring Semester: 5 Credit Hours

- PMED 155 - Paramedic Field Internship 5 credit hours

Total credit hours required for the Certificate of Proficiency in Paramedicine: 45

Emergency Medical Responder - EMR.CC

Certificate of Completion

Requirements: 3 Credit Hours

- EMR 100 - Emergency Medical Responder 3 credit hours

Total credit hours required for the Certificate of Completion in Emergency Medical Responder: 3

Emergency Medical Technician - EMT.CC

Certificate of Completion

Requirements: 8 Credit Hours

- EMT 120 - Emergency Medical Technician 7 credit hours
- FIRE 135 - Technical Rescue Awareness 0.5 credit hours
- FIRE 139 - Hazardous Materials Awareness 0.5 credit hours

Total credit hours required for the Certificate of Completion in Emergency Medical Technician: 8

Pharmacy Technician

- Pharmacy Technician - PHARMTEC.CC

Program Coordinator Kaycilee Sackmann

The Pharmacy Technician program will prepare individuals for entry level employment in hospitals and retail facilities. With the changing role of the pharmacist and the evolution of the national health care services, the demand for more educated and trained pharmacy technicians to assist pharmacists in the preparation of prescriptions has increased. The drug preparation duties, performed by the technician under the direct supervision of a registered pharmacist, may include interpreting prescription orders, maintaining patient records, packaging and labeling medications, maintaining drug supply, inventory, billing and crediting patients, handling automation, compounding medications, and performing computer entries.

Program Learning Objectives

1. Create patient files, enter prescription orders, and fill prescriptions with speed and accuracy
2. Communicate effectively
3. Maintain records
4. Facilitate communications for third-party reimbursement
5. Compound solutions, suspensions, ointments, lotions, and other medications
6. Utilize medical terminology common to the pharmaceutical environment
7. Practice duties legally and ethically
8. Package and label drugs for prescription dispensing
9. Understand concepts related to aseptic technique
10. Receive and inventory drug shipments

Program Entry Requirements: The Pharmacy Technician program is an open admission program that has limited enrollment. Individuals interested in the program are encouraged to contact the program coordinator about registration dates, any course prerequisites, and other academic concerns or questions.

Students are required to complete:

- Drug screen - completion prior to attending internship
- Federal background check - completion prior to attending internship
- Appropriate immunizations (any expenses associated with these or any internship-site immunizations are the responsibility of the student). These requirements must be completed the semester prior to internship. Please know that failing a drug screen or negative results of a background check will result in dismissal from the program without refund of any costs incurred by the student. No student will be allowed to participate in the internship without satisfactory completion of all of the above.
- State registration or licensure as a pharmacy technician

Technical Standards: All students must be able to fulfill certain "technical standards." These standards are the essential requirements of the Pharmacy Technician program that students must master to successfully participate in the program and become employable in the pharmacy field.

1. All students must possess the manual dexterity, physical stamina, and visual capacity to perform all required technical procedures.
2. Students must be able to communicate in an effectual manner. Students will be required to read and comprehend technical material, as well as write technical material in a clear and concise manner. In addition, all students must be able to verbally communicate effectively with patients, coworkers, and other health care personnel.

Each applicant needs to assess his/her own ability to meet the above technical standards.

Program requirement for Pharmacy Technician certificate program: High school diploma or Illinois High School Diploma (formerly GED), and qualify for MATH 112 or higher and ENGL 125 or higher with appropriate L&C placement test scores.

Graduation Requirement: To be eligible for graduation with the Pharmacy Technician Certificate, students must earn a grade of "C" or better in all Pharmacy Technician courses (defined as courses with an PHTC prefix).

Pharmacy Technician - PHARMTEC.CC

Certificate of Completion

Requirements: 17 Credit Hours

- PHTC 101 - Pharmacy Calculations 4 credit hours
- PHTC 102 - Pharmacy Practice I 4 credit hours
- PHTC 103 - Pharmacy Practice II 4 credit hours
- PHTC 104 - Pharmacy Technician Internship 5 credit hours

Total Credit Hours Required for the Certificate of Completion in Pharmacy Technician: 17

Process Operations Technology

- Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS
- Process Operations Technology - Petroleum - PTECH.AAS
- Process Operations Technology - PTEC.CP
- Bioprocess Technology - PTEC/BIOPRCS.CC

Program Coordinator Paul Kuebrich

Process technicians monitor and control the operation of industrial processing equipment, and will continue to be a vital link in the success of the processing industries in what is now a competitive and global marketplace. Process technicians work in industries such as petroleum refining, chemical manufacturing, oil and gas production and power generation. During the past 10 years, the work required of the process technician has become increasingly complex. Process technicians now are required to possess more knowledge and skills in use of computers, computer process control, regulatory compliance, team work, process and product quality assurance, process problem solving and process troubleshooting. In the foreseeable future, there will be an in-creased demand for trained process technicians in these processing industries because a high number of retirements are expected from an aging work force. As a result, companies are eager to hire qualified workers who have been trained in process industry operations and who possess the knowledge and skills needed to perform successfully in more technically oriented process operations jobs.

The Process Operations Technology program will provide you with the technical and personal skills now required to work as a process technician in most process industries. You will receive training to help you to succeed in this lucrative job market that will include processing equipment, process operations, process troubleshooting, process instrumentation and process safety, health and environmental compliance requirements. When you complete the Process Operations Technology program, you will have the skills required to work in various types of processing plants in many locations throughout the country.

Note: Enrollment as an intern in process technology is not automatic but highly selective; the program coordinator will approve the selection of all interns based upon strict conditions of academic performance, fitness for the work, consultation with the employer and with the Dean and other instructors.

Program Learning Objectives

1. Describe the issues associated with safety, health, and the environment within the process industry
2. Summarize the different types of fires and what is needed to extinguish them
3. Explain why quality is the driving force behind any industry, and how this affects a process operator's ability to be successful
4. Understand the application of instrumentation within the process industry
5. Describe the major pieces of equipment and their applications within the process industry
6. Identify the problems that arise within different processes and properly troubleshoot and solve them in an efficient manner
7. Start-up, operate, monitor, and make necessary changes to a process unit
8. Apply the knowledge obtained in a working environment

Nature of the Work: A process technician is a key member of a team of people responsible for monitoring, analyzing, and controlling the production of products from the acquisition of raw materials through the production and distribution of products to customers in a variety of process industries. The duties of a process technician include maintaining a safe work environment, controlling, monitoring and troubleshooting equipment, analyzing, evaluating and communicating process information and training others, while continuing their own life-long learning process. In addition, a process technician must understand and apply quality assurance principles to all activities performed to ensure customer satisfaction. While performing these duties, the process technician will be required to wear personal protective safety equipment, use industrial safety devices and promote safety among co-workers. The life of a process technician must be flexible since they will work shift work in all types of weather. This career provides a variety of experiences for an individual looking for a challenging occupation.

Skills and Abilities: The successful process technician will possess basic knowledge of chemistry and physics related to the process industries, as well as knowledge of basic computer operations. In addition, it is essential for a process technician to have the ability to work effectively in a team-based environment. Strong oral and written communication skills are important so that the process technician can operate within the organizational structure of the company, as well as describe activities for relief personnel, maintain data logs, prepare reports and other needed materials.

Process Operations Technology - Bioprocess - PTECH/BIOPRCS.AAS

Associate in Applied Science Degree

First Semester: 14-15 Credit Hours

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 116 - Intermediate Algebra 4 credit hours
or
- MATH 125 - Technical Math I 3 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours

Second Semester: 16 Credit Hours

- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ELEC 132 - AC: Fundamentals in Electricity 3 credit hours
- PRCS 111 - Introduction to Biofuels 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- Social/Behavioral Science Elective 3 credit hours

Third Semester: 15 Credit Hours

- Humanities/Fine Arts Elective 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours
- PRCS 121 - Ethanol Production 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
or
- ELEC 233 - Instrumentation I 3 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
or
- ELEC 235 - Instrumentation II 3 credit hours

Fourth Semester: 15-18 Credit Hours

- JOBS 132 - Targeting The Job Market 1 credit hour
or
- JOBS 133 - Job Seeking Skills 1 credit hour
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

Total credit hours required for the A.A.S. in Process Operations Tech - Bioprocess: 60

Process Operations Technology - Petroleum - PTECH.AAS

Associate in Applied Science Degree

First Semester: 14-15 Credit Hours

- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
or
- CHEM 131 - Introduction To Chemistry I 4 credit hours
- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- FIRE 110 - Fire Crew Rookie School 1 credit hour
- MATH 116 - Intermediate Algebra 4 credit hours
or
- MATH 125 - Technical Math I 3 credit hours
- PRCS 131 - Introduction To Process Technology 3 credit hours

Second Semester: 14 Credit Hours

- ELEC 131 - DC: Fundamentals in Electricity 3 credit hours
- ELEC 132 - AC: Fundamentals in Electricity 3 credit hours
- EESC 130 - General Physical Science 4 credit hours
or
- PHYS 125 - Applied Physics I 4 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours

Third Semester: 18 Credit Hours

- JOBS 132 - Targeting The Job Market 1 credit hour
or
- JOBS 133 - Job Seeking Skills 1 credit hour
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
or
- ELEC 233 - Instrumentation I 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 231 - Quality Control 2 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
or
- ELEC 235 - Instrumentation II 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours

Fourth Semester: 14-17 credit hours

- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours

Total credit hours required for the A.A.S. Process Operations Tech - Petroleum: 60

Process Operations Technology - PTEC.CP

Certificate of Proficiency

Requirements: 30 Credit Hours

- FIRE 110 - Fire Crew Rookie School 1 credit hour
- PRCS 131 - Introduction To Process Technology 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- or
- ELEC 233 - Instrumentation I 3 credit hours
- PRCS 231 - Quality Control 2 credit hours
- PRCS 252 - Process Instrumentation Control II 3 credit hours
- or
- ELEC 235 - Instrumentation II 3 credit hours
- PRCS 255 - Process Technology Systems 3 credit hours
- PRCS 256 - Process Technology Operations 3 credit hours
- PRCS 265 - Process Troubleshooting 4 credit hours
- PRCS 271 - Process Technology Internship 1-4 credit hours

Total credit hours required for the Certificate of Proficiency in Process Operations Technology: 30

Bioprocess Technology - PTECH/BIOPRCS.CC

Certificate of Completion

Requirements: 16 Credit Hours

- PRCS 111 - Introduction to Biofuels 3 credit hours
- PRCS 121 - Ethanol Production 3 credit hours
- PRCS 133 - Process Technology Equipment I 2 credit hours
- PRCS 134 - Process Technology Equipment II 2 credit hours
- PRCS 135 - Safety, Health, And Environment 3 credit hours
- PRCS 151 - Process Instrumentation Control I 3 credit hours
- or
- ELEC 233 - Instrumentation I 3 credit hours

Total credit hours required for the Certificate of Completion in Bioprocess Technology: 16

Restoration Ecology

- Restoration Ecology - ECOL.AAS
- Restoration Ecology - ECOL.CP
- Field Technician - ECOL/FLDTCH.CC
- Green Roof Specialist - ECOL/GRNRF.CC
- Storm Water Management - ECOL/STWR.CC
- Sustainable Urban Horticulture - ECOL/SUST.CC

Program Coordinator Scott Moss

There is a growing need for training in restorative ecology in natural areas, wetlands and urban environments. Students in this program will learn to repair damaged land, enhance habitat improve ecosystem services, and to manage these systems for conservation and sustainability.

Combining restorative ecology skills development with general education courses gives students a firm foundation in basic academic skills as well as skills that are critical to work in conservation and the emerging field of restoration ecology.

Students will learn basic ecological inventory and assessment, how to manage and restore natural areas, and design, establish, and manage native plant and animal communities. Additionally, students will acquire skills and techniques in managing wetlands, creating green spaces, and working in the urban interface by establishing and cultivating urban gardens, using green roofs and walls, rain gardens, and bioswales.

The curriculum places emphasis on development of a common set of skills centered on environmentally, economically, and socially sustainable practices, as well as the acquisition of critical thinking, communication, and problem solving skills.

Program Learning Objectives

1. Develop plans for restoring ecosystems from design through long-term maintenance programs
2. Identify common native plant communities, their conservation concerns, and methods of stewardship required to keep them functional
3. Prepare for and earn key professional certifications recognized by industry employers including prescribed fire, herbicide application, chainsaw safety, and OSHA 10 safety, and career specific first aid
4. Demonstrate an ability to apply common horticultural techniques in the growth and propagation of plants for restoration, landscaping, and research
5. Describe the broader science and application of environmental science and sustainable practice to a career in conservation, restoration ecology, horticulture, or related fields

Restoration Ecology - ECOL.AAS

Associate in Applied Science Degree

First Semester: 17 Credit Hours

- BIOL 138 - Field Biology 4 credit hours
- ECOL 101 - Plant Growth & Development 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- MATH 122 - Technology-Integrated Math 4 credit hours
- SOCI 134 - Intro To Environmental Sociology 3 credit hours

Second Semester: 12 Credit Hours

- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 132 - Intro to Restoration Ecology 3 credit hours
- BIOL 145 - Natural Resources & Environmental Science 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Third Semester: 15-18 Credit Hours

- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- Approved Electives 5 - 8 credit hours

Fourth Semester: 16-20 Credit Hours

- ECOL 238 - Field Practicum 2 credit hours
- ECOL 271 - Internship 1-4 credit hours (minimum of 2 credit hours required)
- or
- COOP 131 - Cooperative Education Experience I 1-4 credit hours (minimum of 2 credit hours required)
- Approved Electives (see list) 12 - 14 credit hours

Approved Restoration Ecology Electives List

- ADCG 133 - Introduction To Architecture 3 credit hours
- ADCG 134 - Architectural Graphics 3 credit hours
- ADCG 150 - Sustainable Principles 3 credit hours
- BIOL 134 - General Botany 4 credit hours
- BIOL 139 - Applied Entomology 4 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- BUSN 151 - Planning For Small Business 3 credit hours
- BUSN 215 - Business Software Applications 3 credit hours
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- ECON 152 - Principles Of Microeconomics 3 credit hours
- GIS 120 - Intro to Unmanned Aircraft Systems 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours
- MGMT 131 - Management For Small Business 3 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours
- STWR 200 - Advanced Storm Water 3 credit hours

Total credit hours required for the A.A.S. in Restoration Ecology: 60

Restoration Ecology - ECOL.CP**Certificate of Proficiency****Requirements: 30 Credit Hours**

- BIOL 138 - Field Biology 4 credit hours
- BIOL 145 - Natural Resources & Environmental Science 3 credit hours
- ECOL 101 - Plant Growth & Development 3 credit hours
- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 132 - Intro to Restoration Ecology 3 credit hours
- ECOL 238 - Field Practicum 2 credit hours
- ECOL 271 - Internship 1-4 credit hours (minimum of 2 credit hours required)
- Approved Electives 6 - 10 credit hours

Approved Restoration Ecology Electives**Conservation Specialty**

- BIOL 139 - Applied Entomology 4 credit hours
- BIOL 165 - Ecological Principles 3 credit hours
- ENGL 137 - Technical Writing 3 credit hours

Entrepreneur Specialty

- ACCT 130 - Accounting For Small Business 3 credit hours
or
- BUSN 151 - Planning For Small Business 3 credit hours
- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours

Soil and Water Conservation Specialty

- ECOL 150 - GIS/GPS Mapping For Industry 3 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours

Sustainable Landscaping Specialty

- ADCG 150 - Sustainable Principles 3 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours

Total credit hours required for the Certificate of Proficiency in Restoration Ecology: 30

Field Technician - ECOL/FLDTCH.CC**Certificate of Completion****Requirements: 16 Credit Hours**

- BIOL 134 - General Botany 4 credit hours
or
- BIOL 139 - Applied Entomology 4 credit hours
or
- CHEM 130 - Fund Of Gen, Organic & Biochemistry 4 credit hours
- BIOL 138 - Field Biology 4 credit hours
- BIOL 145 - Natural Resources & Environmental Science 3 credit hours
or
- EESC 135 - Environmental Geography 3 credit hours
- ECOL 238 - Field Practicum 2 credit hours
- Approved Restoration Ecology Elective (see list) 3 credit hours

Total credit hours required for the Certificate of Completion in Field Technician: 16

Green Roof Specialist - ECOL/GRNRF.CC

Certificate of Completion

Requirements: 11 Credit Hours

- ADCG 133 - Introduction To Architecture 3 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours
- LAND 130 - Intro To Landscape Architecture 2 credit hours
- STWR 100 - Introduction to Storm Water 3 credit hours

Total credit hours required for the Certificate of Completion in Green Roof Specialist: 11

Storm Water Management - ECOL/STWR.CC

Certificate of Completion

Requirements: 6 Credit Hours

- STWR 100 - Introduction to Storm Water 3 credit hours
- STWR 200 - Advanced Storm Water 3 credit hours

Total credit hours for the Certificate of Completion in Storm Water Management: 6

Sustainable Urban Horticulture - ECOL/SUST.CC

Certificate of Completion

Requirements: 13 Credit Hours

- ECOL 101 - Plant Growth & Development 3 credit hours
- ECOL 102 - Plant Reproduction 3 credit hours
- ECOL 131 - Introductory Soils 4 credit hours
- ECOL 134 - Native Plants in the Landscape 3 credit hours

Total credit hours required for the Certificate of Completion in Sustainable Urban Horticulture: 13

Web Design & Development

- Web Design & Development - WEB.AAS
- Web Design & Development - WEB.CP
- Basic Web Design - WEB.CC

Program Coordinator Andrew Carrington

Ready to work the web? Get ready for a dynamic career as a web designer and much more. If you have been dreaming about a career in web graphics, web animation or designing high-impact, interactive websites, then the Web Design & Development Associate degree program can get you off to a great start. It combines the fundamentals of computing, digital video and audio, graphics, layout, interactivity and web technology as well as general education courses to strengthen your marketability skills. You'll receive hands-on experience in our cross-platform computer labs incorporating industry-current software with concept and design elements.

Here are a few exciting careers to consider: web master, web developer, web designer, graphic designer, web architect, HTML or front-end programmer, media programmer, web marketing analyst, content developer, and audio visual specialist.

Program Learning Objectives

1. Demonstrate appropriate steps toward completing web designs: research, choice and use of basic and complex software, application of principles and concepts, and timely completion
2. Demonstrate good written, oral, and listening skills and implement problem-solving and debugging skills
3. Develop dynamic and interactive web applications and apply web standards and best practices
4. Demonstrate a willingness to try, show flexibility, and make changes based on feedback
5. Recognize the importance of working as a team
6. Demonstrate critical thinking by asking questions, analyzing information, and making decisions while using appropriate web design-related terminology in discussion of design in critiques
7. Master front-end web development
8. Produce a portfolio-ready project

Graduation Requirements: To be eligible for graduation with an Associate in Applied Science Degree in Web Design & Development, or to earn the Certificate of Completion in Basic Web Design, a student must: 1.) Earn a grade of "C" or better in all required computer graphics courses (defined as courses with an ART, WEB or CGRD prefix), and 2.) Satisfy the requirements for an Associate in Applied Science degree, Certificate of Proficiency, or Certificate of Completion as outlined in this catalog.

30 and Out A.A.S. Degree Program Option: Degree Program Option: Anyone who has already earned an associate or bachelor degree from an accredited college or university may earn an Associate in Applied Science Degree in Web Design & Development by completing 30 semester hours of approved courses. Students interested in this program option must contact the program coordinator to receive written approval detailing the specific courses required for this degree option.

Web Design & Development - WEB.AAS

Associate in Applied Science Degree

First Semester: 15 Credit Hours

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- ENGL 131 - First-Year English I 3 credit hours
- or
- ENGL 137 - Technical Writing 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

Second Semester: 15 Credit Hours

- CGRD 161 - Graphic Design I 3 credit hours
- MATH 129 - Business Mathematics 3 credit hours
- or
- MATH 138 - General Education Mathematics 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours
- WEB 245 - Web Animation 3 credit hours

Third Semester: 15 Credit Hours

- ART 141 - History Of Art I 3 credit hours
- or
- ART 142 - History Of Art II 3 credit hours
- CGRD 140 - Digital Photography 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- PSYC 131 - General Psychology 3 credit hours
- or
- SOCI 131 - Introduction to Sociology 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
- or
- SPCH 145 - Public And Private Communication 3 credit hours

Fourth Semester: 15 Credit Hours

- CGRD 243 - Marketing Creative Portfolios 3 credit hours
- Mathematics or Physical/Life Science Non-Lab Elective 3-5 credit hours
- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- WEB 260 - Web Designer Cooperative 3 credit hours
- Web Design & Development Elective (see list) 3 credit hours

Note: When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, students must earn a grade of C or better.

Approved Web Design & Development Electives List**Animation/Gaming Specialty**

- CGRD 110 - Videogame: Theory and Design 3 credit hours
- CGRD 240 - 3D Modeling And Animation 3 credit hours

Art Specialty

- ART 131 - Basic Design I 3 credit hours
- ART 133 - Drawing I 3 credit hours
- ART 141 - History Of Art I 3 credit hours
- ART 142 - History Of Art II 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours
- CGRD 244 - Advanced Adobe Illustrator 3 credit hours

E-Commerce and Social Media Specialty

- WEB 101 - Intro To User Experience (UX) Design 3 credit hours
- WEB 201 - Interaction Design (IxD) 3 credit hours

Layout/Advertising Specialty

- MCOM 160 - Introduction To Advertising 3 credit hours

Photography Specialty

- CGRD 241 - Advanced Digital Photography 3 credit hours
- CGRD 242 - Advanced Adobe Photoshop 3 credit hours

Video Production Specialty

- MCOM 130 - Introduction To Video Production 3 credit hours
- MUSI 125 - Music Video Production 3 credit hours

Total hours required for A.A.S. in Web Design & Development: 60

Web Design & Development - WEB.CP**Certificate of Proficiency****First Semester: 15 Credit Hours**

- BUSN 161 - Issues in E-Commerce & Social Media 3 credit hours
- CGRD 144 - Adobe Illustrator 3 credit hours
- MKTG 240 - Social Media Marketing 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

Second Semester: 15 Credit Hours

- CGRD 142 - Adobe Photoshop 3 credit hours
- CGRD 161 - Graphic Design I 3 credit hours
- WEB 150 - Dreamweaver 3 credit hours
- WEB 191 - JavaScript and PHP 3 credit hours
- WEB 245 - Web Animation 3 credit hours

Total credit hours required for the Certificate of Proficiency in Web Design & Development: 30

Basic Web Design - WEB.CC**Certificate of Completion****Requirements: 9 Credit Hours**

- CGRD 142 - Adobe Photoshop 3 credit hours
- WEB 135 - Web Page Design Essentials 3 credit hours
- WEB 190 - HTML and CSS 3 credit hours

Total credit hours required for the Certificate of Completion in Basic Web Design: 9

Welding Technology

- Welding Technology - WELD/TECH.AAS
- Welding Technology - WELD/TECH.CP
- Production/Fabrication Welding - WELD/PROFAB.CP
- Basic Welding - WELD/BASIC.CC
- Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC
- General Welding - WELD/GENL.CC
- Shielded Metal Arc Welding - WELD/SMAW.CC
- Structural Welding - WELD/STRUCT.CC
- Testing & Inspection in Welding - WELD/TESTINS.CC
- TIG Welding - WELD/TIG.CC
- Wire-Feed Welding - WELD/WIRE.CC

Program Coordinator Jessie Jelinski

Welding is the most common way of permanently joining metal parts. Briefly, heat is applied to metal pieces, melting and fusing them to form a permanent bond. There is a national shortage of welders, which is also reflected in the local job market. If you are looking for ways to enter this trade or upgrade your expertise, L&C's program can position or reposition you in the industry. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join beams when constructing buildings, bridges, and other structures, and to join pipes in pipelines, power plants, and refineries. Welding is a requisite skill in today's building boom. Put quite simply, to learn the principles of welding is to advance in the field.

At L&C you will be able to take courses in Introduction to the welding industry, Metallurgy, Welding Print Reading, Oxy-fuel cutting and welding, Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux-Cored Arc Welding, Gas Tungsten Arc Welding, Pipe Welding, Fabrication and Layout, Inspecting and Testing Welds, and Preparation to become a Certified Welding Inspector.

Program Learning Objectives

1. Explore the many fields of the welding industry by taking a multitude of courses in a variety of welding processes of their own personal interest
2. Identify the safety and environmental issues and trends, such as health, safety, welfare, environmental regulations, and technology advancements within the industry
3. Describe the roles, responsibilities, expectations, changes, and future trends of a production welder, welding engineer, welding supervisor, and welding inspectors
4. Define the science involved in metallurgy and welding
5. Identify the use of welding code as it applies to welders, welding supervisors, welding engineers and welding inspectors
6. Enter the work force as an entry-level welder, welder/fitter, welding supervisor, or welding inspector

Welding Technology - WELD/TECH.AAS

Associate in Applied Science Degree

First Semester: 16-18 credit hours

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- Mathematics or Physical/Life Science Elective 3-5 credit hours*

Second Semester: 15-17 credit hours

- ENGL 131 - First-Year English I 3 credit hours
or
- ENGL 137 - Technical Writing 3 credit hours
- SPCH 131 - Public Speaking 3 credit hours
or
- SPCH 145 - Public And Private Communication 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- Mathematics or Physical/Life Science Elective 3-5 credit hours*

Third Semester: 15 credit hours

- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 241 - Advanced Gas Tungsten Arc Welding 3 credit hours
- WELD 251 - Inspection & Testing of Welds 3 credit hours

Fourth Semester: 14-16 Credit Hours

- WELD 271 - Welding Internship 1 credit hour
- Humanities/Fine Arts Elective 3 credit hours
- Social/Behavioral Science Elective 3 credit hours
- Welding Technology Electives (see list) 7-9 credit hours

*When using MATH 112 to meet the Mathematics/Physical/Life Science elective requirement, a student must earn a grade of C or better.

Approved Welding Technology Electives List

- DRFT 140 - Computer Aided Drafting 4 credit hours
- WELD 233 - Fabrication and Layout 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours
- WELD 252 - Prep Certification Welding Inspector 3 credit hours

Total hours required for the A.A.S in Welding Technology: 60

Welding Technology - WELD/TECH.CP**Certificate of Proficiency****Requirements: 50 Credit Hours**

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 233 - Fabrication and Layout 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours
- WELD 251 - Inspection & Testing of Welds 3 credit hours
- WELD 271 - Welding Internship 1 credit hour

Total hours required for the Certificate of Proficiency in Welding Technology: 50

Production/Fabrication Welding - WELD/PROFAB.CP**Certificate of Proficiency****Requirements: 39 Credit Hours**

- DRFT 140 - Computer Aided Drafting 4 credit hours
- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 237 - Introduction to Non-Ferrous Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours
- WELD 247 - Advanced Non-Ferrous Welding 3 credit hours

Total hours required for the Certificate of Proficiency in Production/Fabrication Welding: 39

Basic Welding - WELD/BASIC.CC**Certificate of Completion****Requirements: 12 Credit Hours**

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours

Total hours required for the Certificate of Completion in Basic Welding: 12

Gas Tungsten Arc & Pipe Welding - WELD/GTAW.CC

Certificate of Completion

Requirements: 16 Credit Hours

- WELD 132 - Metallurgy 2 credit hours *
- WELD 192 - Welding Blueprint Reading 2 credit hours *
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 239 - Pipe Welding 3 credit hours
- WELD 243 - Advanced Pipe Welding 3 credit hours

*Students with appropriate experience may take proficiency test for WELD 132 and/or WELD 192.

Total hours required for Certificate of Completion in Gas Tungsten Arc & Pipe Welding: 16

General Welding - WELD/GENL.CC

Certificate of Completion

Requirements: 13 Credit Hours

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours

Total hours required for the Certificate of Completion in General Welding: 13

Shielded Metal Arc Welding - WELD/SMAW.CC

Certificate of Completion

Requirements: 19 Credit Hours

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 132 - Metallurgy 2 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours

Total hours required for the Certificate of Completion in Shielded Metal Arc Welding: 19

Structural Welding - WELD/STRUCT.CC

Certificate of Completion

Requirements: 26 Credit Hours

- WELD 131 - Introduction to Welding Industry 3 credit hours
- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours
- WELD 242 - Advanced Gas Metal Arc Welding 3 credit hours

Total hours required for Certificate of Completion in Structural Welding: 26

Testing & Inspection in Welding - WELD/TESTINS.CC

Certificate of Completion

Requirements: 11 Credit Hours

- WELD 131 - Introduction to Welding Industry 3 credit hours *
- WELD 192 - Welding Blueprint Reading 2 credit hours *
- WELD 251 - Inspection & Testing of Welds 3 credit hours
- WELD 252 - Prep Certification Welding Inspector 3 credit hours

* Note: Students with appropriate experience may take proficiency test for WELD 131 and/or WELD 192.

Total hours required for Certificate of Completion in Testing & Inspection in Welding: 11

TIG Welding - WELD/TIG.CC

Certificate of Completion

Requirements: 11 Credit Hours

- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 231 - Gas Tungsten Arc Welding 3 credit hours
- WELD 241 - Advanced Gas Tungsten Arc Welding 3 credit hours

Total hours required for the Certificate of Completion in TIG Welding: 11

Wire-Feed Welding - WELD/WIRE.CC

Certificate of Completion

Requirements: 20 Credit Hours

- WELD 190 - Oxyfuel Welding & Cutting 3 credit hours
- WELD 192 - Welding Blueprint Reading 2 credit hours
- WELD 194 - Shielded Metal Arc Welding I 3 credit hours
- WELD 195 - Shielded Metal Arc Welding II 3 credit hours
- WELD 196 - Shielded Metal Arc Welding III 3 credit hours
- WELD 230 - Intro Gas Metal & Flux Cored Welding 3 credit hours
- WELD 235 - Advanced Flux Cored Welding 3 credit hours

Total credit hours for the Certificate of Completion in Wire-Feed Welding: 20

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 presented.

An official course syllabus for credit courses is available upon request.

Program Classification System (PCS) Coding

PCS codes indicate the degree or certificate for which courses will be accepted.

- PCS 1.1 Baccalaureate/Transfer Courses**
Academic courses equivalent to lower-division baccalaureate study and are generally articulated for transfer to four-year universities.
- PCS 1.2 Occupational/Technical Courses**
Technical and applied courses designed to meet the requirements for an occupational degree or certificate program. Although these courses are not generally designed for transfer, some may be articulated with universities and used to meet lower-division baccalaureate requirements.
- PCS 1.3 Community Education Courses**
Non-credit courses.
- PCS 1.4 Remedial/Developmental Courses**
Preparatory or developmental educational courses designed to develop basic skills in reading, writing, speaking, and mathematics of high school graduates or persons achieving the equivalency of a high school diploma. Course credit does not count toward the completion of the associate transfer degrees.
- PCS 1.6 Vocational Skills**
Short-term vocational skills training or upgrading courses that are designed to be used toward the completion of a vocational skills credential. Vocational skills courses may be used toward occupational/career degree or certificate if the college determines that the content of the course meets the objectives required.
- PCS 1.7 Adult Basic Education**
Courses designed to provide basic skills training up to the eighth grade equivalency level for non-high school graduates.
- PCS 1.8 Adult Secondary Education**
Courses designed to provide basic skills training for the secondary equivalency level for non-high school graduates.
- PCS 1.9 English As A Second Language**
Courses that include instruction in English for those students whose native language is not English. Courses are designed to include various levels of competencies based on proficiency and purpose.

Illinois Articulation Initiative (IAI) Coding

IAI codes for specific L&C courses that have been accepted by the IAI are listed in parentheses following the course title. For example, ENGL 131 First Year English I (IAI: C1 900). C1 900 refers to the IAI General Education Communications Writing Course Sequence I. This code is a common code used by participating institutions to refer to courses very similar to ENGL 131.

- C = Communications** which includes specific English and speech courses
- M = Mathematics** which includes specific math courses
- P = Physical Sciences** which includes specific chemistry, physical sciences, and physics courses
- L = Life Sciences** which includes specific biology courses
- H = Humanities** which includes specific foreign language, humanities, literature, and philosophy courses
- F = Fine Arts** which includes specific art, drama, and music courses
- HF = Interdisciplinary** which includes specific humanities courses
- S = Social and Behavioral Sciences** which includes specific anthropology, economics, geography, history, political science, psychology, and sociology courses

For more information, visit www.itransfer.org.

ACCT 130 - Accounting For Small Business

Introduces basic accounting terminology, concepts, and procedures. Covers accounting cycle of proprietorship, double entry theory, recording transactions, and preparation of financial statements. Culminates with a practice set using all principles covered. Includes instruction in preparing and processing transactions and financial statements using QuickBooks. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 131 - Financial Accounting

(IAI Major: BUS 903) Covers accounting cycle, including: double entry theory, recording transactions, accruals and deferrals, depreciation and theory of accounts. Includes preparation and analysis of major financial accounting statements. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 132 - Managerial Accounting

(IAI Major: BUS 904) Covers accounting procedures as they apply to management function of decision making, including definition of cost, methods of tracking and applying cost to production, calculation and disposition of variances from standards, budget preparations, and quantitative methods of managerial decision making. Prerequisite(s): C or better in ACCT 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 233 - Cost Accounting

(Spring Semester Only; Evening Sections Only) Examines techniques and procedures used in cost determination, with attention given to managerial use of cost data for control and decision making, and methods of data accumulation. Prerequisite(s): C or better in ACCT 132 and MATH 116 or higher. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 234 - Tax Accounting

Provides understanding of current tax laws and preparation of individual and pass-through entity returns. Prerequisite(s): C or better in ACCT 132 and MATH 116 or higher. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 235 - Intermediate Accounting I

(Fall Semester 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(s): C or better in ACCT 132. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 236 - Intermediate Accounting II

(Spring Semester Only; Evening Sections Only) Studies financial accounting theory in depth, emphasizing generally accepted accounting principles as applied in the development of accounting data and in problems of valuation issues relating to stockholders' equity, dilutive securities investments, issues related to income measurement, and preparation and analysis of financial statements. Prerequisite(s): C or better in ACCT 132. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 237 - Payroll Accounting

Studies payroll accounting theory in depth, emphasizing payroll practices and procedures, along with actual computations. Prepares students to sit for the Fundamental Payroll Certification with the American Payroll Association. Prerequisite(s): C or better in ACCT 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 238 - Data Analytics in Accounting

Studies concepts of data analytics as it applies to accounting. Emphasizes data analysis tools, visualization techniques, and analytical methods for accounting and business decision-making. Prerequisite(s): C or better in ACCT 132. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ACCT 280 - Accounting Co-Op

Provides students the opportunity to obtain further knowledge and skills related to accounting in the business field through a planned and supervised paid or unpaid experience. Students will achieve practical work experience, earn a competitive wage, and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours including a minimum 21 hours of business related courses of which at least 9 hours are in accounting, a GPA of 2.0 or better, and permission of the program coordinator. (PCS 1.2, 1-2 credit hours - 0 hours lecture, 5-10 hours lab - 80 hours must be worked for each credit hour granted)

ADCG 133 - Introduction To Architecture

Provides an overview of the Culture of Architecture. Topics include architectural education, architectural aesthetics, cultural and philosophical considerations, technical and legal aspects, and architecture as a profession. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ADCG 134 - Architectural Graphics

Presents the tools and equipment of architectural graphic communication. The concepts of projection views are learned through laboratory exercises. Emphasis is placed on the development of graphic skills that are standard in the practice of architecture. The skills learned include architectural lettering, line weights, line quality, lettering, sketching symbols, and dimensioning. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

ADCG 144 - Computer Graphics for Architects

Introduces computer graphics programs used in the architecture profession. Topics include the use and integration of computer graphics programs with architectural software. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

ADCG 150 - Sustainable Principles

Introduces the principles of sustainable design in architecture. Topics include the Leadership in Energy and Environmental Design (LEED) rating system, green energy options, and sustainable building processes. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ADCG 200 - Architectural Rendering

Presents techniques in color and pattern rendering, tools, and media used to produce architectural renderings. Architectural and basic landscape graphics are covered. Skills are developed in the use of manual and electronic media to graphically communicate concepts and ideas. Prerequisite(s): ADCG 134. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

ADCG 210 - Architectural History

Studies the influences and development of architecture from prehistoric to the 19th Century, in particular, the study of structure, aesthetics, and the language of architecture. Visual and cultural analysis of selected buildings, urban spaces, and cities, from ancient Greece to modern times; emphasizes the architectural traditions of world traditions, especially as they affect the built environment of America and the Middle West. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ADCG 232 - Architectural Design I

Involves completion of a set of plans for a commercial structure which includes conception, development, material considerations, interior space, and site considerations. Also will include electrical, plumbing, heating and air conditioning. Prerequisite(s): ADCG 134. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

ADCG 233 - Architectural Design II

Introduces architectural design theory, concepts, and principles through a series of studio-based projects. Prerequisite(s): ADCG 232. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

ADCG 255 - Revit

Introduces Revit, an object-based software package used to create architectural designs, covering building layout, structural layout, plans, elevations, schedules, detailing, and annotation. The process of creating architectural plans and models will be introduced. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

ADCG 256 - Advanced Revit

Builds on the concepts from ADCG 255. Students learn higher level Building Information Model (BIM) design concepts including project levels, structural layout, groups, links, vertical circulation, floors, roofs, exterior skin, families construction documents, and conceptual modeling. Students learn the process of creating advanced architectural plans and models. Prerequisite(s): ADCG 255. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

ADCG 258 - Architectural Building Systems

Introduces the design and construction of buildings as systems of space, structure, and environmental control that interact with environmental and cultural systems. Answers what a building is, how it is made, and why it is designed and constructed in a specific manner. Prerequisite(s): ADCG 255. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

ADCG 259 - Construction of Buildings

Continues the design and construction of buildings as systems of space, structure, and environmental control that interact with environmental and cultural systems. Students learn how a building is made and why it is designed and constructed in a specific manner. Building science and technology with an emphasis in the process of sustainable design is explored. Structural systems of buildings are broken down and examined piece by piece in order to enhance the students' understanding of what makes up a structure or dwelling. Building materials, including sustainable materials, are introduced and studied. Prerequisite(s): ADCG 258. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

ANTH 231 - Introduction To Physical Anthropology

(IAI: S1 902) Explores the search for humankind's biological and cultural origins by examining the fossil, skeletal, and genetic evidence for human evolution. Human's place in nature is examined by focusing on the physical and social behavior of mammals and primates. Cultural and technological adaptation of humans and human ancestors is reconstructed from its beginning by analyzing the archeological record. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ANTH 232 - Cultural Anthropology

(IAI: S1 901N; satisfies Human Relations Requirement) Introduces the ideas, methods, and analytical strategies of anthropology through materials focused on the diversity and dignity of human life on a world-wide scale. Taking a holistic and integrated approach, it explores how different cultures deal with the facts of human survival through economic, political, religious, family, and other social systems. Current international issues, including population growth, economic globalization, and human right of indigenous peoples are examined. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ANTH 265 - Archeology In The Field

Examines the concepts, principles and techniques used by archaeologists to reconstruct prehistoric and historic cultures. Focuses on learning field and laboratory methodologies. Prerequisite(s): Permission of instructor. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

ART 130 - Introduction To The Visual Arts

(IAI: F2 900) Surveys the visual arts (painting, drawing, printmaking, sculpture, and architecture) as they transmit cultural traditions and humanistic and aesthetic values. Examines historical, social, and technological factors that contribute to understanding the function and meaning of works of art. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ART 131 - Basic Design I

(IAI Major: ART 907) Explores the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 132 - Basic Design II

Continues investigations of the elements of design and principles of organization with an emphasis on color theory, including color relationships and color interaction. Studio projects will increase in complexity and incorporate ideas regarding artistic content. Prerequisite(s): C or better in ART 131. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 133 - Drawing I

(IAI Major: ART 904) Introduces the fundamental concepts and techniques of drawing using a variety of black and white media. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Emphasizes descriptive drawing techniques from geometric and organic objects. Includes vocabulary development, critical analysis activities, and reference to contemporary and historic models of drawing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 134 - Drawing II

(IAI Major: ART 905) (Spring Semester Only) Builds on and refines the experiences of Drawing I, focusing on a variety of media including color. Students will continue to develop fundamental drawing techniques in relation to formal concerns such as composition, line, value, and depicting the illusion of space. Students will also receive an overview of color theory and will develop skills in drawing in color through the exploration of color drawing media. Course includes vocabulary development, critical analysis through critique, and reference to contemporary and historic models of drawing. Prerequisite(s): C or better in ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 135 - Figure Drawing I

(Fall Semester Only) Explores figure drawing from observation. Students will learn to accurately render the human anatomy in terms of structure and proportion through observation of live models and additional references including casts and the human skeleton. Prerequisite(s): C or better in ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 136 - Three-Dimensional Design

(IAI Major: ART 908) (Spring Semester Only) Introduces the basic principles and elements governing work in three-dimensional (3-D) design, using a variety of materials. Assignments will require concept development and hand-building methods utilized in creating 3-D objects. The following concepts will be discussed and experienced through course assignments: relief/in the round, contour/plane, gesture, unit to whole mass/form, proportion, fabrication, modeling, emphasis, shaping, volume, carving, additive/ subtractive, scale, positive/negative light modulation, balance, movement, kinetic/static, joining/attaching, and combining unlike materials. Prerequisite(s): C or better in ART 131. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 137 - Beginning Ceramics I

Introduces basic methods of construction - pinching, coiling, slab building, and throwing on the potter's wheel. Basic technical information on clay, glaze, and kiln firing will be presented. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 138 - Beginning Ceramics II

Continues skill building on the potter's wheel, as well as hand building methods. Prerequisite(s): C or better in ART 137. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 140 - The Art Of Film

(IAI: F2 908) Introduces film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative, directorial style, cinematography, acting and editing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ART 141 - History Of Art I

(IAI: F2 901) Studies the historical development of the visual arts in Western society, including painting, drawing, printmaking, sculpture, and architecture, with a focus on major artistic styles and movements. Examines works of art as expressions of artists' ideas and beliefs within their cultural and social contexts. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ART 142 - History Of Art II

(IAI: F2 902) Studies the historical development of the visual arts in Western society, including painting, drawing, printmaking, sculpture, and architecture, with a focus on major artistic styles and movements from the pre-Renaissance to the present. Examines works of art as expressions of artists' ideas and beliefs within their cultural and social contexts. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture 0 hours lab)

ART 146 - Women In Art

(IAI: F2 907D; satisfies Human Relations Requirement) Examines selected visual art works (paintings, drawings, prints, and sculptures) that express the experience and construction of the gender identity of women across time. Surveys the roles of women in art as subjects, patrons, and artists from the Paleolithic Era to the 21st Century. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ART 151 - Beginning Photography I

Develops proficiency in picture taking, processing, and acquaints students with picture composition in the black and white medium. Students work with cameras, darkroom techniques, and shooting live events. Students explore and expand their personal vision. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 152 - Beginning Photography II

Continues exploration of black and white photography. Students develop advanced skills in camera usage, exposure and printing. Focuses on assigned projects and development of a portfolio for presentation. Prerequisite(s): C or better in ART 151. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 153 - Non-Western Art

(IAI: F2 903N; satisfies Human Relations Requirement) Surveys the visual arts (painting, drawing, printmaking, sculpture, and architecture) in selected non-western societies. 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 social and cultural ideals, beliefs, principles, and influences that have shaped their arts. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ART 233 - Advanced Drawing I

Emphasizes the continued development of naturalistic technique in drawing through the study of representational subject matter. Continues the development of aesthetic and technical understanding of drawing through projects that may include master copies, portraits, landscape, and still-life. Prerequisite(s): C or better in ART 134. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 234 - Advanced Drawing II

Emphasizes the continued development of naturalistic technique in drawing beyond Advanced Drawing I through study of representational subject matter. Continues the development of aesthetic and technical understanding of drawing at an elevated level through projects that may include master copies, portraits, landscape, and still-life. Prerequisite(s): C or better in ART 233. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 235 - Beginning Painting I

Explores the fundamental concepts of oil painting through studio work with an emphasis on technical and aesthetic development. Projects will involve still life subjects, landscape, and portraiture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 236 - Beginning Painting II

Continues development of technical skills and the ability to naturalistically render forms from the visual world using oil paint. Prerequisite(s): C or better in ART 235. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 237 - Advanced Ceramics I

Continues the development and advanced skills of the hand-building and wheel throwing methods. Emphasizes the development of a body of work approach to functional and sculptural processes, as well as experimentations with a variety of materials and processes involving techniques for decorating. Prerequisite(s): C or better in ART 138. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 238 - Advanced Ceramics II

Continues skills of the hand-building and wheel throwing methods, with an increased emphasis on individualized studio projects. Emphasizes individual research within fine art ceramics and focuses on the development of a professional portfolio. Prerequisite(s): C or better in ART 237. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 241 - Beginning Printmaking I

Introduces the fundamentals of printmaking techniques in relief and intaglio and monotype methods. Prerequisite(s): C or better in ART 131 or ART 133. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 247 - Advanced Painting I

Emphasizes the continued development of naturalistic technique in oil painting through the study of representational subject matter. Continues the development of aesthetic and technical understanding of oil paint as a medium through projects that may include master copies, portraits, landscape, and still-life. Prerequisite(s): C or better in ART 236. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 248 - Advanced Painting II

Emphasizes the continued development of naturalistic technique beyond Advanced Painting I through the study of representational subject matter. Continues the development of aesthetic and technical understanding of painting at an elevated level through projects that may include master copies, portraits, landscape, and still-life. Prerequisite(s): C or better in ART 247. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 253 - Advanced Photography I

Continues exploration of black and white photography. Develops advanced skills with various cameras, exposure, and printing. Focuses on producing work using a choice of films and printing techniques and producing a portfolio for presentation. Prerequisite(s): C or better in ART 152. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

ART 254 - Advanced Photography II

Continues exploration of black and white photography. Develops advanced skills with various cameras, exposure and printing. Focuses on alternative or experimental techniques and the development of a professional portfolio. Prerequisite(s): C or better in ART 253. (PCS 1.1, 3 credit hours - 0 hours lecture, 6 hours lab)

AUTO 140 - Orientation To Automotive Technology

Introduces various employment opportunities in the automotive industry. Includes the proper identification and use of fasteners, fittings, hand, power, cutting and precision measuring tools utilized in the automotive industry. Shop safety, Automotive Service Excellence (ASE) certification, metric and English units of measurements, interpretation of a material safety data sheet (MSDS), proper use of shop manuals and software is discussed. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

AUTO 141 - Intro to Automotiv. Eng Perf/Repair

Introduces the various engine designs and operating principles. Systems covered include ignition, fuel, exhaust, lubrication and air induction. Engine parts, gaskets, seals, terminology and basic diagnosis and repair are covered with the use of appropriate specialty tools and equipment. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

AUTO 143 - Intro. Align./Susp./Steering/Brakes

Introduces the various suspension, steering and brake designs utilized on both front-wheel and rear-wheel drive vehicles. Covers the theory, terminology and operation of the various suspension, steering and brake designs. Alignment methods for both front-wheel and four-wheel alignments are discussed. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

AUTO 145 - Intro Automot. Elec. Htng./Air Condt

Introduces theory, terminology and operating principles of electrical, heating and air conditioning systems. Stresses basic service and diagnosis of all three systems. Upon successful completion of this course, the student will have the opportunity to attempt the Motor Vehicle Air Conditioning (MVAC) refrigerant recovery certification examination. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

AUTO 147 - Intro Auto Manual Transm Drive Lns.

Introduces the theory, terminology and operating principles of various rear-wheel drive transmissions and drive line components. Drive shafts, universal joints, constant velocity joints, and rear-wheel drive automatic and manual transmissions are covered with the use of appropriate specialty tools and equipment. Prerequisite(s): C or better in AUTO 140 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

AUTO 241 - Automotive Engine Repair

(Spring Semester Only) Studies the four-stroke cycle automotive engine designs. Diagnosis and repair of oil consumption and leakage, abnormal noises, loss of power and component failure as related to the mechanical components of an engine. Shop experience includes removal and installation of automotive engines in front-wheel and rear-wheel vehicles and various types of in-chassis repairs. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 242 - Automotive Engine Performance

(Fall Semester Only) Covers the practices found in current automotive performance, diagnosis and repair businesses. Diagnosis performed on the basis of an approved procedure and problem(s) then corrected on the basis of this procedure's outcomes. Fuel, ignition, computer and emission control systems are studied. Inspection, service and maintenance procedures of these systems are performed. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment and C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 243 - Brake Systems Diagnosis And Repair

(Fall Semester Only) Focuses on the various automobile brake designs. Shop experience including replacement of linings on both disc and drum brakes, turning of drums and rotors, rebuilding of calipers, replacement of wheel and master cylinders, proper brake bleeding procedures. Diagnosis, service, and repair of anti-lock brake systems (ABS) and traction control/vehicle stability systems will be performed. Precautions in the handling of brake dust will also be presented. Prerequisite(s): C or better in AUTO 143 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 244 - Alignment, Suspension and Steering

(Spring Semester Only) Covers identification, diagnosis and repair of various types of suspension, steering and alignment designs. Shop experience utilizing specialized alignment, suspension and steering tools, computerized four-wheel alignment systems and tire balancing equipment. Prerequisite(s): C or better in AUTO 143 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 245 - Auto. Heating/Cooling & Air Cond.

(Spring Semester Only) Studies the designs and operating principles of various types of heating, cooling and air conditioning systems. Shop experience in troubleshooting, repair and service of these systems with specialized tools and equipment. Prerequisite(s): C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 246 - Electrical System Diagnosis & Repair

(Fall Semester Only) Focuses on automotive electrical systems theory and designs. Emphasizes operating principles, diagnosis, repair and/or replacement of batteries, starting and charging systems, electrical wiring harnesses, connectors, terminals, lighting and accessories. Shop experience with test equipment necessary for the diagnosis and service of electrical accessories and components. Identification of hybrid vehicle high voltage circuits and circuit disconnects (service plugs) will be performed. Prerequisite(s): C or better in AUTO 145 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 247 - Manual Drive Lines & Axle Assemb.

(Fall Semester Only) Examines the theory, design and operating principles of manual transmissions, manual transaxles, differentials, drive axles and clutches. Shop experience including the troubleshooting, removal, disassembly, service, reconditioning, assembly and installation of these components with the use of shop manuals, specialty tools and equipment. Prerequisite(s): C or better in AUTO 147 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 248 - Automatic Transmissions & Transaxle

(Spring Semester Only) Covers various automatic transmissions and transaxles theory and designs. Emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment. Prerequisite(s): C or better in AUTO 147 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

AUTO 253 - Hybrid Electric Vehicle Technology

Course covers Hybrid Electric Vehicle (HEV) safety, battery systems, internal combustion engines, drive systems, power electronics, and hybrid supporting systems. Course prepares students and/or practicing technicians for ASE L3 certification examination. Prerequisite(s): C or better in AUTO 242 or concurrent enrollment and C or better in AUTO 246 or concurrent enrollment and permission of instructor. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1 hour lab)

AUTO 279 - Advanced Engine Performance

Studies the various automotive computer control systems. Emphasizes service, diagnosis and repair of OBD I and OBD II automotive computer controlled systems. Shop experience includes utilizing specialty tools and equipment (including scan tools, lab scopes, exhaust and engine analyzers). Diagnosis and repair of foreign and domestic drivability problems is performed. Identification and service of various types of hybrid vehicles is performed following manufacturer's recommended safety precautions. Prerequisite(s): C or better in AUTO 242 and C or better in AUTO 246. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours lab)

AUTO 280 - Automotive Technology Internship

Provides a work-based training experience in one or more of the ASE automotive specialty areas selected by the automotive coordinator and student, based on the student's interests, aptitudes and goals. Internship experience emphasizes the diagnosis, service and repair of the vehicle's electronics pertaining to the specialty area(s) selected. Prerequisite(s): C or better in 15 hours of Automotive Technology courses and permission of coordinator. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked)

AVIO 131 - Introduction to Aircraft Systems

Presents the fundamentals of aerodynamics, physics of flight, aircraft control surfaces, and aircraft instrumentation. Introduces Federal Aviation Administration (FAA) regulations relating to aircraft maintenance and documentation records required to safely update and maintain aircraft systems. Reviews basic electrical and electronics knowledge as it relates to aircraft. Prerequisite(s): ELEC 133. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1 hour lab)

AVIO 132 - Basic Aircraft Wiring And Tools

Introduces the fundamentals of aircraft wiring and related tools. Covers aircraft wire and wire size systems. Teaches wire marking and numbering requirements, wire inspection and maintenance, insertion and extraction of terminated wires into various connector types, wire harness security, and connecting terminals to terminal blocks/airframe. Teaches use and care of general-purpose, soldering, and stripping, and crimping tools. Presents the types and purposes of drawings, as well as the symbols used on those drawings. Covers the location identification methods of aircraft equipment. Prerequisite(s): Prerequisite: ELEC 133. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1 hour lab)

AVIO 133 - Aircraft Communication & Control Systems

Expands upon basic electronics theory learned in previous classes. Focuses on alternating current (AC) and digital circuits and the components that make up these circuits. Explores the use of test equipment to evaluate operations of circuits. Introduces aircraft communication systems, including high frequency (HF), very high frequency (VHF), ultrahigh frequency (UHF), and radio used for satellite communications (SATCOM). Explores fundamentals of aircraft navigation and surveillance systems, both ground-based and aircraft-based. Introduces automatic flight control systems (autopilots) and their interaction with the aircraft. Reviews digital engine monitoring systems and explores basic fault resolution of these systems. Prerequisite(s): C or better in AVIO 131 and AVIO 132. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1 hour lab)

BIOL 120 - Medical Terminology

Introduces the structure and function of cells, tissues, organs, and organ systems of the human body and the suffixes, prefixes and combining forms of terms related to them. For students entering a medically-related field. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 130 - Fundamentals Of Biological Science

(IAI: L1 900L) Covers a broad overview of life science with lab experience. The course is designed for students with minimal scientific background to introduce scientific terminology and methods of investigation, as well as basic principles of the cell, reproduction, genetics, ecology, evolution, and biological diversity. The course will emphasize how these topics are related to issues facing today's society. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 131 - Biology: A Contemporary Approach

(IAI: L1 910L, BIO 910) Introduces biology and its major concepts, emphasizing the chemistry of living matter, cell biology, heredity and population genetics, and evolution. Emphasizes the use of current biological techniques and instrumentation to generate data related to class topics. This data will be used for analysis of a biological inquiry. Prerequisite(s): C or better in BIOL 130 or high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 132 - Human Biology

(IAI: L1 904L) Covers principles of structure and function associated with the human body and medical terminology, human evolutionary biology, diversity and behavior in society, biodiversity and environmental impacts, genetics, genetic disorders and social implications on genetic expression, bioethics including bioremediation and genetic engineering, the impact on societal structure and health, and maintenance of a sustainable society. Employs applicable laboratory demonstrations and activities to reinforce lecture topics. Not appropriate for majors in Biological Science. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 134 - General Botany

(IAI: L1 910L, BIO 910) Introduces the structure and physiology of plants. This course includes laboratory experience and lecture topics which survey the molecular basis of life, the form and function in the plant kingdom, the ecological roles of major plant groups, and their evolutionary relationships. Campus and greenhouse flora are studied extensively. Genetically Modified Organisms (GMO) and their potential impact on humans are discussed. The human impact on the plant biosphere and biodiversity will be emphasized. Prerequisite(s): C or better in high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 135 - General Zoology

(IAI: L1 910L, BIO 910) Introduces the diversity, structure, and physiology of animals. The course includes laboratory experience and lecture topics which survey the molecular basis of life, the form and function of the animal kingdom, the ecological and economic roles of major animal groups, and the evolutionary relationships between animals and the environment. Laboratory includes dissections, experiments, microscopic studies, and campus field trips. The role of the environment on evolutionary trends, impact of human intervention on species survival, economic uses of animals by humans, and the impact of parasitic animals on humans will be discussed. Prerequisite(s): BIOL 130 or BIOL 131 or an approved high school biology course. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 138 - Field Biology

Examines native plants and organisms in relation to their environment. Collecting techniques, student collections, species identification and field work are integral parts of the course. Prerequisite(s): C or better in BIOL 130 or BIOL 131 or high school biology. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 139 - Applied Entomology

Introduces the student to insect biology and taxonomy, the ecological and economic importance of insects, and provides an overview of integrated insect pest management as it relates to crops and other habitats. High School biology recommended. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 141 - Anatomy-Physiology I

(IAI MAJOR: BIO 920) Examines structure and function of the human body: cells and cellular processes, tissues, integumentary, skeletal, muscular, and nervous systems. Prerequisite(s): C or better in BIOL 132 (preferred) or BIOL 130 or successful completion of the L&C Dental Assisting Program with CHEM 130. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 142 - Anatomy-Physiology II

(IAI MAJOR: BIO 920) Continues BIOL 141 adding sensory, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Prerequisite(s): C or better in BIOL 141. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BIOL 145 - Natural Resources & Environmental Science

(IAI: L1 905) Introduces students to ecology and natural resources as well as topics in environmental science. Emphasizes conservation, renewable natural resources, ecological concepts, biodiversity, natural resources, and sustainability. Provides a scientific basis for understanding contemporary environmental issues and the role of biology in sustainable management of the environment. Note: This course is part of the guaranteed transfer program with the University of Illinois-Urbana/Champaign. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 161 - Biology Of Nutrition

Examines nutrition of the major food categories, and its effects on human physiology and development from early childhood through advanced years. This course involves the study of the various classes of nutrients including proteins, carbohydrates, fats, vitamins, minerals, and water, and their roles in health and disease. Cultural, social, and psychological influences on food selection and health are also studied. Physiological processes related to the digestion and absorption of nutrients are emphasized. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 162 - Human Inheritance

(IAI: L1 906) Examines genes through exploring concepts of cell and molecular biology, genetics and heredity, evolution and biotechnology. Genes and their role in protein synthesis, human disease syndromes, human behavior, biotechnology, society, and cancer will be studied. Genetic issues and scientific literacy will be emphasized. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 164 - Microbes And Society

(IAI: L1 903) Uses microbes as the model organism to emphasize the structure of scientific inquiry and the use of knowledge generated therein in the decision-making process. Selected concepts will include cell and molecular biology, 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. The course will emphasize the effect of these organisms on human society. Due to the specific focus of this course, it is highly recommended that students have prior biology background, either high school biology or BIOL 130. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 165 - Ecological Principles

(IAI: L1 905) Introduces the principles of ecology, including energy flow, ecological efficiency of organisms, ecology of populations, species diversity, biomes, succession, community ecology, nutrient cycles, and the interaction and impacts of mankind in the biosphere. Due to the specific focus of this course, it is highly recommended that students have a strong biology background. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 173 - Evolutionary Theory

(IAI: L1 907) Studies evolutionary theory including Mendelian Genetics, mutation, selection, polymorphism, genetic drifts, gene flow, adaptive radiation, origin of life and emergence of humans, micro- and macro- evolution, and punctuated equilibria. The historical and contemporary aspects of evolutionary theory on human thought are also examined. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BIOL 241 - Microbiology

Covers fundamental principles of microbiology and microbiological techniques. Prerequisite(s): C or better in BIOL 132 (preferred) or either BIOL 130 or BIOL 131 and C or better in either CHEM 130 or CHEM 131, or admission to either the Dental Hygiene or the Associate Degree Nursing program. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

BRDG 124 - TDL Integrated Math

Offers basic mathematics skills necessary for use in the transportation, distribution, and logistics (TDL) workplace and/or post-secondary education. Presents mathematics in the practical context of industries and related careers including automotive and diesel technology. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

BRDG 130 - Health Sciences Career Development

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

BRDG 131 - Health Sciences Career Development

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): Enrollment in the Adult Education Bridge to Health Sciences program and placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

BRDG 136 - TDL Career Awareness

Assists students in examining the components of career choice. Focuses on career, personal, and educational awareness as they relate to the process of career choice and/or post-secondary education. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered. Provides the opportunity for students to improve and expand their employment skills in preparation for entrance into transportation, distribution, and logistics (TDL) occupations. Emphasizes workplace communication skills for the purposes of collaboration, problem solving, and workplace relationships. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (6.0-8.9). (PCS 1.7, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

BRDG 137 - TDL Career Awareness

Assists students in examining the components of career choice. Focuses on career, personal, and educational awareness as they relate to the process of career choice and/or post-secondary education. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered. Provides the opportunity for students to improve and expand their employment skills in preparation for entrance into transportation, distribution, and logistics (TDL) occupations. Emphasizes workplace communication skills for the purposes of collaboration, problem solving, and workplace relationships. This course is repeatable up to three times for a maximum of twelve credit hours. Pass/Fail grades will be given. Prerequisite(s): Enrollment in Adult Education Bridge to TDL program, placement by Test of Adult Basic Education (9.0-12.9). (PCS 1.8, 0.5-3 credit hours - 0.5-3 hours lecture, 0 hours lab)

BRDG 140 - Integrated Study Skills

Presents college study skills including effectively using texts, creating study schedules, listening, note-taking, and preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course or a Career and Technical Course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. This is a variable credit course and is repeatable three times. The amount of credit awarded shall be one to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be twelve credits. Prerequisite(s): None. (PCS 1.7, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

BRDG 141 - Integrated Study Skills

Presents college study skills including effectively using texts, creating study schedules, listening, note-taking, and preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course or a Career and Technical Course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. This is a variable credit course and is repeatable three times. The amount of credit awarded shall be one to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be twelve credits. Prerequisite(s): None. (PCS 1.8, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

BRDG 152 - Construction Math

Presents mathematics in the practical context of careers in construction trades. Develops skills in math as they relate to the construction industry, including but not limited to, business, financial planning, and hands on tool usage. Reviews arithmetic as it applies to the construction trades. Covers fractions, decimals, percentages, negative numbers, radicals, averages, estimation, rounding, scientific notation, ratios, proportions, graphic representations, basic algebraic expressions, solving linear expressions with one or multiple variables, graphing linear equations with two variables, practical geometry, and trigonometry. Students will also learn basic problem solving in a real-world setting and learn how to decipher simple and complex word problems. This class is team taught by an Adult Education instructor and a Vocational Instructor. Prerequisite(s): Enrollment in Adult Education Construction Careers program, placement by Test of Adult Basic Education or CASAS (8.9 or below). (PCS 1.7, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

BRDG 153 - Construction Math

Presents mathematics in the practical context of careers in construction trades. Develops skills in math as they relate to the construction industry, including but not limited to, business, financial planning, and hands on tool usage. Students will review arithmetic as it applies to the construction trades. Covers fractions, decimals, percentages, negative numbers, radicals, averages, estimation, rounding, scientific notation, ratios, proportions, graphic representations, basic algebraic expressions, solving linear expressions with one or multiple variables, graphing linear equations with two variables, practical geometry, and trigonometry. Students will also learn basic problem solving in a real-world setting and learn how to decipher simple and complex word problems. This class is team taught by an Adult Education instructor and a Vocational Instructor. Prerequisite(s): Enrollment in Adult Education Construction Careers program, placement by Test of Adult Basic Education or CASAS (9.0-12.9). (PCS 1.8, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

BUSN 131 - Introduction To Modern Business

Makes a factual and informative survey of American business. Principles and practices governing the operation of modern businesses are covered. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 141 - Business And The Legal Environment

Provides introductory overview of the interaction between law and business through presentation of both private and public law in the context of the political, historical, and socioeconomic environment within which both law and business operate. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 145 - Warehouse Safety Training

Presents the foundations required for awareness of safety in the workplace. Prepares students to recognize and react to unsafe environments. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

BUSN 151 - Planning For Small Business

(Fall Semester Only; Evening Sections Only) Introduces the principles of planning and managing a small business. Teaches the essential components of business plans, including market research, financial planning, and strategic development. Includes legal considerations, funding options, and operational strategies necessary for launching and sustaining a successful small business. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 161 - Issues in E-Commerce & Social Media

(Online Sections Only) Provides an overview of the technologies and business procedures of electronic commerce. Addresses basic issues that must be resolved in order to successfully implement an Internet presence with a new or existing business entity, emphasizing the three major driving forces behind e-commerce: technology change, business development, and social issues. Focuses on identifying appropriate hardware and software options. Includes coverage of marketing and social and legal issues associated with doing business on the Internet. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 181 - Personal Finance

Explores the fundamental elements of personal financial decisions. Introduces the following topics: time value of money, spending plans, credit, income taxation, insurance, investments, and related concepts. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 187 - Financial Investments

Deals with personal and business investment opportunities and decisions. Investment alternatives surveyed: stocks, bonds and funds. Various analytical techniques are applied as the basis for individual investor and manager decisions. Addresses the use of advisory and brokerage services, the regulation and operation of major securities markets, and security valuation. Prerequisite(s): C or better in MATH 116. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 215 - Business Software Applications

(IAI Major: BUS 902) Designed primarily for students planning to major in business. Acquaints and trains students in the use of full-featured business software focusing primarily on spreadsheets and database management with introductions to a variety of programs to include but not limited to word processing and presentation software. Prerequisite(s): C or better in ACCT 132, MATH 145 or MATH 235. Concurrent enrollment in MATH 235 may be allowed; subject to department coordinator and instructor approval. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 242 - Entrepreneurship Everywhere

Introduces entrepreneurship and focuses on entrepreneurial skills applicable across diverse fields or endeavor. Studies the complete entrepreneurship lifecycle including opportunity recognition, industry analysis, business formation, legal structures, financial management, human resources, marketing, operations, and exit strategies. Requires students to develop a comprehensive business plan to gain practical knowledge about starting and operating entrepreneurial ventures. Prepares students to think entrepreneurially, evaluate business opportunities, and understand the process involved in launching and managing new ventures. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 245 - Entrepreneurship and E-Commerce

Studies digital and e-commerce entrepreneurship using lean startup methodologies. Emphasizes conducting pre-business feasibility studies, developing digital business models, and launching online ventures through iterative testing and customer development. Teaches strategy development, financial management for digital businesses, hypothesis-driven experimentation, website and e-commerce platform development, digital marketing, and online operations management. Integrates Business Model Canvas, customer validation processes, search engine optimization, web analytics, and product launch strategies. Requires students to develop comprehensive e-commerce business plans and gain to practical experience in digital entrepreneurship. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

BUSN 280 - Business Co-Op I

Provides students the opportunity to obtain further knowledge and skills related to the business field through a planned and supervised paid or unpaid work experience. Students will achieve practical work experience, and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours, including a minimum of 21 hours of business related courses, and a GPA of 2.0 or better and permission of program coordinator. (PCS 1.2, 1-2 credit hours - 0 hours lecture, 5-10 hours lab - 80 hours must be worked for each credit hour granted)

CDEV 130 - Career Development

Focuses on integrating career development into important life choices. Emphasis is given to helping students learn the skills involved in developing career awareness, making career decisions, and taking career action. For elective credit only. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CDLA 160 - Tractor/Trailer Driver Training

Prepares individuals with little or no commercial driving experience for a career in tractor/trailer driving. The course includes Commercial Driver's License learner's permit and endorsement preparation, Department of Transportation rules and regulations, log book management, map reading, trip planning, and complete vehicle training to prepare the individual for an entry level position in the trucking industry. Prerequisite(s): Instructor permission. (PCS 1.6, 7 credit hours - 3.5 hours lecture, 7 hours lab)

CDLB 160 - Class B Truck Driver Training

Prepares individuals with little or no commercial driving experience for a career in Class B commercial truck driving. The course includes Commercial Driver's License (CDL) learner's permit and endorsement preparation, Federal Motor Carrier's rules and regulations, log book management, map reading, trip planning, and complete vehicle training to prepare the individual for an entry level position in the trucking industry. Prerequisite(s): Instructor permission and concurrent enrollment in TRUC 111, TRUC 112, TRUC 113, and TRUC 114. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

CGRD 110 - Videogame: Theory and Design

Provides an overview of video gaming and game development. Includes gaming history, videogame design, psychological, sociological, physiological, and economic aspects of videogames and gaming. Emphasizes the deconstruction and critique of popular console videogames and genres. Also examines gaming trends to answer the question "What's next?" Prior videogame experience is recommended, but not required. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 140 - Digital Photography

Introduces the concepts and techniques of digital photography and digital images manipulation. Teaches students how to get the most out of their digital camera by focusing on topics such as resolution, camera operation, composition, creative techniques, image editing, and restoration. Also covers image printing and online sharing. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 142 - Adobe Photoshop

Introduces the manipulation of images and creation of digital design using graphics-editing skills. Emphasis on learning to use the Adobe Photoshop app and developing skills that include working with palettes, tools, layers, and color to edit and create images and designs for print and web. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 144 - Adobe Illustrator

Introduces the creation and presentation of quality charts, graphs, graphics, and typographic designs. Emphasis is on learning to use the Adobe Illustrator software tools and developing skills which are necessary for effective communication of ideas through the creative use of layout and color, typography, and graphic design. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 150 - Desktop Publishing Using InDesign

Introduces the creation and design of desktop publishing documents using page layout skills. Emphasizes the Adobe InDesign app and developing skills that include the setup and layout of desktop publishing (DTP) projects from creation to electronic publishing or print. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 161 - Graphic Design I

(Spring Semester Only) Introduces basic design principles with emphasis on typography, illustration, and publication design. Students will be exposed to the process of achieving the maximum impact of graphic communication using specific design principles. Prerequisite(s): C or better or concurrent enrollment in CGRD 142 and CGRD 144. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 162 - Graphic Design II

(Fall Semester Only) Builds on basic design, emphasizing typography, illustration, symbol, logo, poster, and publication design through the use of computer applications and design principles. Assignments will include graphic design challenges focusing on the functional and aesthetic use of parts, form, color, and typography; and an exploration of the kind of strategic thinking that leads to effective visual communication. Prerequisite(s): C or better in the following: ART 131, CGRD 150, and CGRD 161. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 240 - 3D Modeling And Animation

Introduces the concepts and process of 3D animation utilizing advanced computer software. Students will master a variety of 3D skills, including modeling, surfacing, and rendering video. Basic keyboarding and Windows skills are recommended. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CGRD 241 - Advanced Digital Photography

Continues the development of digital photography skills and the editing of digital images. Students gain an advanced understanding of camera operation, indoor and outdoor lighting strategies, composition, digital image manipulation, printing techniques, and the presentation of digital photographs. Focuses upon a variety of hands-on projects, in-class critiques, and the development of a portfolio. Prerequisite(s): CGRD 140. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 242 - Advanced Adobe Photoshop

Builds on the fundamentals of CGRD 142 to create and manipulate digital images. Advanced techniques are demonstrated to enhance current skills such as adjusting images, correcting color, using layers, using layer effects, applying filters, using channels, and importing and exporting images. Applies digital images to print, multimedia, and the Internet. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): C or better in CGRD 142. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 243 - Marketing Creative Portfolios

Acquaints computer graphics and web design students with the steps necessary to make professional contacts, prepare for meetings and interviews, and negotiate for their financial future. Students will present program work in electronic and traditional portfolios. Prerequisite(s): CGRD 262 (or concurrent enrollment) or WEB 150 (or concurrent enrollment). (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 244 - Advanced Adobe Illustrator

Continues CGRD 144 the creation and manipulation of digital illustration using Adobe Illustrator. Demonstrates advanced techniques to enhance current skills such as advanced text techniques, page layout, effects and appearances, perspective, masking, compounding paths, blends and gradient meshes, graphs, patterns, and preparing graphics for web use. Applies digital illustration to print, multimedia, and the Internet. This course may be taught in an individualized learning format in which case an instructor is with the students to facilitate the learning process. Prerequisite(s): C or better in CGRD 144. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 250 - Advanced Adobe InDesign

Continues CGRD 150 and emphasizes advanced design and publication production techniques, including art/graphics and page layout and output. Prerequisite(s): C or better in CGRD 150. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 260 - Advanced 3D Modeling And Animation

Familiarizes students with the modeling of detailed objects and environments, as well as the animation of complex sequences and events. Students will learn to make proper use of sound for, as well as learn to add special effects to, rendered projects. Prerequisite(s): C or better in CGRD 240. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 262 - Graphic Design III

(Spring Semester Only) Integrates the knowledge and skills previously learned in the program. Students develop, manage, and execute various projects from the initial design stage through the web and prepress completion. Emphasizes the skills associated with designer-client communication and verbal presentation of the finished product. Students will prepare a professional portfolio of graphic design pieces Prerequisite(s): C or better in ART 132 and CGRD 162. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

CGRD 264 - Computer Graphics Cooperative

Supplements class work with on-the-job experience in a computer graphics position for the Graphic Design certificate/degree candidate. Prerequisite(s): C or better in all CGRD first through third semester required courses; permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked)

CHDV 131 - Introduction To Child Development

Provides an overview of early childhood care and education, including the basic values, structure, organization, and programming in early childhood. Students explore their own relationship to the early childhood field and are required to observe in a variety of settings. Prerequisite(s): Qualify for ENGL 131 or ENGL 137. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 133 - Child Growth And Development

(IAI Major: ECE 912) (Spring Semester Only) Examines the theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development with an examination of current research and major developmental theories. Explores child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society with an emphasis on the implications for early childhood professional practice. Encompasses birth through age eight and may include pre-adolescents. Field observations are required. Prerequisite(s): ENGL 131 or ENGL 137 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 136 - Exceptional Child

(IAI Major: ECE 913) Spring Semester Only Provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Explores current issues, including educational implications for children with special needs, their families, and the community. Identification methods, intervention strategies, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act (IDEA), Individualized Family Service Plan (IFSP), Individualized Education Plan (IEP), and inclusive programs. Fulfills requirements of school Code, Article 21, 2a. Prerequisite(s): C or better in ENGL 131 or ENGL 137. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 137 - Observation & Assessment Of Children

Fall Semester Only Demonstrates how to do authentic, alternative, classroom based assessment on young children. Provides knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students will engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students learn about and explore a variety of age-, individually-, linguistically-, and culturally-appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests and needs from birth through age 8. Ten hours of field observation are required Prerequisite(s): ENGL 131 or ENGL 137 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 139 - Health, Safety, and Nutrition

Provides an overview of the health, safety, and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Includes roles and responsibilities of adults in meeting children's diverse needs; the promotion of healthy lifestyle practices; understanding common childhood illnesses and injuries; meeting health, safety, and nutrition standards; and planning nutritious meals that are appropriate for each child. Prerequisite(s): Qualify for ENGL 131 or ENGL 137. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 142 - Infant/Toddler Care

Covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development; positive early learning experiences; supporting and engaging diverse families; providing safe, warm, and nurturing interactions; and the application of the NC Foundations for Early Learning and Development. Demonstrates responsive planning, respectful relationships, and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally-, linguistically-, and ability-diverse children birth to 36 months. Prerequisite(s): Qualify for ENGL 131 or ENGL 137. (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(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 160 - Teaching Math in Early Childhood

(Spring and Summer Only) Concentrates on providing Early Childhood teachers with the knowledge, skills, techniques, and strategies necessary to incorporate mathematical concepts through developmentally appropriate practice into the curriculum of early childhood programs. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 170 - Discovering Montessori

Introduces the Montessori philosophy and methodology for educating children 3 to 6 years old. Provides learners with the knowledge and skills needed to create environments for children in the early years where the focus is on the child as an active agent of his/her own education. Using knowledge of Montessori Educational philosophy, students will investigate how best to offer children creative and interactive environments conducive to the development of life skills and executive functions. This course will highlight the importance of sensory and concrete learning activities, literacy and numeracy skills, and inclusive practice. Prerequisite(s): Qualify for ENGL 131. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 232 - Curriculum For Young Children

(Fall Semester Only) Introduces the student to planning a developmentally appropriate curriculum for the preschool child. It includes development and practice in using various methods and materials that concentrate on the areas of language, cognitive, physical, and social/emotional growth. Prerequisite(s): CHDV 131, CHDV 133, and CHDV 137; a grade of C or better in all CHDV classes; and concurrent enrollment in CHDV 234. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 234 - Children's Laboratory

Fall Semester Only Provides practical application of evidence-based practices on early childhood education principles and theories. Students work with diverse young children and families in early childhood settings under supervision. Six hours of lab work will be required each week in a licensed program. Prerequisite(s): CHDV 131, CHDV 133, and CHDV 137; a grade of C or better in all CHDV courses; and concurrent enrollment in CHDV 232. (PCS 1.2, 3 credit hours - 0 hours lecture, 6 hours lab)

CHDV 236 - Admin. Of A Child Development Prog.

(Fall Semester Only) Examines current trends in organizing and administering a child development program. Includes policy formation, personnel selection and supervision, budgeting and record keeping, purchasing and facilities, state licensing standards, and program evaluation techniques. Prerequisite(s): Minimum of twelve CHDV hours with a grade of C or better, or permission of program coordinator. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 238 - Family, School & Community Relations

(Spring Semester Only) Focuses on the child in the context of family, school and community. The contemporary American family will be discussed, with emphasis on the family interactions which largely dictate the child's behavior and way of relating to people. Includes knowledge of other cultures, the diversity of lifestyles, issues of communication, and the role of the school and community as social agents within our changing society. Students will gain an understanding of the child development professional's role in strengthening family/child relationships through effective use of community resources. Prerequisite(s): Qualify for ENGL 131 or ENGL 137. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CHDV 240 - Seminar In Child Development

Spring Semester Only Provides discussion, study, and evaluation of current theories, issues, and trends in child development. Focuses on challenges in the practical application of these areas. Prerequisite(s): C or better in all CHDV courses and concurrent enrollment in CHDV 271. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

CHDV 271 - Child Development Internship

Spring Semester Only Provides an opportunity to participate as a teacher in early childhood settings/programs. The student will apply prior learning in two diverse and varied settings serving young children and families. The student will engage in every phase of the program under the direction of qualified supervising teachers and will complete lessons, units, and other required assignments throughout their practicum/student teacher placement. Individual conferences, reports, projects, and seminar sessions are also integral parts of this course. Prerequisite(s): CHDV 234, a grade of C or better in all CHDV courses, concurrent enrollment in CHDV 240, and permission of the program coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

CHDV 272 - Director Credential Internship

Provides an opportunity to develop skills necessary to be an effective childcare center director or administrator. Applies prior learning and provides experience in early childhood leadership and administrative skills. Offers training in day-to-day operations, communicating with families, sharing community resources, and facilitating staff development. Prerequisite(s): CHDV 236, a grade of C or better in all CHDV courses, and permission of the program coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 300 hours must be worked)

CHEM 121 - General Chemistry I - Recitation

Involves students in participatory activities as a follow-up to and reinforcement of concepts and information presented in CHEM 141. Activities include group work, practice problems, homework, review, discussion, and some follow-up lecture material. Note: Withdrawal from CHEM 121 requires withdrawal from CHEM 141. Prerequisite(s): Concurrent enrollment in CHEM 141. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

CHEM 122 - General Chemistry II - Recitation

Involves students in participatory activities as a follow-up to and reinforcement of concepts and information presented in CHEM 142. Activities include group work, practice problems, homework, review, discussion, and some follow-up lecture material. Note: Withdrawal from CHEM 122 requires withdrawal from CHEM 142. Prerequisite(s): Concurrent enrollment in CHEM 142. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

CHEM 130 - Fund Of Gen, Organic & Biochemistry

(IAI: P1 903L) Presents the basic concepts of chemistry including methods and units of measurement, atomic theory, chemical bonding, chemical reactions, solutions, acids and bases, organic chemistry, and biologically important compounds and processes. Designed for students who are preparing for various allied health programs and others requiring an understanding of general, organic, and biochemistry. Not a replacement for CHEM 131. Prerequisite(s): C or better in either MATH 112, MATH 124, or placement by exam into MATH 116. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

CHEM 131 - Introduction To Chemistry I

(IAI: P1 902L) Examines chemical and physical properties of elements and compounds as they are related to atomic structure, bonding and periodic chart; solutions, stoichiometry and acid-base theory. Prerequisite(s): C or better in MATH 116 or placement into MATH 131 or above. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

CHEM 141 - General Chemistry I

(IAI: P1 902L, CHM 911) Covers fundamental principles, as in CHEM 131, but at a higher level and with more quantitative applications as well as more detailed descriptions of the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermochemistry, the gaseous state, basic concepts of the liquid and solid states, solutions, and acid and bases. Prerequisite(s): C or better in high school chemistry or C or better in CHEM 131; C or better in MATH 131; and concurrent enrollment in CHEM 121. Note: Withdrawal from CHEM 141 requires withdrawal from CHEM 121. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

CHEM 142 - General Chemistry II

(IAI Major: CHM 912) (Spring Semester Only) Continues CHEM 141 by introducing topics which include: bonding, solutions, acids and bases, thermodynamics, kinetics, equilibrium, electrochemistry, and coordination chemistry. Note: Withdrawal from CHEM 142 requires withdrawal from CHEM 122. Prerequisite(s): C or better in CHEM 141 and concurrent enrollment in CHEM 122. (PCS 1.1, 5 credit hours - 4 hours lecture, 3 hours lab)

CHEM 261 - Organic Chemistry I

(IAI Major: CHM 913) Examines fundamental principles of organic chemistry, stressing nomenclature, physical properties, stereochemistry, preparation, reactions, mechanisms, and structure of organic compounds. Prerequisite(s): C or better in CHEM 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CHEM 262 - Organic Chemistry Laboratory

(IAI Major: CHM 913) Introduces laboratory techniques and experiments in organic chemistry. Students gain experience in the synthesis, extraction, purification, and identification of a variety of organic compounds. Prerequisite(s): C or better in CHEM 261 or concurrent enrollment. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

CHEM 263 - Organic Chemistry II

(IAI Major: CHM 914) Continues CHEM 261 including the chemistry of heterocycles, polymers, and aromatic compounds; and the interpretation of NMR, IR, and mass spectra. Prerequisite(s): C or better in CHEM 261. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CHEM 264 - Organic Chemistry Laboratory II

(IAI Major: CHM 914) Introduces laboratory techniques and experiments in organic chemistry. Students gain experience in the synthesis, extraction, purification, and identification of a variety of organic compounds. Prerequisite(s): C or better in CHEM 262, and C or better or concurrent enrollment in CHEM 263. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

CIS 135 - Computer Literacy

(IAI Major: BUS 902) Acquaints students with essential computer hardware components and their specifications and guides them in the use of operating systems and file management as they learn word processing, spreadsheet, database management, and presentation software. The Internet will be used as a valuable resource throughout this course, including the use of search engines, email, and cloud storage. (Keyboarding recommended.) Prerequisite(s): None. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

CIS 144 - Systems Analysis And Design

Introduces systematic methodologies for problem analysis needed to create an information system. Students study information-gathering techniques such as interviewing, questionnaire design, and sampling. Students learn to examine the economic, technologic, and operational feasibility of proposed information systems projects to evaluate system improvements. Methods studied include the System Development Life Cycle, Project Management techniques, Data Flow Diagrams, Data Dictionaries, and Structured English. Prerequisite(s): C or better in CIS 135 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CIS 177 - Python For Security Administration

Introduces the fundamentals of the Python programming language and develops business applications written in Python. Procedural programming topics include input, processing, output, variables, decision and repetition structures, functions lists, and functions written in Python. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declaration. Includes an introduction to collections and language integrated queries. Students will develop an understanding of offensive computing concepts and practical implementation of those concepts. Investigation forensic artifacts and/or analyzing network traffic topics will also be covered. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CIS 210 - Java Programming

(IAI Major: CS 911) Introduces computer programming through problem-solving techniques and algorithm development in an object-oriented environment. Subject matter will include storage, operators, and control structures and their integration into object-oriented programming leading to fully designing, coding, testing, and maintaining programs. Prerequisite(s): MATH 116. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

CIS 235 - C++ Programming

(IAI Major: CS 911) Introduces computer programming through problem-solving techniques and algorithm development in an object-oriented environment. Subject matter will include storage, operators, and control structures and their integration into object-oriented programming leading to fully designing, coding, testing, and maintaining programs. Prerequisite(s): MATH 116. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

COLL 130 - College Orientation

Introduces students to college services, policies, and study skills. Identifies students' responsibilities and presents methods to achieve success. Assists students' transition to college life and provides guidance in making individual decisions. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

COLL 131 - New Student Experience

Introduces students to student support services, policies, and study skills. Identifies students' responsibilities and presents methods to achieve success. Assists students' transition to college life and provides guidance in making individual decisions through course work and intrusive advising. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

COOP 131 - Cooperative Education Experience I

Provides students the opportunity to obtain further knowledge and skills in her/his field through a planned and supervised work experience. Students will apply what has been learned in the classroom to actual work situations, gaining practical work experience. This course is a variable credit course. Prerequisite(s): None. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted)

COOP 231 - Cooperative Education Experience II

Provides students the opportunity to obtain further knowledge and skills in her/his field through a planned and supervised work experience. Students will apply what has been learned in the classroom to actual work situations, gaining practical work experience. This course is a variable credit course. Prerequisite(s): COOP 131. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted)

CRMJ 131 - Intro To American Criminal Justice

(IAI Major: CRJ 901) (Fall Semester Only) Offers preliminary framework for pre-service criminal justice students. Views American penal justice from the perspective of the total crime problem. Criminal justice originates with the police who are charged with the responsibility of direct enforcement. Involves the courts; and leads to corrections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 133 - Crime Prevent And Patrol Techniques

(Fall Semester Only) Studies responsibilities and powers of uniformed patrol officers, patrol procedures, mechanics of arrest, operations during civil disorders and disasters, and effective methods and techniques for control and prevention of adult and juvenile crimes. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 141 - Criminology

(IAI Major: CRJ 912) (Spring Semester Only) Covers the multi-disciplinary study and analysis of the nature, causes, and control of crime; the measurement of crime; and the interactive roles of the system, victim, and offender. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 145 - Understanding Serial Killers

Studies serial murderers and their victims to understand what might lead a person to commit these crimes, the systemic factors that influence serial offending, and law enforcement's ability to solve them. Introduces students to the behaviors and profiles of the individuals responsible for committing serial murders. Explores victims' perspectives and how experts profile serial killers, motives, and prison sentences. Also discusses how serial killings influence society. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 148 - Criminal Law

(Fall Semester Only) Reviews theory, history and purposes of criminal law; local, state and federal laws, their development, application and enforcement; rules and types of evidence. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 151 - Intro To Corrections

(IAI Major: CRJ 911) (Fall Semester Only) Provides an overview of the correctional system: courts, detention, sentencing, adult institutions, probation, parole, and staffing and personnel issues. This course will be an active and interactive learning experience. Students will use the lecture and reading material to build a framework for understanding current sentencing and correctional practices. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 160 - Computer Forensics

Explains how computers and networks function, how they can be involved in crimes, and how they can be used as the source of evidence. Also, through the application of hands-on computer technology, the aim is to educate students and professionals in law enforcing, forensic science, and in computer security about digital evidence and computer crime. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CRMJ 249 - Criminal Court Procedures

(Spring Semester Only) Continues CRMJ 148, identifies and classifies criminal offenses and court decisions. Prerequisite(s): CRMJ 148. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 252 - Constitutional Law-Criminal Justice

(Spring Semester Only) Studies constitutional limitations on criminal investigation and surveillance; limitations on criminal procedures; personal freedoms, civil rights, and litigation. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 254 - The Juvenile Offender

(IAI Major: CRJ 914) (Spring Semester Only) An overview and analysis of the juvenile justice system in the United States. Covers the history and the philosophies of society's reaction to juvenile behavior. Examines the interactions among the police, courts, and correctional systems within the context of causation and control. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 256 - Crime And Popular Culture

Examines images of crime and justice in popular culture and considers the sources of these popular culture accounts. Studies the influence that popular culture has on our understanding of crime and criminal justice policy. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 260 - Criminal Justice and Mental Health

Examines the impact of individuals diagnosed with mental illness in the criminal justice system, including history, theory, and application. Analyzes both civil and criminal court proceedings and the effects of judicial decisions on the individual and the court system. Explores issues surrounding mental health law and its impact on society, the individual, and law enforcement. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 262 - Criminal Justice Ethics

Explores the ethical dilemmas, responsibilities, and decision-making processes faced by professionals within the criminal justice system. Examines foundational theories of ethics and apply them to real-world issues in law enforcement, the courts, and corrections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 265 - Criminal Investigation

(Fall Semester Only) Investigates basic criminal investigation methods, theory and application. Studies the criminal act and its investigation; process of fact gathering; problems of proof; recognition, collection, preservation and development of criminal evidence. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

CRMJ 267 - Forensics: Trace Evidence Analysis

Introduces students to the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. Prerequisite(s): CRMJ 265. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

CRMJ 271 - Criminal Justice Internship

Provides criminal justice-related work-based learning experiences. Exposes students to qualifications and requirements of agencies and gives them experience to meet those requirements upon graduation. Prerequisite(s): Completion of six Criminal Justice courses with a grade C or better, and permission of program coordinator. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

CRMJ 275 - Problems In Criminal Justice

For pre-service and in-service students in Criminal Justice. In-depth study of a specific problem in Criminal Justice under the close supervision of a faculty member. This course is a variable credit course. Prerequisite(s): Permission of instructor. (PCS 1.2, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

DASC 131 - Introduction to Data Science

Explores the fundamentals of data science using modern programming tools and software. Applies the data science workflow including importing, cleaning, transforming, and visualizing data, to uncover insights and communicate findings effectively. Topics include data wrangling, exploratory data analysis, ethical considerations in handling data, and basic statistical inference. Emphasizes hands-on learning through real-world datasets and projects designed for students with no prior programming experience. Builds foundational skills for working with data in a variety of fields. Prerequisite: C or better in MATH 116, 16B, or 118, or successful completion of the QL/Stats transitional math course (TM-002) or the STEM transitional math course (TM-001) at an approved high school, or placement by exam. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

DENT 131 - Dental Biology

(Fall Semester Only) Covers microbiology as it relates to infection control in the dental office; basic information on human anatomy & physiology; presents pharmacology as it relates to the dental practice. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

DENT 132 - Pathology I

(Spring Semester Only) Presents pathology and medical emergencies as they relate to the dental practice. Prerequisite(s): C or better in DENT 131. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 134 - Preclinical Orientation

(Fall Semester Only) Emphasizes taking and recording medical histories, including classifying and charting of dental anomalies. Provides information on the history, ethics, and legal concerns of dentistry. Includes the educational requirements and professional affiliations for the dental health team. Discusses dental psychology, patient communication skills, and the treatment of the special patient. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 136 - Orofacial Anatomy

(Fall Semester Only) Includes concepts of dental nomenclature, tooth development, anatomy and function of oral structures, tooth coding, and occlusion. Emphasizes taking and recording vital signs, managing medical and dental emergencies, assisting with and recording of a soft tissue extraoral/intraoral exam, and principles of patient oral hygiene instruction. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2.5 hours lecture, 1.5 hours lab)

DENT 137 - Oral Histology And Embryology

(Spring Semester Only) Studies oral embryologic development and microscopic orofacial organs and structures. Prerequisite(s): C or better in DENT 131. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 143 - Dental Office Management

(Spring Semester Only) Emphasizes management of office policy and procedures, telephone techniques, appointment control, documentation of patient services, insurance forms, records management, and ordering and inventory of supplies. The laboratory phase includes computer exercises that provide hands-on experience with dental practice management software. The course also emphasizes career readiness and employment strategies that include the construction of a resume, cover letter, and professional portfolio as aids to gaining employment. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1.5 hours lab)

DENT 144 - Dental Materials

(Fall Semester Only) Introduces the student to the physical properties, manipulations, and applications of dental materials used in taking impressions, constructing study casts, and formulating restorative materials and replacing or protecting structures within the oral cavity. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3.5 credit hours - 2.5 hours lecture, 3 hours lab)

DENT 148 - Dental Specialties

(Spring Semester Only) Studies theoretical and practical implementation of the following dental specialties: oral maxillofacial surgery, orthodontics, endodontics, prosthodontics, periodontics, and pediatric dentistry Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours lab)

DENT 150 - Dental Radiology

(Fall Semester Only) Includes the theoretical principles and biological effects of radiation. Stresses correct methods of exposing, processing, and mounting intraoral and extraoral radiographs for diagnostic purposes. Includes principles of digital and extraoral radiography, and radiographic interpretation. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

DENT 152 - Preventive Dentistry

(Spring Semester Only) Elaborates on the causes and treatments of dental caries and periodontal disease with emphasis on diet, nutrition, and proper home care; stresses the role of preventive dentistry through fluoridation, caries etiology tests and plaque control techniques; includes information on dental public health and school-based dental health programs. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours lab)

DENT 153 - Operative Procedures

(Fall Semester Only) Emphasizes dental office infection control and Occupational Safety and Health Administration (OSHA) guidelines. Also includes the importance of proper chair-side dental assisting techniques and procedures in operative and specialty areas and maintenance of dental instruments and equipment. Prerequisite(s): Admission to the Dental Assisting Program. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

DENT 154 - Clinical Practice

(Spring Semester Only) Assigns students to various cooperative training experiences including general dentistry, dental specialties, and the Southern Illinois University-School of Dental Medicine. Weekly seminars provide the student with the opportunities to discuss extramural activities and allow for preparation of National Boards. Prerequisite(s): C or better in the following: DENT 131, DENT 134, DENT 136, DENT 144, DENT 150, and DENT 153. (PCS 1.2, 5 credit hours - 1 hour lecture, 20 hours lab - 320 hours must be worked)

DENT 231 - Pharmacology

(Spring Semester Only) Provides knowledge of therapeutic agents used in dentistry and the mechanisms of drug action in the body, enabling students to comprehend the manifestations of drug administration in dental hygiene. Prerequisite(s): Admission to the Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 232 - Pathology II

(Fall Semester Only) Includes information on pathology, inflammation, immunity, and repair, with special emphasis on the gingiva and periodontium; prepares the dental hygiene student to detect and record abnormal findings. Prerequisite(s): Admission to the Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 233 - Nutrition And Oral Health

Provides the fundamentals of general nutrition with emphasis on the interrelationship between nutrition and oral health. Examines current, relevant topics specific to different life stages and states of health. Prerequisite(s): Admission to the Dental Hygiene Program and a grade of C or better in BIOL 141, BIOL 142, CHEM 130, DENT 231, and DENT 232. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 234 - Preclinical Dental Hygiene I

(Fall Semester Only) Introduces the student to instrumentation principles and skills essential to dental hygienists in patient assessment and treatment. Prerequisite(s): Admission to the Dental Hygiene Program. (PCS 1.2, 5 credit hours - 2 hours lecture, 9 hours clinical)

DENT 248 - Periodontology

(Spring Semester Only) Studies historical development; includes histologic and clinical characteristics of periodontal diseases; normal, pathological, and etiological considerations are discussed; current research in different types of therapy are applied to clinical practice. Prerequisite(s): Admission to the Dental Hygiene Program. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 250 - Dental Hygiene Clinic Seminar I

(Spring Semester Only) Provides instruction in advanced dental hygiene skills including periodontal examination and debridement, radiograph interpretation, intraoral camera use, ultrasonic scaling, air abrasive polishing, and sulcular irrigation techniques. Emphasizes analysis and decision-making in periodontal assessment and treatment planning, including the role of interprofessional collaboration. Also includes counseling the dental hygiene patient on tobacco control and nutrition. Prerequisite(s): DENT 234 with a C or better. (PCS 1.2, 3.5 credit hours - 2 hours lecture, 4.5 hours lab)

DENT 251 - Dental Hygiene Clinic Seminar II

(Summer Only) Introduces the dental hygiene student to the oral needs of the following: the patient with a neurodevelopmental disorder, the patient with a disability, the patient with a history of substance abuse, the patient with psychiatric disorders, the geriatric patient, the pregnant patient, the patient with cardiovascular disease, and the cleft lip/palate patient. The role of interprofessional collaboration is discussed. Special emphasis is placed on the recall/maintenance phase of dental hygiene care. In addition, the topics of margination/overhang removal and hypersensitivity will be discussed. Prerequisite(s): C or better in DENT 250. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 252 - Community Oral Health

(Spring Semester Only) Studies concepts of health education and promotion, community dental health and public health dentistry; and assessment, planning, implementation, and evaluation of community oral health programs. Prerequisite(s): Admission to the Dental Hygiene Program. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1.5 hours lab)

DENT 253 - Dental Hygiene Clinic Seminar III

Introduces the dental hygiene student to the oral needs of patients with: sensory disabilities, endocrine disorders, respiratory diseases, transmissible diseases, cancer, organ transplants, musculoskeletal disorders, dental implants, central nervous system disorders, blood disorders, autoimmune disorders. Special emphasis is placed on the treatment needs and the recall/maintenance phase of dental hygiene care. In addition, the topics of nutritional counseling, teeth whitening techniques, alternative fulcrums, and written and clinical board examination preparation are discussed. Interview preparation and compilation of a competency-based portfolio are emphasized. Prerequisite(s): C or better in DENT 251. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

DENT 254 - Dental Hygiene Practice II

(Spring Semester Only) Provides instruction in advanced dental hygiene skills including oral examinations, radiograph interpretation, ultrasonic scaling, air abrasive polishing, and sulcular irrigation techniques. Emphasizes analysis and decision making in periodontal assessment and treatment planning. Prerequisite(s): C or better in DENT 234. (PCS 1.2, 4 credit hours - 0 hours lecture, 10 hours lab)

DENT 255 - Dental Hygiene Practice III

(Summer Only) Builds knowledge and competence in dental hygiene practice. Provides the student with patient care experiences that correlate with, and allow application of, dental hygiene procedures and lecture/lab concepts. Prerequisite(s): C or better in DENT 254 or permission of instructor. (PCS 1.2, 6 credit hours - 0 hours lecture, 15 hours lab/clinic)

DENT 256 - Dental Hygiene Practice IV

(Fall Semester Only) Provides information for students to gain competency in dental hygiene care and prepares students for the transition to practice. Prerequisite(s): C or better in DENT 255 or permission of instructor. (PCS 1.2, 6 credit hours - 0 hours lecture, 15 hours lab)

DENT 257 - Local Anesthesia In Dentistry

Provides instruction on pain management of the dental patient through the use of local anesthesia. Includes head and neck anatomy, physiology, pharmacology, medical emergencies, and the clinical technique. Prerequisite(s): C or better in DENT 254 and permission of instructor. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1.5 hours clinical)

DENT 295 - National Board Exam Review

Reviews topics in dental hygiene to prepare candidates for the National Board Dental Hygiene Examination, required to obtain dental hygiene licensure in all states. This course includes an organized plan for review of all topics on the exam, including scheduled sample exams on these topics. Pass/Fail grades may be given. Prerequisite(s): Enrolled in last semester of dental hygiene courses or graduated from a dental hygiene program. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

DENT 299 - Clinical Skills Update

Provides clinical remediation to currently enrolled dental hygiene students for review of and enhancement of required dental hygiene clinical skills in preparation for graduation. A self study, one-on-one plan is developed as a means of identifying necessary program requirements to complete. Emphasis is placed on identification of clinical skill level, development of remediation schedule and knowledge and skill through repetition. This course is repeatable three times; it shall be one to five credit hours each time the student successfully completes the course. Prerequisite(s): Current dental hygiene student or graduation from an accredited dental hygiene program. (PCS 1.6, 1-5 credit hours - 0 hours lecture, 2-10 hours clinical)

DRFT 131 - Fundamentals Of General Drafting

Introduces drawing equipment, theory, materials, and instruments employing basic sketching techniques and lettering, includes geometric constructions, basic dimensioning, section views, auxiliary views and isometric drawings. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

DRFT 140 - Computer Aided Drafting

(IAI Major: EGR 941) Introduces the theory of drafting utilizing freehand sketching and computers and CAD software. The basic areas of geometric construction, orthographic projection, section views, and basic dimensioning will be studied along with the basic operations of computer aided drafting software. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

DRFT 142 - Engineering Graphics I

(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(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

DRFT 144 - Engineering Graphics II

Covers the complete graphical documentation process required for product design and manufacturing. Includes the advanced dimensioning, thread representations and labeling, and drawing requirements of the current ASME Y14.5 Drafting Standards. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

DRFT 145 - Fundamentals Of Microstation CAD

Introduces the use of MicroStation CAD software, following all basic operating parameters to produce basic drawings. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

DRFT 146 - AutoCAD

Studies fundamentals in the operations of AutoCAD software. Starts with the basic commands and operations and advances through complete drawing production using plotting or printing equipment. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

DRFT 147 - Structural, Civil & Pipe Drafting

(Fall Semester Only) Introduces the 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. Provides the fundamental background required to help students make career choices in which field they would prefer to study in more detail. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

DRFT 248 - Advanced Computer Aided Drafting

(Fall Semester Only) Continues advanced study of DRFT 140. Course content will begin with system management and customizing and continue through parts compiling to 3D construction from 2D drawings. Prerequisite(s): DRFT 140. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

DRFT 249 - Topics In CAD I

Consists of the advanced study and the extensive laboratory use of the CAD system in the different drafting fields. Specialized projects will be drawn using the CAD system. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. The total number of credits that will apply to a degree shall be eight credits. Prerequisite(s): DRFT 140 or DRFT 145. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

DRFT 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(s): DRFT 253 and minimum of two drafting elective courses. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

DRFT 253 - Introduction to 3D Parametric Design

(Fall Semester Only) Presents the operation and theory behind true "Solids Modeling" using the most recent modeling software. Software operation and theory will be studied while producing mechanical parts in the solid format. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

DRFT 254 - Advanced Inventor

(Fall Semester Only) Presents students with techniques in solid modeling. Students develop skills in creating advanced models using parametric design software. The models are then physically created for verification and analysis using the Stratsys rapid prototyping machine. Prerequisite(s): DRFT 253. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

DRFT 256 - Advanced Solidworks

(Spring Semester Only) Introduces creation of solid models using Solidworks. Students develop skills in creating parts, assemblies, drawings, and animations using Solidworks software. Prerequisite(s): DRFT 253. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

DRFT 270 - Drafting Instruction Internship

Provides an internship where the student is placed in a district high school drafting classroom to assist the lead teacher in the daily classroom activities of teaching a drafting/CAD curriculum. This course is a variable credit course. Prerequisite(s): DRFT 142 and DRFT 144 and either DRFT 140 or DRFT 145 and approval of the Drafting/CAD coordinator. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked)

DRFT 271 - Drafting/CAD Internship

Provides a work-based learning experience in the field of drafting. Students gain an understanding of the requirements and expectations in their career field. Prerequisite(s): DRFT 248. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked)

DST 130 - Experiential Learning Assessment

Assists learners in identifying, articulating, and documenting learning acquired outside the traditional classroom and relating that learning to a career goal. Includes the development of a portfolio containing an autobiographical and chronological narrative essay describing specific areas of learning and verifying documentation. This course is repeatable three times. The amount of credit awarded shall be two credit hours each time the student successfully completes the course. The total number of credits that will apply to degree electives shall be eight credits. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

DST 299 - Directed Study

Focuses study on a specific subject area under faculty direction. Prospectus is required and credit given only on completion of a satisfactory project, report, or examination. This course is a variable credit course. Prerequisite(s): Satisfactory completion of 30 hours of baccalaureate-oriented course work, at least three credit hours of "B" or higher in the specified discipline, and permission of instructor. (PCS 1.1, 1-4 credit hours - 1-4 hours lecture, 0 hours lab)

DTEC 241 - Intro to Diesel Engine Repair

Examines the theory, design, and operating principles of diesel engines. Shop experience includes the troubleshooting, removal, disassembly, service, reconditioning, assembly, and installation of diesel engine components with the use of service information, specialty tools, and equipment. Prerequisite(s): C or better in AUTO 141 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

DTEC 243 - MHD Brakes, Steering, & Suspension

Introduces the various brake, steering, and suspension designs utilized on medium/heavy duty trucks. Covers the theory, terminology, and operation of the various brake, steering, and suspension designs. Prerequisite(s): C or better in AUTO 143. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

DTEC 246 - MHD Electricity & Electronics

Covers general service procedures, battery system operation, starting system operation, charging system operation, lighting systems, and instrument cluster and driver information system operation and diagnosis in Medium/Heavy Duty Trucks. Prerequisite(s): AUTO 145. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours lab)

EASL 101 - English As A Second Language I

Provides basic instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

EASL 102 - English As A Second Language II

Provides intermediate instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

EASL 103 - English As A Second Language III

Provides advanced instruction in listening, speaking, reading, writing and spelling of English for persons whose native language is not English. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. This course is a variable credit course and is repeatable nine times. The amount of credit awarded shall be up to nine credit hours each time the student successfully completes the course. The total number of credits that will apply to the certificate shall be 36 credits. Prerequisite(s): Oral placement test administered by instructor. (PCS 1.9, 0.5-9 credit hours - 0.5-9 hours lecture, 0 hours lab)

ECOL 101 - Plant Growth & Development

Introduces the biological principles underlying plant growth and development with emphasis on their application to sustainable practices and greening. Topics include plant structure, anatomy, and growth as affected by light, temperature, water, soil characteristics, and plant nutrition. Laboratory exercises emphasize environmental factors and permit detailed observation of plant growth. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ECOL 102 - Plant Reproduction

Explores natural and artificial propagation techniques, reproductive patterns, plant selection methodologies, and harvesting using knowledge of plant structure to improve students' understanding. Advanced plant identification, plant care, annual and perennial plant comparisons, growing site design, layout and budgets are covered. Focus is on effective utilization and preservation of environmental resources, and the prevention of damage to growing sites and offsite land, water, and air resources. Hands-on experience is emphasized. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ECOL 131 - Introductory Soils

(IAI Major: AG904) Introduces the chemical, physical, and biological properties of soils. Covers fundamentals of soil origin and formation as well as biological, chemical, and physical properties. Discusses essentials regarding key properties of soil such as texture, structure, moisture, and reactions. Provides experience in methods of soil testing. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

ECOL 132 - Intro to Restoration Ecology

Provides students with a basic understanding of the principles and practices of restoration ecology. Reviews ecosystem concepts and their significance to ecological restoration, and discusses the importance of planning in the restoration process. Explores various techniques commonly used for restoring different types of ecosystems, and visits to local restoration projects will be included. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ECOL 134 - Native Plants in the Landscape

Provides knowledge about the sustainable use of native plantings in both large- and small-scale landscape construction. Covers a broad array of topics including local ecology, plant adaptations, identification, classification, restoration ecology, and landscape design. The course will be of interest to students pursuing a degree in natural sciences, horticulture, or ecology as well as naturalists and landscape professionals. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ECOL 150 - GIS/GPS Mapping For Industry

Introduces Geographic Information Systems (GIS) and associated measurement equipment. Course is designed to make the complexity of this rapidly growing high tech field accessible to beginning students. This course provides a basic, non-technical and student-friendly introduction to GIS. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ECOL 238 - Field Practicum

(Spring Only) Applies advanced methods and skills for ecological and environmental field technicians. Students will get advanced, hands-on instruction and experience in a variety of required and useful skills for a field technician. This course involves outdoor activity, lifting, strenuous activity, and instruction in field and industrial settings. Prerequisite(s): C or better in BIOL 138. (PCS 1.2, 2 credit hours - 1.5 hours lecture, 1 hour lab)

ECOL 271 - Internship

Provides students the opportunity to obtain further knowledge and skills related to the field of restoration ecology through a planned and supervised paid or unpaid experience. Students will gain practical work experience and apply what has been learned in the classroom to actual work situations. This course is a variable credit course. Prerequisite(s): Completion of a minimum of 33 total semester hours of Restoration Ecology program courses and a GPA of 2.00 or better and permission of program coordinator. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted)

ECON 151 - Principles Of Macroeconomics

(IAI: S3 901) Explores the evolution of economic systems, modern economic theory including fiscal and monetary theory and institutions, international trade, current economic problems, and comparative economic systems. Emphasizes critical analysis of economic data, application of macroeconomic principles to real-world scenarios, and development of analytical writing skills. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ECON 152 - Principles Of Microeconomics

(IAI: S3 902) Explores components of U.S. economy; supply and demand analysis; theories of consumer, firm, and government behavior; market structures; and current economic problems. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EDTR 201 - Orientation For Adjunct Instructors

Focuses on understanding the general College practices part-time instructors must follow. Includes, but is not limited to, step-by-step instructions on using such services as Blackboard and Self-Service, and information on College communication systems, academic protocols, and student learning. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDTR 205 - Using Social Media

Studies the application of social media and interactive online tools to engage students and allow them to take ownership of their educations and become active knowledge makers. Explores tips and tricks allowing teachers to enhance their curriculum via social media and other free, online resources. The resources are designed to aid both teachers and students. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDTR 251 - Classroom Assessment Techniques

Empowers classroom teachers to effectively use Classroom Assessment Techniques (CATs) in order to develop a better understanding of the learning process in their own classrooms. This course is an introduction to Classroom Assessment Techniques (CATs) and the Teaching Goals Inventory (a Cross/Angelo Model). Classroom Assessment Techniques are implemented and results presented as part of a research project report. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a total of four hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDTR 268 - Learner Centered Instruction

Defines and presents active learning instructional strategies and discusses why active learning strategies are instructionally important to maximize student learning. Converging evidence from multiple research and practice sources indicates that listening to a classroom lecture is not an especially effective way to promote deep and lasting student learning. Commonly mentioned obstacles to using active learning instructional strategies will be discussed along with strategies to overcome these obstacles. Acknowledging that trying any new instructional approach entails some risk, faculty will learn how to use some low risk active learning instructional approaches as well as some high risk active learning instructional approaches. After the initial workshop, faculty will be challenged to engage in brief, low-risk and high-impact activities that students can complete before the follow-up workshop. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course up to a maximum of four credit hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDTR 276 - Using Blackboard Ultra

Focuses on the understanding and implementation of the Blackboard 9 Learning System to reorganize existing courses in the Ultra environment. Offers hands-on experience using the different tools, such as content, discussions, quizzes, messages, and gradebook. This course is repeatable three times to provide students additional instructional opportunities due to the technological complexities of this instructional delivery system. The amount of credit awarded shall be one credit hour each time the students successfully completes the course for a maximum of four credits. Prerequisite(s): 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 four hours. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDTR 290 - Tutor Training

Introduces tutors to the role and methods of effective tutoring. They will learn to establish goals and objectives, implement a tutorial plan, apply effective learning skills, develop effective communication and listening skills, and foster critical thinking. In addition, they will develop an understanding of the educational resources available to them. This course focuses on tutoring principles found universal to effective tutoring across different disciplines and settings. Because these principles are flexible, each tutor will be applying them in practice to his or her own discipline, exploring and adapting strategies as they suit specific tutoring situations. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

EDUC 230 - Education Observation Lab

Provides students the opportunity to complete 25 pre-professional field-experience hours required by the Greenville College Teacher Education dual admission program. Students will be assigned to observe a classroom teacher to complete the field-experience hours in selected schools and classrooms. Students will be required to document their classroom experiences. Students must have a favorable background check and clear drug screen during the first two weeks of class as it is required for placement in all Illinois schools. Prerequisite(s): Qualify for ENGL 131. (PCS 1.1, 1 credit hour - 0.5 hours lecture, 1 hour lab - 25 hours observation)

EDUC 231 - American Education

Introduces education through consideration of the history and philosophy of American education and expectations and beliefs society and individuals hold for it today. Introduces trends and issues in curriculum, instruction, school organizations, teacher-learner processes, and careers in education. Fifteen hours of field experience required. Students must have a favorable background check and clear drug screen during the first two weeks of class as it is required for placement in all Illinois schools. Prerequisite(s): Qualify for ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EDUC 232 - Introduction To Special Education

Surveys the historical, philosophical, and legal foundations of special education. Topics include characteristics of learners with special needs and the programs that serve them under various laws, especially the Individuals with Disabilities Education Act. Emphasizes identification of students with exceptionalities and appropriate accommodations and modifications useful for educational planning in both regular and special education settings. Thirty hours of field experience required. Students must have a favorable background check and clear drug screen during the first two weeks of class as it is required for placement in all Illinois schools. Prerequisite(s): ENGL 131 or concurrent enrollment and C or better in EDUC 231. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EDUC 233 - Diversity in Today's Schools

Explores the cultural issues that impact the learning environment and student achievement. Students will engage in topics on prejudice, implicit biases, assumptions, systemic racism, sexism, and classism that contribute to systemic inequities and achievement gaps that exist in schools today. Through an understanding of social justice, students will acquire the dispositions, cultural knowledge, and competencies to adapt curricular and instructional skills for culturally responsive classroom practices. Students will search for effective strategies to improve learning for all students in a culturally diverse population. Students will reflect on case studies and discuss ways to make education more equitable while maintaining the integrity of individual differences. Students spend 40 hours assisting in a classroom that serves a high minority of diverse populations. Students must have a favorable background check and clear drug screen during the first two weeks of class as it is required for placement in all Illinois schools. Prerequisite(s): ENGL 131 or concurrent enrollment and C or better in EDUC 231. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EDUC 236 - Language Development & Acquisition

Focuses on the developmental milestones and theory of communication development from birth through school age for typically developing children and children with disabilities. Emphasizes the identification and characteristics of developmental and acquired communication disorders. The course will also develop an understanding of the effects of cultural and linguistic diversity on language development. Prerequisite(s): ENGL 131 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EDUC 241 - Educational Psychology

Examines psychological concepts and principles as applied to classroom learning environments. Emphasizes cognitive, social, ethical, physical, and emotional factors related to learning. Introduces the application of theory and research to the classroom setting. Prerequisite(s): C or better in PSYC 131, or any 200-level PSYC course, and C or better in ENGL 131 or concurrent enrollment or permission of instructor. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EESC 130 - General Physical Science

(IAI: P9 900L) Provides the fundamental principles of physical science and covers topics in chemistry, physics, and earth sciences. The integrated approach to lecture and laboratory used in this course emphasizes process skills, hands-on activities, and the philosophical importance of scientific discoveries. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

EESC 131 - Physical Geography

(IAI: P1 909L) Investigates the physical environment, including the interrelationships of the atmosphere, hydrosphere, and lithosphere as affected by the biosphere. Special emphasis on map interpretation and weather data, climate systems and the impact of weather on soils and biomes. Various physical processes such as earthquakes, volcanism, and plate tectonics are used to discuss the earth as a dynamic planet. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 2 hours lab)

EESC 135 - Environmental Geography

(IAI: P9 901) Investigates the human interactions and impacts on the physical and biological environment. Emphasis is placed on the interrelationships of the atmosphere, hydrosphere, and geosphere as affected by the biosphere. Examines human responsibility, environmental sustainability, and environmental policy. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EESC 141 - Introduction To Astronomy

(IAI: P1 906) Examines the universe: the solar system, stars, and galaxies. Studies the importance of atoms and radiation as the primary source of the observational evidence that leads to the formation of the theories of the origin and evolution of the universe. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

EESC 145 - Intro Geology & Physical Geography

(IAI: P1 907) Identifies and describes the geologic materials that make up the Earth's crust and explains the role of past and present geologic processes in changing the character of the Earth's surface over geologic time. Investigates the path of energy flow through hydrologic and tectonic systems and the impact of wind, water, and glaciers on the Earth's landscape. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ELEC 131 - DC: Fundamentals in Electricity

Introduces the fundamental properties and applications of electricity including the basics of current, voltage, and resistance, the application of Ohm's Law and the construction of circuits to verify electronic theory. Safety procedures are emphasized. Teaches solder connections, recognition and repair of bad solder connections, and selection and cleaning of soldering tools. Corrections to electronic problems using troubleshooting techniques are covered. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 132 - AC: Fundamentals in Electricity

Introduces the fundamental properties and applications of electricity including alternating current (AC) circuits, complex numbers, inductance, capacitance, resistor-inductor (RL) and resistor-capacitor (RC) circuits, RC time constants and transients, resonance, transformers, relays, and switches. Introduces Solid State Principles and filters as they relate to electrical and electronic power supplies. Prerequisite(s): C or better in ELEC 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 133 - Digital Electronics

Explores the design and operation of basic operational amplifier circuits through theory and lab work to illustrate and confirm the design and operation of linear amplifiers, voltage and current converters, comparators and precision rectifiers. Students will learn how discrete semiconductor devices are constructed, how to handle them, how diodes, bipolar transistors, Field-effect transistors (FETs), and thyristors operate and how to use them in practical circuits. Alternating current (AC) and direct current (DC) power supply circuits will be introduced as well. Also introduces various "building block" circuits including amplifiers, oscillators, and power supply circuits. Prerequisite(s): C or better in ELEC 132. (PCS 1.2, 6 credit hours - 4 hours lecture, 4 hours lab)

ELEC 135 - Motor Controls

Presents the fundamentals of electrical motor control components, circuits, and systems. Topics include electrical control symbols, power distribution, control transformers, solenoids and relays, motor starters, pilot devices, timers and sequencers, direct current (DC) and alternating current (AC) motor principles, and proximity sensors. Prerequisite(s): C or better in ELEC 133 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 231 - PLC Programming

Provides an understanding of the various output methods, programming, and troubleshooting techniques using programmable logic controllers (PLC). Covers Input-Output (I-O) methods for direct current (DC), alternating current (AC), and analog; ladder programming and analysis; timers and counters; and logical functions. Correlating motor control systems to PLC systems will be covered. Prerequisite(s): C or better in ELEC 135. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 233 - Instrumentation I

Introduces the field of instrumentation and covers process variables and the various instruments used to sense, measure, transmit, and control these variables. Also introduces control loops and the elements that are found in different types of loops, such as controllers, regulators, and final control elements. Concludes with a study of instrumentation drawings, diagrams, and troubleshooting instrumentation. Prerequisite(s): C or better or concurrent enrollment in ELEC 231 or C or better in PRCS 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 235 - Instrumentation II

Introduces switches, relays, annunciator systems, and signal conversion and transmission. Covers controllers, control schemes, advanced control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Prerequisite(s): C or better or concurrent enrollment in ELEC 233 or C or better in PRCS 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 237 - Final Control Elements

Provides instruction on the use of control valves including the operation and calibration of pneumatic and manual control valves. Covers common types of regulators and dampers. Includes instruction on the differences between droop and lockup and how to prevent their occurrences. Also covers the operations of actuators and positioners. Variable speed drives will be explained. In-depth knowledge of final control elements will be acquired by the conclusion of the course. Prerequisite(s): C or better in ELEC 235. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 239 - PID Control

Provides instruction on the proportional-integral-derivative (PID) algorithm including how it works and how it is implemented in pneumatic as well as electronic controllers. Also covers tuning a PID controller for stability. Prerequisite(s): C or better in ELEC 237 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

ELEC 271 - Industrial Electricity Internship

Provides a work based learning experience in a related refining industry setting. Practical work experience will be acquired and specific performance skills will be developed for each individual student. This course is a variable credit course. Prerequisite(s): C or better in ELEC 239 or concurrent enrollment. (PCS 1.2, 1-3 credit hours - 0 hours lecture, 5-15 hours lab - 80-240 hours worked)

EMR 100 - Emergency Medical Responder

Prepares the Emergency Medical Responder (EMR) student to provide pre-hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Includes an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the pre-hospital setting. Upon successful completion of this course, the student will receive an American Heart Association Healthcare Provider Card and will be prepared to challenge the National EMR exam in order to become licensed as an EMR in the state of Illinois. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

EMT 120 - Emergency Medical Technician

Studies medical, legal, and ethical issues; basic anatomy and physiology; patient assessment; and treatment of medical and trauma emergencies. Also includes ambulance operations and basic hazardous materials awareness. Successful completion qualifies the student to challenge the state or national examination for licensure as "Emergency Medical Technician." Note: to take the state or national exam, individuals are required to possess a high school diploma or equivalent. Prerequisite(s): Health Care Provider CPR card from either American Heart Association, American Red Cross, or American Safety and Health Institute, and FIRE 135 (or concurrent enrollment), FIRE 139 (or concurrent enrollment), and must be concurrently enrolled or demonstrate successful completion of required National Incident Management System (NIMS) online classes, or permission of program coordinator. (PCS 1.2, 7 credit hours - 4 hours lecture, 6 hours lab)

ENGL 031 - First-Year English I Support

Introduces reading and writing skills necessary for the successful completion of ENGL 131 and other college courses. Emphasizes writing skills to give students experience using the writing process with focus, elaboration, and organization, as well as organizing materials and thoughts in written summaries and oral presentations. Illustrates steps readers can take before, during, and after reading to increase comprehension and retention. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. Prerequisite(s): Concurrent enrollment in ENGL 131. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 037 - Technical Writing Support

Supports students in practicing the reading and writing skills needed for successful business writing. The reading focus will be on pre-reading, reading for meaning, and evaluating progress. The writing focus will be on the writing process with a special emphasis on organization, elaboration, and revision. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. Prerequisite(s): Concurrent enrollment in ENGL 137. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 120 - Basic English

Provides an extensive review of the basics of English grammar and mechanics with an emphasis on developing basic sentence skills in paragraphs. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 125 - Basic Writing

Reviews standard American English grammar and the use of main ideas and specific details in paragraph development. Prerequisite(s): C or better in ENGL 120 or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 131 - First-Year English I

(IAI: C1 900) Offers guided practice in academic writing as a rhetorical and social activity, emphasizing analysis of diverse texts and specific writing situations. Develops flexible composing processes, research skills, source integration, appropriate citation techniques, and effective language choices through revision and peer feedback. Prerequisite(s): Placement by exam or grade of C or better in ENGL 125. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 132 - First-Year English II

(IAI: C1 901R) Offers continued practice in improving writing style and processes, utilizing analytical reading of primary and secondary sources. While practicing how to incorporate sources into compositions for an academic audience, students learn about various research techniques and the consequences of plagiarism. Finally, students learn the mechanics of academic style and research paper layout and format. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 137 - Technical Writing

Applies the principles of Standard English to business writing and presentations. While completing written assignments, students become proficient in organizing and composing business letters, memorandums, reports, and electronic correspondence with an emphasis on clarity, conciseness, and accuracy of expression. The course also includes an overview of oral, interpersonal, and intercultural business communication. Prerequisite(s): Placement by exam or grade of C or better in ENGL 125. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 261 - Creative Writing I

Improves students' skills as readers and writers of fiction. Stories by established writers (and works produced by the students) will be discussed. During these discussions, the class will explore the craft of writing in order to better understand what makes a story work, and to increase awareness of the possibilities for the students' own writing. Emphasis will be placed on writing practice and the development of a critical/literary vocabulary. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 262 - Creative Writing II

Improves students' skills as readers and writers of poetry through discussion of poems written by established writers and students. During these discussions, the class will explore the craft of writing in order to better understand what makes a poem work and to increase awareness of the possibilities for the students' own compositions. Emphasis will be placed on writing practice and the development of a critical/literary vocabulary. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGL 263 - Literary Editing And Publishing

Introduces students to literary journals, project collaboration, and editing and publishing skills to create LC's student literary magazine. Examines and practices concepts and techniques specific to project collaboration, communication, and production. Explores all aspects of the literary magazine's production: soliciting and evaluating submissions, editing, designing, proofreading, layout, publishing, and promotion. Provides an overview of literary magazines, publishing, and editing, while increasing reading, critical thinking, communication, and writing skills. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

ENGR 101 - Engineering Orientation

Presents an introduction to methodologies of engineering problem solving and design. Engineering education and strategies for academic success are explored. Engineering disciplines and the role of the engineer in industry and society are discussed. Analytical tools employed in engineering analysis, design, and fabrication are reviewed. Written and verbal communication skills relevant to engineering are addressed with an emphasis on effective data presentation. Prerequisite(s): MATH 171 or concurrent enrollment. (PCS 1.1, 1 credit hour - 1 hour lecture, 0 hours lab)

FIRE 110 - Fire Crew Rookie School

Part of the industrial firefighting curriculum designed specifically for those firefighters involved in industrial emergency response. Includes fire behavior, extinguishing agents, apparatus, equipment, hose handling techniques and live fire exercises. This course is repeatable three times. The amount of credit awarded shall be one credit hour each time the student successfully completes the course. The maximum number of credits that will apply to electives in the fire science certificate program shall be four credits. Prerequisite(s): Must be a member of an industrial fire brigade. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

FIRE 130 - Principles of Emergency Services

Introduces fire protection and emergency services career opportunities, culture and history of emergency services, fire loss analysis, organization of public and private fire protection, fire service nomenclature, and life safety initiatives. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 131 - Fire Service Vehicle Operator

Provides emergency vehicle operators with a basic awareness of the requirements to operate emergency vehicles. For students affiliated with an Illinois fire department, successful completion of the course qualifies the student to take the certification exam for Office of the State Fire Marshal (OSFM) certification at the fire service vehicle operator level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

FIRE 132 - Fire Service Safety & Survival

Introduces the basic principles and history related to the national firefighter life safety initiatives focusing on the need for cultural and behavioral change throughout emergency services. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 135 - Technical Rescue Awareness

Provides first-due emergency responders a basic awareness of requirements and hazards at technical rescue incidents. Successful completion qualifies the student to take the test for Office of the State Fire Marshal (OSFM) certification at the technical rescue awareness level. Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

FIRE 139 - Hazardous Materials Awareness

Introduces emergency response personnel to the growing problem of hazardous materials emergencies. Emphasis is put on product identification and notification of the proper agencies for incident mitigation. Successful completion of the course qualifies the student, affiliated with an Illinois fire department to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials-First Responder Awareness." Prerequisite(s): None. (PCS 1.2, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

FIRE 142 - Basic Firefighter: Module A

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on orientation and organization, fire behavior, building construction, safety, communications, self-contained breathing apparatus, extinguishers, and ropes and knots. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

FIRE 143 - Hazardous Materials Operations

Introduces firefighting personnel to the growing problem of hazardous materials emergencies. Identifies the capabilities and limitations of the conventional fire department in handling hazardous materials emergencies. Successful completion of this course qualifies the student to challenge the Office of the State Fire Marshal (OSFM) certification test as "Hazardous Materials Operations" provided other state prerequisites are met. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

FIRE 152 - Fire Protection Systems

Focuses on fire protection systems and how they operate. Emphasis is placed on automatic sprinkler systems, special extinguisher systems, standpipes, fire extinguishers, detection and alarm systems. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 157 - Fire Prevention Principles

Provides fundamental knowledge of fire prevention bureau activities. Emphasizes the application of codes and standards, plan review, and life safety building inspections. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 172 - Fire Service Building Construction

Provides the components of building construction related to firefighter and life safety. Introduces elements of construction and design of structures as key factors when inspecting buildings and preplanning fire operations for emergencies. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 173 - Basic Firefighter: Module B

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on ladders, hose and appliances, nozzles and streams, water supply, forcible entry, and ventilation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

FIRE 174 - Fire Behavior and Combustion

Explores theories and fundamentals of how fires are started, spread, and controlled. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 183 - Basic Firefighter: Module C

Fulfills one of ten requirements towards certification as a basic firefighter through the Office of the State Fire Marshal. Includes instruction on search and rescue, fire control, loss control, protecting evidence, fire detection, alarm and suppression systems, prevention, public education, wildland, ground cover fires, and firefighter survival. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

FIRE 232 - Advanced Firefighter

Fulfills one of six requirements towards certification as an advanced firefighter technician through the Office of the State Fire Marshal (OSFM). Includes instruction on the following topics: establishing and transferring command, advanced fire suppression, systems of fire detection, smoke control, life safety initiatives, vehicle rescue and extrication, special rescue teams assistance, and fire investigation. Prerequisite(s): Completion of OSFM Firefighter Basic Certification or permission of instructor. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

FIRE 237 - Fire Service 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 following lesson plans. Satisfies requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor I". Prerequisite(s): FIRE 142, FIRE 173, and FIRE 183. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 242 - Fire And Arson Investigation I

Provides fundamentals and technical knowledge needed for proper fire scene interpretation including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisite(s): FIRE 142, FIRE 173, and FIRE 183 or permission of the instructor. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

FIRE 245 - Fire Protection Water Supply

Provides understanding of the use of water in fire protection and application of hydraulic principles for water supply demands in firefighting. Course satisfies partial requirements for certification as a Fire Apparatus Engineer (FAE) from the Office of the State Fire Marshal. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

FIRE 248 - Company Fire Officer

Acquaints students with the role of the company officer and introduces human resource management, community and government relations, administration, inspection and investigations, emergency service delivery, and health and safety. Course satisfies Phase 1 and Phase 2 of the Office of the State Fire Marshal Company Fire Officer certification. Prerequisite(s): OSFM Firefighter III/Advanced Firefighter and Fire Service Instructor I. (PCS 1.2, 9 credit hours - 9 hours lecture, 0 hours lab)

FIRE 256 - Incident Safety Officer

Prepares students for the role of an Incident Safety Officer and highlights how to monitor various types of incidents including fire, emergency medical services (EMS), technical rescue, and hazardous material (HAZMAT) scenes. Additionally, this course will identify how to report conditions, hazards, and risks present to the Incident Commander (IC) and guide students on the proper procedures of accident investigation and post-incident analysis. Prerequisite(s): FIRE 248. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FIRE 258 - Advanced Fire Officer

Acquaints the student with the role of the advanced company officer at the supervisory/management level who oversees multiple fire companies or stations. Provides an introduction to being a manager, applications of leadership, managing community risk reduction programs, administrative communications, fire cause determination, and managing major incidents. Course satisfies Phase 1 and Phase 2 of the Office of the State Fire Marshal Advanced Company Fire Officer certification. Prerequisite(s): FIRE 248. (PCS 1.2, 9 credit hours - 9 hours lecture, 0 hours lab)

FIRE 278 - Fire Service Instructor II

Expands student knowledge of how to instruct others. Presents a more in-depth look at the teaching-learning environment, methods of teaching and methods of writing lesson plans. Satisfies partial requirements for Office of the State Fire Marshal (OSFM) certification as "Instructor II" and Fire Officer II. Prerequisite(s): FIRE 237. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

FREN 131 - Elementary French I

Covers French grammar, pronunciation, conversation and simple composition. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

FREN 132 - Elementary French II

Expands the grammar, conversation, comprehension, writing, and speaking skills introduced in FREN 131. Additional aspects of francophone culture, history, and geography will be covered as well. Prerequisite(s): FREN 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

FREN 231 - Intermediate French I

Reviews the essentials of French grammar, extending understanding. Includes readings from short, literary works. Stresses proficiency of conversation, complex sentence structure, comprehension, and writing. Prerequisite(s): FREN 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

FREN 232 - Intermediate French II

(IAI: H1 900) Builds on and increases skills developed in previous French courses. Focus is on reading, class discussion, and composition using grammatically correct structure. Additional aspects of francophone culture, history, and geography will be covered. Prerequisite(s): FREN 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

GED 101 - Adult Basic Education

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. Placement by TABE: Reading level 0 - 3.9. This course is a variable credit course. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.7, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

GED 102 - Pre-GED Instruction

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. This course is a variable credit course. Placement by TABE: reading level 4.0-8.9. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.7, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

GED 103 - GED Test Preparation

Develops the reading, writing, math, interpersonal, and public speaking skills required by adults in their roles as citizens, members of communities, parents, family members, and employees. This course is a variable credit course. Placement by TABE: 9.0 and above. The amount of credit awarded shall be 0.5-16 credit hours each time the student successfully completes the course. Prerequisite(s): None. (PCS 1.8, 0.5-16 credit hours - 0.5-16 hours lecture, 0 hours lab)

GED 104 - GED Math Test Preparation

Offers basic mathematics skills necessary for college and career success. Presents mathematics in a practical context. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): CASAS Math assessment (214 and below). (PCS 1.7, 0.5-3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

GED 105 - GED Math Test Preparation

Offers basic mathematics skills necessary for college and career success. Presents mathematics in a practical context. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): CASAS Math assessment (215-225). (PCS 1.7, 0.5-3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

GED 106 - GED Math Test Preparation

Offers basic mathematics skills necessary for college and career success. Presents mathematics in a practical context. Covers fractions, rounding, decimal fractions, ratios, proportions, percentages, averages, estimates, measurement, graphic representation, and practical geometry and trigonometry. This course is repeatable up to three times for a maximum of twelve credit hours. Prerequisite(s): CASAS Math assessment (226 and above). (PCS 1.8, 0.5-3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

GEOG 132 - Geography By World Regions

(IAI: S4 906) Studies physical and human attributes of geography related to regions of the world including environmental, cultural, historical, economic, political, and population geography. Regions studied include the Americas, Europe, Africa, Asia, and Oceania. Study includes place-names and the region concept. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

GEOG 205 - Human Geography

(IAI: S4 900N; satisfies Human Relations Requirement) Introduces the basic concepts of human geography. Students will examine the causes and consequences behind the uneven distribution of human activity in the present-day world. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

GERM 131 - Elementary German I

Covers German grammar, pronunciation, conversation and simple composition Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

GERM 132 - Elementary German II

Covers German grammar, pronunciation, conversation and simple composition. Prerequisite(s): GERM 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

GERM 231 - Intermediate German I

Reviews essentials of German grammar; extending understanding. Includes readings from short literary works. Stresses fluency of conversation and correct pronunciation and writing a short composition. Prerequisite(s): GERM 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

GERM 232 - Intermediate German II

(IAI: H1 900) Builds on and increases the skills developed in GERM 231. Focuses on writing a one-page composition, presenting a position in discussion, and reading and discussing short literary works and novels. Prerequisite(s): GERM 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

GIS 120 - Intro to Unmanned Aircraft Systems

Introduces regulations, pilot responsibilities, operating requirements, risk mitigation, pre-flight planning, collision avoidance, atmospheric stability, load factors, aeronautical decision making, maintenance and inspection procedures, and scenario-based training for Unmanned Aircraft Systems (UAS). Provides hands-on drone flying experience involving skills such as takeoff, landing, pitching, and rolling. Prepares for successful completion of the Federal Aviation Administration (FAA) Part 107 Exam to earn a Remote Pilot Certificate with a Small Unmanned Aircraft Systems rating. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

HAZM 101 - Hazmat

Provides an overview of the transportation of hazardous materials in the trucking industry. It will provide the student information on the communication rules, loading and unloading, driving, parking, and emergencies dealing with hazardous materials. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

HEED 131 - First Aid

Offers standard first aid and personal safety Red Cross course with basic life-support cardiopulmonary resuscitation (CPR). Students completing the course receive a Red Cross or American Heart Association first aid card and a Red Cross or American Heart Association CPR card. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HEED 133 - Personal & Community Health

Provides scientific health information essential for meeting the needs of daily living, including professional, parent and community responsibilities. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIM 149 - Food Service Sanitation Review

Reviews the importance of sanitation in relation to food preparation. Topics emphasized are safe food environments, pest control, and local, state and federal codes. Please note: textbook is required on the first day of class. Prerequisite(s): Food Service Certificate. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

HIMC 130 - Introduction to Health Information

Introduces the field of health information management and technology. Presents the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by whom the information is used, and the technology behind health information systems. Provides instruction in retention policies and procedures, documentation, confidentiality issues, and legal and regulatory aspects of the medical record. Explores career areas and opportunities related to health information management and medical coding. Prerequisite(s): C or better in READ 125 and ENGL 125 or qualify by placement test. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HIMC 250 - Medical Coding Exam Review

Provides preparation for the Certified Professional Coder (CPC®) credentialing exam through the American Academy of Professional Coders (AAPC). Includes content review of health information and medical coding courses with emphasis on test-taking strategies and study techniques. Prerequisite(s): Permission of coordinator. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

HIMC 260 - Health Information/Coding Externship

Provides the student with a work-based learning experience that utilizes skills learned in program coursework and provides the application of those skills in a physician's office, billing service, or other ambulatory setting. Students work 10 hours per week and meet with the instructor one hour per week. Prerequisite(s): C or better in all first through second semester courses, C or better or co-enrollment in HIMC 250 and permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab)

HIMC 270 - Medical Billing and Coding

Introduces International Classification of Diseases, 10th revision (ICD-10), Current Procedural Terminology (CPT-4), and Healthcare Common Procedure Coding System (HCPCS) medical coding. Provides instruction in abstracting information from medical reports and records. Includes coding guidelines to optimize physician payment. Prerequisite(s): C or better in MEDA 120 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

HIMC 271 - Advanced Billing & Coding

Continues International Classification of Diseases, 10th revision (ICD-10), Current Procedural Terminology (CPT-4), and Healthcare Common Procedure Coding System (HCPCS) medical coding. Provides further experience in abstracting information from medical reports and records. Includes coding guidelines to optimize physician payment. Prerequisite(s): C or better in HIMC 270. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

HIST 131 - Western Civilization I

(IAI: S2 902) (Fall Semester Only) Explores the emergence of leading political, economic, social and cultural processes that characterize modern Western Civilization beginning with ancient civilizations and ending with the seventeenth century. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 132 - Western Civilization II

(IAI: S2 903) (Spring Semester Only) Beginning in the year 1500, emphasizes the impact of the scientific revolution on modern processes, leading social, political, cultural, and intellectual developments of the 19th century, and culminates with historical problems of the twentieth century. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 135 - World History I

(IAI: S2 912N; satisfies Human Relations Requirement) (Fall Semester Only) Surveys world history from prehistory and the birth (B.C.E. 3500) of civilizations ranging from Mesopotamia, Egypt, Persia, and India, to China, to the age of exploration (C.E. 1500). Theologies and moral codes are compared. High and popular cultures, the history of ideas and social history are examined. The historical method is emphasized. Biographies of great individuals are included. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 136 - World History II

(IAI: S2 913N; satisfies Human Relations Requirement) (Spring Semester Only) Surveys world history from the age of exploration to the 1920's. Focuses on the interactions of civilizations, beginning with exploration, and including trade, world markets, the impact of science, technology, and wars. Included is the migration of peoples. Intellectual and cultural history encompasses the interaction and importance of ideas, especially religious ideas and self-expression or art. A comparative method establishes cultural, political, and social patterns. Social and economic history traces social classes and strata. Privilege and gender issues are discussed. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 138 - History Of Latin America

(IAI: S2 920N; satisfies Human Relations Requirement) Explores the themes and concepts surrounding the experiences and history of Latin American peoples. Through an examination of ethnicity, trade, exchange, ritual traditions, landscape archaeology, and revolution, students will understand the importance of Latin America. Comprehension will be gained from perspective in a variety of academic fields including: geography, astronomy, environmental biology, history, economy, literature, and culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 141 - African American History

(IAI: H2 909D; satisfies Human Relations Requirement) Details the history of African Americans from the enslavement and shipment of Africans to North America through their on-going struggles for human and civil rights. Explores how the construct of race has evolved and influenced American history. Topics are the Middle Passage, religion of the slaves, slave resistance, Abolitionism, the Civil War, Reconstruction, the Great Migration, Harlem Renaissance, the Civil Rights Movement, urban unrest, and Affirmative Action. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture 0 hours lab)

HIST 161 - Women's Movement In American History

Examines roles of women in American history; causes which women have espoused; trends which women have experienced; and alliances formed for reform and political and social changes. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 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. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 231 - American Republic: Beginnings - 1877

(IAI: S2 900) Traces the political, economic, social and intellectual and religious evolution of American institutions, customs and values from fifteenth-century colonization to 1877. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HIST 232 - American Nation: 1877 - Present

(IAI: S2 901) Explores shift in national emphasis from basic agrarianism to an industrial society 1877-present. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMN 131 - Introduction To Humanities I

(IAI: HF 902) (Fall Semester Only) Surveys all aspects of human culture in historic times with emphasis on the development of western civilization. Covers Prehistory to the Middle Ages. Recommended as an introduction to the humanities and as a synthesis of various disciplines. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMN 132 - Introduction To Humanities II

(IAI: HF 903) (Spring Semester Only) Surveys all aspects of human culture in historic times with emphasis on the development of western civilization. Covers the Late Middle Ages to the Modern Era. Recommended as an introduction to the humanities and as a synthesis of various disciplines. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMN 231 - Comparative Religion I

(IAI: H5 904N; satisfies Human Relations Requirement) Examines the nature and functions of religion in human experience by introducing the major Eastern and Western religions. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMN 241 - Media's Effect On U.S. Culture

Examines the mass media as it reflects and influences the attitudes, values, and behaviors that shape American cultures. The course considers the functions of mass media in society and its effects on the individual in the culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 131 - Introduction To Human Services

Introduces the basic roles and responsibilities of the human services professional and the historical development of the field. Covers ethical practice, advocacy, cultural competence, models of service delivery, and career development. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 140 - Ethical Practice

Introduces the basic ethical principles for human service professionals and identifies common ethical dilemmas providers encounter in their work. Emphasis is placed on thinking critically about ethical concerns as students start to develop their own professional values and how these values support ethical behavior. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 145 - Understanding Human Diversity

Introduces the topic of cultural competency to human service professionals. Concepts such as intersectionality, oppression, and health disparities are discussed. Aspects of human diversity, such as sex, race, gender, sexual orientation, gender identity, religious affiliation, and ability status are examined. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 164 - Mental Health First Aid

Introduces the skills and steps needed to identify, assess, and respond to individuals experiencing acute psychological distress or chronic mental health conditions, including substance use disorders. Covers how to respond in crisis and non-crisis situations. Additional topics include person-first language, the spectrum of mental health conditions, mental health interventions, the value of early intervention, and the importance of maintaining one's own mental health. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

HUMS 165 - Clinical Skills

Introduces the clinical skills needed for human service practice. Topics include listening and interviewing skills, developing culturally-affirming working relationships, learning how to begin and end meetings, assessing readiness and motivation to change, establishing treatment goals, developing skills for working with challenges and setbacks, learning how to write clinical documentation, and knowing the steps to making referrals. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 166 - Crisis Intervention

Introduces theories of crisis intervention and how to identify, assess, and intervene when responding to crisis situations. Covers crises related to harm to self, harm to others, acculturation, racism, relationship endings, death, military service, gun violence, sexual assault, child abuse, sexual health and sexuality, substance use, aging, and physical illness. Prerequisite(s): HUMS 164 or concurrent enrollment. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

HUMS 210 - Drugs And Their Effects

Provides an introduction to pharmacology and the physiological and psychological effects of drugs. Covers the classification of psychoactive drugs, the physiology of addiction, and the prevention and treatment of substance use disorders. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 231 - Human Services: Policies & Politics

Analyzes the political process involved in the formulation of social welfare from a historical point of view. Federal, state, and local programs will be examined in terms of the professional knowledge and skills required to affect human services program planning and delivery. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 232 - Counseling For Life Change And Loss

Examines change and loss across the lifespan and introduces interventions for human service providers as they support clients through the different phases and changes of life. Covers loss related to adverse childhood experiences, infertility, developmental differences, physical health, parental expectations, abuse, financial instability, romantic relationships, work and retirement, suicide, and independence. Interventions including meaning-making, play therapy, mindfulness, Person-Centered Approaches to Schools and Transitions (PCAST), Gottman Couples Counseling, Complicated Grief Therapy (CGT), Acceptance and Commitment Therapy (ACT), and hospice care are discussed. Prerequisite(s): C or better in HUMS 165 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 233 - Substance Use Counseling

Introduces the field of substance use counseling, including theories, assessment tools, and interventions used in treatment. Covers the diagnostic criteria for substance use disorders, the American Society of Addiction Medicine (ASAM) standards for treatment placement, counselor competence and credentialing, and considerations for treatment providers when working with diverse populations. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 234 - Croup Counseling

Introduces the theory and practice of group counseling. Skills needed to facilitate groups are discussed and practiced. Factors affecting group dynamics and stages of group development, and ethical and multicultural considerations are examined. Prerequisite(s): C or better in HUMS 165 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

HUMS 290 - Fieldwork I

Provides an opportunity to apply course content and clinical skills by completing 160 hours of supervised fieldwork in a human service agency. Prerequisite(s): C or better in all program courses and completion of HUMS 131, HUMS 140, HUMS 145, HUMS 164, HUMS 165, and HUMS 166 or consent of instructor. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked)

HUMS 295 - Fieldwork II

Provides further opportunity to enhance clinical skills and gain experience by completing 160 hours of supervised fieldwork in a human service agency. Prerequisite(s): C or better in HUMS 290. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked)

ITCP 101 - IT Fundamentals

Acquaints students with foundational skills to explore a career in information technology by learning essential computer hardware components and specifications, operating systems, the basics of common computing devices, operating systems, databases, applications, internet, networking and online security. Students will also have an opportunity for in-depth, self-directed exploration of various career fields in information technology. Prerequisite(s): None. (PCS 1.6, 0.5 - 3 credit hours - 0.5 - 3 hours lecture, 0 hours lab)

ITEC 132 - Introduction to Computer Networking

Analyzes requirements and expectations for entry level information technology positions. Students will document their knowledge, skills, and abilities, and also identify areas where personal and professional development is needed for their particular goals. Individualized plans are developed to ensure choices about certification and course selection, while outside studies are coordinated to meet career entry goals. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 142 - Operating Systems

Provides detailed coverage of operating system installation and configuration. The class is targeted for individuals who plan to provide technical support of operating systems, particularly those responsible for installing and maintaining Windows operating systems. Prerequisite(s): ITEC 154 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 148 - Physical Network Installation

Provides an introduction to physical layer networking technologies. Physical network infrastructure, electronic hardware, and troubleshooting are introduced. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 154 - PC Servicing

Covers personal computer hardware systems, devices, and peripherals. Emphasis is on the diagnosing, troubleshooting, repairing, installing, and upgrading of PCs. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

ITEC 160 - Cisco Networking I

Explores the essential concepts of Ethernet networks and Internet Protocol (IP) addressing. Develops basic Cisco switch and router configuration, management, and troubleshooting skills. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 200 - Linux And UNIX Operating Systems

Covers the fundamental commands and utilities used in the Linux and UNIX operating systems. Emphasis is placed on becoming proficient at the UNIX command line. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 223 - Windows Network Configuration

Covers planning, deployment, and configuration of Windows Server operating systems and core services. Focuses on essential skills needed for single server deployments. Prerequisite(s): Concurrent enrollment in ITEC 224. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 224 - PowerShell For Active Directory

Covers the use of PowerShell to manage Microsoft's Active Directory Services. Topics include Active Directory Services architecture, programming, planning, domains, and schema. Emphasis is placed on the design and implementation of Active Directory Services. Prerequisite(s): Concurrent enrollment in ITEC 223. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 244 - Network Security

Covers security concepts, communications security, infrastructure security, cryptography, and operational/organizational security. Includes foundations needed for deeper studies in network security. Prerequisite(s): ITEC 160 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 246 - Penetration Testing

Analyzes the tools and the penetration testing methodologies to better understand how to protect computer networks. Students will gain knowledge of footprinting and social engineering, port scanning, hacking web servers and wireless networks, and protecting networks with security devices. Prerequisite(s): ITEC 142 and ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 247 - Live Response And Forensics

Covers preparation and response for network and computer security events. Students learn to collect baseline information and develop procedures in anticipation of and reaction to damaging security events. Emphasis is placed on investigating events in ways that minimize impact on potential evidence. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 249 - Wireshark Packet Analysis

Covers the capture and interpretation of network packets. Emphasis placed on recognizing routine traffic while searching for faulty or suspicious packets. Also addresses how to use packet analysis for general network troubleshooting. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 250 - Risk Assessment And Documentation

Introduces students to tools and techniques for enumerating network resources for documentation and risk management. Includes creation of comprehensive and professional documentation of operating systems, services, configurations, network hardware, licensing, and compliance with other external standards. Emphasis is placed on prioritization and based on levels of risk posed to the organization. Prerequisite(s): ITEC 142 and ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 260 - Cisco Networking II

Covers concepts and commands required to configure Cisco routers in internetworks. The configuration information necessary to work with Cisco routers will be covered. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 265 - Wireless Networks

Introduces students to WiFi network design, installation, management, servicing, and security in an enterprise environment. Emphasis is placed on the design of complex issues that extend beyond single access point deployments. Prerequisite(s): ITEC 160. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

ITEC 271 - Computer Network & System Internship

Provides a work-based learning experience in the area of computer information technology. Students receive classroom instruction on resume writing, job seeking skills, professional behavior, ethics, and safety. Prerequisite(s): Permission of the ITEC Coordinator, a cumulative GPA of 2.0 or higher, and a grade of C or better in ITEC 142, ITEC 154, and ITEC 160. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked)

JOBS 110 - 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. This course is a variable credit course. The amount of credit awarded shall be one or two credit hours each time the student successfully completes the course. The total number of elective credits that may be used towards a degree shall be four to eight credits. Prerequisite(s): Identification of career goal and occupational choice required. (PCS 1.4, 1-2 credit hours - 1-2 hours lecture, 0 hours lab)

JOBS 111 - Identifying Career Interests

Teaches students how to compare their skills, values, and personalities to specific careers and occupations. Considerable emphasis will be placed on personal assessment including Myers-Briggs Type Indicator and Strong Interest Inventory to identify current career interests and areas for development. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.4, 1 credit hour - 1 hour lecture, 0 hours lab)

JOBS 132 - Targeting The Job Market

Improves job seeking skills through search of job resources; disclosure of employer expectations; and strategies for completing job applications, resumes, and business letters. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

JOBS 133 - Job Seeking Skills

Focuses on the skills necessary to organize and execute a job search. Studies networking, job sources, employment interviewing, and negotiating job offers. This course may be repeated up to a maximum of 4 credit hours. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

LAND 130 - Intro To Landscape Architecture

Provides an overview of the field of landscape architecture. Topics include historical landscape influences, landscape aesthetics, cultural and philosophical considerations, technical and legal aspects, and landscape architecture as a profession. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

LITT 134 - Shakespeare's Tragedies

(IAI: H3 905) Covers six of the eleven tragedies by William Shakespeare. The course encourages the student to develop an appreciation of Shakespeare, his people, their language, and their lives. Emphasis is on the social, literary, and tragic qualities and conventions of the plays, based on readings, discussion, lecture, literary criticism, and recorded performances. Specific elements for study and discussion include dramatic elements, literary techniques, Elizabethan society, and universal themes. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 135 - Women In Literature

(IAI: H3 911D; satisfies Human Relations Requirement) Covers multicultural literature written by and about women. Investigates attitudes toward women's roles in the family, the workplace, and other relationships throughout the life stages, relating social, political, and psychological influences of many cultures. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 136 - Mythology

(IAI: H9 901) Explores the main Greco-Roman myths and their relationship to modern age. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 140 - Children's Literature

(IAI: H3 918) Analyzes literature written for children -- toddler through the middle school years. Analysis includes genres, authors/illustrators, issues, trends, formal and thematic elements, and other related topics. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 144 - Eastern Mythology - Red Sky Heroes

(IAI: H9 901) Explores ancient and feudal Eastern culture and the present relevance of the hero pattern in myths of Japan, China, and India. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 145 - African-American Literature Themes

Introduces literature written by and about African Americans from the 18th Century to the present. Students will study the literature to appreciate themes unique to African American experience and culture. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 150 - Film As Literature

Introduces the history and aesthetics of motion pictures as well as filmmaking techniques. Examines film's strengths as a storytelling medium, including an emphasis on the nature of adapting other forms of literature into the medium of film. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 200 - Comic Books As Literature

Introduces the medium of comics and explores its techniques in combining words and pictures to tell a story. Explores the literary potential of stories told through sequential art. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 233 - Literature Of Non-Western Cultures

(IAI: H3 908N; satisfies Human Relations Requirement) Introduces the classical literary works of China, Japan, India, Africa, and the Middle East and examines representative modern writers. Explores the uniquely non-Western qualities of history, the religion, and culture as reflected in the literature. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 234 - Multicultural American Literature

(IAI: H3 910D; satisfies Human Relations Requirement) Introduces the contemporary multicultural American literature works of African-American, Hispanic-American, Asian-American, Native-American, and recent immigrant cultures. An examination of these works will invite students to explore and appreciate multicultural ideas and values. As a result of this multicultural experience, students will come to understand the importance of remaining open to and interested in others. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 235 - American Literature I

(IAI: H3 914) (Fall Semester Only) Traces American literature from Colonial times through Romantic and Symbolic writers of the first half of the 19th century. Students will examine literature as related to the historical, social, political, religious and economic backgrounds of American culture. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 236 - American Literature II

(IAI: H3 915) (Spring Semester Only) Focuses on the writings of the more modern authors of the 19th century to the works of contemporary writers. Explores literature as related to historical, social, political, religious and economic contexts of American experience. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 241 - British Literature I

(IAI: H3 912) (Fall Semester Only) Examines British literature from its beginnings in Old English to the end of the eighteenth century. Places literature in a political and social context through an analysis of the historical events surrounding it. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LITT 242 - British Literature II

(IAI: H3 913) (Spring Semester Only) Examines British literature from the beginning of the nineteenth century to the modern era. Places literature in a political and social context through an analysis of the historical events surrounding it. Prerequisite(s): C or better in ENGL 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

LMGT 201 - Legal Compliance

Provides instruction in topics related to human capital in organizations for effective programs and operations. Topics may include risk management and security, human resources and related law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

LMGT 202 - Records Compliance

Provides instruction in topics related to individuals' information and records. Topics may include risk management and security, human resources and related law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

MATH 11A - Prealgebra I

Develops the arithmetic of real numbers: including computations of whole numbers, integers, and fractions. Prerequisite(s): Placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

MATH 11B - Prealgebra II

Develops the arithmetic of decimal numbers; uses ratios, proportions, and percents to solve real-life problems; reviews measurement and practical geometry emphasizing applications to perimeter, area, volume, and surface area of common geometric figures; and integrates the use of graphing calculator technology. Prerequisite(s): C or better in MATH 11A. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

MATH 031 - College Algebra Support

Presents prerequisite skills necessary to be successful in MATH 131 - College Algebra. Taught concurrently with MATH 131 - College Algebra by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 131 - College Algebra course work. These skills will assist with finding algebraic and graphical solutions of linear and non-linear equations and inequalities and their applications; functions and graphs; ratio, proportion, and variation; theory of equations; algebraic functions; logarithmic and exponential functions; systems of linear and non-linear equations; matrices and determinants and their applications. Integrates technology into the learning process through use of a graphing calculator or computer program. Pass/Fail grades will be given. This course may be repeated one time for a maximum of six credit hours. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 038 - General Education Math Support

Presents prerequisite skills necessary to be successful in MATH 138 - General Education Mathematics. Taught concurrently with MATH 138 - General Education Mathematics by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 038 - General Education Mathematics course work. These skills will assist with using mathematical reasoning to solve real-life problems and increasing mathematical confidence through in-depth study of four topics: logic and set theory, modeling with functions, consumer mathematics, and counting techniques and probability. Emphasis will be placed on conceptual understanding, problem solving, and analysis rather than on routine mechanics. Pass/Fail grades will be given. This course may be repeated one time for a maximum of four credit hours. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): Placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

MATH 045 - Statistics Support

Presents prerequisite skills necessary to be successful in MATH 145 - General Education Statistics. Taught concurrently with MATH 145 - General Education Statistics by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 145 - General Education Statistics course work. These skills will assist with the collection, organization, and interpretation of both univariate and bivariate quantitative data using graphical and numerical descriptive methods; developing necessary sampling distribution theory through computer simulation and actual experimentation; providing the opportunity to design and carry out real experiments to estimate unknown population parameters and testing hypotheses about those parameters. Pass/Fail grades will be given. This course may be repeated one time for a maximum of four credit hours. A graphing calculator is required. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): Placement by exam. (PCS 1.4, 2 credit hours - 2 hours lecture, 0 hours lab)

MATH 111 - Prealgebra

Develops the arithmetic of real numbers; uses ratios, proportions, and percents to solve real-life problems; reviews measurement and practical geometry emphasizing applications to perimeter, area and volume of common geometric figures; integrates the use of graphing calculator technology. Prerequisite(s): Placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 112 - Elementary Algebra

Presents a review of real numbers and teaches basic operations on algebraic expressions. Students will solve linear equations and inequalities in one variable including applications; work with linear equations in two variables and graph their equations; construct equations of a straight line; and solve systems of linear equations in two variables including applications. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.4, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 113 - Plane Geometry

Presents lines and angles, methods of proof, triangles, polygons, congruence and similarity, circles, regular polygons and the circle, and constructions. Prerequisite(s): C or better in MATH 112 or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 114 - Technical Math for Allied Health

Provides practical background in mathematics required for technical curricula associated with careers in health care. Reviews computational fundamentals and emphasizes problem solving that requires unit analysis, measurement systems conversions, terminology, and abbreviations. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. A calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

MATH 116 - Intermediate Algebra

Presents rules of exponents including scientific notation; all operations of polynomials; factoring, solving quadratic equations by factoring, completing the square, and use of the quadratic formula; simplification of rational exponents, roots, and radicals; operations on rational algebraic expressions; solving rational, absolute value, and radical equations, and their respective applications; and solving equations graphically. Prerequisite(s): C or better in MATH 112 or 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 122 - Technology-Integrated Math

Presents mathematics in the practical context of industries such as process operations technology, drafting, engineering technology, and automotive technology. Students develop study skills in math including review of arithmetic skills as they apply to career problems. The course covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, basic operations on algebraic expressions, solving linear equations in one and two variables, graphing linear equations in two variables, and some practical geometry and trigonometry. Prerequisite(s): Placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 124 - Health Sciences-Integrated Math

Presents mathematics in the practical context of the health sciences, and provides a practical background in mathematics required for the health care field. Develops study skills in math including a review of arithmetic skills as they apply to career problems. Presents computational fundamentals and problem solving that requires unit analysis, measurement system conversions, terminology, and abbreviations. Also covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, some practical geometry, and presents basic operations on algebraic expressions. Prerequisite(s): Placement by exam. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

MATH 125 - Technical Math I

Provides practical background in mathematics required for technical curricula. The course reviews fundamentals of algebra, applied geometry, and right-triangle trigonometry including algebraic expressions and operations, equations, exponents, radicals, units of measure, formulas, approximate numbers and calculator operations. Prerequisite(s): Placement by exam or C or better in MATH 112 or MATH 122, or successful completion of the Technical Math transitional math course (TM-003) at an approved high school. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 129 - Business Mathematics

Explores mathematical topics as they bear upon accounting, economics, finance, measurement, and merchandising. Designed for students in certain business and related disciplines. Prerequisite(s): C or better in MATH 111 or MATH 11B or placement by exam. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 131 - College Algebra

Presents algebraic and graphical solutions of linear and non-linear equations and inequalities and their applications; functions and graphs; ratio, proportion, and variation; theory of equations; algebraic functions; logarithmic and exponential functions; systems of linear and non-linear equations; matrices and determinants and their applications. Integrates graphing calculator technology into the learning process. Prerequisite(s): C or better in MATH 116 or placement by exam. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 132 - Trigonometry

Presents trigonometric functions, the right triangle, fundamental identities, angular measure, variation and graphs of the trigonometric functions, trigonometric equations, inverse trigonometric functions, complex numbers. Prerequisite(s): MATH 131 (which may be taken concurrently) or placement by exam. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 134 - Pre-Calculus

Presents operations on algebraic expressions, first and second degree equations and inequalities, systems of equations and inequalities, functions and graphing, theory of equations, mathematical induction, binomial expansion, ratio and proportion, trigonometric functions, graphing of trigonometric functions, radian measure, trigonometric identities and equations, logarithms, solution of right and oblique triangles, inverse trigonometric functions, complex numbers, polar and parametric equations. Prerequisite(s): C or better in MATH 116 or 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 138 - General Education Mathematics

(IAI: M1 904) Provides the opportunity for students to use mathematical reasoning to solve real-life problems and increase mathematical confidence through in-depth study of four topics. Emphasis will be placed on conceptual understanding, problem solving, and analysis rather than on routine mechanics. Technology, including calculators and computers, will be used when appropriate to support the learning process. Topics covered will consist of logic and set theory, modeling with functions, consumer mathematics, and counting techniques and probability. Prerequisite(s): C or better in MATH 116, or placement by exam, or successful completion of the QL/Stats transitional math course (TM-002) or the STEM transitional math course (TM-001) at an approved high school. 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 problem-solving strategies, numeration systems, operations with real numbers, percentages, number theory and algebraic thinking. Prerequisite(s): 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. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 116, or placement by exam, or successful completion of the QL/Stats transitional math course (TM-002) or the STEM transitional math course (TM-001) at an approved high school. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 152 - Math For Elementary Teachers II

(IAI: M1 903) Provides (as the second of a two-course sequence) 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 basic concepts of probability, data, statistics, and geometry. Fulfills the Illinois Transferable General Education Core Curriculum (iTransfer Gen. Ed.) requirement only for students seeking state certification as elementary teachers or special education teachers. Prerequisite(s): C or better in MATH 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 165 - Calculus for Busn & Social Science

(IAI: M1 900-B) Introduces calculus as it is applied to business, economics, the behavioral sciences, the social sciences, biology and medicine. For students planning to major in these areas rather than in mathematics, engineering, physics or chemistry. Prerequisite(s): C or better in MATH 131 and either MATH 113 or high school geometry. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 171 - Calculus And Analytic Geometry I

(IAI: M1 900-1, MTH 901) Presents straight lines, functions, the derivative, limits and continuity, mean value theorem, chain rule, curve sketching, implicit differentiation, related rates, applications of differentiation, antiderivatives, introduction to integration, areas by integration and numerical methods. Prerequisite(s): C or better in MATH 132 or MATH 134, or placement by exam, and MATH 113 or high school geometry. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

MATH 172 - Calculus & Analytic Geometry II

(IAI: M1 900-2, MTH 902) Examines velocity and net change, areas between curves and volume by integration, arc lengths, surface area, physical application of integration, differentiation and integration of exponential and logarithmic functions, hyperbolic functions, integration techniques, numerical integration, improper integrals, conic sections, infinite series, Taylor series, parametric and polar equations, operations on vectors in two and three dimensions, and lines and planes in space. Prerequisite(s): C or better in MATH 171. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

MATH 235 - Statistics

(IAI: M1 902, BUS 901) Examines basic concepts of statistical analysis used in decision making in business, social and life sciences, including probability and how uncertainty is dealt with in real life. Includes assembly and summarization of data, measures of central tendency and variability, probability theory, discrete and continuous probability distributions, estimation, one- and two-sample hypothesis testing for means and proportions, correlation regression analysis, multiple regression, chi-square, and one-way analysis of variance. Integrates graphing calculator technology and statistical computer software in the learning process. Prerequisite(s): C or better in MATH 131. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 271 - Calculus And Analytic Geometry III

(IAI: M1 900-3, MTH 903) Presents vector-valued functions in two and three dimensions, quadratic surfaces, partial differentiation involving functions of several variables, directional derivatives and gradient, double and triple integrals, integrals in cylindrical and spherical coordinates, centroids, vector fields, line integrals, surface integrals, Green's Theorem, and Stoke's Theorem. Prerequisite(s): C or better in MATH 172. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. College Bookstore or the Mathematics Department for recommended models. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MATH 272 - Differential Equations

(IAI Major: MTH 912) Introduces ordinary differential equations and their applications. Included are first and higher order differential equations, homogeneous linear and non-linear equations, systems of linear differential equations, numerical approximations, power series solutions, and Laplace transforms. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 271. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MATH 274 - Linear Algebra

(IAI Major: MTH 911) Introduces abstract mathematics and provides useful applications outside mathematics. Includes vectors; operations on matrices; matrices; inverse of a matrix; solution of systems of linear equations; rank of a matrix; vector spaces and subspaces; linear dependence and independence; basis and dimension; linear transformations; sums, composites, and inverses of linear transformations; range and kernel of a linear transformation; orthogonality; and proofs. A graphing calculator is required for this course. Check with the College Bookstore or the Mathematics Department for recommended models. Prerequisite(s): C or better in MATH 172. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 125 - Introduction To Broadcast Operations

Provides students experience with basic techniques, disciplines, and theories used in producing, writing, and performing, for both radio and television. Studio equipment, materials, and their functions will be explored. Federal Communications Commission (FCC) rules and regulations will be addressed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

MCOM 130 - Introduction To Video Production

(IAI Major: MC 916) Introduces multi-camera production. Includes terminology, conceptualization, basic script writing, audio board operations, and lighting in studio and remote settings. Basic functions of non-linear editing will also be addressed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

MCOM 131 - Introduction To Broadcasting

(IAI Major: MC 914) (Fall Semester Only) Surveys the role and effects of the broadcasting and cable industry. Emphasizes historical development, media regulations, terminology, programming, and career opportunities. Studies all basic equipment used in broadcasting and telecasting. Prerequisite(s): Concurrent enrollment in MCOM 136. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 132 - Introduction To Mass Communications

(IAI Major: MC 911) Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. Prerequisite: None. (PCS 1.1, 3 credit hours: 3 hours lecture, 0 hours lab)

MCOM 134 - News Writing

(IAI Major: MC 919) Emphasizes writing under newsroom conditions and techniques appropriate to various news and feature stories. Students learn techniques of news gathering, interviewing, and reporting. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 136 - Basic Announcing

(IAI Major: MC 918) (Fall Semester Only) Studies theory and practice of speaking, applied to broadcasting in all phases of announcing. A study of methods of preparing and announcing news, sports, weather and features Prerequisite(s): Concurrent enrollment in MCOM 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

MCOM 138 - Audio Podcasting

Introduces the uses and practical applications of sound for multimedia. Students will learn to create and edit podcasts and publish them to free podcast hosting and social media sites using free or inexpensive hardware and software. Course covers both Mac and PC applications and current legalities of digital media. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 145 - Broadcast Writing

(IAI Major: MC 917) (Spring Semester Only) Emphasizes writing for visual and audio presentations, including continuity, commercials, public service announcements, news, and special events. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 150 - Introduction To Audio Production

(IAI Major: MC 915) Introduces audio production techniques and equipment operation. Includes terminology, basic script writing, editing, producing commercials, public service announcements, and news casting in a studio setting. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 154 - Basic Announcing & Interviewing

(Spring Semester Only) Offers practical on-the-job training in campus-radio station WLCA. Semiprofessional interview development techniques covered. Prerequisite(s): MCOM 131 and MCOM 136. (PCS 1.2, 4 credit hours - 2 hours lecture, 4 hours lab)

MCOM 160 - Introduction To Advertising

Includes the role of advertising in integrated marketing communications, consumer behavior, creative strategies, and types of media. Integrated into the course are practical application. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 230 - Advanced Video Production

Teaches video production techniques for remote and studio production. A continuation of MCOM 130 Introduction to Video Production. Students will shoot and edit independent programs outside the class, as well as work on team projects in class. Prerequisite(s): MCOM 130. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

MCOM 238 - Video Podcasting

Introduces the uses and practical applications of audio and video to create multimedia podcasts. Students will learn to create and edit video podcasts and publish them to podcast hosting and social media sites using both Mac and PC applications. The course also covers the current legalities of digital media. Prerequisite(s): MCOM 138. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MCOM 245 - Radio News

Expands radio news in the area of investigation, actuality development, coverage, and newscast structure. Prerequisite(s): MCOM 145. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

MCOM 250 - Advanced Audio Production

Studies techniques of creative radio production. Students experience development of station imaging for various program formats. Course focuses on creating sweepers, jingles, promos, creative commercials, and underwriting announcements. Students will learn advanced commands in Pro Tools non-linear editing software. Prerequisite(s): MCOM 150. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

MCOM 255 - Intermediate Announcing

(Fall Semester Only) Offers practical "on the job" training at a college radio station. Specialized positions in traffic, production and news departments with actual "on the air" program responsibilities. Prerequisite(s): MCOM 154. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

MCOM 256 - Mass Communications Portfolio

(Spring Semester Only) Offers final training and review to prepare for an internship or employment in mass communications. Students will review all phases of the Mass Communications curriculum and will develop a portfolio that focuses on the area of the field in which they plan to seek employment. Job seeking skills including resume and cover letter writing will be covered. Prerequisite(s): MCOM 255. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

MCOM 271 - Media Internship

Offers on the job training at a local media company or with a company needing students with media skills. Various areas of media are examined. Students will specialize in the area in which they chose to seek employment. Prerequisite(s): MCOM 256 or concurrent enrollment. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

MCOM 280 - Topics In Media

Provides intensive experience for broadcasting students or practicing professionals. Topics are selected by the instructor and the student to meet individual student needs. This course is variable credit and is repeatable three times. The amount of credit awarded shall be two to four credit hours each time the student successfully completes the course. The maximum total number of elective credits that may be used towards a degree shall be sixteen credits. Prerequisite(s): Permission of instructor. (PCS 1.2, 2-4 credit hours - 1 hour lecture, 6-15 hours lab)

MEDA 120 - Pathophysiology I

Provides a comprehensive study of the structure and function of major organs, related medical terminology, commonly prescribed medications, common diseases, and diagnostic testing associated with the systems. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations and symbols. In addition, students are introduced to anatomy and physiology through the study of cell and tissue structure and function, the musculoskeletal system, the integumentary system, cardiovascular system, and the urinary system. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

MEDA 130 - Pharmacology for Medical Assistants

Introduces concepts and applications of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, calculation of drug problems, and medicolegal responsibilities of the medical assistant. Prerequisite(s): C or better in MEDA 140. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

MEDA 140 - Clinical Medical Assisting Skills I

Introduces practices, procedures, and routines of the medical office assistant and the medical office assistant's role in preparation for examination and treatment of the patient throughout the lifespan. This course prepares the student for basic clinical office practice including: taking vital signs; assisting with mobility; identification, sterilization, and disinfection; asepsis and OSHA Standards; bandaging and wound care; assisting with minor office surgeries; eye and ear assessment and procedures; and obtaining patient information and documentation. Prerequisite(s): MEDA 120 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

MEDA 170 - Medical Office Procedures

Presents the methods and procedures needed to work in a medical office. Includes medical ethics and law, correspondence, patient billing and collection systems, and medical office software. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

MEDA 171 - Health Insurance and EHR

Provides an overview of medical insurance programs, electronic health records (EHR), managed care, accountable care, and the skills needed in preparing and submitting insurance claims. Includes pre-certifying and verifying insurance eligibility for patients. Introduces students to the use of electronic health and medical records including management, retrieval, and retention of the health record. Provides hands-on experience with data entry and the use of electronic medical databases. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

MEDA 220 - Pathophysiology II

Provides a comprehensive study of the study of the structure and function of major organs, related medical terminology, commonly prescribed medications, common diseases, and diagnostic testing associated with the systems. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations and symbols. Students are introduced to anatomy and physiology through the study of respiratory, digestive, special senses, endocrine, male and female reproductive, lymphatic, and blood systems. Prerequisite(s): C or better in MEDA 120. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

MEDA 240 - Clinical Medical Assisting Skills II

Continues practices, procedures, and routines of the medical office assistant and the medical office assistant's role in preparation for examination and treatment of the patient throughout the lifespan. This course also provides instruction in basic routine laboratory procedures, phlebotomy, and the proper techniques required for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. The student will be introduced to the electrocardiogram (EKG), components of the EKG and how to safely, properly, and successfully complete an EKG. Prerequisite(s): C or better in MEDA 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

MEDA 250 - Medical Assisting Exam Review

Prepare for the Registered Medical Assistant (American Medical Technologists) credentialing exam. Includes content review of medical assisting courses with emphasis on test-taking strategies and study techniques. This course will provide instruction for resume preparation, job search procedures, interviewing skills, and portfolio preparation. Prerequisite(s): C or better in all first semester required courses and permission of coordinator. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MEDA 260 - Medical Assisting Externship

Provides the student with a work-based learning experience that utilizes skills learned in program coursework and provides the application of those skills in a physician's office or other ambulatory setting. Students work 10 hours per week and meet with the instructor one hour per week. Prerequisite(s): C or better in all first through second semester courses, C or better or co-enrollment in MEDA 240, and permission of coordinator. (PCS 1.2, 4 credit hours - 1 hour lecture, 15 hours lab - 160 hours must be worked)

MGMT 131 - Management For Small Business

Explores the core principles of management as they apply to small businesses. Teaches effective leadership, organizational structure, decision-making processes, human resource management, and operational strategies. Emphasizes practical skills and strategies needed to manage and lead small businesses successfully. Prerequisite(s): None. (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. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MGMT 242 - Human Resource Management

Covers personnel policy, recruiting, interviewing, testing, selection, remuneration, operational training, executive development, job evaluations, labor relations, employee needs and benefits and personnel research. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MGMT 244 - Operations Management

Covers business management principles relating to a production or service enterprise. Includes: organization, control, details of job and process systems, budgeting, cost analysis of facilities, locations as they depend on transportation, access to markets and raw materials, utilities costs, and topics related to employee morale and motivation. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MGMT 245 - Financial Management

(Fall Semester Only; Evening Sections Only) Analyzes the professional responsibilities of the financial manager. Cash management, cash budgeting, capital budgeting, long and short-term financing, debt and equity alternatives, cost of capital, leverage, liquidity, solvency and profitability. Financial institutions and capital markets are viewed as resources for the financial manager. Prerequisite(s): ACCT 131 and either MATH 131, MATH 134 or MATH 138. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MGMT 246 - Logistics Management

Covers business principles relating to logistics and supply chain management. Includes: logistic technology and software, financial aspects of logistics, procurement, inventory control, transportation, warehousing, package and material handling, and facilities analysis. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MKTG 131 - Introduction To Marketing

Presents marketing as viewed by decision-makers. Marketing functions, marketing institutions, organization and consumer buying behavior and environment in which the firm operates. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MKTG 136 - Salesmanship

(Online Sections Only) Covers steps involved in a sale, customer psychology and creative selling techniques as applied to selling situations. Examines obligation to self, employer and customers. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MKTG 240 - Social Media Marketing

Studies the applications and methods utilized to promote businesses and organizations via digital tools and social media. Includes interface uses and best practices. Students will create and manage various social media sites while completing writing and reading assignments, quizzes, and tests. The course also includes an overview of how to use social media platforms to supplement traditional marketing strategies. It is recommended that students have basic keyboarding, Internet, and computer skills. Students must be able to access and interact with various social media websites, including but not limited to Facebook, Flickr, YouTube, LinkedIn, WordPress, and Twitter. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MSC 101 - Introduction To Military Science

Introduces contemporary military issues and role of the U.S. Army in national defense systems. Reviews time management, goal setting, and motivational leadership. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

MSC 102 - Introduction To Military Operations

Studies the modern battlefield and its relationship to leadership, team building, and stress management. Individual communication skills and group dynamics are stressed. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

MSC 201 - Applied Military Skills

Provides detailed instruction and practical exercises in military writing, briefing, and decision making. Extensive instruction and practice in the reading and use of maps and compasses. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

MSC 202 - Small Unit Leadership

Provides basic background in first aid and individual field-movement skills and instruction in use of analytical aids in planning, organizing, and controlling a changing environment. (PCS 1.1, 3 credit hours - 2 hours lecture, 2 hours lab)

MUSI 124 - Music Production with MIDI

Introduces the use of computer based Musical Instrument Digital Interface (MIDI) software. Covers basic skills in all aspects of MIDI production as it applies to the creation of musical ideas and controlling external devices. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 125 - Music Video Production

Introduces the art of capturing "live" musical performance, as well as, pre-recorded musical performance on video. Covers basic skills in all aspects of video production as it applies to the communication of musical ideas and the business of selling and promoting music and musicianship. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 126 - Advanced Music Video Production

Introduces advanced music video production techniques including but not limited to animation of still photos and video, performance and story-based music video, instructional videos, camera settings, pre-production, production, post-production methods, and creation of titles and a credit roll. Prerequisite(s): MUSI 125. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 130 - Appreciation Of Music

(IAI: F1 900) Presents basic elements of music, and develops perceptive listening skills to better understand and appreciate all styles of music. Introduces stylistic elements, composers, and literature of the various historical periods. No previous music background is necessary. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 131 - Basic Music Theory

Introduces music fundamentals including: notation, meter and rhythm, scales, keys and intervals. The course is open to all students but is required for students who seek credit for applied music, unless they can demonstrate in a proficiency test satisfactory knowledge of the course content. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 133 - Music For The Pre-School Teacher

(Spring Semester Only) Prepares the student with no previous training in music to provide a meaningful and useful initial early music experience for children in child care, pre-school or elementary school setting. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 134 - Non-Western Music

(IAI: F1 903N; satisfies Human Relations Requirement) Covers the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening as they relate to non-western music. Examines the music cultures of several non-western societies. No previous music background is necessary. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 135 - Music Theory I

(Fall Semester Only) Studies the elements of music (rhythm, melody, harmony, texture, and form) and the principles of musical organization. Includes scales, modes, intervals, triads, chord relationships, voice leading, and an introduction to style analysis and style periods. Sight singing, keyboard, and aural perception included. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MUSI 136 - Music Theory II

(Spring Semester Only) Emphasizes chord relationships and voice leading practices, continuing MUSI 135. Chord vocabulary expands to include dominant, half diminished, and fully diminished seventh chords and the voice leading practices and figured bass indications appropriate for these chords. An introduction to monophonic, polyphonic, chordal, and homophonic textural types and characteristics of each is included. Sight singing, ear training, and keyboard exercises are included. Prerequisite(s): C or better in MUSI 135. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MUSI 137 - Introduction To American Music

(IAI: F1 904) Provides historical background and surveys American music and composers. Includes explanation and aural examples of musical genres. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 138 - Introduction To Music Literature

(IAI: F1 901) (Spring Semester Only) Examines the following periods in music history: Medieval, Renaissance, Baroque, Classical, and Romantic. Develops perceptive listening skills and understanding; and introduces stylistic elements, composers, and literature of the various historical periods. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 144 - Concert Choir

Prepares students to perform a variety of choral music styles including spirituals, hymnody, opera, Broadway, and literature representing the major style periods. This vocal ensemble also has the opportunity to participate in community activities. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 145 - Jazz Band

Covers preparation, exploration and performance of music representing the various jazz styles. Students should be able to read music but improvisation experience is not required. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 146 - Symphony Orchestra

Offers orchestra experience for qualified students in a music transfer program and interested members of the community. All members of the orchestra must be able to read music and prior experience as an instrumentalist in school, municipal or professional orchestra is desirable. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 147 - Guitar Ensemble

Covers preparation, exploration and performance of music from selected style periods. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): Audition or consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 149 - Percussion Ensemble

Provides students experience, through preparation and performance in a variety of percussive ensemble settings, including but not limited to classic/orchestral, world/ethnic, novelty/non-traditional, and mallet/keyboard literature. The course content is such that the student is expected to gain increased depth of knowledge and skill through repetition. The course is repeatable three times; the amount of credit awarded shall be one credit hour each time the student successfully completes the course. The total number of credits that will apply to a degree shall be four credits. Prerequisite(s): Consent of the instructor. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 154 - Electronic Music Production

Introduces the study of Pro Tools recording software including hard disk recording and Musical Instrument Digital Interface (MIDI). Includes principles of sound synthesis, signal routing, mixing, editing, plug-in operations, virtual instruments and MIDI sequencing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 155 - Sequencing And Recording

Covers preparation, exploration and performance of music from selected style periods. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): C or better in MUSI 154. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 161 - Piano I

Develops basic skills in piano playing for the student with no previous keyboard experience. Recommended for elementary classroom teachers, music majors, and those wishing to pursue this study as an avocation. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 162 - Piano II

Emphasizes sight reading, harmonization, transposition, technique development, improvisation, and repertoire. Prerequisite(s): C or better in MUSI 161. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 172 - Gospel Choir

Focuses on the choral performance of traditional gospel music, including Inspirational, Southern, Contemporary, and Gospel Blues. This vocal ensemble also has the opportunity to participate in community activities. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. Prerequisite(s): None. (PCS 1.2, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 196 - Minor Applied Music I

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors but desire private instruction. The course includes one thirty minute lesson per week. A minimum of three practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of four credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 1 credit hour - 0.5 hours lecture, 3 hours lab)

MUSI 197 - Minor Applied Music II

Provides music instruction for students who have to study a secondary instrument for degree requirements or for students who are not music majors but desire private instruction. The course includes a one hour lesson per week. A minimum of six practice hours per week is required. Attendance at applied student recitals and outside performances is mandatory. A final jury examination is required. The course may be repeated three times for up to a maximum of eight credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 2 credit hours - 1 hour lecture, 6 hours lab)

MUSI 232 - Jazz In Multicultural America

(IAI: F1 905D; satisfies Human Relations Requirement) Provides historical background and traces the African-American, Brazilian, Haitian, Caribbean, and Cuban influences in the development of jazz style. The course will include description and aural-visual examples of jazz techniques and processes. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

MUSI 233 - Jazz Improvisation Lab

Offers ensemble playing for qualified students of piano, guitar, bass, percussion, brass, and woodwind instruments. All members must be able to read music. Prior experience as an instrumentalist in a school, municipal, or professional band is desirable. This course is repeatable three times. One credit hour will be awarded each time the student successfully completes the course. The total number of credits that may be applied to a degree shall be four credits. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 235 - Music Theory III

(Fall Semester Only) Studies monothematic, binary and ternary forms, continuing MUSI 136. Covers chord vocabulary, expands to include non-dominant seventh, ninth, eleventh, thirteenth, Neapolitan sixth, and augmented sixth chords, and the voice leading practices and figured bass indications appropriate for these chords. Also included is the study of secondary function, bimodality, modulation. Sight singing, ear training, and keyboard exercises included. Prerequisite(s): C or better in MUSI 136. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MUSI 236 - Music Theory IV

(Spring Semester Only) Introduces 16th Century modal polyphony and 18th Century tonal counterpoint, continuing MUSI 235. Theme and variation, rondo, and sonata allegro forms are studied. Also included is the compositional devices of the late 19th and 20th Centuries. Sight singing, ear training and keyboard exercises included. Prerequisite(s): C or better in MUSI 235. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

MUSI 261 - Piano III

Emphasizes progressive development of technique, improvisation, transposition and harmonization. Prerequisite(s): C or better in MUSI 162. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 262 - Piano IV

Emphasizes progressive development of technique, improvisation, transposition and harmonization, continuing MUSI 261. Prerequisite(s): C or better in MUSI 261. (PCS 1.1, 1 credit hour - 0 hours lecture, 3 hours lab)

MUSI 299 - Major Applied Music Instruction

Provides private music instruction for those majoring in music who must have a major instrument for degree requirements. The course includes a one hour lesson per week for 2 credit hours or a two hour lesson per week for four credit hours. A minimum of six practice hours per week for 2 credit hours or twelve practice hours per week for four credit hours is required. A final jury examination is required. The course is a variable credit course and may be repeated three times for up to a maximum of sixteen credit hours. Prerequisite(s): Consent of the instructor. (PCS 1.1, 2 or 4 credit hours - 1 or 2 hours lecture, 6 or 12 hours lab)

NUAD 120 - Basic Nurse Assistant Training

Provides Basic Nurse Assistant instruction through theory, lab, and six mandatory 8-hour clinical days outside of the regular scheduled class sessions (dates/times to be arranged). Teaches the nursing assistant to function as an effective member of the nursing team in the delivery of patient care, under the direct supervision of a Registered Professional or Licensed Practical Nurse in hospitals, nursing homes, and home healthcare settings. Adequate time is utilized in orienting the student to the work environment and responsibilities in order to provide a basis for quality patient care and team morale. Successful completers qualify for the Illinois Nurse Assistant Competency Examination. The Illinois Department of Public Health (IDPH) requires that all Nurse Assistant students have a live scan (fingerprint) criminal background check which must be initiated before the first day of class. The college will make arrangements for an IDPH approved vendor to do this on campus. There is a fee for this service, which will be payable the day of the live scan. There will be an orientation prior to the class start date to discuss this as well as other class requirements. Attendance at the orientation is mandatory. Students who have questions or a criminal background should contact the Coordinator of the Nurse Assistant Program for more information on determining their eligibility for the program or their ability to complete the program. Prerequisite(s): See admission requirements. (PCS 1.2, 6 credit hours - 4 hours lecture, 3.5 hours lab, 3 hours clinical)

NURS 129 - Introduction to Nursing

Provides opportunities for students to explore and observe the role of the nurse and other healthcare professionals. Provides opportunities for students to apply basic nursing skills in the classroom lab setting and to identify trends in nursing and other healthcare applications. Prerequisite(s): None. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

NURS 150 - Bridge Concepts and Management I

Introduces LPNs to the nursing process, in consideration of the four major client needs categories including safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. A concept-based approach will be used to focus on clients, families, and communities with various needs. Healthcare and management concepts will be introduced. Prerequisite(s): Current LPN Licensure in Illinois, admission to ADN Program, and either C or better in (or concurrent enrollment in) BIOL 141, NURS 160, NURS 165, and NURS 171. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

NURS 160 - Nursing Health Assessment

Considers the development of beginning health assessment throughout the life span. Emphasis is placed on physical assessment skills with application of clinical reasoning to these skills. The nursing process will be used to assist in the assessment of the client. Prerequisite(s): Concurrent enrollment or prior completion with C or better in NURS 170 or NURS 150. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

NURS 165 - Pharmacology for Nursing

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals for LPN bridge students. Prerequisite(s): Either concurrent enrollment in NURS 150 or NURS 172 and C or better in these: NURS 160, NURS 170, and NURS 171. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

NURS 166 - Pharmacology for Nursing Concepts I

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals. Considers the nursing process and, using a concept-based approach, focuses on medications with an emphasis on mood and affect, cognition, anxiety, stress, immunity, nutrition, tissue integrity, fluid and electrolytes, mobility, and elimination. Prerequisite(s): NURS 172 or concurrent enrollment and C or better in NURS 160, NURS 170, and NURS 171. (PCS 1.2, 1.5 credit hours - 1.5 hours lecture, 0 hours lab)

NURS 167 - Pharmacology for Nursing Concepts II

Review of medication calculations, administration of medications, pharmacokinetics, pharmacodynamics, current trends in pharmacology, related nursing responsibilities, legal considerations, and studies of classifications of pharmaceuticals. Considers the nursing process and, using a concept-based approach, focuses on medications with an emphasis on reproduction, sexuality, family dynamics, development, perfusion, cellular regulation, glucose regulation, thermoregulation and clotting. Prerequisite(s): NURS 270 or concurrent enrollment and C or better in NURS 166, NURS 172, BIOL 142, and BIOL 241. (PCS 1.2, 1.5 credit hours - 1.5 hours lecture, 0 hours lab)

NURS 170 - Nursing Concepts and Management I

Introduces the nursing process in consideration of the four major client needs' categories including safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Emphasis is based on the needs of the well or adapting client. Opportunity is given for lab/clinical application of concepts/psychomotor skills to the needs of both well and non-adapting clients throughout the lifespan in nursing practice settings. Healthcare and management concepts are introduced. Prerequisite(s): Admission to the ADN program. Concurrent enrollment or prior completion with C or better in NURS 160, NURS 171, BIOL 141 and either PSYC 232 or PSYC 233. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

NURS 171 - Nursing Applications

Applies concepts and psychomotor skills to nursing practice settings using clinical reasoning skills in the care of the well and non-adapting client throughout the lifespan. Opportunity will be given to apply skills in the lab setting. Prerequisite(s): Concurrent enrollment in NURS 170 or NURS 150. (PCS 1.2, 1 credit hour - 0 hours lecture, 3 hours lab)

NURS 172 - Nursing Concepts and Management II

Considers the nursing process and, using a concept-based approach, focuses on clients, families, and communities with an emphasis on mood and affect, cognition, anxiety, stress, communication, immunity, nutrition, tissue integrity, fluid and electrolytes, mobility, elimination, and health policy. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 166 or concurrent enrollment and C or better in NURS 160, NURS 170, NURS 171, BIOL 141 and either PSYC 232 or PSYC 233. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

NURS 220 - Bridge Concepts and Management II

Allows for the LPN Bridge student to use the nursing process and a concept-based approach to focus on clients, families, and communities with an emphasis on stress and coping; mood and affect; cognition; self; violence; behavior; reproduction; sexuality; development; health policy; quality improvement; and safety needs. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): Current LPN licensure in Illinois, successful completion of NURS 150, NURS 160, NURS 165, NURS 171, BIOL 141 and PSYC 232 or 233 with a C or better. Prior completion of BIOL 142 and BIOL 241 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 3 hours clinical)

NURS 270 - Nursing Concepts and Management III

Considers the nursing process and uses a concept-based approach to focus on clients, families, and communities with an emphasis on reproduction, sexuality, development, gas exchange, perfusion, cellular regulation, glucose regulation, thermoregulation, clotting, and healthcare management. Opportunities are provided for the student to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 167 or concurrent enrollment and C or better in NURS 172, BIOL 142, and BIOL 241. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours clinical)

NURS 272 - Nursing Concepts and Management IV

Analyzes the nursing process and utilizes a concept-based approach in assisting clients, families, and communities with advanced, complex conditions. Emphasizes care of clients with multisystem conditions including fluid and electrolyte imbalances; acid-base imbalances; gas exchange; perfusion; mobility; intracranial regulation; infection; thermoregulation; cellular regulation; and tissue integrity disruptions. Opportunities are provided to correlate theoretical concepts within nursing practice settings to manage care with clients throughout the lifespan. Prerequisite(s): C or better in NURS 167 and NURS 270. LPN Bridge students: C or better in NURS 220, BIOL 142, and BIOL 241. (PCS 1.2, 9 credit hours - 4 hours lecture, 15 hours clinical)

NURS 280 - NCLEX Review Prep

Emphasizes competencies and strategies to enhance the transition from student nurse to practicing associate degree-prepared nurse. Opportunities are provided for the student to gain understanding of the role of the National Council State Board of Nursing (NCSBN) in the preparation and the administration of the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This course is repeatable one time. The amount of credit awarded shall be one credit hour each time the student successfully completes the course for a maximum of two credit hours. Prerequisite(s): C or better in NURS 220 or NURS 270, and concurrent enrollment in NURS 272. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

OCTA 134 - Occupational Therapy Fundamentals

Introduces the philosophy of occupational therapy practice and the theoretical foundations of the profession. The historical growth of occupational therapy and its relationship to traditional medical, educational and other community service delivery models are explored, as well as, standards of practice, ethical responsibilities, and values and attitudes of the profession. The education, training, and the collaborative roles of the OTA and OTR are discussed. The components of the clinical reasoning process are presented by examining the stages of the planning and service delivery process. The Practice Framework for Occupational Therapy is introduced to define the scope of practice. Prerequisite(s): Admission to the Occupational Therapy Assistant program. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

OCTA 138 - Therapeutic Modalities

Introduces a variety of activities as therapeutic modalities used in the delivery of occupational therapy (OT) services. Students learn and apply activity analysis skills to life tasks and activities defined by the Occupational Therapy Practice Framework. Classroom assignments emphasize the development of skills, clinical reasoning, and the safe use of materials, tools, and equipment. Students learn to generate and analyze therapeutic applications of activities and to adapt and grade activities for a variety of patient populations. Analysis of the physical, cognitive, and sociocultural aspects of therapeutic modalities will be explored. Issues of planning for and working with small groups will be discussed. Students will select appropriate therapeutic activities, have an opportunity to develop clinical observation skills, and begin to develop skills for "therapeutic use of self". Prerequisite(s): Admission to the Occupational Therapy Assistant program. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

OCTA 141 - Health Conditions in OT

Introduces students to common health conditions in occupational therapy including psychosocial conditions, physical dysfunctions, chronic illnesses, and pediatric diagnoses. Emphasizes understanding risk factors, causes, symptoms, prognosis, and their impact on occupational performance. Additionally, this course explores how social determinants of health—such as income, education, living conditions, and healthcare access—influence these health conditions. Prerequisite(s): C or better in OCTA 134, OCTA 138, and OCTA 163. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

OCTA 142 - Theory of Psychosocial Occupation

Explores the theory and practice of psychosocial occupation in occupational therapy including psychosocial frames of reference, interview techniques, principles of therapeutic groups, group leadership, and analysis of group dynamics in the intervention setting. A review of psychosocial theory, stages of human development in the social-emotional arena, and group leadership is presented. Addresses the need for a balanced life that includes work, rest, and leisure to promote wellness. Practicum experiences are included to enable the student to participate in and observe group dynamics, leadership, and development and implementation of functional group activities as part of the occupational therapy (OT) process. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138 and PSYC 232. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

OCTA 146 - Theory of Physical Occupation

Explores the theory and practice of occupational performance that impacts everyday occupations. This includes development of human movement, strength, coordination, sensation, vision, visual perception, cognition, and common clinical problems resulting from damage to the muscular and/or nervous systems. Occupational therapy (OT) assessment and intervention techniques to address these deficits will be outlined and practiced. Professional documentation across the continuum of care for pediatric, mental health, and physical dysfunction settings will be explored. The Occupational Therapy Practice Framework will be used as a guide to examine how to assess occupational performance and develop and implement treatments to address client factors and performance skills associated with physical dysfunction. Using credible resources and evidence-based practice is also emphasized. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138, and PSYC 232. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

OCTA 151 - Occupation: Infant to Adult

Introduces intervention and management of services to infants through young adults with developmental disabilities, learning disabilities, and multiple disabilities. In addition to wellness issues, cognitive, physical, vocational, educational, and psychosocial needs of the individual will be explored. Occupational therapy (OT) evaluations, intervention methods appropriate to habilitation, and remediation of specific client deficits will be discussed. Students will understand the difference between educational and medical models of service. Overview of state and federal laws that impact OT's role within the natural environment, school, and other settings will be discussed. Assistive technology will be explored as identified for home, school, and work settings. Identification of wellness programs and emerging practice areas will be emphasized. Prerequisite(s): C or better in BIOL 142, OCTA 134, and PSYC 232. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

OCTA 163 - Professional Terminology for OT

Focuses on the professional terminology used in the practice of occupational therapy. Focus is on understanding and using skilled language including approved abbreviations, medical terminology, and professional terminology used in medical fields and health science professions. Prerequisite(s): Admission to the Occupational Therapy Assistant program. (PCS 1.2, 1 credit hour - 1 hour lecture, 0 hours lab)

OCTA 168 - Foundations of OT Interventions

Introduces the fundamentals of occupational therapy (OT) practice including treatment planning and implementation and clinical skills and techniques needed to effectively treat clients. Introduces the steps to treatment planning to develop a client-centered OT plan of care. Includes therapeutic strategies, techniques, and skills to facilitate the client's engagement in daily occupations. Identifies appropriate therapeutic interventions to address performance barriers based on credible evidence. Analyzes the dynamic interaction among persons, environments, and occupations and explores instructional techniques and assistive technology to address functional deficits. Prerequisite(s): C or better in BIOL 142, OCTA 134, OCTA 138, and PSYC 232. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

OCTA 220 - Practice of Pediatric Occupations

Builds on the foundational knowledge of occupational therapy in pediatric practice. Provides a comprehensive understanding and application of pediatric occupational therapy interventions using case studies and problem-based learning. Students will apply various therapeutic techniques and intervention strategies specific to pediatric populations, including children with developmental delays, physical disabilities, sensory processing disorders, and other conditions. Emphasis is placed on integrating evidence-based practice and client-centered care. Prerequisite(s): C or better in OCTA 134, OCTA 138, OCTA 142, OCTA 151, OCTA 163, and PSYC 232. (PCS 1.2, 0.5 credit hours - 0 hours lecture, 1 hour lab)

OCTA 234 - Practice of Psychosocial Occupation

Introduces psychiatric terminology, symptomatology, and psychiatric diagnoses. Application of Occupational Therapy (OT) principles in psychosocial function and dysfunction will be emphasized. Acquaints students with the OT frames of reference appropriate to psychosocial setting, therapy planning and methodologies, and therapeutic use of self as a treatment tool, and the development of client-therapist interactions. The role of the Occupational Therapy Assistant (OTA) in activity program and community-based service programs is explored by researching contemporary service delivery models. Prerequisite(s): C or better in OCTA 134, OCTA 138, OCTA 142, OCTA 146, OCTA 151, and OCTA 168. (PCS 1.2, 2.5 credit hours - 2 hours lecture, 1 hour lab)

OCTA 238 - Practice of Physical Occupation

Presents medical conditions commonly referred for occupational therapy (OT) treatment/interventions. The etiology, residual effects, and medical management of each condition are described. OT frames of reference are discussed in regard to appropriate client care. Examines assessments, treatment interventions, documentation, and evidence-based practice as each relates to physical dysfunction. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 4 credit hours - 1 hour lecture, 6 hours lab)

OCTA 242 - OT in Productive Aging

Introduces the principles and practice of occupational therapy in the treatment of clients with psychosocial dysfunction, chronic illness, and problems associated with the aging process. Kubler-Ross stages of death and dying are explored. Introduction of the Medicare system and OT's role for patient care within the system are emphasized. The OTA's role in working with families and caregivers will be explored. Prerequisite(s): C or better in OCTA 138, OCTA 142, OCTA 146, and OCTA 151. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

OCTA 244 - Occupation Across the Lifespan

Introduces the student to self-directed problem-based learning to enable high level analysis and synthesis of data to develop complex client intervention plans. Students will focus on intervention planning to increase levels of independence in areas of occupation and will further develop problem solving skills (clinical reasoning) to create, implement, and evaluate intervention/treatment plan for populations across the lifespan. Learners will develop and implement intervention/treatment plans that revolve around case-based problems to be solved, including a list of essential questions, activities to facilitate the problem solving process, and technology resources to support the research involved. Prerequisite(s): C or better in OCTA 234, OCTA 238, OCTA 242, and OCTA 250. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

OCTA 250 - Exploration of Occupational Practice

Provides clinical opportunities to apply theory to practice. Students will spend time at an approved fieldwork site with emphasis on clinical observation, understanding the psychosocial needs of a population, selection and implementation of appropriate therapeutic activities, and the development of professional work behaviors. Students will also develop an understanding of the role and responsibility of the Occupational Therapy Assistant in management, leadership, advocacy and entrepreneurship. Prerequisite(s): C or better in OCTA 142, OCTA 146, OCTA 151, OCTA 163, and OCTA 168. (PCS 1.2, 3 credit hours - 2 hours lecture, 5 hours lab - 80 hours must be worked)

OCTA 254 - Level II Fieldwork A

Provides clinical experiences to apply concepts and skills learned in prior course work. Supervised clinical experience provides the student the opportunity to develop organizational and administrative skills. Includes employee relations, job descriptions, planning a department budget, and maintaining job competence. Students will spend time in approved agency with emphasis on observation, development of professional work skills, and supervision of treatment application principles. Prerequisite(s): C or better in OCTA 244. (PCS 1.2, 4 credit hours - 0 hours lecture, 20 hours lab: 320 clinical hours worked)

OCTA 258 - Level II Fieldwork B

Continues application of concepts and skills learned in prior course work. Supervised clinical experience provides the student the opportunity to further develop organizational and administrative skills. Includes employee relations, job descriptions, planning department and budget, maintaining job competence. Students will spend time in approved agency with continued emphasis on observation, development of professional work skills and supervision of treatment application principles. Prerequisite(s): C or better in OCTA 254. (PCS 1.2, 4 credit hours - 0 hours lecture, 20 hours lab: 320 clinical hours worked)

OTLC 010 - Legal Compliance

Provides instruction in topics related to human capital in organizations for effective programs and operations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

OTLC 011 - Legal Compliance II

Continues OTLC 0010 with instruction related to human capital in organizations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

OTLC 012 - Legal Compliance III

Continues OTLC 0011 with instruction related to human capital in organizations. Topics may include labor relations, human resources law and regulations, information security, e-compliance, work systems, integrity, job training programs, and records management. This course is repeatable three times to provide students additional instructional opportunities due to the complexities and frequent changes in human resources law and regulations. The amount of credit awarded shall be one half credit hour each time the student successfully completes the course for a maximum of two credits. Prerequisite(s): None. (PCS 1.6, 0.5 credit hours - 0.5 hours lecture, 0 hours lab)

PACT 102 - Pre-Apprentice - Tools

Introduces tools and materials used in the construction trades. Students will learn to identify the standard tools and materials of the trades, and understand their intended uses. Also, exposes students to several industry trades. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 3 hours lecture, 0 hours lab)

PACT 103 - Pre-Apprentice - Carpentry

Teaches carpentry skills used in the construction trades, and exposes students to their theory and practice. Also, exposes students to several industry trades. Students will perform the duties of an entry-level carpenter's helper and be ready for entry-level employment in the trade. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 3 hours lecture, 0 hours lab)

PACT 122 - Math for the Trades

Presents mathematics in the practical context of the trades. Students develop study skills in math including review of arithmetic skills as they apply to career problems. The course covers fractions, rounding, scientific notation, decimal fractions, ratios, proportions, percentages, averages, estimates, graphic representation, basic operations on algebraic expressions, solving linear equations in one and two variables, graphing linear equations in two variables, and some practical geometry and trigonometry. Prerequisite(s): Placement by exam. (PCS 1.6, 4 credit hours - 4 hours lecture, 0 hours lab)

PHED 130 - Fitness & Conditioning I

Introduces principles and theory of exercise physiology and experience in developing a personal physical fitness program. Strength training principles are applied to the use of various equipment which is designed to increase strength, flexibility, and cardiorespiratory performance. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 131 - Fitness And Conditioning II

Allows students to continue using the principles and theory of exercise physiology presented in PHED 130 and to develop a personal physical fitness program. Strength training principles are applied to the use of various equipment which is designed to increase strength, flexibility and cardiorespiratory performance. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 130. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 132 - Fitness And Conditioning III

Emphasizes a wellness approach to a personal physical fitness program and allows the student to continue using the principles and theory of exercise physiology presented in PHED 130 and 131. Strength training principles are applied to the use of various equipment. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 131. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 133 - Fitness And Conditioning IV

Emphasizes a wellness approach to a personal physical fitness program and allows students to continue using the principles and theory of exercise physiology presented in PHED 130, 131, and 132. Strength training principles are applied to the use of various equipment. Other forms of aerobic exercise such as running, walking, cycling, and swimming are suggested and available to supplement the program. This course is a variable credit course. Prerequisite(s): PHED 132. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 134 - Horseback Riding

Introduces horseback riding for enrichment and fitness training. Attention will be given to the development of skills in grooming, horse handling, saddling, bridling, and riding. Note: Students must be in good health and able to participate in moderate physical activity. Students must be physically capable of mounting and dismounting independently. A horse may humanely carry 20% of its weight: the stable horses weigh between 900-1000 lbs. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 144 - Lifeguard Training

Develops the skills and knowledge to recognize and act in an aquatic emergency. Leads to American Red Cross Lifeguard Training certification. Prerequisite(s): Demonstrate the ability to complete a 300 yard swim using front crawl and breast stroke and to dive and retrieve a ten pound brick from the bottom of the pool. Minimum age requirement is 15. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 145 - Water Safety Instructor

Develops the skills and knowledge to teach American Red Cross swimming and water safety courses and leads to American Red Cross Water Safety Instructor certification. Prerequisite(s): Demonstrate all swimming strokes. Minimum age requirement is 16. (PCS 1.1, 2 credit hours - 1 hour lecture, 2 hours lab)

PHED 151 - Progressive Yoga

Builds on the skills introduced in beginning yoga, emphasizing a system of yoga postures that require physical and mental discipline. This intermediate level yoga gradually adds challenge leading to increased strength, endurance, balance, and focus. More challenging postures are introduced. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hours lab)

PHED 173 - Walking

Introduces walking as a way to increase cardiovascular endurance, muscular strength, and flexibility. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hours lab)

PHED 176 - Yogalates

Introduces an alternative to traditional yoga and Pilates. This format is ideal for those who find traditional yoga and Pilates intimidating or restrictive. This hybrid workout combines mind/body practices, as well as principles of sport stretch, strength training, and dynamic movement to improve strength, flexibility, balance, core stability, and reduction of stress while constantly flowing from one exercise to the next. Prerequisite(s): None. (PCS 1.1, 1 credit hour - 0 hours lecture, 2 hours lab)

PHIL 131 - Introduction To Philosophy

(IAI: H4 900) Examines the fundamental questions of philosophy and introduces the major ideas and philosophers of the Western tradition. The basic questions include those concerned with the nature of reality, the nature of knowledge, the nature of God and religious experience, and the nature of morality and values. The study of philosophy can be considered a pursuit of self-knowledge and, to this end, a number of personally relevant issues are examined such as death, the meaning of life, personal identity, and personal values. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHIL 132 - Eastern Philosophy

(IAI: H4 903N; satisfies Human Relations Requirement) Introduces the philosophical concepts found in the East by exploring the major systems of thought originating in India and China. The works of the most influential thinkers will be examined with special attention placed on those aspects, both original and assimilated, that helped determine the nature and course of philosophy in all of the Asian countries. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHIL 231 - Fundamentals Of Logical Reasoning

(IAI: H4 906) Introduces the criteria of good reasoning, especially deductive argumentation, and develops skills in logical analysis, logical demonstration, and the avoidance of common patterns of fallacy. The course covers basic symbolic logic, including categorical logic and truth functional logic, and analyzes in detail basic logical concepts such as argument, inference, validity, implication, categorical relations, deductive vs. inductive reasoning, and informal fallacies. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHIL 240 - Contemporary Moral Problems (Ethics)

(IAI: H4 904) Surveys the major types of ethical theories, such as consequentialist, non-consequentialist, and virtue-based theories, and applies these to a number of contemporary moral controversies. These controversies include (but are not limited to) abortion, euthanasia, capital punishment, healthcare, sexual morality, professional and business ethics, and the environment. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHIL 241 - Biomedical Ethics

Examines the ethical issues of the healthcare field and of the advances in medical technology and treatments. Central topics, among others, involve healthcare rights, euthanasia and assisted suicide, genetic and reproductive technology (issues such as screening, surrogate motherhood, and cloning), confidentiality, patient rights, and rights of healthcare professionals. The course develops and applies a process of ethical decision-making to these various issues. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHTC 101 - Pharmacy Calculations

Addresses the need for accuracy in calculations that is essential to safe pharmaceutical practice. This course will help broaden a student's knowledge in pharmacy calculations; thus, allowing them to aid pharmacists. The student will master accurate dispensing, pricing, systems of measure, introduction to compounding, and parenteral products as they apply in pharmacy. Study focus is on core components and the foundation of what every pharmacy technician needs to know to ensure safe medication administration. Mathematical skills used for critical thinking and therapeutic communication in community-based health care system are included. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 4 hours lecture, 0 hours lab)

PHTC 102 - Pharmacy Practice I

Examines the role of the pharmacy, the pharmacist, and the pharmacy technician in the health care delivery system. Incorporates the history of pharmacy practice, law and ethics, terminology, routes, dosage formulations, anatomy and physiology, medications, and operations of community-based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multidisciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

PHTC 103 - Pharmacy Practice II

Continues the examination of the role of the pharmacy, the pharmacist, and the pharmacy technician in the health care delivery system. Incorporates the history of pharmacy practice, law and ethics, terminology, routes, dosage formulations, Anatomy and physiology, medications, and operations of community based and institutional pharmacies. Addresses cultural and ethnic variations in relationship to medications in a multi-disciplinary setting. Emphasis is placed on committing to lifelong learning in a continually changing environment. Prerequisite(s): PHTC 101 and PHTC 102 or concurrent enrollment. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

PHTC 104 - Pharmacy Technician Internship

Addresses the principles and importance of pharmacy technician procedures; accurate dispensing, pricing, systems of measure, compounding mixtures, and operations of community-based and institutional pharmacies. Provides real-life experiences with an opportunity to practice learned theory and clinical skills. Students will work under supervision at the internship site. Benefits to the student include; the opportunity to practice learned theoretical and clinical skills, by exposure to different situations, and opportunities to demonstrate their abilities. Prerequisite(s): PHTC 101 and PHTC 102 or concurrent enrollment, and concurrent enrollment in PHTC 103. (PCS 1.2, 5 credit hours - 4 hours lecture, 5 hours lab - 135 hours must be worked)

PHYS 125 - Applied Physics I

Explores laws of motion, statics, dynamics, simple machines and heat, with special emphasis on the application of principles related to modern technology. Prerequisite(s): C or better in either MATH 125 or MATH 116. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

PHYS 130 - Concepts Of Physics

(IAI: P1 901L) Examines selected concepts and methods relating to physical phenomena encountered in the natural world and in human society: mechanics, heat, acoustics and waves, light and optics, and modern physics. Prerequisite(s): None. (PCS 1.1, 4 credit hours - 3 hours lecture, 2 hours lab)

PHYS 131 - Introduction To Physics I

(IAI: P1 900L) Covers fundamental principles of mechanics, states of matter, heat and sound. No calculus required. Prerequisite(s): C or better in MATH 131. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

PHYS 132 - Introduction To Physics II

Continues PHYS 131, stressing electricity and magnetism, light, atomic and nuclear structure and stability. Prerequisite(s): C or better in PHYS 131. (PCS 1.1, 4 credit hours - 3 hours lecture, 3 hours lab)

PHYS 141 - General Physics I

(IAI: P2 900L, PHY 911) (Spring Semester Only) Examines the theory and practice of mechanics using calculus. Topics include kinematics, Newton's laws, force and motion, work and energy, conservation of linear momentum, angular momentum, rotational dynamics, harmonic motion, rigid body equilibrium and oscillations. Prerequisite: Concurrent enrollment in MATH 172. (PCS 1.1, 5 credit hours: 4 hours lecture, 3 hours lab)

PHYS 142 - General Physics II

(IAI Major: PHY 912) (Fall Semester Only) A calculus-based introduction to classical electrodynamics. Topics include electrostatics, direct current (DC) circuits, magnetostatics, electromagnetic induction, alternating current (AC) circuits, Maxwell's equations, and electromagnetic waves. Prerequisite: C or better in PHYS 141. (PCS 1.1, 5 credit hours: 4 hours lecture, 3 hours lab)

PHYS 210 - Engineering Circuit Analysis

(IAI Major: EGR 931) Introduces direct current and sinusoidal steady-state circuit analysis. Covers basic circuit elements (sources, resistors, inductors, capacitors); circuit variables (current, voltage, power); Ohm's law; Kirchhoff's laws; nodal and mesh analysis; superposition; source transformation; Thevenin and Norton equivalents; operational amplifiers; resistor-inductor (RL), resistor-capacitor (RC), and resistor-inductor-capacitor (RLC) transient circuits; and sinusoidal steady-state analysis using phasors and complex power. Prerequisite(s): C or better in both MATH 271 and PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 241 - Applied Mechanics - Statics

(IAI Major: EGR 942) Covers equilibrium of particles and rigid bodies including frames, trusses, beams, systems involving friction, distributed forces, and the method of virtual work. Prerequisite(s): C or better in the following: MATH 171 and either PHYS 131 or PHYS 141. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 242 - Applied Mechanics - Dynamics

(IAI Major: EGR 943) Continues PHYS 241, with emphasis on systems which are not in equilibrium. Topics include torques, forces, velocities and accelerations in both translational and rotational motion. Prerequisite(s): C or better in PHYS 241. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 243 - Engineering Mechanics

(IAI Major: EGR 944) Presents concepts of forces and force systems acting on rigid bodies, equilibrium, vector mathematics, moments of inertia, kinematics and kinetics of particles and rigid bodies, and work and energy. Prerequisite(s): C or better in PHYS 141. (PCS 1.1, 5 credit hours - 5 hours lecture, 0 hours lab)

PHYS 244 - Introduction To Modern Physics

(IAI Major: PHY 914) (Spring Semester Only) Presents a calculus-based first course in modern physics including physical optics, special relativity, quantization of light, wave nature of particles, the Schrödinger equation, atomic physics, solid state physics, band theory of conductivity, nuclear physics, and elementary particle physics. Prerequisite(s): C or better in PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 245 - Mechanics Of Solids

(IAI Major: EGR 945) Presents concepts of stress and strain, elasticity, torsion: shear stresses and deformations, thermal stresses, thin-walled pressure vessels, pure bending: stresses and strains, transverse loading of beams: shear stress and combined loadings, transformation of stress and strain (Mohr's Circle), design of beams and shafts for strength: shear and moment diagrams, deflection of beams, energy methods, and columns. Prerequisite(s): C or better in PHYS 241. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 246 - Thermodynamics

Presents classical thermodynamics: properties of pure substances, ideal gas law, work and heat, first and second laws, entropy, power cycles, introduction to heat transfer. Prerequisite(s): C or better in both MATH 271 and PHYS 142. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PHYS 251 - Introduction to Thermal Physics

A calculus based introduction to thermodynamics and statistical mechanics including the first and second laws of thermodynamics, ideal gases, kinetic theory of gases, entropy, heat capacity, heat engines, Helmholtz and Gibbs free energies, phase transformations, and Boltzmann statistics. Prerequisite(s): C or better in PHYS 141. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

PHYS 252 - Introduction to Quantum Physics

Presents a calculus-based first course in modern physics including interference, diffraction, quantization of light, wave nature of particles, the Schrödinger equation, atomic physics, solid state physics, band theory of conduction, nuclear physics, and elementary particle physics. Prerequisite(s): C or better in PHYS 142. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

PLGL 130 - Introduction Paralegal Studies

Introduces the various fields of law and provides an overview of the training and career of paralegals. Presents the function of law, courts, and lawyers in modern society. Analyzes the training and role of the paralegal as well as the ethical and professional practice standards applicable to both lawyers and paralegals. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 135 - Technology For Paralegals

This course provides a general introduction to the use of computer exercises using professional software programs frequently used in the law office by paralegals. Prerequisite(s): PLGL 130 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 140 - Legal Research And Writing I

Introduces methods of legal research and writing. Students will become familiar with and be able to locate and effectively use the primary and secondary sources of law including statutes, reporters, digests, and encyclopedias. Computerized research, including LexisNexis, will be introduced as well as proper citation forms. Students will learn skills necessary to create basic legal research strategies, perform necessary research, and communicate their findings in a proper written format. Prerequisite(s): C or better in ENGL 131, PLGL 130, and PLGL 135. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 150 - Tort Law

Introduces the substantive law of torts and remedies including intentional and quasi-intentional torts, negligence, strict liability, and workers' compensation. Defenses, privileges, and immunities also will be studied. The course also will focus on paralegal duties of interviewing, investigation, file management, liaison duties, and trial support for common personal injury litigation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 160 - Litigation

Emphasizes the civil and criminal litigation process and alternative dispute resolution. Each stage of a lawsuit including drafting petitions, pleadings, written discovery, depositions, trials, and appeals is discussed. Targets specific phases of a lawsuit including the work product rule, summary judgment practice, jury instructions, and appellate practice. Federal, Illinois, and Missouri rules and their implications will be discussed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 170 - Family Law

Studies the paralegal's role in assisting family law attorneys. Students discover how family law has evolved and how it continues to adapt to complex issues such as annulment, separation, and dissolution of marriage (divorce). Consequential considerations are covered such as child custody and support, maintenance (alimony), property settlement and taxes, adoption, paternity, and the rights of family members. Students draft various documents and learn ethical considerations. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 180 - Elder Law

Prepares students to assume a productive role in elder law practice. Lays a solid foundation in key concepts including elder law practice, Medicare, Medicaid, estate planning, end-of-life issues, and age discrimination. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 190 - Electronic Discovery

Introduces the basics of electronic discovery including historical development, substantive legal procedure, technology's influence on the practice of law, communication of information to clients, and the most cost-effective discovery tools available. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 200 - Immigration Law

Provides a practical approach to understanding and applying U.S. laws and regulations for legal professionals who specialize in helping to protect refugees, bring needed workers to the U.S., prevent separation of families and reunite them, and provide relief to foreign nationals facing removal proceedings. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 220 - Bankruptcy Law

Familiarizes students with the bankruptcy system and the United States Bankruptcy Code. Students will gain an understanding and working knowledge of the different types of bankruptcies and the specific steps taken to complete the bankruptcy process, including completion of the documents required to conduct these processes. Creditors' rights will also be explored. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 230 - Wills, Trusts, and Estate Planning

Provides a basic understanding of the legal principles involved in estate work. Provides all the information that a legal assistant will need in order to assist in the preparation and completion of all documents incident to an estate practice. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 240 - Legal Research And Writing II

Continues the development of skills learned PLGL 140. Students will learn the critical thinking, organizational, and communication skills necessary to undertake the legal research and preparation of memoranda and briefs. Prerequisite(s): C or better in PLGL 130, PLGL 135, and PLGL 140. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PLGL 260 - Paralegal Internship

Applies paralegal knowledge and skills in an approved law office environment where students will gain practical work experience (paid or unpaid) through assisting one or more licensed attorneys (in the public or private sector) to demonstrate classroom learning concepts and core skill development. Prerequisite(s): C or better in PLGL 130, PLGL 135, and PLGL 140. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked.)

PMED 050 - Emergency Vehicle Driving

Designed to give emergency vehicle drivers the skills and techniques required for safe operation during emergency response. Includes both classroom and practical driving exercises. Prerequisite(s): Must have a valid driver's license. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

PMED 131 - Introduction to Paramedicine

Examines the preparatory, airway management and ventilation, and patient assessment sections of the Paramedic National Standard Curriculum. Also includes recognition, treatment, and packaging of special patient populations. Prerequisite(s): Admission to the Paramedicine program, current State of Illinois EMT license, and BIOL 132. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PMED 133 - Paramedic Pharmacology

Applies the concepts of pharmacokinetics, pharmacodynamics, dosage calculations, and administration of medications in a pre-hospital setting. Includes training in advanced airway drug administration procedures. Prerequisite(s): Admission to the Paramedicine program or currently licensed as a Paramedic or Registered Nurse. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PMED 135 - Paramedic Clinicals I

Participate in observation and practical exercises in each of the following clinical settings: emergency department (ED), anesthesia department, transitional care unit (TCU), respiratory therapy, community outreach, and fire departments. Prerequisite(s): Concurrent enrollment in PMED 131. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked)

PMED 136 - Paramedic Skill & Scenario Lab I

Applies the concepts to practice and master skills learned in PMED 131 and PMED 133. Utilizes skills and applies them to live simulations allowing students to meet the clinical performance objectives of the Paramedic Psychomotor Competency Portfolio (PPCP) program. Focuses on competency testing and includes physical assessment, medication administration, intravenous (IV) and intraosseous (IO) skills, and advanced airway procedures and maintenance including surgical airways. Utilizes scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns including an introduction to cardiology. This course includes application of principles and processes discussed in PMED 131. Prerequisite(s): Concurrent enrollment in PMED 131. (PCS 1.2, 3 credit hours - 1 hour lecture, 6 hours lab)

PMED 141 - Cardiology

Introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulations of field impressions and implementation of treatment plans for specific cardiovascular conditions. Advanced Cardiac Life Support (ACLS) Provider certification will be offered within the course. Prerequisite(s): PMED 131 and PMED 135 or licensed paramedic or registered nurse. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PMED 142 - Medical Emergencies

Prepares students to identify life-threatening and non-life threatening medical emergencies. Students will assess and evaluate a full range of medical patients and distinguish the proper treatment and transport for these patients. Treatment will include pharmacological interventions, electrical therapy, communication, and support of the patients' emotional needs. Prerequisite(s): Concurrent enrollment in PMED 141. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PMED 143 - Traumatic Emergencies

Prepares students to identify shock and hypoxia in traumatic patients. Students will learn to identify life-threatening and non-life threatening traumatic emergencies through assessment and evaluation, as well as provide proper treatment and transport of patients. Certification in International Trauma Life Support (ITLS) will be offered. Illinois Department of Public Health (IDPH) Region IV trauma protocols will also be reviewed. Prerequisite(s): Concurrent enrollment in PMED 142. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PMED 145 - Paramedic Clinicals II

Participate in observation and practical exercises in each of the following clinical settings: intensive care unit (ICU), cardiac cath lab, pediatric trauma emergency department (ED), psychiatric care/outpatient drug counseling unit, obstetrics, and ambulance clinical. Prerequisite(s): PMED 135. (PCS 1.2, 2 credit hours - 0 hours lecture, 10 hours lab - 160 hours must be worked)

PMED 146 - Paramedic Skill & Scenario Lab II

Applies the concepts to practice and master skills learned in PMED 141, PMED 142 and PMED 143. Clinical performance objectives of the Paramedic Psychomotor Competency Portfolio (PPCP) program will be practiced using simulations focusing on competency and skill improvement. Includes physical assessment, medication administration, intravenous (IV) and intraosseous (IO) skills, and advanced airway procedures and maintenance. Utilizes scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns. Advanced cardiology, dealing with special patient populations, and OB/GYN will be covered. Prerequisite(s): Concurrent enrollment in PMED 142 and PMED 143. (PCS 1.2, 3 credit hours - 1 hour lecture, 6 hours lab)

PMED 155 - Paramedic Field Internship

Correlates all the didactic background in the paramedic course with advanced patient care. Demonstrate competency in the skills learned in all paramedic laboratories and assignment to specific ambulance rotations to complete 320 hours of field ride time. Focuses on all treatment modalities as final preparation for the state certification examination and a career as a paramedic. Prerequisite(s): PMED 145. (PCS 1.2, 5 credit hours - 1 hour lecture, 20 hours lab - 320 hours must be worked)

PNUR 100 - Fundamentals of Practical Nursing

Focuses on fundamental concepts utilizing nursing process to provide a safe, effective care environment, including health promotion and maintenance, psychosocial integrity, and physiological integrity. Fundamental concepts are introduced with an emphasis on the needs of the individual across the lifespan. Opportunity is given for clinical application of concepts and skills to meet needs of individuals in various healthcare settings. Prerequisite(s): Admission to the Practical Nursing program and C or better, or concurrent enrollment in PNUR 105. (PCS 1.2, 6 credit hours - 4 hours lecture, 6 hours lab)

PNUR 105 - Pharmacology For Practical Nursing

Focuses on the review of medication calculations and administration, pharmacokinetics, pharmacodynamics, current trends in pharmacology, legal considerations, and pharmaceutical classifications. Prerequisite(s): Admission to the Practical Nursing program and C or better, or concurrent enrollment, in PNUR 100. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PNUR 140 - Family-Centered Nursing

Incorporates and builds on previous concepts for the application of basic nursing theory, communication, collaboration, and clinical judgement. Focuses on reproductive health, maternal-newborn nursing, and the growing child and family across the lifespan. Prerequisite(s): C or better in PNUR 100 and PNUR 105 and concurrent enrollment in PNUR 145. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

PNUR 145 - Mental Health Nursing

Focuses on clients, families, and communities with an emphasis on psychological and psychosocial problems across the lifespan. Explores mental health therapies, communication, and assessment skills. Clinical opportunities are provided for application of knowledge into practice. Prerequisite(s): C or better in PNUR 100 and PNUR 105 and concurrent enrollment in PNUR 140. (PCS 1.2, 4 credit hours - 3 hours lecture, 3 hours lab)

PNUR 175 - Medical Surgical Nursing

Combines the nursing process, clinical judgment, and assessment skills to plan care and nursing interventions for clients in medical-surgical settings. Studies the care of patients with disorders of the integumentary, musculoskeletal, gastrointestinal, cardiovascular, respiratory, urinary, endocrine, reproductive, visual, auditory, neurological, and immune systems. Blood and lymphatic disorders, HIV/AIDS, and cancer are also discussed. Clinical opportunities are provided for application of knowledge into practice. Prerequisite(s): C or better in PNUR 140 and PNUR 145 and concurrent enrollment in PNUR 180. (PCS 1.2, 8 credit hours - 4 hours lecture, 12 hours lab)

PNUR 180 - Transitioning To Practical Nursing

Provides a synthesis of all concepts and nursing content taught throughout the program with focus on strategies to transition students to the role of practical nurse. Includes strategies for success and a review for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Prerequisite(s): C or better in PNUR 140 and PNUR 145 and concurrent enrollment in PNUR 175. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

POLS 131 - American Government

(IAI: S5 900) Introduces the organization and function of the U.S. government. Includes the U.S. Constitution; the Federal and State systems; political behavior; executive, legislative, and judicial powers; and public policies. Critically examines political parties, role of the media, presidential leadership, and policy issues. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

POLS 132 - State And Local Government

(IAI: S5 902) Studies both state and local government, including current functions and reform ideas. Focus on both Illinois government and local politics. Covers governors, legislators, municipal governments, civil services, elections, and federal-state relations. Emphasizes Illinois statutes and the Constitution. Successful completion of this course satisfies the Illinois State Constitution mandate included in the Associate Degree graduation requirements. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

POLS 231 - International Relations

(IAI: S5 904) Studies present unstable and uncertain conditions of international relations. Focuses on national states, international and transnational organizations, and legal systems. Contrasts perceptions of various nations and people. Analyzes determinants of international relations, including military, economics, and diplomacy in the context of contemporary problems in world politics. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PRCS 111 - Introduction to Biofuels

Introduces the fundamental processes involved in biofuel production. The course presents biofuel feedstocks, basic biofuel chemistry, basic biofuel production processes, economics of biofuel production, and safety/environmental concerns. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PRCS 121 - Ethanol Production

Introduces the fundamental production of ethanol covering all major steps from feedstock to ethanol fuel production. This course will present the history and explore the future of ethanol. All aspects of ethanol production will be covered; chemistry, equipment, economics, distribution, and safety/environmental concerns. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PRCS 131 - Introduction To Process Technology

Provides overview of chemical process industries and chemical technology with focus on the role of the process operator and technician. Includes concepts of safety, regulation, laws affecting the job and the industry, and quality control. Prerequisite Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PRCS 133 - Process Technology Equipment I

Introduces basic operating principles of equipment such as valves, piping, pumps, compressors, generators, motors, and lubrication systems. The mechanical characteristics and the interactions of the plant equipment will be explored. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

PRCS 134 - Process Technology Equipment II

Builds on the basic operating principles of equipment such as heat exchangers, cooling towers, furnaces, boilers, filters, dryers, and vessels. The mechanical characteristics and the interactions of the plant equipment will be explored. Prerequisite(s): C or better in PRCS 133. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

PRCS 135 - Safety, Health, And Environment

Introduces the field of safety, health, and environment within the process industry. Within this course, students will explore various types of process hazards, safety and environmental systems, and equipment and regulations under which plants are governed. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

PRCS 151 - Process Instrumentation Control I

Introduces the field of instrumentation and covers process variables and the various instruments used to sense, measure, transmit, and control these variables. This course also introduces the student to control loops and the elements that are found in different types of loops, such as controllers, regulators, and final control elements. The course concludes with a study of instrumentation drawings, diagrams, and troubleshooting instrumentation Prerequisite(s): C or better in PRCS 131. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

PRCS 231 - Quality Control

Provides an overview of the field of quality within the process industry. Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, statistical process control (SPC), and preparation of memoranda and briefs. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

PRCS 252 - Process Instrumentation Control II

Introduces switches, relays, and annunciator systems, signal conversion, and transmission. Covers controllers, control schemes and advanced control schemes, digital control, programmable logic control, and distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Prerequisite(s): C or better in PRCS 151 or concurrent enrollment. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

PRCS 255 - Process Technology Systems

Introduces the various process systems used within the process technology industry. Students study specific process systems, factors affecting process systems and how they are controlled during normal operations, and how to recognize abnormal operations of process systems. Also introduces plant economics. Prerequisite(s): C or better in PRCS 134. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

PRCS 256 - Process Technology Operations

Introduces the field of operations within the process industry. Students will apply existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students will operate and receive real-life experience on the Polaris H.O.T. (Hands On Training) Skid Unit that is engineered and built to industry specifications. Prerequisite(s): C or better in PRCS 255 and PHYS 125. (PCS 1.2, 3 credit hours - 2.5 hours lecture, 1 hour lab)

PRCS 265 - Process Troubleshooting

Applies problem-solving skills in order to maintain and monitor process equipment employing cause and effect analyses, case studies, analytical techniques, and laboratory simulations. Involves troubleshooting, maintaining, monitoring unit problems, and working with others to solve real world problems. Prerequisite(s): None. (PCS 1.2, 4 credit hours - 3 hours lecture, 2 hours lab)

PRCS 271 - Process Technology Internship

Applies knowledge and skills in process operations technology in a planned and supervised paid or unpaid work experience. Students will gain practical work experience and apply what has been learned in the classroom to actual work situations. This course is a variable credit course and may be repeated up to three times for a maximum of four credit hours. Prerequisite(s): None. (PCS 1.2, 1-4 credit hours - 0 hours lecture, 5-20 hours lab - 80 hours must be worked for each credit hour granted)

PSYC 131 - General Psychology

(IAI: S6 900) Introduces psychology as the scientific study of behavior and mental processes. Addresses the concepts and principles of psychology emphasizing the interaction of biological, sociocultural, and cognitive perspectives. Students explore the key figures, diverse theories, and research findings that have shaped the field of psychology. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 132 - Health And Personal Growth

Examines theories, research, and principles that foster mental and physical health and coping. Includes psychological adjustment, the nature of stress, personality disorders, physical illness, emotional regulation, self-concept and self-esteem, interpersonal communication, happiness, attribution bias and prejudice, career choice and development, gender and sexuality, and interpersonal relationships. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 232 - Human Development

(IAI: S6 902) Studies human development from conception to death. Includes the developmental stages and theories, research methods, and the primary areas of development (physical, cognitive, social and emotional). Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 233 - Child Psychology

(IAI: S6 903) Examines theories of child development, research methodology, and typical/atypical development of children. Emphasizes physical, cognitive, social and emotional development of children through adolescence. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 235 - Personality Psychology

Explores classic and modern approaches to the study of personality. Introduces mechanisms of psychopathology and psychotherapeutic intervention. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 243 - Adolescent Psychology

(IAI: S6 904) Studies the development of the adolescent from biological, sociocultural, and psychological perspectives. Emphasizes changes in cognition, development of moral reasoning, identity formation, peer relations, family socialization, sexuality, career exploration, and adolescent adjustment problems such as delinquency, eating disorders, and substance abuse. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 253 - Adult Development And Aging

(IAI: S6 905) Introduces the changes that occur from early adulthood through old age. Topics include career choice and development, mate selection and marriage, conventional and nonconventional families, theories of adult personality development, mid- and late-life transitions, aging, dying, death, and bereavement. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 260 - Social Psychology

(IAI: S8 900) Provides a psychological exploration of the factors that influence individual and group behavior. Examines the self in society, belief formation and perpetuation, relationship between attitudes and behaviors, conformity and influence, aggression and conflict, power, persuasion, prejudice, attraction, and altruism. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

PSYC 270 - Abnormal Psychology

(IAI Major: PSY 905) Examines the theory, etiology, classification, and treatment of psychological disorders. Emphasis is given to examining behavior from biological, cognitive, psychosocial, and environmental perspectives. Topics include mood disorders, schizophrenic disorders, anxiety disorders, personality disorders, substance related disorders and sexual disorders. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

READ 120 - Reading

Emphasizes reading techniques and an application of these techniques to a variety of texts. Focuses also on communication skills such as public speaking, listening, and working in a group. Prerequisite(s): Placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

READ 125 - College Reading

Develops the reading skills necessary for the successful completion of college courses. Emphasizes steps readers can take before, during, and after reading to increase comprehension and retention. Focuses on how to organize materials and thoughts in written summaries and oral presentations. Prerequisite(s): C or better in READ 120 or placement by exam. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

REAL 135 - Real Estate Brokerage

Examines the nature of real estate brokerage and how it applies to ownership, titles, legal descriptions, uses, contracts, leases, taxation, and values. Prepares students to qualify for the Illinois Real Estate Brokers Examination. Note: The State of Illinois requires individuals to be at least 18 years of age and possess a high school diploma or equivalent before sitting for the state exam. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

REAL 136 - Real Estate Transactions

Examines the nature of real estate transactions and how they apply to ownership, titles, legal descriptions, uses, contracts, leases, taxation, and values. Includes marketing, advertising, contracts, financing and property management. Prepares students to qualify for the Illinois Real Estate Brokers Examination. Note: The State of Illinois requires individuals to be at least 18 years of age and possess a high school diploma or equivalent before sitting for the state exam. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

REAL 137 - Transaction Applications

Provides the opportunity to obtain further knowledge and skills related to the real estate business through planned case studies, role playing, and field activities. Emphasizes practical experience and the application of classroom learning to real-world work situations. Note: The State of Illinois requires individuals to be 18 years of age and possess a high school diploma or equivalent before sitting for the state exam. Prerequisite: REAL 135 or REAL 136 or permission of the Real Estate Program Coordinator. (PCS 1.2, 1 credit hour; 1 hour lecture, 0 hours lab)

SCT 111 - Supported College Transition I

Develops self-assessment techniques relative to lifestyle and career goals; examines college and community resources available to attain lifestyle and career goals. This is a mandatory course for students whose placement test scores indicate a need for additional preparation. The course content is such that the student may gain increased depth of knowledge and skill through repetition. Therefore, this course is repeatable three times. The amount of credit awarded shall be up to three credit hours each time the student successfully completes the course. The total number of credits that will apply to a skills certificate shall be twelve credits. Prerequisite(s): Admission to the Supported College Transition Program. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

SCT 112 - Supported College Transition II

Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 111. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

SCT 113 - Supported College Transition III

Continues SCT 112. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 112. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

SCT 114 - Supported College Transition IV

Continues SCT 113. Increases self-assessment techniques relative to career goals; utilizes college and community resources to attain lifestyle and career goals. Prerequisite(s): Admission to the Supported College Transition Program and SCT 113. (PCS 1.4, 3 credit hours - 3 hours lecture, 0 hours lab)

SERV 130 - Service Learning

Provides the opportunity for students to plan, implement and participate in a community service project that integrates community service with their academic coursework and their personal goals. Emphasis is placed on collaborative planning with faculty and their chosen community partner to design an individualized service project. The goal of the project is to meet an established community need, as well as provide students a meaningful learning experience. This reciprocal learning experience will focus on course content, leadership and communication skills, and critical and reflective thinking, as well as personal and civic responsibility. Students will commit to completion of their project while working with their chosen community partner and this may require the student to work outside the college. This course is a variable credit course and may be repeated three times for additional service learning experiences for a maximum of twelve credits. (Note: 8 lecture hours and 40 service hours must be completed for 1 credit hour; 8 lecture hours and 80 service hours must be completed for 1.5 credit hours; 8 lecture hours and 120 service hours must be completed for 2 credit hours; 8 lecture hours and 160 service hours must be completed for 2.5 credit hours; and 8 lecture hours and 200 service hours must be completed for 3 credit hours.) Prerequisite(s): None. (PCS 1.1, 1-3 credit hours - 0.5 hours lecture, 2.5-12.5 hours lab)

SIGN 135 - Basic Communication I

Introduces the student to approximately 300 American Sign Language vocabulary items and certain grammatical features. The course is designed for students interested in developing beginning conversational skills for interaction with deaf individuals. An explanation of certain cultural aspects of American Sign Language will be provided. Students will be taught fingerspelling. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SIGN 136 - Basic Communication II

Continues SIGN 135 with the progressive development of American Sign Language (ASL) vocabulary. This course adds approximately 300 signs to the student's vocabulary and provides practice in the grammatical features of ASL. The course is designed for students interested in furthering the development of beginning conversational skills for interaction with deaf individuals. An explanation of certain cultural aspects of ASL will be provided. Students will continue development of receptive and expressive skills for fingerspelled words. Prerequisite(s): SIGN 135. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SMGT 101 - Introduction to Sport Management

Introduces the sport management industry and the wide range of career opportunities that exist throughout the industry. This course surveys all levels of sport and explains how other business disciplines interact within the industry. Examines the abilities and competencies needed to be successful in sport management. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SMGT 201 - Sport Marketing

Presents marketing principles in the sport management industry including sport sponsorship and promotion. Examines how the marketing mix intersects key areas of the sport industry including sporting goods, events, and consumers. Surveys the evolution of sport marketing through technological advancements and increased access to consumers through social media and streaming. Prerequisite(s): MKTG 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SMGT 202 - Sport Law

Examines the relationship and compliance of United States law within all levels of sport. Surveys legal issues in sport including Constitutional law, contract law, antitrust law, agency, collective bargaining, and intellectual property rights. Includes rules and regulations of professional and collegiate sports organizations. Prerequisite(s): BUSN 141. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 131 - Introduction to Sociology

(IAI: S7 900) Studies society, including the rules, interactions and cultural patterns that organize everyday life. Analyzes social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 132 - Social Problems

(IAI: S7 901) Studies select social problems including consideration of proposed lines of action in dealing with them. Problem areas include population, the affluent society, crime and justice, poverty, unemployment, health and mental disorders, automation, the aging ethnic and race relations, threats to the environment, the role of the United States in relationship to third world countries, war and the future of American society. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 134 - Intro To Environmental Sociology

Introduces students to the interdependence of nature and society. The class explores the relationship between materialistic issues (e.g., consumption, technology, development) and the state of the environment, emphasizing how different ideologies of nature influence the use of natural resources. The course suggests practical strategies for resolving environmental conflicts and organizing an ecologically sustainable society. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 150 - Racial And Ethnic Relations

(IAI: S7 903D; satisfies Human Relations Requirement) Critically examines the nature, causes and consequences of racial and ethnic stratification and inequalities throughout history and the world. Examines the persistence of group identity, inter-group relations and social movements with respect to race and ethnicity in the U.S. and the world. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 155 - Introduction To Sex And Gender

(IAI: S7 904D; satisfies Human Relations Requirement) Introduces sociological perspectives on gender as a factor in social stratification, gender role acquisition, and individual and social consequences of changing social definitions of gender roles. Selected themes include socialization, body image, gender and work, sexuality, gender and communication, masculinity, and violence. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOCI 240 - Marriage And The Family

(IAI: S7 902) Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOLR 120 - Solar Design and Installation

Presents competencies and expected outcomes for photovoltaic (PV) design and installation. Participants will learn the fundamentals of sizing a residential battery-less grid-tied system, wire sizing, over-current protection, and grounding. This course will also review fundamental design criteria for off-grid stand-alone systems including specifying batteries, controllers, and battery-based inverters. The student will develop a basic understanding of the core concepts necessary to work with both residential and commercial PV systems. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

SOLR 121 - Grid Tied Solar Design

Presents competencies and expected outcomes for advanced photovoltaic (PV) design and grid tied installations. Participants apply the standards presented in the National Electric Code (NEC) as they perform grid interface calculations, ground considerations and wire sizing. Students will evaluate a photovoltaic system under various operating systems. Participants will also evaluate batteries and their sizing, charge controllers, and hybrid systems. Prerequisite(s): SOLR 120. (PCS 1.2, 2 credit hours - 1 hour lecture, 2 hours lab)

SOSC 132 - The Science of Happiness

(IAI: S9 900) Examines the complex relationship of the intersection of psychological, economic, geographical, and sociological understandings of happiness. Special emphasis will be given to reading, analyzing, and summarizing research articles, applying course materials in daily life, and reflecting on course topics through writing. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOSC 133 - River in Social Context

(IAI: S9 900) Examines the complex relationship of the intersection of the sociological, historical, psychological, political, social geographical, and anthropological understandings of the river. Contextualizes the river in the global arena. Designated for and restricted to students who have been admitted to the Honors College. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOSC 135 - Helping Skills for a Changing World

(IAI: S9 900) Examines the intersection between psychology and sociology in the development of the helping relationship. Emphasizes the development of helping skills, the role of socio-cultural factors in the helping relationship, the application of culture, race, and gender to individual behavior, and the application of skills to common problems for college students. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SOSC 160 - Human Sexuality

(IAI: S9 903) Examines the development and expression of human sexuality from psychological, sociological, cultural, and historical perspectives. Topics include sexuality across the lifespan, sexual response and anatomy, sexual health and reproduction, sexual orientation, gender identity and expression, attraction and love, variations in sexual behavior, sexual coercion, the law and ethics of sexuality, sexual dysfunction, and sex therapy. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SPAN 131 - Elementary Spanish I

Introduces grammar, pronunciation, conversation and simple composition. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

SPAN 132 - Elementary Spanish II

Continues the development of grammar, pronunciation, conversation and simple composition. Readings from graded texts. Prerequisite(s): SPAN 131. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

SPAN 231 - Intermediate Spanish I

Reviews past grammatical concepts and continues more advanced grammatical concepts. Stress is on increasing fluency of conversation and composition. Prerequisite(s): SPAN 132. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

SPAN 232 - Intermediate Spanish II

(IAI: H1 900) Designed to increase proficiency in speaking, listening, reading, and writing in Spanish, as well as provide knowledge of Spanish-speaking cultures by exploring literature, art, cinema, and music as key material and topics within the language acquisition process. Reviews past grammatical concepts and continues more advanced grammatical concepts. Focuses on increasing fluency of conversation and composition. Emphasis will be placed on developing advanced reading, writing, and speaking skills, with some attention to listening comprehension. Prerequisite(s): SPAN 231. (PCS 1.1, 4 credit hours - 4 hours lecture, 0 hours lab)

SPCH 131 - Public Speaking

(IAI: C2 900) Covers theory and practice of platform and discussion techniques and development of speech standards through evaluating speeches. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SPCH 145 - Public And Private Communication

(IAI: C2 900) Covers theory and practice of platform, discussion, and interpersonal techniques to promote sensitive, reasoned communication. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SPCH 151 - Interpersonal Communication

(IAI Major: MC 901) Deals with principles of human communication; communication barriers within and between people; and communication breakdowns. Emphasizes awareness of communication behavior in everyday life and methods to increase effectiveness in social context. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

SPCH 203 - Intro-Organizational Communication

(IAI Major: MC 903) Covers theory and observation of communication within organizations to promote interpersonal and organizational effectiveness. Prerequisite(s): SPCH 131 or SPCH 145. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

STSK 132 - Integrated Study Skills

Presents college study skills including effective use of texts, study schedules, listening, note-taking, preparing for and taking exams. NOTE: This course is taught concurrently with a general studies course by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of college-level course work. Therefore, this course is repeatable three times. This course is a variable credit course. The amount of credit awarded shall be one to three credit hours each time the student successfully completes the course. The total number of elective credits that may be used towards a degree shall be four to twelve credits. Prerequisite(s): None. (PCS 1.1, 1-3 credit hours - 1-3 hours lecture, 0 hours lab)

STWR 100 - Introduction to Storm Water

Introduces students to the concepts, contexts, and challenges of storm water management within the built human environment. Concepts in watershed dynamics, erosional processes, Clean Water Act (CWA) compliance and permitting, and the requirements of the Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) program are introduced. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

STWR 200 - Advanced Storm Water

Immerses students in storm water pollution prevention planning, job-site inspections, and prepares them for the Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) exam. Concepts in watershed dynamics, erosional processes, Clean Water Act compliance and permitting, inspections, and recommended Best Management Practices (BMP's) are covered in detail. Prerequisite(s): STWR 100. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

TECH 100 - Introduction to Industrial Arts I

Introduces students to careers, technical skills, and opportunities in the field of Industrial Technology. Students will design and create several projects to gain an understanding of the different areas of Industrial Technology. Classroom experiences will focus on skills and knowledge required for various industrial occupations including manufacturing, construction, communications, transportation, energy, and power. Prerequisite(s): None. (PCS 1.6, 4 credit hours - 2 hours lecture, 4 hours lab)

TECH 101 - Introduction to Industrial Arts II

Introduces students to careers, technical skills, and opportunities in the field of Industrial Technology. Students will design and create several projects to gain an understanding of the different areas of Industrial Technology. Classroom experiences will focus on skills and knowledge required for various industrial occupations including manufacturing, construction, communications, transportation, energy, and power. Prerequisite(s): None. (PCS 1.6, 4 credit hours - 2 hours lecture, 4 hours lab)

TRUC 101 - Truck Driving Orientation

Provides an overview of the trucking industry. Students prepare for the Illinois Commercial Driver's License (CDL) written test to acquire a driving permit. Basic control systems are introduced. Prerequisite(s): Must pass physical examination and drug test and have a valid regular driver's license. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

TRUC 102 - Fed Motor Carrier Safety Regulations

Explains the Federal Motor Carrier Safety Regulations, including controlled substances and alcohol use and testing. Also explains the standards, requirements, and penalties associated with Commercial Driver's License (CDL) and hours and service. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

TRUC 103 - Maintenance

Outlines the inspection, repair, and maintenance of semi-truck tractors and trailers. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 1.5 credit hours - 1 hour lecture, 1 hour lab)

TRUC 104 - Load Securement

Provides an overview of cargo and load securement and inspection requirements that apply to most commodities hauled in the United States and Canada. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 2 credit hours - 2 hours lecture, 0 hours lab)

TRUC 105 - Tractor-Trailer Driver Experience

Designed to give the student real over-the-road practice under the supervision of an experienced tractor-trailer truck driver. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 1.5 credit hours - 0 hours lecture, 3 hours lab)

TRUC 107 - Driving Simulation

Exposes drivers to a variety of situations, including changes in weather, road conditions, and the behaviors of other road users, allowing them to increase their confidence and skill levels in a controlled environment. Prerequisite(s): C or better in TRUC 101 or concurrent enrollment. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

TRUC 111 - Class B Truck Driving Orientation

Provides an overview of the trucking industry. Students prepare for the Illinois Commercial Driver's License (CDL) Class B written test to acquire a driving permit. Basic control systems are introduced. Prerequisite(s): Instructor permission and concurrent enrollment in CDLB 160, TRUC 112, TRUC 113, and TRUC 114. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

TRUC 112 - Class B Maintenance

Outlines the inspection, repair and maintenance of Class B vehicles. Covers all aspects of the pre-trip, en-route and post-trip process. Prerequisite(s): Instructor permission and concurrent enrollment in CDLB 160, TRUC 111, TRUC 113, and TRUC 114. (PCS 1.6, 1 credit hour - 1 hour lecture, 0 hours lab)

TRUC 113 - Behind The Wheel Skill Training

Designed to give real behind-the-wheel training on vehicle operation and backing skills. Prerequisite(s): Instructor permission and concurrent enrollment in CDLB 160, TRUC 111, TRUC 112, and TRUC 114. (PCS 1.6, 0.5 credit hours - 0 hours lecture, 1.5 hours lab)

TRUC 114 - Behind The Wheel Road Training

Designed to give real behind-the-wheel training on vehicle operation and road driving management. Prerequisite(s): Instructor permission and concurrent enrollment in CDLB 160, TRUC 111, TRUC 112, and TRUC 113. (PCS 1.6, 0.5 credit hours - 0 hours lecture, 1.5 hours lab)

VCTR 120 - Drone Pilot Training

Introduces regulations, pilot responsibilities, operating requirements, risk mitigation, pre-flight planning and scenario-based training for Unmanned Aircraft Systems (UAS). Provides hands-on drone flying experience involving skills such as take-off, landing, pitching and rolling. Prepares for successful completion of the Federal Aviation Administration (FAA) Part 107 Exam to earn a Remote Pilot Certificate with a Small Unmanned Aircraft Systems rating. Prerequisite(s): None (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

VCTR 122 - Phlebotomy

Prepares students with the knowledge and skills required to perform venipuncture and capillary blood collection safely and effectively in clinical settings; emphasizes infection control, anatomy and physiology of circulatory system, specimen handling, quality assurance, and professional ethics. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 1 hour lecture, 4 hours lab)

VCTR 124 - Home Health Aide

Prepares students with the knowledge and hands-on skills required to provide safe, effective care to clients in home and community settings. Topics include infection control, personal care, vital-sign measurement, mobility assistance, nutrition, home safety, communication, and client rights. Satisfies the federal/state 75-hour Home Health Aide training requirement. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

VCTR 126 - Emergency Medical Dispatch

Provides students with the knowledge and operational skills required to answer, triage, and dispatch medical emergency calls according to nationally recognized protocols. Emphasizes effective caller interrogation, determinant coding, pre-arrival instructions, radio communication, legal considerations, stress management, and quality improvement. Fulfills the educational component for International Academies of Emergency Dispatch® (IAED) Emergency Medical Dispatcher certification. Prerequisite(s): None. (PCS 1.6, 2 credit hours - 1 hour lecture, 2 hours lab)

VCTR 128 - Paraprofessional Exam Preparation

Prepares students with the academic and professional skills required to pass the ParaPro Assessment and pursue employment as a certified paraprofessional (teacher's aide) in Illinois. Emphasizes reading, writing, and math skills; understanding of child development and classroom roles; and test-taking strategies aligned with ETS ParaPro objectives. Students will complete 16 hours of school-based field experience/observation at an approved partner site during the session; hours are arranged with the instructor and documented via time logs and site verification. Prerequisite(s): None. (PCS 1.6, 2.5 credit hours - 2 hours lecture, 1 hour lab)

VCTR 130 - Sheet Metal Fabrication

Develops essential knowledge and skills in aircraft sheet metal fabrication, repair, and maintenance through structured lab and classroom instruction. Identifies materials, hardware, and fasteners while interpreting technical drawings and specifications. Applies mathematical principles to calculate rivet pitch, spacing, and layout with accuracy and precision. Operates standard sheet metal tools and equipment safely to cut, form, drill, and assemble structural components. Performs corrosion treatment, blind fastener installation, and FAA-approved repair procedures in accordance with AC 43.13-1B. Explores industry expectations, employment pathways, and professional practices that support success in the aviation maintenance field. Pass/fail grades will be given. Prerequisite(s): None. (PCS 1.6, 5 credit hours - 2 hours lecture, 6 hours lab)

VSLR 150 - Solar Applications I

Studies how solar energy works, its benefits, and how to assess the potential for solar energy projects. Explores the history of solar power and renewable energy, focusing on legislation and actions including the Climate and Equitable Jobs Act (CEJA). Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 2 hours lecture, 3 hours lab)

VSLR 151 - Solar Applications II

Explores the mechanical and electrical balance of solar systems, researches career opportunities in solar business and sales, and covers site surveying and drone operations. Students will learn solar functions and emerging technologies within the solar field to add to generation and storage options, maintenance, and troubleshooting. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 2 hours lecture, 3 hours lab)

VSLR 152 - Solar Applications III

Prepares participants to enter the solar career field. Explores the use of the solar grid. Upon completion, students will demonstrate an understanding of interconnection rules and guidelines, parts and maintenance, and limitations of solar technologies. Pass/Fail grades will be given. Prerequisite(s): None. (PCS 1.6, 3 credit hours - 2 hours lecture, 3 hours lab)

WEB 101 - Intro To User Experience (UX) Design

Introduces the principles and techniques of user experience (UX) design. Students will learn the basics of designing effective user experiences, including user research, usability testing, information architecture, interaction design, and visual design. Students will engage in hands-on exercises and projects to develop skills in UX design. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

WEB 135 - Web Page Design Essentials

(IAI Major: MC 923) Introduces the concepts used to develop web sites. Investigates and discusses current economic, legal, and ethical issues concerning the World Wide Web. Students will learn to create and edit Web pages and Web documents. Students develop storyboards, site maps, and navigation structures in the process of creating, uploading, and maintaining their own Web site. Students gain experience in importing and working with text, sound, images, and animation. HTML coding is also introduced. It is recommended that students have basic keyboarding and Windows skills. NOTE: Software for this course is provided for student use in the classroom and in an open lab on each L&C location. Students enrolled in online or web-blended classes will have access to required software from these locations or may consider purchasing the software for personal use. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

WEB 150 - Dreamweaver

(Fall Semester Only) Builds on the fundamentals of Web design skills used to create, edit, and maintain Web sites using Adobe Dreamweaver. Presents a deeper understanding of the design process, while learning more advanced skills such as creating and applying CSS to text and page elements, creating forms, adding media, and managing files on a Web server. Students will research and create their own Web sites and upload them to a server. Prerequisite(s): C or better in WEB 135. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

WEB 190 - HTML and CSS

(Fall Semester Only) Familiarizes students with HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) syntax by means of writing code to develop fully-functional client-side Web pages. JavaScript and jQuery will also be introduced to emphasize dynamic elements. Web page development will be aimed at being compliant across different browsers and platforms. Emphasis will be on syntax and validation. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

WEB 191 - JavaScript and PHP

Introduces students to both client-side and server-side programming via JavaScript (as well as JavaScript APIs) and PHP in order to add dynamic content to Web pages. Complex HTML and CSS will be explored in conjunction with the JavaScript and PHP. MySQL will be employed for server-side database storage and queries. Emphasis will be on syntax and validation. Prerequisite(s): C or better in WEB 190. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

WEB 201 - Interaction Design (IxD)

Introduces the principles of interaction design (IxD) and how to apply them using Figma. Students will learn user experience (UX) rules from psychology and gain hands-on experience in creating engaging, user-centered interfaces. Covers topics such as responsive design, mobile design, design systems, and collaborative workflows. Empowers students to design interactive and visually appealing experiences. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 2 hours lecture, 2 hours lab)

WEB 245 - Web Animation

(Spring Semester Only) Teaches the creation of animated, vector-based Web graphics, using a current professional standard software for producing high impact, interactive Web experiences. Prerequisite(s): C or better in WEB 135. (PCS 1.2, 3 credit hours - 2 hour lecture, 2 hours lab)

WEB 260 - Web Designer Cooperative

Supplements class work with on-the-job experience in a Web designer position for the Web Design & Development degree candidate. Prerequisite(s): C or better in all WEB/CGRD first through fourth semester required courses; permission of coordinator. (PCS 1.2, 3 credit hours - 1 hour lecture, 10 hours lab - 160 hours must be worked for each credit hour granted)

WELD 131 - Introduction to Welding Industry

Introduces the practices and principles of the welding industry. Includes safety practices of welding tools and equipment and concepts of joining metal by fusion processes. Covers shielded metal arc welding-stick welding (SMAW) using materials of varying tensile strength, gas metal arc welding (GMAW), and wire welding process. Introduces electric air carbon cutting, building fillet welds in the horizontal position. Covers the labor market, jobs available for welders, and the role of union-based apprentice programs. Prerequisite(s): None. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

WELD 132 - Metallurgy

Introduces the principles of metallurgy as they apply to welding. Includes atomic theory of metals, uses of metals in welding processes, testing and selection of appropriate metals. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

WELD 190 - Oxyfuel Welding & Cutting

Introduces the cutting process in welding using oxyfuel techniques. Begins with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): None. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 192 - Welding Blueprint Reading

Covers the interpretation of mechanical blueprints, with special emphasis on welded fabrication, welding symbols, and joint configurations. The course is designed for students with little or no previous print reading experience seeking a basic understanding of the skills and concepts used in the interpretation of standard blueprints. Prerequisite(s): None. (PCS 1.2, 2 credit hours - 2 hours lecture, 0 hours lab)

WELD 194 - Shielded Metal Arc Welding I

Introduces the principles and practices of shielded metal arc welding (SMAW). Begins with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 131 or concurrent enrollment. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 195 - Shielded Metal Arc Welding II

Continues hands-on and theoretical work in shielded metal arc welding (SMAW). Covers intermediate levels of fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 194. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 196 - Shielded Metal Arc Welding III

Continues principles and practices of shielded metal arc welding (SMAW) techniques at advanced levels with emphasis on hands-on work. Continues with advanced level fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 195. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 230 - Intro Gas Metal & Flux Cored Welding

Introduces the concepts and operating principles of gas metal arc welding (GMAW) and of flux cored arc welding (FCAW) including safe use of GMAW and FCAW equipment, basic repair, and set up on carbon steel. Prerequisite(s): WELD 196. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 231 - Gas Tungsten Arc Welding

Introduces the concepts and operating principles of gas tungsten arc welding (GTAW) systems including safety in the welding environment, process and equipment operation, shielding gasses, filler materials, weld joint setup, ferrous and non-ferrous metals, repair techniques, and American Welding Society (AWS) qualification and certification. Prerequisite(s): WELD 196. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 233 - Fabrication and Layout

Provides on-going application of welding theory and practical applications in the use of welding/fabrication equipment, including the complete process of plate, structural, and pipe fabrication, and techniques that include oxyfuel cutting (OFC) and plasma arc cutting. Includes layout templates needed in fabrication of tanks. Practice and completion of American Welding Society (AWS) welder certification procedures and examinations. Also includes development of blueprint reading and project layout techniques. Prerequisite(s): WELD 192. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 235 - Advanced Flux Cored Welding

Continues instruction and hands-on activities in flux cored arc welding (FCAW) with emphasis on laboratory/shop experience. Includes set-up, operations, fillet and groove welds in all positions on carbon steel. Prerequisite(s): WELD 230. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 237 - Introduction to Non-Ferrous Welding

Introduces the principles and practices of welding on non-ferrous metals ranging from aluminum to different forms of alloy steels. This course will use Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). This course will also cover the safe use of oxyfuel and plasma arc cutting on non-ferrous metals. Begins with the safe operation and use of basic metal heating and cutting equipment. Also covers the basic fit-up and weld-off techniques with fillet and groove welds in all six positions (1F/1G, 2F/2G, 3F/3G, 4F/4G, 5G, and 6G). Prerequisite(s): WELD 196, WELD 242, and WELD 243 or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 239 - Pipe Welding

Begins the process of pipe welding using shielded metal arc welding (SMAW) with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Prerequisite(s): WELD 196, WELD 241, and concurrent enrollment in WELD 242, or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 241 - Advanced Gas Tungsten Arc Welding

Continues principles and operations of gas tungsten arc welding (GTAW) with emphasis on laboratory experience. Includes safety review, set-up, operations, fillet and groove welds in 1F, 2F, 3F, 1G, and 2G positions on austenitic stainless steel and aluminum. Prerequisite(s): WELD 231. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 242 - Advanced Gas Metal Arc Welding

Review of set-up and operations from WELD 230 for gas metal arc welding (GMAW) and production of fillet in 1F and 2F positions and groove welds in 1G position on carbon steel. Prerequisite(s): WELD 230. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 243 - Advanced Pipe Welding

Continues the processes of pipe welding using shielded metal arc welding (SMAW) with basic fit-up and weld-off techniques with fillet and groove welds and gas metal arc welding (GMAW). Emphasis on 2G, 5G, and 6G positions. Prerequisite(s): WELD 239. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 247 - Advanced Non-Ferrous Welding

Continues the principles and practices of welding on non-ferrous metals ranging from aluminum to different forms of alloy steels. This course will use Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). This course will also cover the safe use of oxyfuel and plasma arc cutting on non-ferrous metals. Begins with the safe operation and use of basic metal heating and cutting equipment. Also covers the basic fit-up and weld-off techniques with fillet and groove welds in all six positions (1F/1G, 2F/2G, 3F/3G, 4F/4G, 5G, and 6G). Prerequisite(s): WELD 237 or equivalent work experience with instructor approval. (PCS 1.2, 3 credit hours - 1 hour lecture, 4 hours lab)

WELD 251 - Inspection & Testing of Welds

Covers principles and practices in the destructive and non-destructive tests used in the welding industry. Also includes the writing of welding procedures to meet welding code standards. Prerequisite(s): WELD 131 or concurrent enrollment and WELD 192 or concurrent enrollment. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

WELD 252 - Prep Certification Welding Inspector

Covers essentials of the American Welding Society Certification Test and enhances knowledge of inspection of welds and welded products. This is a course designed for preparation for the AWS test and does not guarantee that an individual will successfully complete the certification test. Prerequisite(s): WELD 251. (PCS 1.2, 3 credit hours - 3 hours lecture, 0 hours lab)

WELD 271 - Welding Internship

Provides a work-based experience in the student's primary area of study in welding. Internship duties may include such tasks as job shadowing and/or applying work related skills that will demonstrate competence in the selected area of training within the field of welding. Prerequisite(s): WELD 230 and WELD 235. (PCS 1.2, 1 credit hour - 0 hours lecture, 5 hours lab - 80 hours must be worked)

XSCI 130 - Strength Training And Fitness

Emphasizes the acquisition of knowledge appropriate for teachers/coaches and fitness/rehabilitation personnel such that they may develop lifelong practices as knowledgeable professionals. The purpose of this course is to aid the student in the planning, implementation, and assessment of effective instructional strategies in scholastic, athletic, and fitness/rehabilitation settings. Specifically, the course explores the essential components of proper cardiovascular and resistance exercise training techniques, effective movement demonstration techniques, safety issues, and methods of proper warm-up and cool-down. Prerequisite(s): None. (PCS 1.1, 2 credit hours - 2 hours lecture, 0 hours lab)

XSCI 135 - Exercise Physiology

Investigates the structure and function of the muscular and other physiological systems; and the guidelines related to levels of physical activity, physiological responses, and motor activity. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 140 - Assessment & Exercise Prescription

Examines the principles of exercise program design. Provides students with a basic understanding of fitness assessment techniques used in exercise physiology and clinical laboratories. The course will emphasize the assessment of cardiovascular fitness, muscular strength and endurance, flexibility, and body composition. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 145 - Intro To Biomechanics

Introduces anatomical, physiological and mechanical fundamentals used systematically to analyze human motion to enhance performance, increase exercise adherence and limit injury. Prerequisite(s): C or better in BIOL 132 or concurrent enrollment or C or better in BIOL 141 or concurrent enrollment. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 200 - Sport Psychology

Introduces the psychological skills, methods, and self-regulatory strategies in sport and exercise, and shows how sport psychologists, coaches, therapists, athletes, and fitness specialists use these skills and methods to positively affect sport and exercise participation, performance, motivation and enjoyment. The psychological skills and methods will be presented via discussion of underlying theory and specific intervention techniques. Theoretical frameworks for sport and exercise-related educational counseling across a variety of contexts and individual differences will be discussed. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 220 - Exercise For Special Populations

Provides an overview of the role of fitness and rehabilitation programs for selected special populations. Students will learn to modify exercise for individuals and groups based on age, medical conditions, and special needs. The areas covered will include but are not limited to: coronary heart disease, diabetes, asthma, obesity, arthritis, pregnancy, and the special needs of the physically and mentally challenged. Prerequisite(s): None. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 240 - Exercise Psychology

Provides an overview of the major determinants and consequences of exercise adherence and its impact on public health. Prerequisite(s): C or better in PSYC 131. (PCS 1.1, 3 credit hours - 3 hours lecture, 0 hours lab)

XSCI 271 - Exercise Science Internship

Provides off-campus, supervised, educational work experience. Exposes students to programs and experiences in fitness development or health promotion. Prerequisite(s): Completion of six Exercise Science courses with a grade C or better. (PCS 1.2, 3 credit hours - 0 hours lecture, 15 hours lab - 240 hours must be worked)

Administration & Full-Time Faculty

Administrative Management

- Lori Artis**, Vice President, Strategic Engagement; B.A., Eastern Illinois University; M.A., University of Illinois-Springfield; Ed.D., Maryville University.
- Jeff Campbell**, Director, Curriculum and Instruction, Adult Education; B.A., McKendree University; M.P.A., Southern Illinois University-Edwardsville.
- Jeff Coles**, Director, Academic Operations, Academic Affairs; A.S., Lewis and Clark Community College; B.S., Southern Illinois University-Edwardsville.
- Sean Copple**, Director, Enterprise Application Services, Campus Technology; B.S., Oklahoma State University.
- Susan Czerwinski Aljets**, Vice President, Academic Affairs; B.S., Illinois Benedictine College; Ph.D., University of Illinois-Chicago.
- Sabrina Davis**, Director, Pathway Resource Development, Adult Education; B.S., Greenville University.
- Deborah Edelman**, Director, Development, Foundation Relations; B.S., Southern Illinois University-Edwardsville.
- Randall Gallaher**, Dean, Liberal Arts, Business, and Information Technology; A.A.S., Mineral Area College; B.S., M.N.S., Southeast Missouri State University.
- Valorie Harris**, Associate Dean, Adult Education; B.S., University of Illinois Urbana-Champaign; M.S., Southern Illinois University-Edwardsville; Ed.D., Maryville University.
- Sean Hill**, Dean of Students, Student Affairs; B.A., Anderson University; M.A., Slippery Rock University; Ph.D., Loyola University Chicago.
- Cherise Jackson**, Vice President, Enrollment and Student Success; M.A., Lindenwood University; Ed.D., Argosy University.
- Dennis Krieb**, Director, Library Services; B.S., Southern Illinois University-Edwardsville; M.A., University of Missouri; Ph.D., University of Nebraska.
- Mya Lawrence**, Director Student Success and Transfer Outreach; B.A., University of Kansas; M.S., Southern Illinois University-Edwardsville.
- Cindy McCoy**, Director, Payroll, Budget, and Fiscal Operations, Finance; B.S., Eastern Illinois University.
- Yvette McLemore**, Director, Community Education & High School Partnerships; B.S., Eastern Illinois University.
- Paige Mettler-Cherry**, Director, Operations & Strategic Initiatives, NGRREC; B.S., M.S., Southern Illinois University-Edwardsville; Ph.D., Southern Illinois University-Carbondale.
- Rouzell Porter**, Director of TRiO Pre-College Programs, Student Affairs; M.I.B., St. Louis University.
- Brittin Quigley**, Director, Nursing, Health Sciences; B.S., M.S.N. Ed., Chamberlain University.
- Brad Raish**, Director, Campus Operations; B.A., Lindenwood University.
- Crystal Robinson**, Director, Student Services, Student Affairs; B.A., Washington University; M.M., Fontbonne University.
- Gabe Springer**, Director of Team and Government Relations, Human Resources; B.A., Southern Illinois University-Edwardsville; M.P.A., University of Illinois-Springfield.
- Thomas Steinmann**, Dean of Science, Technology, Engineering, and Math; B.S., Southern Illinois University-Carbondale; M.S. Ed., Southern Illinois University-Edwardsville.
- Kenneth Trzaska**, President; B.S., State University of New York College at Brockport; M.A., The College of St. Rose; Ed.D., University of Illinois Urbana-Champaign.
- Ronald Wall**, Chief Data & Technology Officer; A.A., Lewis and Clark Community College; B.A., Franklin University.
- Dick Warner**, Senior Scientist, NGRREC; M.S., Ph.D., University of Illinois Urbana-Champaign.
- Angela Weaver**, Director, Financial Aid; B.A., Hampton University.
- Cody Zippmann**, Director, Athletics; A.S., Lewis and Clark Community College; B.S., M. Ed., William Woods University.

Full-Time Faculty

- Terri Austin**, Associate Professor, Counseling; B.A., St. Louis University; M.A., Lindenwood University; M.Ed., University of Missouri-St. Louis.
- Meghan Becraft**, Professor, Dental Assisting/Dental Hygiene; A.S., Lewis and Clark Community College; B.S., University of Missouri-Kansas City; M.S., Southern Illinois University-Carbondale.
- Justin Bernaix**, Coordinator/Associate Professor, English; B.A., M.A., Southern Illinois University-Edwardsville.
- Kevin Bodden**, Coordinator, Engineering Science; Professor, Engineering Science and Mathematics; B.S., M.S., Southern Illinois University-Edwardsville.
- Alicia Bolin**, Instructor, Dental Assisting/Hygiene; B.S., Western Governors University.
- Chrissea Braun**, Coordinator/Professor, Dental Assisting/Dental Hygiene; A.A.S., Dental Hygiene, Lewis and Clark Community College; B.S., M.A.E., Greenville College.
- Roberta Brown**, Coordinator/Professor, Dental Assisting/Dental Hygiene; A.A.S., Penn Valley Community College; B.S., M.S., University of Missouri.
- Denise Caldwell**, Professor, Nursing; B.S.N., Southern University-Edwardsville, M.S.N., DNP, McKendree University.
- Shane Callahan**, Coordinator/Professor, Exercise Science; B.S., M.S., Southern Illinois University-Edwardsville.
- Andrew Carrington**, Coordinator/Instructor, Computer Information Systems and Web Design & Development; B.S., University of the West Indies; M.S., Southern Illinois University-Edwardsville.
- Christina Chapman**, Coordinator/Professor, English and Reading; B.A., Southern Illinois University-Edwardsville; M.Ed., Western Washington University.

- Jennifer Cline**, Professor, Sociology; A.A., Henry Ford Community College; B.A., Cornell College; M.S., University of Amsterdam, The Netherlands.
- Sara Clohessy**, Assistant Professor, Nursing; A.A.S., Lewis and Clark Community College; B.S.N., Goldfarb School of Nursing; M.S.N., Chamberlain University.
- Benjamin Cook**, Co-Coordinator/Assistant Professor, Automotive Technology; A.A.S., A.S., Lewis and Clark Community College; B.S., Southern Illinois University-Carbondale.
- Emily Corby**, Professor, English; B.S., M.S., Mississippi State University.
- Francis Corby**, Professor, English; B.A., Loyola University; M.A., Mississippi State University.
- Brian Ferguson**, Associate Professor, Biology; B.S., University of Illinois Urbana-Champaign; M.S., Wake Forest University.
- Tiffanie Fowlkes-Comninellis**, Associate Professor, Biology; B.S., University of Missouri-Kansas City; Ph.D., Washington University.
- Eileen Fraser**, Coordinator/Assistant Professor, Nurse Assisting; B.S., University of St. Francis; M.A., Webster University.
- Molly Freimuth**, Professor, Mathematics; B.A., M.A., Eastern Illinois University.
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