

The background of the entire page is a photograph of the Lake Land College building and its central fountain. The building is a large, modern structure with a grid of windows. In front of the building is a large, circular fountain with a central spout. The entire image is covered with a semi-transparent red overlay.

# LAKE LAND COLLEGE

**2021-2022 CATALOG**



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Volume XL  
Lake Land College  
Community College District #517  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

CONNECT WITH LAKE LAND COLLEGE



# IMPORTANT PHONE NUMBERS

## COLLEGE OFFICES

*All numbers are 217 area code unless otherwise specified*

Information for all college numbers  
except those listed below

**217-234-5253**

<b>Accounting/Tuition &amp; Fees Payment</b>	234-5214
<b>Admissions &amp; Records</b>	234-5434
Fax	234-5390
Graduation	234-5028
Records	234-5311
Registration	234-5434
<b>Agriculture Division</b>	234-5208
<b>Allied Health Division</b>	234-5448
<b>Alumni</b>	234-5376
<b>Assessment</b>	234-5088
<b>Auxiliary Services</b>	234-5475
<b>Business Division</b>	234-5348
<b>Career Services</b>	234-5288
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<b>Dual Credit</b>	234-5044
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<b>Honors Experience</b>	234-5042
<b>Humanities and Communications Division</b>	234-5271
<b>Human Resources</b>	234-5410
<b>Laker Nest Bookstore/Textbook Rental</b>	234-5420
<b>Library</b>	
Circulation Desk	234-5367
Librarian	234-5440

<b>Math and Science Division</b>	234-5309
<b>Police Department</b>	234-5432
<b>Social Science and Education Division</b>	234-5331
<b>Student Accommodations</b>	234-5259
Hearing Impaired Contact – againes@lakelandcollege.edu	
<b>Student Life</b>	234-5277
<b>TRiO Destination College</b>	234-5003
<b>TRiO Student Support Services</b>	234-5456
<b>Technology Division</b>	234-5341
<b>Tutoring and Testing Center</b>	234-5287
Testing	234-5301
Tutoring	234-5366
<b>Workforce Development Center</b>	235-2222
Adult Education	238-8292
Center for Business & Industry	235-1282
Commercial Driver Training	238-8239
Community Education	234-5087
Correctional Programs	540-3518
Pathways	238-8383
Professional Development	238-8260
Traffic Safety	235-1282
Workforce Investment Opportunity Act (WIOA)	238-8286

## OFF CAMPUS LOCATIONS

<b>Eastern Region Center at the Forsythe Center</b>	
224 S. Sixth St., Marshall	826-8490
<b>Effingham Education Center</b>	
1204 Network Centre Blvd., Effingham	540-3555
Massage Therapy Program	540-3535
Physical Therapist Assistant Program	540-3535
<b>Western Region Center</b>	
600 E. First St., Pana	562-5000

Visit the employee directory online  
**[lakelandcollege.edu](http://lakelandcollege.edu)**

This publication is not a contract or offer to contract.  
The Lake Land College Board of Trustees, college executive officers  
and their agents reserve the right to change information contained  
herein without notice when circumstances warrant such action.

# WELCOME FROM THE PRESIDENT

Welcome to Lake Land College! As you learn more about the college and meet our faculty and staff, you will soon realize that we are committed to your success!

As a Laker, you will select an academic pathway and major that will either prepare you to enter the workforce immediately upon graduation or to transfer to a university and earn a bachelor's degree. Lake Land faculty network with industry professionals and university faculty to ensure courses are relevant for the workforce and meet transfer requirements. This is just one of the reasons the college has been named among the top 150 community colleges in the nation by the Aspen Institute for the fourth time.

Lake Land College is a great value as you begin your educational journey or advance in your career. Our affordable tuition and fees provide an opportunity to move on to the next phase of your career or education with little or no debt. The savings add up with our economical textbook rental program.

Enjoy our self-guided virtual tour online or plan on attending a visit event at [lakelandcollege.edu/visit](http://lakelandcollege.edu/visit) or call 217-234-5232. We look forward to welcoming you to Laker Nation! Go Lakers!



DR. JOSH BULLOCK ♦ PRESIDENT

A black and white image of the handwritten signature of Dr. Josh Bullock.

## MISSION

Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs of the diverse communities we serve.

*Our college fulfills this mission through:*

- ♦ General education
- ♦ Support services
- ♦ University transfer education
- ♦ Technical and career education
- ♦ Workforce development
- ♦ Community and continuing education
- ♦ Intellectual and cultural programs

## VISION

Engaging minds, changing lives, through the power of learning.

## VALUES

**Caring** ♦ Showing respect and compassion for others

**Communication** ♦ Creating an environment that values the open exchange of ideas

**Excellence** ♦ Consistently achieving the highest level of quality

**Innovation** ♦ Taking risks to create new opportunities

**Teamship** ♦ Working together and with others to create a whole greater than the sum of the parts

## BOARD OF TRUSTEES



DORIS REYNOLDS  
Chair  
Mattoon  
1993-2023



MIKE SULLIVAN  
Vice Chair  
Mattoon  
1987-2023



GARY CADWELL  
Secretary  
Mode  
2009-2021



KEVIN CURTIS  
Trustee  
Mattoon  
2019-2025



DAVE STORM  
Trustee  
Effingham  
2013-2025



DENISE WALK  
Trustee  
Teutopolis  
2019-2023



TOM WRIGHT  
Trustee  
Dieterich  
2019-2021



LUCAS DUDUIT  
Student Trustee  
Pana  
2020-2021



# ACADEMIC CALENDAR

## FALL SEMESTER 2021

### AUGUST

- 20 Staff Development 8-10 a.m.  
Full Services Resume @ 10 a.m.
- 23 First Meeting of Full Semester  
& Module 1 Classes
- 27 Last Day for Refund – Module 1

### SEPTEMBER

- 3 Last Day for Refund –  
Full Semester
- 6 College Closed
- 17 Mid-Term Module 1
- 18 No Day or Evening Classes

### OCTOBER

- 5 College Career Day/Adjunct  
Faculty Development Evening  
– No Day or Evening Classes
- 11 Last Day for Withdrawal  
– Module 1
- 15 Last Day of Classes – Module 1
- 15 Mid-Term Full Semester
- 18 First Meeting of Module 2  
Classes
- 22 Last Day for Refund – Module 2

### NOVEMBER

- 11 Mid-Term – Module 2
- 19 Last Day to File Intent  
to Graduate for Fall
- 24 Staff Development –  
No Day or Evening Classes
- 25-28 College Closed

### DECEMBER

- 6 Last Day for Withdrawal –  
Full Semester & Module 2
- 10 Last Day of Classes –  
Full Semester & Module 2
- 13-16 Final Examinations
- 17 Semester Close –  
Grades Due Noon

## SPRING SEMESTER 2022

### JANUARY

- 7 Staff Development 8-10 a.m.  
Full Services Resume @  
10:00 a.m.
- 10 First Meeting of Full Semester  
& Module 1 Classes
- 14 Last Day for Refund – Module 1
- 17 College Closed
- 24 Last Day for Refund –  
Full Semester

### FEBRUARY

- 4 Mid-Term Module 1
- 28 Last Day for Withdrawal  
– Module 1

### MARCH

- 4 Last Day of Classes Module 1
- 4 Mid-Term Full Semester
- 7-11 Spring Recess – No Day  
or Evening Classes
- 11 College Closed
- 14 First Meeting of  
Module 2 Classes
- 18 Last Day to File Intent  
to Graduate for Spring
- 18 Last Day for Refund – Module 2
- 31 Staff Development Days –  
No Day or Evening Classes

### APRIL

- 1 Staff Development Days –  
No Day or Evening Classes
- 12 Mid-Term Module 2
- 15 College Closed

### MAY

- 3 Last Day for Withdrawal –  
Full Semester & Module 2
- 9 Last Day of Classes – Full  
Semester and Module 2
- 10-13 Final Examinations
- 13 Commencement – 6 p.m.
- 16 Semester Close –  
Grades Due Noon

## SUMMER TERM 2022

### MAY

- 16 First Meeting of Classes  
– Intersession
- 16 Last Day for Refund –  
Intersession
- 30 College Closed
- 31 Last Day for Withdrawal  
– Intersession

### JUNE

- 1 Last Day of Classes –  
Intersession
- 6 First Meeting of Classes
- 13 Last Day for Refund
- 30 Mid Term

### JULY

- 4 College Closed
- 21 Last Day to File Intent to  
Graduate for Summer
- 25 Last Day for Withdrawal

### AUGUST

- 1 Last Day of Classes
- 2-3 Final Examinations
- 4 Summer Term Closes –  
Grades Due Noon

## Dates that all college offices are closed 2021–2022

- ♦ September 6, 2021 – Labor Day
- ♦ November 25 & 26, 2021 – Thanksgiving
- ♦ December 23, 2021 – January 2, 2022 – Semester Break
- ♦ January 17, 2022 – Martin Luther King Jr. Day
- ♦ March 11, 2022 – Spring Break
- ♦ April 15, 2022 – Good Friday
- ♦ May 30, 2022 – Memorial Day
- ♦ July 4, 2022 – Independence Day

COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 16 THROUGH AUGUST 12.

# OUR EDUCATIONAL GUARANTEE

TWO EDUCATIONAL GUARANTEES ARE OFFERED TO LAKE LAND COLLEGE GRADUATES.

The Occupational Program Guarantee is offered to students graduating from an occupational program with an Associate in Applied Science degree or a certificate.

The Baccalaureate/Transfer Program Guarantee is offered to students graduating with an Associate in Arts, Associate in Engineering Science or Associate in Science degree.

## OCCUPATIONAL PROGRAM GUARANTEE POLICY (BOARD POLICY 06.08)

### GUARANTEE

It is the policy of Lake Land College that students graduating with an Associate in Applied Science degree or certificate in a career/occupational program be guaranteed competency in the technical skills that the program is designed to teach in the degree or certificate. Graduates of degree programs who jointly with their employers determine they are lacking in the technical skills contained in the program and graduates who have been unsuccessful in passing required licensure exams after two attempts shall be permitted to enroll in up to 15 credit hours of retraining for a degree or nine (9) credit hours of retraining for a certificate, tuition free.

### NOTIFICATION AND CONDITIONS

All course work for the degree or certificate must have been completed at Lake Land College with a grade of "C" or better within three years of initial enrollment at the college and the graduate must have been employed full-time in a job directly related to his/her training within one year after graduation from the program. Upon written verification from the employer within six months of the graduate's initial employment that the graduate lacks competency in specific technical skills as represented by the degree or certificate information printed in the college catalog, or other printed matter, a retraining plan will be developed through the office of the Vice President for Academic Services. The retraining will be limited to courses regularly offered by the college on the main campus and must be completed within one calendar year.

## BACCALAUREATE/TRANSFER PROGRAM GUARANTEE POLICY (BOARD POLICY 06.07)

### GUARANTEE

It is the policy of Lake Land College that students graduating with an Associate in Arts, Associate in Engineering Science or an Associate in Science degree be guaranteed the transferability of Lake Land articulated credits earned in the degree program and identified in the Illinois Articulation Initiative (IAI), Transferology, or another official articulation agreement as transferable to a baccalaureate degree granting Illinois public college or university. If an articulated course was selected from Illinois Articulation Initiative (IAI), Transferology, or another official articulation agreement, is successfully completed with a grade of "C" or better within three years of initial enrollment and is not accepted for transfer by an Illinois public college or university, Lake Land College will refund tuition paid by the student for said course.

### NOTIFICATION AND CONDITIONS

To call the guarantee, the student must submit a letter to the Transfer Coordinator showing evidence of acceptance at and enrollment in the transfer institution and stating which credits did not transfer along with a letter from the transfer institution stating why the course(s) did not transfer. If the college verifies that the course(s) should have transferred according to IAI, Transferology, or another official articulation agreement, in effect at the time the course was taken and when the transfer was attempted, and if the college is unable to rectify the problem with the transfer institution, the student's tuition paid for the course(s) will be refunded. No refunds will be issued for tuition paid by a third party.

#### Accredited by:

The Higher Learning Commission;  
230 North LaSalle Street, Suite 7-500,  
Chicago, IL 60604, hlcommission.org  
American Physical Therapy Association  
apta.org  
Commission on Accreditation of Allied  
Health Education Programs (CAAHEP)  
through the Committee on  
Accreditation of Educational Programs  
for the Emergency Medical Services  
Professions (CoAEMSP)

Council on Dental Education,  
American Dental Association  
Accreditation Commission  
for Education in Nursing

#### Approved as a Class I Community College by:

Illinois Community College Board  
Illinois Board of Higher Education

#### Affirmative Action/Equal Opportunity

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity and affirmative action and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes. This policy applies to admission and access to and participation, treatment and employment in the College's programs, activities, and services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state statutes and regulations concerning affirmative action and equal access: Office of the Director of Human Resources, 217-234-5210 / Human Resources Office

Complaint forms and procedures for filing can be obtained through Counseling Services or Human Resources. In addition, these offices will maintain current copies of appropriate laws, regulations, and policies.



#### IN THIS CHAPTER:

- ♦ AREAS OF STUDY MAJORS
- ♦ GENERAL EDUCATION DEGREE REQUIREMENTS
- ♦ ASSOCIATE IN APPLIED SCIENCE (AAS)

- ♦ ASSOCIATE IN ARTS (AA)
- ♦ ASSOCIATE IN SCIENCE (AS)
- ♦ ILLINOIS ARTICULATION INITIATIVE APPROVED COURSES
- ♦ DEGREE AUDIT

- ♦ TRANSFER OF COMPLETED ASSOCIATE DEGREES
- ♦ TRANSFER AGREEMENTS
- ♦ COOPERATIVE AGREEMENTS – CAREER AGREEMENT
- ♦ PERKINS PROGRAMS OF STUDY

## EXPLORE THE AREAS OF STUDY!

- ♦ Select a major aligned with your interests.
- ♦ Complete on time.
- ♦ Reach your next goal successfully.



**AGRICULTURE**  
13



**ARCHITECTURAL AND CONSTRUCTION**  
27



**BUSINESS**  
39



**EDUCATION**  
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**HEALTH AND PUBLIC SERVICES**  
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### NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose an Exploratory Area of Study**

Link interests to a major using the online Career Coach resource. Visit [lakelandcollege.edu](http://lakelandcollege.edu) and look for the Explore Careers icon:



Continue earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# LAKE LAND COLLEGE MAJORS

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# GENERAL EDUCATION

## COURSE REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

Communication	3 Semester Hours
Mathematics or Physical and Life Sciences	3 Semester Hours
Humanities and Fine Arts or Social and Behavioral Sciences	3 Semester Hours
Additional Hours	6 Semester Hours
<b>TOTAL HOURS OF GENERAL EDUCATION</b>	<b>15</b>

## COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)

By completing an AA or AS degree prior to transfer, students will be considered to have attained junior standing and to have met all lower division general education requirements upon transfer to an Illinois public college or university.

Lake Land College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the Illinois General Education Core Curriculum (GECC) between participating institutions. Completion of the GECC at any participating college in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. The IAI GECC course number for each Lake Land College course is included in ( ) in the course listings below. The AA degree includes the complete IAI GECC. Students who complete the AS degree may complete the additional 6 hours of IAI GECC (one course in Humanities and Fine Arts and one course in Social and Behavioral Sciences) as part of their Electives or following transfer to the four-year university.

Students may check the IAI website at [transfer.org](http://transfer.org) for updates to the approved course list.

CATEGORY	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE
Total General Education Core Curriculum	37-38 semester hours as noted below	31-32 semester hours as noted below
Communications (IAI C)	3 courses (9 semester hours) including a two-course sequence in writing (6 semester hours) and one course in oral communication (3 semester hours)	3 courses (9 semester hours) including a two-course sequence in writing (6 semester hours) and one course in oral communication (3 semester hours)
Mathematics (IAI M)	1 course (3 semester hours)	1 course (3 semester hours)
Physical and Life Sciences (IAI P, IAI L)	2 courses (7 to 8 semester hours) with one course selected from the physical sciences (IAI P) and one course selected from the life sciences (IAI L) including at least one laboratory course (noted with an L at the end of the IAI number)	2 courses (7 to 8 semester hours) with one course selected from the physical sciences (IAI P) and one course selected from the life sciences (IAI L) including at least one laboratory course (noted with an L at the end of the IAI number)
Humanities and Fine Arts (IAI H, IAI F, IAI HF)	3 courses (9 semester hours) with at least one course selected from humanities (IAI H) and at least one course from fine arts (IAI F)	2 courses (6 semester hours) with one course selected from humanities (IAI H) and one course from fine arts (IAI F)
Social and Behavioral Sciences (IAI S)	3 courses (9 semester hours) with courses selected from at least two disciplines (ANT, ECO, GEO, HIS, POS, PSY, SOC)	2 courses (6 semester hours) with courses selected from two disciplines (ANT, ECO, GEO, HIS, POS, PSY, SOC)
Additional Math and Science Requirements	0 semester hours	2 courses (6 semester hours) One math course – MAT 100 or higher and One science course selected from BIO, CHM, ESC, PHY numbered 100 or higher
Recommended Major Courses/Electives	26-27 semester hours See sample majors on the following pages and consult with a counselor or your academic advisor. May include no more than 9 hours of courses numbered .040-.099	26-27 semester hours See sample majors on the following pages and consult with a counselor or your academic advisor. May include no more than 9 hours of courses numbered .040-.099
Total Minimum Hours Required for the Degree from Lake Land College	64 semester hours	64 semester hours

# ILLINOIS ARTICULATION INITIATIVE APPROVED COURSES

## COMMUNICATIONS (IAI C)

ENG 119	Composition I Pathway	(C1 900)
ENG 120	Composition I	(C1 900)
ENG 121	Composition II	(C1 901R)
COM 111	Introduction to Speech Communication	(C2 900)

A grade of "C" or better is required in Composition I and II (ENG 120, ENG 121) to graduate with an associate in arts, associate in science or associate in engineering science degree.

## MATHEMATICS (IAI M)

MAT 115	General Education Math Pathway	(M1 904)
MAT 116	General Education Math	(M1 904)
MAT 124	Statistics Pathway	(M1 902)
MAT 125	Statistics	(M1 902)
MAT 210	Finite Mathematics	(M1 906)
MAT 211	Mathematical Analysis	(M1 900)
MAT 218	Mathematics for Elementary Teachers II	(M1 903)
MAT 241	Analytic Geometry & Calculus I	(M1 900-1)
MAT 242	Analytic Geometry & Calculus II	(M1 900-2)
MAT 243	Analytic Geometry & Calculus III	(M1 900-3)

## PHYSICAL AND LIFE SCIENCES (IAI P AND IAI L)

### PHYSICAL SCIENCE (IAI P)

CHM 101	Physical Science/Chemistry	(P1 903L)
CHM 111	Concepts of Chemistry	(P1 903L)
CHM 120	General, Organic and Biochemistry I	(P1 902L)
CHM 150	General Chemistry I	(P1 902L)
ESC 100	Physical Geology	(P1 907L)
ESC 102	Weather and Climate	(P1 905L)
ESC 104	Physical Geography	(P1 909L)
PHY 110	Concepts of Physics	(P1 900L)
PHY 115	Astronomy	(P1 906)
PHY 130	College Physics I	(P1 900L)
PHY 140	University Physics I	(P2 900L)

### LIFE SCIENCE (IAI L)

BIO 100	Biological Science I	(L1 900L)
BIO 130	Environmental Science	(L1 905L)
BIO 150	Biotechnology in Society	(L1 906)
BIO 160	Introduction to Genetics	(L1 906)

## HUMANITIES AND FINE ARTS (IAI H, IAI F, IAI HF)

### HUMANITIES (IAI H)

HIS 153	History & Culture of the Third World	(H2 903N)
HIS 250	Western Civilization to 1660	(H2 901)
HIS 252	Western Civilization from 1660	(H2 902)
HUM 120	Myths & Legends	(H9 901)
HUM 150	Humanities through the Arts	(HF 900)
HUM 151	Nature in the Humanities	(H9 900)

LIT 130	Introduction to Literature	(H3 900)
LIT 147	Introduction to Fiction	(H3 901)
LIT 250	American Literature Survey I	(H3 914)
LIT 251	American Literature Survey II	(H3 915)
LIT 252	Multicultural American Literature	(H3 910D)
LIT 260	Survey of English Literature I	(H3 912)
LIT 261	Survey of English Literature II	(H3 913)
LIT 270	Literature of Women	(H3 911D)
LIT 274	Bible as Literature	(H5 901)
PHI 232	World Religions	(H4 905)
PHI 270	Introduction to Philosophy	(H4 900)
PHI 280	Ethics	(H4 904)
PHI 290	Introduction to Logic	(H4 906)

## FINE ARTS (IAI F)

ART 240	Art & Gender	(F2 907D)
ART 250	Understanding Art	(F2 900)
ART 260	Art History I	(F2 901)
ART 261	Art History II	(F2 902)
HUM 150	Humanities Through the Arts	(HF 900)
HUM 181	Introduction to Film Appreciation	(F2 908)
MUS 150	Music in American History & Culture	(F1 904)
MUS 229	Understanding Music	(F1 900)

## SOCIAL AND BEHAVIORAL SCIENCES (IAI S)

ANT 200	General Anthropology	(S1 900N)
ECO 231	Principles of Economics I	(S3 901)
ECO 232	Principles of Economics II	(S3 902)
GEO 140	World Geography	(S4 906)
HIS 155	History of United States I	(S2 900)
HIS 156	History of United States II	(S2 901)
POS 160	American National Government	(S5 900)
POS 162	State and Local Government	(S5 902)
POS 264	Introduction to International Relations	(S5 904)
PSY 271	Introduction to Psychology	(S6 900)
PSY 274	Child Development	(S6 903)
PSY 275	Psychology of Maturity & Old Age	(S6 905)
PSY 279	Human Development/Life Span	(S6 902)
SOC 280	Introduction to Sociology	(S7 900)
SOC 282	Social Problems	(S7 901)
SOC 286	Racial and Ethnic Groups	(S7 903D)
SOC 288	Sociology of Sexuality & Gender	(S7 904D)
SOC 290	Sociology of Family	(S7 902)

## ASSOCIATE IN ENGINEERING SCIENCE DEGREE (AES)

General Education requirements for an Associate in Engineering Science degree are described on the sample major page for Engineering.

All courses must be at the 100 course level or above.

## TRANSFER OF COMPLETED ASSOCIATE DEGREES

If a student completes an AA or an AS degree, he or she will be considered to have attained junior standing and to have met lower division general education requirements upon transfer to an Illinois public college or university. Visit [itransfer.org](http://itransfer.org) for more information.

**CAUTION:** Requirements differ from one institution to another. The student should refer to the catalog of the four-year university to which he or she plans to transfer and consult with a member of the college counseling staff prior to registering for the courses he or she selects. Examples of outlines for each major are listed on the following pages.

Some College Transfer Majors are listed in this chapter with a sample model on the following pages. See your academic advisor or Counseling Services for those College Transfer Major models not listed.

## DEGREE AUDIT

Degree-seeking students should run a degree-audit prior to registration each semester to determine how courses completed apply toward their intended degree and identify additional courses needed.

**\* Please note prerequisites or course requisites listed in the Course Descriptions section of this catalog.**

## TRANSFER AGREEMENTS

Lake Land College has many articulation agreements with senior institutions that allow for a seamless transfer once a student has completed the Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Science (AS) or Associate in Liberal Studies (ALS) Degree. For a list of articulation agreements for specific degrees to specific universities and colleges, contact Counseling Services or visit [lakelandcollege.edu/counseling-services/transfer-resources/](http://lakelandcollege.edu/counseling-services/transfer-resources/).

## COOPERATIVE AGREEMENTS – CAREER AGREEMENT

Lake Land College District 517 participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER). This program provides students who are interested in an applied science degree or certificate that is not offered by Lake Land College the opportunity to attend another community college in Illinois at the in-district rate in effect at the college selected. Students interested in this option should contact Admissions and Records at [admissions@lakelandcollege.edu](mailto:admissions@lakelandcollege.edu) or 217-234-5434 for information regarding the college's procedures for a Cooperative Agreement.

## PERKINS PROGRAMS OF STUDY

Perkins Programs of Study are course sequences in career and technical education that provide a seamless transition for students from secondary to postsecondary education and careers. This sequence of course offerings begins in the ninth grade and continues through at least two years of postsecondary education. Programs of study include opportunities to earn college credit (dual credit), industry recognized certificates at the post-secondary level and an associate or bachelor's degree. For more information regarding Programs of Study contact the Office of the Vice President for Academic Services, 217-234-5228.

# AGRICULTURE



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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Agriculture Exploratory Area of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - AGRICULTURE

## (MET.AG) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Agriculture area of study, you will have the opportunity to explore a variety of programs that prepare you to transfer, secure a career, or to add value to your family farm. You'll receive a hands-on education from instructors with industry-leading experience who prepare you to make a difference in your community. Lake Land's Agriculture program has a national reputation for excellence and successful preparation of future agriculture leaders. In this area of study, you can complete the first two years of a bachelor's degree in agriculture or you can train in one of our state-of-the-art training labs for an immediate professional career.

### FIRST YEAR

First Semester	Hours
Core AGR-046 Introduction to Agricultural Occupations	1.0
Gen MAT-125 Statistics	3.0
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen PSY-271 Intr/Psychology	3.0
Ele --- --- AGR Elective or	
Ele --- --- HRT Elective	3.0
Gen BIO-100 Bio Science I or	
Ele --- --- AGR or HRT Elective	3.0
<b>SEMESTER TOTALS</b>	<b>16.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>16.0</b>

### SUGGESTED ELECTIVES

Ele AGR-206 Intro/Animal Science	4.0
Ele AGR-080 Ignition & Electrical Systems	3.5
Ele HRT-201 Introduction to Horticulture	3.0
Ele AGR-205 Intro/Soil Science	4.0

Call Counseling Services: 217-234-5232  
Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

# AGRICULTURE BUSINESS & SUPPLY

## (AAS.AGBUS) ASSOCIATE IN APPLIED SCIENCE

This core curriculum is designed for those students who are planning a career in fertilizer, pest management, agri-business sales, management or ownership in these areas. While this curriculum is designed for agricultural business, it also provides transferability to Southern Illinois-Carbondale, Western Illinois and Illinois State universities.

Note: Those students that are considering transferring to a university should contact their advisor as soon as possible.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core AGR-206	Intro/Animal Science or		Core AGR-204	Prin/Field Crop Science or	
Core AGR-060	Animal Husbandry	3.0	Core AGR-052	Principles of Crop Production	3.0
Core AGR-046	Introduction to Agricultural Occupations	1.0	Core AGR-151	GPS/Applications in Ag	3.0
Core AGR-205	Intro/Soil Science or		Core AGR-043	Supervised Occupational Experience III	3.0
Core AGR-050	Soils	3.5	Core AGR-131	Agriculture Business Financing	2.0
Gen AGR-040	Agricultural Mathematics or		Core AGR-134	Business Analysis/Records	2.0
Gen MAT-115	General Education Pathway or		<b>SEMESTER TOTALS</b>		<b>13.0</b>
Gen MAT-116	General Education Math	3.0	<b>Second Semester</b>		
Gen SOS-052	Workplace Communication/Safety or		Core AGR-044	Supervised Occupational Experience IV	3.5
Gen PSY-271	Intr/Psychology or		Core AGR-123	Marketing of Ag Products	2.5
Gen POS-160	American National Government	3.0	Core AGR-132	Retailing/Agri Supplies	2.0
ENG-098	Communications I or		Core AGR-133	Agriculture Salesmanship	2.5
Gen ENG-119	Composition I Pathway or		Gen COM-111	Intro to Speech Communication or	
Gen ENG-120	Composition I	3.0	Gen ENG-121	Composition II	3.0
<b>SEMESTER TOTALS</b>		<b>16.5</b>	<b>SEMESTER TOTALS</b>		<b>13.5</b>
<b>Second Semester</b>			<b>TOTAL PROGRAM HOURS</b>		<b>65.0</b>
Core AGR-049	OSHA/Ag Mach Safety	1.0	<b>SUGGESTED ELECTIVES</b>		
Core AGR-152	Intensive Crop Scouting or		Ele AGR-051	Soil Fertility	2.5
Core AGR-063	Animal Nutrition	2.5	Ele AGR-065	A.I. Management-Cattle	1.5
Core AGR-041	Supervised Occupational Exp I	3.5	Ele AGR-067	Livestock Merchandising I	1.5
Core AGR-112	Computer Applic/Agriculture or		Ele AGR-071	Swine Reproduction and A.I.	1.0
Core AGR-111	Intro to Agriculture Software	2.0			
Gen CHM-120	General, Organic and Biochemistry I or				
Gen CHM-101	Physical Science II	3.0			
Ele --- ---	Career Elective	1.5			
<b>SEMESTER TOTALS</b>		<b>13.5</b>			
<b>Summer Term</b>					
Core AGR-042	Supervised Occupational Exp II	2.5			
Core AGR-053	Integrated Pest Management	3.0			
Core AGR-207	Intro/Ag Economics or				
Core AGR-120	Agriculture Economics	3.0			
<b>SEMESTER TOTALS</b>		<b>8.5</b>			

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Faculty Phone: 217-234-5327

# AG BUSINESS

## (CRT.AGBUS) CERTIFICATE

The Agriculture Business certificate program is designed to prepare students for employment in beginning management and sales capacities in agriculture businesses including elevators, fertilizer companies and feed companies.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES	
First Semester		Hours	Ele	AGR-042 Supervised Occupational Exp II 2.5
Gen	AGR-040	Agricultural Mathematics or	Ele	AGR-051 Soil Fertility 2.5
Gen	MAT-115	General Education Pathway or	Ele	AGR-053 Integrated Pest Management 3.0
Gen	MAT-116	General Education Math 3.0	Ele	AGR-063 Animal Nutrition 2.5
Core	AGR-204	Prin/Field Crop Science or	Ele	AGR-120 Agriculture Economics 3.0
Core	AGR-052	Principles of Crop Production 3.0	Ele	AGR-207 Intro/Ag Economics 4.0
Core	AGR-060	Animal Husbandry 3.0	Ele	AGR-124 Farm Credit and Finance 2.0
Core	AGR-205	Intro/Soil Science or	Ele	AGR-151 GPS/Applications in Ag 3.0
Core	AGR-050	Soils 3.5	Ele	AGR-152 Intensive Crop Scouting 3.0
Core	AGR-131	Agriculture Business Financing 2.0		
Core	AGR-134	Business Analysis/Records 2.0		
SEMESTER TOTALS		16.5		
Second Semester				
Core	AGR-049	OSHA/Ag Mach Safety 1.0		
Core	AGR-111	Intro to Agriculture Software 2.0		
Core	AGR-123	Marketing of Ag Products 2.5		
Core	AGR-132	Retailing/Agri Supplies 2.0		
Core	AGR-133	Agriculture Salesmanship 2.5		
Core	AGR-041	Supervised Occupational Exp I 3.5		
SEMESTER TOTALS		13.5		
TOTAL PROGRAM HOURS		30.0		

Call Counseling Services: 217-234-5232  
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Faculty Phone: 217-234-5208

# AGRICULTURE PRODUCTION & MANAGEMENT

## (AAS.AGPRO) ASSOCIATE IN APPLIED SCIENCE

This core curriculum is designed for those students who are planning a career in agricultural production, farming, ag production sales, and management or ownership in these areas. While this curriculum is designated for agricultural production, it also allows transferability to Illinois State, Southern Illinois and Western Illinois universities.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core AGR-046	Introduction to Agricultural Occupations	1.0	Core AGR-204	Prin/Field Crop Science or	
Core AGR-205	Intro/Soil Science or		Core AGR-052	Principles of Crop Production	3.0
Core AGR-050	Soils	3.5	Core AGR-090	Principles of Agri Mechanics	2.5
Core AGR-206	Intro/Animal Science or		Core AGR-043	Supervised Occupational Experience III	3.0
Core AGR-060	Animal Husbandry	3.0	Core AGR-122	Farm Management	2.5
Gen AGR-040	Agricultural Mathematics or		Ele --- ---	Career Elective	1.5
Gen MAT-115	General Education Pathway or		<b>SEMESTER TOTALS</b>		<b>12.5</b>
Gen MAT-116	General Education Math	3.0	<b>Second Semester</b>		
Gen ENG-098	Communications I or		Core AGR-051	Soil Fertility	2.5
Gen ENG-119	Composition I Pathway or		Core AGR-123	Marketing of Ag Products	2.5
Gen ENG-120	Composition I	3.0	Core AGR-124	Farm Credit and Finance	2.0
Gen SOS-052	Workplace Communication & Safety or		Core AGR-044	Supervised Occupational Experience IV	3.5
Gen PSY-271	Intr/Psychology or		Gen COM-111	Intro to Speech Communication or	
Gen POS-160	American National Government	3.0	Gen ENG-121	Composition II	3.0
<b>SEMESTER TOTALS</b>		<b>16.5</b>	<b>SEMESTER TOTALS</b>		<b>13.5</b>
<b>Second Semester</b>			<b>TOTAL PROGRAM HOURS</b>		<b>65.5</b>
Core AGR-041	Supervised Occupational Exp I	3.5	<b>SUGGESTED ELECTIVES</b>		
Core AGR-049	OSHA/Ag Mach Safety	1.0	Ele AGR-054	Crop Harvesting/Drying/Storage	2.5
Core AGR-063	Animal Nutrition	2.5	Ele AGR-151	GPS/Applications in Ag	3.0
Core AGR-112	Computer Applic/Agriculture or		Ele AGR-152	Intensive Crop Scouting	3.0
Core AGR-111	Intro to Agriculture Software	2.0			
Core AGR-121	Farm Business Records	2.5			
Gen CHM-120	General, Organic and Biochemistry I or				
Gen CHM-101	Physical Science II	3.0			
<b>SEMESTER TOTALS</b>		<b>14.5</b>			
<b>Summer Term</b>					
Core AGR-042	Supervised Occupational Exp II	2.5			
Core AGR-053	Integrated Pest Management	3.0			
Core AGR-207	Intro/Ag Economics or				
Core AGR-120	Agriculture Economics	3.0			
<b>SEMESTER TOTALS</b>		<b>8.5</b>			

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# AGRICULTURE TRANSFER

## (AA.AGR) ASSOCIATE IN ARTS

The Agriculture transfer curriculum is designed for those students who are planning to transfer to a university and earn the Bachelor of Science degree in Agriculture.

This program follows Math Pathway #3. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen CHM-120	General, Organic and Biochemistry I or	
Gen BIO-100	Bio Science I	4.0	Gen CHM-150	General Chemistry I	4.0
Gen MAT-130	College Algebra	3.0	Ele AGR-208	Intro/Ag Mechanization or	
Gen PSY-271	Intr/Psychology or		Ele HRT-201	Introduction to Horticulture	3.0
Gen --- ---	IAI Social/Behavioral	3.0	Core AGR-207	Intro/Ag Economics	4.0
Core AGR-206	Intro/Animal Science	4.0	Gen HIS-250	Western Civil to 1660 or	
Ele ART-250	Understanding Art or		Gen HIS-252	West Civil/1660-Present or	
Ele --- ---	IAI Fine Arts	3.0	Gen --- ---	IAI Humanities/Fine Arts	3.0
	<b>SEMESTER TOTALS</b>	<b>20.0</b>		<b>SEMESTER TOTALS</b>	<b>17.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II	3.0	Gen CHM-121	General, Organic and Biochemistry II or	
Gen MAT-211	Math Analysis or		Gen CHM-151	General Chemistry II	4.0
Gen MAT-210	Finite Mathematics	3.0	Gen HIS-153	History/Culture of Third World or	
Core AGR-205	Intro/Soil Science	4.0	Gen --- ---	IAI Humanities and Fine Arts	3.0
Gen ECO-231	Principles of Economics I (Macro) or		Core AGR-204	Prin/Field Crop Science	4.0
Gen --- ---	IAI Social/Behavioral Science	3.0	Gen POS-160	American National Government or	
	<b>SEMESTER TOTALS</b>	<b>13.0</b>	Gen SOC-286	Racial and Ethnic Groups or	
			Gen --- ---	IAI Social/Behavioral Science	3.0
				<b>SEMESTER TOTALS</b>	<b>14.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
			SUGGESTED ELECTIVES		
Ele AGR-064	Beef/Dairy Production Skills	1.5			
Ele AGR-201	Intro/Agriculture Education	3.0			
Ele AGR-065	A.I. Management-Cattle	1.5			
Gen AGR-071	Swine Reproduction and A.I.	1.0			

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Faculty Phone: 217-234-5226

# CROP PRODUCTION

## (CRT.CROP) CERTIFICATE

The Crop Production certificate is designed to prepare students for employment in crop production situations. These situations include farming, farm management and farm operations. Program contains a minimum of eight weeks of internship at an approved location.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			
First Semester			Hours
Gen AGR-040	Agricultural Mathematics or		
Gen MAT-115	General Education Pathway or		
Gen MAT-116	General Education Math	3.0	
Core AGR-204	Prin/Field Crop Science or		
Core AGR-052	Principles of Crop Production	3.0	
Core AGR-206	Intro/Animal Science or		
Core AGR-060	Animal Husbandry	3.0	
Core AGR-205	Intro/Soil Science or		
Core AGR-050	Soils	3.5	
Core AGR-122	Farm Management	2.5	
SEMESTER TOTALS			15.0
Second Semester			
Core AGR-049	OSHA/Ag Mach Safety	1.0	
Core AGR-111	Intro to Agriculture Software	2.0	
Core AGR-123	Marketing of Ag Products	2.5	
Core AGR-051	Soil Fertility	2.5	
Core AGR-121	Farm Business Records	2.5	
Ele AGR-041	Supervised Occupational Exp I	3.5	
Ele --- ---	Career Elective	1.0	
SEMESTER TOTALS			15.0
TOTAL PROGRAM HOURS			30.0

### SUGGESTED ELECTIVES

Ele AGR-042	Supervised Occupational Exp II	2.5
Ele AGR-053	Integrated Pest Management	3.0
Ele AGR-086	Adjusting New and Used Mach	2.5
Ele AGR-090	Principles of Agri Mechanics	2.5
Ele AGR-097	Planting and Tillage Equipment	3.0
Ele AGR-120	Agriculture Economics	3.0
Ele AGR-124	Farm Credit and Finance	2.0
Ele AGR-151	GPS/Applications in Ag	3.0
Ele AGR-152	Intensive Crop Scouting	3.0

Call Counseling Services: 217-234-5232

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# DIESEL & AG POWER TECHNOLOGY

## (AAS.AGPWR) ASSOCIATE IN APPLIED SCIENCE

Diesel & Ag Power Technology Program is designed to develop the technical competency and professional level of entry-level diesel power equipment technicians. Training students to diagnose, service and maintain multiple diesel industry products using recommended procedures, special tools and technical information. The program includes training on Diesel Engines, Hydraulics, Electrical, Power Trains, Air Conditioning and Precision Planting technologies earning an Associate degree in Applied Science. Students also have the opportunity to earn while they learn through on-the-job training while on internships in multiple Diesel Career opportunities, such as Agriculture Equipment Dealers, Heavy Truck Dealers and the Industrial and Consumer Equipment Industry. Students must purchase hand tools necessary for use in this program.

Note: Those students that are considering transferring to a university should contact their advisor as soon as possible.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-098	Communications I or		Core AGR-043	Supervised Occupational Experience III	3.0
Gen ENG-119	Composition I Pathway or		Core AGR-087	Diesel Fuel Systems	3.0
Gen ENG-120	Composition I	3.0	Core AGR-088	Ag Trans & Power Trains	3.5
Core AGR-091	Hydraulics	3.0	Gen SOC 052	Workplace Communication & Safety or	
Core AGR-080	Ignition & Electrical Systems	3.5	Gen PSY-271	Intr/Psychology	3.0
Core AGR-083	Small Engines	3.0	<b>SEMESTER TOTALS</b>		<b>12.5</b>
Gen TEC-048	Applied Shop Computations or		<b>Second Semester</b>		
Gen AGR-040	Agricultural Mathematics or		Core AGR-089	Tractor Overhaul	6.0
Gen MAT-115	General Education Pathway or		Core AGR-082	Advanced Electrical Systems	3.0
Gen MAT-116	General Education Math	3.0	Gen POS-160	American National Government	3.0
Core AGR-046	Introduction to Agricultural Occupations	1.0	Core AGR-044	Supervised Occupational Experience IV	3.5
<b>SEMESTER TOTALS</b>		<b>16.5</b>	<b>SEMESTER TOTALS</b>		<b>15.5</b>
<b>Second Semester</b>			<b>TOTAL PROGRAM HOURS</b>		<b>65.0</b>
Core AGR-092	Advanced Hydraulics	3.0	<b>SUGGESTED ELECTIVES</b>		
Core AGR-097	Planting and Tillage Equipment	3.0	Ele AGR-111	Intro to Agriculture Software	2.0
Gen COM-111	Intro to Speech Communication or		Ele WEL-057	Welding Fundamentals	2.5
Gen ENG-121	Composition II	3.0			
Core AGR-041	Supervised Occupational Exp I	3.5			
<b>SEMESTER TOTALS</b>		<b>12.5</b>			
<b>Summer Term</b>					
Core AGR-042	Supervised Occupational Exp II	2.5			
Core AGR-094	Ag Machinery Air Conditioning	3.0			
Core AGR-086	Adjusting New and Used Mach	2.5			
<b>SEMESTER TOTALS</b>		<b>8.0</b>			

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Faculty Phone: 217-234-5307

# DIESEL & AG POWER TECHNOLOGY

## (CRT.AGPWR) CERTIFICATE

Agriculture Power Technology is designed to prepare students as technicians and parts counter clerks for agriculture machinery dealerships. The program develops the student's skills necessary to diagnose and repair diesel fuel systems, engines, transmissions and electrical systems of agricultural equipment. Students must purchase hand tools necessary for use in this program.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	TEC-048 Applied Shop Computations	3.0
Core AGR-091	Hydraulics	3.0	Ele	AGR-040 Agricultural Mathematics	3.0
Core AGR-080	Ignition & Electrical Systems	3.5	Ele	AGR-086 Adjusting New and Used Mach	2.5
Core AGR-087	Diesel Fuel Systems	3.0	Ele	AGR-089 Tractor Overhaul	6.0
Core AGR-088	Ag Trans & Power Trains	3.5		AGR-094 Ag Machinery Air Conditioning	3.0
Core AGR-083	Small Engines	3.0			
SEMESTER TOTALS		16.0			
Second Semester					
Core AGR-097	Planting and Tillage Equipment	3.0			
Core AGR-082	Advanced Electrical Systems	3.0			
Core AGR-092	Advanced Hydraulics	3.0			
Core AGR-041	Supervised Occupational Exp I	3.5			
Ele --- ---	Career Elective	1.5			
SEMESTER TOTALS		14.0			
TOTAL PROGRAM HOURS		30.0			

Call Counseling Services: 217-234-5232

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Faculty Phone: 217-234-5307

# HORTICULTURE PRODUCTION & LANDSCAPE

## (AAS.HRT) ASSOCIATE IN APPLIED SCIENCE

The Horticulture degree is for students seeking advanced training within the green industry including greenhouse management, golf course management, landscape design, nursery management, and landscape construction. The 20 weeks of internship allow the student to specialize within the production or landscape areas.

Note: Those students that are considering transferring to a university should contact their advisor as soon as possible.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core HRT-201	Introduction to Horticulture	3.0	Core HRT-071	Herbaceous Perennial Plants	3.0
Core AGR-205	Intro/Soil Science or		Core HRT-061	Woody Plants Identification	3.0
Core AGR-050	Soils	3.5	Gen ENG-098	Communications I or	
Core HRT-076	Greenhouse Mgt and Production	3.0	Gen ENG-119	Composition I Pathway or	
Core HRT-082	Landscape Construction & Maint	3.0	Gen ENG-120	Composition I	3.0
Gen AGR-040	Agricultural Mathematics or		Gen BIO-130	Environmental Science or	
Gen MAT-115	General Education Pathway or		Gen BIO-100	Bio Science I or	
Gen MAT-116	General Education Math	3.0	Gen CHM-120	General, Organic and Biochemistry I	4.0
<b>SEMESTER TOTALS</b>		<b>15.5</b>	Core HRT-066	Turf Management	3.0
<b>Second Semester</b>			<b>SEMESTER TOTALS</b>		<b>16.0</b>
Core HRT-063	Evergreen/Vines & Ground Cover	3.0	<b>Second Semester</b>		
Core HRT-072	Herbaceous Annual Plants	3.0	Core HRT-081	Landscape Design	3.0
Ele --- ---	Career Elective	2.0	Core HRT-062	Vegetable Crop Production	3.0
Core AGR-112	Computer Applic/Agriculture or		Core HRT-093	Supervised Occupational Experience III	3.0
Core AGR-111	Intro to Agriculture Software	2.0	Gen SOS-052	Workplace Communication & Safety or	
Core HRT-091	Supervised Occupational Experience I	3.5	Gen PSY-271	Intr/Psychology or	
<b>SEMESTER TOTALS</b>		<b>13.5</b>	Gen POS-160	American National Government	3.0
<b>Summer Term</b>			Gen COM-111	Intro to Speech Communication	3.0
Core AGR-207	Intro/Ag Economics or		<b>SEMESTER TOTALS</b>		<b>15.0</b>
Core AGR-120	Agriculture Economics	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>65.5</b>
Core HRT-092	Supervised Occupational Experience II	2.5	<b>SUGGESTED ELECTIVES</b>		
<b>SEMESTER TOTALS</b>		<b>5.5</b>	Ele AGR-133	Agriculture Salesmanship	2.5
			Ele AGR-132	Retailing/Agri Supplies	2.0
			Ele AGR-051	Soil Fertility	2.5
			Ele AGR-053	Integrated Pest Management	3.0
			Ele AGR-141	Introduction to Agroecology	3.0
			Ele AGR-143	Organic Crop Production	3.0
			Ele AGR-145	Biological Pest Management	3.0
			Ele AGR-083	Small Engines	3.0
			Ele HRT-083	Landscape Design II-Layout/Graphics	3.0

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# HORTICULTURE

## (CRT.HRT) CERTIFICATE

The Horticulture certificate is designed for students seeking educational training and employment in the industries of landscaping, greenhouse management, plant propagation, nursery management, golf course management and turf grass management. In addition to 33 credit hours of specialized courses in horticulture, business and soil science, students will receive 12 weeks of supervised occupational experience at approved internship locations.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES	
First Semester		Hours	Ele	HRT-066 Turf Management 3.0
Core HRT-201	Introduction to Horticulture	3.0		
Core HRT-076	Greenhouse Mgt and Production or			
Core HRT-061	Woody Plants Identification	3.0		
Core HRT-082	Landscape Construction & Maint or			
Core HRT-071	Herbaceous Perennial Plants	3.0		
Gen AGR-040	Agricultural Mathematics	3.0		
Core AGR-205	Intro/Soil Science or			
Core AGR-050	Soils	3.5		
SEMESTER TOTALS		15.5		
Second Semester				
Core HRT-063	Evergreen/Vines & Ground Cover or			
Core HRT-081	Landscape Design	3.0		
Core HRT-072	Herbaceous Annual Plants or			
Core HRT-062	Vegetable Crop Production	3.0		
Core HRT-091	Supervised Occupational Experience I	3.5		
Core AGR-133	Agriculture Salesmanship	2.5		
SEMESTER TOTALS		12.0		
Summer Term				
Core HRT-092	Supervised Occupational Experience II	2.5		
SEMESTER TOTALS		2.5		
TOTAL PROGRAM HOURS		30.0		

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# JOHN DEERE TECH

## (AAS.JDAT) ASSOCIATE IN APPLIED SCIENCE

A new generation of farm equipment demands a new generation of service technicians. To meet this demand, John Deere Company has created the John Deere Tech program and has selected Lake Land College as one of a limited number of North American sites.

The John Deere Tech program, offered jointly by John Deere and Lake Land College in cooperation with John Deere dealers, offers students many unique opportunities including earning a salary while learning through on-the-job training at a participating dealership; training on the latest John Deere tractors, combines and implements and learning the newest diagnostic and servicing procedures.

Students also have the opportunity to move directly into employment with their sponsoring dealership upon successful completion of this associate in applied science degree program.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester		Hours		First Semester		Hours	
Core JDA-080	John Deere Electrical Systems	3.5		Core JDA-042	John Deere SOE II	4.0	
Gen TEC-048	Applied Shop Computations	3.0		Core JDA-087	John Deere Fuel Systems	3.0	
Core JDA-073	JD Shop Skills & Fundamentals	3.0		Core JDA-050	John Deere Engine Systems	3.0	
Core JDA-111	John Deere Ag Software	2.0		Gen COM-111	Intro to Speech Communication	3.0	
Core JDA-091	John Deere Hydraulics I	3.0		<b>SEMESTER TOTALS</b>		<b>13.0</b>	
<b>SEMESTER TOTALS</b>		<b>14.5</b>		<b>Second Semester</b>			
<b>Second Semester</b>				Core JDA-095	John Deere Equip Diagnostics	3.0	
Core JDA-071	John Deere Power Trains	3.0		Core JDA-082	Jd Advanced Elect/Electronic Sys	3.5	
Core JDA-092	John Deere Hydraulics II	3.0		Core JDA-043	John Deere SOE III	4.0	
Core JDA-086	John Deere Combine Production	2.5		Gen POS-160	American National Government	3.0	
Gen ECO-130	The American Economy or			<b>SEMESTER TOTALS</b>		<b>13.5</b>	
Gen PSY-271	Intr/Psychology or			<b>TOTAL PROGRAM HOURS</b>		<b>65.0</b>	
Gen SOS-052	Workplace Communication & Safety	3.0		<b>SUGGESTED ELECTIVES</b>			
Gen ENG-050	Writing for Industry or			Ele AGR-052	Principles of Crop Production	3.0	
Gen ENG-119	Composition I Pathway or			Ele HED-178	Responding to Emergencies	2.0	
Gen ENG-120	Composition I	3.0		Ele WEL-057	Welding Fundamentals	2.5	
<b>SEMESTER TOTALS</b>		<b>14.5</b>		Ele JDA-054	Jd Turf & Utility Equipment	2.0	
<b>Summer Term</b>				Ele JDA-051	JD Tillage & Seeding Equipment	3.0	
Core JDA-041	John Deere SOE I	2.0		Ele JDA-114	John Deere Hay Equipment	2.0	
Core JDA-094	John Deere Air Cond Systems	2.5					
Core JDA-113	John Deere Apex Software	2.0					
Core JDA-072	JD Advanced Power Trains	3.0					
<b>SEMESTER TOTALS</b>		<b>9.5</b>					

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# LIVESTOCK PRODUCTION

## (CRT.LVST) CERTIFICATE

The specialized Livestock Production certificate is designed to prepare students for employment positions in a variety of livestock areas. These jobs include herdsman positions, A.I. technicians, livestock managers and home farm operators. The SOE internship provides added experience in livestock management and production.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			
First Semester			Hours
Gen AGR-040	Agricultural Mathematics or		
Gen MAT-115	General Education Pathway or		
Gen MAT-116	General Education Math	3.0	
Core AGR-206	Intro/Animal Science or		
Core AGR-060	Animal Husbandry	3.0	
Core AGR-205	Intro/Soil Science or		
Core AGR-050	Soils	3.5	
Core AGR-122	Farm Management	2.5	
SEMESTER TOTALS			12.0
Second Semester			
Core AGR-111	Intro to Agriculture Software	2.0	
Core AGR-049	OSHA/Ag Mach Safety	1.0	
Core AGR-123	Marketing of Ag Products	2.5	
Core AGR-063	Animal Nutrition	2.5	
Core AGR-124	Farm Credit and Finance	2.0	
Core AGR-064	Beef/Dairy Production Skills	1.5	
Core AGR-065	A.I. Management-Cattle or		
Core AGR-071	Swine Reproduction and A.I.	1.0	
Core AGR-041	Supervised Occupational Exp I	3.5	
Core AGR-067	Livestock Merchandising I	1.5	
SEMESTER TOTALS			17.5
TOTAL PROGRAM HOURS			29.5

### SUGGESTED ELECTIVES

Ele	AGR-042 Supervised Occupational Exp II	2.5
Ele	AGR-053 Integrated Pest Management	3.0
Ele	AGR-061 Livestock Evaluation	3.0
Ele	AGR-066 Meat Science	2.0
Ele	AGR-070 Swine Production Skills	1.5
Ele	AGR-090 Principles of Agri Mechanics	2.5
Ele	AGR-120 Agriculture Economics	3.0
Ele	AGR-121 Farm Business Records	2.5

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# PRE-VETERINARY MEDICINE

## (AA.PVET) ASSOCIATE IN ARTS

The Pre-Veterinary Medicine major is designed for those students who are planning to transfer to a university such as the University of Illinois to earn a Bachelor of Science degree in Animal Science with a Pre-Veterinary Medicine concentration or seek early admission to a College of Veterinary Medicine. This major can also be used to meet requirements for the Pre-Veterinary Medicine concentration at Eastern Illinois University.

The Associate in Arts degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen CHM-150	General Chemistry I	4.0
Gen BIO-100	Bio Science I	4.0	Gen ECO-231	Principles of Economics I (Macro) or	
Gen MAT-130	College Algebra and		Gen --- ---	IAI Social/Behavioral Science	3.0
Gen MAT-132	Trigonometry or		Gen HIS-250	Western Civil to 1660 or	
Gen MAT-140	Algebra With Trigonometry	5.0	Gen HIS-252	West Civil/1660-Present or	
Gen PSY-271	Intr/Psychology or		Gen --- ---	IAI Humanities/Fine Arts	3.0
Gen SOC-280	Introduction to Sociology	3.0		<b>SEMESTER TOTALS</b>	<b>13.0</b>
Core AGR-206	Intro/Animal Science	4.0			
	<b>SEMESTER TOTALS</b>	<b>19.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II	3.0	Ele CHM-151	General Chemistry II	4.0
Gen MAT-241	Analytical Geometry and Calculus I or		Gen HIS-153	History/Culture of Third World or	
Gen MAT-211	Math Analysis	4.0	Gen --- ---	IAI Humanities/Fine Arts	3.0
Ele BIO-116	General Zoology	4.0	Gen BIO-235	Microbiology	4.0
Gen POS-160	American National Government or		Core AGR-207	Intro/Ag Economics	4.0
Gen SOC-286	Racial and Ethnic Groups or			<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen --- ---	IAI Social/Behavioral Science	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
Gen ART-250	Understanding Art or				
Gen --- ---	Any IAI Fine Arts	3.0			
	<b>SEMESTER TOTALS</b>	<b>17.0</b>			
			SUGGESTED ELECTIVES		
			Ele AGR-064	Beef/Dairy Production Skills	1.5
			Ele MAT-125	Statistics	3.0
			Ele PHY-130	College Physics I	4.0
			Ele AGR-065	A.I. Management-Cattle	1.5
			Ele AGR-071	Swine Reproduction and A.I.	1.0
			Ele PHY-131	College Physics II	4.0

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# ARCHITECTURAL AND CONSTRUCTION



## ARCHITECTURAL AND CONSTRUCTION MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Architectural & Construction  
Exploratory Area of Study.**

Continue on your path  
to a college degree by  
earning college credit  
while exploring a variety  
of programs that prepare  
you for transfer or a career.

# AREA OF STUDY - ARCHITECTURAL & CONSTRUCTION

## (MET.ARC) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Architectural & Construction area of study, you'll have the opportunity to explore majors that prepare you for careers that design and build our homes, buildings, and infrastructure. In these majors, you'll learn the skills to take a concept for a new residential or commercial building or roadway from design to a completed project, and then some. Hands-on assignments in the Architectural & Construction area include surveying, turning building designs into 3-D models, wiring, installing HVAC-R systems, and learning precision mapping techniques.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen COM-111 Intro to Speech Communication	3.0
Core CAD-056 CAD I	2.0
Ele --- --- Social Science Elective	3.0
Ele --- --- Career Elective	2.0
<b>SEMESTER TOTALS</b>	<b>13.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>13.0</b>

### SUGGESTED ELECTIVES

Ele CET-060 Surveying I	3.0
Ele CET-054 Soils + Aggregates	4.0
Ele CET-051 Civil Construction I	3.0
Ele BCT-054 Basic Carpentry I	4.0
Ele BCT-045 Plans and Specifications	3.0

Call Counseling Services: 217-234-5232

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# BUILDING CONSTRUCTION TECHNOLOGY

## (AAS.BCT) ASSOCIATE IN APPLIED SCIENCE

Building Construction Technology provides a versatile learning environment consisting of a blend of hands-on learning and classroom activities. The combination of hands-on learning and classroom activities provides a broad understanding of the topics covered, and teaches critical skills that encourage progression in the building construction industry. Graduates are qualified to be building construction technicians, construction manager assistants, construction estimators, computer drafters, carpenters, construction inspectors and building manufacturing representatives. Potential employers include building contractors, architectural/engineering firms, testing laboratories, construction management firms, and manufacturers of building assemblies and products. With additional experience graduates may fill the positions of construction manager or self-employed building contractor.

Consult an advisor for transfer options. Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			
First Semester			Hours
Gen	APT-041	Applied Mathematics I	3.0
Core	BCT-045	Plans and Specifications *	3.0
Core	CAD-056	CAD I *	2.0
Core	BCT-054	Basic Carpentry I *	4.0
Core	CET-060	Surveying I	3.0
SEMESTER TOTALS			15.0
Second Semester			
Gen	APT-042	Applied Mathematics II	2.0
Gen	APT-043	Applied Mathematics III	2.0
Core	BCT-062	Architectural Drafting II *	4.0
Core	BCT-055	Basic Carpentry II *	4.0
Gen	ENG-050	Writing for Industry or	
Gen	ENG-119	Composition I Pathway or	
Gen	ENG-120	Composition I	3.0
SEMESTER TOTALS			15.0

SECOND YEAR			
First Semester			Hours
Core	BCT-089	Construction Estimating *	3.0
Core	EET-069	Residential Wiring I	3.0
Gen	HED-179	Advanced 1st Aid and CPR or	
Gen	SOS-052	Workplace Communication/Safety	3.0
Ele	CIS-068	Computer Appl-Special Topics	2.0
Ele	---	---	4.0
SEMESTER TOTALS			15.0
Second Semester			
Core	CET-056	PCC Theory and Design	2.0
Core	BCT-076	Architectural Design *	4.0
Core	BUS-251	Principles of Management * or	
Core	BCT-070	Construction Management	3.0
Core	CAD-059	Special Applications of CAD	3.0
Gen	---	---	3.0
SEMESTER TOTALS			15.0
TOTAL PROGRAM HOURS			60.0

SUGGESTED ELECTIVES			
Ele	ECO-231	Principles of Economics I (Macro)	3.0
Ele	BUS-151	Financial Accounting	3.0
Ele	ESC-100	Physical Geology	4.0
Ele	BUS-089	Small Business Management	3.0
Ele	CAD-057	CAD II	3.0
Ele	TEC-043	Industrial Safety	1.0
Ele	CET-054	Soils + Aggregates	4.0
Ele	BCT-078	Architectural S.O.E.	5.0
Ele	TEC-060	Analytical Mechanic	4.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# BUILDING CONSTRUCTION

## (CRT.BCT) CERTIFICATE

The Building Construction certificate utilizes hands-on activities and classroom based courses to prepare students for the construction industry. The certificate is designed for students who want to enter the construction industry quickly with potential upward mobility. The primary focus is on hands-on skills, and easy transition to higher education if one desires to further his/her career.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	TEC-043 Industrial Safety	1.0
Core APT-041	Applied Mathematics I	3.0	Ele	CET-056 PCC Theory and Design	2.0
Core BCT-045	Plans and Specifications *	3.0	Ele	CIS-068 Computer Appl-Special Topics	2.0
Core CAD-056	CAD I	2.0	Ele	CET-060 Surveying I	3.0
Core BCT-054	Basic Carpentry I	4.0	Ele	EET-069 Residential Wiring I	3.0
SEMESTER TOTALS		12.0	Ele	BCT-078 Architectural S.O.E.	4.0
Second Semester					
Core BCT-062	Architectural Drafting II *	4.0			
Core BCT-055	Basic Carpentry II *	4.0			
Ele --- ---	Career Elective	4.0			
SEMESTER TOTALS		12.0			
TOTAL PROGRAM HOURS		24.0			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# CET/ADVANCED TECHNICAL STUDIES

## (AAS.CETAT) ASSOCIATE IN APPLIED SCIENCE

This option of the Civil Engineering Technology program allows a graduate to continue his or her education at Southern Illinois University in Carbondale or Eastern Illinois University. Graduates from this program of study are able to complete a bachelor of science degree in Technical Resource Management at SIUC with only an additional 60 semester hours of course work.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen MAT-130	College Algebra	3.0	Gen PHY-130	College Physics I	4.0
Core CET-060	Surveying I *	3.0	Core CET-062	Surveying II	3.0
Core CET-054	Soils + Aggregates *	4.0	Core CET-052	Civil Construction II	3.0
Core CET-051	Civil Construction I	3.0	Core CET-082	Civil Drafting	3.0
Gen ENG-119	Composition I Pathway or		Ele MAT-132	Trigonometry	3.0
Gen ENG-120	Composition I	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			
Second Semester			Second Semester		
Gen MAT-210	Finite Mathematics	3.0	Ele PHY-131	College Physics II	4.0
Core CET-056	PCC Theory and Design *	2.0	Core CET-087	Hydraulics/Drainage	3.0
Core CET-057	Asphalt Theory and Design *	2.0	Core CET-064	Surveying III	3.0
Core TEC-045	Introduction to Drafting	2.0	Core CET-081	CAD for Civil Engineering	3.0
Core CAD-056	CAD I	2.0	Gen --- ---	IAI Social Science Elective	3.0
Ele COM-111	Intro to Speech Communication	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
Ele CIS-160	Practical Software Applications	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>65.0</b>
	<b>SEMESTER TOTALS</b>	<b>17.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# CIVIL ENGINEERING TECHNOLOGY

## (AAS.CET) ASSOCIATE IN APPLIED SCIENCE

This option of the Civil Engineering Technology program allows a graduate to continue his or her education at Southern Illinois University in Carbondale or Eastern Illinois University. Graduates from this program of study are able to complete a bachelor of science degree in Technical Resource Management at SIUC with only an additional 60 semester hours of course work.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen APT-041	Applied Math I	3.0	Core TEC-060	Analytical Mechanic	4.0
Core CET-060	Surveying I *	3.0	Core CET-062	Surveying II	3.0
Core CET-054	Soils + Aggregates *	4.0	Ele CIS-068	Computer Appl-Special Topics	2.0
Core CET-051	Civil Construction I	3.0	Core CET-052	Civil Construction II	3.0
Gen ENG-050	Writing for Industry or		Core CET-082	Civil Drafting	3.0
Gen ENG-119	Composition I Pathway or			<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen ENG-120	Composition I	3.0			
	<b>SEMESTER TOTALS</b>	<b>16.0</b>	<b>Second Semester</b>		
<b>Second Semester</b>			Gen --- ---	IAI Social Science Elective	3.0
Gen APT-042	Applied Math II	2.0	Core CET-087	Hydraulics/Drainage	3.0
Gen APT-043	Applied Math III	2.0	Core CET-064	Surveying III	3.0
Core CET-056	PCC Theory and Design *	2.0	Core CET-081	CAD for Civil Engineering	3.0
Core CET-057	Asphalt Theory and Design *	2.0	Core CET-065	Data Collection for GIS Mapping	2.0
Core TEC-045	Introduction to Drafting	2.0		<b>SEMESTER TOTALS</b>	<b>14.0</b>
Core CAD-056	CAD I	2.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Gen COM-111	Intro to Speech Communication	3.0			
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# CIVIL ENGINEERING TECHNOLOGY - COOP

## (AAS.CETCO) ASSOCIATE IN APPLIED SCIENCE

This cooperative study option has the same course work as the regular program; however, it is extended to include 15 months of on the job experience as an integral part of the training. The student will earn college credit plus typically earn a salary during this experience. The knowledge gained during the field cooperative work experience is very good for building a resume for future employment.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen APT-041	Applied Mathematics I	3.0	Core CET-077	Supervised Occupational Experience	6.0
Core CET-060	Surveying I *	3.0	<b>SEMESTER TOTALS</b>		<b>6.0</b>
Core CET-054	Soils + Aggregates *	4.0	<b>Second Semester</b>		
Core CET-051	Civil Construction I	3.0	Core CET-078	Supervised Occupational Experience	6.0
Gen ENG-050	Writing for Industry or		<b>SEMESTER TOTALS</b>		<b>6.0</b>
Gen ENG-119	Composition I Pathway or		<b>Summer Term</b>		
Gen ENG-120	Composition I	3.0	Core CET-079	Supervised Occupational Exp	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>3.0</b>
Second Semester			THIRD YEAR		
Gen APT-042	Applied Mathematics II	2.0	First Semester		Hours
Core CET-056	PCC Theory and Design *	2.0	Core TEC-060	Analytical Mechanic	4.0
Gen APT-043	Applied Mathematics III	2.0	Core CET-062	Surveying II	3.0
Core CET-057	Asphalt Theory and Design *	2.0	Ele CIS-068	Computer Appl-Special Topics	2.0
Core TEC-045	Introduction to Drafting	2.0	Core CET-052	Civil Construction II	3.0
Core CAD-056	CAD I	2.0	Core CET-082	Civil Drafting	3.0
Gen COM-111	Intro to Speech Communication	3.0	<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Second Semester		
Summer Term			Gen --- ---	IAI Social Science Elective	3.0
Core CET-076	Supervised Occupational Exp	5.0	Core CET-087	Hydraulics/Drainage	3.0
<b>SEMESTER TOTALS</b>		<b>5.0</b>	Core CET-064	Surveying III	3.0
			Core CET-081	CAD for Civil Engineering	3.0
			Core CET-065	Data Collection for GIS Mapping	2.0
			<b>SEMESTER TOTALS</b>		<b>14.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>80.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**(AAS.CAD) ASSOCIATE IN APPLIED SCIENCE**

Students planning to continue their education at Eastern Illinois University or Southern Illinois University to earn a bachelor's degree in Industrial Technology, Applied Engineering, or Architecture should consult their advisor/counselor for course requirements and substitutions.

FIRST YEAR		
First Semester		Hours
Gen APT-041	Applied Mathematics I or	
Gen MAT-130	College Algebra	3.0
Core TEC-103	Engineering Graphics	3.0
Core CAD-056	CAD I	2.0
Ele CIS-160	Practical Software Applications	3.0
Gen ENG-119	Composition I Pathway or	
Gen ENG-120	Composition I	3.0
SEMESTER TOTALS		14.0
Second Semester		
Gen MAT-132	Trigonometry * or	
Gen APT-042	Applied Mathematics II	2.0
Gen APT-043	Applied Mathematics III *	2.0
Core CAD-057	CAD II *	3.0
Core CAD-059	Special Applications of CAD	3.0
Core CIM-060	CNC Machining	3.0
Ele --- ---	Career Elective	3.0
SEMESTER TOTALS		16.0

SECOND YEAR		
First Semester		Hours
Core CAD-058	CAD Drafting Systems	2.0
Core CIM-092	Computer-Aided Manufacturing	3.0
Core CAD-060	3D Solid Modeling	3.0
Gen PHY-130	College Physics I or	
Gen TEC-060	Analytical Mechanic	4.0
Gen SOS-052	Workplace Communication and Safety	3.0
SEMESTER TOTALS		15.0
Second Semester		
Core TEC-080	Strength/Materials	4.0
Core CAD-062	Introduction to Solidworks	2.0
Core MET-084	Technical Mechanisms	3.0
Core CAD-061	3D Parametric Design	3.0
Ele --- ---	IAI Social Science Elective	3.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		60.0

SUGGESTED ELECTIVES		
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**Faculty Email: lkitten@lakelandcollege.edu**  
**Faculty Phone: 217-234-5316**

# COMPUTER-AIDED DRAFTING

## (CRT.CAD) CERTIFICATE

Computer-Aided Drafting (CAD), also called computer- aided design, has evolved from an experimental process to a highly efficient tool in the past 20 years. CAD not only replaces most manual drafting, but can also be used for generating bills of materials, doing computerized structural analysis and controlling manufacturing machines. Several companies in the local area and worldwide, both large and small, utilize CAD for a variety of purposes. Computer-aided drafting is a unique application of computer graphics. The CAD draftsman can easily produce and modify plans, blueprints, designs, technical illustrations and schematics. Once a student completes the CAD certificate program, he or she will not only know how to operate a CAD system, but also how to set-up, customize and troubleshoot it. The many uses of CAD have opened many career opportunities in this exciting high-tech field. As a stand-alone certificate, the graduate can expect to find employment as a CAD draftsman or CAD operator. Those earning an associate in applied science degree can complete a few additional courses and earn a CAD certificate. The CAD certificate can greatly increase the opportunities for a good paying job in such fields as manufacturing, civil engineering, electronics or building construction. Students planning to continue their education can use this certificate as the beginning of a degree in similar fields. Certificate also available online. Consult Advisor.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	CIM-094 Computer Integrated Manf	3.0
Core CAD-056	CAD I	2.0	Ele	CAD-061 3D Parametric Design	3.0
Core CAD-058	CAD Drafting Systems	2.0	Ele	CIM-060 CNC Machining	3.0
Gen APT-041	Applied Mathematics I or		Ele	CIM-092 Computer-Aided Manufacturing	3.0
Gen MAT-130	College Algebra	3.0	Ele	BCT-045 Plans and Specifications	3.0
Gen ENG-119	Composition I Pathway or		Ele	BCT-062 Architectural Drafting II	4.0
Gen ENG-120	Composition I	3.0	Ele	BCT-076 Architectural Design	4.0
Core TEC-103	Engineering Graphics	3.0			
Core CAD-060	3D Solid Modeling	3.0			
SEMESTER TOTALS		16.0			
Second Semester					
Core CAD-057	CAD II *	3.0			
Core CAD-059	Special Applications of CAD	3.0			
Ele CIS-160	Practical Software Applications	3.0			
Core CAD-062	Introduction to Solidworks	2.0			
Ele --- ---	Career Elective	3.0			
SEMESTER TOTALS		14.0			
TOTAL PROGRAM HOURS		30.0			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# GEOSPATIAL TECHNOLOGY

## (NDP.GIS) CERTIFICATE

The Geospatial certificate program will provide students with the knowledge and practical skills necessary to develop and manage Geographic Information projects and to interpret and implement GIS as a decision support system. This certificate will enable students 1) to develop substantial theoretical and practical competencies relating to GIS; 2) develop foundational understanding and skills in the use of industry standard software; and 3) be able to demonstrate to employers the ability to perform GIS tasks at the technician level.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	CIS-160 Practical Software Applications	3.0
Core ESC-106	Introduction to Geographic Info Systems or		Ele	CIS-156 Computer Logic	3.0
Core GIS-090	Introduction to Geospatial Technology	4.0	Ele	CIS-068 Computer Appl-Special Topics	2.0
Ele --- ---	Career Elective	2.0	Ele	CIS-052 Visual Basic	4.0
<b>SEMESTER TOTALS</b>		<b>6.0</b>	Ele	CIS-095 Database Management	3.0
Second Semester					
Core CET-065	Data Collection for GIS Mapping	2.0			
Core ESC-114	Adv Geographic Info Systems or				
Core GIS-091	Advanced GIS	3.0			
Gen GEO-140	World Geography	3.0			
<b>SEMESTER TOTALS</b>		<b>8.0</b>			
Summer Term					
Core GIS-095	Geospatial Technology Internship or				
Core CET-075	Supervised Occupational Exp	3.0			
<b>SEMESTER TOTALS</b>		<b>3.0</b>			
<b>TOTAL PROGRAM HOURS</b>		<b>17.0</b>			

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Faculty Phone: 217-234-5244

# HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION

## (CRT.HVAC) CERTIFICATE

This program prepares students to gain entry level employment in this industry. Students learn skills in installation, repair, and maintenance of commercial and residential heating and cooling units.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen APT-041	Applied Mathematics I	3.0
Core HVC-062	Intro to HVACR Electricity	4.0
Core IND-043	Refrigeration Fundamentals	4.0
Core HVC-066	Refrigeration II	4.0
SEMESTER TOTALS		15.0
Second Semester		
Core HVC-068	Air Conditioning I	3.0
Core HVC-070	Air Conditioning II	5.0
Core HVC-072	Heat Generating Systems	5.0
Core TEC-059	Energy Management	2.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		30.0

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# RESIDENTIAL WIRING

## (NDP.RSWR) CERTIFICATE

The Residential Wiring certificate is designed to prepare graduates for employment in residential construction occupations. The program focuses on the fundamentals of direct current and alternating current, technical mathematics, safety and residential wiring procedures according to the National Electrical Code®. Graduates of this program will function as skilled technicians performing installation, troubleshooting, maintenance, and repair of electrical systems associated with residential power.

### FIRST YEAR

First Semester	Hours
Gen APT 041 Applied Math I	3.0
Gen APT-050 Electrical Principles/Practice *	4.0
Core TEC-043 Industrial Safety	1.0
Core EET-069 Residential Wiring I	3.0
<b>SEMESTER TOTALS</b>	<b>11.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>11.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Business Management or the Office Professionals Exploratory Areas of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - OFFICE PROFESSIONALS

## (MET.BS.OFP) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Business area of study, you will have the opportunity to explore majors that prepare you to transfer or to immediately begin a successful career after graduation. Business leaders seek Lake Land College graduates because they know our students receive the advanced skills and experiences that add value to their company. This area of study includes a variety of majors that cover all aspects of business from ownership to sales and marketing, as well as the professional positions in medical and business settings that are at the center of the daily operations.

### FIRST YEAR

First Semester	Hours
Gen BUS-141 Business Communications	3.0
Gen PSY-271 Intr/Psychology	3.0
Core CIS-160 Practical Software Applications	3.0
Gen ENG-095 Business English	3.0
<b>SEMESTER TOTALS</b>	<b>12.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>12.0</b>

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# COURT REPORTING TECHNOLOGY

## (AAS.CRT) ASSOCIATE IN APPLIED SCIENCE

Court Reporting Technology features a comprehensive study of a high-tech, potentially well-paying profession in one of two specializations. The court reporting profession prepares students for careers in the judicial setting as either official or freelance court reporters. The Captioning specialization prepares students for careers providing captioning for broadcast television and internet programs working with the deaf or hard-of-hearing population providing instantaneous text translation in education, civic, and corporate settings. Students will have the ability to apply skills and knowledge learned for entry-level employment. They will demonstrate proficient skills in the use of real-time technology and implement professional skills in preparing accurate, instantaneous text translations.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-095	Business English	3.0	Core CRT-060	Speedbuilding V	2.5
Core CRT-043	Intro to Court Reporting/CART	1.0	Core CRT-061	Speedbuilding V Lab	0.5
Core CRT-040	Speedbuilding I	2.5	Core CRT-065	Speedbuilding VI	2.5
Core CRT-041	Speedbuilding I Lab	0.5	Core CRT-066	Speedbuilding VI Lab	0.5
Core CRT-047	Machine Shorthand Theory	4.0	Gen PSY-271	Intr/Psychology	3.0
Gen SFS-101	Strategies for Success	2.0	Core CRT-068	Proofreading Skill Development	3.0
<b>SEMESTER TOTALS</b>		<b>13.0</b>	<b>SEMESTER TOTALS</b>		<b>12.0</b>
Second Semester			Second Semester		
Core CRT-084	Medical & Legal Terminology	3.0	Core CRT-072	Courtroom Procedures	3.0
Gen BUS-141	Business Communications	3.0	Core CRT-070	Speedbuilding VII	2.5
Gen BIO-050	Basic Anatomy & Physiology	4.0	Core CRT-071	Speedbuilding VII Lab	0.5
Core CRT-045	Speedbuilding II	2.5	Core CRT-075	Speedbuilding VIII	2.5
Core CRT-046	Speedbuilding II Lab	0.5	Core CRT-076	Speedbuilding VIII Lab	0.5
<b>SEMESTER TOTALS</b>		<b>13.0</b>	Core CRT-082	Court Reporting Technology	3.0
Third Semester			Core CRT-090	CSR Exam Preparation	3.0
Core CRT-050	Speedbuilding III	2.5	Core CRT-083	Court Reporting Internship	1.0
Core CRT-051	Speedbuilding III Lab	0.5	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Core CRT-055	Speedbuilding IV	2.5	<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>
Core CRT-056	Speedbuilding IV Lab	0.5			
<b>SEMESTER TOTALS</b>		<b>6.0</b>			

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# **COURT REPORTING**

## **(AAS.CRT.TRK) ASSOCIATE IN LIBERAL STUDIES**

The Associate Degree Track prepares the student for acceptance into Court Reporting Program. The Court Reporting Technology Degree is a special admission program. After acceptance into the program, the program will be changed to AAS.CRT.

The court reporting profession prepares students for careers in the judicial setting as either official or freelance court reporters. The Captioning specialization prepares students for careers providing captioning for broadcast television and internet programs working with the deaf or hard-of-hearing population providing instantaneous text translation in education, civic, and corporate settings. Students will have the ability to apply skills and knowledge learned for entry-level employment. They will demonstrate proficient skills in the use of real-time technology and implement professional skills in preparing accurate, instantaneous text translations. Interested students should submit the intent to enroll form found on the website.

Program requirements may change over time. specific degree/graduation requirements are determined by a degree audit.

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# MEDICAL CODING & HEALTH INFORMATION

## (AAS.HIMC) ASSOCIATE IN APPLIED SCIENCE

This program will prepare students for management positions in Health Information. Students are instructed in medical ethics, coding, information technology, statistics, management, and medical reimbursement. Upon successful completion of the program, graduates will be able to sit for medical coding exams available through national organizations such as the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC).

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-160	Practical Software Applications	3.0	Core MCS-065	Adv CPT Coding and Modifiers *	3.0
Core MCS-040	Health Information for Professionals	3.0	Core MCS-070	Advanced ICD-10-CM Coding *	3.0
Gen BIO-050	Basic Anatomy & Physiology	4.0	Core MCS-068	Medical Management and Ethics *	3.0
Core MCS-041	Medical Office Terminology	3.0	Core MCS-091	Healthcare Statistics *	3.0
Gen ENG-095	Business English	3.0	Core MCS-056	Credentialing/Emerging Coding *	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Second Semester			Second Semester		
Core AHE-044	Pathophysiology	3.0	Core MCS-092	Medical Records and the Law *	3.0
Core AHE-057	Pharmacology for Coders	3.0	Gen PSY-271	Intr/Psychology	3.0
Core MCS-050	Principles of CPT Coding	3.0	Core MCS-060	Medical Ins Reimbursement	3.0
Core MCS-055	Principles of ICD-10-CM Coding	3.0	Gen BUS-141	Business Communications	3.0
Core BUS-063	Medical Transcription *	1.0	Core MCS-075	Hospital-Med Coding Internship * or	
Core BUS-084	Adv Medical Transcription *	1.0	Core MCS-085	Hospital Coding Certification Prep *	1.0
Gen AHE-055	Math for Meds	2.0	Core MCS-080	Clinic-Med Coding Internship * or	
<b>SEMESTER TOTALS</b>		<b>16.0</b>	Core MCS-090	Clinic Coding Certification Prep *	1.0
			<b>SEMESTER TOTALS</b>		<b>14.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>61.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# MEDICAL CODING SPECIALIST

## (CRT.MCS) CERTIFICATE

Medical Coding Specialist Certificate presents a comprehensive study of both diagnostic and procedural medical coding using nationally recognized ICD-10-CM, CPT, and HCPCS coding. It prepares the student for employment as a coding specialist in hospitals, clinics, surgery centers, long-term and home health care facilities. Coding specialists are also employed by consulting firms, coding and billing services, insurance companies, and governmental agencies. Upon successful completion of the program, graduates will be able to pass coding exams available through national organizations such as the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC).

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core CIS-160 Practical Software Applications	3.0
Core MCS-040 Health Information for Professionals	3.0
Gen BIO-050 Basic Anatomy & Physiology	4.0
Core AHE-044 Pathophysiology	3.0
<b>SEMESTER TOTALS</b>	<b>13.0</b>

### Second Semester

Core AHE-057 Pharmacology for Coders	3.0
Core MCS-041 Medical Office Terminology	3.0
Core MCS-050 Principles of CPT Coding	3.0
Core MCS-055 Principles of ICD-10-CM Coding	3.0
Core BUS-063 Medical Transcription *	1.0
Core BUS-084 Adv Medical Transcription *	1.0
<b>SEMESTER TOTALS</b>	<b>14.0</b>

### Third Semester

Core MCS-060 Medical Ins Reimbursement	3.0
Gen BUS-141 Business Communications	3.0
Core MCS-065 Adv CPT Coding and Modifiers *	3.0
Core MCS-070 Advanced ICD-10-CM Coding *	3.0
Core MCS-075 Hospital-Med Coding Internship * or	
Core MCS-085 Hospital Coding Certification Prep *	1.0
Core MCS-080 Clinic-Med Coding Internship * or	
Core MCS-090 Clinic Coding Certification Prep *	1.0
<b>SEMESTER TOTALS</b>	<b>14.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>41.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# MEDICAL TRANSCRIPTIONIST

## (CRT.MDTRN) CERTIFICATE

Students will complete coursework in Microsoft Office software, medical transcription, medical terminology, billing and coding, medical software, desktop publishing, keyboarding, and document formatting. Students will also develop interpersonal and communication skills. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

<b>FIRST YEAR</b>		
<b>First Semester</b>		<b>Hours</b>
Core BUS-114	Advanced Formatting *	3.0
Gen ENG-095	Business English	3.0
Core BUS-063	Medical Transcription *	1.0
Core BUS-084	Adv Medical Transcription *	1.0
Core BUS-059	Medical Insurance and Coding	3.0
Gen BIO-050	Basic Anatomy & Physiology	4.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>Second Semester</b>		
Core CIS-058	Specialized Software Applications	3.0
Core BUS-115	Processing Info * +++	3.0
Core BUS-079	Professional Development +++	3.0
Core BUS-060	Automated Ofc Procedures	3.0
Core BUS-082	Medical Transcriptionist Internship *	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>Summer Term</b>		
Core MCS-041	Medical Office Terminology	3.0
Core CIS-160	Practical Software Applications	3.0
<b>SEMESTER TOTALS</b>		<b>6.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>36.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

**Call Counseling Services: 217-234-5232**

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**Faculty Contact: Kathleen Daugherty**

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**Faculty Phone: 217-234-5355**

# OFFICE ASSISTANT-EXECUTIVE

## (AAS.AAEXE) ASSOCIATE IN APPLIED SCIENCE

Students will be highly trained to work in a variety of offices performing administrative support responsibilities. They will complete coursework in Microsoft Office software, desktop publishing, web design, document formatting, management, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-114	Advanced Formatting *	3.0	Core CIS-058	Specialized Software Applications +	3.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-060	Automated Ofc Procedures	3.0
Gen BUS-141	Business Communications	3.0	Core CIS-056	Advanced Software Applications *	3.0
Core BUS-142	Introduction to Business	3.0	Core BUS-095	Fundamentals of Accounting or	
Gen --- ---	Social/Behavioral Science	3.0	Core BUS-151	Financial Accounting	3.0
Core CIS-101	Internet Systems and Applications or		Core CIS-099	Introduction to Web Technology	3.0
Core CIS-071	Introduction to Networking +	2.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
	<b>SEMESTER TOTALS</b>	<b>17.0</b>			
Second Semester			Second Semester		
Core BUS-061	Office Transcription * +++	3.0	Core BUS-251	Principles of Management	3.0
Core BUS-115	Processing Info * +++	3.0	Gen PSY-271	Intr/Psychology	3.0
Gen ENG-095	Business English	3.0	Core BUS-079	Professional Development +++	3.0
Gen BUS-094	Business Math	3.0	Core BUS-081	Office Assistant Internship	3.0
Core CIS-093	Access	2.0		<b>SEMESTER TOTALS</b>	<b>12.0</b>
Core CIS-094	Excel	2.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

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**Faculty Contact: Lisa Earp**

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**Faculty Phone: 217-234-5356**

# OFFICE ASSISTANT-LEGAL

## (AAS.AALEG) ASSOCIATE IN APPLIED SCIENCE

Students will be highly trained to work in a variety of legal offices and court systems performing administrative support responsibilities. They will complete coursework in Microsoft Office software, legal justice systems, desktop publishing, document formatting, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-114	Advanced Formatting *	3.0	Core CIS-058	Specialized Software Applications +	3.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-060	Automated Ofc Procedures	3.0
Gen BUS-141	Business Communications	3.0	Core CIS-056	Advanced Software Applications *	3.0
Core BUS-142	Introduction to Business	3.0	Core BUS-095	Fundamentals of Accounting or	
Gen --- ---	Social Science Elective	3.0	Core BUS-151	Financial Accounting	3.0
Core CIS-101	Internet Systems and Applications or		Core CJS-150	Intro/Criminal Just	3.0
Core CIS-071	Introduction to Networking +	2.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
	<b>SEMESTER TOTALS</b>	<b>17.0</b>			
Second Semester			Second Semester		
Core BUS-061	Office Transcription * +++	3.0	Core BUS-200	Legal Environ/Business	3.0
Core BUS-115	Processing Info * +++	3.0	Gen PSY-271	Intr/Psychology	3.0
Gen ENG-095	Business English	3.0	Core BUS-079	Professional Development +++	3.0
Gen BUS-094	Business Math	3.0	Core BUS-081	Office Assistant Internship	3.0
Core CIS-093	Access	2.0		<b>SEMESTER TOTALS</b>	<b>12.0</b>
Core CIS-094	Excel	2.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5356**

# OFFICE ASSISTANT-MEDICAL

## (AAS.AAMED) ASSOCIATE IN APPLIED SCIENCE

Students will be highly trained to work in a variety of medical offices, hospitals, and clinics performing administrative support responsibilities. They will complete coursework in Microsoft Office software, medical terminology, medical billing and coding, medical software, desktop publishing, document formatting, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-114	Advanced Formatting *	3.0	Core CIS-058	Specialized Software Applications +	3.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-060	Automated Ofc Procedures	3.0
Gen BUS-141	Business Communications	3.0	Core CIS-056	Advanced Software Applications *	3.0
Gen BIO-050	Basic Anatomy & Physiology	4.0	Core MCS-041	Medical Office Terminology	3.0
Gen --- ---	Social Science Elective	3.0	Core BUS-095	Fundamentals of Accounting or	
	<b>SEMESTER TOTALS</b>	<b>16.0</b>	Core BUS-151	Financial Accounting	3.0
<b>Second Semester</b>			<b>SEMESTER TOTALS</b>		<b>15.0</b>
Core BUS-061	Office Transcription * +++	3.0	<b>Second Semester</b>		
Core BUS-115	Processing Info * +++	3.0	Core BUS-059	Medical Insurance and Coding	3.0
Gen ENG-095	Business English	3.0	Gen PSY-271	Intr/Psychology	3.0
Core CIS-099	Introduction to Web Technology	3.0	Core BUS-079	Professional Development +++	3.0
Core MCS-040	Health Information for Professionals	3.0	Core BUS-083	Ofc Asst Internship-Med *	3.0
Gen HED-270	Community Health	3.0	<b>SEMESTER TOTALS</b>		<b>12.0</b>
	<b>SEMESTER TOTALS</b>	<b>18.0</b>	<b>TOTAL PROGRAM HOURS</b>		<b>61.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

+ Course only offered fall semester

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# OFFICE MANAGER

## (AAS.OFMGT) ASSOCIATE IN APPLIED SCIENCE

Students will be highly trained to work in a variety of offices with managerial responsibilities, coordinating services, and supervising staff. They will complete coursework in Microsoft Office software, desktop publishing, web design, management, document formatting, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-114	Advanced Formatting *	3.0	Core CIS-058	Specialized Software Applications *	3.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-060	Automated Ofc Procedures	3.0
Gen BUS-141	Business Communications	3.0	Core CIS-056	Advanced Software Applications *	3.0
Core BUS-142	Introduction to Business	3.0	Core BUS-095	Fundamentals of Accounting or	
Gen ECO-231	Principles of Economics I (Macro)	3.0	Core BUS-151	Financial Accounting	3.0
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Core BUS-290	Human Resource Management	3.0
<b>Second Semester</b>			<b>SEMESTER TOTALS</b>		<b>15.0</b>
Core BUS-061	Office Transcription +++	3.0	<b>Second Semester</b>		
Core BUS-115	Processing Info * +++	3.0	Core BUS-251	Principles of Management	3.0
Gen ENG-095	Business English	3.0	Gen PSY-271	Intr/Psychology	3.0
Core CIS-099	Introduction to Web Technology	3.0	Core BUS-079	Professional Development +++	3.0
Gen BUS-094	Business Math	3.0	Core BUS-081	Office Assistant Internship	3.0
Core CIS-094	Excel	2.0	Core CIS-093	Access	2.0
	<b>SEMESTER TOTALS</b>	<b>17.0</b>	<b>SEMESTER TOTALS</b>		<b>14.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>61.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5356**

# OFFICE RECEPTIONIST

## (CRT.OFREC) CERTIFICATE

Students will be trained for an entry level office position. They will complete coursework in Microsoft Office software, keyboarding, document formatting, and accounting. Students will also develop interpersonal and communication skills. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core BUS-114	Advanced Formatting *	3.0
Gen BUS-094	Business Math	3.0
Core CIS-160	Practical Software Applications	3.0
Core CIS-058	Specialized Software Applications +	3.0
Gen BUS-141	Business Communications	3.0
SEMESTER TOTALS		15.0
Second Semester		
Core BUS-115	Processing Info * +++	3.0
Core BUS-060	Automated Ofc Procedures	3.0
Core BUS-079	Professional Development +++	3.0
Core BUS-061	Office Transcription * +++	3.0
Core CIS-094	Excel	2.0
Core BUS-095	Fundamentals of Accounting or	
Core BUS-151	Financial Accounting	3.0
SEMESTER TOTALS		17.0
TOTAL PROGRAM HOURS		32.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

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**Faculty Contact: Lisa Earp**

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**Faculty Phone: 217-234-5356**

# OFFICE SUPPORT SPECIALIST

## (NDP.OFSK.GEN) CERTIFICATE

Students will complete coursework in Microsoft Office software, keyboarding, document formatting, and accounting to prepare for an office support position. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core BUS-114 Advanced Formatting *	3.0
Core CIS-160 Practical Software Applications	3.0
Core BUS-141 Business Communications or	
Core BUS-079 Professional Development +++	3.0
Core BUS-095 Fundamentals of Accounting	3.0
Ele --- --- CIS or BUS Electives	6.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5356**

# OFFICE SUPPORT SPECIALIST-MEDICAL

## (NDP.OFSK.MED) CERTIFICATE

Students will complete coursework in Microsoft Office software, keyboarding, document formatting, and accounting to prepare for an office support position. In addition, students will take courses in medical terminology, medical insurance and coding, and medical transcription. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core BUS-114 Advanced Formatting *	3.0
Core CIS-160 Practical Software Applications	3.0
Core BUS-141 Business Communications or	
Core BUS-079 Professional Development +++	3.0
Core MCS-041 Medical Office Terminology	3.0
Core BUS-061 Office Transcription * +++	3.0
Core BUS-059 Medical Insurance and Coding	3.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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**Faculty Contact: Kathleen Daugherty**

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**Faculty Phone: 217-234-5355**

# OFFICE SUPPORT SPECIALIST-MICROSOFT OFFICE

## (NDP.OFSK.MOS) CERTIFICATE

Students will complete coursework that focuses on Microsoft Office software, keyboarding, and document formatting to prepare for an office support position. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

<b>FIRST YEAR</b>	
<b>First Semester</b>	<b>Hours</b>
Core BUS-114 Advanced Formatting *	3.0
Core CIS-160 Practical Software Applications	3.0
Core BUS-141 Business Communications or	
Core BUS-079 Professional Development +++	3.0
Core CIS-093 Access	2.0
Core CIS-094 Excel	2.0
Core CIS-056 Advanced Software Applications *	3.0
<b>SEMESTER TOTALS</b>	<b>16.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>16.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5356**

# AREA OF STUDY - BUSINESS MANAGEMENT

## (MET.BS.MGT) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Business area of study, you will have the opportunity to explore majors that prepare you to transfer or to immediately begin a successful career after graduation. Business leaders seek Lake Land College graduates because they know our students receive the advanced skills and experiences that add value to their company. This exploratory area of study includes a variety of majors that cover all aspects of business from ownership to sales and marketing, as well as the professional positions in medical and business settings that are at the center of the daily operations.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen ECO-231 Principles of Economics I (Macro)	3.0
Core BUS-142 Introduction to Business	3.0
Core BUS-151 Financial Accounting	3.0
Core BUS-200 Legal Environ/Business	3.0
Core CIS-160 Practical Software Applications	3.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

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Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

# ACCOUNTING

## (AAS.ACC) ASSOCIATE IN APPLIED SCIENCE

The Accounting program provides a solid foundation in accounting skills for students who choose to enter the workforce at the end of two academic years of study. Typical job responsibilities include gathering information used for financial reports and payroll, using accounting software to maintain and update accounting records, and documenting and recording financial data such as cash receipts, expenditures, accounts receivable, and accounts payable.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-095	Fundamentals of Accounting	3.0	Core BUS-152	Managerial Accounting *	3.0
Core BUS-142	Introduction to Business	3.0	Core BUS-098	Intermediate Accounting *	3.0
Core CIS-160	Practical Software Applications	3.0	Gen BUS-141	Business Communications	3.0
Gen BUS-094	Business Math or		Gen BUS-086	Statistics for Business +	3.0
Gen MAT-116	General Education Math *	3.0	Core CIS-094	Excel	2.0
Gen ENG-095	Business English or		Ele --- ---	BUS or CIS Elective	2.0
Gen ENG-120	Composition I *	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Core BUS-151	Financial Accounting *	3.0	Core BUS-099	Computerized Accounting *	3.0
Gen ECO-130	The American Economy or		Core BUS-096	Federal Tax Accounting	3.0
Gen ECO-231	Principles of Economics I (Macro)	3.0	Core BUS-097	Principles of Cost Accounting *	3.0
Core BUS-251	Principles of Management	3.0	Core BUS-060	Automated Ofc Procedures *	3.0
Core BUS-200	Legal Environ/Business	3.0	Core BUS-087	Accounting Internship * or	
Core CIS-093	Access	2.0	Ele --- ---	CIS or BUS Elective	3.0
	<b>SEMESTER TOTALS</b>	<b>14.0</b>		<b>SEMESTER TOTALS</b>	<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

**Call Counseling Services: 217-234-5232**

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**Faculty Phone: 217-234-5350**

# ACCOUNTING

## (CRT.ACC) CERTIFICATE

The certificate in Accounting program prepares students to provide technical administrative support to professional accountants and other financial management personnel. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in accounting.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core BUS-095	Fundamentals of Accounting	3.0
Gen BUS-094	Business Math or	
Gen MAT-116	General Education Math *	3.0
Core BUS-142	Introduction to Business	3.0
Core CIS-160	Practical Software Applications	3.0
<b>SEMESTER TOTALS</b>		<b>12.0</b>

### Second Semester

Core BUS-151	Financial Accounting *	3.0
Core BUS-200	Legal Environ/Business or	
Core BUS-251	Principles of Management	3.0
Gen ECO-130	The American Economy or	
Gen ECO-231	Principles of Economics I (Macro)	3.0
Core BUS-096	Federal Tax Accounting or	
Core BUS-097	Principles of Cost Accounting * or	
Core BUS-098	Intermediate Accounting * or	
Core BUS-099	Computerized Accounting * or	
Core BUS-152	Managerial Accounting *	3.0
Ele --- ---	BUS or CIS Elective	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>

### Summer Term

Core BUS-096	Federal Tax Accounting or	
Core BUS-097	Principles of Cost Accounting * or	
Core BUS-098	Intermediate Accounting * or	
Core BUS-099	Computerized Accounting * or	
Core BUS-152	Managerial Accounting *	3.0
<b>SEMESTER TOTALS</b>		<b>3.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>30.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Phone: 217-234-5350**

# BUSINESS

## (AA.BA) ASSOCIATE IN ARTS

This degree is also available online. This curriculum is for students interested in business administration (accounting, finance, management, marketing, computer information systems) planning to transfer to a university. Course requirements are modified to meet demands of individual universities.

This program follows Math Pathway #3. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Core BUS-151	Financial Accounting *	3.0
Gen ENG-120	Composition I *	3.0	Core BUS-200	Legal Environ/Business	3.0
Gen MAT-130	College Algebra *	3.0	Ele --- ---	Business Elective	3.0
Gen --- ---	IAI Physical/Life Science	3.0	Gen ECO-231	Principles of Economics I (Macro)	3.0
Gen PHI-290	Intro to Logic	3.0	Gen --- ---	IAI Humanities/Fine Arts	3.0
Core BUS-142	Introduction to Business	3.0	Core BUS-120	Business Career Development	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SEMESTER TOTALS</b>		<b>18.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core BUS-152	Managerial Accounting *	3.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-281	Business Statistics *	3.0
Gen MAT-210	Finite Mathematics *	3.0	Gen ECO-232	Principles of Economics II (Micro) *	3.0
Gen COM-111	Intro to Speech Communication	3.0	Gen --- ---	IAI Humanities/Fine Arts	3.0
Gen --- ---	IAI Physical/Life Science	4.0	Gen --- ---	IAI Social/Behavioral Science	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>15.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

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# BUSINESS DEVELOPMENT

## (CRT.BUSDEV) CERTIFICATE

The Business Development program is designed to provide students with the background to successfully launch and then effectively manage a growing business enterprise. Courses have been carefully selected to provide students with a comprehensive level of exposure to the key areas associated with running a successful 21st century business including management, marketing, accounting, communication, and information technology. All of the courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree with a major in Management.

FIRST YEAR			SUGGESTED ELECTIVES	
First Semester		Hours		
BUS-142	Introduction to Business	3.0	BUS-134 Principles of E-Marketing	3.0
CIS-160	Practical Software Application	3.0	BUS-090 Principles of Retailing	3.0
BUS-095	Fundamentals of Accounting or		BUS-092 Principles of Selling	3.0
BUS-151	Financial Accounting *	3.0	BUS-290 Human Resource Management	3.0
BUS-141	Business Communications or		BUS-200 Legal Environ/Business	3.0
BUS-120	Business Career Development	3.0	BUS-089 Small Business Management	3.0
<b>SEMESTER TOTALS</b>		<b>12.0</b>		
Second Semester				
BUS-251	Principles of Management	3.0		
BUS-247	Principles of Marketing	3.0		
---	Marketing Elective **	3.0		
---	Management Elective **	3.0		
CIS-099	Introduction to Web Technology or			
---	IT Elective **	3.0		
<b>SEMESTER TOTALS</b>		<b>15.0</b>		
<b>TOTAL PROGRAM HOURS</b>		<b>27.0</b>		

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

\*\* Electives must be approved by the Program Coordinator

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# ELECTRONIC MARKETING

## (CRT.EMKT) CERTIFICATE

The certificate in Electronic Marketing trains students to effectively market an organization and its products through its website and digital media presence. The program will highlight strategies for drawing more traffic to a firm's website, increasing online revenues, and enhancing the organization's reputation. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in marketing or management.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core CIS-099	Introduction to Web Technology	3.0
Core BUS-142	Introduction to Business	3.0
Core CIS-160	Practical Software Applications	3.0
Core BUS-247	Principles of Marketing	3.0
SEMESTER TOTALS		12.0
Second Semester		
Core BUS-090	Prin of Retailing +++++	3.0
Core BUS-091	Prin of Advertising +++++	3.0
Core BUS-134	Principles of E-Marketing +	3.0
Core ITT-071	Web Scripting I *	3.0
SEMESTER TOTALS		12.0
TOTAL PROGRAM HOURS		24.0

++++ Course offered in summer term only

+ Course only offered fall semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Contact: John Carpenter**

**Faculty Email: [jcarpent@lakelandcollege.edu](mailto:jcarpent@lakelandcollege.edu)**

**Faculty Phone: 217-234-5347**

# ENTREPRENEURSHIP

## (NDP.ENTRE) CERTIFICATE

This program prepares students for ownership of their own business. Courses have been carefully chosen to give the student the solid informational base needed to succeed in business ownership. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in management.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core BUS-251 Principles of Management or	
Core BUS-290 Human Resource Management	3.0
Core BUS-089 Small Business Management	3.0
Core BUS-090 Prin of Retailing +++++	3.0
Core BUS-200 Legal Environ/Business	3.0
Core BUS-095 Fundamentals of Accounting or	
Core BUS-096 Federal Tax Accounting	3.0
Core BUS-247 Principles of Marketing	3.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

++++ Course offered in summer term only

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# MANAGEMENT

## (AAS.MGT) ASSOCIATE IN APPLIED SCIENCE

The Management degree is designed for (1) those who plan to own and operate their own business and (2) those who plan to work as technicians, supervisors, or managers in for-profit or not-for-profit organizations. Using career electives, a specialized management curriculum can be designed to meet the needs of students in such diverse areas as marketing, retailing, sales, manufacturing, construction, transportation, technology and the trades.

Total credit hours for graduation in this program must equal or exceed 60.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-142	Introduction to Business	3.0	Core BUS-290	Human Resource Management	3.0
Gen ECO-231	Principles of Economics I (Macro)	3.0	Core BUS-151	Financial Accounting *	3.0
Gen ENG-095	Business English or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-119	Composition I Pathway or		Core BUS-200	Legal Environ/Business or	
Gen ENG-120	Composition I *	3.0	Ele --- ---	Business Elective	3.0
Core BUS-085	Accounting Process or		Core BUS-092	Principles of Selling	3.0
Ele --- ---	Business Elective	1.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen BUS-094	Business Math or			<b>Second Semester</b>	
Gen --- ---	Math Elective	3.0	Core BUS-285	Labor Relations +++	3.0
	<b>SEMESTER TOTALS</b>	<b>13.0</b>	Core BUS-074	Management Seminar or	
	<b>Second Semester</b>		Ele --- ---	Business Elective	1.0
Core CIS-160	Practical Software Applications	3.0	Core BUS-076	Management Internship or	
Core BUS-251	Principles of Management	3.0	Ele --- ---	Business Elective	4.0
Core BUS-247	Principles of Marketing	3.0	Core BUS-096	Federal Tax Accounting or	
Gen ECO-232	Principles of Economics II (Micro) * or		Core BUS-152	Managerial Accounting *	3.0
Gen POS-162	State/Local Govern	3.0	Gen BUS-141	Business Communications or	
	<b>SEMESTER TOTALS</b>	<b>12.0</b>	Ele --- ---	Business Elective	3.0
	<b>Summer Term</b>			<b>SEMESTER TOTALS</b>	<b>14.0</b>
Core BUS-091	Prin of Advertising +++++	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Core BUS-090	Prin of Retailing +++++ or				
Core BUS-089	Small Business Management	3.0			
	<b>SEMESTER TOTALS</b>	<b>6.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

++++ Course offered in summer term only

+++ Course only offered spring semester

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# MANAGEMENT

## (NDP.MGT) CERTIFICATE

The certificate in Management program prepares students for entry level positions in supervision and management. Employees can use this program to prepare for upward mobility and/or update management and supervisory skills. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in management.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core BUS-089 Small Business Management or	
Core BUS-142 Introduction to Business	3.0
Core BUS-290 Human Resource Management	3.0
Core BUS-251 Principles of Management	3.0
Core BUS-200 Legal Environ/Business	3.0
Core CIS-160 Practical Software Applications	3.0
Ele --- --- Business Elective	3.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

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# MARKETING

## (AAS.MKTG) ASSOCIATE IN APPLIED SCIENCE

The Marketing program prepares students for employment positions in sales, retailing, marketing and other related business areas. It can also be used to upgrade skills and knowledge of presently employed personnel to allow them to advance their careers. This program provides the broad background necessary to succeed in modern marketing with special emphasis placed on pricing, promotion, distribution and product conception within both the profit and not-for-profit sectors.

Total credit hours for graduation in this program must equal or exceed 60.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core BUS-142	Introduction to Business	3.0	Core BUS-151	Financial Accounting *	3.0
Gen BUS-094	Business Math or		Gen BUS-141	Business Communications	3.0
Gen --- ---	Math Elective	3.0	Gen ECO-231	Principles of Economics I (Macro)	3.0
Gen ENG-119	Composition I Pathway or		Core BUS-200	Legal Environ/Business	3.0
Gen ENG-120	Composition I *	3.0	Core BUS-092	Principles of Selling	3.0
Gen COM-111	Intro to Speech Communication	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Ele --- ---	Business Elective	2.0			
	<b>SEMESTER TOTALS</b>	<b>14.0</b>			
Second Semester			Second Semester		
Core BUS-251	Principles of Management	3.0	Gen PSY-271	Intr/Psychology	3.0
Core BUS-247	Principles of Marketing	3.0	Gen ECO-232	Principles of Economics II (Micro) * or	
Core CIS-160	Practical Software Applications	3.0	Gen POS-162	State/Local Govern	3.0
Gen ENG-121	Composition II *	3.0	Core BUS-134	Principles of E-Marketing or	
	<b>SEMESTER TOTALS</b>	<b>12.0</b>	Ele --- ---	Business Elective	2.0
Summer Term			Core BUS-057	Marketing Internship or	
Core BUS-091	Prin of Advertising ++++	3.0	Ele --- ---	Business Elective	4.0
Core BUS-090	Prin of Retailing ++++	3.0	Core BUS-056	Marketing Seminar or	
	<b>SEMESTER TOTALS</b>	<b>6.0</b>	Ele -- ---	Business Elective	1.0
				<b>SEMESTER TOTALS</b>	<b>13.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

++++ Course offered in summer term only

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# MARKETING

## (CRT.MKTG) CERTIFICATE

The certificate in Marketing program prepares students for entry level positions in account management, sales, retailing, and marketing. Current employees can use this program to prepare for upward mobility and/or update marketing skills. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in marketing.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core BUS-142	Introduction to Business	3.0
Core BUS-247	Principles of Marketing	3.0
Gen BUS-141	Business Communications	3.0
Core CIS-160	Practical Software Applications	3.0
SEMESTER TOTALS		12.0
Second Semester		
Core BUS-090	Prin of Retailing ++++	3.0
Core BUS-091	Prin of Advertising ++++	3.0
Core BUS-092	Principles of Selling	3.0
Ele --- ---	Business Elective	3.0
SEMESTER TOTALS		12.0
TOTAL PROGRAM HOURS		24.0

++++ Course offered in summer term only

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# PROFESSIONAL SALES

## (CRT.SALES) CERTIFICATE

The certificate in Professional Sales prepares students for entry level positions in sales. Employees can use this program to prepare for upward mobility and/or update sales and marketing skills. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in management or marketing.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core BUS-090 Prin of Retailing ++++ or	
Core BUS-142 Introduction to Business	3.0
Core BUS-247 Principles of Marketing	3.0
Core BUS-092 Principles of Selling	3.0
Gen BUS-141 Business Communications	3.0
Core CIS-160 Practical Software Applications	3.0
Gen BUS-094 Business Math	3.0
Ele --- --- Career Elective	3.0
Ele --- --- Career Elective	3.0
<b>SEMESTER TOTALS</b>	<b>24.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>24.0</b>

++++ Course offered in summer term only

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Education Exploratory Area of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - EDUCATION

## (MET.ED) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Education area of study, you will have the opportunity to explore majors that prepare you to inspire others as an educator. Whether you are driven to a profession caring for young children or educating the future leaders of our society, you will receive the hands-on learning and experience needed to be successful in pursuing your credentials. In this area of study, you can train for an immediate career or complete the first two years of your bachelor's degree in education.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen COM-111 Intro to Speech Communication	3.0
Gen PSY-274 Child Development	3.0
Gen HIS-153 History/Culture of Third World	3.0
Gen BIO-100 Bio Science I	4.0
Core EDU-100 Introduction to Education	3.0
<b>SEMESTER TOTALS</b>	<b>19.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>19.0</b>

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# BUSINESS EDUCATION

## (AA.BE) ASSOCIATE IN ARTS

This curriculum is for students interested in business education who plan to transfer to a university. Course requirements are modified to meet demands of individual universities. Upon completion of this program, students may transfer as juniors to universities.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Core	BUS-151	Financial Accounting *	3.0
Gen	ENG-120	Composition I *	3.0	Core	BUS-200	Legal Environ/Business	3.0
Core	BUS-142	Introduction to Business	3.0	Gen	ECO-231	Principles of Economics I (Macro)	3.0
Gen	---	IAI Physical/Life Sciences	4.0	Gen	HIS-153	History/Culture of Third World	3.0
Gen	---	IAI Humanities/Fine Arts	3.0	Core	BUS-120	Business Career Development	3.0
Gen	---	IAI Humanities/Fine Arts	3.0	Ele	---	Business Elective	3.0
SEMESTER TOTALS			16.0	SEMESTER TOTALS			18.0
Second Semester				Second Semester			
Gen	ENG-121	Composition II *	3.0	Core	BUS-152	Managerial Accounting *	3.0
Core	CIS-160	Practical Software Applications	3.0	Gen	ECO-232	Principles of Economics II (Micro) *	3.0
Gen	---	IAI Physical/Life Sciences	3.0	Gen	POS-160	American National Government	3.0
Gen	COM-111	Intro to Speech Communication	3.0	Gen	MAT-124	Statistics Pathway or	
Core	EDU-210	Diversity in Schools and Societies	3.0	Gen	MAT-125	Statistics *	3.0
SEMESTER TOTALS			15.0	Core	EDU-100	Introduction to Education	3.0
				SEMESTER TOTALS			15.0
				TOTAL PROGRAM HOURS			64.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# CHILD AND FAMILY SERVICES

## (AAS.CFS) ASSOCIATE IN APPLIED SCIENCE

The primary objective of the Child & Family Services program is to provide students who are interested in a career working with children and/or the family sector with the appropriate academic background and practical experience needed to successfully gain employment in a variety of job opportunities associated with this specific background. Employment opportunities include the following: parent advocate, parental model trainer, subsidy specialist, child care specialist, and family aide specialist. In addition, the program was designed and created to be a transferable option to achieve a Bachelor of Science degree in family and consumer sciences with a focus in family service. Contact an academic advisor regarding transferability options. ECE 120 and 125 must be taken the same semester.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Core ECE-095	Creative Activities for Children	4.0
Core ECE-100	Intro to Early Childhood Educ	3.0	Core ECE-051	Infant/Toddler Environment	3.0
Core ECE-110	Child Behavior Management	3.0	Gen ART-165	Fundamentals of Art or	
Gen BIO-100	Bio Science I	4.0	Gen ART-250	Understanding Art	3.0
Gen SOC-280	Introduction to Sociology	3.0	Gen PSY-274	Child Development	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core ECE-087	Organization/Mgt of Preschools	3.0
Gen PSY-271	Intr/Psychology or		Core ECE-083	Instructional Methods	3.0
Gen HIS-153	History/Culture of Third World	3.0	Core ECE-120	Field Experience Seminar	1.0
Gen SOC-282	Social Problems	3.0	Core ECE-125	Field Experience	2.0
Core ECE-102	Health/Safety/Nutri/Yng Child	3.0	Gen HED-178	Responding to Emergencies	2.0
Core HSP-120	Introduction to Social Work	3.0	Gen PSY-279	Human Dev/Life Span	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SEMESTER TOTALS</b>		<b>14.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>61.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# EARLY CHILDHOOD CARE AND EDUCATION

## (AAS.ECE) ASSOCIATE IN APPLIED SCIENCE

The Early Childhood Care and Education program provides the academic background and practical experience necessary to operate a private, home day care and teach or direct in child care facilities. Additional employment opportunities include nursery schools, Head Start programs, and paraprofessional teacher's aide in primary grades. The program is especially suited to individuals who enjoy working and teaching young children and to those having a caring and patient personality. A "C" average in required Early Childhood Care and Education core classes must be maintained by students prior to enrolling in ECE 125.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-098	Communications I or		Gen SOS-052	Workforce Community & Safety	3.0
Gen ENG-119	Composition I Pathway or		Gen PSY-274	Child Development	3.0
Gen ENG-120	Composition I *	3.0	Core ECE-051	Infant/Toddler Environment	3.0
Gen BIO-100	Bio Science I or		Core ECE-095	Creative Activities for Children	4.0
Gen BIO-120	Natural Science	3.0	Core ECE-081	Early Childhood Clinical	1.0
Gen SOC-280	Introduction to Sociology	3.0	<b>SEMESTER TOTALS</b>		<b>14.0</b>
Core ECE-100	Intro to Early Childhood Educ	3.0	<b>Second Semester</b>		
Core ECE-110	Child Behavior Management	3.0	Core EDU-103	Teaching/Learning W/Technology	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Core PED-172	Bsc Act Elem/Sec Child	2.0
<b>Second Semester</b>			Core ECE-083	Instructional Methods	3.0
Gen COM-111	Intro to Speech Communication	3.0	Core ECE-087	Organization/Mgt of Preschools	3.0
Gen ART-165	Fundamentals of Art	3.0	Core ECE-125	Field Experience	4.0
Core EDU-190	Introduction/Special Education	3.0	Core ECE-120	Field Experience Seminar	1.0
Core ECE-102	Health/Safety/Nutri/Yng Child	3.0	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Gen PSY-271	Intr/Psychology or		<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>
Gen HIS-153	History/Culture of Third World	3.0			
<b>SEMESTER TOTALS</b>		<b>15.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# EARLY CHILDHOOD EDUCATION

## (AA.ECHED) ASSOCIATE IN ARTS

This program is designed for students desiring to transfer to a university and obtain a Type 04 Illinois Teaching Certificate, Birth - Grade 3.

This program follows Math Pathway #2. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I *	3.0	Gen POS-160	American National Government	3.0
Gen EDU-100	Introduction to Education	3.0	Gen PHY-110	Concepts of Physics or	
Gen MAT-118	Math for Elem Teachers I	3.0	Gen CHM-111	Concepts of Chemistry	4.0
Gen HIS-155	History of the U.S. I or		Gen HIS-153	History/Culture of Third World	3.0
Gen HIS-156	History of the U.S. II	3.0	Core EDU-190	Introduction/Special Education	3.0
Gen MUS-229	Understanding Music or		Ele --- ---	Career Elective	2.0
Gen ART-250	Understanding Art	3.0		<b>SEMESTER TOTALS</b>	<b>18.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core EDU-103	Teaching/Learning W/Technology	3.0
Gen MAT-218	Math for Elem Teachers II	3.0	Gen --- ---	IAI Humanities	3.0
Gen PSY-274	Child Development	3.0	Gen ECO-231	Principles of Economics I (Macro)	3.0
Core EDU-210	Diversity in Schools and Societies	3.0	Core PED-172	Bsc Act Elem/Sec Child	2.0
Gen BIO-100	Bio Science I	4.0	Gen --- ---	IAI Physical Science	4.0
	<b>SEMESTER TOTALS</b>	<b>16.0</b>		<b>SEMESTER TOTALS</b>	<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Phone: 217-234-5471**

# ELEMENTARY EDUCATION

## (AA.ELED) ASSOCIATE IN ARTS

This program follows Math Pathway #2. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen POS-160	American National Government	3.0
Core EDU-100	Introduction to Education	3.0	Gen PHY-110	Concepts of Physics or	
Gen MAT-118	Math for Elem Teachers I	3.0	Gen CHM-111	Concepts of Chemistry	4.0
Gen HIS-155	History of the U.S. I or		Gen HIS-153	History/Culture of Third World	3.0
Gen HIS-156	History of the U.S. II	3.0	Core EDU-190	Introduction/Special Education	3.0
Gen MUS-229	Understanding Music or		<b>SEMESTER TOTALS</b>		<b>16.0</b>
Gen ART-250	Understanding Art	3.0	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Core EDU-103	Teaching/Learning W/Technology	3.0
<b>Second Semester</b>			Gen --- ---	IAI Humanities	3.0
Gen ENG-121	Composition II *	3.0	Core PED-172	Bsc Act Elem/Sec Child	2.0
Gen MAT-218	Math for Elem Teachers II	3.0	Gen MAT-124	Statistics Pathway or	
Gen PSY-274	Child Development	3.0	Gen MAT-125	Statistics *	3.0
Core EDU-210	Diversity in Schools and Societies	3.0	Gen --- ---	IAI Physical Science	4.0
Gen BIO-100	Bio Science I	4.0	Ele --- ---	Transfer Elective	2.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>17.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Phone: 217-234-5471**

# HEALTH EDUCATION

## (AA.HEAED) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I *	3.0	Core HED-290	Disease Processes	2.0
Gen MAT-124	Statistics Pathway or		Gen --- ---	IAI Physical Science	4.0
Gen MAT-125	Statistics *	3.0	Gen HIS-153	History/Culture of Third World	3.0
Core EDU-100	Introduction to Education	3.0	Core EDU-190	Introduction/Special Education	3.0
Gen POS-160	American National Government	3.0	Core HED-270	Community Health	3.0
Gen HIS-155	History of the U.S. I or		<b>SEMESTER TOTALS</b>		<b>18.0</b>
Gen HIS-156	History of the U.S. II	3.0	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Core EDU-103	Teaching/Learning W/Technology	3.0
<b>Second Semester</b>			Ele --- ---	Elective	3.0
Gen ENG-121	Composition II *	3.0	Gen --- ---	IAI Fine Arts	3.0
Core HED-200	Principles of Health	3.0	Core EDU-200	Educational Psychology	3.0
Core EDU-210	Diversity in Schools and Societies	3.0	Gen --- ---	IAI Humanities	3.0
Gen BIO-100	Bio Science I	4.0	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Gen PSY-274	Child Development	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
<b>SEMESTER TOTALS</b>		<b>16.0</b>			

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# MATHEMATICS EDUCATION

## (AA.MAED) ASSOCIATE IN ARTS

Mathematics Education prepares the student to transfer to a senior institution with a major in mathematics education.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Gen	COM-111	Intro to Speech Communication
Gen	ENG-120	Composition I *	Ele	MAT-255	Linear Algebra
Core	MAT-241	Analytical Geometry and Calculus I	Ele	EDU-200	Educational Psychology
Core	EDU-100	Introduction to Education	Gen	---	IAI Life Science
Gen	POS-160	American National Government	Gen	---	IAI Social Science
Gen	HIS-153	History/Culture of Third World	<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>SEMESTER TOTALS</b>		<b>17.0</b>	<b>Second Semester</b>		
Gen	ENG-121	Composition II	Ele	---	Transfer Elective
Ele	MAT-242	Analytical Geometry and Calculus II	Ele	MAT-243	Analytical Geometry and Calculus III
Ele	EDU-210	Diversity in Schools and Societies	Gen	---	IAI Fine Arts
Gen	---	IAI Physical Science	Ele	MAT-245	Differential Equations
Gen	PSY-274	Child Development	Ele	---	IAI Humanities
<b>SEMESTER TOTALS</b>		<b>17.0</b>	<b>SEMESTER TOTALS</b>		<b>15.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# NANNY CHILD CARE PROVIDER

## (CRT.NCCP) CERTIFICATE

This program prepares the student for the care of children in a live-out or live-in family-oriented setting. In addition to developing the skills and knowledge needed to provide for the child's physical, intellectual, emotional and social well-being, the nanny will acquire basic home management skills. Emphasis is also given to interpersonal relationships since the nanny is often considered a member of the family. A "C" average in required Early Childhood Care and Education core classes must be maintained by students prior to enrolling in ECE 125.

ECE 120 and 125 must be taken the same semester.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen HED-178	Responding to Emergencies	2.0
Gen PSY-274	Child Development	3.0
Core ECE-100	Intro to Early Childhood Educ	3.0
Core ECE-095	Creative Activities for Children	4.0
Core ECE-110	Child Behavior Management	3.0
Core ECE-051	Infant/Toddler Environment	3.0
SEMESTER TOTALS		18.0
Second Semester		
Gen COM-111	Intro to Speech Communication	3.0
Core ECE-120	Field Experience Seminar	1.0
Core ECE-125	Field Experience	3.0
Core ECE-086	Nanny/Family Relations	2.0
Core ECE-102	Health/Safety/Nutri/Yng Child	3.0
SEMESTER TOTALS		12.0
TOTAL PROGRAM HOURS		30.0

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# PARAPROFESSIONAL EDUCATOR

## (AAS.PRPRO) ASSOCIATE IN APPLIED SCIENCE

This program is designed to provide students with the knowledge base and practical skills necessary for assisting teachers in a public school setting. This degree is suited for individuals who desire a career working with children in an educational learning environment. In response to the No Child Left Behind Act, this degree in Paraprofessional Education meets the recommended curriculum outlined by the Illinois State Board of Education.

ECE 120 and 125 must be taken the same semester.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Core ECE-095	Creative Activities for Children	4.0
Core EDU-103	Teaching/Learning W/Technology	3.0	Core ECE-102	Health/Safety/Nutri/Yng Child	3.0
Core EDU-100	Introduction to Education	3.0	Gen PSY-271	Intr/Psychology or	
Gen MAT-118	Math for Elem Teachers I	3.0	Gen HIS-153	History/Culture of Third World	3.0
Core ECE-110	Child Behavior Management	3.0	Core EDU-210	Diversity in Schools and Societies	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core ECE-083	Instructional Methods	3.0
Gen MAT-218	Math for Elem Teachers II	3.0	Core ECE-120	Field Experience Seminar	1.0
Gen HUM-150	Humanities Through the Arts	3.0	Core ECE-125	Field Experience	3.0
Gen BIO-100	Bio Science I	4.0	Core EDU-200	Educational Psychology	3.0
Core EDU-190	Introduction/Special Education	3.0	Gen PSY-274	Child Development	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>13.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# PARAPROFESSIONAL EDUCATION

## (CRT.PRPRO) CERTIFICATE

This program is designed to provide students with the knowledge base and practical skills necessary for assisting with children and teachers in a public school setting. The certificate option is the first year of the two-year associate in applied science degree in Paraprofessional Education. Students are encouraged to check with their local school district on specific college education requirements needed in the field of paraprofessional education.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen ENG-119	Composition I Pathway * or	
Gen ENG-120	Composition I *	3.0
Core EDU-100	Introduction to Education ^^	3.0
Core ECE-095	Creative Activities for Children	4.0
Gen MAT-118	Math for Elem Teachers I *	3.0
Core ECE-110	Child Behavior Management	3.0
SEMESTER TOTALS		16.0
Second Semester		
Core EDU-103	Teaching/Learning W/Technology	3.0
Gen PSY-274	Child Development	3.0
Gen COM-111	Intro to Speech Communication	3.0
Core EDU-190	Introduction/Special Education	3.0
Gen MAT-218	Math for Elem Teachers II	3.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		31.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours

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# PHYSICAL EDUCATION

## (AA.PHYED) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core PED-183	Introduction to Physical Education	3.0	Gen ENG-121	Composition II *	3.0
Gen BIO-100	Bio Science I	4.0	Gen --- ---	IAI Physical Science	3.0
Gen PSY-271	Intr/Psychology	3.0	Gen --- ---	IAI Humanities	3.0
Gen HUM-150	Humanities Through the Arts or		Core PED-244	Kinesiology	4.0
Gen --- ---	IAI Fine Arts	3.0	Core PED-285	Fitness for Life	3.0
Gen POS-160	American National Government	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			
Second Semester			Second Semester		
Gen ENG-119	Composition I Pathway or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen --- ---	IAI Humanities	3.0
Gen BIO-225	Human Anatomy and Physiology I	4.0	Core PED-152	Theory of Motor Learning	3.0
Gen --- ---	IAI Mathematics	3.0	Gen --- ---	IAI Social Science	3.0
Gen HED-178	Responding to Emergencies	2.0	Ele --- ---	Transfer Elective	3.0
Core HED-200	Principles of Health	3.0	Core PED-209	Aerobic Fitness	1.0
Core PED-209	Aerobic Fitness	1.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
	<b>SEMESTER TOTALS</b>	<b>16.0</b>		<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# SECONDARY EDUCATION-BIOLOGY

## (AS.SCED.BIO) ASSOCIATE IN SCIENCE

Science Education prepares the student to transfer to a senior institution with a major in science education in secondary education.

The associate in arts degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Gen	COM-111	Intro to Speech Communication
Gen	ENG-120	Composition I	Gen	MAT-124	Statistics Pathway or
Gen	BIO-100	Bio Science I	Gen	MAT-125	Statistics *
Gen	CHM-150	General Chemistry I *	Ele	EDU-200	Educational Psychology
Gen	PSY-274	Child Development	Ele	ESC-100	Physical Geology
Ele	EDU-100	Introduction to Education	Gen	BIO-226	Human Anatomy and Physiology II *
SEMESTER TOTALS		17.0	SEMESTER TOTALS		17.0
Second Semester			Second Semester		
Gen	ENG-121	Composition II *	Ele	HIS-153	History/Culture of Third World
Gen	ESC-102	Weather and Climate	Ele	EDU-210	Diversity in Schools and Societies
Gen	CHM-151	General Chemistry II *	Gen	--- ---	IAI Fine Arts
Ele	BIO-225	Human Anatomy and Physiology I	Gen	POS-160	American National Government
SEMESTER TOTALS		15.0	Ele	MAT-115	General Education Pathway or
			Ele	MAT-116	General Education Math
			SEMESTER TOTALS		15.0
			TOTAL PROGRAM HOURS		64.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# SECONDARY EDUCATION-CHEMISTRY

## (AS.SCED.CHM) ASSOCIATE IN SCIENCE

Science Education prepares the student to transfer to a senior institution with a major in science education in secondary education with a specialization in Chemistry.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I *	3.0	Core MAT-243	Analytical Geometry and Calculus III	4.0
Core MAT-241	Analytical Geometry and Calculus I *	5.0	Core EDU-200	Educational Psychology *	3.0
Core CHM-150	General Chemistry I *	4.0	Core PHY-141	University Physics II	4.0
Gen PSY-274	Child Development	3.0	Gen BIO-100	Bio Science I or	
Core EDU-100	Introduction to Education	3.0	Gen --- ---	IAI Life Science	4.0
<b>SEMESTER TOTALS</b>		<b>18.0</b>	<b>SEMESTER TOTALS</b>		<b>18.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core --- ---	Transfer Elective	1.0
Core MAT-242	Analytical Geometry and Calculus II *	4.0	Core EDU-210	Diversity in Schools and Societies	3.0
Core CHM-151	General Chemistry II *	4.0	Gen --- ---	IAI Fine Arts	3.0
Core PHY-140	University Physics I * +++	4.0	Gen HIS-153	History/Culture of Third World	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Gen POS-160	American National Government	3.0
			<b>SEMESTER TOTALS</b>		<b>13.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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# SECONDARY EDUCATION-PHYSICS

## (AS.SCED.PHY) ASSOCIATE IN SCIENCE

Science Education prepares the student to transfer to a senior institution with a major in science education in secondary education with an specialization in Physics.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen --- ---	Intro to Speech Communication	3.0
Gen ENG-120	Composition I *	3.0	Core MAT-243	Analytical Geometry and Calculus III *	4.0
Core MAT-241	Analytical Geometry and Calculus I *	5.0	Core EDU-200	Educational Psychology	3.0
Gen BIO-100	Bio Science I or		Core EDU-210	Diversity in Schools and Societies	3.0
Gen --- ---	IAI Life Science	4.0	Core PHY-141	University Physics II	4.0
Gen PSY-274	Child Development	3.0		<b>SEMESTER TOTALS</b>	<b>17.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Core EDU-190	Introduction/Special Education	3.0
Gen MAT-242	Analytical Geometry and Calculus II *	4.0	Core PHY-142	University Physics III	4.0
Ele EDU-100	Introduction to Education	3.0	Gen --- ---	IAI Fine Arts	3.0
Gen PHY-140	University Physics I *	4.0	Ele --- ---	Transfer Elective	2.0
Gen HIS-153	History/Culture of Third World	3.0	Gen POS-160	American National Government	3.0
	<b>SEMESTER TOTALS</b>	<b>17.0</b>		<b>SEMESTER TOTALS</b>	<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# SPECIAL EDUCATION

## (AA.SPED) ASSOCIATE IN ARTS

This program is designed for students planning to pursue a special education teaching career as a Learning Behavior Specialist I, Deaf and Hard of Hearing, Low Vision and Blindness and Early Childhood Special Education.

This program follows Math Pathway #2. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I *	3.0	Gen POS-160	American National Government	3.0
Core EDU-100	Introduction to Education	3.0	Gen PHY-110	Concepts of Physics or	
Gen MAT-118	Math for Elem Teachers I	3.0	Gen CHM-111	Concepts of Chemistry	4.0
Gen HIS-155	History of the U.S. I or		Gen HIS-153	History/Culture of Third World	3.0
Gen HIS-156	History of the U.S. II	3.0	Core EDU-190	Introduction/Special Education	3.0
Gen MUS-229	Understanding Music or		<b>SEMESTER TOTALS</b>		<b>16.0</b>
Gen ART-250	Understanding Art	3.0	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Core EDU-103	Teaching/Learning W/Technology	3.0
<b>Second Semester</b>			Gen --- ---	IAI Humanities	3.0
Gen ENG-121	Composition II *	3.0	Core EDU-200	Educational Psychology	3.0
Gen MAT-218	Math for Elem Teachers II	3.0	Ele --- ---	Transfer Elective	4.0
Gen PSY-274	Child Development	3.0	Gen --- ---	IAI Physical Science	4.0
Core EDU-210	Diversity in Schools and Societies	3.0	<b>SEMESTER TOTALS</b>		<b>17.0</b>
Gen BIO-100	Bio Science I	4.0	<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
<b>SEMESTER TOTALS</b>		<b>16.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Health Services and Public Services Exploratory Areas of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - HEALTH SERVICES

## (MET.HP.HLTH) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Health Services area of study, you will have the opportunity to explore rewarding careers in healthcare while gaining the knowledge and skills for a fulfilling career providing care and services to others. Allied Health majors ranging from nursing to massage therapy and emergency services train you for success with hands-on learning labs and on-site clinical experiences. These majors prepare you for careers that make a difference in people's lives through the counsel or service you provide.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen PSY-279 Human Dev/Life Span	3.0
Gen BIO-100 Bio Science I	4.0
Core AHE-051 Health Science Careers	3.0
<b>SEMESTER TOTALS</b>	<b>13.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>13.0</b>

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

# ASSOCIATE DEGREE NURSE

## (AAS.ADN) ASSOCIATE IN APPLIED SCIENCE

The Associate Degree Nursing (ADN) program is an intensive, two-year academic program that includes classroom, skills laboratory, and clinical experience in various healthcare agencies. Program graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN, the graduate may apply for RN licensure. Completion of the ADN program does not guarantee RN licensure.

The program is approved by the Illinois Department of Financial and Professional Regulation. State regulations require that qualified in-district residents will be accepted before consideration is given to out-of-district applicants.

The associate nursing program at Lake Land College at the Mattoon campus located in Mattoon, Illinois and the Kluthe campus located in Effingham, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, Phone: (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at [www.acenursing.us/accreditedprograms/programSearch.htm](http://www.acenursing.us/accreditedprograms/programSearch.htm).

The ADN program is a competitive, special admission program which uses an objective formula to rank applicants. Applicants seeking admission into the Associate Degree Nursing Program for Fall semester must have a completed application on file in the nursing department **prior to the admission deadline of February 1st**. Applicants are notified via Lake Land email of tentative acceptance/denial within six weeks of the admission deadline.

**To review the Application Process and Admission Criteria refer to the Associate Degree Nurse Track page.**

### Acceptance

Final acceptance is tentative upon receipt of the following:

1. Completed Nursing Program Physical.
2. Proof of immunizations.
3. Current CPR certification (Note: CPR and immunizations must remain current throughout program).
4. A background check.

A negative drug screen is required prior to the start of clinical experiences.

Once admitted to the program, the student must progress through the nursing courses in the following curriculum model. A "C" grade is required in all ADN curriculum courses for progression/completion.

Co-requisite courses may be taken prior to or along with nursing courses. Grades on all co-requisite courses are included in the admissions formula.

### Cost

In addition to tuition and fees, costs include textbooks and software products, uniforms, supplies, physical examination and immunizations, CPR certification, background check, drug screen, and transportation to clinical experiences.

Additional expenses upon completion of the program include NCLEX-RN test fees and licensure application fees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

Continued on next page

**FIRST YEAR**

<b>First Semester</b>		<b>Hours</b>
Gen ENG-120	Composition I	3.0
Gen BIO-225	Human Anatomy and Physiology I	4.0
Core ADN-040	Nursing I * +	10.0
<b>SEMESTER TOTALS</b>		<b>17.0</b>

**Second Semester**

Core ADN-042	Nursing II * ++	10.0
Gen BIO-226	Human Anatomy and Physiology II	4.0
Core ADN-053	Pharmacology I * ++	2.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>

**Summer Term**

Gen BIO-235	Microbiology or	
Gen HED-290	Disease Processes	2.0
<b>SEMESTER TOTALS</b>		<b>2.0</b>

**SECOND YEAR**

<b>First Semester</b>		<b>Hours</b>
Core ADN-076	Nursing III *	10.0
Core ADN-074	Pharmacology II *	2.0
Gen PSY-279	Human Dev/Life Span	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>

**Second Semester**

Core ADN-078	Nursing IV *	10.0
Core ADN-075	Pharmacology III *	2.0
Gen ENG-121	Composition II or	
Gen COM-111	Intro to Speech Communication	3.0
Core ADN-060	Nursing Seminar *	1.0

**SEMESTER TOTALS 16.0****TOTAL PROGRAM HOURS 66.0**

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

++ Course only offered spring and summer semester

**Call Counseling Services: 217-234-5232****Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)****Faculty Contact: Cheryl Beam****Faculty Email: [cbeam@lakelandcollege.edu](mailto:cbeam@lakelandcollege.edu)****Faculty Phone: 217-234-5452**

# ASSOCIATE DEGREE NURSE - TRACK

## (AAS.ADN.TRK) ASSOCIATE IN LIBERAL STUDIES

The Associate Degree Nursing Track (AAS.ADN.TRK) prepares the student for acceptance into the Lake Land College Associate Degree Nursing (ADN) program. Program graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN, the graduate may apply for RN licensure. Completion of the ADN program does not guarantee RN licensure.

State regulations require that qualified in-district residents will be accepted before consideration is given to out-of-district applicants.

### Application Process/Admission Criteria

The ADN program is a competitive, special admission program which uses an objective formula to rank applicants. Applicants seeking admission into the Associate Degree Nursing Program for Fall semester must have a completed application on file in the nursing department **prior to the admission deadline of February 1st**. The program will notify applicants within six weeks of the admission deadline of tentative acceptance/denial.

In order to have a completed application on file, students must do the following:

1. Complete an Intent to Enroll to the College selecting AAS.ADN.TRK as course of study. (Note: College acceptance does not guarantee admission into the program.)
2. Submit official transcripts from any other colleges attended to Admissions & Records. Request a transcript evaluation for AAS.ADN.
3. Complete the online Nursing Admission Application at <https://www.lakelandcollege.edu/nursing-program-intent/>. Within 2 weeks of receipt of application, the student will receive email instructions to register for the HESI A2 Admissions Assessment exam.
4. Achieve a score of 75 or above on the HESI A2 Admissions Assessment exam. To ensure a completed application, applicants should take the exam the Fall semester prior to the February 1st application deadline.
5. Complete a pre-requisite course (BIO 100 or BIO 225) with a grade of "C" or better.
6. For more information, review the ADN Application Checklist at [https://www.lakelandcollege.edu/wp-content/laker-documents/a s/as/academicprograms/catalog/ADNChecklist.pdf](https://www.lakelandcollege.edu/wp-content/laker-documents/a%20s/as/academicprograms/catalog/ADNChecklist.pdf).

High school students selected for the Partnership for Career and College Success (PCCS) curriculum will enter the nursing program in his/her second year at Lake Land College. See PCCS ADN Application Checklist at [https://www.lakelandcollege.edu/wp-content/laker-documents/a s/as/academicprograms/catalog/ADNChecklist\\_PCCS.pdf](https://www.lakelandcollege.edu/wp-content/laker-documents/a%20s/as/academicprograms/catalog/ADNChecklist_PCCS.pdf) for details.

Licensed Practical Nurses can apply to enter the Associate Degree Nursing program in the second year. Applicants must complete the application process and submit a current Illinois Practical Nursing License. See LPN to ADN Application Checklist at [https://www.lakelandcollege.edu/wp-content/laker-documents/a s/as/academicprograms/catalog/LPN-RNChecklist.pdf](https://www.lakelandcollege.edu/wp-content/laker-documents/a%20s/as/academicprograms/catalog/LPN-RNChecklist.pdf) for details.

Continued on next page

Co-requisite courses are required for program completion. These courses may be taken prior to acceptance. Grades for these courses are included in the admissions formula. Students must achieve a grade of "C" or better in all co-requisite courses, which include:

1. PSY-279 Human Dev/Life Span 3.0
2. BIO-225 Human Ana/Phys I \* 4.0
3. BIO-226 Human Ana/Phys II \* 4.0 \*\*
4. BIO-235 Microbiology
5. HED-290 Disease Processes 2.0
6. ENG-119 Composition I Pathway \*
7. ENG-120 Composition I \*
8. ENG-121 Composition II \*
9. COM-111 Intro to Speech

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

\*\*BIO 226, Human Ana/Phys II must be completed within 5 years of application deadline. Transfer courses must include human cadavers. ADN-061 Health Assessment is a 2 credit- hour course offered for students whose A&P II course is over 5 years old, or if a transfer course did not include human cadavers.

Students cannot register for nursing program courses until final acceptance in the program.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Cheryl Beam**

**Faculty Email: [cbeam@lakelandcollege.edu](mailto:cbeam@lakelandcollege.edu)**

**Faculty Phone: 217-234-5452**

# BASIC NURSE ASSISTING

## (NDP.NA) CERTIFICATE

### Non-Degree Program

The Basic Nursing Assistant Program (NPD.NA) is a one semester, 8 credit-hour program approved by the Illinois Department of Public Health (IDPH). This program includes the Basic Nursing Assistant Course (CNA) only and is NOT financial aid eligible.

### Background Check

The Health Care Worker Background Check Act requires all students in a Nursing Assistant Training Program to submit to a fingerprint-based background check before working directly with patients or residents.

### Examination

Students must successfully complete the Basic Nursing Assistant course (AHE 040) with an 80 or better to be eligible to take the IDPH Competency Evaluation Examination. Upon passing the state competency examination, the student's name will be added to the IDPH Health Care Worker Registry and will be eligible to work as a Certified Nursing Assistant.

### Course Description

AHE 040: Basic Nursing Assistant: The Basic Nursing Assistant Program includes 95 hours of theory/classroom and 40 hours of clinical practice. This program is approved by the Illinois Department of Public Health (IDPH) to provide instruction of basic nursing skills in the classroom, laboratory, and clinical settings. The classroom portion of the course includes: basic anatomy, medical terminology, communication skills, safety, infection control and patient rights.

This course contains substantial information on Alzheimer's disease and dementia resident/patient care and emphasizes communication and coping mechanisms fundamental to working with this patient population. The curriculum also includes proper management of resident/patient hygiene and mobility, and monitoring of vital signs. In the nursing lab, students master the 21 patient care skills mandated by IDPH. The instructor will demonstrate skills; students will then practice skills until achieving mastery level in the lab with other students. Eleven of the twenty-one skills must be performed with a patient or resident during clinical sessions.

The clinical experience provides students with the opportunity to perform supervised practice of required clinical skills, including bathing, feeding, and transfer of residents/patients.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

The BNA campus phone number is 217-234-5568 and the office is located in Neal Hall, room 023.

### FIRST YEAR

First Semester	Hours
Core AHE-040 Basic Nurse Assisting	8.0
<b>SEMESTER TOTALS</b>	<b>8.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>8.0</b>

Completers of this program do NOT earn a certificate from Lake Land College.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Laura Deters**

**Faculty Email: [ldeters52738@lakelandcollege.edu](mailto:ldeters52738@lakelandcollege.edu)**

**Faculty Phone: 217-234-5568**

# BASIC NURSING ASSISTANT

## (NDP.BNA) CERTIFICATE

### Certificate

The Basic Nursing Assistant Program (NDP.BNA) is a 16 hour certificate program approved by the Illinois Department of Public Health (IDPH). This program includes the Basic Nursing Assistant course (CNA) and three other core courses. This program is financial aid eligible.

### Background Check

The Health Care Worker Background Check Act requires all students in a Nursing Assistant Training Program to submit to a fingerprint-based background check before working directly with patients or residents.

### Examination and Certification

Students must successfully complete the Basic Nursing Assistant course (AHE 040) with an 80 or better to be eligible to take the IDPH Competency Evaluation Examination. Upon passing the state competency examination, the student's name will be added to the IDPH Health Care Worker Registry and will be eligible to work as a Certified Nursing Assistant.

### Course Description

AHE 040: Basic Nursing Assistant: The Basic Nursing Assistant Program includes 95 hours of theory/classroom and 40 hours of clinical practice. This program is approved by the Illinois Department of Public Health (IDPH) to provide instruction of basic nursing skills in the classroom, laboratory, and clinical settings. The classroom portion of the course includes: basic anatomy, medical terminology, communication skills, safety, infection control and patient rights.

This course contains substantial information on Alzheimer's disease and dementia resident/patient care and emphasizes communication and coping mechanisms fundamental to working with this patient population. The curriculum also includes proper management of resident/patient hygiene and mobility, and monitoring of vital signs. In the nursing lab, students master the 21 patient care skills mandated by IDPH. The instructor will demonstrate skills; students will then practice skills until achieving mastery level in the lab with other students. Eleven of the twenty-one skills must be performed with a patient or resident during clinical sessions.

The clinical experience provides students with the opportunity to perform supervised practice of required clinical skills, including bathing, feeding, and transfer of residents/patients.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

The BNA campus phone number is 217-234-5568, and the office is located in Neal Hall, room 023.

Students who complete this program will enhance their knowledge and skills to be more marketable as a certified nursing assistant in all health care settings.

### FIRST YEAR

First Semester	Hours
Core AHE-040 Basic Nurse Assisting	8.0
Core AHE-041 Medical Terminology	3.0
Core AHE-045 Professionalism in Health Care	2.0
Core BUS-059 Medical Insurance and Coding	3.0
<b>SEMESTER TOTALS</b>	<b>16.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>16.0</b>

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Laura Deters  
Faculty Email: [ldeters52738@lakelandcollege.edu](mailto:ldeters52738@lakelandcollege.edu)  
Faculty Phone: 217-234-5568

Completers of the program receive a certificate from Lake Land College.

Call Counseling Services: 217-234-5232

# DENTAL HYGIENE

## (AAS.DH) ASSOCIATE IN APPLIED SCIENCE

The Associate Degree in the Dental Hygiene program is an intensive, two-year academic program that includes classroom skills, laboratory, and clinical experience in various healthcare agencies. The student may apply to take the Central Regional Dental Testing Service (CRDTS) clinical examination and National Board Dental Hygiene Examination (NBDHE) for Registered Dental Hygienist (RDH) in their final spring semester once approved by the Director of Dental Hygiene. Upon successful completion of these exams, the graduate may apply for the RDH license. The student is awarded an Associate in Applied Science degree upon completion of the program; however, completion of the Dental Hygiene program does not guarantee RDH licensure. The Department of Financial and Professional Regulation (IDFPR) may refuse to issue a license if a candidate has a criminal history. Please consult with the director of the Dental Hygiene Program to avoid license application hindrances.

Dental Hygiene prepares the student with specialized skills necessary for employment as a dental hygienist. Emphasis is on patient treatment such as removal of calculus, stain and deposits from the teeth, prevention of oral disease, and on the hygienist's role as a dental health educator. The hygienist's services are sought by dentists, schools, prisons, hospitals, departments of health, and industry. The Dental Hygiene program is fully accredited by the American Dental Association Commission on Dental Accreditation.

Applicants seeking admission into the Dental Hygiene program for the fall semester must have a completed dental hygiene application file in the department by January 31, or the preceding business day if January 31 falls on the weekend. Applicants will be informed mid-March on the status of their candidacy. A student information packet may be obtained online. Students are selected using an objective formula approved by the Dental Hygiene department. This formula includes achievement in prerequisite, number of completed credit hours; dental assisting experience; and grade point average. This formula includes achievement in prerequisite courses, number of completed credit hours, dental or dental assisting experience, grade point average, and prior enrollment at Lake Land College.

### Admission Process

1. Have satisfactorily graduated from a recognized high school with a grade average of "C" or better, or have a GED.
2. High school students who successfully complete Partnership for College and Career Success curriculum should consult with the Director of Dental Hygiene

regarding enrollment requirements and procedures.

3. Have successfully completed college level Anatomy & Physiology I (BIO 225), Microbiology (BIO 235) and Chemistry (CHM 111) with a "C" or better within the last five years.
4. Have completed tests and had scores sent to Lake Land College.
5. Have completed college Intent to Enroll and have high school and college transcripts sent to Lake Land College Admissions & Records.
6. Have completed Lake Land College placement test.
7. Have completed Dental Hygiene Intent packet sent to the Dental Hygiene Office.
8. Completed applications will be evaluated by the Dental Hygiene Admissions Committee. Notification of acceptance will be provided to those individuals meeting the entrance criteria on a space available basis. Acceptance to the college does not ensure acceptance into the Dental Hygiene program.
9. All courses required for the Dental Hygiene program must be completed with a "C" or better and completed within the last five years.

### Acceptance Criteria

1. After acceptance into the program, a comprehensive physical examination is required.
2. After acceptance, a current Healthcare Provider CPR card is required throughout the tenure of the program.
3. After acceptance, submit a passport photo.
4. After acceptance, Hepatitis B immunizations are strongly recommended for all entering students.
5. After acceptance, the student must achieve grades of "C" or better in all courses to remain enrolled.
6. After acceptance, the student must submit to a background check (approximate cost \$55.00) per program policy.
7. After acceptance, the student must submit to drug testing in accordance with the Dental Hygiene Program drug policy throughout tenure in the program.
8. A complete listing of Dental Hygiene Essential Functions can be found in the Student Handbook/Procedure Manual and Dental Hygiene application packet.

### Cost

In addition to tuition, lab fees, and service fees, students are expected to buy their uniforms (approximately \$200), dental hygiene kits and magnification loupes (approximately \$3,400), and pay for other incidental expenses. Special books and miscellaneous items average about \$300 per semester. Licensing examinations and learning experiences off campus will be at the expense of the student.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	BIO-226	Human Anatomy and Physiology II	4.0	Gen	PSY-279	Human Dev/Life Span	3.0
Core	DHY-066	Dental Histology & Embryology	2.0	Core	DHY-084	Dietary Analysis for the DH/Seminar II	1.5
Core	DHY-067	Dental Anatomy	2.0	Core	DHY-087	Special Needs	2.0
Core	DHY-068	Dental Hygiene I	3.0	Core	DHY-088	Clinic II	4.0
Core	DHY-069	Pre-Clinic Hyg I	3.0	Core	DHY-089	Lab Proced/Dent Hyg	3.0
SEMESTER TOTALS			14.0	Core	DHY-091	Pain Management for Dental Hygienist	2.0
Second Semester				Core	DHY-096	Community Dental Health	1.5
Core	DHY-045	Radiology	4.0	SEMESTER TOTALS			17.0
Core	DHY-071	Dental Hygiene II	3.0	Second Semester			
Core	DHY-072	Preclinical Hygiene II	2.5	Gen	ENG-119	Composition I Pathway or	
Core	DHY-080	Pathology	3.0	Gen	ENG-120	Composition I	3.0
SEMESTER TOTALS			12.5	Gen	SOC-280	Introduction to Sociology	3.0
Summer Term				Gen	COM-111	Intro to Speech Communication	3.0
Core	DHY-081	Periodontology	3.0	Core	DHY-086	Pharmacology	2.0
Core	DHY-082	Dietary Analysis for the DH/Seminar I	1.5	Core	DHY-092	Dent Public Health	1.0
Core	DHY-083	Clinic I	3.0	Core	DHY-093	Ethics and Jurisprudence	3.0
SEMESTER TOTALS			7.5	Core	DHY-094	Clinic III	4.0
				Core	DHY-095	Dietary Analysis for the DH/Seminar III	1.5
				SEMESTER TOTALS			20.5
				TOTAL PROGRAM HOURS			71.5
				SUGGESTED ELECTIVES			
Ele	DHY-041	Dental Terminology	0.5	Ele	DHY-041	Dental Terminology	0.5
Ele	DHY-043	Dental Hygiene Board Review	0.5	Ele	DHY-043	Dental Hygiene Board Review	0.5

Call Counseling Services: 217-234-5232  
Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Kristen Holsapple  
Faculty Email: [kholsapple4086@lakelandcollege.edu](mailto:kholsapple4086@lakelandcollege.edu)  
Faculty Phone: 217-234-5204

## DENTAL HYGIENE - TRACK

### (AAS.DH.TRK) ASSOCIATE IN LIBERAL STUDIES

This program prepares the student for admission into the Dental Hygiene program (AAS.DH). Students in this track are advised to enroll in courses that need to be completed prior to admission into the Dental Hygiene program. They are also advised to enroll in courses that will increase their success rate once they have entered the program. Once accepted into the Dental Hygiene program, the student's major code will be changed to AAS.DH.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

Call Counseling Services: 217-234-5232  
Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Kristen Holsapple  
Faculty Email: [kholsapple4086@lakelandcollege.edu](mailto:kholsapple4086@lakelandcollege.edu)  
Faculty Phone: 217-234-5204

# EMERGENCY MEDICAL SERVICES

## (NDP.EMS) CERTIFICATE

The certificate in Emergency Medical Services includes classroom, skills laboratory, hospital, and field clinical experiences. The student is awarded a certificate upon successful completion of the program and will be eligible to take the National Registry of Emergency Medical Technician's examination.

Completion of the certificate in Emergency Medical Services does not guarantee licensure. There are some specific conditions for which the Department of Public Health may refuse licensure. Please consult with the Emergency Services Director to avoid license application hindrances.

This program is conducted in cooperation with Sarah Bush Lincoln Health Center and is approved by the Illinois Department of Public Health and Highway Safety. Students must complete a file with the Lake Land College Emergency Services office with the following items: current AHA BLS CPR for Healthcare Provider certification card, current driver's license or Illinois state picture ID, immunizations as required by The Illinois Department of Public Health for Healthcare Providers, high school diploma or GED equivalent, physical exam, background check, and drug test.

Program graduates are prepared for career opportunities in the field of emergency medical services, including urban and rural ambulance services and/or fire departments; industrial settings, clinical settings.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core EMS-050 Emergency Medical Tech-Basic	7.5
<b>SEMESTER TOTALS</b>	<b>7.5</b>
<b>TOTAL PROGRAM HOURS</b>	<b>7.5</b>

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Jasmine Ballard**

**Faculty Email: [jballard9365@lakelandcollege.edu](mailto:jballard9365@lakelandcollege.edu)**

**Faculty Phone: 217-234-5370**

# MASSAGE THERAPY

## (CRT.MT) CERTIFICATE

The Massage Therapy program is designed to prepare the individual in all areas of massage. Massage therapy is physically demanding work. Students need to have good general health and the strength, stamina, and flexibility necessary to carry out assignments. Massage techniques and bodywork, anatomy, professionalism with clients, and business practices are included in the curriculum. In addition to tuition and fees, costs for the Massage Therapy program include: workbooks, massage supplies, table, clinical attire and the board exam/license fee.

Housed at the Lake Land College Kluthe Center for Higher Education and Technology in Effingham, Illinois, classes begin each fall semester and run for 4 consecutive semesters. Once admitted to the program, the student must progress through the courses corresponding to the curriculum model. A "C" grade is required in all Massage Therapy curriculum courses for progression/completion. Upon completion of the course, the student will receive a certificate and will be eligible to sit for Massage and Bodywork Licensing Examination (MBLEx).

Massage Therapy application requirements include admission to Lake Land College, completion of the Massage Therapy program application form (obtained from program website), and completion of the college placement assessment tests. To be considered a candidate, students must have an application file completed by July 1 for consideration for the fall semester.

Interested students should submit the Intent to Enroll form and list their major as Massage Therapy Track (CRT.MT.TRK) when selecting a major.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core MAS-055	Massage Therapy I * +	5.0	Core MAS-070	Ethics for Massage Therapist +	1.0
Gen BIO-050	Basic Anatomy & Physiology	4.0	Core MAS-085	Massage Therapy IV * +	5.0
Core MAS-058	Legal Documentation for MT * +	2.0	Core BUS-089	Small Business Management	3.0
SEMESTER TOTALS		11.0	Core MAS-087	Massage Clinic II * +	1.5
Second Semester			SEMESTER TOTALS		10.5
Core MAS-065	Massage Therapy II * +++	5.0	TOTAL PROGRAM HOURS		40.0
Core MAS-060	A & P for Massage Therapist II * +++	4.0			
Core MAS-067	Pathology/Massage Therapist +++	3.0			
SEMESTER TOTALS		12.0			
Summer Term					
Core MAS-075	Massage Therapy III * ++++	5.0			
Core MAS-077	Massage Clinic I * ++++	1.5			
SEMESTER TOTALS		6.5			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

++++ Course offered in summer term only

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Martha Mioux**

**Faculty Email: [mmioux@lakelandcollege.edu](mailto:mmioux@lakelandcollege.edu)**

**Faculty Phone: 217-540-3551**

# **MASSAGE THERAPY - TRACK**

## **(CRT.MT.TRK) ASSOCIATE IN LIBERAL STUDIES**

The Massage Therapy Certificate Track prepares the student for acceptance into the Massage Therapy program. Applicants are instructed to begin their Massage Therapy application with the CRT.MT.TRK major code. Students are counseled on admission requirements into the Massage Therapy program. Once accepted into the Massage Therapy program, the major code will be changed to CRT.MT.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Martha Mioux**

**Faculty Email: [mmioux@lakelandcollege.edu](mailto:mmioux@lakelandcollege.edu)**

**Faculty Phone: 217-540-3551**

# MEDICAL ASSISTANT

## (AAS.MAP) ASSOCIATE IN APPLIED SCIENCE

Medical Assistants are health professionals specifically trained to work in medical offices. These multiskilled personnel perform administrative and clinical duties. Duties may include but are not limited to: billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures.

1. Complete an Intent to Enroll for Lake Land College-Select "AAS.MAP.TRK" as the academic program. This will ensure you are assigned a medical assistant academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for correspondence. Follow the program checklist carefully for instructions about the application procedure.

2. Send high school and college transcripts to Admissions & Records Office. Contact the office at (217) 234-5434 to confirm receipt. If courses have been completed at another institution, be sure to request a "Transcript Evaluation" for AAS.MAP.TRK or "CRT.MAP.TRK" from Admissions & Records Office to ensure courses transfer.

Upon successful completion of the program students may apply for credentialing examination.

Medical Assistant program is a special admission program. Applications are due April 1 for Fall Admission. After admission into the program, applicants must pass a background check, physical exam, proof of immunizations, CPR and drug screen. There are additional costs associated with this program including books, uniforms, supplies and transportation to clinical facilities.

FIRST YEAR				Second Semester			
First Semester		Hours					
Core MAP-070	Med Assist Pathophysiology I	4.0		Gen COM-111	Intro to Speech Communication	3.0	
Core MAP-072	Med Assist Skills I	5.0		Gen HED-102	Nutrition	3.0	
Core MAP-074	Medical Office Procedures I *	4.0		Ele --- ---	Career Elective	3.0	
Core MAP-078	Med Assist Pharmacology I	2.0		Ele --- ---	Career Elective	3.0	
SEMESTER TOTALS		15.0		SEMESTER TOTALS		12.0	
				TOTAL PROGRAM HOURS		60.0	
Second Semester				SUGGESTED ELECTIVES			
Core MAP-076	Medical Office Procedures II	3.0		Ele AHE---	Any AHE Course		
Core MAP-080	Med Assist Pathophysiology II	4.0		Ele --- ---	Any BIO Course		
Core MAP-082	Med Assist Skills II	5.0		Ele BUS-113	Keyboarding	3.0	
Core MAP-086	Med Assist Seminar	3.0		Ele BUS-114	Advanced Formatting	3.0	
Core MAP-088	Med Assist Pharmacology II	3.0		Ele HED ---	Any HED Course		
SEMESTER TOTALS		18.0		Ele MAT-115	General Education Pathway	4.0	
				Ele MAT-116	General Education Math	3.0	
Summer Term				Ele MAT-124	Statistics Pathway	4.0	
Core MAP-090	Med Assist Externship	3.0		Ele MAT-125	Statistics	3.0	
SEMESTER TOTALS		3.0		Ele MCS ---	Any MCS Course		
				Ele PSY ---	Any PSY Course		
SECOND YEAR				Ele PSY-271	Intr/Psychology	3.0	
First Semester		Hours		Ele SOC-280	Introduction to Sociology	3.0	
Gen ENG-119	Composition I Pathway or			Ele SOC ---	Any SOC Course		
Gen ENG-120	Composition I	3.0		Ele CIS-160	Practical Software Applications	3.0	
Gen AHE-055	Math for Meds	2.0		Call Counseling Services: 217-234-5232			
Gen BIO-100	Bio Science I	4.0		Email: <a href="mailto:counsel@lakelandcollege.edu">counsel@lakelandcollege.edu</a>			
Gen PSY-279	Human Dev/Life Span	3.0		Faculty Contact: Molly Yeske			
SEMESTER TOTALS		12.0		Faculty Email: <a href="mailto:myeske@lakelandcollege.edu">myeske@lakelandcollege.edu</a>			
				Faculty Phone: 217-234-5055			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

# MEDICAL ASSISTANT

## (CRT.MAP) CERTIFICATE

Medical Assistants are health professionals specifically trained to work in a medical office. These multiskilled personnel perform administrative and clinical duties. Duties may include but are not limited to: billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures.

1. Complete an Intent to Enroll for Lake Land College-Select "CRT.MAP.TRK" as the academic program. This will ensure you are assigned a medical assistant academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for correspondence.

Upon successful completion of the program students may apply for credentialing examination.

Medical Assistant program is a special admission program. Applications are due April 1 for Fall Admission. After admission into the program, applicants must pass a background check, physical exam, proof of immunizations, CPR and drug screen. There are additional costs associated with this program including books, uniforms, supplies and transportation to clinical facilities.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

<b>FIRST YEAR</b>		
<b>First Semester</b>		<b>Hours</b>
Core MAP-070	Med Assist Pathophysiology I	4.0
Core MAP-072	Med Assist Skills I	5.0
Core MAP-074	Medical Office Procedures I	4.0
Core MAP-078	Med Assist Pharmacology I	2.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>Second Semester</b>		
Core MAP-076	Medical Office Procedures II *	3.0
Core MAP-080	Med Assist Pathophysiology II *	4.0
Core MAP-082	Med Assist Skills II *	5.0
Core MAP-086	Med Assist Seminar *	3.0
Core MAP-088	Med Assist Pharmacology II *	3.0
<b>SEMESTER TOTALS</b>		<b>18.0</b>
<b>Summer Term</b>		
Core MAP-090	Med Assist Externship *	3.0
<b>SEMESTER TOTALS</b>		<b>3.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>36.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Molly Yeske**

**Faculty Email: [myeske@lakelandcollege.edu](mailto:myeske@lakelandcollege.edu)**

**Faculty Phone: 217-234-5055**

# MEDICAL ASSISTANT BRIDGE

## (NDP.MAP) CERTIFICATE

The Medical Assistant Bridge is an accelerated program for qualified certified nursing assistants who have been employed 480+ hours in a medical office to enter the medical assisting field. The program will prepare graduating students to function in the role of a Medical Assistant who will act as a liaison between the physician and the patient. Medical assistants are skilled healthcare workers who demonstrate their knowledge in both clinical and administrative areas including billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures

### FIRST YEAR

First Semester		Hours
Core MAP-092	Clinical Skills *	4.0
Core MAP-094	Med Assist A & P	3.0
SEMESTER TOTALS		7.0
Second Semester		
Core MAP-096	Capstone	3.0
Core MAP-084	Med Assist Pharmacology *	3.0
SEMESTER TOTALS		6.0
TOTAL PROGRAM HOURS		13.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Molly Yeske**

**Faculty Email: [myeske@lakelandcollege.edu](mailto:myeske@lakelandcollege.edu)**

**Faculty Phone: 217-234-5055**

# **MEDICAL ASSISTANT TRACK**

## **(AAS.MAP.TRK) ASSOCIATE IN LIBERAL STUDIES**

The Associate Degree Track prepares the student for acceptance into the Medical Assistant program. The Medical Assistant program is a special admission program. After acceptance into the program, the director will change the program code to AAS. MAP.

Medical Assistants are health professionals specifically trained to work in medical offices. These multiskilled personnel perform administrative and clinical duties. Duties may include but are not limited to: billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures. Interested students should submit the Intent to Enroll form found on the website.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Molly Yeske**

**Faculty Email: [myeske@lakelandcollege.edu](mailto:myeske@lakelandcollege.edu)**

**Faculty Phone: 217-234-5055**

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# **MEDICAL ASSISTANT-TRACK**

## **(CRT.MAP.TRK) ASSOCIATE IN LIBERAL STUDIES**

The Medical Assistant Certificate Track prepares the students for acceptance into the Medical Assisting Program (MAP), which begins in the fall semester only. The Medical Assisting Program is a special admission program. Applicants are instructed to begin their MAP application with the CRT.MAP. TRK major code. Students are counseled on admission requirements into the Medical Assisting Program as well as preparatory course work that will increase their success rate once they are accepted into the Medical Assisting program. Prerequisite course work is not required for acceptance. Once accepted into the Medical Assisting program, the director will change the program code to CRT.MAP. Interested students should submit the Intent to Enroll form found on the website.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Molly Yeske**

**Faculty Email: [myeske@lakelandcollege.edu](mailto:myeske@lakelandcollege.edu)**

**Faculty Phone: 217-234-5055**

# PARAMEDICAL SERVICES

## (AAS.PS) ASSOCIATE IN APPLIED SCIENCE

AAS.PS The associate degree in Paramedical Services is a two-year intensive program that includes classroom, skills laboratory, hospital, and field clinical experiences. Students are prepared for career opportunities in the field of emergency medical services to include urban and rural ambulance services and/or fire departments, industrial settings and clinical settings. This program is conducted in cooperation with Sarah Bush Lincoln Health Center and is approved by the Illinois Department of Public Health and the Division of EMS and Highway Safety. Upon successful completion of the program, the student will be eligible to take the National Registry of Emergency Medical Technician's examination. Consult the Emergency Services Programs Coordinator for specific requirements of this program. Students must complete a file with the Lake Land College Emergency Services office with the following items: current AHA BLS CPR for Healthcare Provider certification card, current driver's license or Illinois state picture ID, immunizations as required by The Illinois Department of Public Health for Healthcare Providers, high school diploma or GED equivalent, physical exam, background check, and drug test.

Upon completion of the degree, there will be additional expenses including licensure application fee, written testing fee and psychomotor testing fees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core EMS-050	Emergency Medical Tech-Basic	7.5	Core EMS-062	EMS Pharmacology	2.0
Gen BIO-225	Human Anatomy and Physiology I	4.0	Core EMS-086	Fundamentals Paramedicine III	4.0
Gen ENG-119	Composition I Pathway or		Core EMS-084	Paramedical Care Skills III	3.0
Gen ENG-120	Composition I	3.0	Core EMS-088	Clinical Experience III	2.0
<b>SEMESTER TOTALS</b>		<b>14.5</b>	Gen PSY-271	Intr/Psychology or	
<b>Second Semester</b>			Gen COM-111	Intro to Speech Communication	3.0
Core EMS-061	Fundamentals of Paramedicine I	4.5	<b>SEMESTER TOTALS</b>		<b>14.0</b>
Core EMS-064	Paramedic Care Skills I	4.0	<b>Second Semester</b>		
Core EMS-068	Clinical Experience I	1.5	Core EMS-092	Fundamentals Paramedicine IV	2.0
Gen PSY-279	Human Dev/Life Span	3.0	Core EMS-094	Paramedical Care Skills IV	3.0
<b>SEMESTER TOTALS</b>		<b>13.0</b>	Core EMS-098	Paramedic Capstone Internship	1.5
<b>Summer Term</b>			Gen BIO-226	Human Anatomy and Physiology II	4.0
Core EMS-071	Fundamentals Paramedicine II	4.0	Gen HED-290	Disease Processes	2.0
Core EMS-074	Paramedical Care Skills II	1.0	<b>SEMESTER TOTALS</b>		<b>12.5</b>
Core EMS-078	Clinical Experience II	1.5	<b>TOTAL PROGRAM HOURS</b>		<b>60.5</b>
<b>SEMESTER TOTALS</b>		<b>6.5</b>			

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Jasmine Ballard

Faculty Email: [jballard9365@lakelandcollege.edu](mailto:jballard9365@lakelandcollege.edu)

Faculty Phone: 217-234-5370

# PARAMEDICAL SERVICES

## (CRT.PS) CERTIFICATE

CRT.PS The certificate in Paramedical Services is a two-year intensive program that includes classroom, skills laboratory, hospital, and field clinical experiences. Students are prepared for career opportunities in the field of emergency medical services to include urban and rural ambulance services and/or fire departments, industrial settings and clinical settings. This program is conducted in cooperation with Sarah Bush Lincoln Health Center and is approved by the Illinois Department of Public Health and the Division of EMS and Highway Safety. Upon successful completion of the program, the student will be eligible to take the National Registry of Emergency Medical Technician's examination. Students must complete a file with the Lake Land College Emergency Services office with the following items: current AHA BLS CPR for Healthcare Provider certification card, current driver's license or Illinois state picture ID, immunizations as required by The Illinois Department of Public Health for Healthcare Providers, high school diploma or GED equivalent, physical exam, background check, and drug test. Consult the Emergency Services Programs Coordinator for specific requirements of this program.

Upon completion of the degree, there will be additional expenses including licensure application fee, written testing fee and psychomotor testing fees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core EMS-050	Emergency Medical Tech-Basic *	7.5	Core EMS-062	EMS Pharmacology * +	2.0
<b>SEMESTER TOTALS</b>		<b>7.5</b>	Core EMS-084	Paramedical Care Skills III * +	3.0
<b>Second Semester</b>			Core EMS-086	Fundamentals Paramedicine III * +	4.0
Core EMS-061	Fundamentals of Paramedicine I * +++	4.5	Core EMS-088	Clinical Experience III * +	2.0
Core EMS-064	Paramedic Care Skills I * +++	4.0	<b>SEMESTER TOTALS</b>		<b>11.0</b>
Core EMS-068	Clinical Experience I * +++	1.5	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>10.0</b>	Core EMS-092	Fundamentals Paramedicine IV * +++	2.0
<b>Summer Term</b>			Core EMS-094	Paramedical Care Skills IV * +++	3.0
Core EMS-071	Fundamentals Paramedicine II * ++++	4.0	Core EMS-098	Paramedic Capstone Internship * +++	1.5
Core EMS-074	Paramedical Care Skills II * ++++	1.0	<b>SEMESTER TOTALS</b>		<b>6.5</b>
Core EMS-078	Clinical Experience II * ++++	1.5	<b>TOTAL PROGRAM HOURS</b>		<b>41.5</b>
<b>SEMESTER TOTALS</b>		<b>6.5</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

++++ Course offered in summer term only

+ Course only offered fall semester

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Jasmine Ballard**

**Faculty Email: [jballard9365@lakelandcollege.edu](mailto:jballard9365@lakelandcollege.edu)**

**Faculty Phone: 217-234-5370**

# PHYSICAL THERAPIST ASSISTANT

## (AAS.PTA) ASSOCIATE IN APPLIED SCIENCE

The Physical Therapist Assistant (PTA) is a skilled health employee working under the supervision of a licensed physical therapist to provide direct care to patients in a variety of health care settings. The professional care given by the PTA focuses on patients of all ages with temporary or permanent functional limitations due to illness, disease or injury. The PTA works closely with patients to restore function, prevent or relieve pain, prevent disability and restore physical coordination, strength and mobility through therapeutic exercise and the application of modalities. Physical therapy is a physically demanding job. Students need to have good general health and the strength, stamina and flexibility necessary to carry out assignments.

Housed at the Lake Land College Kluthe Center for Higher Education and Technology in Effingham, Illinois, the PTA program is a five consecutive semester program which includes classroom, skills laboratory and clinical experience in various healthcare facilities. Once admitted to the program, the student must progress through the courses corresponding to the curriculum model. A "C" grade is required in all PTA program curriculum courses for progression/completion.

The PTA program at Lake Land College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [capteonline.org](http://capteonline.org).) If needing to contact the PTA program directly, please call 217-540-3551 or email [mmioux@lakelandcollege.edu](mailto:mmioux@lakelandcollege.edu).

The PTA program was initially granted accreditation in 1994, and has been granted reaccreditation in 1999, 2008 and 2018. The next reaccreditation site visit is scheduled for 2028. Students who have successfully completed the program will be eligible to sit for the National Board Examination for Physical Therapist Assistants.

The PTA program is competitive and selects 24 students for each fall class. PTA application requirements include admission to Lake Land College; completion of the PTA program application form (obtained from the PTA website); completion of the college placement assessment tests (PTA applicants are eligible to take the college placement assessment tests more than twice); and completion of the one (1) Biology prerequisite course (one year high school biology/zoology/A & P, or Lake Land College BIO 050, Basic Anatomy and Physiology; or BIO 100, Bio Science I; or BIO 225, Human Anatomy and Physiology I; or BIO 226, Human Anatomy and Physiology II; or equivalent) with a "C" or better within the past five (5) years. It is the responsibility of students to see that their application file is completed by March 1 for consideration for the fall semester. In addition to tuition and fees, costs for the PTA program include: physical examination and immunization, CPR certification, workbooks, criminal background check, drug testing, clinical attire, transportation to clinical experiences (attempts will be made to keep travel distance no greater than 75 miles one way or 1.5 hours) and the board exam/license fee.

Download the PTA Selection Process Sheet and Checklist from the College website for the complete application procedure.

Interested students should submit the Intent to Enroll form and list their major as Physical Therapist Assistant Track (AAS.PTA.TRK) when selecting a major.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core PTA-080	Fundamentals of PTA I * +	4.0	Core PTA-094	Fundamentals of PTA III * +	6.0
Core PTA-081	PTA Clinical Practicum I * +	1.0	Core PTA-095	Orthopedic Concepts & Appl * +	4.0
Core PTA-083	Medical Terminology for PTA * +	2.0	Core PTA-097	PTA Clinical Practicum IV * +	3.0
Gen ENG-119	Composition I Pathway * or		<b>SEMESTER TOTALS</b>		<b>13.0</b>
Gen ENG-120	Composition I *	3.0	<b>Second Semester</b>		
Gen BIO-225	Human Anatomy and Physiology I *	4.0	Core PTA-096	Fundamentals of PTA IV * +++	5.0
Gen PHY-110	Concepts of Physics	4.0	Core PTA-099	PTA Clinical Practicum V * +++	4.0
<b>SEMESTER TOTALS</b>		<b>18.0</b>	Core PTA-098	PTA Seminar * +++	2.0
<b>Second Semester</b>			Gen PSY-279	Human Dev/Life Span	3.0
Core PTA-082	Fundamentals of PTA II * +++	6.0	<b>SEMESTER TOTALS</b>		<b>14.0</b>
Gen BIO-226	Human Anatomy and Physiology II *	4.0	<b>TOTAL PROGRAM HOURS</b>		<b>66.0</b>
Gen PED-244	Kinesiology * +++	4.0			
Core PTA-084	PTA Pathology * +++	3.0			
<b>SEMESTER TOTALS</b>		<b>17.0</b>			
<b>Summer Term</b>					
Core PTA-085	PTA Clinical Practicum III * ++++	2.0			
Core PTA-086	Neurology for the PTA * ++++	2.0			
<b>SEMESTER TOTALS</b>		<b>4.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

++++ Course offered in summer term only

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Martha Mioux**

**Faculty Email: [mmioux@lakelandcollege.edu](mailto:mmioux@lakelandcollege.edu)**

**Faculty Phone: 217-540-3551**

## PHYSICAL THERAPIST ASSISTANT - TRACK

### (AAS.PTA.TRK) ASSOCIATE IN LIBERAL STUDIES

The Physical Therapist Assistant Track prepares the student for acceptance into the Physical Therapist Assistant (PTA) program. Applicants are instructed to begin their PTA application with the AAS.PTA.TRK major code. Students are counseled on admission requirements into the PTA Program as well as preparatory course work that will increase their success rate once they are accepted into the PTA program. Once accepted into the PTA program, the major code will be changed to AAS.PTA.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Martha Mioux**

**Faculty Email: [mmioux@lakelandcollege.edu](mailto:mmioux@lakelandcollege.edu)**

**Faculty Phone: 217-540-3551**

# PRACTICAL NURSING

## (CRT.PN) CERTIFICATE

The Practical Nursing program is a three semester program including classroom, skills laboratory, and clinical experience in a variety of healthcare agencies. Program graduates are eligible to apply to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). Upon successful completion of the NCLEX-PN, the graduate may apply for PN licensure. Completion of the PN program does not guarantee PN licensure.

The program is approved by the Illinois Department of Financial and Professional Regulation (IDFPR). State regulations require that qualified in-district residents be accepted before consideration is given to out-of-district applicants.

The practical nursing program at Lake Land College at the Mattoon campus located in Mattoon, Illinois and the Kluthe campus located in Effingham, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 140, Atlanta, GA 30326, Phone: (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The PN program is a competitive, special admission program which uses an objective formula to rank applicants. Applicants seeking admission into the Practical Nursing Program for Fall semester must have a completed application on file in the nursing department **prior to the admission deadline of March 1st**. Applicants are notified via Lake Land email of tentative acceptance/denial within six weeks of the admission deadline.

**To review the Application Process and Admission Criteria refer to the Practical Nursing Track page.**

### Acceptance

Final acceptance is tentative upon receipt of the following:

1. Completed Nursing Program Physical
2. Proof of immunizations
3. Current CPR certification (Note: CPR and immunizations must remain current throughout program)
4. A background check

A negative drug screen is required prior to the start of clinical experiences.

### Cost

In addition to tuition and fees, costs include textbooks and software products, uniforms, supplies, physical examination and immunizations, CPR certification, background check, drug screen, and transportation to clinical experiences. Additional expenses upon completion of the program include NCLEX-PN test and licensure application fees.

Students must progress through the nursing courses in the following curriculum model. A "C" grade is required in all curriculum courses for progression/completion.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Cheryl Beam**

**Faculty Email: [cbeam@lakelandcollege.edu](mailto:cbeam@lakelandcollege.edu)**

**Faculty Phone: 217-234-5452**

FIRST YEAR			Second Semester		
First Semester		Hours			
Core PNC-049	Found of Nursing * +	6.0	Core PNC-052	Practical Nursing II * ++	15.0
Core PNC-050	Practical Nursing I * +	10.0	Core PNC-053	Basic Pharmacology I * ++	2.0
SEMESTER TOTALS		16.0	SEMESTER TOTALS		17.0
Second Semester			Summer Term		
Core PNC-052	Practical Nursing II * ++	15.0	Core PNC-054	Practical Nursing III * ++	7.0
Core PNC-053	Basic Pharmacology I * ++	2.0	Core PNC-055	Basic Pharmacology II * ++	1.0
SEMESTER TOTALS		17.0	SEMESTER TOTALS		8.0
			TOTAL PROGRAM HOURS		41.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

++ Course only offered spring and summer semester

## PRACTICAL NURSING - TRACK

### (CRT.PN.TRK) ASSOCIATE IN LIBERAL STUDIES

The Practical Nursing Certificate Track (CRT.PN.TRK) prepares the student for acceptance into the Practical Nursing (PN) program. Program graduates are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon successful completion of the NCLEX-PN, the graduate may apply for LPN licensure. Completion of the PN program does not guarantee LPN licensure.

State regulations require that qualified in-district residents be accepted before consideration is given to out-of-district applicants.

### Application Process/Admission Criteria

The PN program is a competitive, special admission program which uses an objective formula to rank applicants. Applicants seeking admission into the Practical Nursing Program for Fall semester must have a completed application on file in the nursing department **prior to the admission deadline of March 1st**. The program will notify applicants within six weeks of the admission deadline of tentative acceptance/denial.

In order to have a completed application on file, students must do the following:

1. Complete an Intent to Enroll to the College selecting CRT.PN.TRK as course of study. (Note: College acceptance does not guarantee admission into the program.)
2. Submit official transcripts from any other colleges attended to Admissions & Records. Request a transcript evaluation for CRT.PN.
3. Complete the online Nursing Admission Application at <https://www.lakelandcollege.edu/nursing-program-intent/>. Within 2 weeks of receipt of application, the student will receive email instructions to register for the HESI A2 Admissions Assessment exam.
4. Achieve a score of 70 or above on the HESI A2 Admissions Assessment exam. To ensure a completed application, applicants should take the exam the Fall semester prior to the March 1st application deadline.

For more information, review the PN Application Checklist at [https://www.lakelandcollege.edu/wp-content/laker-documents/a s/as/academicprograms/catalog/PNChecklist.pdf](https://www.lakelandcollege.edu/wp-content/laker-documents/a%2Fs/as/academicprograms/catalog/PNChecklist.pdf).

High school students selected for the Partnership for Career and College Success (PCCS) curriculum will enter the nursing program in the second year at Lake Land College. See PCCS PN Application Checklist at [https://www.lakelandcollege.edu/wp-content/laker-documents/a s/as/academicprograms/catalog/PCCS\\_PN\\_Checklist.pdf](https://www.lakelandcollege.edu/wp-content/laker-documents/a%2Fs/as/academicprograms/catalog/PCCS_PN_Checklist.pdf).

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

**Call Counseling Services: 217-234-5232**  
**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Cheryl Beam**  
**Faculty Email: [cbeam@lakelandcollege.edu](mailto:cbeam@lakelandcollege.edu)**  
**Faculty Phone: 217-2345452**

# AREA OF STUDY - PUBLIC SERVICES

## (MET.HP.PUB) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Public Services area of study, you will have the opportunity to explore a variety of majors that help you gain the knowledge and skills for a rewarding career providing care and services to others. Human Services and Law Enforcement majors prepare you for careers that make a difference in people's lives through the counsel or service you provide.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen PSY-271 Intr/Psychology	3.0
Gen HED-178 Responding to Emergencies	2.0
Gen SOC-282 Social Problems	3.0
Gen COM-111 Intro to Speech Communication	3.0
<b>SEMESTER TOTALS</b>	<b>14.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>14.0</b>

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# COSMETOLOGY

## (CRT.COS) CERTIFICATE

The Cosmetology program meets the Illinois Department of Professional Regulation standard requirements pertaining to faculty qualifications, equipment, facilities, course content and contact hours. A total of 1,500 consecutive hours is required for completion of the program. In addition to tuition and service fees, cosmetology students will purchase a uniform, manikins, cosmetology kit, and workbooks. Students will have the opportunity to attend off campus cosmetology seminars. To secure an Illinois cosmetology license, each student is required to take a computerized Illinois state board examination upon completion of the curriculum.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen SOS-050	Human Relations	2.0
Core COS-050	Cosmetology I	6.0
Core COS-052	Cosmetology II *	6.0
Gen COM-200	Interpersonal Communication	3.0
SEMESTER TOTALS		17.0
Second Semester		
Core COS-054	Cosmetology III *	6.0
Core COS-056	Cosmetology IV *	7.0
Core COS-061	Computer Appl for Cosmetology	3.0
SEMESTER TOTALS		16.0
Third Semester		
Core COS-060	Salon Management	3.0
Core COS-058	Cosmetology V *	7.0
SEMESTER TOTALS		10.0
TOTAL PROGRAM HOURS		43.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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Faculty Phone: 217-234-5343

# COSMETOLOGY TEACHER

## (CRT.COSTR) CERTIFICATE

Illinois Cosmetology license required. Cosmetology Teacher I, II and III develops the teaching techniques for the instruction of cosmetology skills. The study of basic theory and principles of cosmetology instruction and business procedures are examined. The student will complete requirements for state board examination and licensing in the state of Illinois.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core COS-076	Cosmetology Teacher I +++	6.0
Gen ENG-095	Business English or	
Gen ENG-119	Composition I Pathway * or	
Gen ENG-120	Composition I *	3.0
Ele --- ---	Cosmetology Teacher Elective	3.0
<b>SEMESTER TOTALS</b>		<b>12.0</b>

### Second Semester

Core COS-077	Cosmetology Teacher II * +++++	6.0
Gen COM-111	Intro to Speech Communication	3.0
<b>SEMESTER TOTALS</b>		<b>9.0</b>

### Third Semester

Core COS-078	Cosmetology Teacher III * +	5.0
Ele --- ---	Cosmetology Teacher Elective	3.0
<b>SEMESTER TOTALS</b>		<b>8.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>29.0</b>

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

++++ Course offered in summer term only

+ Course only offered fall semester

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**Faculty Phone: 217-234-5343**

# CRIMINAL JUSTICE LEADERSHIP

## (NDP.CJL) CERTIFICATE

The Criminal Justice Leadership certificate is aimed at students and working criminal justice professionals who want to take on a leadership role in their careers. This certificate will instill basic leadership knowledge, including general management principles and principles in labor relations and human resources.

This certificate can be applied toward the associate in applied science degree in Law Enforcement to help expand the student's credentials and knowledge.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core CJS-092 Police Management & Supervision	3.0
Core CJS-150 Intro/Criminal Just	3.0
Core COM-200 Interpersonal Communication	3.0
Core BUS-251 Principles of Management	3.0
Core BUS-285 Labor Relations	3.0
Core BUS-290 Human Resource Management	3.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

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# ESTHETICS

## (CRT.ETH) CERTIFICATE

The Esthetics program meets the Illinois Department of Professional Regulation standard requirements pertaining to faculty qualifications, equipment, facilities, course content and contact hours. A total of 750 consecutive hours is required for completion of the program. In addition to tuition and service fees, Esthetic students will purchase uniforms, an esthetics kit and workbooks. To secure a state license as an esthetician, each student is required to take a written Illinois state board examination upon completion of the curriculum.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core COS-061	Computer Appl for Cosmetology	3.0
Core EST-041	Esthetics I +	6.5
Core EST-042	Esthetics II * +	6.5
<b>SEMESTER TOTALS</b>		<b>16.0</b>
<b>Second Semester</b>		
Core EST-043	Esthetics III * +++	6.0
Core EST-044	Esthetics IV * +++	6.0
Core COS-060	Salon Management	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>Summer Term</b>		
Core EST-045	Esthetics V * ++++	6.0
<b>SEMESTER TOTALS</b>		<b>6.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>37.0</b>

+ Course only offered fall semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

++++ Course offered in summer term only

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**Faculty Phone: 217-234-5343**

# ESTHETICS

## (CRT.ETH.TRK) ASSOCIATE IN LIBERAL STUDIES

The Esthetics Certificate Track prepares the student for acceptance into the Esthetics program. Applicants are instructed to complete an Intent to Enroll with the CRT.ETH.TRK major code. Students are counseled on admission requirements into the Esthetics program. Once accepted into the Esthetics program, the major code will be changed to CRT.ETH.

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**Faculty Phone: 217-234-5343**

# HUMAN SERVICES-BUSINESS

## (AAS.HSP.BUS) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Business area of concentration is for students interested in working at agencies that provide financial assistance, hospitality, and literacy programs, etc. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Core BUS-151	Financial Accounting	3.0
Gen ENG-120	Composition I	3.0	Core BUS-200	Legal Environ/Business	3.0
Gen PSY-271	Intr/Psychology	3.0	Core HSP-053	Work Experience Seminar I	1.0
Core HSP-103	Foundations of Human Services	3.0	Core HSP-054	Field Experience I	2.0
Core HSP-122	Social Welfare	3.0	Ele --- ---	Career Elective	6.0
Core CIS-160	Practical Software Applications	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II or		Core BUS-152	Managerial Accounting	3.0
Gen COM-111	Intro to Speech Communication	3.0	Gen ECO-231	Principles of Economics I (Macro)	3.0
Gen --- ---	IAI Mathematics or		Core HSP-055	Work Experience Seminar II	1.0
Gen --- ---	IAI Physical/Life Science	3.0	Core HSP-056	Field Experience II	2.0
Gen PSY-279	Human Dev/Life Span	3.0	Ele --- ---	Career Elective	6.0
Gen HED-178	Responding to Emergencies	2.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen --- ---	IaI Humanities/Fine Arts	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Ele --- ---	Career Elective	1.0			
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			

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# HUMAN SERVICES - CRIMINAL JUSTICE

## (AAS.HSP.CRJ) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Criminal Justice area of concentration is for students interested in working at agencies such as substance abuse, probation, and correctional centers, etc. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Ele --- ---	Career Elective	6.0
Gen ENG-120	Composition I	3.0	Core HSP-054	Field Experience I	2.0
Gen PSY-271	Intr/Psychology	3.0	Core HSP-053	Work Experience Seminar I	1.0
Core HSP-103	Foundations of Human Services	3.0	Ele --- ---	Career Elective	6.0
Core HSP-122	Social Welfare	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Core CIS-160	Practical Software Applications	3.0	<b>Second Semester</b>		
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Ele --- ---	Career Elective	6.0
<b>Second Semester</b>			Core HSP-055	Work Experience Seminar II	1.0
Gen ENG-121	Composition II or		Core HSP-056	Field Experience II	2.0
Gen COM-111	Intro to Speech Communication	3.0	Ele --- ---	Career Elective	6.0
Gen --- ---	IAI Physical Science or			<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen --- ---	IAI Mathematics	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Ele --- ---	Career Elective	3.0	<b>SUGGESTED ELECTIVES</b>		
Gen HED-178	Responding to Emergencies	2.0	Ele CJS-152	Criminal Investigation I	3.0
Gen --- ---	IAI Humanities/Fine Arts	3.0	Ele CJS-160	Criminal Evidence and Procedure	3.0
Ele --- ---	Career Elective	1.0	Ele CJS-166	Corrections	3.0
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Ele CJS-158	Juvenile Justice	3.0
			Ele CJS-150	Intro/Criminal Just	3.0
			Ele CJS-156	Criminal Law	3.0
			Ele HSP-120	Introduction to Social Work	3.0

The Human Services student has the opportunity to choose from seven areas of concentration: business, dietetics, education, health, criminal justice, psychology and sociology. Fifteen semester hours are required from one of the seven areas to complete the program. All electives must be approved by program coordinator. General Education courses can be used as elective credit. Electives: need 11 credit hours if complete Field Experience III need 14 credit hours if do not complete Field Experience III. Courses listed under areas of concentration can also be used as electives. Computer courses can be used as electives up to a maximum of 6 hours.

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**Faculty Phone: 217-234-5409**

# HUMAN SERVICES-DIETETICS

## (AAS.HSP.DIT) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Dietetics area of concentration is for students interested in working at agencies such as dietary aid in residential facilities, health departments and hospitals. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway or		Core	HED-102	Nutrition	3.0
Gen	ENG-120	Composition I	3.0	Gen	CHM-151	General Chemistry II	4.0
Gen	PSY-271	Intr/Psychology	3.0	Core	HSP-053	Work Experience Seminar I	1.0
Core	HSP-103	Foundations of Human Services	3.0	Core	HSP-054	Field Experience I	2.0
Core	HSP-122	Social Welfare	3.0	Ele	---	Career Elective	5.0
Core	CIS-160	Practical Software Applications	3.0			<b>SEMESTER TOTALS</b>	<b>15.0</b>
		<b>SEMESTER TOTALS</b>	<b>15.0</b>				
Second Semester				Second Semester			
Gen	ENG-121	Composition II or		Gen	PSY-279	Human Dev/Life Span	3.0
Gen	COM-111	Intro to Speech Communication	3.0	Gen	ECO-231	Principles of Economics I (Macro)	3.0
Gen	CHM-150	General Chemistry I	4.0	Core	HSP-055	Work Experience Seminar II	1.0
Core	HED-046	Food Service Sanitation	2.0	Core	HSP-056	Field Experience II	2.0
Gen	HED-178	Responding to Emergencies	2.0	Ele	---	Career Elective	6.0
Gen	---	IAI Humanities/Fine Arts	3.0			<b>SEMESTER TOTALS</b>	<b>15.0</b>
Ele	---	Career Elective	1.0			<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
		<b>SEMESTER TOTALS</b>	<b>15.0</b>				

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# HUMAN SERVICES - EDUCATION

## (AAS.HSP.EDU) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Education area of concentration is for students interested in working at agencies such as day cares, schools, and day treatment facilities. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP 103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester		Hours		First Semester		Hours	
Gen	ENG-119	Composition I Pathway or		Ele	---	Career Elective	6.0
Gen	ENG-120	Composition I	3.0	Core	HSP-053	Work Experience Seminar I	1.0
Gen	PSY-271	Intr/Psychology	3.0	Core	HSP-054	Field Experience I	2.0
Core	HSP-103	Foundations of Human Services	3.0	Ele	---	Career Elective	6.0
Core	HSP-122	Social Welfare	3.0	<b>SEMESTER TOTALS</b>			<b>15.0</b>
Core	CIS-160	Practical Software Applications	3.0	<b>Second Semester</b>			
<b>SEMESTER TOTALS</b>			<b>15.0</b>	Ele	---	Career Elective	6.0
<b>Second Semester</b>				Core	HSP-055	Work Experience Seminar II	1.0
Gen	ENG-121	Composition II or		Core	HSP-056	Field Experience II	2.0
Gen	COM-111	Intro to Speech Communication	3.0	Ele	---	Career Elective	6.0
Gen	---	IAI Mathematics or		<b>SEMESTER TOTALS</b>			<b>15.0</b>
Gen	---	IAI Physical/Life Science	3.0	<b>TOTAL PROGRAM HOURS</b>			
Ele	---	Career Elective	3.0	<b>60.0</b>			
Gen	HED-178	Responding to Emergencies	2.0	<b>SUGGESTED ELECTIVES</b>			
Gen	---	IAI Humanities/Fine Arts	3.0	Ele	EDU-100	Introduction to Education	3.0
Ele	---	Career Elective	1.0	Ele	EDU-190	Introduction/Special Education	3.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	Ele	ECE-083	Instructional Methods	3.0
				Ele	ECE-110	Child Behavior Management	3.0
				Ele	ECE-095	Creative Activities for Children	4.0
				Ele	PED-172	Bsc Act Elem/Sec Child	2.0
				Ele	PSY-274	Child Development	3.0
				Ele	EDU-103	Teaching/Learning W/Technology	3.0
				Ele	EDU-200	Educational Psychology	3.0
				Ele	EDU-210	Diversity in Schools and Societies	3.0
				Ele	HSP-120	Introduction to Social Work	3.0

General Education courses can be used as elective credit. Electives: need 11 credit hours if complete Field Experience III need 14 credit hours if do not complete Field Experience III. Courses listed under areas of concentration can also be used as electives. Computer courses can be used as electives with a maximum of up to 6 hours.

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# HUMAN SERVICES - HEALTH

## (AAS.HSP.HEA) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Health degree is for students interested in working at agencies such as, health departments, residential facilities, and special education classrooms. . Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in human services, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Ele --- ---	Career Elective	6.0
Gen ENG-120	Composition I	3.0	Core HSP-053	Work Experience Seminar I	1.0
Gen PSY-271	Intr/Psychology	3.0	Core HSP-054	Field Experience I	2.0
Core HSP-103	Foundations of Human Services	3.0	Ele --- ---	Career Elective	6.0
Core HSP-122	Social Welfare	3.0	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Core CIS-160	Practical Software Applications	3.0	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Ele --- ---	Career Elective	6.0
<b>Second Semester</b>			Core HSP-055	Work Experience Seminar II	1.0
Gen ENG-121	Composition II or		Core HSP-056	Field Experience II	2.0
Gen COM-111	Intro to Speech Communication	3.0	Ele --- ---	Career Elective	6.0
Gen -- ---	IAI Mathematics or		<b>SEMESTER TOTALS</b>		<b>15.0</b>
Gen --- ---	IAI Physical//Life Science	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>
Ele --- ---	Career Elective	3.0	<b>SUGGESTED ELECTIVES</b>		
Gen HED-178	Responding to Emergencies	2.0	Ele AHE-040	Basic Nurse Assisting	8.0
Gen --- ---	IAI Humanities/Fine Arts	3.0	Gen AHE-041	Medical Terminology	3.0
Ele --- ---	Career Elective	1.0	Ele HED-270	Community Health	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Ele HED-102	Nutrition	3.0
			Ele AHE-042	Advanced Medical Terminology	3.0
			Ele HED-290	Disease Processes	2.0
			Ele ECE-102	Health/Safety/Nutri/Yng Child	3.0
			Ele PED-285	Fitness for Life	3.0
			Ele EMS-050	Emergency Medical Tech-Basic	7.5
			Ele HSP-120	Introduction to Social Work	3.0
			Ele HED-200	Principles of Health	3.0

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# HUMAN SERVICES - PSYCHOLOGY

## (AAS.HSP.PSY) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Psychology area of concentration is designed to prepare students with skills to work in a variety of settings such as homes for the developmentally disabled, activity-psychosocial areas of senior residential homes, special education schools, state agencies, correctional centers, probation offices, social service areas of hospitals and mental health facilities. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester		Hours		First Semester		Hours	
Gen	ENG-119	Composition I Pathway or		Ele	---	Career Elective	6.0
Gen	ENG-120	Composition I	3.0	Core	HSP-053	Work Experience Seminar I	1.0
Gen	PSY-271	Intr/Psychology	3.0	Core	HSP-054	Field Experience I	2.0
Core	HSP-103	Foundations of Human Services	3.0	Ele	---	Career Elective	6.0
Core	HSP-122	Social Welfare	3.0	<b>SEMESTER TOTALS</b>			<b>15.0</b>
Core	CIS-160	Practical Software Applications	3.0	<b>Second Semester</b>			
<b>SEMESTER TOTALS</b>			<b>15.0</b>	Ele	---	Career Elective	6.0
<b>Second Semester</b>				Core	HSP-055	Work Experience Seminar II	1.0
Gen	ENG-121	Composition II or		Core	HSP-056	Field Experience II	2.0
Gen	COM-111	Intro to Speech Communication	3.0	Ele	---	Career Elective	6.0
Gen	---	IAI Mathematics or		<b>SEMESTER TOTALS</b>			<b>15.0</b>
Gen	---	IAI Physical//Life Science	3.0	<b>TOTAL PROGRAM HOURS</b>			<b>60.0</b>
Ele	---	Career Elective	3.0	<b>SUGGESTED ELECTIVES</b>			
Gen	HED-178	Responding to Emergencies	2.0	Ele	ECE-110	Child Behavior Management	3.0
Gen	---	IAI Humanities/Fine Arts	3.0	Ele	SOS-235	Death and Dying	3.0
Ele	---	Career Elective	1.0	Ele	PSY-275	The Psychology of Maturity and Old Age	3.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	Ele	PSY-274	Child Development	3.0
				Ele	PSY-279	Human Dev/Life Span	3.0
				Ele	PSY-272	Intimate & Family Relationships	3.0
				Ele	PSY-277	Social Psychology	3.0
				Ele	PSY-273	Abnormal Psychology	3.0
				Ele	HSP-101	Dynamics of Domestic Violence	3.0
				Ele	HSP-120	Introduction to Social Work	3.0

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# HUMAN SERVICES - SOCIOLOGY

## (AAS.HSP.SOC) ASSOCIATE IN APPLIED SCIENCE

The Human Services-Sociology area of concentration is designed to prepare students with skills to work in a variety of settings such as homes for the developmentally disabled, activity-psychosocial areas of senior residential homes, special education schools, state agencies, correctional centers, probation offices, social service areas of hospitals and mental health facilities. Classroom training and field experience prepare graduates of the Human Services program to provide greatly needed services to people who require assistance. Upon completion of this program, students can either go directly to work or transfer to a University.

To be eligible for the field experience the following must be completed: 30 semester hours of the required curriculum, 2.0 GPA, Foundations of Human Services HSP103 and Social Welfare HSP 122. This program of study can lead to a bachelor's degree in family and consumer science, sociology, psychology, health studies or social work. Students should consult with an advisor during their first year regarding specific transfer curricula and electives course work to facilitate a transfer.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			
First Semester			Hours
Gen	ENG-119	Composition I Pathway or	
Gen	ENG-120	Composition I	3.0
Gen	PSY-271	Intr/Psychology	3.0
Core	HSP-103	Foundations of Human Services	3.0
Core	HSP-122	Social Welfare	3.0
Core	CIS-160	Practical Software Applications	3.0
SEMESTER TOTALS			15.0
Second Semester			
Gen	ENG-121	Composition II or	
Gen	COM-111	Intro to Speech Communication	3.0
Gen	--- ---	IAI Mathematics or	
Gen	--- ---	IAI Physical/Life Science	3.0
Ele	--- ---	Career Elective	3.0
Gen	HED-178	Responding to Emergencies	2.0
Gen	--- ---	IAI Humanities/Fine Arts	3.0
Ele	--- ---	Career Elective	1.0
SEMESTER TOTALS			15.0

SECOND YEAR			
First Semester			Hours
Ele	--- ---	Career Elective	6.0
Core	HSP-053	Work Experience Seminar I	1.0
Core	HSP-054	Field Experience I	2.0
Ele	--- ---	Career Elective	6.0
SEMESTER TOTALS			15.0
Second Semester			
Ele	--- ---	Career Elective	6.0
Core	HSP-055	Work Experience Seminar II	1.0
Core	HSP-056	Field Experience II	2.0
Ele	--- ---	Career Elective	6.0
SEMESTER TOTALS			15.0
TOTAL PROGRAM HOURS			60.0

SUGGESTED ELECTIVES			
Ele	ANT-200	General Anthropology	3.0
Ele	CJS-150	Intro/Criminal Just	3.0
Ele	SOC-280	Introduction to Sociology	3.0
Ele	SOC-282	Social Problems	3.0
Ele	SOC-284	Sociology/Deviant Behavior	3.0
Ele	SOC-286	Racial and Ethnic Groups	3.0
Ele	HSP-120	Introduction to Social Work	3.0

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# LAW ENFORCEMENT

## (AAS.LE) ASSOCIATE IN APPLIED SCIENCE

The Law Enforcement degree is intended for students who do not intend to transfer to a university after graduation and who primarily intend to seek a career as a police officer in a local or county police agency. This degree can also be ideal for those seeking a career in corrections by taking electives related to the field. Contact an academic advisor for a specific academic plan leading to successful graduation.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CJS-150	Intro/Criminal Just	3.0	Core CJS-160	Criminal Evidence and Procedure	3.0
Gen COM-200	Interpersonal Communication	3.0	Core CJS-153	Police Operations	3.0
Core CJS-080	Introduction to Policing	3.0	Core CJS-090	Community Policing	3.0
Gen SOC-280	Introduction to Sociology	3.0	Gen SOC-286	Racial and Ethnic Groups or	
Gen ENG-119	Composition I Pathway or		Gen SOC-282	Social Problems	3.0
Gen ENG-120	Composition I	3.0	Ele --- ---	Career Elective	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Second Semester			Second Semester		
Core CJS-152	Criminal Investigation I	3.0	Core CJS-158	Juvenile Justice	3.0
Core CJS-156	Criminal Law	3.0	Core CJS-091	Ethics in Criminal Justice	3.0
Core CJS-081	Police Report Writing	2.0	Core CJS-250	Criminology	3.0
Gen PSY-271	Intr/Psychology	3.0	Gen HED-178	Responding to Emergencies	2.0
Gen --- ---	IAI Mathematics or		Ele --- ---	Career Elective	3.0
Gen --- ---	IAI Science	3.0	<b>SEMESTER TOTALS</b>		<b>14.0</b>
Ele --- ---	Career Elective	2.0	<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>
<b>SEMESTER TOTALS</b>		<b>16.0</b>			

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# LAW ENFORCEMENT OPERATIONS

## (NDP.LEO) CERTIFICATE

The certificate in Law Enforcement Operations is aimed at students who are seeking a career in law enforcement but may not be able to complete an entire degree at the present time. This certificate will provide basic law enforcement operational knowledge to help students be more successful in their law enforcement careers.

This certificate can be applied toward the Law Enforcement associate in applied science degree to help expand the student's credentials and knowledge.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core CJS-080 Introduction to Policing	3.0
Core CJS-150 Intro/Criminal Just	3.0
Core CJS-090 Community Policing	3.0
Core CJS-081 Police Report Writing	2.0
Core CJS-152 Criminal Investigation I	3.0
Core CJS-153 Police Operations *	3.0
Core CJS-160 Criminal Evidence and Procedure	3.0
<b>SEMESTER TOTALS</b>	<b>20.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>20.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# HUMANITIES AND SOCIAL SCIENCE



## HUMANITIES AND SOCIAL SCIENCE MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Humanities & Social Science  
Exploratory Area of Study.**

Continue on your path  
to a college degree by  
earning college credit  
while exploring a variety  
of programs that prepare  
you for transfer or a career.

# AREA OF STUDY - HUMANITIES & SOCIAL SCIENCE

## (MET.HSS) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Humanities and Social Sciences Exploratory Area of Study, you'll find majors that invite you to consider perspectives on humanity and develop your creative and critical thinking skills. Within the Humanities and Social Sciences, you can explore art in hands-on studios, take your turn as an on-air personality in the broadcasting area, enhance your social media skills in communications classes, or develop your writing, thinking, and understanding of the world around us through classes in criminal justice, psychology, sociology, philosophy, or literature,

For the Humanities and Social Sciences Exploratory Area of Study, you can choose any of the courses listed below, as each of these courses will count toward the majors in this area.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen COM-111 Intro to Speech Communication	3.0
Gen PSY-271 Intr/Psychology	3.0
Gen SOC-280 Introduction to Sociology	3.0
Gen ESC-102 Weather and Climate	4.0
Gen HIS-156 History of the U.S. II	3.0
Gen HUM-150 Humanities Through the Arts	3.0
Gen PHI-280 Ethics	3.0
<b>SEMESTER TOTALS</b>	<b>25.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>25.0</b>

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# ART

## (AA.ART) ASSOCIATE IN ARTS

This curriculum is for students interested in careers in fine artistry, education, printmaking, illustration, and design and plan to transfer to a university.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core ART-100	Drawing I +	3.0	Core ART-111	3-D Design	3.0
Core ART-110	2-D Design	3.0	Core ART-205	Painting	3.0
Core ART-260	Art History I +	3.0	Gen COM-111	Intro to Speech Communication	3.0
Gen PSY-271	Intr/Psychology	3.0	Gen HIS-155	History of the U.S. I or	
Gen ENG-119	Composition I Pathway or		Gen HIS-156	History of the U.S. II	3.0
Gen ENG-120	Composition I	3.0	Gen BIO-130	Environmental Science	4.0
SEMESTER TOTALS		15.0	SEMESTER TOTALS		16.0
Second Semester			Second Semester		
Core ART-200	Drawing II	3.0	Core ART-161	Printmaking I	3.0
Core ART-225	Ceramics I	3.0	Core ART-206	Painting II	3.0
Core ART-261	Art History II	3.0	Gen PHI-280	Ethics	3.0
Gen ENG-121	Composition II	3.0	Gen SOC-280	Introduction to Sociology	3.0
Gen MAT-115	General Education Pathway or		Ele --- ---	Transfer Elective	3.0
Gen MAT-116	General Education Math or		SEMESTER TOTALS		15.0
Gen MAT-124	Statistics Pathway or		TOTAL PROGRAM HOURS		65.0
Gen MAT-125	Statistics	3.0			
Gen ESC-102	Weather and Climate	4.0			
SEMESTER TOTALS		19.0			
			SUGGESTED ELECTIVES		
Ele	ART-240	Art and Gender	3.0		
Ele	ART-250	Understanding Art	3.0		

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

+ Course only offered fall semester

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**Faculty Phone: 217-234-5466**

# BROADCAST ANNOUNCING

## (CRT.RTVAN) CERTIFICATE

Students will be prepared for a career as an on-air talent for radio or television by working with various forms of live and recorded announcing, including news, weather, and advertising. All coursework in the Broadcast Announcing certificate can be applied to an associate in applied science degree in Broadcast Communication.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core COM-150	Introduction to Broadcasting	3.0
Core COM-155	Radio-TV Announcing	3.0
Core COM-072	Fall Sportscasting or	
Core COM-082	Fall Athletic Announcing	1.0
Core COM-111	Intro to Speech Communication	3.0
Core COM-180	Basic TV Production or	
Core --- ---	COM Elective	3.0
SEMESTER TOTALS		13.0

### Second Semester

Core COM-073	Spring Sportscasting or	
Core COM-083	Spring Athletic Announcing	2.0
Core COM-160	Radio Station Operation	5.0
Core COM-165	Broadcast Writing	4.0
Ele COM-185	Advanced Radio Production or	
Ele --- ---	COM Elective	4.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		28.0

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# BROADCAST COMMUNICATION

## (AAS.RTV) ASSOCIATE IN APPLIED SCIENCE

Radio/TV Broadcasting provides students with the skills necessary for positions of employment in local and regional radio and television stations. Students receive hands-on training with much of the same equipment found in today's broadcast industry. Upon completion of a Broadcast Communication degree, students will be able to write news, sports, commercials and promotional announcements for use on radio and television; to function as radio/television announcers; and to operate state-of-the-art digital audio systems, a non-linear digital video editing system and a radio control console. Students will also be proficient in the effective techniques of radio and television sales and will be able to operate an assortment of video production equipment. For those interested, training in sports play-by-play is also available. Experience is obtained on the college FM stereo radio station, through work in the non-broadcast television studio, by using television field equipment and through the use of audio and video digital editing systems. Internships at local radio and television stations are available.

For students who want to transfer: A program can be designed for a student who wants to transfer to a university with an emphasis in radio and television. If a student completes the program, the Illinois Articulation Initiative (IAI) General Education Requirements are fulfilled. Classes in the Broadcast Communication major are accepted as an equivalent, general elective in the major, or general elective. Following completion, a student receives an associate in applied science degree with all general education requirements satisfied.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core COM-150	Introduction to Broadcasting	3.0	Core COM-180	Basic TV Production	3.0
Core COM-155	Radio-TV Announcing	3.0	Core COM-070	Radio Production Lab	5.0
Gen ENG-119	Composition I Pathway or		Ele --- ---	Career Elective	3.0
Gen ENG-120	Composition I	3.0	Core COM-220	Persuasive Speaking	3.0
Gen POS-160	American National Government or			<b>SEMESTER TOTALS</b>	<b>14.0</b>
Gen PSY-271	Intr/Psychology	3.0	<b>Second Semester</b>		
Gen SFS-101	Strategies for Success or		Core COM-175	Broadcast Sales	3.0
Gen SOC-280	Introduction to Sociology or		Gen HIS-156	History of the U.S. II	3.0
Ele --- ---	Career Elective	2.0	Core COM-185	Advanced Radio Production	4.0
	<b>SEMESTER TOTALS</b>	<b>14.0</b>	Core --- ---	Career Elective	3.0
<b>Second Semester</b>			Ele --- ---	Career Elective	3.0
Core COM-160	Radio Station Operation	5.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
Core COM-165	Broadcast Writing	4.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Gen COM-111	Intro to Speech Communication	3.0			
Gen ESC-102	Weather and Climate	4.0			
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			

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# COMMUNICATION STUDIES

## (AA.SPCH) ASSOCIATE IN ARTS

The Communication Studies transfer program emphasizes the importance of developing a variety of communication skills for numerous careers. The program prepares students for the junior and senior levels of study in Communications Studies in areas including persuasion, interpersonal, group, digital, and mass media.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core COM-150	Introduction to Broadcasting	3.0	Core COM-213	Intro to Group Discussion	3.0
Gen ENG-119	Composition I Pathway or		Gen --- ---	IAI Humanities and Fine Arts	3.0
Gen ENG-120	Composition I	3.0	Gen PHI-280	Ethics or	
Gen COM-111	Intro to Speech Communication	3.0	Gen --- ---	IAI Humanities and Fine Arts	3.0
Gen --- ---	IAI Physical and Life Science	4.0	Gen --- ---	IAI Social and Behavioral Science	3.0
Gen --- ---	IAI Social & Behavioral Science	3.0	Ele --- ---	COM Elective	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Second Semester			Second Semester		
Core COM-200	Interpersonal Communication	3.0	Core COM-220	Persuasive Speaking	3.0
Gen ENG-121	Composition II	3.0	Core --- ---	COM Elective or	
Gen MAT-115	General Education Pathway or		Core INS-299	Independent Study	3.0
Gen MAT-116	General Education Math or		Gen --- ---	IAI Humanities and Fine Arts	3.0
Gen MAT-124	Statistics Pathway or		Gen --- ---	IAI Social and Behavioral Science	3.0
Gen MAT-125	Statistics	3.0	Ele --- ---	COM Elective	6.0
Gen --- ---	IAI Physical & Life Science	3.0	<b>SEMESTER TOTALS</b>		<b>18.0</b>
Ele COM-165	Broadcast Writing or		<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
Ele --- ---	COM Elective	3.0			
<b>SEMESTER TOTALS</b>		<b>15.0</b>			

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

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# CRIMINAL JUSTICE

## (AA.CJS) ASSOCIATE IN ARTS

This program is designed for students desiring to enter a criminal justice field (law enforcement, corrections, probation, etc.) directly upon graduation or for students desiring to transfer to a university.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen --- ---	IAI Physical Science	3.0
Gen MAT-115	General Education Pathway or		Gen --- ---	IAI Humanities	3.0
Gen MAT-116	General Education Math	3.0	Core CJS-166	Corrections	3.0
Gen PSY-271	Intr/Psychology	3.0	Core CJS-160	Criminal Evidence and Procedure	3.0
Gen SOC-280	Introduction to Sociology	3.0	Ele --- ---	Transfer Elective	3.0
Core CJS-150	Intro/Criminal Justice	3.0		<b>SEMESTER TOTALS</b>	<b>18.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	<b>Second Semester</b>		
<b>Second Semester</b>			Core CJS-158	Juvenile Justice	3.0
Gen ENG-121	Composition II	3.0	Gen --- ---	IAI Fine Art	3.0
Ele --- ---	Transfer Elective	3.0	Gen SOC-282	Social Problems	3.0
Core CJS-152	Criminal Investigation I	3.0	Gen HED-178	Responding to Emergencies	2.0
Core CJS-156	Criminal Law	3.0	Gen --- ---	IAI Humanities	3.0
Gen --- ---	IAI Life Science	4.0	Ele --- ---	Transfer Elective	1.0
	<b>SEMESTER TOTALS</b>	<b>16.0</b>		<b>SEMESTER TOTALS</b>	<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# ECONOMICS

## (AA.ECO) ASSOCIATE IN ARTS

This program follows Math Pathway #3. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Gen	COM-111	Intro to Speech Communication	3.0
Gen	ENG-120	Composition I	3.0	Gen	--- ---	IAI Fine Arts	3.0
Core	ECO-231	Principles of Economics I (Macro)	3.0	Gen	--- ---	IAI Life Science	4.0
Gen	HIS-156	History of the U.S. II	3.0	Gen	BUS-281	Business Statistics	3.0
Gen	PSY-271	Intr/Psychology	3.0	Ele	--- ---	Transfer Elective	4.0
Gen	MAT-210	Finite Mathematics	3.0	<b>SEMESTER TOTALS</b>			<b>17.0</b>
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>Second Semester</b>			
<b>Second Semester</b>				Gen	--- ---	IAI Humanities/Fine Arts	3.0
Gen	ENG-121	Composition II	3.0	Gen	--- ---	IAI Physical Science	3.0
Core	ECO-232	Principles of Economics II (Micro)	3.0	Ele	--- ---	Transfer Elective	10.0
Gen	--- ---	IAI Humanities	3.0	<b>SEMESTER TOTALS</b>			<b>16.0</b>
Gen	--- ---	IAI Social/Behavioral Science	3.0	<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>
Gen	MAT-211	Math Analysis	4.0				
<b>SEMESTER TOTALS</b>			<b>16.0</b>				

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# ENGLISH

## (AA.ENG) ASSOCIATE IN ARTS

The English transfer program emphasizes literature, writing, and related areas and is designed to provide a solid background for work at the junior and senior levels in English.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway or		Gen	HUM-181	Intro to Film Appreciation	3.0
Gen	ENG-120	Composition I	3.0	Gen	PHI-280	Ethics	3.0
Gen	COM-111	Intro to Speech Communication	3.0	Gen	---	IAI Physical Science	3.0
Gen	PHI-270	Introduction to Philosophy	3.0	Ele	---	Transfer Elective	3.0
Gen	LIT-130	Intro to Literature	3.0	Gen	---	IAI Social/Behavioral Science	3.0
Gen	MAT-115	General Education Pathway or		Core	COM-200	Interpersonal Communication or	
Gen	MAT-116	General Education Math or		Core	COM-213	Intro to Group Discussion or	
Gen	MAT-124	Statistics Pathway or		Core	COM-220	Persuasive Speaking	3.0
Gen	MAT-125	Statistics	3.0	<b>SEMESTER TOTALS</b>			<b>18.0</b>
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>Second Semester</b>			
<b>Second Semester</b>				Ele	---	Transfer Elective	2.0
Gen	ENG-121	Composition II	3.0	Ele	FLG-141	Elem Spanish II or	
Core	LIT-147	Introduction to Fiction	3.0	Ele	HUM-120	Myths and Legends or	
Gen	HUM-150	Humanities Through the Arts	3.0	Ele	---	Transfer Elective	3.0
Gen	SOC-286	Racial and Ethnic Groups or		Gen	PHI-232	World Religions	3.0
Gen	---	IAI Social and Behavioral Science	3.0	Core	COM-165	Broadcast Writing	4.0
Gen	BIO-130	Environmental Science	4.0	Gen	PSY-271	Intr/Psychology or	
<b>SEMESTER TOTALS</b>			<b>16.0</b>	Gen	---	IAI Social/Behavioral Science	3.0
				<b>SEMESTER TOTALS</b>			<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Salisa Olmsted**

**Faculty Email: [shortens@lakelandcollege.edu](mailto:shortens@lakelandcollege.edu)**

**Faculty Phone: 217-234-5271**

# HISTORY

## (AA.HIS) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen HIS-155	History of the U.S. I	3.0
Gen ENG-120	Composition I *	3.0	Gen ESC-102	Weather and Climate or	
Gen MAT-124	Statistics Pathway or		Gen --- ---	IAI Physical Science	4.0
Gen MAT-125	Statistics	3.0	Gen MUS-150	Music in American History & Culture or	
Core HIS-250	Western Civil to 1660	3.0	Gen ART-250	Understanding Art	3.0
Gen PSY-271	Intr/Psychology	3.0	Gen POS-162	State/Local Govern	3.0
Gen POS-160	American National Government	3.0	Gen COM-111	Intro to Speech Communication	3.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Second Semester			Second Semester		
Gen ENG-121	Composition II	3.0	Core HIS-156	History of the U.S. II	3.0
Gen BIO-130	Environmental Science or		Core HIS-153	History/Culture of Third World	3.0
Gen --- ---	IAI Life Science	4.0	Gen SOC-280	Introduction to Sociology	3.0
Core HIS-252	West Civil/1660-Present	3.0	Ele --- ---	Elective IAI	8.0
Gen GEO-140	World Geography	3.0	<b>SEMESTER TOTALS</b>		<b>17.0</b>
Gen --- ---	IAI Social Science	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
<b>SEMESTER TOTALS</b>		<b>16.0</b>			

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Matthew Greider**

**Faculty Email: [mgreider@lakelandcollege.edu](mailto:mgreider@lakelandcollege.edu)**

**Faculty Phone: 217-234-5290**

# LIBERAL ARTS

## (AA.LAS) ASSOCIATE IN ARTS

The sequence below works for students seeking an associate degree to prepare for transfer to a university who wish to cover a broad selection of courses centered on the liberal arts.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway or		Core PHI-232	World Religions	3.0
Gen ENG-120	Composition I	3.0	Gen --- ---	IAI Physical Science	3.0
Gen MAT-116	General Education Math or		Gen PSY-271	Intr/Psychology	3.0
Gen MAT-115	General Education Pathway or		Core LIT-147	Introduction to Fiction	3.0
Gen MAT-124	Statistics Pathway or		Ele FLG-140	Elem Spanish I or	
Gen MAT-125	Statistics	3.0	Ele HUM-120	Myths and Legends or	
Core HUM-150	Humanities Through the Arts	3.0	Ele --- ---	Transfer Elective	3.0
Gen SOC-280	Introduction to Sociology	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Core PHI-270	Introduction to Philosophy	3.0			
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II	3.0	Core PHI-280	Ethics	3.0
Gen BIO-130	Environmental Science	4.0	Gen POS-264	Intro/Interntnl Relations	3.0
Core HUM-181	Intro to Film Appreciation	3.0	Ele FLG-141	Elem Spanish II or	
Core LIT-130	Intro to Literature	3.0	Ele --- ---	Transfer Elective	3.0
Gen COM-111	Intro to Speech Communication	3.0	Ele SLN-200	Community Service or	
	<b>SEMESTER TOTALS</b>	<b>16.0</b>	Ele STA-200	Short Term Study Abroad or	
			Ele --- ---	Transfer Elective	3.0
			Ele ART-260	Art History I or	
			Ele ART-261	Art History II or	
			Ele --- ---	IAI Humanities/Fine Arts	3.0
			Ele --- ---	IAI Humanities/Fine Arts	3.0
				<b>SEMESTER TOTALS</b>	<b>18.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

**Call Counseling Services: 217-234-5232**  
**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Salisa Olmsted**  
**Faculty Email: [shortens@lakelandcollege.edu](mailto:shortens@lakelandcollege.edu)**  
**Faculty Phone: 217-234-5271**

# ASSOCIATE IN LIBERAL STUDIES

## (ALS.LIB) ASSOCIATE IN LIBERAL STUDIES

The Associate in Liberal Studies degree offers a flexible program to students who wish to combine traditional coursework with a variety of learning experiences to pursue their personal and professional goals. This degree has a minimal formal structure to ensure students acquire a basic liberal education. Remaining degree requirements may be satisfied through traditional coursework, independent study, proficiency examinations or life experience credit.

Students will work with the ALS advisor to develop an individualized plan for meeting the requirements of the degree. The student and advisor will determine the applicability of various types of credit-earning options to the student's situation and goals. The advisor will guide the student in selecting traditional coursework and in the process of documenting non-traditional coursework, such as experiential credit, to meet general education and elective requirements. Contact the ALS advisor for additional information.

### Degree Requirements

#### General Education Coursework Hours

- Communications Skills 6
- Mathematics or Science 7
- Social Science 3
- Humanities 3
- Humanities or Social Science 3

GENERAL EDUCATION TOTAL 22

#### Elective Coursework (may include) 42

- Baccalaureate or career level coursework up to 42
- INS 099 Portfolio Development 2
- Experiential Credit up to 32
- Proficiency Credit up to 32
- Independent Study up to 16

ELECTIVE TOTALS 42

Total Required for Degree 64

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Emily Hartke**

**Faculty Email: [ehartke@lakelandcollege.edu](mailto:ehartke@lakelandcollege.edu)**

**Faculty Phone: 217-234-5430**

# POLITICAL SCIENCE

## (AA.PS) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Gen	COM-111	Intro to Speech Communication	3.0
Gen	ENG-120	Composition I	3.0	Gen	ESC-102	Weather and Climate or	
Gen	PSY-271	Intr/Psychology	3.0	Gen	--- ---	IAI Physical Science	4.0
Gen	HIS-153	History/Culture of Third World	3.0	Gen	--- ---	IAI Fine Arts	3.0
Core	POS-160	American National Government	3.0	Gen	SOC-286	Racial and Ethnic Groups	3.0
Core	HIS-155	History of the U.S. I	3.0	Gen	HIS-252	West Civil/1660-Present	3.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>SEMESTER TOTALS</b>			<b>16.0</b>
Second Semester				Second Semester			
Gen	ENG-121	Composition II	3.0	Gen	HIS-156	History of the U.S. II	3.0
Gen	SOC-280	Introduction to Sociology	3.0	Gen	SOC-282	Social Problems or	
Gen	MAT-124	Statistics Pathway or		Gen	--- ---	IAI Social Science	3.0
Gen	MAT-125	Statistics	3.0	Gen	BIO-130	Environmental Science or	
Core	POS-162	State/Local Govern	3.0	Gen	--- ---	IAI Life Science	4.0
Ele	--- ---	Transfer Elective	5.0	Core	POS-264	Intro/Interntnl Rel	3.0
<b>SEMESTER TOTALS</b>			<b>17.0</b>	Ele	INS-299	Independent Study or	
				Ele	--- ---	Transfer Elective	3.0
				<b>SEMESTER TOTALS</b>			<b>16.0</b>
				<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Michael Rogers**

**Faculty Email: [srogers@lakelandcollege.edu](mailto:srogers@lakelandcollege.edu)**

**Faculty Phone: 217-234-5236**

# PSYCHOLOGY

## (AA.PSY) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Gen	--- ---	IAI Social Science
Gen	ENG-120	Composition I	Gen	SOC-280	Introduction to Sociology or
Ele	COM-200	Interpersonal Communication	Gen	--- ---	IAI Social Science
Gen	--- ---	IAI Physical Science	Gen	--- ---	IAI Fine Arts
Gen	PHI-280	Ethics or	Gen	--- ---	IAI Social Science
Gen	PHI-290	Intro to Logic or	Core	--- ---	PSY Elective
Gen	--- ---	IAI Humanities	Ele	--- ---	Transfer Elective
Core	PSY-271	Intr/Psychology	<b>SEMESTER TOTALS</b>		<b>18.0</b>
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>Second Semester</b>		
<b>Second Semester</b>			Ele	COM-111	Intro to Speech Communication
Gen	ENG-121	Composition II	Ele	--- ---	PSY Elective or
Gen	MAT-124	Statistics Pathway or	Ele	--- ---	Transfer Elective
Gen	MAT-125	Statistics or	Ele	--- ---	Transfer Elective
Gen	MAT-115	General Education Pathway or	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Gen	MAT-116	General Education Math	<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
Gen	--- ---	IAI Life Science			
Gen	--- ---	IAI Humanities			
Core	--- ---	PSY Elective			
<b>SEMESTER TOTALS</b>		<b>16.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Lara Bacino-Althaus**

**Faculty Email: [lbacino@lakelandcollege.edu](mailto:lbacino@lakelandcollege.edu)**

**Faculty Phone: 217-234-5292**

# RADIO BROADCASTING

## (CRT.RBRD) CERTIFICATE

Students will learn how to be a multi-skilled broadcaster capable of performing a wide variety of tasks performed at a radio station by participating in an intensive, hands-on program. Students will gain knowledge of sales, announcing, radio operations, and the practical/theoretical aspects of radio broadcasting. All coursework in the Radio Broadcasting certificate can be applied to an associate in applied science degree in Broadcast Communication.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core COM-150	Introduction to Broadcasting	3.0
Core COM-155	Radio-TV Announcing	3.0
Core COM-070	Radio Production Lab	5.0
Ele COM-180	Basic TV Production or	
Ele --- ---	COM Elective	3.0
SEMESTER TOTALS		14.0
Second Semester		
Core COM-160	Radio Station Operation	5.0
Core COM-165	Broadcast Writing	4.0
Core COM-175	Broadcast Sales	3.0
Core COM-185	Advanced Radio Production	4.0
SEMESTER TOTALS		16.0
TOTAL PROGRAM HOURS		30.0

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Gregory Powers

Faculty Email: [gpowers@lakelandcollege.edu](mailto:gpowers@lakelandcollege.edu)

Faculty Phone: 217-234-5335

# SOCIAL SCIENCE EDUCATION

(AA.SS) ASSOCIATE IN ARTS

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen HIS-155	History of the U.S. I	3.0
Gen ENG-120	Composition I	3.0	Gen ESC-102	Weather and Climate	4.0
Gen MAT-124	Statistics Pathway or		Gen MUS-150	Music in American History & Culture	3.0
Gen MAT-125	Statistics *	3.0	Core POS-264	Intro/Interntnl Rel	3.0
Gen HIS-250	Western Civil to 1660	3.0	Core EDU-200	Educational Psychology	3.0
Gen POS-160	American National Government	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
Core EDU-100	Introduction to Education	3.0			
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Gen HIS-156	History of the U.S. II	3.0
Gen BIO-130	Environmental Science or		Gen HIS-153	History/Culture of Third World	3.0
Gen BIO-100	Bio Science I	4.0	Gen --- ---	IAI Social Science	2.0
Gen HIS-252	West Civil/1660-Present	3.0	Core EDU-210	Diversity in Schools and Societies	3.0
Gen ECO-231	Principles of Economics I (Macro)	3.0	Gen ECO-232	Principles of Economics II (Micro)	3.0
Gen PSY-274	Child Development	3.0	Gen COM-111	Intro to Speech Communication	3.0
	<b>SEMESTER TOTALS</b>	<b>16.0</b>		<b>SEMESTER TOTALS</b>	<b>17.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

# SOCIOLOGY/SOCIAL WORK

## (AA.SSW) ASSOCIATE IN ARTS

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-120	Composition I	3.0	Gen --- ---	IAI Physical Science	3.0
Gen --- ---	IAI Life Science	4.0	Gen PHI-280	Ethics or	
Gen PSY-271	Intr/Psychology	3.0	Gen PHI-290	Intro to Logic or	
Core SOC-280	Introduction to Sociology	3.0	Gen -- ---	IAI Humanities	3.0
Gen HIS-153	History/Culture of Third World	3.0	Core SOC-286	Racial and Ethnic Groups	3.0
	<b>SEMESTER TOTALS</b>	<b>16.0</b>	Core SOC-284	Sociology/Deviant Behavior	3.0
Second Semester			Ele --- ---	Transfer Elective	3.0
Gen ENG-121	Composition II	3.0		<b>SEMESTER TOTALS</b>	<b>18.0</b>
Gen MAT-124	Statistics Pathway or		Second Semester		
Gen MAT-125	Statistics	3.0	Ele ANT-200	General Anthropology or	
Core SOC-290	Sociology of Family	3.0	Ele --- ---	IAI Social Science	3.0
Core SOC-288	Sociology of Sexuality & Gender	3.0	Gen ART-240	Art and Gender or	
Core SOC-282	Social Problems	3.0	Gen --- --	IAI Fine Arts	3.0
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Core PSY-277	Social Psychology	3.0
			Ele --- ---	Transfer Elective	6.0
				<b>SEMESTER TOTALS</b>	<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**  
**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Charles Jarrell**  
**Faculty Email: [cjarrell@lakelandcollege.edu](mailto:cjarrell@lakelandcollege.edu)**  
**Faculty Phone: 217-234-5331**

# TV FIELD/STUDIO PRODUCTION

## (NDP.TVFS) CERTIFICATE

Students will gain experience with the equipment used in studio and on-location television productions and learn to work as a director, non-linear editor, audio engineer, floor director, and camera operator. All coursework in this certificate program can be applied to an associate in applied science degree in Broadcast Communication.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core COM-150	Introduction to Broadcasting	3.0
Core COM-155	Radio-TV Announcing	3.0
Core COM-180	Basic TV Production	3.0
SEMESTER TOTALS		9.0
Second Semester		
Core COM-165	Broadcast Writing	4.0
Gen COM-111	Intro to Speech Communication	3.0
Core --- ---	Broadcast Internship or	
Core --- ---	COM Elective	3.0
SEMESTER TOTALS		10.0
TOTAL PROGRAM HOURS		19.0

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Gregory Powers

Faculty Email: [gpowers@lakelandcollege.edu](mailto:gpowers@lakelandcollege.edu)

Faculty Phone: 217-234-5335



# INFORMATION TECHNOLOGY



## INFORMATION TECHNOLOGY MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Information Technology Exploratory Area of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - INFORMATION TECHNOLOGY

## (MET.IT) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Information Technology area of study you will have the opportunity to explore a variety of majors that prepare you to sustain computer networks, write programming code to accomplish goals and translate creative ideas into digital platforms. Through a combination of faculty instruction and hands-on experiences, you'll learn the critical thinking and highly technical skills needed for a successful career in computers or application-related fields.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen PSY-271 Intr/Psychology	3.0
Gen COM-111 Intro to Speech Communication	3.0
Core CIS-160 Practical Software Applications	3.0
Core CIS-099 Introduction to Web Technology	3.0
<b>SEMESTER TOTALS</b>	<b>15.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>15.0</b>

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

# COMPUTER SYSTEMS

## (NDP.CT) CERTIFICATE

This program is designed for students who already have a background in computer technology and wish to sharpen their computer tech skills while working to obtain the CompTIA A+, Network +, while obtaining the national computer certification, Test Out certification.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core EET-057 Computer Systems Architecture	3.0
Core EET-077 PC Pro	4.0
Core EET-066 Network Pro *	4.0
<b>SEMESTER TOTALS</b>	<b>11.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>11.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Gary Lindley**

**Faculty Email: [glindley@lakelandcollege.edu](mailto:glindley@lakelandcollege.edu)**

**Faculty Phone: 217-234-5246**

# COMPUTER TECHNICIAN

## (CRT.COMTC) CERTIFICATE

The Computer Technician program prepares the student for entry into the broad field of computer repair and maintenance in a variety of areas such as personal computers, telecommunications, industrial and computer network systems. The program also prepares the student for A+ certification testing, test out certification, and standards of excellence set by the computer industry.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core EET-056	Electronic Circuit Design/Fabrication	3.0
Core EET-060	Computer Hardware	3.0
Core EET-081	Physical Computing W/ Rasp Pi	3.0
Gen APT-041	Applied Mathematics I	3.0
SEMESTER TOTALS		12.0
Second Semester		
Core CIS-079	Client Operating System *	3.0
Core EET-066	Network Pro *	4.0
Core EET-057	Computer Systems	3.0
Core APT-050	Electrical Principles and Practices	4.0
SEMESTER TOTALS		14.0
Summer Term		
Core EET-077	PC Pro *	4.0
SEMESTER TOTALS		4.0
TOTAL PROGRAM HOURS		30.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

Call Counseling Services: 217-234-5232

Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)

Faculty Contact: Gary Lindley

Faculty Email: [glindley@lakelandcollege.edu](mailto:glindley@lakelandcollege.edu)

Faculty Phone: 217-234-5246

# DESKTOP PUBLISHING

## (CRT.DPGD) CERTIFICATE

This certificate provides skills and knowledge to prepare students for entry level positions in the desktop publishing field. With a knowledge of desktop publishing software tools along with basic web technology and office software, graduates may fill various entry level positions in the desktop publishing field.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core CIS-088	Adobe Photoshop	3.0
Core CIS-092	Adobe Illustrator	3.0
Core CIS-099	Introduction to Web Technology	3.0
Core CIS-160	Practical Software Applications	3.0
Ele --- ---	BUS, CIS or ITT Elective	3.0
SEMESTER TOTALS		15.0
Second Semester		
Core CIS-090	Adobe InDesign +++	3.0
Core ITT-053	Digital Media Arts * +++	3.0
Core CIS-051	Designing for the Web * +++	3.0
Ele --- ---	BUS, CIS or ITT Elective	6.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		30.0

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

**Call Counseling Services: 217-234-5232**

**Email: [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu)**

**Faculty Contact: Marcy Satterwhite**

**Faculty Email: [msatterw@lakelandcollege.edu](mailto:msatterw@lakelandcollege.edu)**

**Faculty Phone: 217-234-5359**

# IT-COMPUTER APPLICATIONS

## (AAS.ITAPS) ASSOCIATE IN APPLIED SCIENCE

The concentration in Computer Applications provides students with entry-level skills necessary to work as a help-desk technician, software trainer or other computer professional. The student will be provided with a well-rounded computer curriculum featuring courses in application and graphics software, hardware, internet, web page design, networking, and programming.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-156	Computer Logic	3.0	Core CIS-056	Advanced Software Applications *	3.0
Core CIS-160	Practical Software Applications	3.0	Core CIS-049	Content Management Systems *	2.0
Core CIS-071	Introduction to Networking + +++++	2.0	Ele CIS-088	Adobe Photoshop or	
Core CIS-101	Internet Systems and Applications	2.0	Ele --- ---	CIS or ITT Elective *	3.0
Core CIS-099	Introduction to Web Technology	3.0	Ele CIS-092	Adobe Illustrator or	
Core BUS-142	Introduction to Business	3.0	Ele --- ---	CIS or ITT Elective *	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	Ele --- ---	CIS or ITT Elective *	3.0
<b>Second Semester</b>			<b>SEMESTER TOTALS</b>		<b>14.0</b>
Gen BUS-141	Business Communications or		<b>Second Semester</b>		
Gen COM-111	Intro to Speech Communication	3.0	Core BUS-079	Professional Development +++	3.0
Gen ENG-119	Composition I Pathway or		Gen --- ---	Social Science Elective	3.0
Gen ENG-120	Composition I	3.0	Gen --- ---	Social Science Elective	3.0
Gen MAT-090	Math for Computer Applications +++ or		Ele --- ---	CIS or ITT Elective *	3.0
Gen MAT 1---	Math Elective	3.0	Ele --- ---	CIS or ITT Elective *	3.0
Ele --- ---	CIS or ITT Elective *	3.0	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Ele --- ---	CIS or ITT Elective *	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>
<b>SEMESTER TOTALS</b>		<b>15.0</b>			

+ Course only offered fall semester

++++ Course offered in summer term only

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Phone: 217-234-5414**

# IT-COMPUTER APPLICATIONS

## (CRT.ITAPS) CERTIFICATE

The certificate in Computer Applications lays the foundation for entry level work as a help desk assistant or computer user. The course work is spread among the various information technology concentrations and allows for future completion of any of the IT degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

<b>FIRST YEAR</b>		
<b>First Semester</b>		<b>Hours</b>
Core CIS-156	Computer Logic	3.0
Core CIS-160	Practical Software Applications	3.0
Core CIS-071	Introduction to Networking + +++++	2.0
Core CIS-101	Internet Systems and Applications	2.0
Core CIS-099	Introduction to Web Technology	3.0
Core BUS-142	Introduction to Business	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>
<b>Second Semester</b>		
Ele --- ---	CIS or ITT Elective *	14.0
<b>SEMESTER TOTALS</b>		<b>14.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>30.0</b>

+ Course only offered fall semester

++++ Course offered in summer term only

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# IT-COMPUTER APPLICATIONS SPECIALIST

## (NDP.CMPAP) CERTIFICATE

This certificate provides the student with the theory and the practical applications of computers relating to both business areas and personal uses. Hands-on training is emphasized. Students seeking this certificate may do so for entry level skills needed to work with existing software or for personal applications.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core CIS-156 Computer Logic	3.0
Core CIS-160 Practical Software Applications	3.0
Ele --- CIS or ITT Elective	12.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

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# IT-COMPUTER GAME DEVELOPMENT

## (CRT.ITGD) CERTIFICATE

The certificate in Computer Game Development trains students in all phases of the game development process. Coursework includes design, programming, 2D and 3D animation and art. The certificate allows for some flexibility to add other specialty classes as well.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES	
First Semester		Hours	Ele	ITT-063 Innovation I 3.0
Core CIS-156	Computer Logic	3.0	Ele	ITT-064 Innovation II 3.0
Core CIS-062	Computer Game Development +	3.0	Ele	CIS-066 Digital Video Production 3.0
Core CIS-063	3-D Computer Animation +++	3.0	Ele	ITT-068 Digital Video Effects 3.0
Core ITT-053	Digital Media Arts +++	3.0		
Ele --- ---	CIS or ITT Elective	2.0		
SEMESTER TOTALS		14.0		
Second Semester				
Core ITT-066	Indie Game Development Lab +++	3.0		
Core CIS-162	Object-Oriented Programming I	3.0		
Core CIS-065	Advanced Game Development *	3.0		
Core CIS-069	Cross Platform Game Development ++++	3.0		
Core ITT-050	IT Game Development Cert Internship *	1.0		
Ele --- ---	CIS or ITT Elective	3.0		
SEMESTER TOTALS		16.0		
TOTAL PROGRAM HOURS		30.0		

+ Course only offered fall semester

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

++++ Course offered in summer term only

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**Faculty Phone: 217-234-5353**

# IT-DIGITAL MEDIA SPECIALIST

## (CRT.ITDMS) CERTIFICATE

The certificate in Digital Media trains a student to work at the nexus of web development, movie production and broadcast TV production. The skills required for complete development of a video production from concept to completed broadcast over the air or on the web will be covered.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	ITT-063 Innovation I	3.0
Core COM-180	Basic TV Production +	3.0	Ele	ITT-064 Innovation II	3.0
Core CIS-099	Introduction to Web Technology	3.0	Ele	CIS-066 Digital Video Production	3.0
Core CIS-066	Digital Video Production +	3.0	Ele	ITT-068 Digital Video Effects	3.0
Core ITT-053	Digital Media Arts +++	3.0			
Ele --- ---	CIS or ITT Elective	3.0			
SEMESTER TOTALS		15.0			
Second Semester		Hours			
Core CIS-067	Advanced Digital Video Production *	3.0			
Core CIS-063	3-D Computer Animation +++	3.0			
Core ITT-048	IT Digital Media Certificate Internship *	1.0			
Core ITT-068	Digital Video Effects *	3.0			
Core CIS-049	Content Management Systems	2.0			
Ele --- ---	CIS or ITT Elective	4.0			
SEMESTER TOTALS		16.0			
TOTAL PROGRAM HOURS		31.0			

+ Course only offered fall semester

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# IT-GRAPHIC DESIGN

## (AAS.DPGD) ASSOCIATE IN APPLIED SCIENCE

This program is designed to prepare graduates for careers requiring a solid knowledge of graphic design skills. Emphasis is placed on current graphic arts software for print and web page design techniques combined with marketing and the latest office technology trends. Students will design and create artwork for commercial publication and see the process through to print. Students may fill various positions as full-time graphic designers, desktop publishers, pre-press operators, or positions involving a blend of administrative office duties and graphic designing. Some students succeed as freelancers and open their own businesses. Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-088	Adobe Photoshop +	3.0	Core CIS-098	Advanced Desktop Skills * +	3.0
Core CIS-092	Adobe Illustrator +	3.0	Core CIS-056	Advanced Software Applications * +	3.0
Core CIS-099	Introduction to Web Technology	3.0	Core CIS-058	Specialized Software Applications * +	3.0
Core CIS-160	Practical Software Applications	3.0	Core CIS-049	Content Management Systems * +	2.0
Gen BUS-094	Business Math or		Core BUS-247	Principles of Marketing	3.0
Gen MAT-090	Math for Computer Applications	3.0	Gen BUS-141	Business Communications or	
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Gen COM-111	Intro to Speech Communication	3.0
			<b>SEMESTER TOTALS</b>		<b>17.0</b>
Second Semester			Second Semester		
Core CIS-090	Adobe InDesign +++	3.0	Core BUS-060	Automated Ofc Procedures * +++	3.0
Core ITT-053	Digital Media Arts * +++	3.0	Core BUS-079	Professional Development +++	3.0
Core CIS-051	Designing for the Web * +++	3.0	Core CIS-047	Graphic Design Capstone * +++	3.0
Core BUS-114	Advanced Formatting *	3.0	Gen ENG-095	Business English or	
Gen ART-250	Understanding Art or		Gen ENG-119	Composition I Pathway or	
Gen ART-110	2-D Design	3.0	Gen ENG-120	Composition I	3.0
	<b>SEMESTER TOTALS</b>	<b>15.0</b>	Gen SOC-280	Introduction to Sociology or	
			Gen PSY-271	Intr/Psychology	3.0
			<b>SEMESTER TOTALS</b>		<b>15.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>62.0</b>

+ Course only offered fall semester

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# IT-NETWORK ADMINISTRATION

## (AAS.ITNET) ASSOCIATE IN APPLIED SCIENCE

The concentration in Network Administration provides an intensive course of study that prepares a student to work in a business environment while maintaining or administering a microcomputer network. The core required classes cover general areas in information technology and the concentration classes cover both the physical network and operating system environment in great detail. Many of the classes can be used as preparation for various hardware, networking, and OS certifications from Microsoft, CompTIA, Cisco and others.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-160	Practical Software Applications	3.0	Core CIS-070	Network Security +	3.0
Core CIS-099	Introduction to Web Technology	3.0	Core CIS-084	Server Operating Systems +	3.0
Core CIS-156	Computer Logic	3.0	Core CIS-087	TCP/IP and Routing	3.0
Core EET-060	Computer Hardware or		Core CIS-073	Survey of Operating Systems	3.0
Core ITT-063	Innovation I	3.0	Gen --- ---	Social Science Elective	3.0
Ele --- ---	CIS or ITT Elective	2.0	Core BUS-142	Introduction to Business or	
	<b>SEMESTER TOTALS</b>	<b>14.0</b>	Ele --- ---	CIS or ITT Elective	3.0
				<b>SEMESTER TOTALS</b>	<b>18.0</b>
Second Semester			Second Semester		
Core CIS-079	Client Operating System +++	3.0	Core CIS-053	Wireless Networking +++	3.0
Core CIS-081	Networking Essentials	3.0	Core CIS-085	Adv Server Operating System +++	3.0
Core CIS-060	Project Management	2.0	Core CIS-089	Advanced Routing	3.0
Gen COM-111	Intro to Speech Communication	3.0	Core CIS-074	IT Seminar	1.0
Gen ENG-119	Composition I Pathway or		Core ITT-043	IT Network Admin Degree Internship	2.0
Gen ENG-120	Composition I	3.0	Gen --- ---	Social Science Elective	3.0
Gen MAT-090	Math for Computer Applications or		Ele --- ---	CIS or ITT Elective	2.0
Gen MAT 1---	Math Elective	3.0		<b>SEMESTER TOTALS</b>	<b>17.0</b>
	<b>SEMESTER TOTALS</b>	<b>17.0</b>		<b>TOTAL PROGRAM HOURS</b>	<b>66.0</b>
			SUGGESTED ELECTIVES		
Ele	ITT-064	Innovation II	3.0		
Ele	CIS-063	3-D Computer Animation	3.0		
Ele	CIS-066	Digital Video Production	3.0		
Ele	ITT-068	Digital Video Effects	3.0		
Ele	CIS-062	Computer Game Development	3.0		
Ele	ITT-066	Indie Game Development Lab	3.0		
Ele	CIS-069	Cross Platform Game Development	3.0		

+++ Course only offered spring semester

+ Course only offered fall semester

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# IT-NETWORK ADMINISTRATION

## (CRT.ITNET) CERTIFICATE

The certificate in Network Administration lays the foundation for entry level work as a network technician or PC technician. The course work is spread among the various information technology concentrations and allows for future completion of any of the IT degrees without complications. The certificate is excellent for supplementing another associate degree.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES	
First Semester		Hours	Ele	ITT-064 Innovation II 3.0
Core CIS-160	Practical Software Applications	3.0	Ele	CIS-063 3-D Computer Animation 3.0
Core CIS-156	Computer Logic	3.0	Ele	CIS-066 Digital Video Production 3.0
Core CIS-079	Client Operating System +++	3.0	Ele	ITT-068 Digital Video Effects 3.0
Core CIS-073	Survey of Operating Systems	3.0	Ele	CIS-062 Computer Game Development 3.0
Ele --- ---	CIS or ITT Elective	2.0	Ele	ITT-066 Indie Game Development Lab 3.0
<b>SEMESTER TOTALS</b>		<b>14.0</b>	Ele	CIS-069 Cross Platform Game Development 3.0
Second Semester				
Core CIS-081	Networking Essentials	3.0		
Core CIS-084	Server Operating Systems +	3.0		
Core CIS-099	Introduction to Web Technology	3.0		
Core EET-060	Computer Hardware or			
Core ITT-063	Innovation I	3.0		
Core ITT-042	IT Net Admin Cert Internship	1.0		
Ele --- ---	CIS or ITT Elective	3.0		
<b>SEMESTER TOTALS</b>		<b>16.0</b>		
<b>TOTAL PROGRAM HOURS</b>		<b>30.0</b>		

+++ Course only offered spring semester

+ Course only offered fall semester

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# IT-PROGRAMMING

## (AAS.ITPRO) ASSOCIATE IN APPLIED SCIENCE

The IT-Programming program provides the skills and knowledge to prepare students to enter the workforce in various software development positions. Through hands-on training and internship, graduates will be well-versed in using technologies essential for development, including front end and back end programming languages, version control, database management and project management.

Local working professionals provide input used to maintain the program with state-of-the-art technologies and industry best practices. Graduates will have the proper tools necessary to obtain an entry-level software engineer position.

The program follows the ever-evolving nature of technology, so requirements and course content will change over time. A degree audit determines specific degree/graduation requirements.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-156	Computer Logic	3.0	Core CIS-164	Object-Oriented Programming II	3.0
Core CIS-099	Introduction to Web Technology	3.0	Core ITT-072	Web Scripting II	3.0
Core CIS-095	Database Management	3.0	Core CIS-049	Content Management Systems	2.0
Core CIS-160	Practical Software Applications	3.0	Gen COM-111	Intro to Speech Communication	3.0
Gen ENG-119	Composition I Pathway * or		Gen --- ---	Social Science Elective	3.0
Gen ENG-120	Composition I *	3.0		<b>SEMESTER TOTALS</b>	<b>14.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Core ITT-070	Python	3.0	Core CIS-083	Systems Design	4.0
Core CIS-162	Object-Oriented Programming I	3.0	Core CIS-074	IT Seminar *	1.0
Core ITT-071	Web Scripting I	3.0	Core ITT-045	IT Programming Degree Internship *	2.0
Core CIS-060	Project Management	2.0	Gen --- ---	Social Science Elective	3.0
Gen MAT-090	Math for Computer Applications or		Ele --- ---	CIS or ITT Elective	6.0
Gen MAT 1--	IAI Mathematics *	3.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
Ele --- ---	CIS or ITT Elective	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>62.0</b>
	<b>SEMESTER TOTALS</b>	<b>17.0</b>			

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# IT-PROGRAMMING

## (CRT.ITPROG) CERTIFICATE

The certificate in IT-Programming lays the foundation for an entry-level career in a software development related job. The certificate is an excellent supplement for any IT program and can be applied toward completing other Information Technology degrees. The coursework provides the training for using technologies essential for software development, including front end and back end programming languages, version control, database management, web application development and project management.

The program follows the ever-evolving nature of technology, so requirements and course content will change over time. A degree audit determines specific degree/graduation requirements.

### FIRST YEAR

First Semester		Hours
Core CIS-156	Computer Logic	3.0
Core CIS-099	Introduction to Web Technology	3.0
Core CIS-095	Database Management	3.0
Core CIS-160	Practical Software Applications	3.0
Core CIS-049	Content Management Systems * +++	2.0
SEMESTER TOTALS		14.0
Second Semester		
Core ITT-070	Python	3.0
Core CIS-162	Object-Oriented Programming I	3.0
Core ITT-071	Web Scripting I	3.0
Core CIS-060	Project Management	2.0
Ele --- ---	CIS or ITT Elective	5.0
SEMESTER TOTALS		16.0
TOTAL PROGRAM HOURS		30.0

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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# IT-WEB DESIGN

## (AAS.ITWEB) ASSOCIATE IN APPLIED SCIENCE

The IT-Web Design program provides students with the skills and knowledge necessary to work independently or in business as a web designer. The program provides students with a design-focused curriculum featuring web design principles, graphics software, user experience and industry best practices.

The program follows the ever-evolving nature of technology, so requirements and course content will change over time. A degree audit determines specific degree/graduation requirements.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CIS-160	Practical Software Applications	3.0	Core CIS-095	Database Management or	
Core CIS-099	Introduction to Web Technology	3.0	Ele --- ---	Career Elective	3.0
Core CIS-049	Content Management Systems	2.0	Gen COM-111	Intro to Speech Communication	3.0
Core CIS-088	Adobe Photoshop *	3.0	Gen ENG-119	Composition I Pathway * or	
Core CIS-092	Adobe Illustrator *	3.0	Gen ENG-120	Composition I *	3.0
<b>SEMESTER TOTALS</b>		<b>14.0</b>	Gen --- ---	Social Science Elective	3.0
Second Semester			Core CIS-156	Computer Logic or	
Core CIS-051	Designing for the Web * +++	3.0	Ele --- ---	Career Elective	3.0
Core ITT-053	Digital Media Arts * +++	3.0	Ele --- ---	CIS or ITT Elective	2.0
Core CIS-090	Adobe InDesign +++	3.0	<b>SEMESTER TOTALS</b>		<b>17.0</b>
Core CIS-060	Project Management	2.0	Second Semester		
Ele BUS-142	Introduction to Business or		Gen MAT-090	Math for Computer Applications or	
Ele --- ---	Career Elective	3.0	Gen MAT 1--	Math Elective *	3.0
Ele --- ---	CIS or ITT Elective	2.0	Core CIS-074	IT Seminar *	1.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>	Core ITT-047	IT Web Technology Degree Internship *	2.0
			Gen --- ---	Social Science Elective	3.0
			Core ITT-071	Web Scripting I	3.0
			Ele --- ---	CIS or ITT Elective	3.0
			<b>SEMESTER TOTALS</b>		<b>15.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>62.0</b>

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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# IT-WEB DESIGN

## (CRT.ITWEB) CERTIFICATE

The IT-Web Design certificate lays the foundation for entry-level work as a page designer or related job. The coursework provides students with a focused design curriculum featuring web design principles, graphics software and industry best practices. The certificate is an excellent supplement for any IT program and can be applied to any IT degree.

The program follows the ever-evolving nature of technology, so requirements and course content will change over time. A degree audit determines specific degree/graduation requirements.

### FIRST YEAR

First Semester		Hours
Core CIS-160	Practical Software Applications	3.0
Core CIS-099	Introduction to Web Technology	3.0
Core CIS-049	Content Management Systems	2.0
Core CIS-088	Adobe Photoshop *	3.0
Core CIS-092	Adobe Illustrator *	3.0
<b>SEMESTER TOTALS</b>		<b>14.0</b>
<b>Second Semester</b>		
Core CIS-051	Designing for the Web * +++	3.0
Core ITT-053	Digital Media Arts * +++	3.0
Core CIS-090	Adobe InDesign +++	3.0
Core CIS-060	Project Management	2.0
Ele --- ---	CIS or ITT Elective	5.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>30.0</b>

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+++ Course only offered spring semester

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# MANUFACTURING



## MANUFACTURING MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

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# AREA OF STUDY - MANUFACTURING

## (MET.MANF) ASSOCIATE IN LIBERAL STUDIES

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Manufacturing area of study, you can convert your curiosity and interest in learning how things work into a successful career. You'll find a major designed around highly technical hands-on labs filled with the same equipment found in industry. Experienced faculty create educational experiences that equip you with the skills and knowledge to confidently investigate issues, find solutions, and create preventative measures for efficiency in operations.

### FIRST YEAR

First Semester	Hours
Gen ENG-050 Writing for Industry or	
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen APT-041 Applied Mathematics I or	
Gen MAT-130 College Algebra	3.0
Gen ECO-231 Principles of Economics I (Macro)	3.0
Gen COM-111 Intro to Speech Communication	3.0
Ele --- --- Career Elective	2.0
<b>SEMESTER TOTALS</b>	<b>14.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>14.0</b>

### SUGGESTED ELECTIVES

Ele WEL-057 Welding Fundamentals	2.5
Ele CAD-056 CAD I	2.0
Ele APT-050 Electrical Principles/Practice	4.0
Ele TEC-057 Introduction to Renewable Energy	3.0
Ele TEC-058 Alternative Energy	3.0
Ele IND-044 Fluid Power	3.0

Call Counseling Services: 217-234-5232

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# APPLIED ENGINEERING TECHNOLOGY

## (AAS.MECH) ASSOCIATE IN APPLIED SCIENCE

Mechatronics is a growing field that integrates electrical, mechanical, and digital control systems. Graduates create, maintain, and repair the latest equipment used in manufacturing and industrial settings. This program provides a combination of technical and scientific skills which enables graduates to work in a variety of settings. Instructional courses include: electricity, digital and linear circuits, numerical control, programmable logic controllers, as well as fluid power and mechanical systems.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core CAD-056	CAD I	2.0	Core EET-048	Digital Circuits	3.0
Core APT-050	Electrical Principles and Practices	4.0	Core EET-086	Prog Logic Controllers I	2.0
Core EET-056	Electronic Circuit Design/Fabrication	3.0	Core EET-081	Physical Computing W/ Rasp Pi	3.0
Gen APT-041	Applied Mathematics I or		Core EET-078	Applied Amplifier Circuits	3.0
Gen MAT-130	College Algebra	3.0	Core EET-057	Computer Systems	3.0
Gen ENG-050	Writing for Industry or		Core CAD-060	3D Solid Modeling	3.0
Gen ENG-098	Communications I or		<b>SEMESTER TOTALS</b>		<b>17.0</b>
Gen ENG-119	Composition I Pathway or		<b>Second Semester</b>		
Gen ENG-120	Composition I	3.0	Core EET-085	STEM Projects	2.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Core MET-084	Technical Mechanisms	3.0
<b>Second Semester</b>			Gen --- ---	Career Elective	3.0
Gen COM-111	Intro to Speech Communication	3.0	Core EET-075	HMI-Human Machine Interface	2.0
Core EET-076	Digital Logic	3.0	Gen ECO-231	Principles of Economics I (Macro) or	
Core APT-051	Solid State Devices & Applications	4.0	Gen --- ---	IAI Social Science Elective	3.0
Gen APT-042	Applied Mathematics II	2.0	Core IND-044	Fluid Power	3.0
Gen APT-043	Applied Mathematics III	2.0	<b>SEMESTER TOTALS</b>		<b>16.0</b>
<b>SEMESTER TOTALS</b>		<b>14.0</b>	<b>TOTAL PROGRAM HOURS</b>		<b>62.0</b>
SUGGESTED ELECTIVES					
Ele	CIM-044	Industrial Robotics			2.0
Ele	TEC-043	Industrial Safety			1.0
Ele	CAD-057	CAD II			3.0
Ele	CAD-061	3D Parametric Design			3.0
Ele	IND-054	Trouble Shooting and Preventative Maint			0.5

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# BASIC WELDING

## (NDP.BWEL) CERTIFICATE

This program provides an introduction to basic welding practices and skills including metal layout and cutting, SMAW, GMAW, and GTAW welding processes. Industrial safety and other skills such as blueprint reading are covered. This certificate is directly applicable to a more advanced welding certificate and a welding associate's degree.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Gen APT-041 Applied Mathematics I	3.0
Core TEC-040 Blueprint Reading for Industry I	2.5
Core TEC-043 Industrial Safety	1.0
Core WEL-056 Metal Cutting and Fabrication	2.0
Core WEL-057 Welding Fundamentals	2.5
<b>SEMESTER TOTALS</b>	<b>11.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>11.0</b>

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# ELECTRONIC CONTROL TECHNICIAN

## (CRTECT) CERTIFICATE

The Electronic Communication Certificate will provide training in cabling and fiber optics, analog and digital electronics, computers, data communication with basic routing skills. The student will receive hands-on training on wide range of electronic equipment.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

<b>FIRST YEAR</b>		
<b>First Semester</b>		<b>Hours</b>
Core EET-072	Relays and Control Circuits	2.0
Core APT-050	Electrical Principles and Practices	4.0
Gen ENG-050	Writing for Industry	3.0
Gen APT-041	Applied Mathematics I	3.0
Core EET-056	Electronic Circuit Design/Fabrication	3.0
Core EET-086	Prog Logic Controllers I	2.0
<b>SEMESTER TOTALS</b>		<b>17.0</b>
<b>Second Semester</b>		
Core APT-051	Solid State Devices & Applications	4.0
Core EET-075	HMI-Human Machine Interface	2.0
Core EET-087	Prog Logic Controllers II	2.0
Core CAD-056	CAD I	2.0
Core EET-066	Network Pro	4.0
<b>SEMESTER TOTALS</b>		<b>14.0</b>
<b>TOTAL PROGRAM HOURS</b>		<b>31.0</b>

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# ELECTRONICS ENGINEERING TECHNOLOGY

## (AAS.EET) ASSOCIATE IN APPLIED SCIENCE

The Electronic Engineering Technology program is designed to prepare the student for transfer to one of Indiana State University's or Southern Illinois University's electronic degree programs. Students completing the Electronic Engineering Technology degree program have the skills and knowledge to be employed in many different electronic fields. This program teaches a broad range of electronics such as radio frequency communication, microprocessors, digital and linear electronics.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core APT-050	Electrical Principles and Practices	4.0	Core EET-078	Applied Amplifier Circuits	3.0
Gen ENG-050	Writing for Industry or		Core EET-072	Relays and Control Circuits	2.0
Gen ENG-119	Composition I Pathway or		Core EET-086	Prog Logic Controllers I	2.0
Gen ENG-120	Composition I	3.0	Gen PHY-130	College Physics I	4.0
Core CAD-056	CAD I	2.0	Core EET-081	Physical Computing W/ Rasp Pi	3.0
Core EET-056	Electronic Circuit Design/Fabrication	3.0	Core EET-048	Digital Circuits	3.0
Gen MAT-130	College Algebra	3.0		<b>SEMESTER TOTALS</b>	<b>17.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Core EET-076	Digital Logic	3.0	Core EET-066	Network Pro	4.0
Core APT-051	Solid State Devices & Applications	4.0	Core EET-085	STEM Projects	2.0
Gen COM-111	Intro to Speech Communication	3.0	Gen PHY-131	College Physics II	4.0
Gen MAT-132	Trigonometry	3.0	Gen ECO-231	Principles of Economics I (Macro) or	
Core EET-057	Computer Systems	3.0	Gen --- ---	IAI Social Science Elective	3.0
	<b>SEMESTER TOTALS</b>	<b>16.0</b>	Ele --- ---	Transfer Elective	3.0
				<b>SEMESTER TOTALS</b>	<b>16.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
SUGGESTED ELECTIVES					
Ele	IND-044	Fluid Power			3.0
Ele	MAT-241	Analytical Geometry and Calculus I			5.0
Ele	ANT-200	General Anthropology			3.0

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Faculty Phone: 217-234-5341

# INDUSTRIAL MAINTENANCE

## (CRT.INDMT) CERTIFICATE

This program prepares students for entry level into the field of industrial maintenance. Emphasis is placed on such areas as machine shop, plumbing and electricity, as well as concentration of mechanically oriented course work. Nationwide, the industry needs skilled maintenance mechanics. For a person with training in industrial maintenance, a variety of jobs are available in many locations.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core TEC-043	Industrial Safety	1.0
Core TEC-040	Blueprint Reading for Industry I	2.5
Core APT-050	Electrical Principles	4.0
Core IND-044	Fluid Power	3.0
Gen APT-041	Applied Mathematics I	3.0
SEMESTER TOTALS		13.5
Second Semester		
Core MET-043	Motors and Generators	2.5
Core IND-043	Refrigeration Fundamentals	4.0
Core WEL-057	Welding Fundamentals	2.5
Core IND-052	Electrical Installation Procedures	2.5
Ele IND-042	Pipefitting Procedures	1.0
Core MTT-050	Intro to Machining Procedures	3.0
SEMESTER TOTALS		15.5
TOTAL PROGRAM HOURS		29.0

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# MANUFACTURING SKILLS I

## (NDP.MSP) CERTIFICATE

This certificate prepares graduates for entry level manufacturing positions. Emphasis is placed upon measurement, hydraulics, pneumatics, electric motors, and mechanical and electrical drives. Basic skills in blueprint reading and mathematics are also included in this program.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core TEC-043 Industrial Safety	1.0
Core TEC-046 Manufacturing Skills I	2.0
Core TEC-047 Manufacturing Skills II	2.0
Core TEC-049 Manufacturing Skills III	2.0
Core TEC-051 Manufacturing Skills IV	2.0
Gen APT-041 Applied Mathematics I	3.0
Core TEC-090 Education-To-Careers	3.0
Core TEC-055 Special Topics in Technology	1.0
<b>SEMESTER TOTALS</b>	<b>16.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>16.0</b>

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# MECHANICAL-ELECTRICAL TECHNOLOGY

## (AAS.MET) ASSOCIATE IN APPLIED SCIENCE

Mechanical Electrical Technology (MET) program is designed to give the student a wide background in mechanical and electrical skills. These skills and knowledge include welding, hydraulics, pneumatics, CAD, CNC, HVAC, AC/DC circuits, ladder logic, motors and PLCs. Technical electives are incorporated into this degree to allow the student to focus more concentration in an area of their interest (such as wind or solar). Graduates will be prepared for many different kinds of technical jobs for today and the future. Some of these employment opportunities include: CAD operator/designer, CNC operator/programmer, HVAC technician, maintenance technician, industrial electrician and service technician. A graduate with a MET degree will be prepared for high paying technical jobs that are available locally and nationwide.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR				SECOND YEAR			
First Semester		Hours		First Semester		Hours	
Gen	ENG-050	Writing for Industry or		Core	APT-051	Solid State Devices & Applications	4.0
Gen	ENG-119	Composition I Pathway or		Core	CIS-068	Computer Appl-Special Topics	2.0
Gen	ENG-120	Composition I	3.0	Core	CAD-056	CAD I	2.0
Core	TEC-040	Blueprint Reading for Industry I	2.5	Core	EET-072	Relays and Control Circuits	2.0
Core	IND-044	Fluid Power	3.0	Core	EET-086	Prog Logic Controllers I	2.0
Gen	APT-041	Applied Mathematics I or		Gen	ECO-231	Principles of Economics I (Macro) or	
Gen	MAT-130	College Algebra	3.0	Gen	--- ---	ECO Elective	3.0
Core	APT-050	Electrical Principles and Practices	4.0			<b>SEMESTER TOTALS</b>	<b>15.0</b>
		<b>SEMESTER TOTALS</b>	<b>15.5</b>				
Second Semester				Second Semester			
Core	IND-043	Refrigeration Fundamentals	4.0	Core	IND-054	Trouble Shooting and Preventative Maint	3.0
Core	MET-043	Motors and Generators	2.5	Core	CIM-060	CNC Machining	3.0
Gen	APT-042	Applied Mathematics II	2.0	Core	MET-084	Technical Mechanisms	3.0
Gen	APT-043	Applied Mathematics III	2.0	Gen	COM-111	Intro to Speech Communication or	
Core	IND-052	Electrical Installation Procedures	2.5	Gen	--- ---	IAI Social Science Elective or	
Core	MTT-050	Intro to Machining Procedures	3.0	Gen	SFS-101	Strategies for Success	2.0
Core	WEL-057	Welding Fundamentals	2.5	Ele	--- ---	Career Elective	2.0
		<b>SEMESTER TOTALS</b>	<b>18.5</b>	Ele	--- ---	Career Elective	2.0
						<b>SEMESTER TOTALS</b>	<b>15.0</b>
						<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
				SUGGESTED ELECTIVES			
Ele	TEC-043	Industrial Safety	1.0				
Ele	IND-042	Pipefitting Procedures	1.0				
Ele	EET-087	Prog Logic Controllers II	2.0				
Ele	EET-075	HMI-Human Machine Interface	2.0				
Ele	EET-069	Residential Wiring I	3.0				
Ele	CAD-057	CAD II	3.0				
Ele	CAD-059	Special Applications of CAD	3.0				
Ele	CAD-058	CAD Drafting Systems	2.0				
Ele	CAD-062	Introduction to Solidworks	2.0				
Ele	EET-057	Computer Systems Architecture	3.0				
Ele	WND-040	Introduction to Wind Technology	3.0				
Ele	EET-068	Photovoltaic Systems	3.0				

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# PLASTICS MANUFACTURING TECHNICIAN

## (CRT.PLMT) CERTIFICATE

This certificate prepares students for entry level jobs in the plastics industry. Significant time with injection and extrusion molding processes and equipment coupled with basic maintenance and automation skills allows for several positions in plastics manufacturing.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core APT-041	Applied Mathematics I	3.0
Core APT-050	Electrical Principles and Practices	4.0
Core PLM-040	Introduction to Plastics *	3.0
Core TEC-043	Industrial Safety *	1.0
Core TEC-040	Blueprint Reading for Industry I	2.5
Core CIM-044	Industrial Robotics	2.0
SEMESTER TOTALS		15.5
Second Semester		
Core PLM-041	Injection Molding	3.0
Gen ENG-050	Writing for Industry	3.0
Core PLM-042	Extrusion Forming	3.0
Core IND-060	Industrial Valves	3.0
Core TEC-076	Inspection and Quality Control	3.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		30.5

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# PROGRAMMABLE LOGIC CONTROLLERS

## (NDP,PLC) CERTIFICATE

This program is designed for students who already have a background in electrical or electronic skills and wish to obtain specialized skills in PLC programming.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
Core EET-086 Prog Logic Controllers I	2.0
Core EET-087 Prog Logic Controllers II	2.0
Core EET-075 HMI-Human Machine Interface	2.0
<b>SEMESTER TOTALS</b>	<b>6.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>6.0</b>

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# RENEWABLE ENERGY

## (AAS.RNRG) ASSOCIATE IN APPLIED SCIENCE

This program prepares students for entry level positions into the field of renewable energy technicians and technical maintenance. Emphasis is placed on "green" technologies including electricity, physics, chemistry, wind, photovoltaics, solar thermal, bioenergy, energy efficiency, and smart grid technology. There is a critical skill shortage of trained workers knowledgeable with issues relating specifically to renewable energy and who can troubleshoot renewable energy systems.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen APT-041	Applied Mathematics I or		Gen APT-043	Applied Mathematics III	2.0
Gen MAT-130	College Algebra	3.0	Gen COM-111	Intro to Speech Communication	3.0
Core APT-050	Electrical Principles and Practices	4.0	Core PHY-110	Concepts of Physics	4.0
Core IND-042	Pipefitting Procedures	1.0	Core EET-072	Relays and Control Circuits	2.0
Core TEC-043	Industrial Safety	1.0	Core EET-086	Prog Logic Controllers I	2.0
Core TEC-057	Introduction to Renewable Energy	3.0	Ele --- ---	Career Elective	2.0
Core WND-040	Introduction to Wind Technology	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
Second Semester			Second Semester		
Gen APT-042	Applied Mathematics II	2.0	Core TEC-064	Bioenergy	3.0
Gen ENG-050	Writing for Industry or		Core TEC-063	Electric Power Distribution	3.0
Gen ENG-098	Communications I or		Gen ECO-231	Principles of Economics I (Macro)	3.0
Gen ENG-119	Composition I Pathway or		Ele --- ---	Career Elective	3.0
Gen ENG-120	Composition I	3.0	Ele --- ---	Career Elective	3.0
Core TEC-058	Alternative Energy	3.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Core EET-068	Photovoltaic Systems	3.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.0</b>
Core IND-062	Rigging and Hoisting	1.0			
Core CIS-160	Practical Software Applications	3.0			
	<b>SEMESTER TOTALS</b>	<b>15.0</b>			
			SUGGESTED ELECTIVES		
			Ele CAD-056	CAD I	2.0
			Ele CIS-081	Networking Essentials	3.0
			Ele CIS-088	Adobe Photoshop	3.0
			Ele CIS-098	Advanced Desktop Skills	3.0
			Ele CIS-099	Introduction to Web Technology	3.0
			Ele EET-060	Computer Hardware	3.0
			Ele EET-075	HMI-Human Machine Interface	2.0
			Ele EET-087	Prog Logic Controllers II	2.0
			Ele IND-044	Fluid Power	3.0
			Ele MET-043	Motors and Generators	2.5
			Ele MTT-050	Intro to Machining Procedures	3.0
			Ele TEC-059	Energy Management	2.0
			Ele TEC-066	Resource Sustainability	3.0
			Ele TEC-068	Special Topics Renewable Energy	0.5
			Ele WEL-057	Welding Fundamentals	2.5
			Ele WND-041	Wind Technology Maintenance I	3.0
			Ele WEL-056	Metal Cutting and Fabrication	2.0

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# RENEWABLE ENERGY MANAGEMENT

## (CRT.REMG) CERTIFICATE

This program prepares students for entry level into the field of renewable energy sales, marketing, management, and administration. Emphasis is placed on "green" technologies including electricity, wind, photovoltaics, solar thermal, bioenergy, energy efficiency, and smart grid technology. There is a critical skill shortage of trained workers knowledgeable with issues relating specifically to renewable energy and who can act in support roles.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SUGGESTED ELECTIVES		
First Semester		Hours	Ele	CAD-056 CAD I	2.0
Core TEC-057	Introduction to Renewable Energy	3.0	Ele	CIS-081 Networking Essentials	3.0
Core BUS-142	Introduction to Business	3.0	Ele	CIS-088 Adobe Photoshop	3.0
Gen ENG-119	Composition I Pathway or		Ele	CIS-098 Advanced Desktop Skills	3.0
Gen ENG-120	Composition I or		Ele	CIS-099 Introduction to Web Technology	3.0
Gen BUS-141	Business Communications	3.0	Ele	EET-060 Computer Hardware	3.0
Core BUS-247	Principles of Marketing	3.0	Ele	EET-075 HMI-Human Machine Interface	2.0
Core CIS-160	Practical Software Applications	3.0	Ele	EET-087 Prog Logic Controllers II	2.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Ele	IND-044 Fluid Power	3.0
Second Semester			Ele	MET-043 Motors and Generators	2.5
Gen COM-111	Intro to Speech Communication	3.0	Ele	MTT-050 Intro to Machining Procedures	3.0
Core TEC-058	Alternative Energy	3.0	Ele	TEC-059 Energy Management	2.0
Ele --- ---	Suggested Elective	3.0	Ele	TEC-066 Resource Sustainability	3.0
Gen ECO-231	Principles of Economics I (Macro)	3.0	Ele	TEC-068 Sp Topics Renewable Energy	0.5
Core BUS-251	Principles of Management	3.0	Ele	WEL-056 Metal Cutting and Fabrication	2.0
<b>SEMESTER TOTALS</b>		<b>15.0</b>	Ele	WEL-057 Welding Fundamentals	2.5
<b>TOTAL PROGRAM HOURS</b>		<b>30.0</b>	Ele	WND-040 Introduction to Wind Technology	3.0
			Ele	WND-041 Wind Technology Maintenance I	3.0

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# RENEWABLE ENERGY TECHNICIAN

## (CRT.RENEW) CERTIFICATE

This program prepares students for entry level positions into the field of renewable energy technicians and technical maintenance. Emphasis is placed on "green" technologies including electricity, physics, chemistry, wind, photovoltaics, solar thermal, bioenergy, energy efficiency, and smart grid technology. There is a critical skill shortage of trained workers knowledgeable with issues relating specifically to renewable energy and who can troubleshoot renewable energy systems.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen APT 041	Applied Math I	3.0
Core APT-050	Electrical Principles/Practice	4.0
Core IND-042	Pipefitting Procedures	1.0
Core TEC-043	Industrial Safety	1.0
Core TEC-057	Introduction to Renewable Energy	3.0
Core WND-040	Introduction to Wind Technology	3.0
SEMESTER TOTALS		15.0

### Second Semester

Gen APT 042	Applied Math II	2.0
Gen ENG-050	Writing for Industry or	
Gen ENG-098	Communications I or	
Gen ENG-119	Composition I Pathway or	
Gen ENG-120	Composition I	3.0
Core TEC-058	Alternative Energy	3.0
Core EET-068	Photovoltaic Systems	3.0
Core IND-062	Rigging and Hoisting	1.0
Core CIS-160	Practical Software Applications	3.0
SEMESTER TOTALS		15.0
TOTAL PROGRAM HOURS		30.0

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Faculty Phone: 217-234-5313

# ROBOTIC & AUTOMATED MANUFACTURING

## (AAS.CIM) ASSOCIATE IN APPLIED SCIENCE

This program is designed to give the student a broad background in the basics of robotics, automation, mechanics, fluid power, CAD, electronics and computer applications in manufacturing. Graduates will be prepared for the manufacturing jobs of the future in positions such as CAD/CAM operator/designer, manufacturing engineering technician, quality control technician, robotics technician, CNC operator/programmer, CIM or Automation Technician. Employment opportunities exist in many types of manufacturing industries, service industries and consulting firms. Upon completion, students can also receive other industry recognized certificates from Lake Land, Fanuc, OSHA, AutoCad, Industrial Robotics, and others. Students planning to continue their education at Eastern Illinois University or Southern Illinois University to earn a bachelor's degree in Industrial or Engineering Technology should consult their advisor/counselor for course requirements and substitutions.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen APT-041	Applied Mathematics I or		Core EET-086	Prog Logic Controllers I	2.0
Gen MAT-130	College Algebra	3.0	Gen ECO-231	Principles of Economics I (Macro) or	
Core CAD-056	CAD I	2.0	Gen --- ---	IAI Social Science Elective	3.0
Core APT-050	Electrical Principles and Practices	4.0	Core CIM-092	Computer-Aided Manufacturing	3.0
Gen ENG-050	Writing for Industry or		Core IND-044	Fluid Power	3.0
Gen ENG-098	Communications I or		Core TEC-070	Properties of Metal	2.5
Gen ENG-119	Composition I Pathway or		Core EET-072	Relays and Control Circuits	2.0
Gen ENG-120	Composition I	3.0	<b>SEMESTER TOTALS</b>		<b>15.5</b>
Core CIM-044	Industrial Robotics	2.0	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>14.0</b>	Core EET-087	Prog Logic Controllers II	2.0
<b>Second Semester</b>			Core CAD-062	Introduction to Solidworks	2.0
Gen APT-042	Applied Mathematics II	2.0	Core MET-084	Technical Mechanisms	3.0
Gen APT-043	Applied Mathematics III	2.0	Core CIM-094	Computer Integrated Manf	3.0
Core CAD-057	CAD II	3.0	Gen SOS-052	Workplace Communication and Safety or	
Core MTT-050	Intro to Machining Procedures	3.0	Gen COM-111	Intro to Speech Communication	3.0
Core CIM-060	CNC Machining	3.0	Core EET-075	HMI-Human Machine Interface	2.0
Core WEL-057	Welding Fundamentals	2.5	<b>SEMESTER TOTALS</b>		<b>15.0</b>
<b>SEMESTER TOTALS</b>		<b>15.5</b>	<b>TOTAL PROGRAM HOURS</b>		<b>60.0</b>

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Faculty Phone: 217-234-5316

# SUSTAINABLE ENERGY

## (NDP.SNRG) CERTIFICATE

The Sustainable Energy certificate is a broad survey of the emerging technologies for renewable and alternative energy and the potential for their development and use. Students will be able to describe the types of renewable and alternative energy, how it is generated, and the potential for energy development. Completing the certificate will develop a foundational understanding of renewable energy that can be used for more advanced coursework or to gain entry-level employment in the emerging green technology field.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core TEC-057	Introduction to Renewable Energy	3.0
SEMESTER TOTALS		3.0
Second Semester		
Core TEC-058	Alternative Energy	3.0
SEMESTER TOTALS		3.0
TOTAL PROGRAM HOURS		6.0

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# WELDING

## (AAS.WEL) ASSOCIATE IN APPLIED SCIENCE

This program provides experiences which enable students to develop competencies necessary for employment in welding and other related occupations. Emphasis throughout the program is placed on developing skills in the following areas: safety, metal identification, metal cutting processes, machining, blueprint reading, OAW, SMAW, GMAW, GTAW (including stainless steel and aluminum). Students will gain valuable hands-on experience as they complete a minimum of 375 clock hours of Supervised Occupational Experience at an industry location.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen APT-041	Applied Mathematics I or		Core WEL-060	Gas Metal Arc Welding III	3.0
Gen MAT-130	College Algebra	3.0	Core WEL-053	Gas Tung Arc Welding/Alum	4.0
Core TEC-040	Blueprint Reading for Industry I	2.5	Core WEL-054	Gas Tung Arc/Ss	2.0
Core TEC-043	Industrial Safety	1.0	Core MTT-050	Intro to Machining Procedures	3.0
Core TEC-070	Properties of Metal	2.5	Core WEL-049	Shielded Metal Arc Welding III	3.0
Core WEL-056	Metal Cutting and Fabrication	2.0		<b>SEMESTER TOTALS</b>	<b>15.0</b>
Core WEL-057	Welding Fundamentals	2.5	<b>Second Semester</b>		
Gen ECO-231	Principles of Economics I (Macro) or		Gen SOS-052	Workplace Communication/Safety	3.0
Gen --- ---	IAI Social Science Elective	3.0	Core WEL-055	Pipefitting & Welding	3.0
	<b>SEMESTER TOTALS</b>	<b>16.5</b>	Core IND-062	Rigging and Hoisting	1.0
<b>Second Semester</b>			Gen --- ---	Communication Elective	3.0
Core WEL-047	Shielded Metal Arc Welding I	2.0	Core WEL-074	Welding S.O.E.	3.0
Core WEL-048	Shielded Metal Arc Welding II	3.0		<b>SEMESTER TOTALS</b>	<b>13.0</b>
Core WEL-058	Gas Metal Arc Welding I	2.0		<b>TOTAL PROGRAM HOURS</b>	<b>60.5</b>
Core WEL-059	Gas Metal Arc Welding II	3.0			
Core WEL-061	Gas Tungsten Arc Welding	3.0			
Gen ENG-050	Writing for Industry or				
Gen ENG-119	Composition I Pathway or				
Gen ENG-120	Composition I	3.0			
	<b>SEMESTER TOTALS</b>	<b>16.0</b>			

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# WELDING TECHNOLOGY

## (CRT.WEL) CERTIFICATE

This program provides experiences which enable students to develop competencies necessary for employment in and/or continued education in welding. Emphasis throughout the program is placed on developing skills in the following areas: blueprint reading, industrial safety, metal identification, metal cutting processes, OAW, SMAW, GMAW, GTAW.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Gen APT 041	Applied Math I	3.0
Core TEC-040	Blueprint Reading for Industry I	2.5
Core TEC-043	Industrial Safety	1.0
Core TEC-070	Properties of Metal	2.5
Core WEL-056	Metal Cutting and Fabrication	2.0
Core WEL-057	Welding Fundamentals	2.5
SEMESTER TOTALS		13.5
Second Semester		
Core WEL-047	Shielded Metal Arc Welding I	2.0
Core WEL-048	Shielded Metal Arc Welding II	3.0
Core WEL-058	Gas Metal Arc Welding I	2.0
Core WEL-059	Gas Metal Arc Welding II	3.0
Core WEL-061	Gas Tungsten Arc Welding	3.0
SEMESTER TOTALS		13.0
TOTAL PROGRAM HOURS		26.5

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# MATH AND SCIENCE



## MATH AND SCIENCE MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Math & Science Exploratory Area of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - MATH & SCIENCE

## (MET.MS) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Math & Science area of study, you will have the opportunity to explore a variety of majors that provide you with the foundational knowledge you need to succeed as you pursue advanced education in math, science, engineering, or medical fields. Faculty challenge you to expand your critical thinking skills beyond the tasks at hand. State-of-the-art lab equipment, including a cadaver lab, provide you with the lab assignments most students do not experience until their junior years. In this area, you'll study the building blocks that lead to both a rewarding and relevant career in the analytically and technologically complex world in which we live.

### FIRST YEAR

First Semester	Hours
Gen ENG-119 Composition I Pathway or	
Gen ENG-120 Composition I	3.0
Gen COM-111 Intro to Speech Communication	3.0
Gen BIO-100 Bio Science I	4.0
Gen CHM-150 General Chemistry I	4.0
Gen --- --- MAT 125 or higher	3.0
<b>SEMESTER TOTALS</b>	<b>17.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>17.0</b>

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# ASSOCIATE IN ENGINEERING SCIENCE

## (AES.ENGR) ASSOCIATE IN ENGINEERING SCIENCE

This curriculum is designed for students wanting to pursue a bachelor's degree in Engineering at the University of Illinois Champaign/Urbana. The University of Illinois requires specific minimum GPAs for entry into the various majors of engineering. Consult a counselor or academic advisor before registering.

Upon completion of this course sequence, engineering science students will receive an associate in engineering science degree.

Only courses with a course number of 100 or higher meet graduation requirements for the AES degree.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Gen PHY-141	University Physics II * +	4.0
Gen ENG-120	Composition I *	3.0	Ele PHY-239	Mechanics I * +	3.0
Gen ECO-231	Principles of Economics I (Macro)	3.0	Ele MAT-151	C Program W/Engineering Appl * +	3.0
Gen MAT-241	Analytical Geometry and Calculus I *	5.0	Ele MAT-255	Linear Algebra * +	3.0
Core TEC-103	Engineering Graphics	3.0	Gen --- ---	IAI Humanities	3.0
Gen CHM-150	General Chemistry I *	4.0		<b>SEMESTER TOTALS</b>	<b>16.0</b>
	<b>SEMESTER TOTALS</b>	<b>18.0</b>			
Second Semester			Second Semester		
Gen ENG-121	Composition II *	3.0	Ele PHY-142	University Physics III * +++	4.0
Gen ECO-232	Principles of Economics II (Micro) *	3.0	Ele MAT-243	Analytical Geometry and Calculus III * +++	4.0
Gen MAT-242	Analytical Geometry and Calculus II *	4.0	Ele MAT-245	Differential Equations * +++	3.0
Gen PHY-140	University Physics I * +++	4.0	Ele PHY-240	Mechanics II * +++	3.0
Ele CHM-151	General Chemistry II *	4.0	Gen --- ---	IAI Humanities	3.0
	<b>SEMESTER TOTALS</b>	<b>18.0</b>		<b>SEMESTER TOTALS</b>	<b>17.0</b>
				<b>TOTAL PROGRAM HOURS</b>	<b>69.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

+ Course only offered fall semester

**Call Counseling Services: 217-234-5232**

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**Faculty Phone: 217-234-5435**

# BIOSCIENCE NON-TEACHING

## (AS.BIOL) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, bioscience non-teaching students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Core	BIO-111	General Botany *	4.0
Gen	ENG-120	Composition I *	3.0	Core	CHM-243	Organic Chemistry I * +	4.0
Gen	COM-111	Intro to Speech Communication	3.0	Core	CHM-253	Organic Chemistry Lab I * +	1.0
Gen	BIO-100	Bio Science I	4.0	Gen	HIS-153	History/Culture of Third World or	
Gen	CHM-150	General Chemistry I *	4.0	Gen	--- ---	IAI Humanities	3.0
Gen	POS-160	American National Government or		Gen	MAT-241	Analytical Geometry and Calculus I *	5.0
Gen	--- ---	IAI Social/Behavioral Science	3.0	<b>SEMESTER TOTALS</b>			<b>17.0</b>
<b>SEMESTER TOTALS</b>			<b>17.0</b>	<b>Second Semester</b>			
<b>Second Semester</b>				Gen	ANT-200	General Anthropology or	
Gen	ENG-121	Composition II *	3.0	Gen	GEO-140	World Geography or	
Core	BIO-116	General Zoology *	4.0	Gen	--- ---	IAI Social Science	3.0
Gen	CHM-151	General Chemistry II *	4.0	Gen	--- ---	IAI Fine Arts	3.0
Gen	MAT-140	Algebra With Trigonometry *	5.0	Ele	CHM-244	Organic Chemistry II or	
<b>SEMESTER TOTALS</b>			<b>16.0</b>	Ele	--- ---	Transfer Elective	4.0
				Ele	CHM-254	Organic Chemistry Lab II * or	
				Ele	--- ---	Transfer Elective	1.0
				Ele	BIO-130	Environmental Science or	
				Ele	BIO-160	Introduction to Genetics or	
				Ele	BIO-212	Vertebrate Zoology	3.0
				<b>SEMESTER TOTALS</b>			<b>14.0</b>
				<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester"

SUGGESTED ELECTIVES			
Ele	BIO-130	Environmental Science	4.0
Ele	BIO-150	Biotechnology in Society	3.0
Ele	BIO-160	Introduction to Genetics	3.0
Ele	BIO-212	Vertebrate Zoology	3.0
Ele	BIO-225	Human Anatomy and Physiology I	4.0
Ele	BIO-245	Biology Seminar	1.0
Ele	MAT-125	Statistics	3.0

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Faculty Phone: 217-234-5237

# CHEMISTRY

## (AS.CHEM) ASSOCIATE IN SCIENCE

The program map below outlines the minimum degree requirements to earn an Associate of Science at Lake Land College. Additional credit hours may be required for successful transfer depending upon transfer institution of choice. Please speak to your advisor for additional guidance.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	CHM-150	General Chemistry I *	4.0	Ele	CHM-243	Organic Chemistry I * +	4.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Ele	CHM-253	Organic Chemistry Lab I * +	1.0
Gen	ENG-119	Composition I Pathway * or		Ele	PHY-141	University Physics II * +	4.0
Gen	ENG-120	Composition I *	3.0	Gen	COM-111	Intro to Speech Communication	3.0
Gen	---	IAI Humanities	3.0	Gen	---	IAI Fine Arts	3.0
Gen	--	IAI Social/Behavioral Science	3.0	<b>SEMESTER TOTALS</b>			<b>15.0</b>
<b>SEMESTER TOTALS</b>			<b>18.0</b>	<b>Second Semester</b>			
Gen	CHM-151	General Chemistry II *	4.0	Ele	CHM-244	Organic Chemistry II * +++	4.0
Gen	MAT-242	Analytical Geometry and Calculus II *	4.0	Ele	CHM-254	Organic Chemistry Lab II * +++	1.0
Gen	ENG-121	Composition II *	3.0	Ele	MAT-243	Analytical Geometry and Calculus III * +++	4.0
Ele	PHY-140	University Physics I * +++	4.0	Gen	---	IAI Social Science	3.0
<b>SEMESTER TOTALS</b>			<b>15.0</b>	Gen	BIO-100	Bio Science I	4.0
				<b>SEMESTER TOTALS</b>			<b>16.0</b>
				<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>
				SUGGESTED ELECTIVES			
				Ele	PHY-142	University Physics III	4.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

+ Course only offered fall semester

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# CLINICAL LABORATORY SCIENCE

## (AS.CLSC) ASSOCIATE IN SCIENCE

The following courses are recommended for Clinical Laboratory Science students. These courses meet the Clinical Laboratory Science transfer requirements of the Illinois Articulation Initiative. Upon completion of this course sequence, Clinical Laboratory Science students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	BIO-225	Human Anatomy and Physiology I *	4.0
Gen	ENG-120	Composition I *	3.0	Ele	CHM-243	Organic Chemistry I *	4.0
Gen	BIO-100	Bio Science I	4.0	Ele	CHM-253	Organic Chemistry Lab I *	1.0
Gen	CHM-150	General Chemistry I *	4.0	Gen	---	IAI Fine Arts	3.0
Gen	MAT-124	Statistics Pathway or		Ele	MAT-130	College Algebra *	3.0
Gen	MAT-125	Statistics *	3.0	<b>SEMESTER TOTALS</b>			<b>15.0</b>
Gen	PSY-271	Intr/Psychology or		<b>Second Semester</b>			
Gen	---	IAI Social Science	3.0	Ele	BIO-226	Human Anatomy and Physiology II *	4.0
<b>SEMESTER TOTALS</b>			<b>17.0</b>	Ele	---	Transfer Elective	3.0
<b>Second Semester</b>				Ele	---	Transfer Elective	1.0
Gen	ENG-121	Composition II *	3.0	Ele	BIO-116	General Zoology *	4.0
Ele	BIO-111	General Botany *	4.0	Gen	PHI-280	Ethics or	
Gen	CHM-151	General Chemistry II *	4.0	Gen	---	IAI Humanities	3.0
Gen	COM-111	Intro to Speech Communication	3.0	<b>SEMESTER TOTALS</b>			<b>15.0</b>
Gen	ANT-200	General Anthropology or		<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>
Gen	---	IAI Social Science	3.0	<b>SUGGESTED ELECTIVES</b>			
<b>SEMESTER TOTALS</b>			<b>17.0</b>	Ele	CHM-244	Organic Chemistry II *	4.0
				Ele	CHM-254	Organic Chemistry Lab II *	1.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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**Faculty Phone: 217-234-5419**

# CONSERVATION/PRE-FORESTRY

## (AS.CONSF) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, conservation/pre-forestry students will receive an associate in science degree.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	BIO-111	General Botany *	4.0
Gen	ENG-120	Composition I *	3.0	Gen	MUS-150	Music in American History & Culture	3.0
Gen	MAT-130	College Algebra * ^^	3.0	Ele	ESC-106	Introduction to Geographic Info Systems	4.0
Gen	BIO-100	Bio Science I	4.0	Gen	HIS-153	History/Culture of Third World or	
Gen	CHM-120	General, Organic and Biochemistry I +	4.0	Gen	--- ---	IAI Humanities	3.0
Gen	ECO-231	Principles of Economics I (Macro)	3.0			<b>SEMESTER TOTALS</b>	<b>14.0</b>
		<b>SEMESTER TOTALS</b>	<b>17.0</b>				
Second Semester				Second Semester			
Gen	ENG-121	Composition II *	3.0	Gen	MAT-125	Statistics *	3.0
Ele	BIO-116	General Zoology *	4.0	Ele	BIO-212	Vertebrate Zoology * +++	3.0
Gen	ECO-232	Principles of Economics II (Micro) *	3.0	Gen	BIO-130	Environmental Science	4.0
Ele	BIO-160	Introduction to Genetics	3.0	Ele	AGR-205	Intro/Soil Science	4.0
Gen	COM-111	Intro to Speech Communication	3.0	Gen	POS-160	American National Government or	
		<b>SEMESTER TOTALS</b>	<b>16.0</b>	Gen	--- ---	IAI Social/Behavioral Science	3.0
						<b>SEMESTER TOTALS</b>	<b>17.0</b>
						<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
				SUGGESTED ELECTIVES			
				Ele	ESC-114	Adv Geographic Info Systems *	3.0
				Ele	ANT-200	General Anthropology	3.0
				Ele	GEO-140	World Geography	3.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

^^ Consult Academic Advisor for appropriate course

+ Course only offered fall semester

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5418**

# CONSERVATION/PRE-WILDLIFE

## (AS.CONSW) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, conservation/pre-wildlife students will receive an associate in science degree.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	BIO-116	General Zoology *	4.0
Gen	ENG-120	Composition I *	3.0	Ele	BIO-130	Environmental Science	4.0
Gen	BIO-100	Bio Science I	4.0	Ele	CHM-243	Organic Chemistry I *	4.0
Gen	CHM-150	General Chemistry I *	4.0	Ele	CHM-253	Organic Chemistry Lab I	1.0
Ele	---	IAI Mathematics	3.0	Gen	HIS-153	History/Culture of Third World or	
		<b>SEMESTER TOTALS</b>	<b>14.0</b>	Gen	---	IAI Humanities	3.0
<b>Second Semester</b>				<b>SEMESTER TOTALS</b>			<b>16.0</b>
Gen	ENG-121	Composition II *	3.0	<b>Second Semester</b>			
Ele	BIO-111	General Botany *	4.0	Gen	---	IAI Fine Arts	3.0
Gen	CHM-151	General Chemistry II *	4.0	Gen	COM-111	Intro to Speech Communication	3.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Ele	BIO-212	Vertebrate Zoology * +++	3.0
Gen	POS-160	American National Government or		Gen	ANT-200	General Anthropology or	
Gen	---	IAI Social Science	3.0	Gen	GEO-140	World Geography or	
		<b>SEMESTER TOTALS</b>	<b>19.0</b>	Gen	---	IAI Social Science	3.0
				Gen	MAT-125	Statistics *	3.0
				<b>SEMESTER TOTALS</b>			<b>15.0</b>
				<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>
				SUGGESTED ELECTIVES			
Ele	ESC-106	Introduction to Geographic Info Systems	4.0				
Ele	MAT-140	Algebra With Trigonometry	5.0				

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

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# EARTH SCIENCE

## (AS.EASC) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, earth science students will receive an associate in science degree.

Consider earning a GIS certificate concurrently with this program. Consult your advisor.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Ele	ESC-104	Physical Geography
Gen	ENG-120	Composition I *	Gen	COM-111	Intro to Speech Communication
Gen	ESC-102	Weather and Climate	Gen	MAT-124	Statistics Pathway or
Gen	MAT-140	Algebra With Trigonometry	Gen	MAT-125	Statistics *
Ele	ESC-106	Introduction to Geographic Info Systems	Gen	---	IAI Fine Arts
Gen	GEO-140	World Geography	Ele	---	Transfer Elective
SEMESTER TOTALS		19.0	SEMESTER TOTALS		15.0
Second Semester		Hours	Second Semester		Hours
Gen	ENG-121	Composition II *	Ele	---	Transfer Elective
Gen	---	IAI Humanities	Gen	BIO-130	Environmental Science or
Gen	MAT-241	Analytical Geometry and Calculus I *	Gen	---	IAI Life Science
Ele	ESC-100	Physical Geology	Gen	---	IAI Social Science
Ele	ESC-114	Adv Geographic Info Systems or	Ele	---	Transfer Elective
Ele	---	Transfer Elective	SEMESTER TOTALS		12.0
SEMESTER TOTALS		18.0	TOTAL PROGRAM HOURS		64.0
SUGGESTED ELECTIVES					
Ele	CET-065	Data Collection for GIS Mapping	Ele	CET-065	Data Collection for GIS Mapping
Ele	GIS-095	Geospatial Technology Internship	Ele	GIS-095	Geospatial Technology Internship
Ele	CIS-160	Practical Software Applications	Ele	CIS-160	Practical Software Applications
Ele	CHM-111	Concepts of Chemistry	Ele	CHM-111	Concepts of Chemistry
Ele	PHY-110	Concepts of Physics	Ele	PHY-110	Concepts of Physics

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# ENVIRONMENTAL SCIENCE

## (AS. ENSC) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, environmental science students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	BIO-116	General Zoology *	4.0
Gen	ENG-120	Composition I *	3.0	Gen	ANT-200	General Anthropology or	
Gen	BIO-100	Bio Science I	4.0	Gen	GEO-140	World Geography or	
Gen	CHM-150	General Chemistry I *	4.0	Gen	--- ---	IAI Social Science	3.0
Ele	MAT ---	MAT Transfer Elective	3.0	Ele	CHM-243	Organic Chemistry I *	4.0
		<b>SEMESTER TOTALS</b>	<b>14.0</b>	Ele	CHM-253	Organic Chemistry Lab I *	1.0
Second Semester				Gen	HIS-153	History/Culture of Third World or	
Gen	ENG-121	Composition II *	3.0	Gen	--- ---	IAI Humanities	3.0
Ele	BIO-130	Environmental Science	4.0			<b>SEMESTER TOTALS</b>	<b>15.0</b>
Gen	CHM-151	General Chemistry II *	4.0	Second Semester			
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Gen	--- ---	IAI Fine Arts	3.0
Gen	POS-160	American National Government or		Gen	COM-111	Intro to Speech Communication	3.0
Gen	--- ---	IAI Social/Behavioral Science	3.0	Ele	BIO-212	Vertebrate Zoology *	3.0
		<b>SEMESTER TOTALS</b>	<b>19.0</b>	Ele	BIO-111	General Botany *	4.0
				Gen	MAT-125	Statistics *	3.0
						<b>SEMESTER TOTALS</b>	<b>16.0</b>
						<b>TOTAL PROGRAM HOURS</b>	<b>64.0</b>
				SUGGESTED ELECTIVES			
				Ele	ESC-106	Introduction to Geographic Info Systems	4.0
				Ele	MAT-140	Algebra With Trigonometry *	5.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# MATHEMATICS

## (AA.MATH) ASSOCIATE IN ARTS

Mathematics prepares the student to transfer to a senior institution with a major in mathematics.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	MAT-151	C Program W/Engineering Appl *	3.0
Gen	ENG-120	Composition I *	3.0	Ele	MAT-255	Linear Algebra *	3.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Gen	--- ---	IAI Humanities/Fine Arts	3.0
Gen	COM-111	Intro to Speech Communication	3.0	Gen	POS-160	American National Government or	
Gen	ECO-231	Principles of Economics I (Macro) or		Gen	--- ---	IAI Social Science	3.0
Gen	--- ---	IAI Social/Behavioral Science	3.0	Ele	--- ---	Transfer Elective	3.0
Gen	HIS-153	History/Culture of Third World or		<b>SEMESTER TOTALS</b>			<b>15.0</b>
Gen	--- ---	IAI Humanities	3.0	<b>Second Semester</b>			
<b>SEMESTER TOTALS</b>			<b>17.0</b>	Ele	MAT-243	Analytical Geometry and Calculus III *	4.0
<b>Second Semester</b>				Ele	--- ---	Transfer Elective	3.0
Gen	ENG-121	Composition II *	3.0	Ele	MAT-245	Differential Equations *	3.0
Ele	MAT-242	Analytical Geometry and Calculus II *	4.0	Gen	--- ---	IAI Life Science	3.0
Gen	PHY-140	University Physics I * or		Ele	--- ---	Transfer Elective	3.0
Gen	--- ---	IAI Physical Science	4.0	<b>SEMESTER TOTALS</b>			<b>16.0</b>
Gen	ECO-232	Principles of Economics II (Micro) or		<b>TOTAL PROGRAM HOURS</b>			<b>65.0</b>
Gen	--- ---	Social/Behavioral Science IAI	3.0	<b>SUGGESTED ELECTIVES</b>			
Gen	--- ---	IAI Fine Arts	3.0	Ele	MAT-125	Statistics	3.0
<b>SEMESTER TOTALS</b>			<b>17.0</b>	Ele	MAT-124	Statistics Pathway	4.0
				Ele	MAT-210	Finite Mathematics	3.0
				Ele	BUS-151	Financial Accounting	3.0
				Ele	BUS-152	Managerial Accounting	3.0
				Ele	CIS-156	Computer Logic *	3.0
				Ele	CIS-162	Object-Oriented Programming I *	3.0
				Ele	EDU-100	Introduction to Education	3.0
				Ele	ANT-200	General Anthropology	3.0
				Ele	GEO-140	World Geography	3.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# PHYSICS

## (AS.PHYS) ASSOCIATE IN SCIENCE

Upon completion of this course sequence, physics students will receive an associate in science degree.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Ele	CHM-150	General Chemistry I *	4.0	Gen	PHY-141	University Physics II * +	4.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Gen	COM-111	Intro to Speech Communication	3.0
Gen	ENG-119	Composition I Pathway * or		Gen	---	IAI Life Science	4.0
Gen	ENG-120	Composition I *	3.0	Ele	---	Physics/Math Elective	3.0
Gen	HIS-153	History/Culture of Third World or		Gen	---	IAI Fine Arts	3.0
Gen	---	IAI Humanities	3.0	<b>SEMESTER TOTALS</b>			<b>17.0</b>
<b>SEMESTER TOTALS</b>			<b>15.0</b>	<b>Second Semester</b>			
<b>Second Semester</b>				Ele	PHY-142	University Physics III * +++	4.0
Ele	CHM-151	General Chemistry II *	4.0	Ele	MAT-243	Analytical Geometry and Calculus III * +++	4.0
Gen	MAT-242	Analytical Geometry and Calculus II *	4.0	Ele	---	Physics/Math Elective	3.0
Gen	ENG-121	Composition II *	3.0	Gen	ANT-200	General Anthropology or	
Gen	PHY-140	University Physics I *	4.0	Gen	GEO-140	World Geography or	
Gen	POS-160	American National Government or		Gen	---	IAI Social/Behavioral Science	3.0
Gen	---	IAI Social/Behavioral Science	3.0	<b>SEMESTER TOTALS</b>			<b>14.0</b>
<b>SEMESTER TOTALS</b>			<b>18.0</b>	<b>TOTAL PROGRAM HOURS</b>			<b>64.0</b>
				SUGGESTED ELECTIVES			
Ele	MAT-245	Differential Equations * +++	3.0				
Ele	MAT-255	Linear Algebra * +	3.0				
Ele	PHY-239	Mechanics I * +	3.0				
Ele	PHY-240	Mechanics II * +++	3.0				

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

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**Faculty Phone: 217-234-5330**

# PRE-CHIROPRACTIC

## (AS.PCHI) ASSOCIATE IN SCIENCE

The following courses are recommended for Pre-Chiropractic students. Upon completion of this course sequence, pre-chiropractic students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			
First Semester			Hours
Gen	ENG-119	Composition I Pathway * or	
Gen	ENG-120	Composition I *	3.0
Gen	CHM-150	General Chemistry I *	4.0
Gen	BIO-100	Bio Science I	4.0
Gen	MAT-124	Statistics Pathway or	
Gen	MAT-125	Statistics *	3.0
Gen	COM-111	Intro to Speech Communication	3.0
SEMESTER TOTALS			17.0
Second Semester			
Gen	ENG-121	Composition II *	3.0
Ele	CHM-151	General Chemistry II *	4.0
Ele	PED-244	Kinesiology *	4.0
Gen	BIO-225	Human Anatomy and Physiology I *	4.0
Gen	PHI-280	Ethics or	
Gen	--- ---	IAI Humanities	3.0
SEMESTER TOTALS			18.0

SECOND YEAR			
First Semester			Hours
Ele	BIO-226	Human Anatomy and Physiology II *	4.0
Ele	PHY-130	College Physics I * + or	
Ele	--- ---	CHM Elective	4.0
Gen	--- ---	IAI Social/Behavioral Science	3.0
Ele	--- ---	IAI Mathematics	3.0
SEMESTER TOTALS			14.0
Second Semester			
Ele	--- ---	IAI Mathematics	5.0
Ele	PHY-131	College Physics II * +++	4.0
Gen	PSY-271	Intr/Psychology	3.0
Gen	--- ---	IAI Fine Arts	3.0
SEMESTER TOTALS			15.0
TOTAL PROGRAM HOURS			64.0

SUGGESTED ELECTIVES			
Ele	BIO-116	General Zoology	4.0
Ele	CHM-243	Organic Chemistry I	4.0
Ele	CHM-253	Organic Chemistry Lab I	1.0
Ele	CHM-244	Organic Chemistry II	4.0
Ele	CHM-254	Organic Chemistry Lab II	1.0
Ele	HED-178	Responding to Emergencies	2.0
Ele	AHE-041	Medical Terminology	3.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+++ Course only offered spring semester

+ Course only offered fall semester

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**Faculty Phone: 217-234-5238**

# PRE-DENTAL

## (AS.PDEN) ASSOCIATE IN SCIENCE

The following courses are recommended for Pre-Dentistry students. Upon completion of this course sequence, pre-dental students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	PHY-130	College Physics I *	4.0
Gen	ENG-120	Composition I *	3.0	Ele	CHM-243	Organic Chemistry I * +	4.0
Gen	BIO-100	Bio Science I	4.0	Ele	CHM-253	Organic Chemistry Lab I * +	1.0
Gen	CHM-150	General Chemistry I *	4.0	Gen	COM-111	Intro to Speech Communication	3.0
Gen	MAT-140	Algebra With Trigonometry *	5.0	Gen	--- ---	IAI Social/Behavioral Science	3.0
SEMESTER TOTALS			16.0	SEMESTER TOTALS			15.0
Second Semester				Second Semester			
Gen	ENG-121	Composition II *	3.0	Gen	PSY-271	Intr/Psychology	3.0
Gen	BIO-116	General Zoology *	4.0	Ele	BIO-111	General Botany *	4.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Gen	--- ---	IAI Fine Arts	3.0
Ele	CHM-151	General Chemistry II *	4.0	Gen	PHI-280	Ethics or	
SEMESTER TOTALS			16.0	Gen	--- ---	IAI Humanities	3.0
				Ele	PHY-131	College Physics II *	4.0
				SEMESTER TOTALS			17.0
				TOTAL PROGRAM HOURS			64.0
				SUGGESTED ELECTIVES			
Ele	CHM-244	Organic Chemistry II *	4.0				
Ele	CHM-254	Organic Chemistry Lab II *	1.0				

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

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# PRE-ENGINEERING

## (AS.PENG) ASSOCIATE IN SCIENCE

This degree is designed for students who do not plan to transfer to the University of Illinois. Students who are planning to transfer to the U of I should see the Engineering Science (AES.ENGR) degree program.

Upon completion of this course sequence, pre-engineering students will receive an associate in science degree. The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			
First Semester			Hours
Ele	CHM-150	General Chemistry I *	4.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0
Gen	ENG-119	Composition I Pathway * or	
Gen	ENG-120	Composition I *	3.0
Gen	ECO-231	Principles of Economics I (Macro)	3.0
SEMESTER TOTALS			15.0
Second Semester			
Gen	MAT-242	Analytical Geometry and Calculus II *	4.0
Gen	ENG-121	Composition II *	3.0
Gen	PHY-140	University Physics I *	4.0
Gen	--- ---	IAI Life Science	3.0
Gen	--- ---	IAI Humanities	3.0
SEMESTER TOTALS			17.0

SECOND YEAR			
First Semester			Hours
Gen	PHY-141	University Physics II *	4.0
Gen	COM-111	Intro to Speech Communication	3.0
Gen	--- ---	IAI Social/Behavioral Science	3.0
Ele	MAT-151	C Program W/Engineering Appl * +	3.0
Ele	PHY-239	Mechanics I * +	3.0
SEMESTER TOTALS			16.0
Second Semester			
Ele	MAT-245	Differential Equations * +++	3.0
Ele	PHY-240	Mechanics II * +++	3.0
Ele	MAT-243	Analytical Geometry and Calculus III * +++	4.0
Gen	--- ---	IAI Fine Arts	3.0
Ele	--- ---	Transfer Elective	3.0
SEMESTER TOTALS			16.0
TOTAL PROGRAM HOURS			64.0
SUGGESTED ELECTIVES			
Ele	TEC-103	Engineering Graphics	3.0
Ele	PHY-245	Solid Mechanics	3.0
Ele	CHM-151	General Chemistry II	4.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

+++ Course only offered spring semester

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# PRE-MEDICINE

## (AS.PMED) ASSOCIATE IN SCIENCE

The following courses are recommended for Pre-Medicine students. Upon completion of this course sequence, pre-medicine students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR				SECOND YEAR			
First Semester			Hours	First Semester			Hours
Gen	ENG-119	Composition I Pathway * or		Ele	PHY-130	College Physics I * +	4.0
Gen	ENG-120	Composition I *	3.0	Ele	CHM-243	Organic Chemistry I * +	4.0
Gen	BIO-100	Bio Science I	4.0	Ele	CHM-253	Organic Chemistry Lab I * +	1.0
Gen	CHM-150	General Chemistry I *	4.0	Gen	COM-111	Intro to Speech Communication	3.0
Gen	MAT-140	Algebra With Trigonometry *	5.0	Gen	--- ---	IAI Social/Behavioral Science	3.0
SEMESTER TOTALS			16.0	SEMESTER TOTALS			15.0
Second Semester				Second Semester			
Gen	ENG-121	Composition II *	3.0	Gen	PSY-271	Intr/Psychology	3.0
Ele	BIO-116	General Zoology *	4.0	Gen	--- ---	IAI Fine Arts	3.0
Gen	MAT-241	Analytical Geometry and Calculus I *	5.0	Ele	BIO-111	General Botany *	4.0
Ele	CHM-151	General Chemistry II *	4.0	Gen	PHI-280	Ethics or	
SEMESTER TOTALS			16.0	Gen	--- ---	IAI Humanities	3.0
				Ele	PHY-131	College Physics II	4.0
				SEMESTER TOTALS			17.0
				TOTAL PROGRAM HOURS			64.0
				SUGGESTED ELECTIVES			
Ele	CHM-244	Organic Chemistry II	4.0	Ele	CHM-244	Organic Chemistry II	4.0
Ele	CHM-254	Organic Chemistry Lab II	1.0	Ele	CHM-254	Organic Chemistry Lab II	1.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

+ Course only offered fall semester

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# PRE-NURSING: BSN TRANSFER

## (AA.PNUR) ASSOCIATE IN ARTS

The following courses are recommended for Pre-Nursing. This major prepares students to transfer directly to an institution offering a Bachelor's of Science in Nursing (BSN). Thus, this major differs from the AAS.ADN or CRT.PN majors. Students who plan to first complete the nursing program at Lake Land College, and are seeking admission to the Lake Land College Associate Degree in Nursing (RN) or Certificate in Practical Nursing (PN), should refer to the AAS.ADN or CRT.PN sections of the catalog.

This program follows Math Pathway #1. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Ele	BIO-226	Human Anatomy and Physiology II *
Gen	ENG-120	Composition I *	Gen	MAT-124	Statistics Pathway or
Gen	BIO-100	Bio Science I	Gen	MAT-125	Statistics *
Gen	PSY-271	Intr/Psychology	Gen	PHI-290	Intro to Logic or
Gen	COM-111	Intro to Speech Communication	Gen	---	IAI Humanities
Gen	CHM-120	General, Organic and Biochemistry I	Gen	SOC-280	Introduction to Sociology or
<b>SEMESTER TOTALS</b>		<b>17.0</b>	Gen	---	IAI Social Science
Second Semester			Ele	---	Transfer Elective
Gen	ENG-121	Composition II *	<b>SEMESTER TOTALS</b>		<b>16.0</b>
Ele	BIO-225	Human Anatomy and Physiology I *	Second Semester		
Ele	CHM-121	General, Organic and Biochemistry II *	Ele	BIO-235	Microbiology *
Ele	HED-102	Nutrition	Gen	---	IAI Fine Arts
Gen	PSY-279	Human Dev/Life Span	Gen	PHI-280	Ethics
<b>SEMESTER TOTALS</b>		<b>18.0</b>	Ele	---	Transfer Elective
			<b>SEMESTER TOTALS</b>		<b>13.0</b>
			<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
			SUGGESTED ELECTIVES		
Ele	AHE-041	Medical Terminology	Ele	AHE-041	Medical Terminology
Ele	HIS-153	History/Culture of Third World	Ele	HIS-153	History/Culture of Third World
Ele	POS-160	American National Government	Ele	POS-160	American National Government
Ele	CIS-160	Practical Software Applications	Ele	CIS-160	Practical Software Applications

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# PRE-PHARMACY

## (AS.PPHM) ASSOCIATE IN SCIENCE

The following courses are recommended for Pre-Pharmacy students. Upon completion of this course sequence, pre-pharmacy students will receive an associate in science degree.

The associate in science degree requires the completion of 64 credit hours. The sample course sequence below includes the required 64 credit hours plus additional courses recommended for this major.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen	ENG-119	Composition I Pathway * or	Ele	BIO-225	Human Anatomy and Physiology I *
Gen	ENG-120	Composition I *	Ele	---	Transfer Elective
Gen	BIO-100	Bio Science I	Ele	---	Transfer Elective
Gen	CHM-150	General Chemistry I *	Gen	COM-111	Intro to Speech Communication
Gen	PHI ---	Any PHI Course	Ele	PHY-130	College Physics I
Gen	MAT-124	Statistics Pathway or	<b>SEMESTER TOTALS</b>		<b>15.0</b>
Gen	MAT-125	Statistics *	<b>Second Semester</b>		
<b>SEMESTER TOTALS</b>		<b>17.0</b>	Ele	BIO-226	Human Anatomy and Physiology II
<b>Second Semester</b>			Ele	---	Transfer Elective
Gen	ENG-121	Composition II *	Ele	---	Transfer Elective
Ele	---	Transfer Elective	Gen	---	IAI Fine Arts
Ele	CHM-151	General Chemistry II *	Gen	---	IAI Social/Behavioral Science
Gen	PSY-271	Intr/Psychology or	<b>SEMESTER TOTALS</b>		<b>14.0</b>
Gen	SOC-280	Introduction to Sociology	<b>TOTAL PROGRAM HOURS</b>		<b>64.0</b>
Gen	MAT-241	Analytical Geometry and Calculus I *	<b>SUGGESTED ELECTIVES</b>		
<b>SEMESTER TOTALS</b>		<b>18.0</b>	Ele	BIO-111	General Botany *
			Ele	BIO-116	General Zoology *
			Ele	BIO-235	Microbiology *
			Ele	CHM-243	Organic Chemistry I *
			Ele	CHM-253	Organic Chemistry Lab I *
			Ele	CHM-244	Organic Chemistry II *
			Ele	CHM-254	Organic Chemistry Lab II

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# PRE-PHYSICAL THERAPY

## (AS.PPTH) ASSOCIATE IN SCIENCE

The following courses are recommended for Pre-Physical Therapy students. Upon completion of this course sequence, pre-physical therapy students will receive an associate in science degree.

This program follows Math Pathway #4. Math requirements for a specific major may vary from one institution to another. Please consult with an academic counselor or academic advisor to confirm the pathway that is applicable to your major and transfer institution.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Gen ENG-119	Composition I Pathway * or		Ele BIO-226	Human Anatomy and Physiology II *	4.0
Gen ENG-120	Composition I *	3.0	Ele PHY-130	College Physics I *	4.0
Gen CHM-150	General Chemistry I *	4.0	Gen --- ---	IAI Social/Behavioral Science	3.0
Gen BIO-100	Bio Science I	4.0	Gen MAT ---	Any MAT 100 or higher	3.0
Gen MAT-124	Statistics Pathway or		<b>SEMESTER TOTALS</b>		<b>14.0</b>
Gen MAT-125	Statistics *	3.0	<b>Second Semester</b>		
Gen COM-111	Intro to Speech Communication	3.0	Ele --- ---	Transfer Elective	3.0
<b>SEMESTER TOTALS</b>		<b>17.0</b>	Ele --- ---	Transfer Elective	2.0
<b>Second Semester</b>			Ele PHY-131	College Physics II *	4.0
Gen ENG-121	Composition II *	3.0	Gen PSY-271	Intr/Psychology	3.0
Ele CHM-151	General Chemistry II *	4.0	Gen --- ---	IAI Fine Arts	3.0
Ele PED-244	Kinesiology or		<b>SEMESTER TOTALS</b>		<b>15.0</b>
Ele --- ---	Transfer Elective	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>63.0</b>
Gen BIO-225	Human Anatomy and Physiology I *	4.0	<b>SUGGESTED ELECTIVES</b>		
Gen --- ---	IAI Humanities	3.0	Ele BIO-116	General Zoology *	4.0
<b>SEMESTER TOTALS</b>		<b>17.0</b>	Ele PED-244	Kinesiology *	4.0
			Ele HED-178	Responding to Emergencies	2.0
			Ele AHE-041	Medical Terminology	3.0
			Ele MAT-130	College Algebra	3.0

This is a sample list of major requirements. University requirements vary by institution. Consult a counselor or academic advisor before registering. Specific graduation requirements are identified through degree audit. Additional courses in reading, English and mathematics may be required based on placement scores.

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

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# TRANSPORTATION



## TRANSPORTATION MAJORS

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NOT SURE WHAT TO MAJOR IN? THERE ARE OPTIONS!

✓ **Choose the Transportation Exploratory Area of Study.**

Continue on your path to a college degree by earning college credit while exploring a variety of programs that prepare you for transfer or a career.

# AREA OF STUDY - TRANSPORTATION

## (MET.TRAN) CERTIFICATE

If you are unsure about choosing your college major, you can select an Exploratory Area of Study. This gives you the opportunity to explore academic options before deciding on a particular major. You'll also have the chance to work closely with an academic counselor to weigh the benefits of each major and develop a personalized education plan that fits your interests. Classes within each area of study have been carefully designed to allow you the chance to explore and move you forward toward your further educational and career goals.

In the Transportation area of study, you'll prepare for a career that keeps vehicles on the road and connects people and products to their destinations. If it's automotive you are interested in, you'll learn diagnostic, mechanical, and repair skills in a newly renovated service lab. In the CDL program, you'll prepare for an in-demand career as a truck driver, providing goods that keep our economy going.

### FIRST YEAR

First Semester	Hours
Core AUT-048 Intro to Automotive Technology	2.0
Gen APT-041 Applied Mathematics I	3.0
Core AUT-051 Electrical Systems I	4.0
Core AUT-050 Engine Repair	5.0
Core AUT-080 Steering and Suspension	4.0
<b>SEMESTER TOTALS</b>	<b>18.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>18.0</b>

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# AUTOMOTIVE TECHNOLOGY

## (AAS.AUTO) ASSOCIATE IN APPLIED SCIENCE

This degree prepares students with entry-level skills needed by technicians in the automotive industry. Students gain valuable hands on skills that builds confidence and knowledge needed to be successful. The curriculum is designed to prepare students for ASE (Automotive Service Excellence) certification. Instruction is provided by ASE certified instructors in a shop/lab that is equipped with modern equipment. Lab manual expense is approximately \$400. A list of recommended tools can be obtained from counselors or automotive instructors.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR			SECOND YEAR		
First Semester		Hours	First Semester		Hours
Core AUT-048	Intro to Automotive Technology +	2.0	Core AUT-059	Electrical Systems II * +	4.0
Gen APT-041	Applied Mathematics I or		Core AUT-081	Engine Performance II * +	5.0
Gen MAT-130	College Algebra	3.0	Gen ECO-130	The American Economy or	
Core AUT-051	Electrical Systems I +	4.0	Gen ECO-231	Principles of Economics I (Macro) or	
Core AUT-050	Engine Repair +	5.0	Gen ECO-232	Principles of Economics II (Micro)	3.0
Core AUT-080	Steering and Suspension +	4.0	Ele COM-111	Intro to Speech Communication or	
<b>SEMESTER TOTALS</b>		<b>18.0</b>	Ele COM-200	Interpersonal Communication	3.0
<b>Second Semester</b>			<b>SEMESTER TOTALS</b>		<b>15.0</b>
Gen --- ---	Social Science Elective	3.0	<b>Second Semester</b>		
Core AUT-053	Brake Systems +++	4.0	Core AUT-076	Auto Transmissions/Transaxles * +++	5.0
Core AUT-052	Engine Performance I +++	5.0	Core AUT-082	Manual Dr Train and Axles * +++	5.0
Gen ENG-050	Writing for Industry or		Core AUT-083	Engine Performance III * +++	2.0
Gen ENG-098	Communications I or		<b>SEMESTER TOTALS</b>		<b>12.0</b>
Gen ENG-120	Composition I	3.0	<b>TOTAL PROGRAM HOURS</b>		<b>66.0</b>
<b>SEMESTER TOTALS</b>		<b>15.0</b>	<b>SUGGESTED ELECTIVES</b>		
<b>Summer Term</b>			Ele SOS-052	Workplace Communication/Safety	3.0
Core AUT-054	Heating and Air Conditioning I * ++++	3.0	Ele PSY-271	Intr/Psychology	3.0
Core AUT-075	Supervised Occupational Experience * ++++	3.0			
<b>SEMESTER TOTALS</b>		<b>6.0</b>			

+ Course only offered fall semester

+++ Course only offered spring semester

\* There are prerequisites, course requisites, or minimum placement test scores for this course.

++++ Course offered in summer term only

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# AUTO MECHANIC I

## (CRT.AUTO) CERTIFICATE

This program prepares students with entry-level skills and knowledge of basic maintenance, electricity, engine and vehicle management systems, engine repair and brake systems needed in the automotive repair industry. Students gain valuable hands on knowledge to prepare them for a career as an automotive technician as well as ASE (Automotive Service Excellence) certification. Instruction is provided by ASE certified instructors with a shop/lab that is equipped with modern equipment. Lab manual expense is approximately \$340. A list of recommended tools can be obtained from counselors or automotive instructors. Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester		Hours
Core AUT-048	Intro to Automotive Technology +	2.0
Core AUT-050	Engine Repair +	5.0
Core AUT-051	Electrical Systems I +	4.0
Core AUT-080	Steering and Suspension +	4.0
SEMESTER TOTALS		15.0
Second Semester		
Core AUT-052	Engine Performance I +++	5.0
Core AUT-053	Brake Systems +++	4.0
Ele --- ---	Career Elective	3.0
SEMESTER TOTALS		12.0
TOTAL PROGRAM HOURS		27.0

### SUGGESTED ELECTIVES

Ele	AUT-076	Auto Transmissions/Transaxles	5.0
Ele	AUT-082	Manual Dr Train and Axles	5.0
Ele	WEL-062	Welding Blueprint Read/Layout	3.0
Ele	MTT-050	Intro to Machining Procedures	3.0
Ele	IND-044	Fluid Power	3.0

+ Course only offered fall semester

+++ Course only offered spring semester

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# COMMERCIAL TRUCK DRIVER TRAINING

## (NDP.CTDT) CERTIFICATE

Designed for individuals with little or no commercial driving experience, this program includes everything a student needs to obtain an entry level driving position in the trucking industry.

The Lake Land Commercial Truck Driver Training Program works with many trucking companies that will pre-hire students. Truck driving is one of the few occupations where students who complete training are almost certain to go to work immediately. Most students receive several job offers prior to completion of their training.

Training is conducted at the Lake Land College Workforce Development Center, 305 Richmond Ave. East, Mattoon, Illinois. For more information about the program, job opportunities and payment options, contact the program coordinator at 1-800-789-1282 or visit the website at [lakelandcollege.edu/cbi/cdl](http://lakelandcollege.edu/cbi/cdl).

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

First Semester	Hours
CDL-040 Commercial Truck Driver Trning	7.0
<b>SEMESTER TOTALS</b>	<b>7.0</b>
<b>TOTAL PROGRAM HOURS</b>	<b>7.0</b>

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#### IN THIS CHAPTER:

- ◆ ENROLLMENT REQUIREMENTS
- ◆ HOW TO ENROLL & REGISTER
- ◆ INTERNATIONAL STUDENTS

# ADMISSIONS

## ADMISSION POLICY

Lake Land College maintains an open-door admission policy that provides access to higher education for those individuals who can benefit from its comprehensive programs. Admission to the college does not ensure entrance into a particular course or program of study since applicants may have to meet specific requirements for entrance into certain programs. Preference must be given to qualified in-district students and those students from qualified regional programs.

Lake Land College does not deny admission to a person on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.

*Lake Land College admits students in the following categories:*

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College

without a high school diploma or GED diploma must “pass” a U.S. Department of Education approved standardized test.

5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.
7. Student in a program for a special group.
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in

which the student is enrolled and the College.

*A student must meet the following requirements to enroll as a Lake Land College gifted student:*

- a. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- b. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- c. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- d. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.

- e. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category above.

## ENROLLMENT REQUIREMENTS

### NON-DEGREE STUDENTS

Non-degree seeking students are those students who wish to enroll in courses at Lake Land College but are not pursuing a degree or certificate of 24 or more credit hours.

### DEGREE-SEEKING STUDENTS

Degree-seeking students are those students who are seeking a Lake Land College degree or certificate of 24 or more credit hours as follows:

1. Associate in Applied Science and/or Certificate Programs: Students must meet Lake Land College admission requirements. Certain programs have special admission entrance requirements that must be met prior to being accepted into the program. Refer to the specific program for admission requirements.
2. Associate in Liberal Studies: Students must meet Lake Land College admission requirements.
3. Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs: Students must meet Lake Land College admission requirements and the following minimum standards established by the State of Illinois for all programs leading to a baccalaureate degree. If at the time of admission it has not been determined from the applicant's final high school transcript that the high school course work has been satisfied, the student will be admitted on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate coursework.
  - a. Four (4) years of English (emphasizing written and oral communications and literature);
  - b. Three (3) years of social studies (emphasizing history and government);
  - c. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
  - d. Three (3) years of science (laboratory sciences); and
  - e. Two (2) years of electives in foreign languages, music, vocational education or art.

### COURSE PLACEMENT LEVEL DETERMINATION REQUIREMENTS PRIOR TO ENROLLMENT

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration. All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College considers multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses, may be required for specific courses in reading, English and, mathematics.

1. ACT or SAT college entrance exams: Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.
2. GED test scores: Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.
3. High school grade point average (GPA) and completion of four years of English and/or mathematics: Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.
4. Completion of high school transitional English and/or mathematics with a grade of C or better: Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.
5. Previous college credit: Students who have successfully completed thirty (30) semester hours of college course work in good standing at

a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

6. Completion of placement testing in reading, English and math: The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest. Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

### PREREQUISITES

Prerequisite checking is conducted at the time of registration for all reading (RDG), English (ENG) and mathematics (MTH) courses. Some English and mathematics courses have specific course prerequisites which must be met in addition to the initial course placement level requirements. Prerequisites are identified in the Course Descriptions section of the catalog and the Lake Land College website. Students will not be allowed to register for RDG, ENG and MTH courses for which they have not met the prerequisite.

**NOTE FOR ALL STUDENTS:** It is the student's responsibility to register properly each semester and to satisfy all graduation requirements. This includes meeting course prerequisites for registration. Students who register for a course without meeting the prerequisite may be removed from the course.

**NOTE FOR STUDENTS  
TRANSFERRING TO LAKE LAND  
FROM ANOTHER COLLEGE:**  
Transfer students who wish to enroll in advanced courses must present a college transcript documenting successful completion of prerequisite courses.

## ADMISSIONS & RECORDS HOURS

Admissions & Records is open from 8 a.m. to 5 p.m., Monday – Friday during the academic year and Monday through Thursday during the summer. Additional evening hours are provided by appointment and during specific registration periods. The office is located in the Student Services wing of the Luther Student Center. Hours are subject to change. Students can also contact Admissions & Records online at [lakelandcollege.edu](http://lakelandcollege.edu).

Admissions & Records' mission is to provide an array of quality services to students (potential, current and past) of all ages from matriculation to graduation. In providing these services staff will be sensitive to the needs of each student.

## HIGH SCHOOL STUDENTS

Students who are currently enrolled in high school and are at least 16 years of age may attend Lake Land College. Students who enroll in courses offered during the regular school day or those offered for high school credit, must receive prior approval of the chief executive officer of their high school. An additional application form is required of all high school students seeking admission to the college.

Students who are less than 16 years of age and are considered "gifted" by both their secondary school and Lake Land College, may attend Lake Land College. In addition to the regular application, a gifted application must be submitted.

Students who are 16 years of age or older and have severed their connections with a school system, as certified in writing by the chief executive officer of the high school district in which they have legal residence, will be eligible to attend Lake Land College. In addition to the usual admission materials, an additional application form will be required.

## TRANSCRIPTS

Transcripts of a student's complete academic record may be obtained through Admissions & Records or the Internet Registration and Information System (IRIS) in the Laker Hub at [lakelandcollege.edu](http://lakelandcollege.edu). All requests must contain the complete mailing address of the individual or institution to which the transcript should be sent.

The college reserves the right to withhold transcripts of persons who have unpaid financial obligations to the institution.

## TRANSCRIPT EVALUATION

An official evaluation of transcripts from Lake Land College or other regionally accredited colleges and universities is available to students by filing a transcript evaluation form at Admissions & Records. The form is also available online at [lakelandcollege.edu](http://lakelandcollege.edu). Student copies will not be evaluated. If an informal evaluation is done, the student assumes responsibility for course selection.

## RESIDENCY

*Students will be classified by residency according to the following provisions:*

### STATE RESIDENT

1. To be classified as a resident of the state, one must have occupied a dwelling within the state of Illinois for thirty (30) days immediately prior to the date established for classes to begin. Students who fail to meet the 30-day state residency requirement may not meet the requirement by attending classes at Lake Land College.
2. The following categories of people shall be classified as residents of Illinois without meeting the 30-day residency requirement:
  - a. Federal job corps workers stationed in Illinois.
  - b. Members of the armed forces stationed in Illinois.
  - c. Inmates of state correctional/rehabilitation institutions located in Illinois.
  - d. Students who are employed full-time in Illinois.

### DISTRICT RESIDENT

To be classified as a resident of District 517, one must have occupied a dwelling in the community college district for 30 days immediately prior to the date established to begin classes at Lake Land College. Students who fail to meet the 30-day district residency requirement may not meet that requirement by attending classes at the college for 30 days or more.

### OUT-OF-DISTRICT RESIDENT

*The following categories of people shall not be classified as residents of the district:*

1. Federal job corps workers stationed in the district.
2. Members of the armed forces stationed in the district.
3. Inmates of state or federal correctional/rehabilitation institutions located in the district.
4. Full-time students attending a post-secondary educational institution who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
5. Students who occupy a residence outside the district but who are employed by a firm located in the district.
6. Students attending the community college under the provisions of a chargeback or cooperative agreement with other community college districts.
7. Students on an F-1 visa.

### OTHER PROVISIONS

1. Persons who reside in the college district whose primary intent in obtaining such residence is not to attend the college shall be exempted from the 30-day state and/or district residency requirement if they demonstrate through documentation a verifiable interest in establishing a permanent residency.
2. Students who fail to meet the 30-day state and/or district residency requirement may meet that requirement upon presentation of a voter's registration card verifying in-district residency.
3. Any approved change in residency status is not retroactive to previous semesters or terms.
4. Documentation verifying state and district residency may include signed statements on the application as well as other requested documents.

## RESIDENCY FOR SPECIAL GROUPS OF STUDENTS

*The following groups of people are considered as in-district residents for tuition charges only:*

1. Students enrolled in courses taught at business and industry locations in the district.
2. Full-time students enrolled at Eastern Illinois University, except students on an F-1 visa, who will be classified as out-of-state.
3. International students on a F-1 visa who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school.

## RESIDENCY FOR SELECT INDIANA STUDENTS

Students who are legal residents of the Indiana counties of Vigo, Clay and parts of Parke and Vermillion south of U.S. Route 36, including high school districts that are either adjacent to or include Route 36 in their district boundaries, are eligible for a special tuition rate.

**Any approved change in residence status is not retroactive to previous semesters or terms.**

## DISTRICT RESIDENTS

*The following school districts are included in the Lake Land College district:*

Altamont	Newton
Arthur	(Grove District)
Lovington	North Clay
Atwood	(Northern Part)
Hammond	Oakland
Beecher City	Okaw Valley
Brownstown	Pana
Casey-Westfield	Paris
Charleston	Ramsey
Cowden-Herrick	Shelbyville
Cumberland	Shiloh
Dietrich	South Central
Effingham	(parts of)
Kansas	St. Elmo
Lovington	Stewardson-
Marshall	Strasburg
Martinsville	Sullivan
Mattoon	Teutopolis
Neoga	Windsor

## INTERNATIONAL STUDENTS

Lake Land College, in accordance with regulations of the U.S. Citizenship and Immigration Services, will admit citizens from other countries who meet the following admission requirements. International students are accepted on

the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population. All documents should be written in English or accompanied by an official English translation. International student information is also available online at the college homepage at [lakelandcollege.edu/international](http://lakelandcollege.edu/international).

## ADMISSION OF INTERNATIONAL STUDENTS

*The admission of international students will be determined based upon the following criteria:*

1. Completion of an International Student Application for Admission.
2. Submission of official transcripts showing completion of the equivalent of a high school (secondary) education.
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land College approved credential evaluation services.
4. Submission of a completed International Student Financial Affidavit and corresponding official bank statements or documentation supporting the ability to cover all expenses for an academic year. Tuition is charged at the out-of-state rates for international students, except students who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school, who will be charged tuition at the in-district rate.
5. Submission of proof of health insurance coverage. Students who do not provide proof of health insurance must immediately purchase a policy and submit documentation to the Director of International Studies Program.
6. Students who have satisfied the English Proficiency requirement will be allowed to enroll in regular academic courses without any support from the Intensive English Language Program.

Students who have not met the English proficiency requirement will be required to enroll in the Intensive English Language

Program until they are adequately prepared for regular academic courses. Assignment to the appropriate level will be based on Lake Land College placement testing prior to registration.

7. Completion of the Lake Land College placement test consisting of math, reading, and English or submission of ACT or SAT scores. This placement test will be deferred for students enrolled in the Intensive English Language Program.
8. Enrollment as a full-time student.
9. Students who already possess an F-1 visa and wish to transfer to Lake Land College must submit copies of current I-20 and F-1 visa.

**Enrollment in the 8-week summer IELP session does not allow advancement to the next level or to regular college classes. Summer students are required to continue in IELP through the subsequent fall semester at the least.**

## INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

The Intensive English Language Program (IELP) is designed to assist non-native speakers of English. The program provides beginning, intermediate and advanced instruction in reading, writing, and speaking. Students in the beginning and intermediate levels will be enrolled full-time in the program. Advanced level students may be co-enrolled in one regular college course with the approval of the counselor for international students.

Enrollment in the IELP is mandatory for students who have not taken the TOEFL test or who have scored less than 61 on the enhanced computer-based test. Prior to enrollment, IEL students will take the Michigan English Placement Test (MEPT) to be placed at the appropriate level. Once admitted to the program, students must attain grades of "C" or better in all IEL courses and reach the appropriate score on the post-test using the MEPT. Enrollment in the eight-week summer IELP session does not allow advancement to the next level or to regular college classes. Summer students are required to continue in IELP through the subsequent fall semester at the least.



#### IN THIS CHAPTER:

- ◆ FINANCIAL AID PROGRAMS
- ◆ SCHOLARSHIPS
- ◆ TUITION & FEES

# HOW TO PAY FOR COLLEGE

## PAYING FOR COLLEGE

There are several options for paying for college. Lake Land College recommends all students complete the FAFSA or Free Application for Federal Student Aid. Even students who do not believe they will qualify for financial aid should complete it because it is one of the steps required to receive a student loan and is strongly encouraged by the Lake Land College Foundation to be considered for a scholarship. Once students have submitted the FAFSA, Financial Aid will follow up with them regarding next steps.

#### TYPES OF ASSISTANCE:

1. Federal and state grants
2. Student loans
3. Federal Work Study
4. Lake Land College Foundation scholarships
5. Third-party scholarships

#### THOSE WHO DO NOT QUALIFY FOR STATE OR FEDERAL FINANCIAL GRANTS HAVE THREE OPTIONS:

1. **Pay the bill in full by the due date.** Payment can be made via mail, online in the Laker Hub, or in person at Accounting.
2. **Sign up for the Nelnet tuition payment plan.**
3. **Request a student loan.** Visit [lakelandcollege.edu/financialaid](http://lakelandcollege.edu/financialaid) and click on "Student Loans" for information about the Federal Direct Loan Program, eligibility requirements, and the three steps required to request a student loan at Lake Land College.

## NET PRICE CALCULATOR

The Net Price Calculator tool provides a broad estimate of how much students likely will have to pay out-of-pocket to enroll full-time at Lake Land College, after considering any grant or scholarship assistance they may be eligible to receive based on standardized inputs. It takes the student's cost of attendance (both direct and indirect costs) and subtracts the possible aid to provide a "bottom-line" dollar amount. The calculator is available on the Financial Aid page of the college website. Be sure to read through the caveats and disclaimers at the end.

## TUITION AND FEES

Tuition for credit courses is based on your legal place of residence and charged on a per semester credit hour rate. After registering for courses, students will be able to view their bill online through the Laker Hub. Students who do not pay the total amount due by the due date will have a block placed on their file prohibiting them from receiving transcripts, making schedule changes or registering for future semesters.

The college publishes the current tuition and fees rates on the website.

### COURSE FEES

Some courses require payment of a course fee. Course fee levels range from \$25 and higher and are listed in the Course Description section of this catalog.

### STUDENT ACTIVITY FEE

Students enrolling in on campus and Kluthe Center for Higher Education and Technology courses will be assessed a fee for each semester hour. No activity fee is charged for students enrolled in non-credit continuing education courses, other off campus courses and administratively determined contractual courses. The Student Life section of the catalog explains uses of this fee.

### SERVICE FEE

All students enrolled in college credit courses are required to pay a per semester hour service fee. This service fee is comprised of fees for library technology services, registration/program change services, health services, textbook rental services, funding major maintenance projects, extension center services, publication services and computer network/Internet services.

### COURSE MATERIALS

Lake Land College is among the few colleges and universities across the United States that have a rental system for books and course materials. It is estimated that full-time Lake Land students may save up to \$1,400 per year using the rental system versus purchasing their books. Course materials may be purchased at the request of the student. Refer to the textbook section of this catalog for more details.

### SENIOR CITIZENS

District 517 residents age 65 or over who have enrolled in a class for credit will have their tuition costs waived, at the current tuition rate, for each credit hour enrolled through the college; however, senior citizens will be responsible for the payment of applicable fees.

### TUITION FOR INDIANA RESIDENTS

The Lake Land College Board of Trustees provides a special tuition rate for Indiana residents of the counties of Vigo, Clay, and parts of Parke and Vermillion. Contact Admissions & Records for more information.

## TUITION CLASSIFICATION

Any change of tuition classification for students currently enrolled shall be determined by the Dean of Admission Services. Persons responsible for making tuition classification determinations are authorized to require such certificates, affidavits, documents, or other evidence as they deem necessary. In all cases, the burden of proof shall be upon the student making a claim to resident student status.

A student who provides false information or refuses or conceals information for the purpose of achieving resident status, or who fails to notify the Dean of Admission Services of a change of facts which might effect reclassification from resident to non-resident status, shall be required to pay retroactively any tuition fees which would normally have been charged and shall be subject to appropriate disciplinary action, including, but not necessarily limited to, dismissal from the college.

### CHANGES FROM NON-RESIDENT TO RESIDENT STATUS

It is the responsibility of the student to apply to the Dean of Admission Services for reclassification to resident status if the student believes that changes in facts justify such a reclassification. The college will not assume responsibility for initiating such an inquiry independently. The student may submit such an application in writing on a form approved by the Dean of Admission Services at any time after the appropriate domiciliary

requirements have been met, but no later than 30 days after the day on which classes begin for the session for which reclassification is requested.

### CHANGES FROM RESIDENT TO NON-RESIDENT STATUS

If a student is classified as a resident, either the student or the college may initiate a reclassification inquiry, based on changes in facts which would justify such an inquiry. An unemancipated resident student whose parents or legal guardian leave the district and establish domicile outside the district shall be reclassified to non-resident status, effective with the beginning of the next academic session following said change.

## TUITION PAYMENTS

Students may pay tuition and fees by cash, check, or bank card at Accounting in the Luther Student Center or online. Bills will be posted to students' accounts and can be viewed online in the Laker Hub. Students can also grant access to a third party to pay their bill through the Parent Portal. The college accepts Visa, MasterCard and Discover. A 2.5% convenience fee will apply.

### NELNET PAYMENT PLAN

Lake Land College offers the Nelnet payment plan that allows students to spread their tuition payments out over the semester as opposed to paying their bill in full. Normally, students are required to pay tuition in full by mid-term. If they do not, they are unable to register for classes the next semester or obtain transcripts and have to pay 1.5 percent interest on the balance due.

The Nelnet payment plan has a \$25 application fee and is available in the Laker Hub for current students. For more information regarding the Nelnet payment plan or how to sign up call 217-234-5375 or mbailey1292@lakelandcollege.edu.

### REFUNDS – INCLUDING FINANCIAL AID

Refund checks will be issued after the fourth week of class and mailed to the student's address on file or through an electronic refund. These checks will be for overpayments resulting from

dropped or canceled classes and any financial aid that can be disbursed directly to the student. After this initial disbursement, the accounting office will issue refunds biweekly.

*Tuition and fee charges will be reduced and any overpayments will be refunded 100 percent under the following conditions:*

- ♦ Class is cancelled by a college official.
- ♦ Classes meeting 12 weeks or longer – Students have through the first 10 instructional days of the semester
- ♦ Classes meeting 8-11 weeks – Students have through the first 5 instructional days of the semester/module
- ♦ Classes meeting 3-7 weeks – Students have through the first instructional day of the course
- ♦ Classes meeting less than 3 weeks – Students must drop prior to the first instructional day of the course
- \* Non-standard courses offered by IDOT QC/QA, the Center for Business and Industry and Community and Professional Programs require five (5) college business days' notice in advance of the first class meeting to receive 100% refund.

## DATES TO DROP A CLASS AND AVOID CHARGES

1. *The first 10 instructional days (5 instructional days for summer term) for semester-long classes in:*

### **Academic Year 2021-2022**

Fall 2021: August 23 to September 3  
Spring 2022: January 10 to January 24  
Summer 2022: June 6 to June 13

### **Mod 1 classes**

### **Academic Year 2021-2022**

Fall 2021: August 23 to August 27  
Spring 2022: January 10 to January 14

### **Mod 2 classes**

### **Academic Year 2021-2022**

Fall 2021: October 18 to October 22  
Spring 2022: March 14 to March 18

2. *For classes meeting less than a module in length, see college schedule of classes for listing of first official meeting.*

**No refund/repayment will be authorized for withdrawals or changes made after the respective drop period.**

*Additionally, no refund/repayment will be issued if:*

1. A student is withdrawn by the college for disciplinary reasons.
2. A student is withdrawn by the college for non-attendance.
3. A student has financial obligations to the college.

**Financial aid recipients should review the refund/repayment policy in the Student Financial Assistance section of the catalog.**

## ELECTRONIC REFUNDS

Refunds will be issued after the fourth week of class directly to the student. This can be done through paper checks sent to the student's address on record or through an ACH into the student's banking account of choice. Please contact the accounting office at 217-234-5214 for further information on ACHs.

## STUDENT FINANCIAL ASSISTANCE

### **FINANCIAL AID AND VETERAN SERVICES OFFICE LOCATION AND HOURS**

Lake Land College Financial Aid and Veteran Services is located in the Luther Student Center, room 203. Office hours are 8 a.m. to 5 p.m. Monday through Friday. (Summer office hours vary.) Additional hours are provided by appointment and during specific registration periods.

## MISSION STATEMENT

The mission of Lake Land College Financial Aid and Veteran Services is to assist students and their families in actively seeking college financial resources in the form of federal and state grants, work study, loans and and scholarships. This will be accomplished in a friendly, caring and helpful manner. Students and families will know that they have been served within regulatory guidelines and in the best manner possible.

## TITLE IV FINANCIAL AID PROGRAMS

Through the Higher Education Act of 1965 (HEA) as amended, Congress established the basic regulatory framework which governs the administration of federal financial

aid programs nationwide. The HEA is often referred to as Title IV. The programs included under Title IV and administered at Lake Land College include: the Federal Pell Grant Program (FPELL), the Federal College Work-Study Program (FCWSP), the Federal Supplemental Educational Opportunity Grant Program (FSEOG), the Federal Direct Loan Program (DL) and the Federal Parental Loan for Undergraduate Students (DPLUS). Also included in the financial aid programs administered by Lake Land College is the Illinois Monetary Award Program (MAP).

## VERIFICATION

Verification is the process by which documentation is used to determine the accuracy of the information that a student has provided when applying for financial aid. Financial Aid verifies data on all applications selected for verification by the U.S. Department of Education. An applicant cannot receive financial aid until the requested documentation is submitted and verification is completed. Applicants are urged to apply accurately to avoid delays in receiving financial aid.

## DETERMINING FINANCIAL AID ELIGIBILITY

Lake Land College administers comprehensive financial aid programs which include scholarships, grants, loans, and federal work-study employment. We believe persons should not be denied access to college due to financial circumstances. Students and their families are assisted by financial aid programs that help cover school expenses, including tuition and fees, room and board, books, supplies and transportation costs. Information concerning financial aid eligibility and application assistance may be obtained from Lake Land College Financial Aid and Veteran Services.

*To be eligible for Title IV financial aid programs at Lake Land College a student must:*

1. Have a high school diploma, GED or certificate of completion from a home-school program.
2. Be accepted and enrolled in a Title IV eligible degree or certificate program at Lake Land College. Certificate programs of less than 16 credit hours are not eligible;

3. Be in attendance at Lake Land College for the purpose of obtaining an associate degree or eligible certificate;
4. Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov.
5. Forward to the Financial Aid Office all requested documents required to complete verification.
6. If you are a dependent student, complete the financial aid application forms with your parents. Both the student and the parents are expected to understand the forms and accept responsibility for the information reported on them;
7. Sign a statement of Educational Purpose and Selective Service Registration Status. This is part of the FAFSA application and Federal Pell Grant awarding process;
8. Maintain Satisfactory Progress as established for financial aid applicants/recipients, and;
9. Demonstrate financial need.

To determine the financial need factor, a Lake Land applicant completes the Free Application for Federal Student Aid (FAFSA). Financial need is considered to be the difference between one academic year's educational expenses (tuition, books, fees, room and board, personal and transportation) and the student's resources (expected family contribution) for the same period. All students and their families are encouraged to apply early for financial aid and with accuracy.

## SUMMER TERM FINANCIAL AID

New students applying before June 30 and continuing students who did not attend at a full time status during the previous two semesters may be eligible for a Federal Pell Grant and/or student loan.

The Illinois Monetary Award Program is not available for any summer term. A limited number of "campus based awards" (FCWSP and FSEOG) may be available. Contact Financial Aid during the spring semester for a Financial Aid Summer Request Form to be considered for a summer term.

**NOTE:** Summer is the last term in an award year.

## MAJOR FINANCIAL AID PROGRAMS

### ILLINOIS MONETARY AWARD PROGRAM (MAP)

Under authority granted by the Illinois General Assembly, ISAC administers a program of monetary awards for students in the state of Illinois who attend one of the ISAC-approved colleges, universities, or hospital schools of nursing in Illinois.

*To be eligible for a monetary award the applicant must:*

- a. Be a U.S. citizen or eligible noncitizen.
- b. Be a resident of the state of Illinois.
- c. Be enrolled in a minimum of 3 hours per term.
- d. Comply with federal selective service registration requirements.
- e. Be an undergraduate student who has not received a baccalaureate degree.
- f. Demonstrate financial need as determined by ISAC from income/asset data supplied on the Free Application for Federal Student Aid.
- g. Maintain satisfactory academic progress according to the standards of the institution.
- h. Not be in default on any student loan nor owe a refund or repayment on any state or federal grant or scholarship.
- i. Not be incarcerated.
- j. Not have exceeded the maximum 75 MAP paid credit hours at the freshman or sophomore level.

The awards range from \$300 per academic year to a maximum of \$4,968 (as currently established by the General Assembly) but cannot exceed the amount of tuition and mandatory fees paid by all students at an institution.

### FEDERAL PELL GRANT (FPELL)

The Federal Pell Grant is considered to be the foundation of all Title IV financial assistance programs. Pell is a need-based grant which is generally not repayable. The exact dollar award is determined by the student's course load and the Expected Family Contribution (EFC) number as calculated by the federal government.

### FEDERAL COLLEGE WORK-STUDY PROGRAM (FCWSP)

Federal Work-Study is a campus based program awarded through the Financial Aid Office in the form of part-time employment. Students who participate in FCWSP generally work from 10 to 20 hours per week. Eligibility for FCWSP is based on financial need. Federal work-study positions are limited in number.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Educational Opportunity Grant is a campus based program that is designed to provide federal grant money to students with the greatest financial need. FSEOG awards are awarded to students with a zero expected family contribution who apply before May 1 of the award year.

## FEDERAL DIRECT LOAN PROGRAM

### FEDERAL STAFFORD LOAN – SUBSIDIZED (DSSL)

Regular students enrolled at least half-time may apply for this need-based loan. Repayment of this loan begins six months after the student graduates or falls below half-time enrollment. Deferral provisions do exist for the Stafford loan. Interest on the loan is paid by the federal government while you are in school. Initial processing for the loan at Lake Land College begins when applying for financial aid. All Federal Stafford Loan applicants must have their files processed by the Financial Aid Office prior to requesting a student loan.

### FEDERAL STAFFORD LOAN – UNSUBSIDIZED (DUSL)

This Federal Stafford Loan program is designed for students who are not eligible or only partially eligible for the subsidized student loan. Subsidized loan eligibility must be determined prior to calculating the unsubsidized loan eligibility. This is not a need-based loan. The applicant is responsible for paying the interest on this type of loan from the date of disbursement.

## **FEDERAL PARENTAL LOAN FOR UNDERGRADUATE STUDENTS (DPLUS)**

Federal PLUS loans are available to parents of dependent students who are enrolled at least half-time. Parents may borrow annually up to the calculated difference between the cost of education less the student's financial aid. Repayment begins on date of disbursement at a fixed interest rate.

## **HOW TO RENEW FINANCIAL AID FOR NEXT YEAR**

Financial assistance administered by the Financial Aid Office is awarded on a year to year basis. To be considered for Title IV assistance for the next academic year, all current recipients must reapply. Adjustments in your eligibility will be made annually to reflect changes in the federal and state eligibility formulas, the financial situation of you and/or your family, the cost of attending college and the amount and type of resources available. The FAFSA for the next award year will be available on October 1. As you plan to reapply, remember that financial aid awards are made at Lake Land College on a first-come, first-serve basis. Therefore, timeliness and accuracy of application are very important.

## **HOW TO KEEP YOUR FINANCIAL AID STANDARDS OF SATISFACTORY PROGRESS**

Lake Land College has established satisfactory progress standards for Federal and State financial aid recipients in accordance with the United States Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial assistance. The "Financial Aid Standards of Satisfactory Progress" applies to all students, regardless of previous financial aid eligibility status. Financial aid programs specifically covered by these standards include: the Illinois

Monetary Award, Illinois Veteran Grant, Illinois National Guard Grant, Federal Pell Grant, Federal Work-Study Program, Federal Supplemental Educational Opportunity Grant, Federal Stafford Loan (subsidized and unsubsidized) and the Federal Parent Loan for Undergraduate Students.

### **SATISFACTORY PROGRESS**

*The financial aid "Standards of Satisfactory Progress" are measured each semester and determined by a combination of the following elements:*

#### **1. Completion Rate**

To continue financial aid eligibility students must successfully complete 67 percent of one's official cumulative credit hour enrollment as determined at the end of the "drop/add" period. Grades of 'F', 'W', 'I' and 'U' do not meet satisfactory progress standards. A course for which a grade of 'F' or 'D' was received may be repeated once in establishing satisfactory progress. A student completing approved development/remedial credits while enrolled in a program eligible for financial aid will be able to include those credits toward establishing satisfactory progress.

#### **2. Grade Point Average (GPA)**

Whether or not one has previously received financial aid, financial aid recipients must have attained an acceptable minimum grade point average required by the college to remain in good academic standing (see college catalog under, "Academic Standard and Regulations: Scholastic Standing – Minimum Acceptable Standards.")

#### **3. Maximum Timeframe**

Regardless of any combination of course work attempted at Lake Land College, a student may not receive financial aid beyond 150 percent of the student's program of study as measured in semester hours.

### **WARNING, SUSPENSION AND REINSTATEMENT**

A financial aid recipient not meeting satisfactory progress standards will be notified and placed on financial aid warning for the next term of enrollment. A student on warning status who does not then meet satisfactory progress standards will be notified and placed on financial

aid suspension and lose financial aid. A student suspended from receiving financial aid must meet the Completion and Academic Standards explained above to regain eligibility.

### **APPEAL PROCEDURE**

Because unusual circumstances may influence satisfactory progress, students may file an appeal. Complete details for the appeal procedure are available from Financial Aid. A personal conference with a Financial Aid advisor is required prior to filing an appeal. Decisions of the Financial Aid Satisfactory Progress Appeal Committee are final.

## **REFUNDS AND REPAYMENTS FOR FINANCIAL AID RECIPIENTS**

### **TITLE IV REFUND POLICY**

Federal regulations govern the return of Title IV funds disbursed for a student who completely withdraws from a semester. This rule assumes that a student earns his or her aid based on the period of time he or she remained enrolled. During the first 60 percent of the semester, a student earns Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of time during the semester that the student remained enrolled is the percentage of disbursement aid for that period that the student earned. A student who remains enrolled beyond the 60 percent point earns all aid for the semester. Financial Aid will return unearned aid to the federal government. The student is then responsible for returning the unearned aid he or she received to the college.

## **FINANCIAL ASSISTANCE FOR VETERANS AND RESERVISTS**

Lake Land College is approved for educational G.I. Bill® and state veteran benefits. Service members and veterans should contact Financial Aid and Veteran Services for information concerning the financial assistance and/or benefits available to them through the U. S. Department of Veterans Affairs and state of Illinois.

## VA PENDING PAYMENT COMPLIANCE

Lake Land College 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 to the educational institution:

- ◆ Prevent their enrollment;
- ◆ Assess a late penalty fee;
- ◆ 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.

To qualify for this provision, 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 the VA School Certifying Official for all requirements).

## VETERANS BENEFITS MONTGOMERY GI BILL® ACTIVE DUTY (CHAPTER 30)

Provides education benefits to veterans and service members who have at least two years of active duty.

### POST 9/11 (CHAPTER 33)

Service members who have at least 90 days of aggregate active duty service after September 10, 2001 and are still on active duty, or are an honorable discharged veteran or were discharged with a service-connected disability after 30 days, may be eligible for this VA-administered program.

### MONTGOMERY GI BILL® SELECTED RESERVE (CHAPTER 1606)

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility

for this program is determined by the Selected Reserve components and VA makes the payments.

### SURVIVORS AND DEPENDENTS ASSISTANCE (CHAPTER 35)

Offers education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or of veterans who died while on active duty or as a result of a service-related condition.

### THE MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP (FRY SCHOLARSHIP)

Available for children and spouses of service members who died in the line of duty after September 10, 2001.

### VETERAN'S VOCATIONAL REHABILITATION (CHAPTER 31)

Veteran's Vocational Rehabilitation is a comprehensive educational program administered by the VA, open to veterans with a compensable, service-connected disability. A monthly stipend is awarded along with all tuition and fees, as well as necessary tools or supplies. Contact the Veterans Administration for more information.

### ILLINOIS VETERAN GRANT (IVG)

A veteran who entered the armed forces while a resident of Illinois and has been honorably discharged, may be awarded a scholarship provided he/she has the required period of service. This scholarship pays resident tuition and certain fees at an ISAC-approved institution. Proof of service and residency requirement is provided on the Report of Separation (DD214-4) must be submitted with the IVG application to ISAC.

### ILLINOIS NATIONAL GUARD GRANT (ING)

Enlisted persons who have served one year in the Illinois National Guard or Naval Militia may apply. The ING pays tuition and certain fees for eligible persons attending an ISAC-approved institution. Persons are eligible for ING only during the period they are enlisted in the guard or militia. Applications must be renewed annually.

### MIA/POW SCHOLARSHIP

The state of Illinois provides an education scholarship for the dependents of veterans who are either Missing In Action, a Prisoner of War,

died while on active duty, 100% disabled due to service connected disabilities or died as a result of a service connected disabilities.

## VETERANS AFFAIRS (VA): POLICY ON SATISFACTORY PROGRESS

Students who are receiving educational benefits through the U.S. Department of Veterans' Affairs (VA) and/or the Illinois Veterans' Grant or Illinois National Guard Grant must continue to make satisfactory progress in their academic major. Satisfactory progress toward an educational objective will be measured in terms of a veteran's cumulative GPA that does not subject him or her to academic probation status for two consecutive terms (see section, Academic Information). If a certified veteran maintains a probationary GPA for two consecutive enrollment periods, the veteran's enrollment certification must be suspended. When the academic probation status is lifted, enrollment certification can be reinstated.

A veteran is expected to complete all of the credit hours he or she is certified for each semester. In some situations a veteran who does not complete all credit hours in a semester may be charged with an overpayment.

Veterans are reminded that they may only enroll in classes which apply to their declared major if they expect to receive G.I. Benefits. In special circumstances veterans may enroll in non-credit developmental/remedial classes such as reading, mathematics and English. Veterans are encouraged to consult frequently with their academic advisor or a Lake Land College counselor in regards to their academic progress.

## OTHER FINANCIAL RESOURCES

### LAKE LAND COLLEGE RESOURCES

#### TALENTED STUDENT AWARD PROGRAM

The Talented Student Award (TSA) is a tuition waiver scholarship program for graduating high school and G.E.D. students with outstanding achievement in academics, athletics and livestock judging who attend Lake Land College as full-time students.

Guidelines for the administration of the Talented Student Award Program are presented for approval to the Board of Trustees for three two-year cycles. The TSA guidelines are available from the Office of the Vice President for Student Services.

#### **PRESIDENTIAL SCHOLARSHIP**

is for a maximum of two consecutive academic years and is awarded to in-district high school graduates who have demonstrated outstanding academic performance. Each graduate must be in the top 15 percent of the senior class or have an ACT composite score of 26 or higher or SAT total score of 1230 or higher.

#### **LIVESTOCK JUDGING AND ATHLETIC SCHOLARSHIPS**

are awarded by Lake Land College coaches for a specific enrollment period to students who, in their judgment, have outstanding ability to perform on their team. All tuition and fees for credit courses are waived except late fees and special assessments for materials used in class. Administration of the athletic scholarship is in accordance with the National Junior College Athletic Association and the Lake Land College Board of Trustees guidelines.

### **COMMUNITY RESOURCES**

#### **VOCATIONAL REHABILITATION GRANTS**

The state of Illinois Department of Rehabilitation Services (DORS) may provide funds for tuition, room and board, transportation and other necessary expenses for persons who are found to be disabled. Applicants must have a disability which prevents them from earning a living, getting a suitable job or threatens their continuing employment. Applicants must have a reasonable chance of being able to work in suitable employment after training is provided. Students who have a medical or physical disability should contact an office of the Illinois Department of Rehabilitation Services for further information. In Mattoon, DORS is located at 129 North 15th Street; 217-235-3154.

#### **SPECIAL SCHOLARSHIPS**

The Illinois Student Assistance Commission (ISAC) sponsors scholarship programs for special

groups. These include dependents of policemen and firemen killed in the line of duty; dependents of correctional workers killed in the line of duty or permanently disabled; and teacher shortage scholarships. Information for these special programs may be obtained by visiting [isac.org](http://isac.org) or by calling the Illinois Student Assistance Commission at 800-899-4722.

#### **COMMUNITY SERVICES BLOCK GRANT**

The Illinois Department of Commerce and Community Affairs (DCCA), through local offices, provides an assistance program for students enrolled in training for high-employment potential fields. Eligibility is based on need and likely success in a chosen curriculum. Contact the DCCA, Division of Economic Opportunity, 217-785-6206, for the location of the community action office in your county.

#### **WIOA**

The federal Workforce Innovation and Opportunity Act (WIOA), provides tuition assistance and other supportive services for qualified individuals to attend local training programs to get new skills or obtain a professional certification. There are possibilities for training or certification in many different occupations and industries, including information technology, manufacturing, health care, trucking and logistics, accounting, and more.

Services may include tuition grants, career exploration, job referrals, counseling, budgeting, paid work experience, and other supportive services as needed. The Local Workforce Innovation Area 23 (LWIA 23) covers a thirteen county service area. C.E.F.S. is the WIOA service provider for LWIA 23. They provide guidance to individuals within the service area with job readiness, job search, work-based learning, and classroom training needed to secure and retain employment and become self-sufficient. The WIOA Adult and Dislocated Worker Programs serve individuals who are 18 years of age and older who are unemployed, underemployed or have lost their jobs due to plant closings, mass layoffs or other economic events. WIOA Youth Programs are also available to help teens and young adults 16-24 to develop a career path or find

employment through tuition grants, paid work experience, and job search assistance.

For information on how to apply, please contact WIOA staff at [lwia23@lakelandcollege.edu](mailto:lwia23@lakelandcollege.edu) or 217-238-8286

#### **PUBLIC ASSISTANCE GRANT PROGRAM**

Students with an active DHS case ID may be eligible for tuition assistance for a maximum of 12 credit hours. For a list of approved classes and a determination of eligibility, contact the Lake Land College Adult Education Program or phone 217-235-0361, ext. 228.

#### **PRIVATE SCHOLARSHIPS**

Be sure to look into local community scholarship resources for possible funding. Often community public service organizations, local lending institutions, fraternal orders, business clubs and industries sponsor a variety of private scholarships. In addition, regional superintendent of schools may publish a comprehensive listing of scholarships and grants. See also, Lake Land College Foundation Scholarships information on the next page. Visit the website for additional information on scholarship searches.

# LAKE LAND COLLEGE FOUNDATION SCHOLARSHIPS

BUILDING BRIGHTER FUTURES  
AND STRONGER COMMUNITIES  
THROUGH EDUCATION

**LAKE LAND COLLEGE FOUNDATION SCHOLARSHIPS  
ARE AWARDED TO STUDENTS BASED ON A  
WIDE RANGE OF CRITERIA.**

- ♦ Each year, the Foundation awards students more than \$400,000 worth of scholarships in a range of amounts up to \$5,000.
- ♦ Only one application is required to be considered for all Foundation Scholarships.
- ♦ Applications should be completed annually as scholarships are awarded on a one year basis.
- ♦ Applications will be accepted from November 1 – February 1 for the following academic year.
- ♦ Award notifications will be issued by March 1.

Please contact the Foundation at 217-234-5363 or [scholarships@lakelandcollege.edu](mailto:scholarships@lakelandcollege.edu) if you have questions or need assistance.

## HOW TO SUBMIT A LAKE LAND COLLEGE FOUNDATION SCHOLARSHIP

### PROSPECTIVE STUDENTS

1. Create your Laker profile at [lakelandcollege.edu/enroll](http://lakelandcollege.edu/enroll).
2. Log into your new Laker profile and submit your Intent to Enroll form.
3. Allow at least one week for your welcome packet to arrive in the mail. This will contain your student ID# and instructions to log into the Laker Hub.
4. Using your new student ID, log into the Laker Hub and click on the Foundation Scholarship button to access the application.
5. Complete the scholarship application between November 1 – February 1.

### CURRENT STUDENTS

Log into the Laker Hub and click on the Foundation Scholarship button to access the application and complete between November 1 – February 1.

### ESSAY TIPS FOR YOUR LAKE LAND COLLEGE FOUNDATION SCHOLARSHIP APPLICATION

- ✓ Use proper grammar, punctuation and sentence structure.
- ✓ Proofread your application.
- ✓ Highlight strong points.
- ✓ Make sure the application is complete before final submission.

To enhance your application score, make sure your essay answers are complete, thorough, and include correct grammar and punctuation.

Essay answers should be limited to 500 words or less.

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The Lake Land College Foundation was established exclusively for educational, scientific and charitable purposes. The Foundation assists the college in developing and enhancing the educational opportunities and service to its students, alumni and citizens of the district. The Foundation is chartered under the Internal Revenue Code as a 501 (c) (3) tax exempt, non-profit organization, which may accept gifts of money, property, works of art, historical papers and documents, museum specimens and other materials having educational, artistic or historical value, and by such other proper means as may be deemed advisable. The thrust of the Foundation is to provide student scholarships through funds contributed by individuals, agencies and corporations.

# RESOURCES

## TO HELP YOU BE SUCCESSFUL



### IN THIS CHAPTER:

- ◆ CAREER SERVICES
- ◆ COLLEGE NURSE
- ◆ COMMUNICATION
- ◆ COUNSELING

- ◆ LAKER FOOD PANTRY
- ◆ LAKER NEST BOOKSTORE
- ◆ LEAP
- ◆ LIBRARY

- ◆ ONLINE LEARNING
- ◆ PERKINS PROGRAM
- ◆ POLICIES
- ◆ STUDENT ACCOMMODATIONS

- ◆ TRiO
- ◆ TUTORING AND TESTING CENTER
- ◆ VETERANS

## COMMUNICATION AT LAKE LAND COLLEGE

Lake Land College communicates with students via Laker Mail and the student portal, called the Laker Hub. One of the first steps new students should do is activate their user ID and password.

**USER ID** – Students can find their User ID by going to the Laker Hub Login and clicking on the lower left link “What’s My User ID?” The system will ask for a last name and social security number. It will then display the user ID.

**PASSWORD** – Initially, a student’s birthday in six digits (XXXXXX). A prompt to change the password will appear.

**STUDENT ID NUMBER** – A unique seven digit number generated when a student submits an Intent to Enroll. This number is used throughout the college in place of a social security number to identify a student.

**LAKER HUB** – A centralized portal containing all the communication and student engagement tools a student needs to be successful!

**LAKER MAIL** – Key to communicating successfully with Lake Land faculty, staff and departments such as Financial Aid.

**IRIS** – Internet Registration and Information System that contains a student’s personal account information, accessible through the Laker Hub.

**CANVAS** – An Internet-based course management program that instructors and students use for both face-to-face and online classes. It is accessible through the Laker Hub.

## COUNSELING SERVICES

The mission of Counseling Services is to promote student development theory and practice.

### INDIVIDUAL ASSISTANCE

*Counselors provide free and confidential assistance with:*

- ◆ Educational and career development
- ◆ Information regarding Lake Land College degrees and transfer requirements
- ◆ Crisis intervention and referral to campus and community resources
- ◆ Developing strategies to enhance life and academic skills.

### COUNSELING HOURS

Counselors are available 8 a.m. – 5 p.m., Monday – Friday when classes are in session. (Hours are subject to change.) Evening meetings are available by appointment. Summer hours vary. An appointment is recommended to reduce waiting time, but is not always required. Members of the counseling staff are available at various off campus centers throughout the year. Please call 217-234-5232 or email [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu), for information about arranging to meet with a counselor.

A counselor accepts appointments at the Kluthe Center for Higher Education and Technology in Effingham when classes are in session. Please phone 217-234-5232, to schedule an appointment.

### NEW STUDENT ORIENTATION

New students at Lake Land College who plan to seek a degree or certificate of 24 or more hours will participate in an orientation program. Successful completion involves an online orientation program followed by an advisement and registration day. During online orientation, students will learn about academic major requirements, paying for college, and campus services and resources. Students will register for courses for their first term of enrollment on their advisement and registration day.

### SUCCESS COURSES

Lake Land College offers three Strategies for Success courses that can help you with balancing class, work, finances and home. All three courses may be taken to satisfy

graduation requirements at Lake Land College. SFS 101 Strategies for Success is a course to improve new student transition into college and the development of life skills. Research on SFS 101 has shown a positive relationship between student enrollment in the course and grade point average, college persistence and graduation. SFS 102 Strategies for Money Management is a course designed to assist students with improving their financial planning and budgeting skills. SFS 103 Life Strategies is designed for sophomore level students and will assist students in learning critical thinking skills, creating effective goals and creating a successful life and financial plan.

### ACADEMIC ADVISEMENT

Counselors assist in the advisement and registration of students enrolling at Lake Land College for the first time or returning students not registered for the previous term. Following the first term of enrollment, continuing students who plan to earn a degree or certificate of 24 more hours are assigned a faculty advisor. Advisors will assist students with goal identification, career planning, developing an educational plan, and choosing appropriate courses for graduation. All students must contact their advisor to be eligible for registration each semester. Students can identify their advisor by visiting the Advisement Information page under Registration on the Laker Hub.

## STUDENT ACCOMMODATIONS

Lake Land College employs a Counselor/Coordinator of Student Accommodations to provide student accommodations for students with a variety of disabilities. Disabilities may include visual, auditory, speech, psychological, physical, health or learning.

Student accommodations are tools used by students to help them achieve their full potential. Examples of some services are: recorded textbooks/materials, interpreters for hearing impaired, tutors, testing accommodations, advising and assistive technology. Since needs vary from person to person, the determination of service is completed on an individual basis. Application for support services is made by completing all forms in the Student

Accommodations Application packet. Once the required information is received, an appointment with the Counselor/Coordinator of Student Accommodations will be arranged.

The architectural design of the campus and buildings is such that Lake Land College has been deemed very accessible by the Illinois Department of Rehabilitation Services. Adaptations have been made in the following areas to accommodate individuals: reserved parking for students with physical disabilities, ramps in parking lots and at access doors to all main buildings, restrooms designed for full access, an elevator in the Virgil H. Judge Learning Resource Center and automation of selected doors for all major classroom buildings.

Lake Land College has an institutional commitment to provide a quality educational experience to all students. In order to make Lake Land College more receptive to students with disabilities, please identify your needs well in advance of the term you wish to attend to ensure that the necessary accommodations can be provided. If the college does not receive advance notice, then the college may not be able to provide accommodations for the first term. Certain accommodations are available only on campus. People who are deaf or hearing impaired may contact the Counselor/Coordinator of Student Accommodations by emailing [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu). Student Accommodations is open 8 a.m. until 5 p.m. Monday through Friday. (Hours vary between terms and in the summer.) Evenings available by appointment. For more information, phone 217-234-5259 or visit the website.

## VETERANS AFFAIRS

Lake Land College appreciates the service of active-duty and veteran students and seeks to provide the services needed to support these students with their initial transition to college and throughout their enrollment. Following is a summary of services currently available.

1. *Contact information for the coordinator of veterans services:*  
Veterans Advisor  
Financial Aid and Veteran Services  
Webb Hall  
217-234-5255  
[financialaid@lakelandcollege.edu](mailto:financialaid@lakelandcollege.edu)  
Information regarding military educational benefits, military/other

credit evaluation, and the student veterans' organization.

Coordinator of Student Accommodations  
Counseling Services  
Luther Student Center  
counsel@lakelandcollege.edu  
217-234-5259

Information regarding educational accommodations, support related to PTSD and TBI, referral to other college and community resources, and the student veterans' organization.

2. Lake Land College identifies veterans and active duty military personnel through the admissions application and financial aid process.
3. Lake Land College serves about 425 veterans a year.
4. Special services are available to veterans, active duty personnel and their families through the offices of Admissions & Records, Financial Aid and Veterans Services and Counseling Services.
5. Lake Land College Board Policy 07.39 provides that students called to active duty during the semester may request to be withdrawn from the class and receive a 100% refund, try to complete the courses in progress, or request incomplete grades. The most appropriate action will depend on the time during which the student is called to duty. Students called to duty should contact their instructors and the Dean of Admissions Services at 217-234-5378.
6. Lake Land College accepts military credit according to the ACE Guide to the Evaluation of Educational Experiences in the Armed Services and accepts DANTES credits. Veterans may earn 4 hours of college credit for completing basic training by submitting a DD214 with honorable discharge or other proof of completion of basic training. Submission of an AARTS transcript will help expedite the evaluation process.
7. Professional development training related to veterans and active duty personnel is available to Lake Land College staff. Interested staff should contact the Coordinator of Student Accommodations at 217-234-5259.
8. Student veterans, active duty military personnel and family members may take advantage of all of the support services available to

other Lake Land College students. Those services include, but are not limited to: Academic Advising, Career Services, Counseling, Financial Aid, Tutoring & Testing Center, Library, Student Accommodations, and TRiO Student Support Services. Descriptions of the services available and the contact information for each area are provided on the website.

9. Student veterans, active duty personnel and family members may also take advantage of social events and other activities provided to other Lake Land College students through Student Life. Descriptions of the student life opportunities available and contact information are available on the website.

## TRiO STUDENT SUPPORT SERVICES

The TRiO Student Support Services (SSS) mission is to provide an environment that promotes academic, social, and personal growth for first generation and economically disadvantaged students, and/or students with disabilities. Student Support Services annually serves 160 Lake Land College students and provides opportunities in the following areas:

- ♦ Academic, personal and financial counseling
- ♦ Workshops – leadership, communication, learning techniques, personal finance
- ♦ Career research – assistance with interviews and writing resumes
- ♦ Transfer opportunities to four-year institutions and visits to area universities
- ♦ Online Tutoring
- ♦ Financial aid guidance – assistance completing the FAFSA and scholarship applications
- ♦ Increase retention, graduation and transfer rates

TRiO Student Support Services is located in Luther Student Center, room 414. TRiO Student Support Services is a federal grant, funded 100% by the Department of Education.

For more information, phone 217-234-5456, email [triosss@lakelandcollege.edu](mailto:triosss@lakelandcollege.edu) or visit the TRiO website [lakelandcollege.edu/triossupportservices/](http://lakelandcollege.edu/triossupportservices/).

## EARLY ADVANTAGE PROGRAM (LEAP)

Students who are struggling in a course or with life challenges can ask their instructor about the Lake Land College Early Advantage Program (LEAP).

The LEAP program is confidential and designed to help students link to campus and community resources to improve their chance for success.

If you are referred to LEAP by your instructor, you will receive an email in your Laker Mail account requesting that you contact the program for an appointment.

Students may also submit a self-referral from the Laker Hub home page. Let us help you successfully move toward your academic and life goals – check out LEAP today!

For more information about LEAP, contact Counseling Services or visit the Counseling Services website under “Strategies to enhance life and academic skills.”

## TUTORING AND TESTING CENTER

The mission of the Tutoring and Testing Center is to offer tutoring services that will aid in removing obstacles to learning, to oversee placement testing and assignment into the appropriate levels of college coursework, and to provide supplemental support to students with disabilities. All services are provided in such a way as to ensure responsiveness and sensitivity to individual differences in all learners.

The Tutoring and Testing Center, located in Webb Hall, is designed to help students develop the skills necessary to improve academic performance and personal satisfaction. The services of the Tutoring and Testing Center are available to students and include the following areas:

- ♦ Tutoring in college courses
- ♦ Administration of the basic placement test battery for the college
- ♦ Proctoring tests and quizzes for online courses
- ♦ Pearson Vue testing
- ♦ Supplemental services for students with disabilities
- ♦ Administration of pre-nursing exams and testing for various programs

- ◆ Distance learning test proctoring
- ◆ CLEP testing
- ◆ Basic skills courses in memory, test taking, and computer anxiety

For more information, call the Director of the Tutoring and Testing Center at 217-234-5287.

## CAREER SERVICES

The mission of Career Services is to educate and support individuals with their career development skills and job search initiatives. From career exploration to realizing success on the job, Career Services can help individuals devise a customized career plan/job search strategy to:

- ◆ Clarify career objectives before choosing an academic program;
- ◆ Explore interests, skills and abilities and match them with various careers;
- ◆ Find and evaluate career information
- ◆ Learn more about a particular business or industry;
- ◆ Become adept at job-search techniques, such as networking, resume writing and effective interviewing skills; and
- ◆ Research current job opportunities

Career Services provides access to resources on career exploration and all aspects of the job search.

### CONFUSED OR UNDECIDED ON A MAJOR?

Career Services offers career interest software and career counseling services. The online career guidance program helps people explore their career-related interests and skills. The system provides in-depth information on thousands of career options. Career counseling utilizes the results of the career guidance program, utilizes face-to-face meetings and can take from one to four appointments. These sessions are a great time for students to talk with a professional about what they want and enjoy in life and how those things fit into possible careers. For free access to the online career guidance program or to make an appointment for career counseling, contact Career Services at [careerservices@lakelandcollege.edu](mailto:careerservices@lakelandcollege.edu) or 234-5288.

## COOPERATIVE WORK STUDY PROGRAM

The Cooperative Work Study Program (CWSP) offers students seeking a degree or certificate the opportunity to complete an internship and gain work experience related to their academic majors. Students can earn an income and credit to apply to their degree or certificate. The student needs to have completed at least 12 college credit hours, have at least a 2.0 grade point average and be interested in gaining valuable work experience. Call Career Services at 217-234-5288.

### JOB SEARCH ASSISTANCE

The job search is a critical component of an individual's career success. Career Services offers resources regarding aspects of the job search process, including resumes, cover letters, references and interviewing.

Want help or more information? Career Services is open daily from 8 a.m. to 5 p.m. Evening hours available by appointment. Summer hours vary.

## LIBRARY

The Library is located in the center of the Lake Land campus in the Virgil H. Judge Learning Resource Center. The Library provides access to more than 20,000 books, DVDs, and CDs, as well as online access to millions of magazine and journal articles. We also have legal, business, biographical, and newspaper resources, and over 100,000 popular and scholarly e-books. To get started, visit the library website at [Lakelandcollege.edu/library/](http://Lakelandcollege.edu/library/)

In addition to local resources, the Library provides direct access to the collections of more than 450 libraries in central and southern Illinois through SHARE, a shared online catalog system. Students may also search the holdings of thousands of libraries across the country through the WorldCat service.

Library services are available to students, faculty, staff, and residents of the Lake Land College district. Most materials can be checked out for use at home, and telephone and online renewal is available for most items.

Student conference rooms are available for student use, and food and drink can be enjoyed in The Second Story, the library's lounge space on the top floor.

For more information about library services, resources, or contact the Circulation Desk at 217-234-5367.

For assistance with research inquiries, contact the Librarian at 217-234-5440. Visit the Library website for current hours and additional resources.

## LAKER NEST BOOKSTORE

The Laker Nest Bookstore is located in the Luther Student Center. The store provides all required and recommended textbooks, workbooks and supplies. The Laker Nest has a full selection of Lake Land College clothing. Students may also obtain a Laker Student ID card.

The Bookstore is open Monday – Friday from 8 a.m. – 5 p.m. with extended hours during book pickup and return. (The Bookstore is closed Friday during the summer term). Options for picking up and returning course materials and textbooks can be found at [lakelandcollege.edu/bookstore](http://lakelandcollege.edu/bookstore). For more information on services, call 217-234-5420.

## ONLINE LEARNING

Lake Land College online courses are instructor-led with the majority of the course taught over the Internet. While online courses provide flexibility, they do require a lot of self-discipline and motivation. Online students should have basic computer knowledge. If students are not familiar with computers, the college recommends enrolling in CIS040, Introduction to Computers, before taking an online course.

The college's online learning site at [lakelandcollege.edu/online-learning](http://lakelandcollege.edu/online-learning) provides many resources for students thinking about or taking online courses including:

- ◆ Are Online Courses for Me? Self-Evaluation resources for potential online students, technical requirements needed to take an online course and frequently asked question information to ensure a successful start is provided.
- ◆ Canvas Guides For online or traditional courses that utilize the Canvas Learning Platform, students will have access to Canvas guides and tutorials in Canvas. Students can also participate in an optional Online Student Orientation course. For more information about Canvas, contact Information Systems and Services by phone 217-234-5261. Students can also submit

support tickets in Canvas and the Laker Hub. On campus Information Systems and Services is located in the lower level of the Virgil H. Judge Learning Resource Center.

♦ **Proctoring Services**

Tests and quizzes for courses are sometimes completed online; however, some instructors require tests and quizzes be proctored at one of our Lake Land College proctoring sites. For more information on proctored tests, phone 217-234-5301 or email [proctor@lakelandcollege.edu](mailto:proctor@lakelandcollege.edu). An appointment and a photo ID are required to have a test or exam administered.

♦ **Course Materials & Textbooks**

Students taking internet courses have the option to pick up course materials in person from campus, have them delivered to an extension center or have them shipped to their home via the Laker Hub.

## PERKINS PROGRAMS OF STUDY & PATHWAYS TO COLLEGE AND CAREER SUCCESS (PCCS)

Perkins Programs of Study are course sequences in Career and Technical Education that provide a seamless transition for students from secondary to postsecondary education and careers. This sequence of course offering begins in the ninth grade and continues through at least two years of postsecondary education. Programs of Study include opportunities to earn college credit (Dual Credit), industry recognized certificates at the post-secondary level, and an associate or bachelor's degree. Partnerships developed through Programs of Study resulted in Pathways to College and Career Success, an educational initiative to prepare students for high-skill, high-wage careers which require technical skills. PCCS students get a head start on college through formal links between area high schools and Lake Land College. PCCS participants may be eligible for the Advantage Program which may include waived college courses or preference admission in a competitive college program. Current programs included

in PCCS are: Associate Degree in Nursing, Dental Hygiene, Paramedic Services, Physical Therapist Assistant, and Practical Nursing. For more information on Programs of Study and PCCS contact the Perkins Specialist, 217-234-5032.

## HEALTH SERVICES/ COLLEGE NURSE

Student Health Services is located in the Luther Student Center. The College Nurse is available to discuss any questions or to help students in regard to physical disorders or health related circumstances, and provide emergency first aid treatment and various medical services. However, it is recommended that students subscribe to the student health insurance program or have a private policy that provides comprehensive medical and surgical benefits. Contact Health Services for more information.

Health Services also offers assistance in obtaining the services of local physicians and agencies, if necessary. Over-the-counter drugs are available. Health promotion programs on substance abuse, nutrition, infectious disease, physical fitness and other topics are provided by this service. Cost of hospitalization, doctors appointments, prescription medicine, X-rays and laboratory fees must be covered by students.

In case of prolonged absences because of illness, accident or hospitalization, students should notify Health Services so proper notification can be made to instructors. Hours are 8 a.m. to 5 p.m. Monday through Friday, phone 217-234-5276.

### COMMUNICABLE DISEASES

The Lake Land College Board of Trustees policy on Chronic Communicable Disease (4530) provides rules and regulations for students with communicable diseases. Students who are diagnosed as having or carrying a communicable disease should report to the College Nurse. Communicable diseases are those defined by the Illinois Department of Public Health to be contagious, infectious, communicable and dangerous to the public health. A student shall be permitted to remain in class whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

### PHYSICAL EXAM

Only those entering programs in Dental Hygiene, Associate Degree in Nursing and Practical Nursing must request a special form for a physical exam.

## LAKER FOOD PANTRY

The Laker Food Pantry is located in the Luther Student Center and is available to Lake Land College students. All students are eligible to receive food. No income verification is required. To obtain food from the Laker Food Pantry visit [lakelandcollege.edu/laker-food-pantry](http://lakelandcollege.edu/laker-food-pantry), complete the Shopping List and return it to Health Services as indicated on the form. Food is available for same-day pick-up at the pantry or for next-day delivery to another location on campus.

## COLLEGE CLOSING

In the event of inclement weather, mechanical or power failure, or other emergencies, the following procedures will be implemented. Every effort will be made to keep the college open. In some cases, Lake Land College will remain open when elementary and secondary schools are closed.

When weather conditions prevent the opening of the college or cause a delayed opening of the college, every effort will be made to make announcements on area radio stations and TV stations by 6 a.m. for that day. A listing of the stations used is posted each year on the college's website.

Closings are also posted on the college's website: [lakelandcollege.edu](http://lakelandcollege.edu).

### TEXT NOTIFICATIONS

Students can opt in to receive closing notices via a text message or email. This can be done in the Laker Hub.

Cancellation of day classes is not an automatic closing for evening sessions. The decision to close classes that begin at 5 p.m. or later will be made as close to 2 p.m. as possible. The same radio and TV stations also will carry closing announcements in the event that evening sessions or activities have to be canceled on a day that the college was otherwise open. Classes held at college extension centers will follow the general policies of the main campus; however, classes held at other off-site locations will follow the policy for that location.

# STUDENT HANDBOOK AND RIGHT-TO-KNOW INFORMATION

An online Student Handbook provides critical information for all prospective and current Lake Land College students. The online handbook provides quick links to information and policies all students should know such as privacy of educational records, alcohol and drug use prevention and support, academic standards, expectations for student behavior, and addressing sexual harassment and sexual misconduct.

A link to the handbook is sent to all current students at their college email address and can be accessed at any time at [lakelandcollege.edu/studenthandbook](http://lakelandcollege.edu/studenthandbook) or through the Laker Hub. All students are encouraged to review each section of the handbook each semester and to ask questions as they arise throughout their enrollment.

## STUDENT RIGHTS AND RESPONSIBILITIES

State statutes provide that the legal responsibility for adopting and enforcing all rules and regulations for the orderly operation of the college rests with the Lake Land College Board of Trustees. The responsibility for enforcing regulations and policies adopted by the board is delegated to the college administration and staff.

### STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Students as members of the academic community are expected and required to observe certain standards of behavior. Also as citizens, students have a responsibility to know and obey the laws of the United States, the state of Illinois, and local governments. Policies governing student conduct and disciplinary procedures can be found in the Student Handbook available online at [lakelandcollege.edu/studenthandbook](http://lakelandcollege.edu/studenthandbook).

### STUDENT COMPLAINTS

Students who have a concern about an issue that adversely affects them or someone else or feel their rights have been infringed upon by

the enforcement of policies and regulations may, through appropriate channels, work to resolve such problems by following procedures outlined in the Student Complaint Procedures section of the Student Handbook. The Student Handbook is available online at [lakelandcollege.edu/studenthandbook](http://lakelandcollege.edu/studenthandbook) or through the Laker Hub.

## CAMPUS SCHEDULING

The Office of the Vice President for Business Services coordinates the campus scheduling, including the college's 299-seat theater and Field House. Seminars, workshops and special programs are also planned and coordinated through this office which can be reached at 234-5223.

## POLICIES

In compliance with state and federal statutes, Lake Land College has the following policies:

### AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity and affirmative action and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes. This policy applies to admission and access to and participation, treatment and employment in the college's programs, activities, and services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state statutes and regulations concerning affirmative action and equal access: Office of the Director of Human Resources / 217-234-5210 / Human Resources Office Complaint forms and procedures for filing can be obtained through Counseling Services or Human Resources. In addition, these offices will maintain current copies of appropriate laws, regulations, and policies.

### ANTI-HARASSMENT POLICY

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits harassment or other discriminatory practices.

#### Anti-Harassment

Workplace and academic environment harassment is a form of discrimination. Harassment includes unwelcome verbal, written or physical conduct by any person toward another person based on that person's race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes. In accordance with Board Policy 11.04, Anti-Harassment, any such conduct which harasses, degrades, interferes with work or academic performance or creates an intimidating, offensive or hostile environment is prohibited, and could lead to disciplinary action. Any student who believes he or she is being harassed by a student, employee or third party at the College should immediately report such concerns and seek support from one of the three harassment centers: Counseling Services, College Nurse, or Director of Human Resources.

#### Sexual Discrimination, Harassment and Misconduct

In accordance with Board Policy 11.04.01, Sexual Harassment and Sex Discrimination, the college has an affirmative duty to take immediate and appropriate action once it knows of any act of sex discrimination, sexual harassment, sexual misconduct, or sexual violence, in any of its educational or employment programs or activities.

The college encourages student victims of sex discrimination, sexual harassment/misconduct to talk to someone about what happened so that victims can get the support they need and so that the college can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality. Students are encouraged to seek assistance and support from Counseling Services or the College Nurse. These individuals can serve as Confidential Advisors, can assist students in receiving necessary

protection and support, and assist students in filing a report for further investigation. Students can also report online and choose to either provide their identity or report anonymously. Online reporters will immediately receive an email with additional information and if they choose to provide their identity and contact information, a staff member will contact them for follow-up during the next business day. The electronic reporting system should not be used in emergency situations. In an emergency situation, victims should call 911 and/or the Sexual Assault Counseling and Information Services toll-free 24-hour hotline at 1-888-345-2846.

Additional information regarding student rights and college policy and procedures for addressing harassment and sexual discrimination, harassment and misconduct is provided for students in the Student Handbook & Right to Know section of the college's website, through the Laker Hub and is emailed to current students each semester.

#### **CONFIDENTIALITY OF STUDENT RECORDS AND DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their "Education Records". Lake Land College maintains only those "Education Records" which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by state and federal law and regulations and college policies and operational procedures. Students may inspect and review their records upon written request.

Personally identifiable information contained in a student's Education Record is considered confidential and will not be released without the written consent of the student, except as authorized under FERPA and/or its implementing regulations. Requests for Education Records shall be fulfilled through the college's Admissions & Records Office, which has responsibility for maintaining and disclosing Education Records.

The college has designated the following information as "directory information": student name, mailing

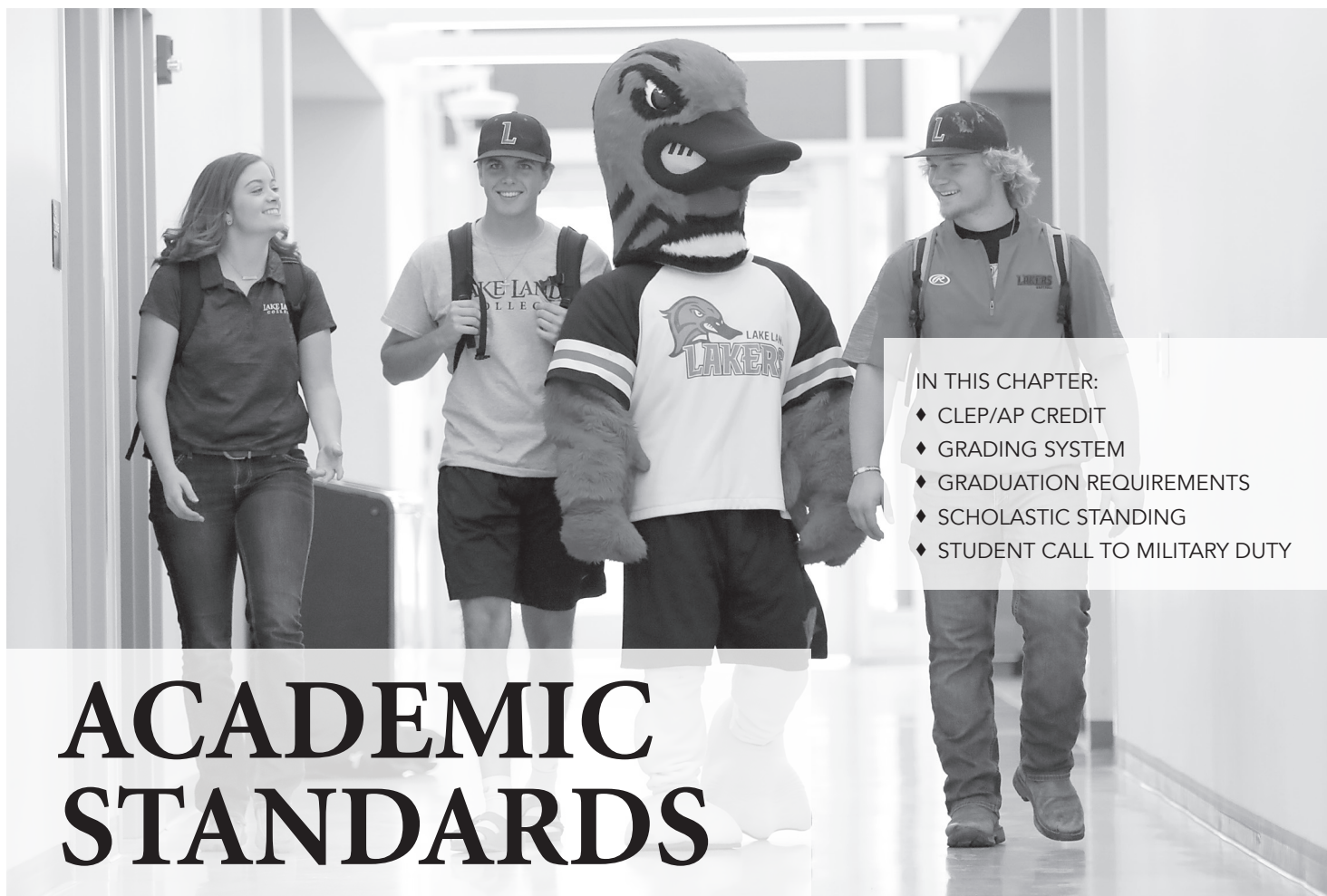
address, college e-mail address, enrollment status (full-time or part-time), student classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objection with the Admissions & Records Office.

***Any student objecting to his or her directory information being made public must file notice in writing of such objections with Admissions & Records.***

## **POLICIES, PROCEDURES AND PROGRAMS**

Some programs and courses in the Lake Land College Catalog were in the final approval process at the time of catalog publication. Minor changes may occur. Advisors and counselors will have the final information on all programs. Occasionally it is necessary to change policies, procedures and programs after the printing of the Lake Land College Catalog. As a result, policies, procedures and programs as indicated in this catalog may change without notice.





#### IN THIS CHAPTER:

- ◆ CLEP/AP CREDIT
- ◆ GRADING SYSTEM
- ◆ GRADUATION REQUIREMENTS
- ◆ SCHOLASTIC STANDING
- ◆ STUDENT CALL TO MILITARY DUTY

# ACADEMIC STANDARDS

## STUDENT CLASSIFICATION

*The Admissions and Records Office evaluates all student Intent to Enroll forms and classifies students as follows:*

### 1. DEGREE-SEEKING STUDENTS

Students who are seeking a Lake Land College degree or certificate of 24 or more credit hours.

### 2. NON-DEGREE-SEEKING STUDENTS

Students enrolled in courses at Lake Land College who are not pursuing a degree or certificate of 24 or more credit hours.

### 3. RE-ADMIT STUDENTS

Students who have interrupted their continued enrollment for at least one full year.

### 4. CONTINUING STUDENTS

Students who have a continuous enrollment status including enrollment interruptions lasting for less than one full year.

### 5. NON-CREDIT STUDENTS

Students enrolled only in special interest, non-credit courses which do not apply toward a degree or certificate program.

### 6. NEW STUDENT

A first-time enrollee at Lake Land College who has not enrolled in a degree or certificate program at any other institution of higher education.

### 7. TRANSFER STUDENT

A student who has taken course work at any other institution of higher education.

### 8. FRESHMAN

A student who has earned 28 college credits or less.

### 9. SOPHOMORE

A student who has earned 29 college credits or more.

### 10. FULL-TIME STUDENT

A student who is enrolled in 12 or more credit hours during the fall or spring term or six or more credit hours during the summer term.

### 11. PART-TIME STUDENT

A student who is enrolled in fewer than 12 credit hours during the fall or spring term or fewer than six credit hours during the summer term.

## STUDENT CALL TO MILITARY DUTY

Lake Land College students who are called to active duty in the armed forces will, upon their request, be given a one hundred percent (100%) refund of tuition and fees for the current term if they provide the Admissions and Records Office with

**1)** a written request to be dropped from classes at 100% refund and **2)** a copy of their official orders for a call to active duty. If the call to active duty comes after mid-term, the student may **1)** request to be withdrawn from classes at 100% refund, **2)** try to complete classes in progress after consulting with the instructors, or **3)** request incomplete grades ("I") in accordance with Board Policy 07.17.01 – Incomplete Grade. Any request must be submitted prior to the end of the term in which the student is called to active duty.

## ACADEMIC HONORS

### HONORS LIST, DEAN'S LIST, AND PRESIDENT'S LIST

Each semester (excluding summer term), academic honors are awarded to students who have completed at least six (6) credit hours of courses at the .040 level or above that count in the grade point average (GPA) with a semester GPA as follows: Honors 3.50 – 3.64 GPA, Dean's List (high honors) 3.65 – 3.79 GPA, President's List (highest honors) 3.80 – 4.00 GPA. Students who have completed twelve (12) or more credit hours for the semester will be designated with full-time academic honors and those who have completed six (6) to eleven (11) credit hours for the semester will be designated with part-time academic honors.

## STUDENT WITHDRAWALS FROM COURSES

It is beneficial for students to seek advice from the instructor and/or counselor when considering withdrawal from a course. Students can withdraw from courses in one of the following ways: **1)** Use the Internet Registration and Information System (IRIS). Students may not use IRIS to

withdraw from courses if they have a block on their records. **2)** Submit a change of schedule form to Admissions & Records on campus or at the Kluthe Center. **3)** Call Admissions & Records or the Kluthe Center to inform them of their intentions. The official date of withdrawal will be the date the form or phone call is received in Admissions & Records or the Kluthe Center.

For classes meeting eight weeks or longer, students can withdraw prior to four instructional days before the first day of the final examination period and receive a "W" on their academic transcript. For classes meeting less than eight weeks in length, students may withdraw prior to the date of the last class session and receive a grade of "W" on their academic transcript. Students who do not officially withdraw may receive an "F" grade on their transcript. Once students take the final exam, they cannot withdraw from that class.

*It is important to consider the following when withdrawing from a course:*

1. The refund policy. **No refund will be authorized for withdrawals or changes made after the refund period.**
2. Financial aid implications. Students may lose both current financial aid (grant/loan) and future financial aid eligibility if they withdraw and may be held responsible for full payment of tuition and fees. Contact Financial Aid for more information.

## INSTRUCTOR WITHDRAWALS FROM COURSES

An instructor may withdraw a student from class if the number of absences is detrimental to the student's ability to meet the course objectives.

## TO OBTAIN AN INCOMPLETE FOR A COURSE

A student who is unable to complete the requirements for a course during the scheduled time period due to illness or other extreme circumstance may request to be assigned a grade of "I" (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

To receive a grade of "I", the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, and the student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor's Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office. Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade.

Students should be aware that assignment of an "I" grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

## GRADUATION WITH HONORS

In computing the final grade point average for graduation with honors, only courses and grades earned at Lake Land College will be used. *The final range of cumulative grade point average (GPA) to be awarded graduation honors are as follows:*

cum laude, 3.50 – 3.64 GPA; magna cum laude, 3.65 – 3.79 GPA; and summa cum laude, 3.80 – 4.00 GPA.

Only those students completing degree requirements or a certificate program of 24 hours or more can be designated as graduating with honors. The grade exclusion policy will not affect the calculating of the final grade point average used to determine graduation with honors status.

Honors for spring candidates for degrees and certificates are tentative and are based upon their cumulative grade point average for courses taken at Lake Land College during the previous semesters. Summer candidates for graduation, although allowed to participate in the spring graduation ceremony, will not have an honors designation listed in the program.

# ACADEMIC STANDARDS & REGULATIONS

## GRADES

A student's course work will be evaluated according to the following system:

Grade	Performance	Grade Point Value
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
W	Withdrawal	0
U	Audit	0
I	Incomplete	0
P	Pass (is not used in averaging grades but does carry credit)	

Final grades are posted to each individual student's record at the end of the academic term in which the course was completed.

Students may access their grades online at [lakelandcollege.edu](http://lakelandcollege.edu). Admissions and Records does not mail grades. Students who do not have access to the Internet should call 217-234-5434 to request a copy of their grades.

## FIGURING GRADE POINT AVERAGE (GPA)

A student's academic standing at the college is determined by his or her grade point average (GPA). Students can figure their GPA by dividing the total number of grade points earned by the total number of semester hours attempted. The semester grade point average represents the average of class grades for one semester. A cumulative grade point average represents the average of the grades of all courses a student has taken at Lake Land College only. Only grades for courses at the 040 level or above are used to compute grade point average.

At the time candidates are certified for graduation, a notation will be placed on their academic transcript and diploma indicating they graduated with honors.

## ACADEMIC LOAD/MAXIMUM HOURS PER TERM

During the fall and spring semesters, no student may register for more than 20 semester hours without permission from the Vice President for Academic Services. During the summer term, no student may register for more than 10 semester hours without permission from the Vice President for Academic Services.

Contact 217-234-5220 or [rearp@lakelandcollege.edu](mailto:rearp@lakelandcollege.edu) for additional information.

## GRADE APPEALS

Grade appeals must be initiated by the student no later than the end of the sixth week following the close of the semester for which the assigned grade was recorded. This request must be initiated with the instructor of the course, the Division Chair or the Vice President for Academic Services. The Vice President for Academic Services has the final approval of grade appeals.

## GRADE EXCLUSION POLICY

*Students are offered a once-only opportunity to improve their grade point average provided they meet the following conditions:*

1. They must not have been enrolled in credit courses at Lake Land College for at least five consecutive calendar years from their last enrollment period.
2. Must have completed a minimum of 12 semester hours with a grade point average of 2.00 or better at Lake Land after the five year waiting period.
3. Only "F" grades that were earned in a single semester or term of enrollment will be excluded.
4. The Grade Exclusion Policy cannot be applied before the minimum credits, waiting period and grade point average are earned.

Students planning to transfer to another institution are cautioned that the receiving university may use all grades earned in excluded courses for computation of grade point average for admission or other purposes. Eligible students should see a counselor or academic advisor to begin the process. Forms can be obtained from Admissions & Records.

## REMAINING IN GOOD ACADEMIC STANDING

### GOOD ACADEMIC STANDING

Lake Land College interprets a cumulative "C" average (A=4.0, B=3.0, C=2.0, D=1.0) as the minimum acceptable standard of scholarship for graduation. Students will be notified of their academic standing on their grade reports each term. *Minimum acceptable standards in terms of grade point average (GPA) to remain in "good academic standing" are as follows:*

12-20 hrs.	21-29 hrs.	30-38 hrs.
1.5 GPA	1.6 GPA	1.7 GPA
39-47 hrs.	48-55 hrs.	56+ hrs.
1.8 GPA	1.9 GPA	2.0 GPA

### GOOD ACADEMIC STANDING - WARNING

1. Any student with a cumulative grade point average (GPA) high enough to be in good academic standing but less than 2.0 will be placed on good academic standing - warning status.
2. While on good academic standing- warning status, students:
  - a. Are encouraged to meet with an academic counselor before registration.

- b. Must enroll in Strategies for Success (SFS 101).

## ACADEMIC PROBATION

1. Any student whose cumulative grade point average falls below the minimum acceptable standards to remain in "good academic standing" after 12 semester hours will be placed on academic probation.
2. While on probation, students may continue to enroll in the college, however, they:
  - a. Must meet with an academic counselor before registration.
  - b. Must enroll in no more than 14 semester hours maximum during the fall and spring semesters and no more than 6 semester hours during the summer term.
  - c. Must enroll in Strategies for Success SFS 101.
  - d. Can be required to take developmental reading courses or tutoring in specific areas, upon the recommendation of counseling and reading professionals.
  - e. Must earn a 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard for the number of semester hours attempted.
3. A student is removed from probationary status and considered in "good academic standing" when the cumulative grade point average is at or above the minimum acceptable standard for the number of semester hours attempted.

## ACADEMIC SUSPENSION

1. Any student on academic probation who attempts one or more college credit courses at the 040 course level or above and fails to achieve a 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard will be academically suspended from the college.
2. The suspension will be for the full term following the term of current enrollment. Readmittance to the college will be automatic for students who have been suspended.
3. No student may enroll in any college credit courses during the suspension period; however, with

consent of a counselor, the student may enroll in courses below the 040 course level (developmental and general studies), Reading and Study Skills I RDG 050, and Strategies for Success SFS 101, 102, or 103.

4. Students returning from academic suspension will be placed on academic probation status and will be required to successfully complete (obtain a passing grade in) Strategies for Success SFS 101. Students may also be required to complete developmental reading courses or tutoring in specific areas.

## ACADEMIC DISMISSAL

1. Any student, previously suspended, who re-enters the college and while on probation, does not earn a minimum 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard for the number of semester hours attempted will be dismissed for not less than one calendar year.
2. After the one year dismissal period, a student must petition the Academic Standards Committee for readmission. The petition for readmission must be submitted at least three weeks prior to the beginning of the term the student wishes to enroll.
3. Any student readmitted by the Academic Standards Committee will be notified in writing of the specific terms of readmission.
4. Students returning from academic dismissal will be placed on academic probation status and will be required to successfully complete (obtain a passing grade in) SFS 101 Strategies for Success. Students may also be required to complete developmental reading courses or tutoring in specific areas.
5. Any student who reenters the college after academic dismissal and does not meet the conditions required by the Academic Standards Committee may be permanently dismissed from the college.

## ADDING COURSES

Students may add courses to their schedule through the first two instructional days of the semester or module. Classes less than a module in length must be added prior to the first day. Students may add an evening class prior to the second class

meeting. In order to add a course, degree-seeking students may either use IRIS or submit a completed Change of Schedule form to Admissions & Records or at the Kluthe Center. Off campus students may contact the local extension center coordinator. Non-degree seeking students may call Admissions & Records staff to add classes.

## DROPPING COURSES

Students may drop a course with no notation on their academic transcript and not be required to pay for the course (or receive a refund) during specific time periods dependent upon the length of the course.

- ♦ Courses meeting 12 weeks or longer must be dropped no later than 10 instructional days after the beginning of the semester.
- ♦ Courses meeting 8–11 weeks must be dropped no later than 5 instructional days after the beginning of the semester/module.
- ♦ Courses meeting 3–7 weeks must be dropped no later than the first instructional day of the course.
- ♦ Courses meeting less than 3 weeks must be dropped prior to the first instructional day of the course.

Students may be administratively dropped from courses if they do not meet the required pre-requisites.

In order to drop a course with no record, students must either use the Internet Registration and Information System (IRIS) or submit a completed Change of Schedule form to Admissions & Records to inform them of their intentions. It is the student's responsibility to drop courses according to policy and to secure proper documentation.

## CHANGE OF PROGRAM OF STUDY

Unless informed otherwise, students are assigned the program of study/major they indicate on their Intent to Enroll. If a student wants to change his or her major and has not enrolled yet, then the student should contact Admissions & Records. If already enrolled, the student should complete a "Change Major" form online through their Laker Hub.

## AUDIT A COURSE

To audit a course, the student must pay the same tuition and fees as if the course were being taken for credit. The student must declare the intention to audit the course in writing on the proper form with Admissions & Records during the registration period for the course. The form is available online at [lakelandcollege.edu](http://lakelandcollege.edu).

## REPEATING COURSES

Courses in which the content varies from semester to semester or in which a student is expected to gain increased knowledge and skill through repetition are designated as repeatable. These courses, and the maximum number of times each can be repeated, are noted in the course description section of the college catalog. When students repeat courses designated as repeatable, all credit hours and grades are computed in the hours earned and cumulative grade point average.

A student who earns a grade of F in a repeatable course and subsequently repeats it and earns a passing grade may request to have only the last credit hours and grade earned computed in the students' cumulative grade point average.

Students may repeat other courses that are not designated as repeatable with the understanding that only the last credit hours and grades earned will be computed in the students' grade point average.

Admissions & Records must be notified by the student in writing on the proper form of a repeated course to insure the repeat is noted on the transcript.

Students should be aware that repeating courses may impact their financial aid. Because repeat course policies vary from college to college, students planning to transfer are encouraged to familiarize themselves with the policy of the college they will attend.

## IMPORTANCE OF ATTENDING CLASS

Because regular, punctual classroom attendance is considered important for quality performance and success, students are expected to punctually attend all meetings of classes in

which they are enrolled. Instructors and/or division chairpersons have the prerogative to determine minimum requirements; oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives. In case of prolonged absence because of illness, accident, or hospitalization, students must notify the College Health Services so that proper notification can be made to instructors. Student absences for the purpose of attending regular national guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may appeal the decision in accordance with the college's Student Concerns and Grievances Procedures.

## CLASS ATTENDANCE AND COLLEGE-SPONSORED ACTIVITIES AND EVENTS

College-sponsored student activities and events should not conflict with regularly scheduled classes unless necessary. Staff planning student activities and events during regularly scheduled class times must submit a request to the appropriate

Vice President for prior approval. Once approved, the staff member supervising the activity will provide notification to instructors and include the names of the students who will participate. When activities are rescheduled due to weather or other unforeseeable conditions, the staff member will notify the instructors as soon as possible after the schedule change is made.

Participation in approved college-sponsored student activities and events will be considered excused absences and students will be allowed to complete work according to the following:

1. The student will contact the instructor at least one week prior to the absence. When activities are rescheduled due to weather or other unforeseeable conditions, the student will contact the instructor as soon as possible after the schedule change is made.
2. The student should request from the instructor the work to be made up and complete what can be completed prior to the absence. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
3. If needed, an instructor can make an alternative assignment for the make up work.
4. If a student fails to notify the instructor prior to the absence or does not complete the assignment as mutually agreed upon, the student will not be allowed to make up the work.

## FINAL EXAMINATIONS

Rescheduling of final exams is not permitted except with permission of the Vice President for Academic Services and with the consent of the instructor.

The schedule can be found at [lakelandcollege.edu](http://lakelandcollege.edu).

## CREDIT BY PROFICIENCY EXAMINATION

If reasonable evidence exists that a student possesses college-level academic proficiency in a subject area, the student may request to take a proficiency examination. Students may

earn credit for college courses based on proficiency examinations and use that credit to meet requirements for an associate degree or certificate.

Proficiency examinations are limited to those courses recommended by the Division Chair and approved by the Vice President for Academic Services. Forms to begin the process are available in the Office of the Vice President for Academic Services.

A non-refundable evaluation fee equal to fifty percent (50%) of the current in-district tuition per credit hour is required for a proficiency examination and must be paid in advance. A grade will be given and the credit earned will be posted to the student's transcript. No official record is made of failures. Tuition and fees will not be assessed for credit earned by proficiency examination. Proficiency examinations are given with the following criteria:

1. Examinations are given for experience for which no prior college credit has been received.
2. The student must be admitted into the College and must not have previously audited or taken any course for which he/she is seeking credit.
3. The student will not be certified for academic credit in any course that he/she is not eligible to register for credit.
4. No proficiency examination will be given if the student is currently enrolled in the course past the official refund date.
5. Examinations will not be given if the student has received credit for advanced work in the subject area beyond the course in which the examination is requested.
6. Students may attempt a proficiency examination one time per course.

## ADVANCED PLACEMENT

Lake Land College grants credit for courses taken by high school students who participate in the Advanced Placement Program. Credit is based on course examinations administered by the College Entrance Examination Board, and the following provisions apply:

1. Students must have scores sent directly to Lake Land College Admissions and Records. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded (See below.)
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements.
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for Advancement Placement credit.
6. Students should be aware that Advanced Placement credit may not be accepted by another college or university.

AP TEST TITLE	COURSE/CREDIT HOURS GRANTED	MINIMUM SCORE
Spanish Language & Literature	FLG 140 and FLG 141 (6 hrs)	3
French Language & Literature	FLG 130 and FLG 131 (6 hrs)	3
English Language & Composition	ENG 120 (3 hrs)	3
English Literature & Composition	LIT 130 (3 hrs)	3
Computer Science	CIS 156 (3 hrs)	3
Biology	BIO 100 (4 hrs)	3
Chemistry	CHM 150 (4 hrs)	3
Chemistry	CHM 150 and 151 (8 hrs)	5
Physics – Level B	PHY 130, 131 and 132 (8 hrs)	3
Physics – Level C Part 1	PHY 140 (4 hrs)	3
Physics – Level C Part 2	PHY 141 (4 hrs)	3
Calculus AB	MAT 241 (5 hrs)	3
Calculus BC	MAT 241 and MAT 242 (7 hrs)	3
Statistics	MAT 125 (3 hrs)	3
Economics	ECO 130 or ECO 231 (3 hrs)	3
United States History	HIS 155 or HIS 156 (3 hrs)	3
Political Science	POS 160 or POS 162 (3 hrs)	3
Psychology	PSY 271 (3 hrs)	3

## CREDIT THROUGH THE CLEP EXAM

College credit is given for examinations taken through the College Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB) if satisfactory scores are achieved.

*The following provisions apply:*

1. Students must have scores sent directly to the Lake Land College Admissions & Records. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded. Lake Land College accepts the American Council on Education (ACE) recommendations for credit-granting scores (see chart).
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements.
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for CLEP credit.
6. Students should be aware that CLEP credits may not be accepted by another college or university.

Students interested in taking a CLEP test may obtain information from the Director of the Tutoring and Testing Center in Webb Hall, or by calling 217-234-5287.

CLEP TEST	MINIMUM SCORE	CREDIT GRANTED	EQUIVALENCE
College Algebra	50	3 hrs	MAT 130
Calculus	50	5 hrs	MAT 241
College Composition	50	3 hrs	ENG 120
Humanities	50	3 hrs	HUM 150
Social Sciences and History	50	3 hrs	Social Science elective
Financial Accounting	50	3 hrs	BUS 151
Principles of Management	50	3 hrs	BUS 251
Principles of Marketing	50	3 hrs	BUS 247
American Government	50	3 hrs	POS 160
History of the US I: Early Colonization to 1877	50	3 hrs	HIS 155
History of the US II: 1865 to Present	50	3 hrs	HIS 156
Human Growth and Development	50	3 hrs	PSY 279
Principles of Microeconomics	50	3 hrs	ECO 232
Principles of Macroeconomics	50	3 hrs	ECO 231
Introductory Psychology	50	3 hrs	PSY 271
Western Civilization I: Ancient Near East to 1648	50	3 hrs	HIS 250
Western Civilization II: 1648 to present	50	3 hrs	HIS 252
Introductory Sociology	50	3 hrs	SOC 280
Chemistry	50	4 hrs	CHM 120 or CHM 150
Biology	50	4 hrs	BIO 100
Introductory Business Law	50	3 hrs	BUS 200
Analyzing and Interpreting Literature	50	3 hrs	LIT 130
American Literature	50	3 hrs	LIT 251
English Literature	50	3 hrs	LIT 260
French Language Level 1	50	6 hrs	FLG 130 & 131
Spanish Language Level 1	50	6 hrs	FLG 140 & 141
Precalculus	50	5 hrs	MAT 140

## LIFE EXPERIENCE CREDIT THROUGH PORTFOLIO DEVELOPMENT

Not all learning takes place in the classroom. Valuable college-level knowledge may be acquired through job experience and other life accomplishments. Students may earn credit for college courses based on life experience and may use that credit to meet requirements for an associate degree or certificate. Learning experience must parallel courses offered at Lake Land College and credits are applied based on requirements of each specific certificate or degree.

Credit is awarded based on completion of INS099 Portfolio Development and an evaluation of documentation of the learning experiences presented through the portfolio process. Students

must demonstrate an acquisition of knowledge of the learning outcomes of the course to receive credit for life experiences. Tuition and fees will be charged for INS099 and a pass/fail grade will be assigned. A non-refundable evaluation fee equal to fifty percent (50%) of the current in-district tuition per credit hour will be required prior to formal evaluation of the portfolio. No tuition or fees are charged for credit earned through portfolio development and no grade is assigned. The credit will be posted to the student's transcript. No official record is made if no credit is granted for the portfolio. *Life experience credit is awarded with the following criteria:*

1. Life experience credit will be awarded for courses for which no prior college credit has been received.
2. The student must be admitted into the college and must not have previously audited or taken any course for which he/she is seeking credit.
3. The student will not be certified for academic credit in any course that he/she is not eligible to register for credit.
4. No life experience credit will be given if the student is currently enrolled in the course past the official refund date.
5. Life experience credit will not be given if the student has received credit for advanced work in the subject area beyond the course for which the credit is requested.
6. Students may attempt life experience credit one time per course.
7. Portfolios must be completed and submitted prior to the start of the semester in which the student plans to graduate.
8. Each portfolio will be individually evaluated and must meet all requirements to be awarded credit for a specific course(s). No partial course credit will be granted.

## CREDIT THROUGH THE INTERNATIONAL BACCALAUREATE PROGRAM

Lake Land College grants credit for courses taken by high school students who participate in International Baccalaureate Programs. Credit is based on the International Baccalaureate Diploma subject scores according to the following provisions:

1. Students must have scores sent directly to Lake Land College Admissions and Records Office. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded (see chart below).
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements.
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for International Baccalaureate credit.
6. Students should be aware that International Baccalaureate credit may not be accepted by another college or university.

MINIMUM IB EXAM	CREDIT SCORE	EQUIVALENT GRANTED	COURSE(S)
Biology (HL or SL)	4	4 hours	BIO 100
Business Management (SL)	4	3 hours	BUS 142
Chemistry (HL)	4	8 hours	CHM 150 & 151
Chemistry (SL)	4	4 hours	CHM 111 or 120
Computer Science (HL or SL)	4	3 hours	CIS 156
Economics (HL or SL)	4	3 hours	ECO 231
Geography (HL or SL)	4	3 hours	GEO 140
Global Politics (HL or SL)	4	3 hours	POS 264
History (HL or SL)	4	3 hours	HIS 250
Math (HL)	4	8 hours	MAT 125 & 241
Math (SL)	4	8 hours	MAT 125 & 140
Math, Further (HL)	4	10 hours	MAT 125, 242 & 255
Philosophy (HL or SL)	4	3 hours	PHI 270
Physics (HL)	4	4 hours	PHY 140
	6	8 hours	PHY 140 & 141
Physics (SL)	4	4 hours	PHY 130
	6	8 or 4 hours	PHY 130 & 131 or PHY 140
Psychology (HL or SL)	4	3 hours	PSY 271
Social and Cultural Anthropology (HL or SL)	4	3 hours	ANT 200
Theatre (SL)	4	3 hours	SPE 244
World Religions (SL)	4	3 hours	PHI 232

## CREDIT THROUGH THE ILLINOIS STATE SEAL OF BILITERACY

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

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy.
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must be currently enrolled at Lake Land College at the time of the request.
3. Credit will be limited to the foreign languages the College is approved to offer as follows:
  - a. ENG110/111: Manual Communication-Deaf and Advanced Signing
  - b. FLG130/131: Elementary French I and II
  - c. FLG140/141: Elementary Spanish I and II
  - d. FLG150/151: Beginning German I and II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
5. No tuition or fees will be assessed for the credit to be awarded.
6. Students should be aware that the credit may not be accepted by another college or university.

## CREDIT FOR PROFESSIONAL CERTIFICATION AND LICENSURE

Lake Land College may award credit to students seeking advanced education in an academic program for which the student currently holds professional certification or licensure

through the State of Illinois. Specific credit to be awarded is determined by the academic department in which the program of study is offered and approved by the vice president for academic services through submission of an Academic Request form. The following provisions will apply:

1. Students must submit a copy of their current certification or licensure to the Admissions and Records Office.
2. Credit will be awarded according to the pre-approved equivalencies established by the academic department and published in the college catalog.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements.
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees will be charged for professional certification or licensure credit.
6. Students should be aware that professional certification or licensure credit may not be accepted by another college or university.

## CREDIT FOR MILITARY EXPERIENCE

Lake Land College grants credit for military training, education and occupational experience in accordance with the American Council on Education (ACE) Military Guide including credit for DANTES Subject Standardized Tests (DSST). ACE credit recommendations appear on a service member's Joint Services Transcript. To receive Lake Land College credit based on the Joint Services Transcript:

1. Students must submit the Joint Services Transcript and a Transcript Evaluation Request to Admissions and Records.
2. The Joint Services Transcript will be evaluated to determine specific course credit applicable to the requirements of the student's certificate or degree program.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point average.

5. No tuition or fees will be charged for credit awarded.
6. Students should be aware that credit awarded for military experience may not be accepted by another college or university.

Students may be awarded four hours of credit for completion of military basic training. If this credit is not documented on a Joint Services Transcript, the student may submit to the Admissions and Records Office a DD 214 indicating honorable discharge.

## INDEPENDENT STUDY

Students may pursue supervised study for one-half to four semester hours of credit on an independent basis for academic work which reflects a reasonable and moderate extension of current Lake Land College courses. Students are permitted to enroll in Independent Study with permission of the instructor and approval by the Division Chair and the Vice President for Academic Services. See course description for INS 299 Independent Study.

## TRANSFER TO OTHER COLLEGES OR UNIVERSITIES

Students intending to transfer to other colleges or universities are encouraged to plan their programs with a counselor to ensure compatible course selection.

The General Education Compact Agreement provides that any student who earns an associate degree in a baccalaureate-oriented program at Lake Land College shall enter the following senior colleges and universities with a junior standing, having fulfilled all lower division general education requirements of the senior institution:

- ♦ Chicago State University
- ♦ Eastern Illinois University
- ♦ Governors State University
- ♦ Illinois State University
- ♦ Northeastern Illinois University
- ♦ Northern Illinois University
- ♦ University of Illinois – Springfield
- ♦ Southern Illinois University – Carbondale and Edwardsville
- ♦ Western Illinois University

Baccalaureate programs include Associate in Arts (AA), and Associate in Science (AS).

Students who opt not to complete the A.A. or A.S. degree are advised to complete the Illinois Articulation Initiative General Education Core Curriculum. This option assures students that when they transfer to a senior institution they will have met all lower division general education requirements.

Students transferring without completing the Associate in Arts or Associate in Science degree and who have not completed the General Education Core Curriculum will have their transfer credits evaluated on a course by course basis. Also, these students will be required to meet the general education requirements of the institution to which they transfer.

## TRANSCRIPT EVALUATION

An official evaluation of regionally accredited college and university transcripts, Lake Land College, and military credit, is available to students by filing a transcript evaluation form at Admissions & Records. The form is available online at [lakelandcollege.edu](http://lakelandcollege.edu). Student copies will not be evaluated. If an informal evaluation is done, the student assumes responsibility for course selection.

## ASSESSMENT

Because of its commitment to continually improve the quality of educational experiences, Lake Land College uses information from and about students to improve instructional programs and general education. Assessment is the process of measuring student performance and using the results to improve courses and programs. The process is integral to the college's affirmation of accreditation with the Higher Learning Commission. To ensure that adequate information is available, students will be asked to participate in personal interviews, to take program and/or general education assessments, or to complete surveys. More information about Assessment can be found online at [lakelandcollege.edu](http://lakelandcollege.edu) under Academic Information.

## DEGREES AND CERTIFICATES AWARDED

### THE ASSOCIATE IN ARTS OR THE ASSOCIATE IN SCIENCE DEGREE

will be awarded to those students who pursue a course of study leading to transfer to a four-year college or university. The requirements for these degrees are as rigorous as those at the four-year college or university and upon completion of the requirements students are admitted with junior standing to those colleges and universities that endorse the General Education Compact Agreement sponsored by the Illinois Board of Higher Education. Students select either the associate in arts or the associate in science degree based on their intended major and the requirements of their four year college or university.

### THE ASSOCIATE IN ENGINEERING

**SCIENCE DEGREE** will be awarded to those students who pursue a course of study leading to transfer to a four-year college or university with a major in engineering. Degree requirements differ significantly from the associate in arts and associate in science degrees so students need to follow precisely the curriculum model for the associate in engineering science degree. Students interested in pursuing a bachelor's degree in architectural or chemical engineering should consult a counselor before choosing the degree path to follow.

### THE ASSOCIATE IN APPLIED

**SCIENCE DEGREE** will be awarded to those students who meet the specific requirements based on occupations, semi-technical and technical curricula. Students pursue this degree in order to obtain training for immediate employment in business or industry.

### THE ASSOCIATE IN LIBERAL

**STUDIES (ALS) DEGREE** will be awarded to those students who complete a liberal course of study. The ALS degree provides a student with a unique opportunity to develop an individualized program that crosses traditional academic disciplines. This degree permits a student to develop a learning program that may be focused toward a career, personal interest, and enrichment or a combination of these objectives.

**CERTIFICATES** will be awarded to students who complete the prescribed program model as listed in the

catalog. Certificate programs are occupationally oriented and vary from six credit hours to one year of study. Certificate programs requiring less than 16 credit hours are not eligible for federal Title IV financial aid or the Illinois Monetary Award Program grant.

## GENERAL GRADUATION REQUIREMENTS

### REQUIRED OF ALL STUDENTS IN DEGREE PROGRAMS

Students will be eligible for graduation when they have met all of the following requirements:

1. Met all college admissions requirements.
2. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalog. Associate in Science and Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.
3. Accumulated the minimum semester hours required for the specific degree.
4. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the .040 course level or above will count toward graduation.
  - a. The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
  - b. The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. The college defines accredited as the Higher Learning Commission or other regional accrediting agencies.
  - c. Students enrolled in the Associate Degree in Nursing, Dental Hygiene and Physical Therapist Assistant programs

must earn a grade of "C" or higher in all required courses to remain in, and graduate from the program.

- d. Students enrolled in the Medical Assistant Program must earn a grade of "C" or higher in all MAP Courses and MCS-095 to remain in, and graduate from, the program.
  - e. Students enrolled in the John Deere Tech program must achieve a grade of "C" or higher in all JDA classes and TEC 048 to remain in and graduate from the program. Any student receiving less than a "C" in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.
5. Completed at Lake Land College at least one half of the total number of hours required for the degree. Hours earned through Advanced Placement International Baccalaureate and CLEP do not count toward the one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
  6. Filed a Notice of Intent to Graduate with Admissions & Records by the posted date of the semester in which the student will meet academic graduation requirements.
  7. A grade of "C" or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science or Associate in Engineering Science Degree.

#### REQUIREMENTS FOR MORE THAN ONE ASSOCIATE DEGREE

Students may earn more than one degree if they meet all general and specific curriculum requirements for each degree. However, students completing more than one degree according to catalog requirements in effect prior to Fall 2016, may not earn both an Associate in Science and an Associate in Arts degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file a Notice of Intent to Graduate form with Admissions & Records for each degree.

#### REQUIRED OF ALL STUDENTS IN CERTIFICATE PROGRAMS

Students will be eligible for graduation when they have met all of the following requirements:

1. Met all college admissions requirements.
2. Fulfilled all general and specific requirements in one of the certificate programs listed in the catalog.
3. Achieved a "C" (2.00) or received a grade of P (Pass) average in those courses applicable to meet the requirements of the certificates.
  - a. Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program.
  - b. Students enrolled in the Medical Assistant Program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
4. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advancement Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
5. Filed a Notice of Intent to Graduate with Admissions & Records by the posted date of the semester in which the student will meet academic graduation requirements.

**NOTE:** A student who discontinues attendance for a full year or more will be subject to requirements in the current catalog at the time of registration. The student is responsible for proper registration each semester and for satisfying all graduation requirements.

## GENERAL EDUCATION GOALS

The purpose of general education is to provide all students with learning experiences that are necessary to enable them to maintain responsible and satisfying relationships to society and the environment. *The General Education Committee with the approval of the Lake Land College faculty has adopted the following as specific goals of general education:*

- ♦ Communication
- ♦ Critical Thinking
- ♦ Problem Solving
- ♦ Diversity
- ♦ Citizenship
- ♦ Foundational Knowledge

## IMPROVING HUMAN RELATIONS

It is the policy of Lake Land College to include in its General Education requirements course work on improving human relations. This policy includes improvement in understanding about race, ethnicity, gender, and diversity issues.

Each general education course will address the issues of race, ethnicity, gender, and other issues as they relate to racism and sexual harassment as a part of the discipline. Each discipline will, as a part of the course, develop course work which is appropriate to that area of study.



# COLLEGE LIFE



## IN THIS CHAPTER:

- ◆ ALUMNI ASSOCIATION
- ◆ ATHLETICS
- ◆ CLUBS
- ◆ HONORS EXPERIENCE
- ◆ HOUSING
- ◆ LAKER POINT
- ◆ PARKING
- ◆ POLICE DEPARTMENT
- ◆ SECOND STORY
- ◆ STUDENT ACTIVITY BOARD
- ◆ STUDENT AMBASSADORS
- ◆ STUDENT GOVERNMENT
- ◆ STUDENT IDS
- ◆ STUDENT LIFE
- ◆ TEXT ALERTS
- ◆ TEXTBOOKS/COURSE MATERIALS
- ◆ WLKL

## STUDENT LIFE

Student Life at Lake Land College is comprised of the Student Government Association, Student Activity Board, Student Publications, intercollegiate and intramural athletics, and clubs. The major funding source for Student Life comes from the Student Activity Fee.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA acts as the official voice of the student body to the college community. This is a popularly elected student organization that provides students with the opportunity to build leadership skills and serve the campus and community as a whole. The SGA provides criteria through which clubs and organizations are recognized by the Lake Land College Board of Trustees. Various events are hosted throughout the year including the High School Leadership Conference, Club Luncheon, Student Recognition Banquet, blood drives and other community service programs.

### STUDENT ACTIVITY BOARD (SAB)

The primary function of the SAB is to provide social and cultural events for the college student body. On Wednesdays at 11 a.m., the SAB brings nationally touring comedians, musicians, hypnotists and more to campus. All events are free to students. Events are also held monthly at the Kluthe Center. The SAB allows students to develop creativity and teambuilding skills. SAB members are selected through an application and interview process.

### THE NAVIGATOR NEWS

The college newspaper is designated a public forum and is a student-run publication. It functions under the direction of student editors, volunteer staff writers, cartoonists, photographers and advisor. The primary purposes of *The Navigator News* are: to inform students of institutional and local news; to provide students a forum for the sharing of ideas; to expose students to different points of view; to provide journalistic experiences for students; and to serve as a source of entertainment for students. The current issue of *The Navigator News* can be found at [thenavigatornews.com](http://thenavigatornews.com).

### STUDENT AMBASSADORS

The Student Ambassadors are a group of students who serve as official representatives of Lake Land College. The Ambassadors assist the college by informing prospective students of the opportunities available to them at Lake Land. In addition, they assist with several campus organizations and personnel with special school functions.

*To become an Ambassador, students must meet the following criteria:*

- ◆ be at least a half-time student for both fall and spring semesters
- ◆ maintain a 2.5 GPA
- ◆ complete an application
- ◆ complete an interview

Once students are selected, they attend training sessions and weekly meetings to learn more about the college. During the school year, the Ambassadors give tours of the campus, attend college/career fairs, visit high schools, and assist with special school functions. Interested students should contact Admissions & Records.

# THE HONORS EXPERIENCE

The Honors Experience is a program designed by Lake Land College to provide honors students with an excellent academic experience. While it is not required to participate in all three areas, it is recommended.

## **Honors Experience student benefits:**

- ◆ May receive scholarship aid.
- ◆ May be recognized for state and national scholarship opportunities.
- ◆ Will carry honors designation on their transcripts for when specific criteria are met.
- ◆ May participate in educational field trips, social activities and special events.
- ◆ Receive honors recognition at the graduation ceremony.

## **Students who apply for the Honors Experience must meet the following requirements:**

- ◆ Plan to pursue an associate degree at Lake Land College.
- ◆ Meet one of the following: a.) graduate in the top 15 percent of their high school class, b.) have an ACT composite score of 26 or higher or c.) have an SAT total score of 1230 or higher.
- ◆ OR
- ◆ Have a GPA of 3.25 or higher after the completion of at least 12 semester hours of college-level coursework and be enrolled in an associate degree program at Lake Land College.
- ◆ Once admitted to the Honors Experience, students must maintain a Lake Land College GPA of 3.25 or higher.

## **THE HONORS EXPERIENCE CONSISTS OF:**

### **PRESIDENTIAL SCHOLARSHIP PROGRAM**

The Presidential Scholarship is available to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two academic years.

#### **Requirements:**

- ◆ Graduate of an in-district high school or high school serving a portion of the district.
- ◆ Meet one of the following criteria:
  - ◆ Rank in the top 15 percent of your high school senior class;
  - OR
  - ◆ Have an ACT composite score of 26 or higher or an SAT total score of 1230 or higher.
- ◆ Submit Presidential Scholarship acceptance form.
- ◆ Enroll at Lake Land College full time the fall semester immediately following high school graduation.
- ◆ Once enrolled at Lake Land, successfully complete at least 12 credit hours each semester and maintain a 3.25 semester or cumulative GPA .

### **PHI THETA KAPPA**

Phi Theta Kappa (PTK) is an international honorary society for the two-year college that concentrates on scholarship, leadership, service, and fellowship. Eligible students will receive an invitation from the National PTK organization. Once joining the national organization, students are encouraged to take part in the local Lake Land College PTK chapter, Alpha Theta Psi.

Students must complete the following program requirements in order to graduate as a Phi Theta Kappa student:

- ◆ Meet the Honors Experience program requirements.
- ◆ Compete two semesters of the Lake Land College PTK chapter membership.

### **HONORS PROGRAM COURSES**

The Lake Land College Honors Program provides outstanding college students with honors-level coursework, honors independent studies, and other enriched learning opportunities. These opportunities allow students to address important topics, engage in critical thinking, and learn cutting-edge techniques in their fields. Students who complete the honors program are recognized at the commencement ceremony and earn honors designations on their transcripts.

The Honors Courses have many advantages including interacting with other academically talented students. In addition to enriched learning opportunities, students must complete the following program requirements in order to graduate as an Honors Program student:

- ◆ Meet the Honors Experience program requirements.
- ◆ Complete four honors courses for full status graduation. Complete two honors courses for associate status.
- ◆ No more than two honors courses may be completed each semester.

Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

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**For more information about the Honors Experience, contact [honors@lakelandcollege.edu](mailto:honors@lakelandcollege.edu), call 217-234-5044 or visit [lakelandcollege.edu/honors-program](http://lakelandcollege.edu/honors-program).**

## TEXTBOOKS / COURSE MATERIALS

The Rental System is part of the Laker Nest Bookstore. Lake Land College is among the few colleges and universities across the United States that have a rental system for course materials and textbooks. It is estimated that students save an average of \$1,400 a year using the rental system. All students are required to pay the service fee (see How to Pay for College chapter of this catalog) which includes the purchase and management of course materials for the rental system.

*Course materials are issued by the bookstore, subject to the following:*

1. Programs with special academic or student needs may require that course materials be purchased by the student.
2. Consumable items will be purchased by the student.
3. All rented items must be returned to the college by the close of hours on the fifth college business day after the last day of final exams. Beginning on the sixth day, students will be charged new retail price of unreturned rentals.
4. Students will be charged new retail price for defaced or damaged books.
5. Students with unreturned course materials will be restricted from receiving transcripts, restricted from renting items and restricted from any further registration activity until all fines are paid.

## STUDENT ID CARDS

Students other than those enrolled in the Dual Credit program or those enrolled in a Correctional Center program will be issued a Student ID. All student IDs are the property of Lake Land College and are provided for appropriate use for identification and access to services. A Student ID is required to rent books from the Bookstore. A student is required to carry the card when on the main campus, at the Kluthe Center, or at an extension center. The student should report a lost or stolen card to the Police Department within 48 hours.

A student is responsible for all transactions with the card until the card is reported missing to the Police Department. A fee will be charged to issue replacement cards. The Lake Land College Student ID is for the student's use only. It is not to be loaned to anyone. Student ID cards are issued both on campus and at the Kluthe Center. A government-issued ID is required to obtain a Laker student ID.

## PARKING

Parking is provided for all students in approved parking lots on campus without charge. Reserve parking is available for people with disabilities. Parking is monitored by Police Officers. Unauthorized parking is subject to a fine.

## INTERNATIONAL STUDIES

### STA 200

Community members can audit the STA 200 study abroad course that discusses cultural differences. STA 200 prepares students for an educational trip.

## ATHLETICS

### INTERCOLLEGIATE ATHLETICS

The program of intercollegiate athletics is dedicated to the belief that athletic competition complements the existing programs offered by Lake Land College. Athletics is an integral part of the total educational process, which fosters sound educational goals concurrent with those of the college. The college is a member of the National Junior College Athletic Association (NJCAA) and competes in Region XXIV. The NJCAA has a cohesive program for recognition of sports and athletes from two year colleges throughout the nation. Regional and national tournaments are held in all sports. Lake Land College, as a Division I and Division II, NJCAA College, awards athletic scholarships to talented student athletes.

The college program of intercollegiate athletics for men includes basketball and baseball. Women compete in volleyball, softball, and basketball on the intercollegiate level.

### INTRAMURAL ATHLETICS

An intramural program, available to both men and women, includes: softball, basketball, volleyball, badminton, bowling and golf.

## STUDENT ACTIVITIES

From comedians, musicians, hypnotists, and speakers to great giveaways, free meals and a spring carnival, the college provides students with a wide range of free entertainment and activities to enjoy on campus and at the Kluthe Center.

## CLUBS

Several clubs are available for students to participate in such as: Agriculture Business & Production, Agriculture Transfer, Automotive Technology, Pride, Students With a Testimony, Broadcasting Club, Club IT, Collegiate Veterans Alliance, Common Corners, Construction Specification Institute, Cosmetology, Early Childhood Education & Family Services, Environmental Club, Future Educators of America Club, Future Electronics Technicians, Horticulture Club, Human Service Club, Industrial Technology Association, International Students Association, Math and Science, Nursing, Phi Theta Kappa, Physical Therapist Assistant, Post-Secondary Agricultural, Spanish Club, Students Creating Change, and Theater Club.

Information on the Student Government Association (SGA), Student Activity Board (SAB), Navigator, clubs and organizations can be obtained from Student Life, located in the Luther Student Center or from the website.

## TEXT NOTIFICATIONS

Students are automatically entered in the college's notification system which sends emails and texts to notify them of class cancellations, emergency weather closings, emergency communication messages or general information/deadline reminders. Students can opt-out of the option to receive texts through IRIS in the Laker Hub.

## COLLEGE RADIO STATION WLKL

The Lake Land FM stereo station covers a 35- to 40- mile radius of campus. The station broadcasts alternative music, news, sports and weather 24 hours a day/seven days a week/365 days a year. WLKL is located at 89.9 on the FM dial, and can be heard online at [899themax.com](http://899themax.com).

## LAKE LAND COLLEGE ALUMNI ASSOCIATION

The Lake Land College Alumni Association is open to anyone who has taken a class at Lake Land College. Membership is free and provides the alumnus with networking opportunities with other alumni as well as a quarterly e-newsletter and an annual alumni magazine. We encourage alumni to remain active with their alma mater through various opportunities to serve on divisional advisory boards, mentoring and the Alumni Association Board of Directors. The association also sponsors the Alumni Association scholarship through the Lake Land College Foundation which is awarded to a family member of a college alumnus.

## POLICE DEPARTMENT

Lake Land College's Police Department creates a very safe campus environment for students and faculty.

Police officers are on duty 24 hours a day, and provide a full range of law enforcement services to assist in providing students, faculty and staff with a safe and secure environment. The Police Department building is located on the far south end of the campus.

The Police Department provides many services for the Lake Land community including crime awareness programs, escorts, assistance with motorist emergencies, correction of safety hazards, and processing of lost and found items. For assistance, or questions concerning available services, contact the Police Department at 217-234-5432, or 217-234-5066.

In case of an emergency, you may also call 911 from any phone, including pay phones without using coins.

The college's annual security report and other valuable information is located on the police department's web page.

## HOUSING

Lake Land College does not maintain housing for students; however, housing is available adjacent to campus and in nearby communities. A listing of vacancies may be obtained from the classified advertising section in local newspapers and the college newspaper The Navigator. A listing of housing opportunities is also available on the college website.

The college provides this information for convenience and assistance, but does not accept responsibility for the nature of the housing facilities. None of the facilities have been examined or approved by college personnel. Neither Lake Land College nor any of its agents or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

## LAKER POINT

Located in the Luther Student Center, Laker Point is the place for students and staff to go for a variety of breakfast, lunch, dinner and snack choices while enjoying the various student-friendly study and conversation areas. Students can relax, gather with friends, meet with study groups, etc. Computers are available for student use.

Catering for large or small events is available for anyone using Lake Land College facilities. This includes campus departments and organizations along with outside groups using the college's facilities. Anything from full catered meals to simple snack trays can be ordered from one of a variety of approved caterers. Outside vendors shall have a current food service permit and proof of public liability insurance. See Board Policy 11.17 for full details.

## STUDENT FITNESS CENTER

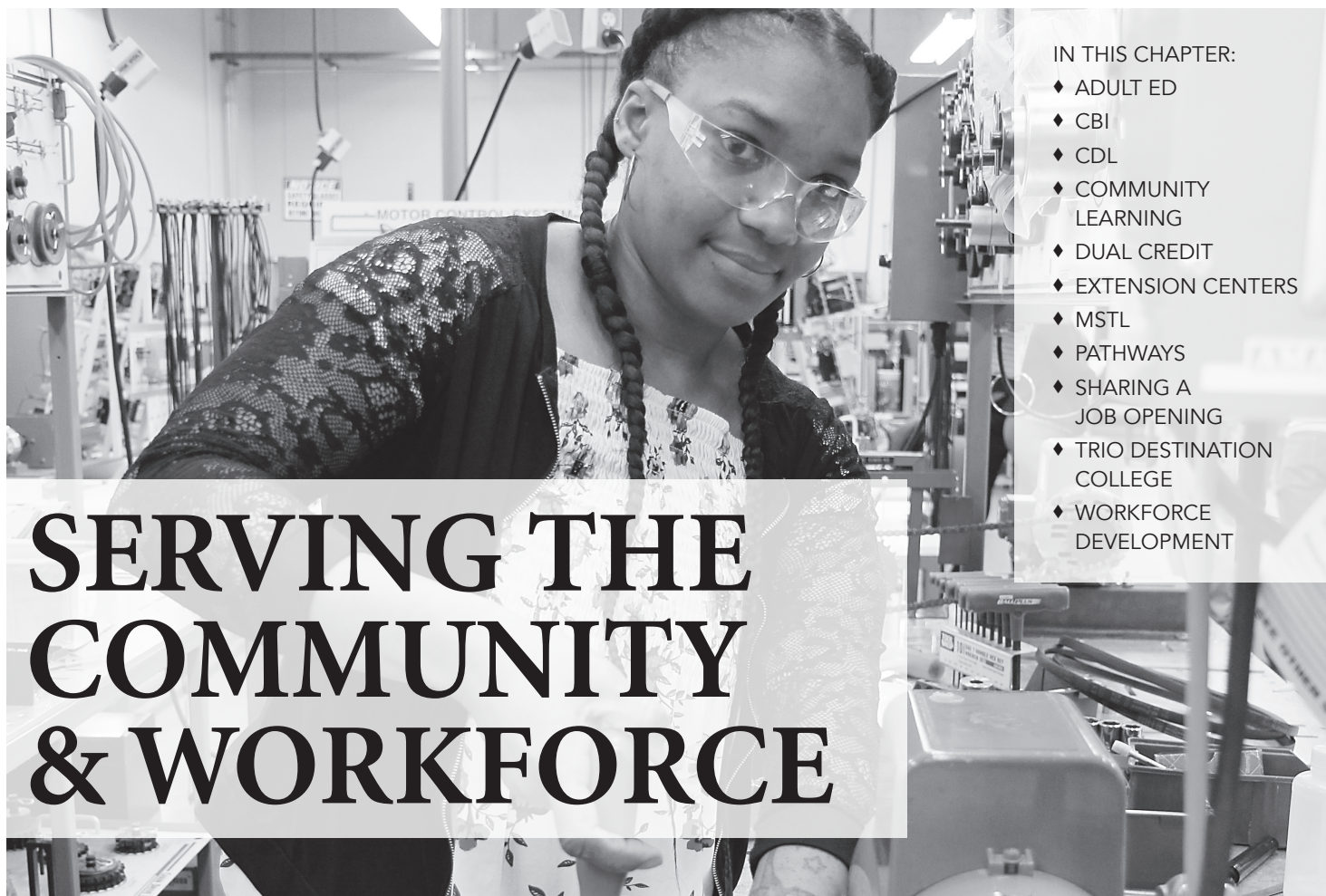
The Fitness Center is equipped with state-of-the-art PRECOR cardio equipment, NAUTILUS circuit training equipment, a free-weight area furnished with PRECOR, NAUTILUS, and TKO weights, and an aerobics room furnished with mirrors, a television, and built-in sound system. The Fitness Center is available for current Lake Land College students and employees as well as retirees to use on a walk-in basis or for a credit class (PED 209 & 210). Hours of operation are posted at [lakelandcollege.edu/fitness-center](http://lakelandcollege.edu/fitness-center).

## FRISBEE GOLF COURSE

The college hosts a frisbee golf course for students and community members to enjoy. The 9-hole course covers 2,558 feet with hole distances ranging from 300-400 feet.

## CROSS COUNTRY RUNNING TRAIL

A cross country 5K course is marked on campus for area high school cross country teams and community members to enjoy.



#### IN THIS CHAPTER:

- ◆ ADULT ED
- ◆ CBI
- ◆ CDL
- ◆ COMMUNITY LEARNING
- ◆ DUAL CREDIT
- ◆ EXTENSION CENTERS
- ◆ MSTL
- ◆ PATHWAYS
- ◆ SHARING A JOB OPENING
- ◆ TRIO DESTINATION COLLEGE
- ◆ WORKFORCE DEVELOPMENT

# SERVING THE COMMUNITY & WORKFORCE

## COMMERCIAL TRUCK DRIVER TRAINING

The Commercial Truck Driving training programs provides an opportunity for individuals of all experience levels to earn a CDL, refresh their driving skills and become safer drives.

Lake Land College offers Class A or B CDL courses for new drivers looking to obtain a CDL, refresher courses for current and past CDL holders, online HAZMAT, tanker, doubles/triples endorsement and CDL permit training and customized training for companies seeking to train current employees.

The CDL program has partnered with multiple local, regional and over-the-road truck driving companies that will pre-hire students, providing students with multiple career opportunities.

Training is conducted at the Workforce Development Center, 305 Richmond Ave. East, Mattoon, Illinois or 224 S. Sixth Street, Marshall, Illinois. For more information about the program, job opportunities and payment options, contact the program coordinator at 1-800-789-1282 or 238-8239.

## CENTER FOR BUSINESS & INDUSTRY

The Center for Business & Industry plays a leading role in providing customized employee training and development services to regional employers. The Center for Business & Industry maintains high standards for training program assessment, design, delivery and evaluation. An experienced staff and broad range of services ensure responsiveness to a variety of training needs. Training courses are available on a business site or at the Center for Business & Industry. These include:

- ◆ Comprehensive Leadership Development Programs
- ◆ Organizational and Workforce Development
- ◆ Continuous Process Improvement and Quality Systems
- ◆ Computer Software Applications
- ◆ Manufacturing Skills Training
- ◆ Commercial Drivers Licensing
- ◆ Consulting Services and Strategic Planning Assistance
- ◆ Meeting Room Rentals

The Center for Business & Industry is home to the region's only Manufacturing Skills Training Lab. The lab provides hands-on training for necessary skills in modern manufacturing operations; specific training is available for maintenance technicians, lead/technical operators, or those seeking to advance into these positions. The equipment is portable, offering companies the option of sending employees to the lab or hosting on-site training. Training programs include: mechanical drive systems, welding, fluid power, industrial electricity, programmable logic controllers, electronic drives, robotic systems, fluid power for industry, mechanical systems, welding for industry, CNC machining and process troubleshooting. Funding assistance may be available to qualifying companies. The Center for Business & Industry is located in the Workforce Development Center, 305 Richmond Ave. East, Mattoon. For more information call 217-235-1282.

## SHARING A JOB OPENING

Career Services facilitates connections between job seekers and employers, including internship opportunities. Area employment opportunities are shared through Career Services' social media on Facebook and Twitter and through Lake Land's LinkedIn page. Career Services also hosts multiple job fairs each year and facilitates on-campus recruitment and interview opportunities. Connect with Career Services at 217-234-5288 or [careerservices@lakelandcollege.edu](mailto:careerservices@lakelandcollege.edu).

## COMMUNITY AND PROFESSIONAL PROGRAMS

Community Learning is dedicated to setting your vision in motion, with cost effective education. Visit [lakelandcollege.edu/learn](http://lakelandcollege.edu/learn). Contact Community Learning at [conted@lakelandcollege.edu](mailto:conted@lakelandcollege.edu) or 217-234-5087.

### CONTINUING PROFESSIONAL DEVELOPMENT

Lake Land College is licensed to provide continuing education units for a variety of professionals including educators, massage therapists, dental hygienists and assistants, cosmetologists, estheticians, nail technicians, and nurses. Visit [lakelandcollege.edu/learn](http://lakelandcollege.edu/learn) for a current listing of seminars. Contact Professional Development at [conted@lakelandcollege.edu](mailto:conted@lakelandcollege.edu) or 217-234-5087.

### COMMUNITY LEARNING

Lake Land College offers many special interest courses and trips that are not part of the regular academic degree programs. Anyone may enroll in these courses according to their own interests. These courses are offered in numerous areas including: health and wellness, computer skills, personal enrichment, engaging generations, finances and money, photography, recreation leisure and exercise, renewable energy, test preparation, creative arts and culinary and home.

Community Learning courses are identified by course title in the Lake Land College Magazine. These courses vary in length from one class meeting to several. Visit the website at [lakelandcollege.edu/learn](http://lakelandcollege.edu/learn) for listings

or contact Community Learning at [conted@lakelandcollege.edu](mailto:conted@lakelandcollege.edu) or 217-234-5087.

### SUMMER COLLEGE FOR YOUTH

Summer College for Youth is a community education program for children kindergarten to high school. The program is designed to provide fresh subject matter, challenging ideas and a positive experience for children.

The subject areas vary each summer in the topics of arts and crafts, food and fun, discover and learn, musical notes, trips and tours, engaging generations, science adventures, sports and recreation and test preparation.

The classes usually meet in the morning or afternoon, Monday through Thursday, for varying weeks during the months of June, July and August.

Visit the website or contact Community Learning at [conted@lakelandcollege.edu](mailto:conted@lakelandcollege.edu) or 217-234-5087.

### TRAFFIC SAFETY PROGRAM

Lake Land College Traffic Safety offers Defensive Driving Courses for individuals who have received a traffic citation in Coles, Cumberland, Effingham, Moultrie or Shelby counties. This DDC-10 course is a four-hour course developed by the National Safety Council. It covers such topics as driving conditions, unsafe behaviors and aggressive driving. It is offered in Effingham, Sullivan, Charleston and Mattoon. There is an online course that is available for an additional fee. If you have received a traffic citation in a county other than Coles, Cumberland, Effingham, Moultrie or Shelby you may still be eligible to enroll.

The Lake Land College Traffic Safety Program also offers the Graduate to Safety Driver Remedial Education Course. Graduate to Safety is a five-hour driver remedial education course for drivers 16-21 years old who have had their license suspended by the Illinois Secretary of State. Participation is required as a condition of license reinstatement. The course is offered in Mattoon. Advanced registration is required and all fees are due at the time of registration. Registration will not be complete until payment has been received. Courses fill on a first come, first served basis and seating is limited.

DDC Distracted Driving Online is a 90-minute course that helps change driver's risky behaviors and attitudes associated with cell phone use while driving. The course includes a comprehensive self-assessment profile

which sets the pace for the course with appropriate scenarios, activities and content based on the individual's responses and risk levels. Fees are due at the time of registration and registration will not be complete until payment has been received.

Visit the website at [lakelandcollege.edu/traffic-safety-program/](http://lakelandcollege.edu/traffic-safety-program/) or contact Traffic Safety at [trafficsafetyprogram@lakelandcollege.edu](mailto:trafficsafetyprogram@lakelandcollege.edu) or 217-238-8258.

## DISTANCE LEARNING

Distance Learning classes are taught on a two-way full motion interactive video and audio system. The classrooms are equipped with state of the art equipment, providing the instructor and students with the best sound and picture quality. In addition to instruction, the system can connect two or more sites for video meetings and staff development activities.

## DUAL CREDIT PROGRAM

Dual Credit is a partnership between Lake Land College and district high schools that provides students the opportunity to earn college credit prior to high school graduation. Dual credit courses are offered in the convenience and comfort of the high school classroom during the regular high school day. Students do not pay tuition for dual credit courses, resulting in significant savings toward college expenses. High schools are charged a fee for dual credit courses and may require students to cover the cost of this fee. Students should check with the dual credit coordinator at the high school about dual credit fees.

Dual credit courses are reserved for high school students who are 16 or older, have obtained permission to enroll in college-level courses from their high school, and have a high school GPA of "C" or better. Students enroll in dual credit courses through the dual credit coordinator at their high school. Students enrolling in math or English courses are required to take a placement test or submit SAT/ACT scores to Lake Land College prior to the start of the class. A placement test study guide is available at [lakelandcollege.edu/admissions](http://lakelandcollege.edu/admissions). For more information about the Dual Credit program, call 217-234-5044 or visit the Dual Credit website.

## TRIO DESTINATION COLLEGE

TRIO Destination College identifies and assists individuals in targeted middle and high schools who have the potential to succeed in higher education and demonstrate a need for support. The program provides support to its participants to encourage them to graduate from high school and complete a higher education program of their choice.

Destination College annually serves approximately 600 participants in the 6th to 12th grades of 18 area schools.

*Destination College participants have the opportunity to take advantage of the following services:*

- ♦ Career Exploration – research careers and career site trips.
- ♦ Life & Study Skills – test taking strategies, time management and employment skills.
- ♦ Connections to Tutoring – connections to or provisions of individual or group tutoring.
- ♦ Parental Education – workshops and information provided to parents.
- ♦ Academic Advisement – guide students to completing high school course work in preparation for college admission.
- ♦ Mentoring – social emotional guidance and support.
- ♦ Pre-college Advisement and Application Assistance – guidance in researching college options, assistance in completing college applications.
- ♦ College Visits – students travel to various postsecondary institutions in Illinois and surrounding states.
- ♦ Financial Literacy and Financial Aid Assistance – information on the financial aid process and scholarships, assistance completing the Free Application for Federal Student Aid (FAFSA), scholarship research.
- ♦ STEM Opportunities – guided activities and experiences in the areas of science, technology, engineering and math.

Students who may benefit from TRIO Destination College may find an application at [www.lakelandcollege.edu/triodc](http://www.lakelandcollege.edu/triodc).

For more information, phone 217-234-5003, email: [triots@lakelandcollege.edu](mailto:triots@lakelandcollege.edu). TRIO Destination college is fully funded by a US Department of Education grant and hosted by Lake Land College.

## PATHWAYS TO THE FUTURE

Pathways to the Future is an alternative education program offered by Lake Land College in cooperation with the Regional Office of Education #11 in Charleston and the Regional Office of Education #3 in Effingham. Pathways serves the student population of Lake Land College's district between the ages of 15 and 21 who have dropped out of school or are at risk of dropping out of school.

The program includes preparation for high school equivalency exams, high school transfer credit courses, job-seeking and job-keeping skills, self-esteem enhancement, computer familiarity and vocational skills. The goal for all students is high school completion through a diploma or high school equivalency.

There are two Pathways classroom sites in Mattoon and one each in Casey, Shelbyville and Effingham. There is no cost to the student.

For more information contact the Director of Adult and Alternative Education at the Workforce Development Center, 217-238-8383 or [cstrohl@lakelandcollege.edu](mailto: cstrohl@lakelandcollege.edu).

## ADULT ED

Adult Education provides students with a variety of services including school equivalency (HSE) preparation classes, at no cost. Students age 17 and older, who are separated from a high school, may attend free HSE preparation classes at the Workforce Development Center in Mattoon, the Kluthe Center for Higher Education and Technology in Effingham, the Eastern Region Center in Marshall, the Western Region Center in Pana, as well as sites in Arthur, Charleston, Paris and Shelbyville.

Many adult students find that earning a HSE diploma is the first step in preparation for returning to school or entering the job market. A HSE graduation ceremony, complete with caps and gowns, is also held each year. Adult Education also provides vocational classes in nursing, welding, and manufacturing food sanitation throughout Lake Land's district.

For more information on the offerings of the Adult Education program, contact Adult Education at 217-238-8292 or [adulthoodeducation@lakelandcollege.edu](mailto:adulthoodeducation@lakelandcollege.edu).

## EXTENSION CENTERS

**Lake Land College's three extension centers allow students to take classes in their own communities.**

### **EASTERN REGION CENTER AT THE FORSYTHE CENTER, MARSHALL**

Located in Marshall, the Eastern Region Center at the Forsythe Center offers area residents a variety of general education, welding and technical career courses, as well as business and industry training.

The 8,000-square-foot facility hosts a spacious multipurpose vocational skills lab and classroom, two traditional classrooms, a computer lab and a computer resource area for the community. In addition, area high school dual credit automotive and small engines classes meet at the Center.

Located at 224 S. Sixth St., in Marshall, the facility is available for businesses and community organizations to use for meetings or training opportunities. For more information call 217-826-8490.

### **KLUTHE CENTER FOR HIGHER EDUCATION AND TECHNOLOGY, EFFINGHAM**

Located in Effingham, the Kluthe Center for Higher Education and Technology serves more than 1,000 students each year. Students can choose from general education, Transfer Ready, and Workforce Ready courses that are offered during the day, evening and weekend. The Kluthe Center is one of the largest extension centers in the state and is located at 1204 Network Centre Blvd., off of I-57/70 and exit 162.

The two-story, 24,000-square-foot structure houses full-time programs including: practical nursing, associate degree in nursing, physical therapist assistant, massage therapy, business administration and criminal justice. The certified nurse assistant program is also offered at the center.

Students may also complete several other degrees by taking classes only at the Kluthe Center or with a combination of online courses. The center has seven classrooms, a multi-media lab for distance education

classes, nursing labs, a physical therapist assistant/massage therapy lab, a science lab, a conference room, a student lounge, computer labs, a resource room, and several offices.

Students can register for classes, meet with a counselor or financial aid representative by appointment, complete assessment, obtain a student ID and use library resources at the Kluthe Center. TRiO Student Support, tutoring and online test proctoring services are also available. Classrooms and labs are regularly used for trainings and meetings by area business and community organizations.

Summer College for Youth classes provide summer fun for young students. Community Learning classes such as Oil/Acrylic Painting are offered to the public.

Adult Education offers GED, English as a Second Language, Pathways alternative high school courses, basic computer and food service sanitation courses. Adult Ed also partners with Effingham Unit 40 to offer a short-term welding program in Effingham. Students can complete the program by taking classroom training at the Kluthe Center and welding classes in the evening at the Effingham High School. Adult Ed classes are free to those who qualify.

The college Student Activity Board sponsors monthly events such as Welcome Day, gift card bingo, mini health fair, Spring Carnival and chair massages at the Kluthe Center.

The center staff host a C.E.F.S. sign up event in the fall to provide college funding for students who qualify and a spring visit day for local high school juniors to explore college programs and careers. Office hours are 8 a.m. until 5 p.m. Monday through Friday. The Resource Room is located on the first floor and is equipped with eight computer stations which are available for public use during normal office hours. Summer hours vary.

For more information, call the Director of Effingham Education Center at 217-540-3555 or email [kluthe@lakelandcollege.edu](mailto:kluthe@lakelandcollege.edu).

## **WESTERN REGION CENTER, PANA**

The Western Region Center offers general education and technical courses to residents living on the western edge of the college district. Courses in basic nursing assisting, practical nursing, English, computers, history, literature and math, psychology and sociology are offered on a regular basis at the Center.

The more than 6,000-square-foot facility, located at 600 E. First St., Pana, shares space with the Pana Adult Education Center and houses six classrooms, a resource area, an administrative assistant's office, and an adjunct faculty office. One classroom is equipped as a computer lab, one is equipped as a nursing lab, one is a CNA classroom for the Adult Education Center, while the rest are larger traditional classrooms. Proctoring services for students taking on-line courses and photo IDs are also available.

A community resource area is available to residents who need access to a computer. Community organizations are welcome to use the Western Region Center for meetings or training opportunities.

For more information call 217-562-5000.



# COURSE DESCRIPTIONS

## COURSE NUMBERING SYSTEM

The following is a list of courses to be offered at Lake Land College. Courses are listed in alphabetic order by course prefix and catalog number. Departments or areas are listed in alphabetical order with the department or area number indicated in parenthesis. *Numbers represent the following courses:*

001 to 009	Developmental Courses
010 to 039	General Studies Courses
040 to 075	Freshman Vocational and Technical Courses
076 to 099	Sophomore Vocational and Technical Courses
100 to 199	Freshman College Transfer Courses
200 to 299	Sophomore College Transfer Courses

Any exceptions to the numbering system will be noted in the specific curriculum description and at the beginning of the course descriptions for that particular program.

Most courses below 040 do not qualify for Federal Title IV or Illinois Monetary Award (MAP). Contact the Financial Aid office for specific details.

Courses which could come under more than one program are placed in the highest-numbered category possible. Many technical courses are as rigorous as college transfer courses and cover material which parallels a college transfer course offered at four-year colleges and/or universities. It is anticipated that when students who have technical courses listed on their transcripts matriculate to a four-year college or university, personnel in that institution will check the course title and course description and allow the student college transfer credit for such courses if they are parallel. Lake Land College will furnish information regarding specific technical courses when and if needed to verify that the courses are parallel.

The number of semester hours credit is indicated for each course. Courses which require laboratory meetings have the number of class periods and number of laboratory periods indicated under the course title. The time schedule should be checked for the days and times when classes meet.

## DEPARTMENTS OR AREAS OF STUDY

Courses are offered in the following departments or areas of study. Each department or area of study has been assigned a prefix.

Department/Area of Study	Prefixes	Department/Area of Study	Prefixes
Adult Education – ABE/GED	AED	Independent Study	INS
Agriculture	AGR	Industrial Maintenance	IND
Allied Health	AHE	Information Literacy	LIB
Anthropology	ANT	Information Technology Training	ITT
Art	ART	Intensive English Language	IEL
Associate Degree Nursing	ADN	John Deere Tech	JDA
Automotive Technology	AUT	Journalism	JOR
Bio-science	BIO	Law Enforcement	CJS
Building Construction Technology	BCT	Literature	LIT
Business	BUS	Machine Tool Technology	MTT
Chemistry	CHM	Manufacturing Maintenance	MMP
Civil Engineering Technology	CET	Massage Therapy	MAS
Commercial Drivers License	CDL	Mathematics	MAT
Computer Aided Drafting	CAD	Mechanical Electrical	
Computer Information Systems	CIS	Technology	MET
Computer Integrated		Medical Assistant	MAP
Manufacturing	CIM	Medical Coding Specialist	MCS
Cosmetology	COS	Music	MUS
Criminal Justice	CJS	Philosophy	PHI
Dental Hygiene	DHY	Physical Education	PED
Early Childhood Education	ECE	Physics	PHY
Earth Science	ESC	Physical Therapist Assistant	PTA
Economics	ECO	Political Science	POS
Education	EDU	Practical Nursing	PNC
Electronics Engineering		Print Technology	PMT
Technology	EET	Programmable Logic Controller	PLC
Emergency		Psychology	PSY
Medical Services	EMS/EMT	Radio-TV Broadcasting	RTV
English	ENG	Reading	RDG
English As a Second Language	ESL	Recreation	REC
Esthetics	EST	Service Learning	SLN
Foreign Language	FLG	Social Science	SOS
Geography	GEO	Sociology	SOC
Geospatial Information Systems	GIS	Strategies for Success	SFS
Health Education	HED	Study Abroad	STA
Heating, Ventilation, A/C		Speech-Theatre Arts	SPE
and Refrig. Technology	HVC	Technology	TEC
History	HIS	Telecommunications	TEL
Horticulture	HRT	Tutoring and Testing	TUT
Human Services	HSP	Welding	WEL
Humanities	HUM	Wind Technology	WND

## COURSE FEES

Some courses require payment of a course fee. Course fee levels are listed below while specific course fee levels are listed with the course description. Course fee levels are subject to change.

### Level 1 ♦ Fees start at \$25

*Applied to courses using limited equipment and/or supplies with equipment not rapidly becoming obsolete.*

### Level 2 ♦ Fees start at \$50

*Applied to most courses using computers or other highly specialized equipment in a rapidly changing technology and courses using large amounts of supplies.*

### Level 3 ♦ Fees start at \$75

*Applied to courses requiring very expensive equipment or very high usage of supplies.*

### Level 4 ♦ Fees start at \$76

*Applied to courses requiring very expensive equipment and very high usage of supplies, rental of facilities and equipment, great distances traveled to visit S.O.E. students, etc.*

**\* Courses with this symbol are repeatable. See page 227 for more information.**

## **ADULT BASIC EDUCATION (ABB---) AND (ABB---)**

A complete list of Adult Education classes is available by calling 217-238-8292.

## **AGRICULTURE (AGR---)**

### **AGR 014**

#### **Agriculture Update**

Study of current agricultural trends and techniques in the areas of agronomy, agribusiness, animal science, and agricultural mechanization. (1 credits, 1 Lecture)

### **AGR 019**

#### **Cert Crop Advisor Test Prep**

This course is designed to prepare individuals to take the State and National Written Exams so they may be Certified Crop Advisor (CCA) Certified. (1.5 credits, 1.5 Lecture)

### **AGR 040**

#### **Agricultural Mathematics**

Applications of mathematics as it applies to the operation of grain and livestock farms, agriculture business and agriculture mechanization. (3 credits, 3 Lecture)

### **AGR 041\***

#### **Supervised Occupational Exp I**

On the job experience as a full-time employee in selected agriculture occupation. Must be in curriculum that degree is awarded. (Repeatable 3 Times) Course Level Fee 3 (3.5 credits, 17.5 Lab/Lab-Discussion)

### **AGR 042\***

#### **Supervised Occupational Exp II**

On the job experience as a full-time employee in selected agriculture occupation. Must be in curriculum that degree is awarded. (Repeatable 3 Times) Course Level Fee 3 (2.5 credits, 12.5 Lab/Lab-Discussion)

### **AGR 043\***

#### **Supervised Occupational Experience III**

On the job experience as a full-time employee in selected agriculture occupation. Must be in curriculum that degree is awarded. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 15 Lab/Lab-Discussion)

### **AGR 044\***

#### **Supervised Occupational Experience IV**

On the job experience as a full-time employee in selected agriculture occupation. Must be in curriculum that degree is awarded. (Repeatable 3 Times) Course Level Fee 3 (3.5 credits, 17.5 Lab/Lab-Discussion)

### **AGR 046**

#### **Introduction to Agricultural Occupations**

An introduction to the vast, complex business of agriculture, ways of doing business, guides for success of a person in the agricultural business of farm machinery technology, and familiarizes the student with the preparation for agricultural production, business, and mechanics jobs. (1 credits, 1 Lecture)

### **AGR 049**

#### **OSHA/Ag Mach Safety**

Provides an intensified study into agricultural machinery safety. Focuses on why agriculture machinery accidents happen, how they can be prevented, and how to create a safe working environment. Visual aids are utilized to display effect. (1 credits, 1 Lecture)

### **AGR 050**

#### **Soils**

Planned learning activities and experiences designed to cover soil development, functions of soil minerals, soil types, and their class. A major study of soil types in Illinois and Indiana and their conservation practices are included. Course Level Fee 2 (3.5 credits, 3 Lecture, 1 Lab/Lab-Discussion)

### **AGR 051**

#### **Soil Fertility**

Enables those involved with soils and crops to make intelligent and efficient use of fertilizer materials available. (2.5 credits, 2.5 Lecture)

### **AGR 052**

#### **Principles of Crop Production**

Designed to develop needed skills involved in production of the major field crops in central Illinois and Indiana. Plant growth, crop choice, tillage, planting and sowing for maximum yields are emphasized. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **AGR 053**

#### **Integrated Pest Management**

Designed to develop a working knowledge of agricultural chemicals as they are related to herbicides and insecticides. Students should have a working knowledge of calibration and maintenance of agricultural chemical equipment. Identification of major weed species in this area and their control is emphasized. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **AGR 054**

#### **Crop Harvesting/Drying/Storage**

Fundamentals of harvesting, drying, and storage. Opportunities of various systems are explored through visitations at different sites and systems. Course Level Fee 1 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

### **AGR 060**

#### **Animal Husbandry**

Prepares students with a basic understanding of livestock care, production and management from selection through breeding and marketing of beef and dairy cattle, swine and sheep. Emphasis is placed on confinement plans and new trends. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **AGR 061**

#### **Livestock Evaluation**

Detailed study of beef cattle, dairy cattle, swine, sheep, and horse selection. This laboratory oriented course allows students to appraise livestock, viewing positive and negative selection points, and pays particular attention to judging. Course Level Fee 2 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

### **AGR 062**

#### **Advanced Livestock Evaluation**

Provides an advanced study of beef, swine, and sheep selection. Both live animal and performance record analysis will be incorporated utilizing a combination of visual and genetic potential appraisal. Special emphasis will be placed on oral reasons. Course Level Fee 2 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

### **AGR 063**

#### **Animal Nutrition**

Covers fundamental principles of livestock nutrition with an understanding of the mono-gastric and ruminant digestive system, essential nutrients, feed ingredients and additives, and balancing of rations. Private and commercial feed sales implications are included. (2.5 credits, 2.5 Lecture)

### **AGR 064**

#### **Beef/Dairy Production Skills**

Prepares students with the necessary skills required in modern cattle production, the different methods and tools used to perform these skills and a close inspection of handling facilities. Course Level Fee 1 (1.5 credits, 1 Lecture, 1 Lab/Lab-Discussion)

### **AGR 065**

#### **A.I. Management-Cattle**

Provides a basic understanding of reproductive physiology and trains individuals to artificially inseminate beef or dairy cattle. Explains and gives hands-on experience in actual insemination producers. Course Level Fee 4 (1.5 credits, 1 Lecture, 1 Lab/Lab-Discussion)

### **AGR 066**

#### **Meat Science**

Provides a basic understanding of meat classification and grading. Emphasis is placed on the live evaluation of beef, pork, and lamb. Following harvest the carcasses will be evaluated for consumer acceptability. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **AGR 067**

#### **Livestock Merchandising I**

This course is a study in the planning and execution of a successful online livestock sale including topics on the diverse options of merchandising purebred and commercial livestock. Course Level Fee 1 (1.5 credits, 1.5 Lecture)

### **AGR 070**

#### **Swine Production Skills**

Prepares students with the necessary skills required in modern swine production, the different methods and tools used to perform these skills, understanding herd health, and looking at and making swine environmental decisions. Course Level Fee 1 (1.5 credits, 1 Lecture, 1 Lab/Lab-Discussion)

### **AGR 071**

#### **Swine Reproduction and A.I.**

Trains individuals to understand reproductive physiology, semen collection and artificial insemination. Course Level Fee 1 (1 credits, 1 Lecture)

**AGR 078****Equine Care and Management**

A survey of issues for the horse owner addressing basic equine care and management including health, farrier science, nutrition, stable management, equine equipment, and buying, selling, riding and training horses. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 079****Equine Training Techniques**

*Prerequisite: Previous Riding Experience*

Focuses on the psychology and physiology involved in training and riding. Study includes progressive training schedules, motivation and response to rider cues. The course examines various equine training techniques and exercises. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

**AGR 080****Ignition & Electrical Systems**

Designed to develop a working knowledge of the concepts and components of farm power and machinery electrical systems. Discusses basic electrical principles of electromagnetism and use of electrical test meters including the repair of ignition and charging systems. Course Level Fee 1 (3.5 credits, 2 Lecture, 3 Lab/Lab-Discussion)

**AGR 082****Advanced Electrical Systems**

*Prerequisite: AGR 080*

Designed to increase knowledge in electrical systems. After completion of this course, students will be able to properly use service equipment to diagnose electronically controlled monitor systems and components on tractors and harvesting equipment. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 083****Small Engines**

Designed to develop a working knowledge of types of gas engines, systems in a gas engine, components of systems, principles of operations, care, maintenance, repair, and adjustment of gas engines. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 086****Adjusting New and Used Mach**

Designed to teach the basic fundamentals of the operating principles and adjustments of combines and balers. Course Level Fee 3 (2.5 credits, 1 Lecture, 3 Lab/Lab-Discussion)

**AGR 087****Diesel Fuel Systems**

*Prerequisite: AGR 083*

Provide basic understanding of diesel engine fuel systems and operation. Students will learn diagnosis, removal of diesel pumps, and injector repair. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 088****Ag Trans & Power Trains**

Covers standard and automatic transmissions, their gears and gear ratios, application and use, service requirements, and adjustments in farm power equipment and machinery units. Course Level Fee 3 (3.5 credits, 2 Lecture, 3 Lab/Lab-Discussion)

**AGR 089****Tractor Overhaul**

*Prerequisite: AGR 083*

Designed to develop students' skills necessary to successfully overhaul a gas, liquid propane, or diesel farm equipment engine. Students will be able to accomplish disassembly and assembly procedures, measure parts for wear, engine overhaul, and tune-up and break-in procedures. Course Level Fee 3 (6 credits, 3 Lecture, 6 Lab/Lab-Discussion)

**AGR 090****Principles of Agri Mechanics**

Covers the fundamentals of basic preventive maintenance for tractors and familiarizes the student with setting and adjusting sprayers, tillage equipment, planters, and combines. Course Level Fee 2 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

**AGR 091****Hydraulics**

Covers theory and principles involved in hydraulics and their application to the mechanization and maintenance of farm power machinery. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 092****Advanced Hydraulics**

*Prerequisite: AGR 091*

Provides an in-depth study of hydraulics and its functions in mechanization. This course looks specifically at John Deere, Case-IH, Deutz-Allis, and Ford systems. Emphasis will be placed on theory of operation, diagnosis, and repair of machinery manufacturers' equipment. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 094****Ag Machinery Air Conditioning**

Focuses on the theory of air conditioning, diagnosis of problems, and the safe handling of air conditioning material. Extensive hands-on is provided for diagnosis, service procedures, and agricultural air conditioning component repair. Equipment that will be covered will be two and four-wheel drive tractors, combines, and fertilizer applicator trucks. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 095****Agriculture Institute I**

Designed for elementary and secondary teachers to provide for an essential background in the agriculture industries. The course focuses on the development of lesson plans to meet required learning standards and implementation within curricula. (2 credits, 2 Lecture)

**AGR 096****Agriculture Institute II**

An extension of Ag Institute I, it is once again designed for elementary and secondary teachers. This course focuses intensively on the impact of agriculture industries and new technologies on society. Lesson plans and methods for delivering information will be discussed. (2 credits, 2 Lecture)

**AGR 097****Planting and Tillage Equipment**

Covers the theory and principles of operation, set-up and adjustment, troubleshooting, and repair of major brands of planters, drills, field cultivators, and primary tillage equipment. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

**AGR 098\*****Agriculture Institute III**

An extension of Ag Institutes I and II this course focuses intensively on the impact of urban agriculture and its industries, agriculture communications, and alternative energy. Lesson plans and implementation within curricula will be discussed. (Repeatable 2 Times) (2 credits, 2 Lecture)

**AGR 111****Intro to Agriculture Software**

Use of computers in farm and agri-business management with emphasis on commercially available software for accounting, budgeting, record keeping and market analysis. Course Level Fee 2 (2 credits, 2 Lecture)

**AGR 112****Computer Applic/Agriculture****IAI AG 913**

Covers the effective use of keyboard, manipulating agriculture files, using word processors, spreadsheets, database and presentation software, and discovering available agriculture software for accounting, budgeting, record keeping, and market analysis. Course Level Fee 2 (3 credits, 3 Lecture)

**AGR 120****Agriculture Economics**

An introduction to basic economic concepts of the agricultural sector with emphasis on costs, revenue, price determination, supply and demand, and farm policy. (3 credits, 3 Lecture)

**AGR 121****Farm Business Records**

An introduction into basic farm record keeping. Prepares students to compile records associated with specific farm enterprises. Record analysis is emphasized for farm efficiency measures. (2.5 credits, 2.5 Lecture)

**AGR 122****Farm Management**

Economics principles applied directly to the organization and operation of midwest farms are discussed. Management effectiveness in cropping and livestock systems and resource utilization for maximum profit are stressed. (2.5 credits, 2.5 Lecture)

**AGR 123****Marketing of Ag Products**

An introductory course covering farm marketing strategies, futures markets, cash markets for livestock and grain, and general problems in pricing major agricultural commodities. (2.5 credits, 2.5 Lecture)

**AGR 124****Farm Credit and Finance**

An introduction to financing statements, capital and credit needs of farmers, sources of credit, and problems of borrowers and lenders. (2 credits, 2 Lecture)

**AGR 131****Agriculture Business Financing**

Covers the use, sources, and methods of obtaining credit as it applies to farming and the farm supply business. (2 credits, 2 Lecture)

**AGR 132****Retailing/Agri Supplies**

Covers the practical application of retailing as it affects farm business supplies by divisions merchandising, sales, promotion, personnel control and operation. (2 credits, 2 Lecture)

**AGR 133****Agriculture Salesmanship**

Covers the basic principles underlying the sales process in agricultural farm supply and practical application and development of sales techniques. Basic to the course is an understanding of the salesperson's obligation to self, his or her company, and his or her customer. (2.5 credits, 2.5 Lecture)

**AGR 134****Business Analysis/Records**

An analytical approach to financial statements and records of agricultural business, implications and decisions made on the basis of these records. (2 credits, 2 Lecture)

**AGR 141****Introduction to Agroecology**

This course introduces ecological principles as they relate to agriculture, and includes sustainable food production systems and concepts of agroecology. Also emphasized is discussion of population ecology and plant demographics, as well as the conversion from conventional to alternative production. (3 credits, 3 Lecture)

**AGR 143****Organic Crop Production**

Organic crop production will explore the history, production, harvesting, storage, and marketing of products. State and federal laws as they relate to organic crop production will also be discussed. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 145****Biological Pest Management**

Biology of pest management will discuss the pest concerns of an organic production system. The discussion will include identification, prevention, and approved control measures within an organic system. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 151****GPS/Applications in Ag**

This class is designed to provide students the opportunity to become familiar with global positioning systems as they relate to agriculture and develop a working knowledge of variable rate systems. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 152****Intensive Crop Scouting**

Scouting skills are taught with emphasis on insects and plant diseases. Life cycles, prevention and control measures are discussed. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**AGR 154****CDL Training**

This class will prepare students to take the CDL drivers license exam. Rules and regulations including the performing of safety checks will be covered. (2 credits, 2 Lecture)

**AGR 174\*****Agriculture Institute IV**

An extension of Ag Institutes I, II, and III this course focuses intensively on renewable energy and the impact on agriculture and the growing energy needs of our society. Lesson plans and implementation within curricula will be discussed. (Repeatable 3 Times) (2 credits, 2 Lecture)

**AGR 201****Intro/Agriculture Education****IAI AG 911**

A general introduction into the various aspects and natures of the teaching profession. Opportunities and responsibilities are explored through individual work and site visitations. Evaluations are made to evaluate an individual's potential to teach. (3 credits, 3 Lecture)

**AGR 204****Prin/Field Crop Science****IAI AG 903**

Designed to develop a working and scientific knowledge of modern crop production as a germination, growth, reproduction, tillage, and weed control of agricultural field crops. Emphasis is also placed on fertility, diseases and insects. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

**AGR 205****Intro/Soil Science****IAI AG 904**

Application of the basics in the physical, chemical, and biological aspects in soils. Soils of Illinois and Indiana are emphasized along with concepts of fertility, conservation, and field descriptions. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

**AGR 206****Intro/Animal Science****IAI AG 902**

Focuses on a study of beef, swine, sheep, poultry, and horses; and the scientific factors affecting nutrition, selection and genetics, products, environment, and physiology. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

**AGR 207****Intro/Ag Economics****IAI AG 901**

Principles of economics applied to problems in agriculture, marketing of agricultural products, agricultural policy, and the role of agriculture in the U.S. and world economies. (4 credits, 4 Lecture)

**AGR 208****Intro/Ag Mechanization****IAI AG 906**

Study of problems and laboratory exercises pointing to present and potential engineering applications in agriculture are presented. Emphasis is placed on farm power and machinery, soil and water control, electricity,

and structures. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**ALLIED HEALTH (AHE---)****AHE 040****Basic Nurse Assisting**

This course is approved by the Illinois Department of Public Health (IDPH) to provide instruction in basic nursing skills in the classroom, laboratory and clinical settings. Students who successfully complete the course will be eligible to take the State of Illinois certified nursing assistant (CNA) examination. Course Level Fee 3 (8 credits, 6 Lecture, 4 Lab/Lab-Discussion)

**AHE 041****Medical Terminology**

This course focuses on basic vocabulary used in medicine, nursing and allied health occupations. (3 credits, 3 Lecture)

**AHE 042****Advanced Medical Terminology**

*Prerequisite: AHE 041 or consent of instructor*

This course builds and enlarges on basic medical vocabulary used in medicine, nursing and allied health occupations. (3 credits, 3 Lecture)

**AHE 044****Pathophysiology**

This course provides basic concepts of both structural and functional changes caused by disease in tissues and organs as a basis for understanding clinical manifestations and principles of treatment. Course Level Fee 2 (3 credits, 3 Lecture)

**AHE 045\*****Professionalism in Health Care**

This course provides students with the skills essential in developing and strengthening professional traits and behaviors. This course will advance students' understanding of professional, ethical, legal aspects as they apply in the health care setting. Course Level Fee 2 (2 credits, 2 Lecture)

**AHE 047****Phlebotomy Techniques**

This course prepares students for the role of a phlebotomist including all aspects of specimen collection and processing while maintaining high standards of professionalism. (4 credits, 4 Lecture)

**AHE 048****Phlebotomy Practicum**

*Prerequisite: AHE 047*

This course provides intense clinical training in a patient care environment to achieve the skills required to become a competent and professional phlebotomist. Course Level Fee 4 (2 credits, 10 Lab/Lab-Discussion)

**AHE 051\*****Health Science Careers**

This course will explore in-depth, health career pathways, educational and aptitude requirements and occupational opportunities needed by health care workers. (Repeatable 1 time) (3 credits, 3 Lecture)

## **AHE 055**

### **Math for Meds**

This course will prepare the student to perform drug calculations safely and accurately. Students will be introduced to identification and administration of oral and parenteral medications. (2 credits, 2 Lecture)

## **AHE 057**

### **Pharmacology for Coders**

This course provides an overview of pharmacology and assists the medical coder to recognize drug forms, identify administration routes, therapeutic uses, read the prescription, identify drug categories, generic and trade names and associate drugs with clinical applications. Course Level Fee 2 (3 credits, 3 Lecture)

## **AHE 086**

### **Exploring Allied Health Careers**

Designed for elementary and secondary teachers to provide information about the careers available in Allied Health. Will include information about new technologies in health careers. (3 credits, 3 Lecture)

## **ANTHROPOLOGY (ANT---)**

### **ANT 200**

#### **General Anthropology**

#### **IAI S1 900N**

The course provides an introduction to cultural and physical anthropology. Human and animal behavior is studied by using the comparative method. Some of the topics covered are: religion, magic, kinship, sex roles, human evolution, race, archeology and primates. (3 credits, 3 Lecture)

## **APPLIED TECHNOLOGY (APT---)**

### **APT 041**

#### **Applied Mathematics I**

Fundamentals of basic arithmetic, calculator usage, simple equations, word problems, algebra, right triangles, charts and graphs. (3 credits, 3 Lecture)

### **APT 042**

#### **Applied Mathematics II**

*Prerequisite: Take APT 041*

Offers the student an in-depth study of algebra, geometry and trigonometry including factoring, solving linear systems, volumes, areas and right triangles. (2 credits, 2 Lecture)

### **APT 043**

#### **Applied Mathematics III**

*Prerequisite: Take APT 042*

Familiarizes the student with the concepts of logarithms, analytical geometry, vectors, and statistics. (2 credits, 2 Lecture)

### **APT 050**

#### **Electrical Principles/Practice**

This course is designed for students interested in the properties of electricity. Course focuses on theory and skills to prepare technicians for installation and troubleshooting of basic electrical circuits. (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

## **APT 051**

### **Solid State Devices & Applications**

Study of basic solid state devices, circuits, and systems. Topics include; rectifiers, transistors, switching circuits, linear amplifiers, timers and Variable Frequency Drives (VFD). Emphasis on Oscilloscope and Digital Multi-meter use. (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

## **ART (ART---)**

### **ART 100**

#### **Drawing I**

Fundamental concepts and application of techniques of drawing, using a variety of media. Studies from nature and life-leading to an interpretative approach to understanding the visual environment. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 105**

#### **Photography I**

An introductory course that covers the basic principles and techniques of black and white photography including: equipment use, exposure control, film processing and printing, and the aesthetic concerns as a fine art medium. Course Level Fee 3 (3 credits, 0 Lecture, 6 Lab/Lab-Discussion)

### **ART 110**

#### **2-D Design**

A comprehensive study of the elements and principles of a two-dimensional design. Experience with a variety of materials and techniques. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 111**

#### **3-D Design**

A foundation studio course concerned with understanding how to manipulate basic elements and principles of design to develop visual images that exist in real space. A variety of experiences using different tools and media will be used to understand both the processes and products of 3-D design. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 161**

#### **Printmaking I**

*Prerequisite: ART 100 is required ; ART 110 is recommended*

Introductory Printmaking course covering various printmaking techniques, such as: Woodcut, Linocut, Etching, Monotype/Monoprint, Collagraph and Silkscreen. Lectures and demonstrations will cover printmaking history and current trends. Competency in drawing and design required, in order to achieve concepts, compositions and craftsmanship. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 165**

#### **Fundamentals of Art**

A comprehensive overview of vocabulary and theories involving the elements and principles of design used in creating visual art with a studio experience geared to students pursuing a child care or elementary education degree. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **ART 200**

### **Drawing II**

*Prerequisite: ART 100*

Continued study of concepts and techniques of drawing; emphasis on developing individual expression through a more conceptual approach and drawing from life. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 205**

#### **Painting**

*Prerequisite: ART 100*

Introduction to painting media, concepts, history, and techniques. Canvas stretching and panel construction are covered, along with color theory and observation-based painting processes. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 206**

#### **Painting II**

*Prerequisite: ART 205*

This course is a continued study of conceptual and technical aspects of opaque painting media, canvas stretching, and panel construction, composition and styles of expression. Emphasis will be on individual expression through abstracting from observation and utilizing painting as expressive communication. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 225**

#### **Ceramics I**

A studio art course which explores different methods of working with the media clay. The basic hand building methods of pinch, coil, slab and mold and an introduction to throwing pottery on the wheel will be covered as well as instruction on different methods of surface decoration. Developing good craftsmanship as well as creative inventiveness will also be explored. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 240**

#### **Art and Gender**

#### **IAI F2 907 D**

*Prerequisite: ENG 120*

This course will examine the expression of the visual arts through gender, history and culture. The study of art and gender is covered to better understand and define the intent and creation of art forms from ancient to contemporary culture. (3 credits, 3 Lecture)

### **ART 250**

#### **Understanding Art**

#### **IAI F2 900**

A survey of the visual arts from Ancient to contemporary times, an understanding the major cultural and historical relationships to the art forms. (3 credits, 3 Lecture)

### **ART 260**

#### **Art History I**

#### **IAI F2 901**

The primary focus of this course will involve an understanding of the historical developments of the visual arts (painting, sculpture, architecture) from Pre-historic through the Gothic period. Works of art will be examined as expressions of ideas, beliefs and practices of artists, cultures and societies. The relationship between the style, symbolism and

function of art; the political, religious and philosophical ideas supporting them; and the ideals of the culture that produced them will also be explored. (3 credits, 3 Lecture)

## **ART 261**

### **Art History II**

#### **IAI F2 902**

The study of the historical development of art from Pre-Renaissance through the 21st Century. Beliefs and practices of cultures and societies will be examined. Style and symbolism combined with political, religious and philosophical traits will be explored through art. (3 credits, 3 Lecture)

## **ASSOCIATE DEGREE NURSING (ADN---)**

### **ADN 040**

#### **Nursing I**

This course introduces the role of registered nurse as care provider and interprofessional health care team member. A concept-based approach introduces the novice student to knowledge, skills, and attitudes necessary to develop clinical judgement in providing care for diverse populations. Course Level Fee 4 (10 credits, 7 Lecture, 2 Lab/Lab-Discussion, 6 Clinical Hours)

### **ADN 042**

#### **Nursing II**

*Prerequisite:* ADN 040

This course further develops the RN role. Nursing concepts are explored at a deeper level. Clinical experiences progress providing students the opportunity to apply knowledge, skills, and attitudes to make sound clinical judgments in providing care for diverse populations. Course Level Fee 4 (10 credits, 6 Lecture, 2 Lab/Lab-Discussion, 9 Clinical Hours)

### **ADN 051**

#### **Transition to ADN**

*Prerequisite:* LPN license and Admission into the second level of ADN Program

This course is designed for LPN's transitioning into the associate degree (RN) program.

Introduces the LPN to concept-based learning, care-mapping, and learning at the associate degree level. A skills review is included. Course Level Fee 3 (1 credits, 0.5 Lecture, 1 Lab/Lab-Discussion)

### **ADN 051**

#### **Transition to ADN**

*Prerequisite:* LPN license and Admission into the second level of ADN Program

This course is designed for LPN's transitioning into the associate degree (RN) program. Introduces the LPN to concept-based learning, care-mapping, and learning at the associate degree level. A skills review is included. Course Level Fee 3 (2 credits, 1.5 Lecture, 0.5 Lab/Lab-Discussion)

### **ADN 053**

#### **Pharmacology I**

*Prerequisite:* Currently enrolled in ADN 042

Utilizing a concept-based approach, this course introduces the nursing process and the

clinical application of drug therapy in prevention and treatment of disease. Course Level Fee 3 (2 credits, 2 Lecture)

### **ADN 060**

#### **Nursing Seminar**

*Prerequisite:* ADN 076 or consent of instructor

Prepares the student for the transition to the role of the graduate associate degree nurse. Employment issues, legal implications, nursing organizations, continuing education, nursing management and current issues in nursing are identified and discussed. Course Level Fee 3 (1 credits, 1 Lecture)

### **ADN 061**

#### **Health Assessment**

*Prerequisite:* BIO 225 and BIO 226

Enhances basic physical assessment skills needed in the healthcare setting. Body systems are examined individually. Course Level Fee 2 (2 credits, 2 Lecture)

### **ADN 074**

#### **Pharmacology II**

*Prerequisite:* Successful completion of Pharmacology I ADN 053

*Prerequisite:* Currently enrolled in ADN 076

Continuation of ADN 053. Building upon previous knowledge, the nursing process is utilized to apply pharmacology concepts for patients with increasingly complex health conditions. Course Level Fee 3 (2 credits, 2 Lecture)

### **ADN 075**

#### **Pharmacology III**

*Prerequisite:* Successful completion of Pharmacology II ADN 074

*Prerequisite:* Currently enrolled in ADN 078

Continuation of ADN 074. The nursing process is utilized to apply pharmacology concepts for patients in increasingly complex health conditions to prepare students for entry-level practice. Course Level Fee 3 (2 credits, 2 Lecture)

### **ADN 076**

#### **Nursing III**

*Prerequisite:* ADN 042

This course continues RN role development. Nursing concepts are emphasized as students engage in complex care situations in laboratory and clinical settings to promote knowledge, skills, and attitudes needed to make sound clinical judgments in providing care for diverse populations. Course Level Fee 4 (10 credits, 6 Lecture, 2 Lab/Lab-Discussion, 9 Clinical Hours)

### **ADN 078**

#### **Nursing IV**

*Prerequisite:* ADN 076

This course continues RN role development. Nursing concepts are emphasized as students engage in complex care situations in laboratory and clinical settings to promote knowledge, skills, and attitudes needed to make sound clinical judgments in providing care for diverse populations. Course Level Fee 4 (10 credits, 6 Lecture, 2 Lab/Lab-Discussion, 9 Clinical Hours)

## **AUTOMOTIVE TECHNOLOGY (AUT---)**

### **AUT 048**

#### **Intro to Automotive Technology**

This course is a study of chemicals, shop safety and operations, tools and equipment, and careers in automotive technology. Techniques associated with electrical/electronics, heating and air conditioning, engine repair, brakes, steering and suspension, and engine performance will be discussed. Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **AUT 049\***

#### **Intro Med/Heavy Truck Maintenance**

*Prerequisite:* AUT 048

This course is an introduction to medium and heavy duty truck repair. It will focus on safety, hand tools, and general knowledge on how to inspect and do basic maintenance services on trucks and trailers. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **AUT 050**

#### **Engine Repair**

This course is a study of engine design, diagnosis, removal, cylinder head and valve train repair. Short block repair, lubricating systems, cooling systems will be discussed and hands on reassembly of the engine is included. Course Level Fee 2 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

### **AUT 051**

#### **Electrical Systems I**

This course is a study of the principles of electricity and electrical circuit design and diagnosing. Covers battery diagnosis and service. Starting Systems diagnosis and repair will be discussed. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

### **AUT 052**

#### **Engine Performance I**

This course is a study of computerized engine control system operation and diagnosis Focusing on computer networks, sensors and ignition systems beginning with and building on basic ignition systems and culminating with computerized unit ignition systems. Course Level Fee 2 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

### **AUT 053**

#### **Brake Systems**

This course is a study of the hydraulic principles of drum, disc, and ABS brake systems. Diagnosis and repair of power assisted, drum, disc, and antilock brake systems will be discussed. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

### **AUT 054**

#### **Heating and Air Conditioning I**

*Prerequisite:* AUT 048 and AUT 051 or consent of instructor

A study of heating and air conditioning fundamentals as used on current automobiles, trucks and farm equipment. Practical experience will be provided in diagnosis, repair and service of various types of components. Course Level Fee 2 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **AUT 059**

### **Electrical Systems II**

*Prerequisite: AUT 048 and AUT 051 or consent of instructor*

This course is a study of diagnosis and repair of the charging and lighting systems. A discussion of accessories, including air bags, gauges, will also be covered. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

## **AUT 075**

### **Supervised Occupational Experience**

*Prerequisite: Sophomore standing with at least one year in the automotive program or consent of instructor*

Designed to promote on the job experience in automotive technology and applying skills and knowledge learned in the program. The employers and supervising instructors work closely with the student in an off campus job site during the summer session. Course Level Fee 4 (Variable Credit 0.5/5 credits, 15 Lab/Lab-Discussion)

## **AUT 076**

### **Auto Transmissions/Transaxles**

*Prerequisite: AUT 048 or consent of the instructor*

This course is a study of automatic transmissions/transaxles maintenance, diagnosis and adjustment. On board and off board hydraulic control operations and repair are discussed. Course Level Fee 2 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

## **AUT 080**

### **Steering and Suspension**

This course is a study of steering systems, front and rear suspension systems. It also covers basic wheel alignment, diagnosis and repair culminating in complete four wheel computerized alignment. Course Level Fee 2 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

## **AUT 081**

### **Engine Performance II**

*Prerequisite: AUT 051 and AUT 052 or consent of instructor*

This course is a study of fuel and exhaust systems, including TBI, PFI, SFI and direct fuel injection. Diesel fuel injection and turbo-chargers will also be discussed. Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

## **AUT 082**

### **Manual Dr Train and Axles**

*Prerequisite: AUT 048 or consent of instructor*

This course is the study of the diagnosis and repair of clutches, manual transmissions, transaxles and differentials. CV joints, drive shafts, front-wheel drive and four-wheel drive operations will be discussed. Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

## **AUT 083**

### **Engine Performance III**

*Prerequisite: AUT 081 or consent of instructor*

This course is a study of emission control systems. Individual emission control devices including EGR, PCV, AIR, Particulate Filters, DEF systems, catalytic converters, and spark timing controllers are discussed. Course Level

Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **AUT 089**

### **ASE Test Review**

Review of subject material covered by National Institute Automotive Service Excellence Certificate Tests. Assists the technician in psychology of how to take the tests. (2 credits, 2 Lecture)

## **BIO-SCIENCE (BIO---)**

### **BIO 050**

#### **Basic Anatomy & Physiology**

This course provides an understanding of anatomical structures and functions of the human body. Course Level Fee 1 (4 credits, 4 Lecture)

### **BIO 085\***

#### **Special Topics in Bio Science**

Designed for elementary and secondary teachers to provide an essential background in the application of science to a topic of societal interest. Course may be repeated for credit if a different topic is taught. (Repeatable 3 Times) (Variable Credit 0.5/3 credits, 3 Lecture)

### **BIO 100**

#### **Bio Science I**

##### **IAI L1 900L**

This course provides an introduction to the fundamental processes and structures common to all living things along with their applications to society. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **BIO 111**

#### **General Botany**

##### **IAI L1 910L**

*Prerequisite: BIO 100*

A survey of the plant kingdom with emphasis on evolutionary advancements and the structure and function of plants and their economic importance. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **BIO 116**

#### **General Zoology**

##### **IAI L1 910L**

*Prerequisite: BIO 100*

An introduction to the basic concepts of animal life and its diversity. Including: taxonomy, cellular and organismic structure and function, development and economic importance. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **BIO 120**

#### **Natural Science**

Designed to give practical science experience to students of child care, elementary and special education. Application of course content involved many activities that can be utilized in child care and elementary school settings. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **BIO 130**

#### **Environmental Science IAI L1 905L**

This course examines the principles that govern natural environments and human interconnections to them. Some topics include resource use, pollution, sustainability, energy, water, food, ecology, evolution, climate

change, and population. Laboratory exercises include outdoor field studies and indoor hands-on exercises. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **BIO 150**

### **Biotechnology in Society**

#### **IAI L1 906**

This course explores the field of biotechnology in a comprehensive overview. Material covered includes the following: history of biotechnology; basic techniques used in biotechnology; current and future impacts of biotechnology; and ethical issues within biotechnology. (3 credits, 3 Lecture)

## **BIO 160**

### **Introduction to Genetics**

#### **IAI L1 906**

An introduction to the principles of genetics with emphasis on human heredity. Included are Mendelian genetics, hereditary disorders, gene expression, genetic engineering and population genetics. (3 credits, 3 Lecture)

## **BIO 212**

### **Vertebrate Zoology**

*Prerequisite: BIO 100 and BIO 116*

Laboratory and field course. An in-depth study of North American vertebrates with emphasis on Illinois species. Includes taxonomy, distribution, habitats, adaptation, and economic importance. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **BIO 225**

### **Human Anatomy and Physiology I**

*Prerequisite: BIO 100 or consent of instructor*

This course employs the regional approach to human structure and function using human cadavers. First of a two course sequence for allied health majors. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

## **BIO 226**

### **Human Anatomy and Physiology II**

*Prerequisite: BIO 225*

Continuation of BIO225, Human A & P I. Emphasis on human anatomy and physiology through the regional approach using human cadavers. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

## **BIO 235**

### **Microbiology**

*Prerequisite: BIO 100*

This course covers a survey of microorganisms with detailed study of the biology, metabolism, growth, death, genetics, and methods of differentiation of bacteria. Also classification, control of organisms by physical and chemical methods, immunology and diseases are covered. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

## **BIO 245**

### **Biology Seminar**

This capstone course prepares transfer students for scientific literacy through the integration of biological concepts. Emphasis is on discussion of current topics and research, development of formal oral and written communication skills, and professional development in the biological sciences. Course Level Fee 2 (1 credits, 1 Lecture)

## **BUILDING CONSTRUCTION TECH (BCT---)**

### **BCT 041**

#### **Post Frame Construction**

*Prerequisite: BCT 045*

This course is designed to teach the students proper building construction techniques using a combination of lecture and hands-on experience. Emphasis is placed on job-site safety, framing techniques, window and door installation, roof installation, and siding. Course Level Fee 1 (Variable Credit 2/4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

### **BCT 045**

#### **Plans and Specifications**

Enables the student to interpret architectural and engineering working drawings and specifications for residential and commercial construction. Incorporates site visits when possible. (3 credits, 3 Lecture)

### **BCT 054**

#### **Basic Carpentry I**

A combination of hands-on experience and classroom activities are utilized to teach the students basic rough carpentry skills including the proper use of tools and modern framing techniques. Course Level Fee 4 (4 credits, 0.5 Lecture, 7 Lab/Lab-Discussion)

### **BCT 055**

#### **Basic Carpentry II**

This course further develops the skills learned in BCT 054 and places more emphases on finishing the interior and exterior of residential construction projects. Course Level Fee 4 (4 credits, 0.5 Lecture, 7 Lab/Lab-Discussion)

### **BCT 062**

#### **Architectural Drafting II**

*Prerequisite: BCT 045 and CAD 056*

Emphasis is placed on residential and small commercial design. Problems presented have varied materials and structural systems. Some emphasis is placed on building code requirements. CAD Incorporated. Enables the student to interpret architectural and engineering working drawings and specifications for residential and commercial construction. Incorporates site visits when possible. Course Level Fee 1 (4 credits, 1 Lecture, 7 Lab/Lab-Discussion)

### **BCT 064\***

#### **Construction Surveying Layout**

*Prerequisite: CET 060 and APT 041*

This course will focus on the fundamentals of building layout, grade staking, topographic surveying, the use of a laser level, cut and fill calculations, checking square, and will further develop the leveling and angular measurement skills learned in Surveying I. (Repeatable 3 times). Course Level Fee 2 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### **BCT 070**

#### **Construction Management**

*Prerequisite: BCT 054*

Designed to give the student an understanding of the duties and responsibilities of the construction manager. Emphasis placed on cost control, scheduling, construction documents and reports. Site

visits when possible, computer incorporated. Enables the student to interpret architectural and engineering working drawings and specifications for residential and commercial construction. Incorporates site visits when possible. (3 credits, 3 Lecture)

### **BCT 076**

#### **Architectural Design**

*Prerequisite: BCT 062*

The study of architectural design considerations which influence the energy efficiency of structures. Including project site integration, window orientation, framing techniques, material selection, and HVAC design. Heating and cooling load calculations, labs and computer aided drafting will be utilized. Course Level Fee 1 (4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

### **BCT 078**

#### **Architectural S.O.E.**

Enables the student to gain on the job experience in the construction industry.

Enables the student to interpret architectural and engineering working drawings and specifications for residential and commercial construction. Incorporates site visits when possible. Course Level Fee 4 (Variable Credit 0.5/5 credits, 25 Lab/Lab-Discussion)

### **BCT 089**

#### **Construction Estimating**

*Prerequisite: BCT 045 and BCT 050*

Prepares students to do quantity take offs on material, equipment and labor estimates for building construction. Enables the student to interpret architectural and engineering working drawings and specifications for residential and commercial construction. Incorporates site visits when possible. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **BUSINESS (BUS---)**

### **BUS 056**

#### **Marketing Seminar**

*Corequisite: BUS 057*

Enables the student to participate in discussions relating to successful employment. The student must complete a project relating to his/her job. This course is repeatable for credit. (1 credits, 1 Lecture)

### **BUS 057**

#### **Marketing Internship**

*Corequisite: BUS 056*

Provides employment experience in a position consistent with the career objective of the student. The position must be approved by the program director. This fall or spring semester course may be taken as the first or second student internship and is repeatable for credit. Course Level Fee 1 (4 credits, 20 Lab/Lab-Discussion)

### **BUS 059**

#### **Medical Insurance and Coding**

Introduction to types of medical insurance and procedural and diagnostic coding. Includes preparation of insurance forms, ICD-10-CM coding, procedural coding using HCPCS system, common insurance carriers and claims

processing guidelines, Medicare, Medicaid, and workers' compensation. (3 credits, 3 Lecture)

### **BUS 060**

#### **Automated Ofc Procedures**

*Prerequisite: CIS 160*

Students manage office activities using computer software and equipment in a simulated office environment. Students use word processing, electronic mail and calendaring, and other specialized software. Course Level Fee 3 (3 credits, 3 Lecture)

### **BUS 061**

#### **Office Transcription**

*Prerequisite: BUS 113 or BUS 114*

Designed to develop skills in transcribing recorded dictation for a variety of business sectors in an efficient manner using proper formats, spelling, and grammar. (3 credits, 3 Lecture)

### **BUS 063**

#### **Medical Transcription**

*Prerequisite: BUS 113 and AHE 041*

Designed to develop skills in transcribing recorded medical dictation in an efficient manner using proper formats, grammar, spelling, and medical terminology. (1 credits, 1 Lecture)

### **BUS 074**

#### **Management Seminar**

*Corequisite: BUS 076*

Enables the student to participate in discussions relating to successful employment. The student must complete a project relating to his/her job. This course is repeatable for credit. (1 credits, 1 Lecture)

### **BUS 076**

#### **Management Internship**

*Corequisite: BUS 074*

Provides employment experience in a position consistent with the career objective of the student. The position must be approved by the program director. This fall or spring semester course may be taken as the first or second student internship and is repeatable for credit. Course Level Fee 1 (4 credits, 20 Lab/Lab-Discussion)

### **BUS 078**

#### **Management/Marketing Capstone**

*Prerequisite: Completion of 46 hours in either the Management Degree or Marketing Degree, or by consent of the Management/Marketing Program Coordinator.*

Designed as a capstone class for both Management and Marketing majors. Areas of concentration will include current topics in business, job seeking and keeping skills, organizational politics and diplomacy, and an in depth examination of management/marketing concepts. (1 credits, 1 Lecture)

### **BUS 079**

#### **Professional Development**

Covers topics related to seeking employment and interviewing, understanding the workplace environment, and improving career success and communication. Course Level Fee 1 (3 credits, 3 Lecture)

## **BUS 081**

### **Office Assistant Internship**

*Prerequisite: BUS 079 and BUS 115*

Designed to provide employment experience in a position using specialized skills. Field experience: minimum of 180 hours required of Office Assistant (Executive and Legal) and Office Manager majors. Course Level Fee 2 (3 credits, 15 Lab/Lab-Discussion)

## **BUS 082**

### **Medical Transcriptionist Internship**

*Prerequisite: Take BUS 063 and BUS 079 and BUS 084 and minimum typing speed of 50 words per minute*

*Corequisite: BUS 080 speed of 50 words per minute*

Designed to provide employment experience in a position that will utilize the specialized skills of the student. Placements will include positions in doctors' offices, hospitals, medical clinics, etc. Field experience: 180 hours. Course Level Fee 2 (3 credits, 15 Lab/Lab-Discussion)

## **BUS 083**

### **Ofc Asst Internship-Med**

*Prerequisite: BUS 079 and BUS 115*

Designed to provide employment experience in a position that will utilize the specialized skills of the student. Placements will include positions in medical offices, hospitals, and clinics. Field experience: minimum of 180 hours. Course Level Fee 2 (3 credits, 15 Lab/Lab-Discussion)

## **BUS 084**

### **Adv Medical Transcription**

*Prerequisite: BUS 063*

Designed to develop skills with realistic dictation with comprehensive terminology in 13 specialties by medical professionals from various ethnic groups. (1 credits, 1 Lecture)

## **BUS 085**

### **Accounting Process**

Develops a foundation and a working knowledge of the basic accounting procedures. Students will work through the accounting cycle. (1 credits, 1 Lecture)

## **BUS 086**

### **Statistics for Business**

Develops a working knowledge of some of the statistical tools used in business analysis and decision making. (3 credits, 3 Lecture)

## **BUS 087**

### **Accounting Internship**

*Prerequisite: Completion of 24 semester hours of credits in the program with a minimum of 2.0 GPA.*

Designed to provide employment experience in a position that will utilize the specialized skills of the student. The position must be approved by the accounting program coordinator before the student registers for the course. (3 credits, 15 Lab/Lab-Discussion)

## **BUS 089**

### **Small Business Management**

Covers entrepreneurship opportunities and challenges facing small business managers including how to conceptualize a feasible business concept, develop a comprehensive business plan, obtain start-up capital, execute

the firm's strategy, and maintain financial and inventory control. (3 credits, 3 Lecture)

## **BUS 090**

### **Prin of Retailing**

Designed for those owning or planning to become owners of a retail business, those involved or planning to become involved in the management function of a retail business, and/or those desiring a general knowledge of retailing as an institution. (3 credits, 3 Lecture)

## **BUS 091**

### **Prin of Advertising**

Provides an overview of integrated marketing communications, promotional strategy, research, creativity, the role of an advertising agency and other support organizations, media selection and assessment, ethical and regulatory considerations, and budgetary allocations. (3 credits, 3 Lecture)

## **BUS 092**

### **Principles of Selling**

Covers the various aspects of the personal selling process including organizational buying motives, consumer behavior, approaching the customer, making the presentation, handling objections, techniques for closing the sale, and managing the salesforce. (3 credits, 3 Lecture)

## **BUS 093**

### **Securities/Investment**

Designed to increase knowledge in investment activities by providing basic information needed for sound personal investment through exploring a variety of investing fields and tools. (3 credits, 3 Lecture)

## **BUS 094**

### **Business Math**

Covers basic applications of mathematics in the business world percentages, elementary algebra, purchasing, selling, interest, future value, present value, etc. It is designed to reinforce and expand business concepts held by the student through the use of mathematics. (3 credits, 3 Lecture)

## **BUS 095**

### **Fundamentals of Accounting**

An introduction to basic accounting principles and techniques designed to give the student a general knowledge of accounting practices and terminology. Students will work through the accounting cycle for both a service and retail business. (3 credits, 3 Lecture)

## **BUS 096**

### **Federal Tax Accounting**

Focuses on a practical study of the fundamentals of taxation and the current federal revenue act as it relates to individuals. (3 credits, 3 Lecture)

## **BUS 097**

### **Principles of Cost Accounting**

*Prerequisite: BUS 151 with grade of C or higher*

A study of job order, process and standard cost systems and management's uses of cost information for planning and control. (3 credits, 3 Lecture)

## **BUS 098**

### **Intermediate Accounting**

*Prerequisite: BUS 151 with grade of C or higher*

Provides an in-depth study of accounting theory and current practice. Includes the development of accounting theory, the format and content of the financial statements, and emphasizes revenue recognition and assets. (3 credits, 3 Lecture)

## **BUS 099**

### **Computerized Accounting**

*Prerequisite: BUS 095 or BUS 151*

A capstone course which reinforces financial accounting concepts and procedures through the use of personal computers and popular commercial software. A comprehensive study of computerized accounting systems in both service and merchandising environments. Course Level Fee 3 (3 credits, 3 Lecture)

## **BUS 113**

### **Keyboarding**

Development of keyboarding skills on letters, numbers, and symbols keys. Students learn to format business letters, memos, reports, and tables using word processing features. Course Level Fee 1 (3 credits, 3 Lecture)

## **BUS 114**

### **Advanced Formatting**

*Prerequisite: BUS 113*

Development of skill in formatting business correspondence, reports, forms, and tables to meet mailability and production standards. Instruction on word processing software is integrated throughout the course. Course Level Fee 1 (3 credits, 3 Lecture)

## **BUS 115**

### **Processing Info**

*Prerequisite: BUS 114*

Development of skill in processing information using word processing software and applying critical thinking from a variety of office simulations. Advanced formatting skills are further developed through application to specialized office situations. Course Level Fee 1 (3 credits, 3 Lecture)

## **BUS 120**

### **Business Career Development**

This course covers career development from targeting and researching a business career to preparing employment communications and interviewing. The course also covers business writing techniques, e-mail and memorandum communication, teamwork, professional development, and business etiquette. Course Level Fee 3 (3 credits, 3 Lecture)

## **BUS 134**

### **Principles of E-Marketing**

This course is a study of how an organization develops and uses its website, e-mail, wireless communication, and social media efforts as part of an effective integrated marketing communication strategy. (3 credits, 3 Lecture)

## **BUS 141**

### **Business Communications**

Provides students practical strategies for improving written and oral communication, including employment communication, in business settings. Course Level Fee 1 (3 credits, 3 Lecture)

## **BUS 142**

### **Introduction to Business**

Covers the objectives, organization, and role of business in the free-enterprise system. The course is designed to provide an overview of the field of business and to provide a framework into which specialized fields may be studied. (3 credits, 3 Lecture)

## **BUS 151**

### **Financial Accounting**

#### **IAI BUS 903**

*Prerequisite: High School Accounting or BUS 085 or BUS 095 or consent of instructor*

A study of the financial statements, the accounting process and the principles and procedures underlying items on the financial statements. (3 credits, 3 Lecture)

## **BUS 152**

### **Managerial Accounting**

#### **IAI BUS 904**

*Prerequisite: BUS 151*

Designed to use accounting information to help management make decisions concerning product costing, planning and controlling operations in an ever-changing business environment. (3 credits, 3 Lecture)

## **BUS 200**

### **Legal Environ/Business**

An introduction to legal systems and law, especially the U.S. legal system. Business-legal relationships in the areas of criminal law, torts, product liability, and contracts are examined. Consumer, labor, and environmental law are studied. (3 credits, 3 Lecture)

## **BUS 247**

### **Principles of Marketing**

Covers the selection of target markets; the controllable variables of the marketing mix including product, place, price and promotion; and the uncontrollable variables including legal environment, economic environment, and cultural environment. (3 credits, 3 Lecture)

## **BUS 251**

### **Principles of Management**

Provides an overview of how managers utilize planning, organization, leadership, and control in order to ensure that a firm achieves its goals in the most efficient way possible. (3 credits, 3 Lecture)

## **BUS 281**

### **Business Statistics IAI BUS 901**

*Prerequisite: MAT 130*

Designed to provide a useful and working knowledge of data analytical skills involving interpretation and communication of descriptive measures, probability theory, correlation, interval estimation, hypothesis testing, simple linear regression, chi-square tests and ANOVA. (3 credits, 3 Lecture)

## **BUS 285**

### **Labor Relations**

A study of the labor and employment laws that have the greatest impact on the relationship between employers and employees, and the strategies managers utilize to maintain an effective level of employee satisfaction. Transfers as elective credit only. (3 credits, 3 Lecture)

## **BUS 287**

### **Intro to International Business**

An introduction to international trade theory and practice, with special emphasis on cultural diversity in the areas of marketing, management, finance, economics, and the environment in which businesses function. Transfers as elective credit only. (3 credits, 3 Lecture)

## **BUS 290**

### **Human Resource Management**

Examines the managerial processes of planning, developing, and controlling human resources within the organization. Special emphasis will be placed on the areas of recruiting, selection, training, labor relations, salary, and benefit administration. Transfers as elective credit only. (3 credits, 3 Lecture)

## **CHEMISTRY (CHM---)**

### **CHM 085\***

#### **Special Topics in Chemical Science**

Designed for elementary and secondary teachers to provide an essential background in the application of science to a topic of societal interest. The course may be repeated for credit if a different topic is taught. (Repeatable 3 Times) (3 credits, 3 Lecture)

## **CHM 101**

### **Physical Science II**

#### **IAI P1 903L**

An introductory discussion of chemical principles. Presents a balance between basic knowledge needed to understand the uses of chemicals and applications of chemicals in everyday life. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CHM 111**

### **Concepts of Chemistry**

#### **IAI P1 903L**

An introduction to the concepts of chemistry where information is presented to students with little background or no prior interest in chemistry and those students who are not interested in abstract or mathematical theories. Course Level Fee 3 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **CHM 120**

### **General, Organic and Biochemistry I**

#### **IAI P1 902L**

Fundamentals of inorganic chemistry including history, atomic theory, bonding, stoichiometry, gases, solids, solutions, chemical equilibria, acids, bases, salts, pH, and electrochemistry. Course Level Fee 3 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **CHM 121**

### **General, Organic and Biochemistry II**

*Prerequisite: CHM 120*

Study of organic and biological chemistry for students in allied health programs, agriculture, forestry, and other majors with comparable requirements. Course Level Fee 3 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

## **CHM 150**

### **General Chemistry I**

#### **IAI P1 902L, CHM 911**

*Prerequisite: Take 1 Year of High School Chemistry or CHM 111 or consent of Division Chair*

General principles of chemistry for students majoring in chemistry, engineering or science professions. Topics include atomic theory, bonding, stoichiometry, gas laws and thermochemistry. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

## **CHM 151**

### **General Chemistry II**

#### **IAI CHM 912**

*Prerequisite: CHM 150*

Continuation of the General principles of chemistry for students majoring in chemistry, engineering or science professions. Topics include solids/liquids, solutions, kinetics, equilibrium, thermodynamics and electrochemistry. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

## **CHM 243**

### **Organic Chemistry I**

#### **IAI CHM 913**

*Prerequisite: CHM 151*

*Corequisite: CHM 253*

Fundamental introduction to organic chemistry including a study of hydrocarbons and alcohols with spectroscopy, stereochemistry, and reaction mechanisms. (4 credits, 4 Lecture)

## **CHM 244**

### **Organic Chemistry II**

#### **IAI CHM 914**

*Prerequisite: CHM 243*

*Corequisite: CHM 254*

This course is a continuation of Organic Chemistry I (CHM 243) with focus on aromatic chemistry, carbonyl functional groups, and biomolecules. (4 credits, 4 Lecture)

## **CHM 253**

### **Organic Chemistry Lab I**

*Prerequisite: CHM 151*

*Corequisite: CHM 243*

Laboratory course introduces synthesis and the basic techniques for the separation, isolation, purification and identification of organic compounds. Course Level Fee 3 (1 credits, 3 Lab/Lab-Discussion)

## **CHM 254**

### **Organic Chemistry Lab II**

*Prerequisite: CHM 243 and CHM 253*

*Corequisite: CHM 244*

Laboratory experiments in organic chemistry with a focus on multi-step synthesis and compound characterization. Course Level Fee 3 (1 credits, 3 Lab/Lab-Discussion)

## CIVIL ENGINEERING TECHNOLOGY (CET---)

### CET 020

#### 3-Day Aggregate for I.D.O.T.

This course prepares a student for the I.D.O.T. Level I Hot Mix Asphalt course (CET 029) or the Portland Cement Concrete Level II course (CET 024). (Repeatable 3 Times) (1 credits, 1 Lecture)

### CET 021

#### 5-Day Aggregate for I.D.O.T.

This course prepares a person to work in an aggregate producer's lab on I.D.O.T. QC/QA projects. It can also serve as the prerequisite for IDOT Hot Mix Asphalt Level I (CET 029) course or Portland Cement Concrete Level II course (CET 024). (2 credits, 2 Lecture)

### CET 023

#### 5-Day Asphalt/IDOT Level II

*Prerequisite:* CET 029

An advanced course covering proportioning, troubleshooting and lay down of hot mix asphalt. (2 credits, 2 Lecture)

### CET 024

#### Level II Portland Cement Conc

*Prerequisite:* CET 020

An advanced course covering proportioning of P.C.C. for I.D.O.T. QC/QA projects. (1 credits, 1 Lecture)

### CET 026\*

#### Nuclear Density (IDOT)

Upon completion of the course a person is qualified to run a nuclear density gauge on QC/QA asphalt projects. This course covers the use of the gauge and I.D.O.T. paperwork involved. (Repeatable 3 Times) (0.5 credits, 0.5 Lecture)

### CET 027\*

#### Mixture Aggregate Tech Upgrade

*Prerequisite:* CET 020

This course serves as an upgrade course for individuals who currently are Mixture Aggregates certified. Upon successful completion, it enables a person to administer the I.D.O.T. QC/QA program for an aggregate producer participating in the Aggregate Gradation Control System. (Repeatable 3 Times) (1 credits, 1 Lecture)

### CET 029

#### Level I Hot Mix Asphalt

*Prerequisite:* CET 020 or CET 021

Laboratory testing of HMA using Superpave technology and information on the production of HMA is covered in this course. Successful completion permits a person to do testing associated with contracts let under the QC/QA program. (2 credits, 1.5 Lecture, 1 Lab/Lab-Discussion)

### CET 030\*

#### Level I Port Cement Concrete

This course covers the testing of PCC Mix and the basics of the I.D.O.T. QC/QA program as it applies to PCC. Persons completing this course will be able to do the mix testing for PCC on QC/QA projects and will also receive the ACI Level I certification. This course is a combination of CET 035 and CET 036. (1.5 credits, 1.5 Lecture)

### CET 031

#### HMA Level III

*Prerequisite:* CET 020 or CET 021

This course covers the basics of Superpave Mix Design. Persons completing this course will be able to do a mix design for Hot Mix Asphalt. (2 credits, 1.5 Lecture, 1 Lab/Lab-Discussion)

### CET 039\*

#### Level 3 Prtlnd Cement Concrete

*Prerequisite:* CET 024

An advanced course covering concrete mix design for I.D.O.T. QC/QA projects. (Repeatable 3 Times) (1 credits, 1 Lecture)

### CET 051

#### Civil Construction I

Study of civil construction including types of projects, personnel, equipment, materials, and methods. Blue print reading and specification interpretation for heavy construction is also emphasized. (3 credits, 3 Lecture)

### CET 052

#### Civil Construction II

*Prerequisite:* CET 051

Familiarizes the student with basic concepts of construction management with special emphasis on contracts, cost estimating, progress scheduling, engineering economics, and quality control. (3 credits, 3 Lecture)

### CET 054

#### Soils + Aggregates

*Prerequisite:* TEC 050

A laboratory oriented study of soil and aggregate testing procedures that identify and classify. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

### CET 056

#### PCC Theory and Design

*Prerequisite:* CET 054 and BCT 054

Discussion of concrete through all stages of design, mix, delivery, placement, and curing with special emphasis on design, proportioning, and field testing. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### CET 057

#### Asphalt Theory and Design

*Prerequisite:* CET 054

Discussion of asphalt paving from plant to paver with special emphasis on testing and proportioning. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### CET 060

#### Surveying I

Fundamentals of basic surveying operations such as chaining, leveling and use of the transit and the basic calculations associated with these operations. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### CET 062

#### Surveying II

*Prerequisite:* CET 060 and TEC 052

Designed to apply the skills learned in Surveying I to practical problems such as closed traverse, area calculations, land surveying, topographic mapping, stadia surveys, and difficult level circuits. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### CET 064

#### Surveying III

*Prerequisite:* CET 062

Analysis of horizontal and vertical curves, precise control traverses and leveling, and the use of proper surveying coding. Emphasizes the use of total stations, electronic data collection, GPS equipment and engineering software, primarily Microstation. Course Level Fee 2 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### CET 065

#### Data Collection for GIS Mapping

*Prerequisite:* ESC 106 or CET 060

This class is designed to familiarize students with the theory of the global positioning system and data collection methods associated with geographic information systems. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### CET 075

#### Supervised Occupational Exp

Enables the student to gain on the job experience in Civil Engineering Technology during the summer session. Course Level Fee 2 (Variable Credit 0.5/5 credits, 25 Lab/Lab-Discussion)

### CET 076

#### Supervised Occupational Exp

*Prerequisite:* Enrollment in the CO-OP version of the Civil Engineering Technology Program

Enables the student to gain on the job experience in Civil Engineering Technology. Course Level Fee 4 (5 credits, 30 Lab/Lab-Discussion)

### CET 077

#### Supervised Occupational Experience

*Prerequisite:* CET 076

Enables the student to gain on the job experience in Civil Engineering Technology. Course Level Fee 4 (6 credits, 30 Lab/Lab-Discussion)

### CET 078

#### Supervised Occupational Experience

*Prerequisite:* CET 077

Enables the student to gain on the job experience in Civil Engineering Technology. Course Level Fee 4 (6 credits, 30 Lab/Lab-Discussion)

### CET 079

#### Supervised Occupational Exp

*Prerequisite:* CET 078 and sophomore standing in C.E.T. or Permission of Instructor

Designed to provide the student with work experience in the field while maintaining contact with an instructor for review and assistance. (3 credits, 15 Lab/Lab-Discussion)

### CET 081

#### CAD for Civil Engineering

*Prerequisite:* CET 082

Basic and Advanced use of Microstation Geopak focusing on 3D drawing use and processing. Along with processing and creating data for Terrain models, Proposed and Existing cross sections for plans, and other Civil Engineering applications. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CET 082**

### **Civil Drafting**

*Prerequisite:* CAD 056

Focuses on developing the competence in drafting detailed drawings and the basics of Microstation with special emphasis on interpreting field data to produce highway construction drawings and survey drawings.

Course Level Fee 1 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **CET 087**

### **Hydraulics/Drainage**

*Prerequisite:* TEC 052

Fundamentals of statics kinematics and dynamic flow; drainage area and volume of flow calculations. (3 credits, 3 Lecture)

## **COMMUNICATION (COM---)**

### **COM 070**

#### **Radio Production Lab**

The further application of the techniques of good broadcasting is covered including announcing, writing, managing, and working for a station image. Operation of various radio automation systems, along with air work on the college radio station is emphasized. Course Level Fee 2 (5 credits, 1 Lecture, 8 Lab/Lab-Discussion)

### **COM 072**

#### **Fall Sportscasting**

This course is designed to give a background in announcing various sporting events. Experience includes broadcasting fall sports at local high schools and Lake Land College on WLKL, LLC's radio station. Training of broadcast equipment is also included. Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### **COM 073**

#### **Spring Sportscasting**

This course is designed to improve basketball, baseball and softball announcing skills. Training and practice of sportscasting continues with coverage of Lake Land College and high school sporting events on WLKL, LLC's radio station. Course Level Fee 1 (2 credits, 2 Lab/Lab-Discussion, 1 Lecture)

### **COM 082**

#### **Fall Athletic Announcing**

This course is designed to refine sports announcing skills. Experience includes broadcasting fall sports at local high schools and Lake Land College on WLKL, LLC's radio station. Training of broadcast equipment is also included. Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### **COM 083**

#### **Spring Athletic Announcing**

This course is designed to enhance basketball, baseball and softball announcing skills. Experience includes broadcasting high school and Lake Land College sports on WLKL, LLC's radio station. The fundamentals of play-by-play, color commentary, analysis, and interviewing are included. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **COM 111**

### **Intro to Speech Communication**

#### **IAI C2 900**

Focuses on the fundamental principles and methods of selection, analyzing, organizing, developing and communicating information, evidence, and points of view to audiences. (3 credits, 3 Lecture)

### **COM 150**

#### **Introduction to Broadcasting**

##### **IAI MC 914**

Emphasis is placed on all aspects of the broadcasting industry including history, digital radio, high definition television, programming, the FCC, advertising, and responsibility to society. A brief explanation of the technical operations of a station is presented. (3 credits, 3 Lecture)

### **COM 155**

#### **Radio-TV Announcing**

##### **IAI MC 918**

The principles of broadcast announcing are discussed and are applied to reading commercials, news, voice tracking, sports, and on-air music announcing. Interviewing techniques and the relationship between the announcer and the public are included. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **COM 160**

#### **Radio Station Operation**

##### **IAI MC 915**

A practical demonstration course to begin "on air" work. In addition to air time, other duties such as news gathering, production, programming, etc. are assigned. Reading meters, filling out operating logs and editing audio are also incorporated. Course Level Fee 2 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

### **COM 165**

#### **Broadcast Writing**

##### **IAI MC 917**

The principles of broadcast journalism, copy writing, oral style, editing, writing effective commercial copy, and libel laws are discussed for visual and audio productions. Course Level Fee 2 (4 credits, 4 Lecture)

### **COM 175**

#### **Broadcast Sales**

Broadcast selling principles from the Radio Advertising Bureau are presented. Conducting a client needs analysis and servicing an account are stressed. Analysis of surveys is included. The Radio Marketing Professional national exam is given as part of the course. Course Level Fee E (3 credits, 3 Lecture)

### **COM 180**

#### **Basic TV Production**

##### **IAI MC 916**

The course is designed to acquaint students with various aspects of professional TV studio and field production. Technical proficiency in basic camera operation direction and non-linear editing are stressed. Actual production of interviews, commercials, and news are included. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **COM 185**

### **Advanced Radio Production**

*Prerequisite:* take COM 070

In this course students polish the skills and techniques of boardwork, announcing, voice tracking, news and sports writing, and production. The importance of promotion, management of station personnel, and programming a station for profit are stressed. Course Level Fee 2 (4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

### **COM 200**

#### **Interpersonal Communication**

Principles and practices of oral communication emphasizing message formation and delivery, listening, perception, awareness of verbal and non-verbal codes, and managing conflict. Course Level Fee 1 (3 credits, 3 Lecture)

### **COM 213**

#### **Intro to Group Discussion**

Focuses on the principles and application of public and closed group discussions with emphases on purposes and common forms, critical analyses and participation. (3 credits, 3 Lecture)

### **COM 220**

#### **Persuasive Speaking**

*Prerequisite:* Take COM 111

Studies audience attitudes, logical lines of reasoning, and emotional appeals used in causing an audience to accept different views or to adopt recommended courses of actions. Course Level Fee 1 (3 credits, 3 Lecture)

### **COM 244**

#### **Introduction to Acting**

Focuses on approaches to acting with emphasis on basic techniques and the development of character as it relates to the role. Course Level Fee 1 (3 credits, 3 Lecture)

## **COMMERCIAL DRIVERS LICENSE (CDL---)**

### **CDL 010**

#### **CDL Recertification**

*Prerequisite:* CDL 040

Designed for the student who has previously passed CDL 040 and who has not driven during the 60-days immediately following graduation. Student will be reissues a current completion certificate as required by most employers to be eligible for entry level employment. (0.5 Credits, 1 Lab/Lab-Discussion)

### **CDL 011**

#### **Illinois Class B Driver License Prep**

This course prepares the student with core knowledge and skills needed to pass Illinois Secretary of State Class B written and behind-the wheel licensing tests. Course Fee of \$333. (2 Credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **CDL 040**

### **Commercial Truck Driver Training**

*Prerequisite: Be able to read and write the English language well enough to be able to communicate. Must be 18 years of age or older. Must be able to meet the Federal Department of Transportation physical requirements. Have a valid regular driver's license.*

As a result of participating in this course, the student will: Illustrate and operate backing up procedures, inspections, and other yard activities. Demonstrate and operate road driving procedures. Course Fee \$1,150. (7 Credits, 3 Lecture, 8 Lab/Lab-Discussion)

## **COMPUTER AIDED DRAFTING (CAD---)**

### **CAD 052**

#### **Microstation CAD I**

*Prerequisite: One semester drafting or instructor consent*

Student will learn to use the Integraph Microstation Computer-Aided Drafting system to create simple to moderately complex technical drawings. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **CAD 056\***

#### **CAD I**

Basic Theory of CAD. Student will learn to use a Computer Aided Drafting system to create simple to moderately complex technical drawings. (Repeatable 1 Time) Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **CAD 057**

#### **CAD II**

This course is a continuation of CAD I (CAD 056). Such subjects as Symbol Libraries, Block Attributes, 3 D Design and Solid Modeling. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

### **CAD 058**

#### **CAD Drafting Systems**

This course familiarizes the student with the setup, use and features of various CAD systems. Such subjects as operating systems, file management and customizing AutoCAD are also studied. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **CAD 059**

#### **Special Applications of CAD**

*Prerequisite: CAD 056 or concurrent enrollment*

This course is a more in depth study of computer aided design. The student will explore specific architectural and civil applications of CAD and industry requirements using Revit and AutoCad. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

### **CAD 060**

#### **3D Solid Modeling**

This course is an in depth study of three-dimensional solid modeling using different computer aided design programs. The student will learn to create, view, render and plot 3D models, parts and assemblies. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CAD 061**

### **3D Parametric Design**

*Prerequisite: CAD 060*

This course is study of three dimensional parametric design and prototype creation. The student will learn to create a family of part designs using parametric modeling CAD software. Creating design prototypes will also be covered. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CAD 062\***

#### **Introduction to Solidworks**

This course is a study of three-dimensional solid modeling using the Solidworks system. The student will learn to create, view, render and plot 3D models and assemblies. (Repeatable 3 Times) Course Level Fee 1 (2 credits, 2 Lecture)

### **CAD 063\***

#### **Wind Energy Design**

*Prerequisite: CAD 057 or consent of instructor*

This course is an in depth study of the mechanical design of wind turbine components. The student will learn to design, prototype, test and improve turbine blades and towers. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CAD 075\***

#### **Supervised Occupational Exp**

*Prerequisite: Must have completed 16 semester hours of CAD Certificate Program or CA A.A.S. degree or CAD A.A.S. degree and approval of instructor*

Designed to promote on the job experience in CAD technology while applying skills and knowledge learned in the program. The employers and supervising instructors work closely with the student in an off campus job site. (Repeatable 2 Times) Course Level Fee 4 (3 credits, 15 Lab/Lab-Discussion)

## **COMPUTER INFORMATION SYSTEMS (CIS---)**

### **CIS 040\***

#### **Introduction to Computers**

An operational oriented course which involves student experience using hardware, software, peripherals, operating procedures, and internet. Designed for novice computer users. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 1 Lecture)

### **CIS 047\***

#### **Graphic Design Capstone**

*Prerequisite: CIS 160 and CIS 098 and CIS 092 and CIS 088 and CIS 090 and CIS 051 and CIS 056*

This capstone course will integrate InDesign, Illustrator, Photoshop, and Web Page Design concepts. The course features a simulated work environment. Students will complete graphic design applications in print and on the web for a simulated business. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

## **CIS 049\***

### **Content Management Systems**

*Corequisite: CIS 099*

This course covers the creation and maintenance of a website using a content management system. Hands-on coursework includes applying plugins, building blogs, theme development, user account setup, and management. (Repeatable 3 times) Course Level Fee 3 (2 credits, 2 Lecture)

### **CIS 051\***

#### **Designing for the Web**

*Prerequisite: CIS 099 and CIS 088 or equivalent experience.*

Tools, techniques, design workflow process and design theory for creating well-designed, interactive web sites utilizing Adobe Dreamweaver. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 053\***

#### **Wireless Networking**

*Prerequisite: CIS 081*

An overview course of wireless LAN technologies and implementations. Course of study includes both theory and configuration of current wireless devices, details of 802.11 standards and discussions of security implementations and concerns. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CIS 054\***

#### **PowerPoint**

Introduction to the graphic presentation software PowerPoint. The basics of PowerPoint will be covered including creating, editing, and formatting slides. Adding graphic elements, animation and illustrations will also be covered. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### **CIS 055\***

#### **Word**

An introduction to the word processing software package Word that includes creating, editing, and formatting documents. Using tables, graphics, and mail merge will also be covered. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### **CIS 056\***

#### **Advanced Software Applications**

*Prerequisite: CIS 160*

Covers topics in word processing, spreadsheet, and presentation software. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### **CIS 058\***

#### **Specialized Software Applications**

Students handle office activities and use career-related software such as a computerized accounting system, desktop publishing, PowerPoint, form management, calculator, medical scheduling and invoicing, and legal document preparation. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 060\***

#### **Project Management**

An overview of project management as it applies to information technology projects. Project management software will be introduced. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

## **CIS 062\***

### **Computer Game Development**

A practical exploration of video game development using both original programming and modification of existing game code.

A variety of game types will be explored and created with the focus being on understanding, exploration and creativity in the development process. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 063\***

### **3-D Computer Animation**

An overview and exploration of the different applications and techniques used in the development of 3D models for game, video and web animation. The course will explore a variety of commonly used tools and will identify their strengths and capacities. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 065\***

### **Advanced Game Development**

*Prerequisite: CIS 062*

An in-depth examination of the different game genres available and how to create appropriate content for each. Integration of basic programming and animation skills with more advanced topics will be discussed and developed through several individual and group projects. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 066\***

### **Digital Video Production**

An overview course discussing the development of digital video including planning and shooting, editing, titling, effects and animation, soundtrack creation and audio editing and output in DVD, video and the Web. Streaming output will also be discussed. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 067\***

### **Advanced Digital Video Production**

*Prerequisite: CIS 066*

Advanced training in the many aspects of video production will be covered from concept development through final editing and delivery. Emphasis is placed on preproduction skills and techniques and live action direction of talent and crew. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 068\***

### **Computer Appl-Special Topics**

Familiarizes the student with a word processing package and a spreadsheet package with emphasis on special topics pertinent to the student population. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

## **CIS 069\***

### **Cross Platform Game Development**

*Prerequisite: CIS 063*

Advanced features of modeling and animation software will be covered including architecture, character creation, texturing and animation. Emphasis will be placed on integration of cross platform apps into the creation of an electronic

game, including the use of multiple file formats for exporting and importing. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 069\***

### **Advanced Animation and Modeling**

*Prerequisite: CIS 063*

Advanced features of modeling and animation software will be covered including building and character creation, texturing and animation. Emphasis will be placed on the importing of models from the environment and exporting of completed models to other applications. (Repeatable 3 Times) (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 070\***

### **Network Security**

*Prerequisite: CIS 081*

An overview course of security topics as it applies to a typical Server-based network. Course of study includes Security+ Exam content: authentication, remote access, external attacks, intrusion detection, web and email security, and disaster recovery. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 071\***

### **Introduction to Networking**

An overview of computer hardware, software, networks, Internet, web applications, systems, security and troubleshooting. To be used as an introduction to the Network Administration program or to supplement another computer-related degree. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

## **CIS 073\***

### **Survey of Operating Systems**

An overview study of Operating Systems from command line systems through 32-bit and 64-bit GUI interface Operating Systems. The broad exposure is appropriate for the beginner, but the depth of study also makes it appropriate for the advanced student. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 074\***

### **IT Seminar**

*Corequisite: Completion of internship or concurrent enrollment*

Places emphasis on the student's on-the-job experiences. Job related aptitude tests as well as job hunting techniques are discussed. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 1 Lecture)

## **CIS 079\***

### **Client Operating System**

A comprehensive examination of Client Operating Systems. Course of study includes, but is not limited to, Microsoft client operating systems. Topics include installation, configuration, optimization, administration, network integration and other support issues. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 081\***

### **Networking Essentials**

An introduction to networking technology for Local Area Networks (LANs), Wide Area Networks (WANs) and the Internet. Designed

for those seeking a career in network administration and support or those seeking professional certification. Leads toward Network+ Certification. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 083**

### **Systems Design**

*Prerequisite: CIS 095, CIS 164, and ITT 072*

This course, the capstone for the IT-Programming Degree, approximates a Team-based development environment using version control software and agile development principles. Hands-on projects will include front-end and back-end app development, proper object-oriented programming, and database implementation. (Repeatable 3 Times) Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **CIS 084\***

### **Server Operating Systems**

*Prerequisite: CIS 079*

A comprehensive examination of server operating systems. Course of study includes, but is not limited to, Microsoft server operating systems. Topics include installation, configuration, optimization, administration, network integration and other support issues. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 085\***

### **Adv Server Operating System**

*Prerequisite: CIS 084*

An advanced course in the design, installation, configuration, and support of a Local Area Network using the server operating systems and their tools. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 087\***

### **TCP/IP and Routing**

*Prerequisite: CIS 081*

An in-depth study of the TCP/IP protocol and router technology. Topics include installation, configuration, optimization, and administration of routers in an Internet, intranet or LAN environment. Troubleshooting, network integration and other support issues will also be discussed. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CIS 088\***

### **Adobe Photoshop**

This course introduces the basics of Photoshop, an image-editing program. These basics include working with layers, selections, color adjustment, paint tools, filters, and type transforming. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

## **CIS 089\***

### **Advanced Routing**

*Prerequisite: CIS 087*

An in-depth look at the components of the Routing and Switching and the tools that are used in the implementation, configuration, optimization, and troubleshooting of the LAN/WAN environment. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CIS 090\***

#### **Adobe InDesign**

Adobe InDesign is a graphic design software used to create design layouts. Students will integrate text, graphics, photos, and other elements to create documents. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 092\***

#### **Adobe Illustrator**

Adobe Illustrator software, a PostScript-based drawing program, is used to create sophisticated artwork which can be imported into other programs for further manipulation. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 093\***

#### **Access**

An introduction to Microsoft Access, a database management application designed to operate in the Windows environment. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### **CIS 094\***

#### **Excel**

The basics of the Excel software package will be covered. This includes spreadsheet basics, formulas, functions, charting, data management, and collaborative tools. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### **CIS 095\***

#### **Database Management**

*Prerequisite: CIS 160 or instructor consent*

An introduction to relational database fundamentals of planning, designing, and implementation. Students will learn proper relational database design principles and SQL through hands-on coursework. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 098\***

#### **Advanced Desktop Skills**

*Prerequisite: CIS 088 AND CIS 090 and CIS 092*

InDesign, Illustrator, and Photoshop are used to create advanced graphic designs. Emphasis is placed on creating your own styles, graphics, and layouts. Pre-press and printing techniques are also covered. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 099\***

#### **Introduction to Web Technology**

*Prerequisite: Type 30 words per minute*

This introductory course teaches web page design principles, including proper use of HTML5, CSS3 and introductory JavaScript. Course Level Fee 2 (3 credits, 3 Lecture)

### **CIS 101\***

#### **Internet Systems and Applications**

An introduction to networking basics through the Internet. Students will learn about Internet services, etiquette, searches, E-mail, and other internet skills. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### **CIS 156\***

#### **Computer Logic**

This course is an introduction to basic computer programming terms and concepts. JavaScript is used to illustrate variables, conditional statements, functions, loops, and arrays. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### **CIS 160\***

#### **Practical Software Applications**

#### **IAI BUS 902**

Provides an opportunity for students to learn computer concepts and to use word processing, spreadsheet, database management, and presentation software. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### **CIS 162\***

#### **Object-Oriented Programming I**

*Prerequisite: CIS 156 or consent of instructor*

This course teaches the fundamentals of object-oriented programming. It builds on the concepts of data types, functions, arrays, programming structures and debugging from CIS 156 Computer Logic while introducing classes, objects, encapsulation and modular design using the C# language. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### **CIS 164\***

#### **Object-Oriented Programming II**

*Prerequisite: CIS 162*

This course teaches advanced concepts in object-oriented programming. Topics include polymorphism, inheritance, managing data files, debugging, exception handling, and web-based applications. (Repeatable 3 times) Course Level Fee 2 (3 credits, 3 Lecture)

## **COMPUTER INTEGRATED MANUF (CIM---)**

### **CIM 044\***

#### **Industrial Robotics**

A comprehensive study of industrial robotics used in computer integrated manufacturing systems. Some areas of study include history, classification, tooling, sensors, safety and justification of robotic systems. The student will learn robotics related to manufacturing, and fundamental robotic programming. (Repeatable 3 Times) (2 credits, 2 Lecture)

### **CIM 050\***

#### **CNC Machine Operator**

*Prerequisite: MTT 050*

A study designed to highlight the theory and application of CNC machining centers, machine configuration, fixture and tool offsets/compensations, production runs, setup and cycle time reductions. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CIM 060**

#### **CNC Machining**

*Prerequisite: MTT 050 and CAD 056 or concurrent enrollment*

Introduction to computer numerical controlled (CNC) machine tool operation, programming and processes. Manual and computer assisted part programming with machine tool

verification. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CIM 075\***

#### **Supervised Occupational Experience**

*Prerequisite: Must have completed 12 semester hours of CNC Certificate Program*

Designed to promote on the job experience in CNC technology while applying skills and knowledge learned in the program. The employers and supervising instructors work closely with the student in an off campus job site. (3 credits, 15 Lab/Lab-Discussion)

### **CIM 092**

#### **Computer-Aided Manufacturing**

*Prerequisite: CIM 060 and CAD 056*

An introduction to the use of a CAD/CAM system. Student will learn to use a computer for design and to automatically create programs to control manufacturing equipment. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **CIM 094**

#### **Computer Integrated Manf**

*Prerequisite: CIM 092 and CIM 044*

An introduction to Computer Integrated Manufacturing. Student will learn to setup, program and troubleshoot a CIM system. This is the final course in the Automation and Robotics degree program. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **CONTINUING EDUCATION (CNC---)**

### **CNC 021\***

#### **Special Topics in Exploring Careers**

Participants learn the basics of exploring careers. This course will provide an essential background and application of career exploration. (Repeatable 3 Times) (Variable Credit 0.5/2.5 credits, 2.5 Lecture)

## **COSMETOLOGY (COS---)**

### **COS 050**

#### **Cosmetology I**

This course focuses on professional rules and regulations, shampooing, basic chemistry, hair shaping, bacteriology, facials, scalp treatments, sanitation and safety for students and clients. Course Level Fee 2 (6 credits, 3 Lecture, 15 Clinical Hours)

### **COS 052**

#### **Cosmetology II**

*Prerequisite: COS 050*

This course focuses on thermal designing, permanent waving, manicuring, pedicuring, make-up techniques, and hair coloring. Course Level Fee 2 (6 credits, 3 Lecture, 15 Clinical Hours)

### **COS 054**

#### **Cosmetology III**

*Prerequisite: COS 050 and COS 052*

This course consists of advanced hair coloring, decolorizing, hair styling, superfluous hair, artificial nails, pH chemistry, and chemical relaxing. Course Level Fee 2 (6 credits, 3 Lecture, 15 Clinical Hours)

## **COS 056**

### **Cosmetology IV**

*Prerequisite:* COS 050 and COS 052 and COS 054

This course focuses on nail structure, including disorders and diseases, dermatology, disorders of the skin and scalp, electricity, artificial hair and advanced chemistry. Course Level Fee 2 (7 credits, 4 Lecture, 15 Clinical Hours)

## **COS 058**

### **Cosmetology V**

*Prerequisite:* COS 050 and COS 052 and COS 054 and COS 056

This course is a study of basic anatomy and the related areas; also retailing, job marketing skills and student-salon internship. Course Level Fee 2 (7 credits, 4 Lecture, 15 Clinical Hours)

## **COS 059**

### **Cosmetology Clinic**

*Prerequisite:* COS 050 and COS 052 and COS 054 and COS 056 and COS 058

Designed for Lake Land College Cosmetology students who have not completed the state required 1500 hours during the regular modules. Course Level Fee 4 (Variable Credit 0.5/3 credits, 9 Clinical Hours)

## **COS 060**

### **Salon Management**

Covers areas of opportunity and the outlook for small business managers, success and failure patterns, capital needs and sources, organizing, directing, controlling, finance, locations, facilities, marketing, and inventory control. (3 credits, 3 Lecture)

## **COS 061**

### **Computer Appl for Cosmetology**

Provides an opportunity for the student to work with various types of software. These learning activities include file management, email, word processing, spreadsheet, presentation, and cosmetology specific software. Course Level Fee 2 (3 credits, 3 Lecture)

## **COS 076**

### **Cosmetology Teacher I**

*Prerequisite:* Current Illinois Cosmetology License

This course is designed to develop basic cosmetology teaching skills; a study of basic theory and fundamental principles of teaching. Course Level Fee 2 (6 credits, 3 Lecture, 9 Clinical Hours)

## **COS 077**

### **Cosmetology Teacher II**

*Prerequisite:* Current Illinois Cosmetology License and COS 076

This course provides supervised student teaching; preparation and presentations of lesson plans, evaluation of subject matter, business procedures related to the operation of a cosmetology school. Course Level Fee 2 (6 credits, 3 Lecture, 9 Clinical Hours)

## **COS 078**

### **Cosmetology Teacher III**

*Prerequisite:* Current Illinois Cosmetology License and COS 076 and COS 077

This course is a continuation of presenting various educational methods: testing student and completing a teaching portfolio. Course Level Fee 2 (5 credits, 3 Lecture, 4 Clinical Hours)

## **COURT REPORTING (CRT---)**

### **CRT 040\***

#### **Speedbuilding I**

Speedbuilding to level 1. Students perfect foundational real time writing skills and establish keyboard mastery through practice of finger drills and sentence drills involving high-frequency words and phrases. Speeds increase weekly to encourage steady progress. Accompanies lessons in CRT 047. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 041\***

#### **Speedbuilding I Lab**

Speedbuilding to level 1. Students perfect foundational real time writing skills and establish keyboard mastery through practice of finger drills and sentence drills involving high-frequency words and phrases. Speeds increase weekly to encourage steady progress. Accompanies lessons in CRT 047. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 043\***

#### **Intro to Court Reporting/CART**

Comprehensive survey of the field of court reporting. Examination of history of reporting, equipment needs and technological trends, role of working reporter within legal system, business environment, and educational system. Course Level Fee 2 (1 credits, 1 Lecture)

### **CRT 045\***

#### **Speedbuilding II**

Introduces students to two-voice material. Speedbuilding to level 2. Writing fluency continues to be focus as students practice at speeds ranging from 80-120 wpm. Readbacks daily, testing weekly at 80-100 wpm Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 046\***

#### **Speedbuilding II Lab**

Introduces students to two-voice material. Speedbuilding to level 2. Writing fluency continues to be focus as students practice at speeds ranging from 80-120 wpm. Readbacks daily, testing weekly at 80-100 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 047\***

#### **Machine Shorthand Theory**

A beginning course in machine shorthand theory. Students will receive instruction in real time, conflict-free writing for court reporters, captioners, and CART providers. Course Level Fee 2 (4 credits, 4 Lecture)

### **CRT 050\***

#### **Speedbuilding III**

Introduces students to jury charge and literary material. Speedbuilding to level 3. Continued focus on concentration and fluency as students practice at speeds from 110-130 wpm. Readbacks daily, testing weekly 100-120 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 051\***

#### **Speedbuilding III Lab**

Introduces students to jury charge and literary material. Speedbuilding to level 3. Continued focus on concentration and fluency as students practice at speeds from 110-130 wpm. Readbacks daily, testing weekly 100-120 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 055\***

#### **Speedbuilding IV**

Speedbuilding to level 4. Continued exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 130-150 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 056\***

#### **Speedbuilding IV Lab**

Speedbuilding to level 4. Continued exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 130-150 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 060\***

#### **Speedbuilding V**

Speedbuilding to level 5. Continued student exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 150-170 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 061\***

#### **Speedbuilding V Lab**

Speedbuilding to level 5. Continued student exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 150-170 wpm. Readbacks daily, testing weekly at 150-170 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 065\***

#### **Speedbuilding VI**

Speedbuilding to level 6 on two-voice, literary, and jury charge material. Continued to focus on concentration and fluency and advanced theory principles as students practice at speeds from 160-200 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

### **CRT 066\***

#### **Speedbuilding VI Lab**

Speedbuilding to level 6 on two-voice, literary, and jury charge material. Continued to focus on concentration and fluency and advanced theory principles as students practice at speeds from 160-200 wpm. Readback daily; testing weekly 160-180 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

### **CRT 068\***

#### **Proofreading Skill Development**

Proofreading Skill Development Focuses on applying proofreading and editing skills to transcripts. Increases accuracy of editing with regard to placement of punctuation marks and spelling. Course Level Fee 2 (3 credits, 3 Lecture)

## **CRT 070\***

### **Speedbuilding VII**

Speedbuilding to level 7. Continued exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 180-225 wpm. Readback daily; weekly testing at 180-200 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

## **CRT 071\***

### **Speedbuilding VII Lab**

Speedbuilding to level 7. Continued exposure to material experienced daily by reporters. Continued focus on concentration and fluency and advanced theory principles as students practice at speeds from 180-225 wpm. Readback daily; weekly testing at 180-200 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

## **CRT 072\***

### **Courtroom Procedures**

Focuses on the role of the official and freelance reporter, including communication skills, professional image, confidentiality of proceedings, preparation of deposition/court transcripts, deadlines, marking and handling exhibits, storing notes, reporting techniques and ethics, including NCRA Code of Ethics. Course Level Fee 2 (3 credits, 3 Lecture)

## **CRT 075\***

### **Speedbuilding VIII**

Speedbuilding to level 8 on two-voice material. Continued student exposure to material experienced daily by reporters with focus on medical testimony. Continued focus on concentration and fluency and advanced theory principles as students practice speeds from 200-240 wpm. Course Level Fee 2 (2.5 credits, 2.5 Lecture)

## **CRT 076\***

### **Speedbuilding VIII Lab**

Speedbuilding to level 8 on two-voice material. Continued student exposure to material experienced daily by reporters with focus on medical testimony. Continued focus on concentration and fluency and advanced theory principles as students practice speeds from 200-240 wpm. Course Level Fee 2 (0.5 credits, 0.5 Lab/Lab-Discussion)

## **CRT 082\***

### **Court Reporting Technology**

Students learn to use computer-aided transcription software to complete transcripts and write in real-time. Course Level Fee 2 (3 credits, 3 Lecture)

## **CRT 083\***

### **Court Reporting Internship**

Internships will include a minimum of 40 hours of actual writing time. Students are mentored by supervising freelance and official reporters. Coursework includes resume and application letter, job-seeking skills, income tax and financial planning information. Course Level Fee 2 (1 credits, 1 Lecture)

## **CRT 084\***

### **Medical & Legal Terminology**

A court reporter's course in medical terminology that covers medical word parts, going over primary terms, then reviewing

structure and functions of the body systems. Legal terminology gives knowledge and understanding of commonly-used words in a courtroom. Course Level Fee 2 (3 credits, 3 Lecture)

## **CRT 090\***

### **CSR Exam Preparation**

Preparation for Illinois CSR exam. Speedbuilding at 180-225 wpm on literary, jury charge, and Q&A material. Preparation for Written Knowledge Portion of CSR by reviewing grammar, vocabulary, technology. Practice on past CSR exams and RealTime Coach. Course Level Fee 2 (3 credits, 3 Lecture)

## **DENTAL HYGIENE (DHY---)**

### **DHY 043**

#### **Dental Hygiene Board Review**

*Prerequisite: Admission into the Dental Hygiene Program.*

Generalized review of dental hygiene curriculum that helps to prepare the student to take the National Dental Hygiene Board Examination. Course Level Fee 1 (0.5 credits, 0.5 Lecture, 0.5 Lab/Lab-Discussion)

### **DHY 045**

#### **Radiology**

*Prerequisite: Admission into the Dental Hygiene Program.*

This course is designed to include the principles and biological effects of radiation in addition to safety measures used in dental radiology. Basic dental imaging principles and techniques will be stressed for dental hygiene interpretation. Course Level Fee 4 (4 credits, 2 Lecture, 6 Lab/Lab-Discussion)

### **DHY 067**

#### **Dental Anatomy**

*Prerequisite: Admission into Dental Hygiene Program*

This course is designed to provide a thorough knowledge of the head, neck, teeth, and related structures. Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### **DHY 068**

#### **Dental Hygiene I**

*Prerequisite: Admission into Dental Hygiene Program*

This course is designed to acquaint the beginning dental hygiene student with the duties and responsibilities in the clinical aspect of the profession and the role the hygienist plays in today's health. (3 credits, 3 Lecture)

### **DHY 069**

#### **Pre-Clinic Hyg I**

*Prerequisite: Admission into Dental Hygiene Program*

An introduction to the duties and basic skills the dental hygienist uses in daily clinical practice. Course Level Fee 4 (3 credits, 9 Lab/Lab-Discussion)

### **DHY 071**

#### **Dental Hygiene II**

*Prerequisite: DHY 068*

This course is a continuation of Dental Hygiene I, advanced instrumentation and evaluation of the patient's oral health are given

greater attention. An introduction to emergencies in the dental office and a continuation of preventive dentistry and patient education are included. (3 credits, 3 Lecture)

## **DHY 072**

### **Preclinical Hygiene II**

*Prerequisite: DHY 069*

This course is a continuation of the development of clinical skills. Emphasis will be placed on prevention through patient education. The student will provide treatment for live patients. Course Level Fee 4 (2.5 credits, 7.5 Lab/Lab-Discussion)

## **DHY 080**

### **Pathology**

*Prerequisite: Admission into the Dental Hygiene Program.*

This course gives a brief insight into general principles of pathology with heavy emphasis on specifics of oral pathology. Terminology will be taught in addition to description of oral diseases, lesions and their treatment and immunologic factors. (3 credits, 3 Lecture)

## **DHY 081**

### **Periodontology**

*Prerequisite: DHY 071*

This course focuses on the clinical aspects of the different forms of periodontal disease, and philosophy of treatment, the role of the dental hygienist in patient education for the prevention of periodontal problems, and the chairside management of these pathological conditions. (3 credits, 3 Lecture)

## **DHY 082**

### **Dietary Analysis for the DH/Seminar I**

*Prerequisite: Admission into the Dental Hygiene Program.*

This 1 1/2 credit hour course further introduces the dental hygiene student to clinical responsibilities required in providing patient treatment and nutrition. (1.5 credits, 1.5 Lecture)

## **DHY 083**

### **Clinic I**

*Prerequisite: DHY 072*

This course requires the student to perform under supervision, a specific number of oral prophylaxis on a variety of patients. Some advanced skills will be introduced and experience is gained in sterilization and reception responsibilities. Course Level Fee 4 (3 credits, 6 Lab/Lab-Discussion, 3 Clinical Hours)

## **DHY 084\***

### **Dietary Analysis for the DH/Seminar II**

*Prerequisite: DHY 082*

This course broadens the dental hygiene student's clinical skills focusing on individual patient needs and assessment and dietary analysis. Course Level Fee 1 (1.5 credits, 1.5 Lecture)

## **DHY 086**

### **Pharmacology**

*Prerequisite: Admission into the Dental Hygiene Program.*

This course focuses on the study of drugs affecting the practice of dentistry. (2 credits, 2 Lecture)

## DHY 087

### Special Needs

This course provides for continuing advancement in further assessment, diagnosis, planning, implementing, evaluating, and documenting for individuals with special needs. (2 credits, 2 Lecture)

## DHY 088

### Clinic II

*Prerequisite: DHY 083*

This course is designed to improve the clinical skills of the dental hygiene student. This includes adapting to a variety of clinical procedures, care planning, and interventions. Focus is on total assessment of individual patient needs. Course Level Fee 4 (4 credits, 12 Clinical Hours, 0 Lab/Lab-Discussion)

## DHY 089

### Lab Procd/Dent Hyg

*Prerequisite: Admission into the Dental Hygiene Program.*

This course is a comprehensive study of the science of dental materials and their application in dental hygiene. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## DHY 091\*

### Pain Management for Dental Hygienist

*Prerequisite: Admission into the Dental Hygiene Program.*

This course is designed to provide the dental hygiene student with the skills to manage patient discomfort. This includes topical anesthesia, local anesthesia, and nitrous oxide analgesia during dental hygiene services. This course complies with the Illinois Dental Practice Act. Course Level Fee 3 (2 credits, 1 Lecture, 3 Lab/Lab-Discussion)

## DHY 092

### Dent Public Health

*Prerequisite: Admission into the Dental Hygiene Program.*

This course is designed to apply the dental hygiene process of care (assessment, diagnosis, planning, implementation, and evaluation) learned in DHY 096 to the clients of the extended care facilities and to the students of the schools receiving the dental health presentations during dental health month. Course Level Fee 3 (1 credits, 3 Lab/Lab-Discussion)

## DHY 093

### Ethics and Jurisprudence

*Prerequisite: DHY 087*

This course is designed to give insight into the applications of dental hygiene practice. The development of professionalism, the Illinois Dental Practice Act, ethical principles, jurisprudence, employment and the organization of the American Dental Hygienists' Association are topics that will be introduced and discussed. (3 credits, 3 Lecture)

## DHY 094

### Clinic III

*Prerequisite: DHY 088*

This course provides continued advancement of clinical skills. Students will apply evidence-based knowledge and understanding of the basic and clinical science to: recognize oral

conditions, prevent oral disease, and provide effectively clinical and instructional procedures per patient. This course continues to focus on practicing safe and efficient clinical routines for the application of standard precautions for infection control. Course Level Fee 4 (4 credits, 12 Clinical Hours, 0 Lab/Lab-Discussion)

## DHY 095

### Dietary Analysis for the DH/Seminar III

*Prerequisite: DHY 084*

The purpose of this course is to expand the dental hygiene student's knowledge base and skills in preparation for clinical practice as an entry level registered dental hygienist with a focus on nutrition and dietary analysis/counseling. (1.5 credits, 1.5 Lecture)

## DHY 096

### Community Dental Health

This course provides a study of the principles and methods in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventative dental care, dental health education, program planning, financing and utilization of dental services. (1.5 credits, 1.5 Lecture)

## EARLY CHILDHOOD EDUCATION (ECE---)

### ECE 041\*

#### The Creative Play Classroom

The emphasis in this course is on developing hands-on materials that enhance play in a creative learning environment. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 1 Lecture)

### ECE 051

#### Infant/Toddler Environment

This courses emphasizes the characteristics of high quality infant/toddler caregivers, curriculum, indoor/outdoor space and play equipment/toys vital for developmental learning. Course requirements include 20 hours of hands-on practicum in a community setting. Course Level Fee 3 (3 credits, 3 Lecture)

### ECE 052

#### Heads Up! Reading

This course focuses on developmentally appropriate methods for enhancing literacy development in young children from birth through age five, analyzing and selecting literature for diverse groups, the teacher's role in promoting language and literacy, and applying these methods in early childhood settings. (3 credits, 3 Lecture)

### ECE 081

#### Early Childhood Clinical

*Prerequisite: ECE 100 or approval by program coordinator*

This course provides students experience in preparing and implementing developmentally appropriate activities. Students gain understanding of classroom management techniques and areas of focus when planning. The course includes 30 hours of practical experience in an approved child care facility. Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

## ECE 083

### Instructional Methods

This course enables students to do total program planning consistent with the developmental needs of children. Course Level Fee 1 (3 credits, 3 Lecture)

## ECE 086

### Nanny/Family Relations

Focuses on specific responsibilities of the nanny as a profession, as well as interpersonal relationships and personal adjustment within the live-in family setting. (2 credits, 2 Lecture)

## ECE 087

### Organization/Mgt of Preschools

This course focuses on state rules and regulations for operating a licensed child care facility. Room layout of an efficient facility, arrangement of outside playground areas, and the selection of furniture and equipment will also be discussed. (3 credits, 3 Lecture)

## ECE 095

### Creative Activities for Children

This course provides students an understanding of the value of and practical experience in preparing creative activities and experiences for children. The student is given many opportunities to explore, develop, and appreciate various types of creative media for preschool children. Course Level Fee 3 (4 credits, 4 Lecture)

## ECE 100

### Intro to Early Childhood Educ

This course focuses on an overview of early childhood care and education that includes basic values, professional disposition, program operation, historical influences, assessment, and structure. Includes 20 hours of practicum. Course Level Fee 3 (3 credits, 3 Lecture)

## ECE 102

### Health/Safety/Nutri/Yng Child

This course focuses on the health, safety, and nutritional needs of children in group settings as well as the personal health of the individual. Emphasis is placed on preventive health through education and the development of healthy habits. Course Level Fee 1 (3 credits, 3 Lecture)

## ECE 110

### Child Behavior Management

This course focuses on the use of positive redirective techniques in shaping behavior so children can learn self discipline and self control. Observation of discipline problems and analyzation of procedures are required of the student. (3 credits, 3 Lecture)

## ECE 120

### Field Experience Seminar

*Prerequisite: Mod prior to ECE 125 or approval of program coordinator*

This course prepares the student for the Field Experience practicum (ECE 125) and includes preparation of credentials for seeking employment. (1 credits, 1 Lecture)

## ECE 125

### Field Experience

*Prerequisite: Enrolled in ECE 120 and approval by program coordinator. A 'C' average in ECE and EDU prefix courses is required.*

Supervised practicum designed for Early Childhood and Child and Family Services and Paraprofessional Education majors to provide on-the-job experience. Practicum will include application of: program and classroom management skills, managing daily routines, curriculum development, agency policies and regulations, and enhancement of family involvement. Course Level Fee 3 (Variable Credit 0.5/4 credits, 20 Lab/Lab-Discussion)

## EARTH SCIENCE (ESC---)

### ESC 085\*

#### Special Topics in GIS Science

Designed to provide an essential background in the application of geospatial science to a topic of societal interest. May be repeated for credit if a different topic is taught. (Repeatable 3 Times) (3 credits, 3 Lecture)

### ESC 100

#### Physical Geology

##### IAI P1 907L

Physical geology stresses the basic geologic concepts and processes that are responsible for creating and shaping the Earth. Topics covered include: rocks, minerals, volcanoes, earthquakes, stream erosion, wind erosion, glaciers groundwater, Earth interior, plate tectonics and gravity. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### ESC 102

#### Weather and Climate

##### IAI P1 905L

This course emphasizes the dynamics of the atmosphere with focuses on atmospheric evolution, seasonal controls of climate, human impacts, atmospheric humidity, air pressure, severe weather, and climate classification. Extensive use of Internet resources and software will be required. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### ESC 104

#### Physical Geography

##### IAI P1 909L

Stresses the physical environment of earth. Emphasis is placed upon basic concepts in geography with a focus on the biosphere, lithosphere, atmosphere, and hydrosphere. Extensive use of Internet resources and software will be required for this course. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### ESC 106

#### Introduction to Geographic Info Systems

Introduction to basic Geographic Information Systems (GIS) concepts, using the ArcView GIS software program. Course will focus on developing both a theoretical background in the technology and real world applications using GIS techniques. Course Level Fee 4 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### ESC 114

#### Adv Geographic Info Systems

This course provides an introduction to advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo. Focus will be placed on technician level issues associated with data capture and accuracy associated with developing accurate

information for geodatabase development. Course Level Fee 2 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

## ECONOMICS (ECO---)

### ECO 130

#### The American Economy

Combines Macroeconomics and Microeconomics and focuses on basic supply and demand analysis, national income accounting, business cycles, inflation, unemployment, fiscal and monetary policy, and international economic problems. (3 credits, 3 Lecture)

### ECO 231

#### Principles of Economics I (Macro)

##### IAI S3 901

Focuses on the nature and method of economics, basic supply and demand analysis, national income accounting, business cycles, inflation and unemployment, fiscal policy, money and banking, and monetary policy. (3 credits, 3 Lecture)

### ECO 232

#### Principles of Economics II (Micro)

##### IAI S3 902

*Prerequisite:* ECO 231

Focuses on free enterprise and the economic functions of government, advanced supply and demand analysis, pricing in competitive/non-competitive markets, and pricing in resource markets. (3 credits, 3 Lecture)

## EDUCATION (EDU---)

### EDU 025

#### Paraprofessional Test Prep

This course is as a refresher/review course for paraprofessionals that have learned the subject matter earlier in their educational experience in order to prepare for the Paraprofessional Certification test mandated by the No Child Left Behind (NCLB) Act. (0.5 credits, 0.5 Lecture)

### EDU 100

#### Introduction to Education

An overview of the American education system. Social, historical and philosophical foundations give perspective to an examination of current issues, policies and trends in the field of education, including cultural diversity. A 30 hours practical lab is required for this course. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### EDU 103

#### Teaching/Learning W/Technology

*Prerequisite:* CIS 040 or HS computer application class

This course features practical ways to use various types of technology for the K-12 classroom teacher. This is a basic course in microcomputers, their operation, and utilization in K-12 classrooms. Course Level Fee 2 (3 credits, 3 Lecture)

### EDU 190

#### Introduction/Special Education

This course is designed to introduce the student to the study of exceptional children,

including a survey of the child's developmental traits and examination of appropriate intervention techniques. (3 credits, 3 Lecture)

### EDU 200

#### Educational Psychology

The application of psychology principles to education. Special emphasis on understanding growth and development, the learning process, motivation, intelligence, evaluation, measurement, creativity and the impact of culture on learning styles. (3 credits, 3 Lecture)

### EDU 210

#### Diversity in Schools and Societies

This course is a study of how schooling is shaped by and ought to respond to the social contexts in which it occurs, particularly in multicultural and global contexts. (3 credits, 3 Lecture)

## ELECTRONIC ENGINEERING TECH (EET---)

### EET 040

#### Applied D.C. Circuits

Develops an understanding of the basic DC electricity concepts such as voltage, current, resistance, power and energy. The course covers resistive circuits through series-parallel circuits. Laboratory work includes use of analog and digital meters and circuit construction. Course Level Fee 1 (2.5 credits, 1.5 Lecture, 2 Lab/Lab-Discussion)

### EET 045

#### Active Devices

Fundamentals of basic solid state components through the most common and popular devices and their applications are presented. Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

### EET 048

#### Digital Circuits

*Prerequisite:* EET 076

Applications of digital circuits and devices to consumer products. Advanced application or digital logic fundamentals in design operation of digital circuits and systems. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### EET 049

#### Robotics Fundamentals

Introduces the concepts of robotics, automation, and guided vehicles by looking at various applications, types, classifications and operation. Operator and safety precautions are stressed. (1 credits, 1 Lecture)

### EET 050

#### Applied A.C. Circuits

*Prerequisite:* EET 040 with minimum grade of 'C'

Introduces the student to the sin wave and the relative parameters such as frequency, period, rms and ave values. Capacitance and inductance are introduced and their effect in sin wave circuits are studied. Lab work includes familiarization with the oscilloscope. Course Level Fee 1 (2.5 credits, 1.5 Lecture, 2 Lab/Lab-Discussion)

## **EET 052**

### **Solid State Circuits**

*Prerequisite: EET 050*

Study of basic solid state devices and associated circuits. Devices included will be general purpose diodes, zener diodes, bipolar junction transistors, field effect transistors. Integrated circuits will be introduced. Circuit applications will include rectifiers, transistors, switching circuits, and linear amplifiers. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **EET 053\***

### **A+ Technician Preparation**

*Prerequisite: EET 060*

Preparation for the Computing Technology Industry Association A+ Operating Systems. This course is designed to cover the Operating System Component of the A+ Exam. Some of the topics discussed are Operating Systems, System Administration Tools, Network Management, and System Maintenance. (Repeatable 2 Times) Course Level Fee 2 (2 credits, 2 Lecture)

## **EET 056**

### **Electronic Circuit Design/Fabrication**

Designed to present through actual practice the elements of electronics drafting and fabrication. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 057**

### **Computer Systems**

This course is designed to provide a technical foundation for system design, systems implementation, hardware and software procurement, and computing resource management. (3 credits, 3 Lecture)

## **EET 060**

### **Computer Hardware**

This course is designed to teach the fundamentals of computer hardware and give students hands on experience in assembling, upgrading and troubleshooting basic computer systems and hardware. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 061\***

### **Advanced Computer Hardware**

*Prerequisite: EET 060 or consent of instructor*

This course is designed to teach advanced concepts and architectural design of computer hardware. Students will examine and analyze the major PC components, study the different standards and platforms available and experiment with custom PC and peripheral additions and modifications. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 063\***

### **Industrial Computer Systems**

Fundamentals of programming for industry, with emphasis in problem-solving industrial applications. Writing and modifying programs with industrial applications are completed. Connectivity using micro-controllers and interface logic boards are also demonstrated. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 064**

### **A+ Computer Essentials**

*Prerequisite: EET 060 and CIS 079 or consent of instructor*

Preparation for the Computing Technology Industry Association A+ test. This course is designed to cover both the Core and DOS/Windows modules. Some of the topics discussed are installation, upgrading, troubleshooting, hardware, networks, and DOS, Windows 3.X, and Windows 95. (2 credits, 2 Lecture)

## **EET 065\***

### **Home Technology Integration**

*Corequisite: EET 040 or consent of instructor*

This course is designed for students interested in the field of home technology integration. Focuses on background knowledge and hands-on skills to prepare for the CompTIA DHTI+ Exam. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 066**

### **Network Pro**

This course covers material needed to pass the Computing Technology Industry Association Net+ and Electronics Technicians Association CNST exam. Topics include an in-depth look at data transmission and covers basic telephony, LAN, Satellites, modems, error control and data security. (4 credits, 4 Lecture)

## **EET 067**

### **Computer Servicing Techniques**

*Prerequisite: EET 060*

This lab is dedicated to advanced configuration and trouble shooting and is designed to simulate problems in home or business computers. Student will be given a description of the problem from an operators viewpoint and will correct the problems encountered. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 068\***

### **Photovoltaic Systems**

*Prerequisite: EET 040 and EET 050*

This course is designed to provide a technical foundation for design, installation, and evaluation of residential and commercial photovoltaic systems. Concepts of system advantages and disadvantages, site evaluation, system design and sizing are assessed. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 069\***

### **Residential Wiring I**

This course provides students with an understanding of residential wiring. Topics include safety, planning, and installation of residential wiring systems according to the National Electrical Code®. (Repeatable 3 Times) Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 070\***

### **Photovoltaic Technician**

*Prerequisite: EET 068*

This course is designed to provide a technical foundation for system design, systems implementation, electrical codes, and hardware installation. Maintaining and troubleshooting systems are performed. (Repeatable 3 Times) Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **EET 072**

### **Relays and Control Circuits**

This course provides the student with an understanding of industrial electrical and electronic power systems. Topics covered include three phase circuits, motors wiring, ladder logic, transformers, and electronic motor controllers. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **EET 074\***

### **Supervised Occupational Experience**

*Prerequisite: Sophomore standing in Electronics*

Designed to provide the student with work experience in field while maintaining contact with the occupational instructor for review and assistance. (Repeatable 1 Time) (Variable Credit 0.5/5 credits, 25 Lab/Lab-Discussion)

## **EET 075**

### **HMI-Human Machine Interface**

*Prerequisite: EET 086 or consent of instructor*

This course covers basic HMI operation and programming using Wonderware – InTouch software. Topics include: Designing HMI windows, interfacing to the PLC, basic animation, using and creating logic scripts, using DDE, setting alarms, charts and trending, and security. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **EET 076**

### **Digital Logic**

The study of basic digital systems principles and techniques. Binary, Hexidecimal, BCD, logic theory, AND, OR, NOT, NAND, and NOR gates as well as combination gate, Flip Flops and hardware are covered. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **EET 077\***

### **PC Pro**

*Prerequisite: EET 060 or consent of instructor*

This course prepares students for the TESTOUT PC Pro exam and the Computing Technology Industry Association A+ Exams. (4 credits, 4 Lecture)

## **EET 078**

### **Applied Amplifier Circuits**

*Prerequisite: EET 052*

A study of linear electronic circuits. Combines theory of passive and active circuits into operational units. Topics include amplifiers frequency response, feedback, oscillators, high frequency, operational and instrumentation amplifiers, linear and switching regulators. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## EET 079

### R.F. Communication Licensing

*Prerequisite: EET 046 or concurrent enrollment in EET 080*

*Corequisite: EET-080 and EET-047*

Preparation for NABER, NARTE, SBE and F.C. – General Radiotelephone License tests. Radio law, R.C.C. rules and regulations related to licensing and review of basic electronics and radio theory pertinent to tests. (1 credits, 1 Lecture)

## EET 081

### Physical Computing W/ Rasp Pi

*Prerequisite: EET 076*

Principles of micro controllers. Topics include: Flow charting, Input-output devices and interfacing, Signal conditioning, Programming, and basic process control using a micro controller. Class stresses using the micro controllers to control I/O devices. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## EET 085\*

### STEM Projects

*Prerequisite: EET 076, EET 078, EET 081*

*Corequisite: Take EET 080 and EET 081*

Instructor approved and student selected electronic project providing experience in design, fabrication and testing of an electronic unit. The project should coincide with student's occupational goal and area of electronic work interest. (Communications, computers, industrial, etc.) (Repeatable 3 Times) Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## EET 086

### Prog Logic Controllers I

*Prerequisite: EET 072 or consent of instructor*

This course covers basic PLC operation and programming using Rslogix500 software and Allen Bradley PLC's. Topics include: Basic ladder design, Input Output, Timers, Counters, Batch Processes, Shift registers, Word compare, and Math. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## EET 087

### Prog Logic Controllers II

*Prerequisite: EET 086 or consent of instructor*

This course covers advanced topics of the Micrologix 1000 PLC operation and programming using Rslogix500 software and Allen Bradley PLC's. Topics include Analog I/O, Math and Data handling instruction, program flow, message instructions, and communication protocols. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## EET 094

### Supervised Occupational Exp

*Prerequisite: Sophomore standing in Electronics or consent of instructor*

Designed to provide the student with work experience in the field of major while maintaining contact with the instructor for review and assistance. (3 credits, 15 Lab/Lab-Discussion)

## EMERGENCY MEDICAL SERVICES (EMS---)

### EMS 050\*

#### Emergency Medical Tech-Basic

*Prerequisite: At least 18 years of age, high school diploma or GED and a current AHA BLS CPR card. Immunizations: Hepatitis B., TB, DT/Tetanus, MMR (if you have immunizations, a copy of what you have is acceptable), physical exam, copy of current Driver's License or State I.D., Background check non-refundable online application Cost of \$34, Drug Screening at Sarah Bush Lincoln Health Center Occupational Health. (\$32)*

This course provides the student with an understanding of his/her roles and responsibilities within the EMS system, including operations, patient assessment, and emergency medical care. Students successfully completing this course will be eligible to take the EMT-Basic licensing examination. (Repeatable 3 Times) Course Level Fee 3 (7.5 credits, 6 Lecture, 3 Lab/Lab-Discussion)

### EMS 055\*

#### Introduction to First Response

Introduction to First Response provides an introduction to the basic knowledge and skills necessary for emergency medical training. This course is designed for persons who are first on the scene of an injury or medical illness. (Repeatable 3 Times) (3 credits, 3 Lecture)

### EMS 061

#### Fundamentals of Paramedicine I

*Co-Requisite: concurrently enrolled in EMS 064 and EMS 068*

This course provides the beginning paramedic student with the knowledge to integrate the principles of kinetics, pathophysiology, and assessment findings to formulate a field impression and implement a treatment plan for the trauma patient. Course Level Fee 3 (4.5 credits, 4.5 Lecture)

### EMS 062\*

#### EMS Pharmacology

*Prerequisite: EMS 061 EMS 064 EMS 068 EMS 071 EMS 074 EMS 078*

*Corequisite: EMS 084 EMS 086 EMS 088*

This course provides the paramedic student with the knowledge and skills to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan. (Repeatable 3 Times) Course Level Fee 3 (2 credits, 2 Lecture)

### EMS 064

#### Paramedical Care Skills I

*Prerequisite: EMS 050 or BIO 050 or BIO 225*

*Corequisite: Concurrently enrolled in EMS 061 and EMS 068*

This course provides the paramedic student with the skills needed to manage a trauma patient including immobilization and splinting techniques, airway management, extrication techniques, and bleeding control. Course Level Fee 3 (4 credits, 1.5 Lecture, 5 Lab/Lab-Discussion)

## EMS 068

### Clinical Experience I

*Corequisite: Concurrently enrolled in EMS 061 and EMS 064*

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 4 (1.5 credits, 7.5 Lab/Lab-Discussion)

### EMS 070\*

#### First Responder

Provides basic emergency medical training to those persons who might be first on the scene of an injury or medical illness. Students successfully completed the course will be registered as First Responders with the Illinois Department of Public Health. (Repeatable 3 Times) (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### EMS 071

#### Fundamentals Paramedicine II

*Prerequisite: EMS 061 and EMS 064 and EMS 068*

*Corequisite: Concurrently enrolled in EMS 074 and EMS 078*

This course provides students with the knowledge to integrate pathophysiological principles and assessment findings, to formulate a field impression, and implement a treatment plan for patients across the lifespan including psychiatric issues and special populations. Observation time required. Course Level Fee 3 (4 credits, 4 Lecture)

### EMS 074

#### Paramedical Care Skills II

*Prerequisite: EMS 061 and EMS 064 and EMS 068*

*Corequisite: EMS 071*

This course provides a paramedic student with advanced skills needed to manage patients with special considerations experiencing life threatening conditions across the lifespan. Course Level Fee 3 (1 credits, 0.5 Lecture, 1 Lab/Lab-Discussion)

### EMS 078

#### Clinical Experience II

*Prerequisite: EMS 061 and EMS 064 and EMS 068*

*Corequisite: Concurrently enrolled in EMS 071 and EMS 074*

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 4 (1.5 credits, 7.5 Lab/Lab-Discussion)

### EMS 084

#### Paramedical Care Skills III

*Prerequisite: EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS-078*

*Corequisite: Concurrently enrolled in EMS 086 and EMS 088 and EMS 062 EMS 078*

This course provides the paramedic student with the skills needed to manage a medical patient including all of the body systems. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## EMS 086

### Fundamentals Paramedicine III

*Prerequisites:* EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS 078

*Corequisite:* Concurrently enrolled in EMS 062 and EMS 084 and EMS 088 EMS 078

This course provides the beginning paramedic student with the knowledge to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient. Observation time is required. Course Level Fee 3 (4 credits, 4 Lecture)

## EMS 088

### Clinical Experience III

*Prerequisite:* EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS 078

*Corequisite:* Concurrently enrolled in EMS 062 and EMS 084 and EMS 086 and EMS 078

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 4 (2 credits, 10 Lab/Lab-Discussion)

## EMS 092

### Fundamentals Paramedicine IV

*Prerequisite:* EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

*Corequisite:* Concurrently enrolled in EMS 094 and EMS 098 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

This course provides the beginning paramedic student with an understanding of the role and responsibilities within the EMS system including safety, medical-legal issues, EMS operations, and specialized scene responses. Course Level Fee 3 (2 credits, 2 Lecture)

## EMS 094

### Paramedical Care Skills IV

*Prerequisite:* EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

*Corequisite:* Concurrently enrolled in EMS 092 and EMS 098 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

This course provides a paramedic student with advanced skills needed to manage patients experiencing life threatening conditions across the lifespan. Course Level Fee 3 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

## EMS 098

### Paramedic Capstone Internship

*Prerequisite:* EMS 061 and EMS 064 and EMS 068 and EMS 071 and EMS 074 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

*Corequisite:* Concurrently enrolled in EMS 092 and EMS 094 and EMS 078 and EMS 062 and EMS 084 and EMS 086 and EMS 088

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 4 (1.5 credits, 7.5 Lab/Lab-Discussion, 7.5 Clinical Hours)

## EMERGENCY MEDICAL TECH (EMT---)

### EMT 012\*

#### Special Topics in EMS

Provide the students with information and/or practical skills pertaining to the functions required in the manner in which they perform their jobs in the Emergency Medical Services profession. (Repeatable 3 Times) (Variable Credit 0.5/2.5 credits, 2.5 Lecture)

### EMT 013\*

#### Special Topics in EMS II

Provide the students with information and/or practical skills pertaining to the functions required in the manner in which they perform their jobs in the Emergency Medical Services profession. (Repeatable 3 Times) (Variable Credit 0.5/2.5 credits, 2.5 Lecture)

### EMT 020\*

#### BLS Instructor Course

*Prerequisite:* Current Healthcare Provider CPR card. Regional Faculty and CTC recommendation

Provides the student with the knowledge and skills needed to serve as faculty for AHA BLS and PBLIS Provider courses. Those successfully completing the course will receive instructor recognition from the American Heart Association. (Repeatable 3 Times) (1.5 credits, 1 Lecture, 1 Lab/Lab-Discussion)

## ENGLISH (ENG---)

### ENG 005\*

#### Foundations in Composition

This course enables students to upgrade writing skills through a concentration on grammar and sentence structure. Areas included are parts of speech, parts of sentence and punctuation. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### ENG 007\*

#### Composition Skills

*Prerequisite:* Must assess into ENG 007 or take ENG 005 with a minimum grade of "C".

Students will review the basics of spelling, grammar, and the components of the short essay. Students will, by the end of the term, produce thoroughly revised essays that are free of all major grammar and readability errors. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 3 Lecture)

### ENG 020

#### Composition Co-Req

Students will review the basics of grammar, the components of the short essay, and revision. Students will produce thoroughly revised essays that are free of all major grammar and readability errors. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

## ENG 050

### Writing for Industry

Students will learn strategies for writing essays, instructions manuals, proposals, reports, career documents as well as deliver oral presentations to prepare them for a profession in industry. Students will practice research strategies by using library resources and the Internet. Course Level Fee 2 (3 credits, 3 Lecture)

## ENG 095

### Business English

Using critical thinking skills, students will study and reinforce the basics of the English language as they apply to business communications. Emphasis is placed on grammar, punctuation, spelling, word usage, and sentence structure. Course Level Fee 2 (3 credits, 3 Lecture)

## ENG 098

### Communications I

Students will learn the principles of communications by listening, speaking, and writing. Emphasis is placed on communication skills related to the demands of the student's career area. Course Level Fee 2 (3 credits, 3 Lecture)

## ENG 099

### Communications II

*Prerequisite:* ENG 098

Students will continue to enrich the listening, speaking, and writing skills introduced in Communications I. Emphasis is placed on research, report writing, and communication skills for the upwardly mobile career student. Course Level Fee 2 (2 credits, 2 Lecture)

## ENG 110

### Manual Comm-Deaf

Instruction in methods of communication with the deaf through signing. (3 credits, 3 Lecture)

## ENG 111

### Advanced Signing

*Prerequisite:* ENG 110

A continuation of Manual Communication for the Deaf. Advanced vocabulary and signing. (3 credits, 3 Lecture)

## ENG 112

### Conversational Sign Language

*Prerequisite:* ENG 111

This course prepares students for signing conversations and stories with a focus on building narrative skills, moving from an informal setting to a more formal presentation by incorporating American Sign Language structure and grammar and exposure to deaf culture. (3 credits, 3 Lecture)

## ENG 119

### Composition I Pathway

#### IAI C1 900

*Prerequisite:* Must assess into ENG 007 or take ENG 005 with a minimum grade of "C"

Students will study the writing process by reading essays illustrating a variety of rhetorical strategies, analyzing texts, and writing, revising, and editing short essays. Course is for students who have assessed into developmental English, receiving supplemental instruction for course completion. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## ENG 120

### Composition I IAI C1 900

*Prerequisite: Must assess into ENG 120 or take ENG 007 with minimum grade of "C".*

Students will study the writing process by reading essays that illustrate a variety of rhetorical strategies, analyzing writing tasks and texts, and writing, revising, and editing short essays. Course Level Fee 2 (3 credits, 3 Lecture)

## ENG 121

### Composition II

#### IAI C1 901R

*Prerequisite: Complete ENG 119 or ENG 120 with a minimum grade of "C".*

Students will learn how to find, use, assess and document research sources, producing an extended writing project based primarily on library research. Course Level Fee 2 (3 credits, 3 Lecture)

## ENG 223

### Creative Writing – Fiction

*Prerequisite: ENG 120 and ENG 121 advised*

Students will understand the structure and elements of fiction and the writing process, produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. Course Level Fee 1 (3 credits, 3 Lecture)

## ENG 224

### Creative Writing – Poetry

*Prerequisite: ENG 120*

Students will understand the structure and elements of poetry and the writing process, produce fully developed works of poetry and demonstrate an understanding of the critical terminology of the creative writer. (3 credits, 3 Lecture)

## ENGLISH AS A SECOND LANGUAGE (ESL---)

### ESL 014\*

#### ESL-Entry Level I

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 015\*

#### ESL-Entry Level II

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 016\*

#### ESL-Entry Level III

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 017\*

#### ESL-Intermediate Level I

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 018\*

#### ESL-Intermediate Level II

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 019\*

#### ESL-Intermediate Level III

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 020\*

#### ESL-Advanced Level I

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 021\*

#### ESL-Advanced Level II

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

### ESL 022\*

#### ESL-Advanced Level III

*Prerequisites: Placement is based on formal and informal assessment.*

(Repeatable 3 Times)

(Variable Credit 0.5/4 credits, 4 Lecture)

## ESTHETICS (EST---)

### EST 041

#### Esthetics I

Introduction to the principles and applications of basic skin care. The student is introduced to the history of skin care, professional ethics, sanitation, anatomy and physiology, and cosmetic chemistry. Course Level Fee 3 (6.5 credits, 5 Lecture, 4.5 Clinical Hours)

### EST 042

#### Esthetics II

*Prerequisite: EST 041*

Focuses on histology of the skin, disorders and diseases, skin analysis, correct product selection and treatment room preparation. Course Level Fee 3 (6.5 credits, 5 Lecture, 4.5 Clinical Hours)

### EST 043

#### Esthetics III

*Prerequisite: EST 041 and EST 042*

This course is designed to introduce the esthetician to facial massage techniques, hair removal, make-up application, basic facials and other skin treatments. Course Level Fee 3 (6 credits, 5 Lecture, 5 Clinical Hours)

### EST 044

#### Esthetics IV

*Prerequisite: EST 041 and EST 042 and EST 043*

Focuses on the basics of electricity, light therapy, implements and electrical current used with facial machines and microdermabrasion. Course Level Fee 3 (6 credits, 5 Lecture, 5 Clinical Hours)

### EST 045

#### Esthetics V

*Prerequisite: EST 041 and EST 042 and EST 043 and EST 044*

Continuation of Esthetics IV. Concentrated toward advanced esthetics, salon/spa business, retailing products and career planning. Course Level Fee 3 (6 credits, 5 Lecture, 5 Clinical Hours)

## FOREIGN LANGUAGE (FLG---)

### FLG 140

#### Elem Spanish I

Fundamentals of Spanish grammar, oral communication, reading and writing, and introduction to cultures of various Spanish speaking countries. (3 credits, 3 Lecture)

### FLG 141

#### Elem Spanish II

*Prerequisite: FLG 140*

Continued study of basic grammar, oral communication, reading and writing. Includes cultural aspects of various Spanish speaking countries. (3 credits, 3 Lecture)

### FLG 240

#### 2nd Year Spanish I

*Prerequisite: FLG 141*

Will further comprehension of grammar, conversation, and composition. Study of Spanish cultures through reading and discussion of selected literary works. (3 credits, 3 Lecture)

### FLG 241

#### Second Year Spanish II

*Prerequisite: FLG 240*

Study of advanced grammar, composition, and conversation. Reading and discussion of selected literary works and cultural orientation. (3 credits, 3 Lecture)

## GEOGRAPHY (GEO---)

### GEO 140

#### World Geography

##### IAI S4 900N

This course is about the world's great realms, surveyed and discussed in geographic perspective. It links human society and culture to the world's natural environment and climates. (3 credits, 3 Lecture)

## GEOSPATIAL INFORMATION SYSTEMS (GIS---)

### GIS 095

#### Geospatial Technology Internship

*Prerequisite: GIS 090 and GIS 091*

A directed field study program whereby students will apply classroom instruction to real-world Geographic Information Systems (GIS) projects in the community. Students should complete GIS 090 and GIS 091 and arrange for an advisor prior to enrolling in an internship. Course Level Fee 2 (3 credits, 15 Lab/Lab-Discussion)

## HEALTH EDUCATION (HED---)

### HED 046

#### Food Service Sanitation

This course covers the principles of food microbiology, sources, and types of foodborne illness, personal hygiene, and all other rules and regulations for the safe handling of food. (Variable Credit 0.5/2 credits, 2 Lecture)

### HED 102

#### Nutrition

A course in nutritional education including: food groups, diet goals, energy nutrients, digestion, absorption and metabolism. Water, vitamins, and minerals will be studied. Diet analysis and disease of digestion will be covered. (3 credits, 3 Lecture)

### HED 177

#### First Aid Review

*Prerequisite:* HED 178 or HED 179 or CPR card

A review of the latest methods used in cardiopulmonary resuscitation. A renewed CPR card will be given at the successful completion of the course. (0.5 credits, 0.5 Lecture)

### HED 178

#### Responding to Emergencies

The purpose of the American Red Cross Responding to Emergency course is to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life. Course Level Fee 3 (2 credits, 2 Lecture)

### HED 179

#### Advanced 1st Aid and CPR

Studies all phases of advanced first aid and safety. Also includes Cardiopulmonary resuscitation (CPR). Students receive an Advanced First Aid card and a CPR card with the successful completion of the course. Course Level Fee 3 (3 credits, 3 Lecture)

### HED 200

#### Principles of Health

This course is designed to explore the most important health issues current and past. Helping students to make responsible decisions that will affect them throughout their life. Focus will be on interrelating behavior with one's own health decisions. (3 credits, 3 Lecture)

### HED 270

#### Community Health

A study of public health, school health, occupational health, social and recreational services and self-care. (3 credits, 3 Lecture)

### HED 290

#### Disease Processes

*Prerequisite:* BIO 100

The course details with the epidemiology of the major communicable diseases and the causative factors of the degenerative diseases. Historical aspects of diseases are studied. The system of human immunity is the second unit covered. (2 credits, 2 Lecture)

## HEAT VENT AIR COND REFG (HVC---)

### HVC 060

#### HVACR Blueprint Reading

This course prepares students to read and interpret blueprints for heating, ventilation, air conditioning and refrigeration systems. Students learn how to employ proper drafting techniques to develop a set of plans and prepare an estimate of cost for a project. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

### HVC 062

#### Intro to HVACR Electricity

This course covers principles of electricity as used in the HVACR industry including circuits, electrical theory and schematic interpretation. Students learn to use hand tools and test equipment. Safety and application of math skills are stressed. Employability skills are introduced. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### HVC 064

#### Refrigeration I

This course covers the basic refrigeration cycle, as well as refrigeration components and types of refrigerants. Students work with tools and gauges, measure temperatures and pressures and practice refrigeration safety procedures. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### HVC 066

#### Refrigeration II

*Prerequisite:* IND 043

This course covers compressors, valves, and metering devices. The course also covers domestic refrigerator and freezer systems. The student will gain hands on training installation, trouble shooting, service, and repair of domestic refrigerators. Reclaiming procedures are also covered. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### HVC 068

#### Air Conditioning I

*Prerequisite:* HVC 066

This course covers air: movement, quality, distribution, and ventilation. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HVC 070

#### Air Conditioning II

*Prerequisite:* HVC 068

This course covers: ductless and central air-conditioning, absorption and evaporative cooling, humidity control, thermostats, heating and cooling loads, air conditioning installation and troubleshooting/service. Course Level Fee 1 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

### HVC 072

#### Heat Generating Systems

*Prerequisite:* HVC 066

This course covers: forced-air heating fundamentals, hydronic heating fundamentals, heat pumps, gas-fired heating systems, oil-fired heating systems, electric heating systems, and heating system installation/service. Course Level Fee 1 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

### HVC 074

#### Pipe & Ductwork Installation

This course covers ductwork fabrication and installation. An introduction to fabrication practices and procedures, layout, and heating and refrigeration piping is provided. Safety practices are stressed. Course Level Fee 1 (4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

## HISTORY (HIS---)

### HIS 150

#### History of Illinois

Describe Indian cultures, French rule, and problems of early statehood; assess patterns of settlement; describe impact of Civil War and trace the economic transition to an industrial power; assess 20th Century changes and current states problems. (3 credits, 3 Lecture)

### HIS 153

#### History/Culture of Third World

IAI H2 903N

The course will introduce the student to history and culture in the third world from ancient civilizations to the modern era. This course will focus upon broad themes in history and culture and will examine those themes in each major historical era. (3 credits, 3 Lecture)

### HIS 155

#### History of the U.S. I

IAI S2 900

A survey of early American history viewed with an emphasis on the political, social, economic, and ideological foundations of the Republic. Major topics include colonialism, revolution, federalism, nationalism, sectionalism, expansion, slavery, religion, Civil War. (3 credits, 3 Lecture)

### HIS 156

#### History of the U.S. II

IAI S2 901

Views U.S. History since the end of Reconstruction with emphasis on how the domestic and international conflicts helped shape our modern society. (3 credits, 3 Lecture)

### HIS 250

#### Western Civil to 1660

IAI H2 901

A survey of the political, economic, cultural and social development of Western Civilization to 1660. Topics include prehistory, ancient near east, Greco-Roman world, Germanic migrations, middle ages, Renaissance and Reformation, and the beginnings of the Modern World. (3 credits, 3 Lecture)

### HIS 252

#### West Civil/1660 – Present

IAI H2 902

Survey of Western Civilization with topics including absolutism, the rise of modern science, the French Revolution, the Industrial Revolution, the Age of Ideology, Imperialism, the Russian Revolutions, World War I, the Rise of Totalitarianism, World War II and the Contemporary Age. (3 credits, 3 Lecture)

## HORTICULTURE (HRT---)

### HRT 061

#### Woody Plants Identification

A study in the identification of deciduous trees and shrubs used primarily in landscaping. Emphasis is placed on cultural requirements of the plants, their natural habitat, and plant usage. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 062\*

#### Vegetable Crop Production

Prepares students for successfully growing vegetable crops. Course will include each crop's botany, origin, history, and economic importance, optimum production practices, diseases, insect pests and nutritional requirements, plant breeding objectives. Soil health, cover crops, rotation, handling and marketing covered. (Repeatable 3 times). (3 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### HRT 063

#### Evergreen/Vines & Ground Cover

A study in the identification, selection, use, propagation, and cultural requirements of woody and herbaceous ground covers, vines, needed evergreens, and broad-leaved evergreen plants. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 066

#### Turf Management

Methods of establishment and maintenance of turfgrass for lawns, public grounds, and recreational areas. Also includes the identification and management of plant and soil materials in different environments. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 071

#### Herbaceous Perennial Plants

A study in the identification, selection, and use of herbaceous plants primarily used in the landscape, including perennials, biennials, ornamental grasses, wildflowers and specialty annuals. Emphasis is placed on cultural requirements of the plants, propagation, and plant usage. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 072

#### Herbaceous Annual Plants

Covers the identification and use of flowering (bedding) annuals, specialty annuals, and tropical plants used for outdoor displays. Improvement in selection, changes in marketing and branding, and new trends are discussed. Emphasis is placed on use in the Illinois landscape. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 076

#### Greenhouse Mgt and Production

A study of the commercial production of floricultural crops, including greenhouse construction, management and operation. Attention will be given to the production of better plants through the study of temperature, light, soil, nutrition, scheduling, propagation methods, and plant breeding. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 081

#### Landscape Design

This class will cover the basic principles of landscape design, methods and techniques of the landscape design process for residential and commercial settings, including an appreciation of various landscape theories and objectives, art in landscape design, and special landscape problems. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 082

#### Landscape Construction & Maint

Students will learn construction methods for residential and small commercial landscapes; selection and installation of plants; techniques and uses of materials related to various landscape features; prepare cost estimates; control of landscape diseases and pests; and maintenance of landscape areas. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 083

#### Landscape Design II-Layout/Graphics

This course reviews the design processes and techniques as they apply to residential landscape designs and integrates them into landscape projects. Course will include pen and ink graphic design techniques, freehand sketching, preparing quick designs, perspective sketching, and color drawing. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### HRT 091

#### Supervised Occupational Experience I

This course provides introductory on the job experience as a full-time employee in selected horticulture production or landscaping. Course Level Fee 3 (3.5 credits, 0 Lecture, 17.5 Lab/Lab-Discussion)

### HRT 092

#### Supervised Occupational Experience II

This course provides intermediate level on the job experience as a full-time employee in selected horticulture production or landscaping occupation. Course Level Fee 3 (2.5 credits, 0 Lecture, 12.5 Lab/Lab-Discussion)

### HRT 093

#### Supervised Occupational Experience III

This course provides advanced on the job experience as a full-time employee in selected horticulture production or landscaping occupation. Course Level Fee 3 (3 credits, 0 Lecture, 15 Lab/Lab-Discussion)

### HRT 201

#### Introduction to Horticulture I

##### AI AG 905

A study and introduction to the principles and practices involved in the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral, and landscape). Course will include a broad overview of the green industry including propagation, production and design. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## HUMAN SERVICES (HSP---)

### HSP 053

#### Work Experience Seminar I

*Prerequisite: HSP 103 and HSP 122*

This course accompanies the field experience class. These seminars give opportunity to provide individual assessment and assist with job competence. (1 credits, 1 Lecture)

### HSP 054

#### Field Experience I

*Prerequisite: HSP 103 AND HSP 122*

This course provides 150 hours of supervised employment in various human service agencies. Course Level Fee 3 (2 credits, 10 Lab/Lab-Discussion)

### HSP 055

#### Work Experience Seminar II

*Prerequisite: HSP 053 and HSP 054*

This course accompanies the field experience class. Seminars give opportunity to provide individual assessment and assist with job competence. (1 credits, 1 Lecture)

### HSP 056

#### Field Experience II

*Prerequisite: HSP 053 and HSP 054*

This course provides 150 hours of supervised employment in various human service agencies. Course Level Fee 3 (2 credits, 10 Lab/Lab-Discussion)

### HSP 057

#### Work Experience Seminar III

*Prerequisite: HSP 055 and HSP 056*

This course accompanies the field experience class. These seminars give opportunity to provide individual assessment and assist with job competence. (1 credits, 1 Lecture)

### HSP 058

#### Field Experience III

*Prerequisite: HSP 055 and HSP 056*

This course provides 150 hours of supervised employment in various human service agencies. Course Level Fee 3 (2 credits, 10 Lab/Lab-Discussion)

### HSP 065

#### Intro to Substance Abuse

This course encompasses social, psychological, and medical views of drug use. The historical evolution of drug use and regulation, the differences between drug use, misuse, and abuse and their consequences. (3 credits, 3 Lecture)

### HSP 101

#### Dynamics of Domestic Violence

Study of dynamics of Domestic Violence, focusing on program philosophy, cultural diversity, direct relation of substance abuse, crisis intervention, understand IL Domestic Violence Act, criminal aspects, battering treatment and how Domestic Violence affects children and our society. (3 credits, 3 Lecture)

### HSP 102

#### Behavior Management

This course introduces the learning principles of behavior modification, measurement and strategies to change human behaviors in educational and clinical settings. (3 credits, 3 Lecture)

## HSP 103

### Foundations of Human Services

Foundations in the discipline of human services, including: Historical origins, ethics and values, skill development, roles of the profession, career opportunities, challenges, examination of diverse and at-risk populations, and policy issues in human services. (3 credits, 3 Lecture)

## HSP 120

### Introduction to Social Work

An introduction to generalist practice: Historical origins, values and ethics, practice methods, research considerations, and policy issues in social work. Examination of diverse and at-risk populations; the wide variety of problems workers confront, knowledge and skills of the worker. (3 credits, 3 Lecture)

## HSP 122

### Social Welfare

A study of the history, purpose, philosophy, methods and values governing social welfare, with an overview of the American social welfare system, programs and structure of service delivery. Examination of the relationships among social welfare systems and institutional structures. (3 credits, 3 Lecture)

## HUMANITIES (HUM---)

### HUM 120

#### Myths and Legends

#### IAI H9 901

*Prerequisite: ENG 120; minimum grade of "C"*

An introduction to major myths and legends spanning from Ancient Greece to Modern America with an emphasis on how the motifs, archetypes, and themes are consistently revived in popular culture. (3 credits, 3 Lecture)

### HUM 150

#### Humanities Through the Arts

#### IAI HF 900

Students will survey the human condition as revealed through the arts, including an examination of painting, sculpture, architecture, literature, drama, film, photography, and music. (3 credits, 3 Lecture)

### HUM 151

#### Nature in the Humanities

#### IAI H9 900

*Prerequisite: ENG 120 with a minimum grade of 'C'*

An interdisciplinary study of literary, philosophical and historical relationships between the natural environment and the human condition. Focus will be placed on the appreciation of nature and its effect on human endeavor. (3 credits, 3 Lecture)

### HUM 181

#### Intro to Film Appreciation

#### IAI F2 908

Students will enrich their knowledge of film art and their abilities to critically analyze and evaluate films. By viewing and discussing a variety of films, students will understand film techniques, directorial styles, genres, structure, critical approaches, and cultural influences.

Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## INDEPENDENT STUDY (INS---)

### INS 099

#### Portfolio Develop

Students will analyze and evaluate their learning, skills, and talents in order to develop a portfolio consisting of transcripts, tests, training programs, workshops which can be evaluated for college credit. In preparing portfolio, students will clarify educational, career, and personal objectives. (2 credits, 2 Lecture)

### INS 200\*

#### Internship Experience

This supervised internship experience at a business or organization is customized to meet the needs of students through collaboration between the supervising faculty member and the Career Services office. (Repeatable 3 Times) Course Level Fee 1 (Variable Credit 0.5/4 credits, 20 Lab/Lab-Discussion)

### INS 299\*

#### Independent Study

(Repeatable 3 Times)

For more information about this course or to secure a contract to take an independent study please contact the Vice President for Academic Services (217) 234-5211. (Variable Credit 0.5/4 credits, 4 Lecture)

## INDUSTRIAL MAINTENANCE (IND---)

### IND 042

#### Pipefitting Procedures

Focuses on the basic principles of installation and maintenance of industrial piping systems. Mechanical joining methods are stressed. Course Level Fee 1 (1 credits, 0.5 Lecture, 1 Lab/Lab-Discussion)

### IND 043

#### Refrigeration Fundamentals

*Prerequisite: EET 050 or MET 042*

This course covers the basic refrigeration cycle, as well as refrigeration components and types of refrigerants. Students work with tools and gauges, measure temperatures and pressures and practice refrigeration safety procedures. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### IND 044

#### Fluid Power

Provides technician with basic concepts of pneumatics and hydraulics. This includes: fluid properties and laws, safety concerns, conductor types and sizing, pump operation and horsepower requirements, directional, pressure and flow control valves, fluid symbols. Trainers provide hands-on experience for students. Course Level Fee 1 (3 credits, 2.5 Lecture, 1 Lab/Lab-Discussion)

### IND 045

#### Heat Vent A/C II

*Prerequisite: IND 043*

Continues study of Heating, Ventilating, and Air Conditioning I. Course studies various types of heating, ventilating, and air conditioning systems, applications, load calculations, psychrometric principles, plus maintenance, repair and servicing of refrigeration units. Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

### IND 052

#### Electrical Installation Procedures

*Prerequisite: MET 040 and MET 042*

Focuses on the methods and materials used in electrical installation, and the problems encountered in construction work. The National Electrical Code is used as a guide. Course Level Fee 1 (2.5 credits, 1 Lecture, 3 Lab/Lab-Discussion)

### IND 054

#### Trouble Shooting and Preventative Maint

*Prerequisite: MET 040 and MET 042 and IND 044*

Provides those skills and insights necessary to detect and solve problems which occur in industrial machinery. Includes procedures aimed at prevention rather than emergency action. Course Level Fee 1 (Variable Credit 0.5/3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### IND 056\*

#### Pneumatic Controls

*Prerequisite: PPT 050*

This course is designed to provide a basic understanding of pneumatic control systems related to power plant technology. Students learn industry-relevant skills including how to operate, install, and analyze performance of basic pneumatic systems. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### IND 058\*

#### Industrial Pumps

This course is designed to provide a basic understanding of repair and maintenance of industrial centrifugal and positive displacement pumps. Students learn industry-relevant skills including how to: install, maintain, troubleshoot, analyze performance, and select centrifugal and positive displacement pumps. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### IND 060\*

#### Industrial Valves

This course is designed to provide a basic understanding of industrial control valves and actuators. Students learn industry-relevant skills including how to: operate, install, maintain, and analyze performance of control valves and actuators. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### IND 062\*

#### Rigging and Hoisting

This course is designed to provide a basic understanding of hoisting and rigging equipment. Safety regulations will be discussed along with determination of safe working loads and proper care of equipment. (Repeatable 3 Times) Course Level Fee 3 (1 credits, 1 Lecture)

## INFORMATION TECHNOLOGY TRAIN (ITT---)

### ITT 042\*

#### IT Net Admin Cert Internship

*Prerequisite:* Completion of 15 semester hours in IT Network Administration certificate with 2.0 minimum GPA

Designed to give Network Administration students on-the-job experience. The students must work in the community in a computer related area. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 5 Lab/Lab-Discussion)

### ITT 043\*

#### IT Network Admin Degree Internship

*Prerequisite:* Completion of 50 semester hours in IT Network Administration program with 2.0 minimum GPA

Designed to give Network Administration students on-the-job experience. The students must work in the community in a computer related area. (Repeatable 3 Times) (2 credits, 10 Lab/Lab-Discussion)

### ITT 044\*

#### IT Programming Certificate Internship

*Prerequisite:* Completion of 15 semester hours in IT Programming Certificate with 2.0 minimum GPA

This course gives IT-Programming students on-the-job experience. Students must work in a computer related area approved by their advisor. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 5 Lab/Lab-Discussion)

### ITT 045\*

#### IT Programming Degree Internship

*Prerequisite:* Completion of 50 semester hours in IT Programming Degree with 2.0 minimum GPA

This course gives IT-Programming students on-the-job experience. Students must work in a computer related area approved by their advisor. (Repeatable 3 Times) Course Level Fee 1 (2 credits, 10 Lab/Lab-Discussion)

### ITT 046\*

#### IT Web Technology Cert Internship

*Prerequisite:* Completion of 15 semester hours in IT Web Technology certificate with 2.0 minimum GPA

This course gives Web Technology students on-the-job experience. Students must work in a web technology-related area approved by their advisor. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 5 Lab/Lab-Discussion)

### ITT 047\*

#### IT Web Technology Degree Internship

*Prerequisite:* Completion of 50 semester hours in IT Web Technology degree with 2.0 minimum

This course gives Web Technology students on-the-job experience. Students must work in a web technology-related area approved by their advisor. (Repeatable 3 Times) Course Level Fee 1 (2 credits, 10 Lab/Lab-Discussion)

### ITT 048\*

#### IT Digital Media Certificate Internship

*Prerequisite:* Completion of 15 semester hours in IT Digital Media with 2.0 minimum GPA

Designed to give Digital Media Specialist students on-the-job experience. The students must work in the community doing video, web, or animation production. (Repeatable 3 Times) Course Level Fee 2 (1 credits, 5 Lab/Lab-Discussion)

### ITT 049\*

#### Introduction to Digital Video

An introductory course covering the basic terminology, techniques, and equipment used in professional and prosumer video productions. The concentration will be on understanding fundamentals as the techniques and editing of the video will be covered in a later class. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 2 Lecture)

### ITT 050\*

#### IT Game Development Cert Internship

*Prerequisite:* Completion of 15 semester hours in IT Game Development certificate with 2.0 minimum GPA

Designed to give Game Development students on-the-job experience. The students must work in the community in an animation, modeling or programming related area. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 5 Lab/Lab-Discussion)

### ITT 053

#### Digital Media Arts

*Prerequisite:* CIS 088

An introduction to using digital technology to produce artistic creations on the computer. Students will learn basic art theories of design color, typography, and visual elements and how to apply them in a digital environment. Course Level Fee 2 (3 credits, 3 Lecture)

### ITT 063\*

#### Innovation I

This course examines the history, technology, and progression of innovation and innovative ideas in IT, robotics, electronics, and DIY makerspace environments. The tools and techniques used in the innovation lab will be explored. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### ITT 064\*

#### Innovation II

A practical, lab-based class that concentrates on the design, development, and implementation of physical and electronic computer interfaces. The goal is to extend the reality of computer use and/or game play using both currently available and custom hardware and software. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### ITT 066\*

#### Indie Game Development Lab

This course is a production class that mimics the game development environment in an indie development house. Methods of production will be covered, options will be discussed and assignments will be made based on skill and ability. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 6 Lab/Lab-Discussion)

### ITT 068\*

#### Digital Video Effects

*Prerequisite:* CIS 066 or instructor consent

This course is a continuation of post-production techniques that includes but is not limited to compositing, chromakeying, rotoscoping, motion tracking, matte effects, 3D production techniques and motion graphics. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### ITT 070

#### Python

The course teaches the fundamentals of programming using the Python language. Coursework focuses on building a problem-solving skillset and automation of tasks. Course Level Fee 2 (3 credits, 3 Lecture)

### ITT 071

#### Web Scripting I

*Prerequisite:* CIS 099 and CIS 156

This course focuses on applying HTML5, CSS3, Javascript and JavaScript Frameworks for developing web applications and browser extensions. Students will learn JavaScript's latest features through experiential learning. Course Level Fee 2 (3 credits, 3 Lecture)

### ITT 072

#### Web Scripting II

*Prerequisite:* ITT 071

This course focuses on developing applications using a web framework. Hands-on coursework includes using the Linux operating system to test and manage projects, the command line, webserver management, and database implementation. Course Level Fee 2 (3 credits, 3 Lecture)

## INTENSIVE ENGLISH LANGUAGE (IEL---)

### IEL 001\*

#### Beg Reading/Vocabulary I

*Prerequisite:* Placement in the course is based upon formal and informal assessment by Intensive English Language staff.

The course is designed for students with limited knowledge of English reading and vocabulary fundamentals. Students will be taught basic phonics and alphabet skills. Emphasis will be placed on reading simple passages containing basic vocabulary and expressions necessary to function in everyday life. (Repeatable 3 Times) Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**IEL 003\*****Beg Grammar/Writing I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is intended for students with limited knowledge of English grammar and writing. Students will be taught sentence structure and rules of grammar and will begin to use English in writing simple sentences and basic paragraphs. (Repeatable 3 Times) Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**IEL 005\*****Beg Speaking/Listening I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed for students with limited knowledge of spoken English. Student will concentrate on improving oral English skills in order to function in everyday life and in academic settings. Practice will include working with phonics, conversation, and listening. (Repeatable 3 Times) Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

**IEL 007\*****Int Reading/Vocabulary I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is intended to develop vocabulary and reading at the intermediate level. Students will review phonics, expand vocabulary, practice outlining and summarizing, and increase their comprehension through work on reading for the main idea, and recognizing supporting details. (Repeatable 3 Times) Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**IEL 009\*****Int Grammar/Writing I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed to increase knowledge of grammar and writing techniques at the intermediate level. Students will review and expand on English grammar rules and sentence structures and will use English to write compound and complex sentences, paragraphs, and short papers. (Repeatable 3 Times) Course Level Fee 1 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**IEL 011\*****Int Speaking/Listening I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed to improve speaking and listening skills at the intermediate level. Students will expand their ability to converse in English and work on improving their oral skills for everyday interaction and for academic

settings. (Repeatable 3 Times) Course Level Fee 1 (4 credits, 2 Lecture, 4 Lab/Lab-Discussion)

**IEL 013\*****Adv Reading/Vocabulary I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed to improve reading and vocabulary skills for students at the advanced level. Emphasis will be placed on expanding vocabulary and developing the ability to read college level texts, newspapers, magazines, and journals. (Repeatable 3 Times) Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**IEL 015\*****Adv Grammar/Writing I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed to assist the non-native speaker in attaining an advanced knowledge of English grammar and writing. Students will study skills needed in college level composition classes. (Repeatable 3 Times) Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**IEL 017\*****Adv Speaking/Listening I**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed to improve speaking and listening skills for students at the advanced level. English of a more complex nature will be stressed. Emphasis will be on oral communication skills for academic application. (Repeatable 3 Times) Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**IEL 019****Beg English Non-Native Speaker**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed for students with limited knowledge of English. Students will be introduced to basic English phonics and alphabet skills and will begin to learn reading, grammar, speaking, and listening in English. Course Level Fee 1 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

**IEL 021****Int English Non-Native Speaker**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is intended to develop vocabulary, reading, grammar, and oral English skills at the intermediate level. Students will review and expand reading and writing skills and improve oral English skills. Course Level Fee 1 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

**IEL 023****Adv English Non-Native Speaker**

*Prerequisite: Placement in the course is based upon formal and informal assessment by Intensive English Language staff.*

The course is designed for students at the advanced level. Emphasis will be placed on attaining an advanced proficiency in reading, grammar and writing, speaking, and listening as it relates to academic achievement and success. Course Level Fee 1 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

**JOHN DEERE TECH (JDA---)****JDA 041****John Deere SOE I**

*Prerequisite: ENG 050 or ENG 120 and JDA 080 and JDA 073 and JDA 091 and JDA 111 and TEC 048 and JDA 071 and JDA 086 and JDA 092 and ECO 130 and JDA 072 and JDA 094 and HED 178 or instructor consent*

Students will receive on-the-job experience in a John Deere dealership. This will allow them to practice and utilize the skills and knowledge learned previously. This work will be supervised by the sponsoring dealership and a Lake Land College John Deere Ag Tech instructor. Course Level Fee 3 (2 credits, 10 Lab/Lab-Discussion)

**JDA 042****John Deere SOE II**

*Prerequisite: JDA 041*

Students will receive on-the-job experience in a John Deere dealership. This will allow them to practice and utilize the skills and knowledge learned previously. This work will be supervised by the sponsoring dealership and a Lake Land College John Deere Ag Tech instructor. Course Level Fee 4 (4 credits, 20 Lab/Lab-Discussion)

**JDA 043****John Deere SOE III**

*Prerequisite: JDA 042 and JDA 087 and JDA 050 and JDA 051 and SPE 111 and JDA 095 and JDA 082 and JDA 113 or instructor consent*

Students will receive on-the-job experience in a John Deere dealership. This will allow them to practice and utilize the skills and knowledge learned previously. This work will be supervised by the sponsoring dealership and a Lake Land College John Deere Ag Tech instructor. Course Level Fee 4 (4 credits, 20 Lab/Lab-Discussion)

**JDA 050****John Deere Engine Systems**

An introduction to John Deere engines and their systems. Basic theory of engine principles will be discussed along with diagnosis and repair of intake and exhaust, cooling, lubrication systems, cylinder heads, bearings, and crankshafts. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **JDA 051**

### **JD Tillage & Seeding Equipment**

This class is an introduction to John Deere tillage and seeding equipment including theory and principles of operation, set-up and adjustment, trouble-shooting, and repair. Course Level Fee 2 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **JDA 054**

### **Jd Turf & Utility Equipment**

*Prerequisite:* JDA 080 and JDA 073 and JDA 111

This course is a study of John Deere consumer and commercial equipment. Operation, diagnosis, and repair of internal combustion engines, engine ignition systems, electrical and safety systems, fuel systems, and mowing attachments will be covered. (Repeatable 1 Time) Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **JDA 071**

### **John Deere Power Trains**

Theory of power transmission from engine to traction wheels. Includes the function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Complete disassembly, inspection, and reassembly of John Deere components will occur. Also, diagnosis, repair, and adjustment of John Deere transmissions will be covered. Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **JDA 072**

### **JD Advanced Power Trains**

*Prerequisite:* JDA 071

Students will put into practice the theories of diagnosis, disassembly, inspection, repair and reassembly of John Deere power train components. These components will include clutches, transmissions, differential, and final drives for both combines and tractors. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **JDA 073**

### **JD Shop Skills & Fundamentals**

Procedures with respect to shop safety and organization, identification and proper use of tools, use of measuring equipment, plus orientation to John Deere manuals, warranty procedures, shop tickets, and product identification evolution. (Repeatable 1 Time) Course Level Fee 2 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

## **JDA 080**

### **John Deere Electrical Systems**

Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems will be demonstrated and practiced. (Repeatable 1 Time) Course Level Fee 3 (3.5 credits, 2 Lecture, 3 Lab/Lab-Discussion)

## **JDA 082**

### **Jd Advanced Elect/Electronic Sys**

*Prerequisite:* JDA 080

Designed to develop and strengthen the student's knowledge in electrical/electronic systems. Upon completion the student will be

able to properly use service equipment to diagnose electronically controlled components and monitor systems used on tractors, planting, and harvesting equipment. Course Level Fee 3 (3.5 credits, 1.5 Lecture, 4 Lab/Lab-Discussion)

## **JDA 086**

### **John Deere Combine Production**

*Prerequisite:* JDA 080 and JDA 091 and TEC 048 and JDA 111 and JDA 073

This course is a study of the theory and principles of operation of John Deere conventional and STS combines, corn heads, and grain platforms. Pre-delivery, set-up, and adjustment of combines and headers will be performed. Course Level Fee 3 (2.5 credits, 1.5 Lecture, 2 Lab/Lab-Discussion)

## **JDA 087**

### **John Deere Fuel Systems**

*Prerequisite:* JDA 042 or instructor consent

Basic understanding of the operating principles of John Deere fuel systems. Students will also learn diagnosis, removal, installation, and repair of John Deere mechanical and electrical-electronic fuel system components. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **JDA 091**

### **John Deere Hydraulics I**

*Prerequisite:* Enrolled in John Deere Tech Program

Covers principles and application of theory, construction, fluid flow and testing of components used on John Deere tractors, combines, and consumer and commercial equipment. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **JDA 092**

### **John Deere Hydraulics II**

*Prerequisite:* JDA 091

A study of John Deere tractor and combine and sprayer hydraulic systems. Emphasis will be placed on diagnosis and repair of hydraulic and hydrostatic drive systems. Course Level Fee 2 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **JDA 094**

### **John Deere Air Cond Systems**

Theory and principles of operation, diagnosis, and repair of John Deere heating and air conditioning systems. Students will also become certified to comply with state and federal laws. Course Level Fee 3 (2.5 credits, 1 Lecture, 3 Lab/Lab-Discussion)

## **JDA 095**

### **John Deere Equip Diagnostics**

This class will provide the student with an opportunity to develop proper diagnostic skills needed at a dealership. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **JDA 111\***

### **John Deere Ag Software**

Use of computers as required by John Deere dealership service employees. Emphasis will be on locating service diagnostic and repair information. (Repeatable 1 Time) Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **JDA 113\***

### **John Deere Apex Software**

Use of computers and machines to become familiar with precision agriculture and global positioning systems installed on farm equipment and proper operation and repair of these units. (Repeatable 3 Times) Course Level Fee 1 (2 credits, 2 Lecture)

## **JDA 114**

### **John Deere Hay Equipment**

*Prerequisite:* Enrollment in the John Deere Tech Program

This course introduces students to John Deere Hay equipment. This equipment includes Mower-Conditioners, Hay Rakes, Small Square Balers, and Large Round Balers. Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **JOURNALISM (JOR---)**

## **JOR 251**

### **Intro to Journalistic Photography**

Teaches the student basic photographic techniques, including uses of different types of cameras, principles of the taking of photographs, darkroom procedures for film development and printing, photographic editing, cutline writing, and examination of current trends in journalistic photography. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **LAW ENFORCE/CRIMINAL JUSTICE (CJS---)**

## **CJS 054**

### **Correction Officer/Cycle Trng**

Cycle training consists of 40 clock hours of mandatory refresher topics provided by the Department of Corrections. Topics may include: review of administration directives, first aid and safety, security, report writing and legal issues, substance abuse and other related topics. (2.5 credits, 2.5 Lecture)

## **CJS 056**

### **Illinois Concealed Carry Handgun**

*Prerequisite:* Be at least 21 years of age; have a valid FOID card if a non-resident; not have any disqualifiers as described under the Illinois Firearm Concealed Carry Act.

This course provides required training to individuals who want to pursue a concealed carry permit under Illinois Public Act 98-0063. This is the complete 16 hour course which includes classroom and practical experience on a firing range. Course Level Fee 4 (1 credits, 1 Lecture)

## **CJS 057\***

### **IL Concealed Carry Supplement**

*Prerequisite:* Successful completion of an approved training course as illustrated in Public Act 98-0063; be at least 21 years of age; have a valid FOID card (if Illinois resident) or be eligible for a FOID card if a non-resident; not have any disqualifiers as described under the Illinois Firearm Concealed Carry Act.

This course provides the supplemental eight hour training to individuals who want to pursue a concealed carry permit under Illinois law and have successfully completed an approved training course per Public Act 98-0063. Course Level Fee 4 (0.5 credits, 0.5 Lecture)

### **CJS 064**

#### **Spec Prob in Law Enforcement**

This course focuses on controversial issues facing the criminal justice and correctional systems such as corruption, brutality, politics, crime prevention, high risk situations, hostage negotiations, protective custody and many others. (4 credits, 4 Lecture)

### **CJS 071**

#### **Orientation to Corrections**

A study of the history of corrections, criminal law, rights of the convicted offender, types of detentions, correctional management, release from prison and juvenile corrections. (3 credits, 3 Lecture)

### **CJS 080**

#### **Introduction to Policing**

This course provides an introduction to the police profession by examining the history of policing, the mental and physical requirements for a police officer, and police operational issues. Consideration is also given to current policing trends. (3 credits, 3 Lecture)

### **CJS 081**

#### **Police Report Writing**

This course provides an understanding of the fundamental principles of good writing and effective police reporting by developing a practical, basic understanding to the types of reports and forms commonly used in the field of criminal justice. (2 credits, 2 Lecture)

### **CJS 090**

#### **Community Policing**

This course examines the relationship between police and the community and provides information on how to strengthen that relationship. Strategies for effective community policing are examined. (3 credits, 3 Lecture)

### **CJS 091**

#### **Ethics in Criminal Justice**

This course analyzes various aspects of ethics in the criminal justice system, including the police, the court system, and the correctional system. (3 credits, 3 Lecture)

### **CJS 092**

#### **Police Management & Supervision**

This course focuses on organizational and managerial roles in law enforcement. Emphasis is placed on organizational structure, administrative procedures, and enforcement responsibilities. (3 credits, 3 Lecture)

### **CJS 104\***

#### **Criminal Justice Seminar & Internship**

*Prerequisite: Sophomore standing; 12 credit hours of CJS classes.*

Off-campus work experience in the criminal justice field. Students will be assigned to a criminal justice agency(s) and observe the criminal justice field. Open to criminal justice majors only. Subject to internship coordinator and agency approval, including background check. Course Level Fee 3 (Variable Credit 0.5/4 credits, 1 Lecture, 15 Lab/Lab-Discussion)

### **CJS 150**

#### **Intro/Criminal Just IAI CRJ 901**

Focuses on an overview of the justice system with emphasis on the total system of police, courts, and corrections. (3 credits, 3 Lecture)

### **CJS 152**

#### **Criminal Investigation I**

Focuses on the fundamentals of investigation, crime scene applications, and investigative techniques and procedures. Upon completion of this course, the student will understand the theory and practicality of investigation from crime scene to courtroom. (3 credits, 3 Lecture)

### **CJS 153**

#### **Police Operations**

*Prerequisite: Take CJS 150*

This course focuses on the duties and responsibilities of the patrol officer. Topics covered will include routine patrol, traffic enforcement, and officer survival. (3 credits, 3 Lecture)

### **CJS 156**

#### **Criminal Law**

A study of the concept of social order, examining criminal law. Crime is defined and examined as is criminal responsibility, mental state, physical act and other fundamental legal doctrines. (3 credits, 3 Lecture)

### **CJS 158**

#### **Juvenile Justice**

#### **IAI CRJ 914**

Designed to familiarize the student with development and trends in the juvenile justice system. It includes delinquency prevention, causation of juvenile crime, and treatment and control of the juvenile delinquent. (3 credits, 3 Lecture)

### **CJS 160**

#### **Criminal Evidence and Procedure**

*Prerequisite: CJS 150*

Focuses on the application of Constitutional law. Procedural responsibilities of the police as they apply to the constitutional rights of the individual will be emphasized. (3 credits, 3 Lecture)

### **CJS 166**

#### **Corrections**

#### **IAI CRJ 911**

Enables the student to develop an understanding of the current problems in correctional institutions. Sentencing trends, alternatives to incarceration, inmate life of population, and their effect on the system will be examined. (3 credits, 3 Lecture)

### **CJS 250**

#### **Criminology**

This course analyzes criminological theories. Crime in relation to physical and psychological factors, to cultural areas, to the family and to other social institutions will be examined. Consideration is given to professional crime and white collar crime. (3 credits, 3 Lecture)

## **LITERATURE (LIT---)**

### **LIT 130**

#### **Intro to Literature IAI H3 900**

Students will read, examine, and discuss a variety of literary works from different genres as a way to analyze and understand the value, purpose, and components of literature. (3 credits, 3 Lecture)

### **LIT 144**

#### **Introduction to Shakespeare**

Introduction to Shakespeare as a literary and dramatic writer; study of three Shakespeare plays in Elizabethan/Jacobean theater, ideas, culture, politics, modern critical debates and changing styles of production. Examination of individual plays; relationships, cultural, ideological, theatrical contexts and aspects. (3 credits, 3 Lecture)

### **LIT 147**

#### **Introduction to Fiction**

#### **IAI H3 901**

Students will read, discuss, and analyze short stories and novels written by different authors from a variety of time periods as a way of appreciating and understanding the purposes, forms, terms, and critical approaches associated with these two literacy modes. (3 credits, 3 Lecture)

### **LIT 150**

#### **Children's Literature**

Study of various forms and types of literature for the intellectual stimulation of the small child and storytelling and oral interpretation techniques. (3 credits, 3 Lecture)

### **LIT 250**

#### **Amer Literature Survey I**

#### **IAI H3 914**

Students will read and study American literary works written between 1600 – 1860 that are indicative, reflective of the time period's influential authors and evolving ideas. (3 credits, 3 Lecture)

### **LIT 251**

#### **Amer Literature Survey II**

#### **IAI H3 915**

Students will read, study, and examine American Literary works written after the Civil War to the present that are reflective of the time period's significant literary movements and changing intellectual social, and political perspectives. (3 credits, 3 Lecture)

### **LIT 252**

#### **Multicultural American Lit**

#### **IAI H3 910D**

An introduction to the literary and cultural traditions of Native American, African American, and Hispanic American people and to general issues of cultural marginalization of minorities in the American experience. (3 credits, 3 Lecture)

### **LIT 260**

#### **English Lit Survey I**

#### **IAI H3 912**

Students will read and study British literary works to 1800 that are indicative and reflective of the time period's influential authors and evolving ideas. (3 credits, 3 Lecture)

## LIT 261

### English Lit Survey II

#### IAI H3 913

Students will read and study British literary works from 1800 to the present that are indicative and reflective of the time period's influential authors and evolving ideas. (3 credits, 3 Lecture)

## LIT 270

### Literature/Women

#### IAI H3 911D

Students will study women as both writers and characters in literature written by women in English. Students will explore important themes and ideas, as well as learn about form, technique, and literary terms. (3 credits, 3 Lecture)

## LIT 274

### Bible As Literature

#### IAI H5 901

Students will read the Old Testament, Apocrypha, and New Testament. By studying in the Bible's many genres and tones, students will discover that after many centuries the Bible remains a compelling literary masterpiece. (3 credits, 3 Lecture)

## MACHINE TOOL TECHNOLOGY (MTT---)

### MTT 050

#### Intro to Machining Procedures

A study designed to highlight the theory and application of cutoff machines, drill press, engine lathe, milling machines, and basic benchwork involving layout and hand tools. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## MANUFACTURING MAINTENANCE (MMP---)

### MMP 040

#### Manufacturing Maintenance I

This course provides students with an introduction to the fundamentals of manufacturing and the maintenance associated with manufacturing processes. Topics include safety in the industrial setting, basic shop skills for manufacturing maintenance, and maintenance reliability. (4.5 credits, 3.5 Lecture, 2 Lab/Lab-Discussion)

### MMP 042

#### Manufacturing Maintenance II

This course provides students with an introduction to the fundamentals of manufacturing and the maintenance associated with manufacturing process. Topics include material handling, mechanical systems, lubrication, and fluid power. (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### MMP 048

#### Manufacturing Maintenance V

This course provides students with an introduction to the fundamentals of analyzing and troubleshooting a manufacturing process. Topics include problem solving and root cause analysis. (1.5 credits, 1 Lecture, 1 Lab/Lab-Discussion)

## MASSAGE THERAPY (MAS---)

### MAS 055

#### Massage Therapy I

*Prerequisite: Admission to Program*

This course serves as an introduction to the basic principles and Swedish massage techniques. This course introduces students to the historical overview of massage therapy and specific areas of massage practice including: safety, infection control practice, draping, body mechanics, centering, and client positioning. Course Level Fee 3 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

### MAS 058

#### Legal Documentation for MT

This course is designed to introduce the student to legal documentation using different formats while learning massage abbreviations and learning medical terminology. (2 credits, 2 Lecture)

### MAS 060

#### A & P for Massage Therapist II

*Prerequisite: BIO 050*

This course provides the basic structure and function of the musculoskeletal system of the human body and basic theory of anatomy and physiology. The students will learn the origin, insertion and action of the major muscles of the human body. (4 credits, 4 Lecture)

### MAS 065

#### Massage Therapy II

*Prerequisite: MAS 055*

This course expands a full body massage with the introduction of clinical and therapeutic practices. The student will learn how to apply heat, cold, and hydrotherapy as well as deep tissue, trigger point, myofascial, and athletic massage techniques. Course Level Fee 3 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

### MAS 067

#### Pathology/Massage Therapist

This is a course of the nature and cause of diseases, which involves changes in structure and function, and the conditions produced by the diseases. Student will understand the effects of specific massage treatments and how to select the most appropriate techniques for the condition. (3 credits, 3 Lecture)

### MAS 070

#### Ethics for Massage Therapist

This course will discuss ethics dealing with a variety of situations that can occur between therapist and client. The Massage Therapist Code of Ethics will be reviewed. Student will learn about state laws and regulations governing massage therapy and licensure. (1 credits, 1 Lecture)

### MAS 075

#### Massage Therapy III

*Prerequisite: MAS 065*

This course introduces the student to massage in both spa and medical settings. Spa techniques will include aromatherapy, exfoliation, and body wraps. Business practices that relate to massage will be discussed. Course Level Fee 3 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

## MAS 077

### Massage Clinic I

*Prerequisite: MAS 065*

This course is a supervised in house clinical practicum and out of house assignments in which the students will apply newly acquired skills of therapeutic massage to clients. Course Level Fee 3 (1.5 credits, 3 Lab/Lab-Discussion)

## MAS 085

### Massage Therapy IV

*Prerequisite: MAS 075*

This course will give an introduction to other techniques including lymph massage, reflexology, and energetic manipulations. Students will also learn chair massages, and special population massage including for pregnant, elderly, infants, children, cancer and hospice clients. Course Level Fee 3 (5 credits, 4 Lecture, 2 Lab/Lab-Discussion)

## MAS 087

### Massage Clinic II

*Prerequisite: MAS 077*

This course is a supervised in house clinical practicum, in which the students will apply new and previously acquired skills of therapeutic massage to clients. Course Level Fee 3 (1.5 credits, 3 Lab/Lab-Discussion)

## MATHEMATICS (MAT---)

### MAT 005\*

#### Beginning Algebra

*Prerequisite: Placement by assessment*

This course is for students with little or no working knowledge of elementary algebra. Emphasis is placed on manipulative skills with real numbers, solving linear equations and inequalities and systems of equations, functions, and properties of linear functions. (Repeatable 3 Times) (3 credits, 3 Lecture)

### MAT 006\*

#### Intermediate Algebra

*Prerequisite: Placement by assessment or MAT-005 grade of 'C' or higher*

This course is for students with some working knowledge of elementary algebra. Emphasis is placed on exponents, polynomials, factoring, quadratic functions, rational expressions, roots and radicals. A graphing calculator is required. Ask instructor for calculator recommendation. (Repeatable 3 Times) (4 credits, 4 Lecture)

### MAT 008\*

#### Math Literacy

*Prerequisite: Placement by assessment*

This course is an introductory course integrating numeracy, proportional reasoning, algebraic reasoning and functions. It is intended for non-math and non-science majors needing MAT 125 Statistics or MAT 116 General Education. Successful completion of this course satisfies the geometry requirement. (Repeatable 3 Times) (6 credits, 6 Lecture)

### MAT 009

#### Geometry

*Prerequisite: Placement by assessment or MAT 005*

This course is an introductory course in plane geometry for students with less than one year of high school geometry. Topics included, but

not limited to, are: lines, angles, proofs, triangles, Pythagorean theorem, circles, various geometrical formulas and coordinate geometry. (3 credits, 3 Lecture)

### **MAT 090**

#### **Math for Computer Applications**

*Prerequisite: Placement by assessment or MAT 005*

Covers mathematical concepts used in the computer and business field. Topics include algebra; addition, subtraction, multiplication, division of decimals and fractions; hexadecimal, binary and octal number systems. Problem solving techniques will be used to solve business-related narrative problems. (3 credits, 3 Lecture)

### **MAT 115**

#### **General Education Pathway**

##### **IAI M1 904**

*Prerequisite: Placement by assessment*

Survey of mathematical topics including set theory, consumer/financial math, measurement and statistics. Problem solving projects involving detailed written solutions required. Calculators and computers will be used. Intended for students that don't assess directly into MAT 116. Includes supplemental instruction lab Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **MAT 116**

#### **General Education Math**

##### **IAI M1 904**

*Prerequisite: Placement by assessment or MAT 006 grade of 'C' or higher or MAT 008 grade of 'C' or higher*

Survey of mathematical topics with emphasis on solutions to real life problems. Topics will include set theory, consumer/financial math, measurement, and statistics. Problem solving projects involving detailed written solutions will be required. Calculators and computers will be used. (3 credits, 3 Lecture)

### **MAT 118**

#### **Math for Elem Teachers I**

*Prerequisite: Placement by assessment or grade 'C' or higher in MAT 006; also 1 year HS geometry or MAT 009*

A course designed for Elementary Education majors. Topics include number theory, probability and statistics, development of numeration systems, sets, functions, mathematical reasoning and problem solving. Counts as general education requirement for elementary education majors when taken in sequence with MAT 218. (3 credits, 3 Lecture)

### **MAT 124**

#### **Statistics Pathway IAI M1 904**

*Prerequisite: Placement by assessment*

Application of elementary principles of descriptive statistics. Elements of probability, sampling techniques, binomial and normal distribution, correlation/regression and hypothesis testing. Graphing calculator and Excel required. Intended for students that don't assess directly into MAT 125 Statistics. Includes supplemental instruction lab. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **MAT 125**

#### **Statistics**

##### **IAI M1 902**

*Prerequisite: Placement by assessment or grade 'C' or higher in the following: MAT 006 or MAT 008*

Application of elementary principles of descriptive statistics including frequency distribution, graphical presentation, measures of center, location and variation. Elements of probability, sampling techniques, binomial and normal distribution, correlation/regression and hypothesis testing. Graphing calculator and Excel required. (3 credits, 3 Lecture)

### **MAT 130**

#### **College Algebra**

*Prerequisite: Placement by assessment or grade of 'C' or higher in MAT 006; also 1 year HS geometry or MAT 009*

Review of the real number system, radicals, equations, and exponents, relations and functions, logarithms, complex numbers, polynomials, and theory of equations. A graphing calculator is required. A graphing calculator is required. Ask instructor for calculator recommendation. (3 credits, 3 Lecture)

### **MAT 132**

#### **Trigonometry**

*Prerequisite: Placement by assessment or grade of 'C' or higher in MAT 130*

Study of trigonometric functions, trigonometric identities, graphing, solving trigonometric equations, inverse trigonometric functions, right triangle trigonometry, application of law of sines and law of cosines, complex numbers and vectors. A graphing calculator is required. Ask instructor for calculator recommendation. (3 credits, 3 Lecture)

### **MAT 140**

#### **Algebra With Trigonometry**

*Prerequisite: Placement by assessment grade of 'C' or higher in MAT 006; also 1 year HS geometry or MAT 009*

A unified study of the algebraic and trigonometric concepts needed for calculus. Credit not granted for both this course and College Algebra. A graphing calculator is required. Ask instructor for calculator recommendations. (5 credits, 5 Lecture)

### **MAT 151**

#### **C Program W/Engineering Appl**

##### **IAI EGR 922**

*Prerequisite: MAT 241 with grade of 'C' or higher*

Introduction to the programming language C. Fundamental principles, concepts, and methods of computing with emphasis on calculus-based problem-solving techniques and applications from engineering and physical science. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **MAT 210**

#### **Finite Mathematics**

##### **IAI M1 906**

*Prerequisite: Placement by assessment or MAT 130 with grade of 'C' or higher; also 1 year of HS geometry or MAT 009*

An introduction to Finite Mathematics, matrices, linear systems of equations and inequalities, linear programming, counting theory and probability. (3 credits, 3 Lecture)

### **MAT 211**

#### **Math Analysis**

##### **IAI M1 900B**

*Prerequisite: Placement by assessment or grade of 'C' or higher in MAT 130*

This course covers mathematical analysis of polynomial calculus with applications to business and social sciences. It includes the mathematics of finance, techniques and applications of differentiation and integration, optimization theory and area. Graphing calculator required. Ask instructor for calculator recommendation. (4 credits, 4 Lecture)

### **MAT 218**

#### **Math for Elem Teachers II**

##### **IAI M1 903**

*Prerequisite: MAT 118 with grade of 'C' or higher*

The study of the concepts and theory of measurement and geometry via the problem-solving approach, using both calculators and microcomputers throughout. Designed for Elementary Education majors. Counts as general education requirement for elementary education majors when taken in sequence with MAT 118. (3 credits, 3 Lecture)

### **MAT 241**

#### **Analytical Geometry and Calculus I**

##### **IAI M1 900-1, MTH 901**

*Prerequisite: Placement by assessment or grade of 'C' or higher in MAT 132 or MAT 140*

Differential and integral calculus of elementary functions of one variable, such as polynomial, rational, radical, trigonometric, inverse trigonometric, exponential and logarithmic functions, will be covered. Applications include rates of change, optimization, curve sketching and area. A graphing calculator is required. Ask instructor for calculator recommendations. (5 credits, 5 Lecture)

### **MAT 242**

#### **Analytical Geometry and Calculus II**

##### **IAI M1 900-2, MTH 902**

*Prerequisite: MAT 241 with grade of 'C' or higher*

A continuation of Calculus I with emphasis on different methods of integration and applications, L' Hôpital's Rule, Sequences, series, Power series, Taylor series and Maclaurin series. A graphing calculator is required. Ask instructor for calculator recommendations. (4 credits, 4 Lecture)

### **MAT 243**

#### **Analytical Geometry and Calculus III**

##### **IAI M1 900-3, MTH 903**

*Prerequisite: MAT 242 with grade of 'C' or higher*

A continuation of analytic geometry and Calculus II. The focus is on solid analytic geometry, vectors, partial derivatives, line, volume and surface integrals in various coordinate systems, and vector fields. A graphing calculator is required. Ask instructor for calculator recommendations. (4 credits, 4 Lecture)

**MAT 245**  
**Differential Equations**  
**IAI MTH 912**

*Corequisite:* MAT 243

Designed for pre-engineering students and others who need a working knowledge of ordinary differential equations. (3 credits, 3 Lecture)

**MAT 255**  
**Linear Algebra**  
**IAI MAT 911**

*Prerequisite:* MAT 241 with grade of 'C' or higher

A first course in linear algebra covering linear systems, matrices, determinants, vector spaces, inner product spaces, and eigenvalues and eigenvectors, including proofs of theorems and propositions in each topic. (3 credits, 3 Lecture)

**MECHANICAL ELECTRICAL  
TECH (MET---)**

**MET 043**  
**Motors and Generators**

*Prerequisite:* EET 050 or MET 042

This course focuses on the installation, maintenance and application of motors, equipment and controls. Course Level Fee 1 (2.5 credits, 1.5 Lecture, 2 Lab/Lab-Discussion)

**MET 044**  
**Introduction to Robotics**

Introduced concepts of robotics by examining the history of robots, how robots are classified, how they fit into the manufacturing picture, and what is needed to program them. (1 credits, 1 Lecture)

**MET 045\***  
**Mechanical Drive Systems**

This course is designed to provide a basic understanding of mechanical drive systems and components. Students will learn industry-relevant skills including how to: install, analyze performance, maintain, and troubleshoot heavy duty mechanical transmission systems. (Repeatable 3 Times) Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

**MET 076**  
**Supervised Occupational Experience**

*Prerequisite:* Sophomore standing in Mechanical-Electrical Technology

Designed to provide work experience in field while maintaining contact with occupational instructor for review and assistance. (Variable Credit 0.5/6 credits, 15 Lab/Lab-Discussion)

**MET 084**  
**Technical Mechanisms**

*Prerequisite:* CAD 056 and APT 042

Focuses on motion analysis of mechanical system components such as linkages, slider-crank mechanisms, working connectors, cams, gears and gear trains. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**MEDICAL ASSISTANT  
(MAP---)**

**MAP 070**  
**Med Assist Pathophysiology I**

*Corequisite:* MAP 072

This course provides a comprehensive study of the anatomy and physiology of the structure and function of major organs, medical terminology, commonly prescribed medications, common diseases, and diagnostic testing associated with the musculoskeletal, integumentary, cardiovascular and urinary body systems. Course Level Fee 3 (4 credits, 4 Lecture)

**MAP 072**  
**Med Assist Skills I**

*Corequisite:* MAP 070

This course prepares students for basic clinical office practice including obtaining patient information and documentation. The student is introduced to practices, procedures, and role of the assistant in preparation for examination and treatment of the patient throughout the lifespan. Course Level Fee 4 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**MAP 074**  
**Medical Office Procedures I**

*Prerequisite:* MAP 070, MAP 072, and MAP 078

This course provides a hands-on overview of medical office software through practical applications of medical assistant competencies such as professional office skills, keyboarding and document formatting, telephone techniques, and assisting with medical specialties. Course Level Fee 3 (4 credits, 4 Lecture)

**MAP 076**  
**Medical Office Procedures II**

*Prerequisite:* Successful completion of MAP 070, MAP 072, MAP 074, and MAP 078 with a "C" or better

This course provides an advanced hands-on overview of Medical Office Software through practical applications of medical assistant competencies such as Professional office skills, coding and billing procedures, patient accounts, preparing insurance claims and posting insurance payments. Course Level Fee 3 (3 credits, 3 Lecture)

**MAP 078**  
**Med Assist Pharmacology I**

*Prerequisite:* MAP 070, MAP 072, and MAP 074

This course introduces concepts and applications of pharmacological principles, and focuses on drug classifications, focus on the top 100 drugs commonly seen in the medical office and medicolegal responsibilities of the medical assistant. (30)Course Level Fee 3 (2 credits, 2 Lecture)

**MAP 080**  
**Med Assist Pathophysiology II**

*Prerequisite:* Successful completion of MAP 070, MAP 072, MAP 074, MAP 078 with a "C" or better

This course provides a comprehensive study of the anatomy and physiology of the structure and function of major organs, medical

terminology, medications, diseases, and diagnostic testing and treatments associated with the respiratory, digestive, endocrine, reproductive, blood and lymph systems and special senses. Course Level Fee 3 (4 credits, 4 Lecture)

**MAP 082**  
**Med Assist Skills II**

*Prerequisite:* Successful completion of MAP 070, MAP 072 MAP 074 and MAP 078 with a "C" or better

This course continues to prepare students for basic medical office practice through examination and treatment of the patient throughout the lifespan including diagnostic imaging, laboratory, and electrocardiography procedures and skills. Course Level Fee 4 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

**MAP 084**  
**Med Assist Pharmacology**

*Prerequisite:* Admission into NDP.MAP Sarah Bush Employees only.

This course introduces concepts and applications of pharmacological principles, and focuses on drug classifications, principles, and procedures of medication administration, calculation of drug problems, and medicolegal responsibilities of the medical assistant. Course Level Fee 4 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**MAP 086**  
**Med Assist Seminar**

*Prerequisite:* Successful completion of MAP 070, MAP 072 MAP 074 and MAP 078 with a "C" or better

This course includes resume preparation, job searches, interviewing skills, communication styles, medical law and ethics, and the role/responsibilities of the Medical Assistant. The student will be prepared for credentialing exam with test-taking strategies and study techniques. Course Level Fee 4 (3 credits, 3 Lecture)

**MAP 088**  
**Med Assist Pharmacology II**

*Prerequisite:* Successful completion of MAP 070, MAP 072 MAP 074 and MAP 078 with a "C" or better

This course introduces concepts and applications of the principle and procedures of medication administration for all routes and calculation of drug problems. Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

**MAP 090**  
**Med Assist Externship**

*Prerequisite:* Successful completion of MAP 070, MAP 072, MAP 074, MAP 078, MAP 080, MAP 082, MAP 086, MAP 088 with a "C" or better

This course provides students with work-based experience that utilizes skills learned during the program and provides application in a physician's office or the ambulatory setting. Students must complete 160 hours. Course Level Fee 4 (3 credits, 3 Lecture)

**MAP 092**  
**Clinical Skills**

*Prerequisite:* Admission into NDP.MAP. Sarah Bush employees only.

This course prepares a CNA to perform the various clinical skill sets of the medical assistant in preparing for examination and treatment of patients in various life stages. Course Level Fee 4 (4 credits, 3 Lecture, 4 Lab/Lab-Discussion)

### MAP 094

#### Med Assist A & P

*Prerequisite: Admission into NDP.MAP. Sarah Bush employees only.*

This course provides an accelerated study of the anatomy and physiology of the structure and function of major organs, medical terminology, common diseases, and diagnostic testing associated with the body systems. Course Level Fee 2 (3 credits, 3 Lecture)

### MAP 096

#### Capstone

*Prerequisite: Sarah Bush employees only*

This course is designed to increase the Certified Nurse Assistants knowledge of managed care delivery systems, front office processes, ethical and legal issues for medical assistants. Test taking strategies and study techniques for certification is included. Course Level Fee 4 (3 credits, 3 Lecture)

### MAP 098

#### Transitions to Med Assisting I

*Prerequisite: Current medical assisting certification (must be credential accepted by accreditation)*

This course is designed for medical assistants with current certification to transition into obtaining an associate degree. This course is to be a refresher on the current skills required for a medical assistant. Clinical and administrative skills will be reviewed. A skills review is included. Course Level Fee 4 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### MAP 099

#### Transitions to Medical Assisting II

*Prerequisite: Current medical assisting certification (must be credential accepted by accreditation) Completion of MAT 090 with a "C" or better.*

This course provides a review of the A&P of all body systems. Pharmacological principles and concepts of medication calculation and administration are introduced. Course Level Fee 4 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## MEDICAL CODING SPECIALIST (MCS---)

### MCS 040

#### Health Information for Professionals

An introduction and overview to health information management. The course will cover the history and the many applicable fields available to a health information management specialist. Students will explore the different areas of health information. (3 credits, 3 Lecture)

### MCS 041

#### Medical Office Terminology

A medical professional's course in medical terminology. Students will receive word parts going over primary terms, then review structure, and functions of the body systems, so they can relate those to medical specialists,

pathology, diagnostics and treatment procedures. (3 credits, 3 Lecture)

### MCS 050

#### Principles of CPT Coding

A beginner's course for the CPT coding system. This class will provide students with a general understanding of the format and guidelines necessary for CPT coding. (3 credits, 3 Lecture)

### MCS 055

#### Principles of ICD-10-CM Coding

A beginner's course in ICD-10-CM coding and guidelines. Students will be introduced to a wide variety of coding segments and body systems. (3 credits, 3 Lecture)

### MCS 056

#### Credentialing/Emerging Coding

*Prerequisite: MCS 050 and MCS 055*

This course covers HCPCS coding, basic physician credentialing, prior authorizations for procedures and pharmacies, and various Medicare tools and regulations. (3 credits, 3 Lecture)

### MCS 060

#### Medical Ins Reimbursement

An advanced course concerning medical insurance billing and reimbursement. This course will focus on insurance companies such as Blue Cross and Blue Shield, Medicare, and Medicaid. (3 credits, 3 Lecture)

### MCS 065

#### Adv CPT Coding and Modifiers

*Prerequisite: MCS 050*

An advanced course that explores the different subsections of the CPT and correct coding of procedures. Students will familiarize themselves with CPT coding by coding case studies and scenarios. (3 credits, 3 Lecture)

### MCS 068

#### Medical Management and Ethics

*Prerequisite: MCS 040*

This course covers the management of a medical office as well as ethics, biomedical ethics, and ethical challenges affecting the medical manager. (3 credits, 3 Lecture)

### MCS 070

#### Advanced ICD-10-CM Coding

*Prerequisite: MCS 055*

An advanced course specializing in all aspects of ICD-10-CM coding. This course will focus on specific body systems and not the overall aspect of ICD-10-CM coding. (3 credits, 3 Lecture)

### MCS 075

#### Hospital-Med Coding Internship

*Prerequisite: PNC 055 and BIO 050 and MCS 050 and MCS 055*

This course provides students with the opportunity to intern in a hospital setting. It provides supervised work experience coordinated with a healthcare systems related employer. A minimum of 62.5 hours of internship time is required for one credit hour. Course Level Fee 1 (1 credits, 5 Lab/Lab-Discussion)

### MCS 080

#### Clinic-Med Coding Internship

*Prerequisite: PNC 055 and BIO 050 and MCS 050 and MCS 055*

This course provides students with the opportunity to intern in a clinic setting. It provides supervised work experience coordinated with a healthcare systems related employer. A minimum of 62.5 hours of internship time is required for one credit hour. Course Level Fee 1 (1 credits, 0 Lecture, 5 Lab/Lab-Discussion)

### MCS 085

#### Hospital Coding Certification Prep

*Prerequisite: MCS 060 and MCS 065 and MCS 070 or consent of instructor*

An exam preparation course that will provide students with a comprehensive review for the CPC-H and CCS exams. (1 credits, 1 Lecture)

### MCS 090

#### Clinic Coding Certification Prep

*Prerequisite: MCS 060 and MCS 065 and MCS 070 or consent of instructor*

An exam preparation course that will provide students with a comprehensive review for the CPC and CCS-P exams. (1 credits, 1 Lecture)

### MCS 091

#### Healthcare Statistics

*Prerequisite: AHE 055*

This course is a statistics class focused on calculating and reporting healthcare statistics and the common formulas used by hospitals and physician offices. (3 credits, 3 Lecture)

### MCS 092

#### Medical Records and the Law

*Prerequisite: MCS 040 and MCS 068*

This is an advanced course focused on the American legal system and the impact the law has on medical records, health information in general, and HIPAA. (3 credits, 3 Lecture)

## MILITARY SCIENCE (MSL---)

### MSL 101

#### ROTC-Leadership Personal Development

Cadets to the Army and the Profession of Arms. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model. Cadets also learn how resiliency and fitness support their development as a leader. (1 credits, 1 Lecture)

### MSL 102

#### ROTC – Intro to Tactical Leadership

*Prerequisite: MSL 101*

Cadets will learn about personal development of life skills such as critical thinking, time management, goal setting, and communication. Cadets will begin learning the basics of squad level tactics that will be reinforced during a weekly leadership lab. (1 credits, 1 Lecture)

### MSL 201

#### Leadership and Decision Making

Cadets will demonstrate critical and creative thinking and the ability to apply Troop Leading Procedures (TLPs) to develop innovative solutions to problems. Students apply knowledge in a hands-on environment through exercises such as team building and field training. (2 credits, 2 Lecture)

## MSL 202

### Army Doctrine & Team Development

This course focuses on Army doctrine and team development. Army values, teamwork, warrior ethos, and their relationship to the philosophy of military service are stressed. The ability to lead and follow is also covered through team building exercises at squad level. (2 credits, 2 Lecture)

## MUSIC (MUS---)

### MUS 104\*

#### Lake Land Community Choir

Instruction in choral music and experience. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### MUS 126

#### Class Instruction in Piano I

*Prerequisite:* No piano experience or consent of instructor

A beginning course in piano study. (1 credits, 2 Lab/Lab-Discussion)

### MUS 127

#### Class Instruction in Piano II

*Prerequisite:* MUS 126 or consent of instructor

Class instruction in piano literature and skills. Required of music majors. (1 credits, 2 Lab/Lab-Discussion)

### MUS 150

#### Music in American History & Culture

#### IAI F1 904

A survey of the musical forms and styles in the United States from the music of the early colonists to the popular music of today. Musical forms and styles are considered in their cultural context. (3 credits, 3 Lecture)

### MUS 229

#### Understanding Music

#### IAI F1 900

A survey of the musical forms and styles associated with classical music, focusing on representative musical masterworks and their composers. This music is presented in both a historical and a cultural framework. (3 credits, 3 Lecture)

## PHILOSOPHY (PHI---)

### PHI 232

#### World Religions

#### IAI H4 905

This course is designed to promote cultural diversity associated with religious practices. It includes a survey of religious systems and examines concepts and theories related to the nature of deities, good and evil, reason and faith, ethics, and afterlife. (3 credits, 3 Lecture)

### PHI 270

#### Introduction to Philosophy

#### IAI H4 900

An introduction to philosophical questioning and reasoning. This course will include a survey of western philosophy focusing on the development of specific branches within the field, including epistemology, metaphysics, ethics, philosophy of science, and social/political philosophy. (3 credits, 3 Lecture)

## PHI 280

### Ethics

#### IAI H4 904

Introduction to issues and theories of ethics. Includes survey of major value systems and contemporary issues. (3 credits, 3 Lecture)

## PHI 290

### Intro to Logic

#### IAI H4 906

Introduction to rules of reasoning, including truth and validity, deduction and induction, language and meaning, and fallacies. (3 credits, 3 Lecture)

## PHYSICAL EDUCATION (PED---)

### PED 109

#### Basketball

Class designed to teach basic skills, rules and regulations, and allow students to participate in physical activity. Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### PED 112

#### Bowling

This course is designed for the beginning bowler and for those who wish to learn a recreational activity. Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 113

#### Advanced Bowling

*Prerequisite:* PED 112 or proof of skill or instructor consent

Class is designed to teach advanced bowling skills, rules and regulations of bowling, and allow students to participate in physical activity. Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 116\*

#### Golf

Designed to help a student understand and appreciate golf. Will teach the basic skills and techniques for golf as a recreational and physical activity for all ages. (Repeatable 3 Times) Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 117\*

#### Advanced Golf

*Prerequisite:* PED 116

Golf instruction for the advanced golfer. Course designed to increase the skill level. (Repeatable 3 Times) Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 119\*

#### Karate

An introduction to the world of Martial Arts with emphasis on the art of Tae Kwon Do. Student will learn basic terminology, skills, and self defense. In about two years, the student should be close to a black belt. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### PED 123\*

#### Karate II

*Prerequisite:* PED 119

Designed to continue a broad range of activities in Tae Kwon Do training, oriented toward physical fitness, positive self-attitude,

a sense of respect for others in society, self-defense and fun. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### PED 137

#### Tennis

Beginning course introducing the student to the game of tennis and tennis skills. Basic skills of forehand and backhand serving are emphasized. Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 138

#### Advanced Tennis

*Prerequisite:* PED 137 or proof of skill or instructor consent

An advanced course in tennis. Emphasizing advanced skills and techniques of tennis and in setting up tournaments. Course Level Fee 3 (1 credits, 2 Lab/Lab-Discussion)

### PED 141\*

#### Weight Training

To introduce to the student the basic principles of weight training, to demonstrate and participate in various programs, and increase strength. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### PED 143\*

#### Aerobics

The course is designed to acquaint students with different exercise routines to improve their overall physical condition, progress from an intermediate level to a more advanced level. Routines are executed to upbeat music. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

### PED 152

#### Theory of Motor Learning

Provides a study of the different theories of the acquisition of motor skills and the nature of human locomotion. (3 credits, 3 Lecture)

### PED 160\*

#### Trap and Skeet Shooting

Basic techniques of shooting the shotgun clay target games of Trap and Skeet. Students will be familiarized with the safe handling, operation, and cleaning of shotguns and shot shell reloading. (Repeatable 3 Times) Course Level Fee 4 (1 credits, 2 Lab/Lab-Discussion)

### PED 172

#### Bsc Act Elem/Sec Child

Focuses on games and activities for elementary and secondary level including body mechanics, basic exercises and rhythms. Includes team games for secondary level. EDU 101 is taken simultaneously. (2 credits, 2 Lecture)

### PED 183

#### Introduction to Physical Education

Focuses on the general scope, purpose, history, growth, and development of Physical Education. (3 credits, 3 Lecture)

### PED 185

#### B-Ball/V-Ball Sports Officiate

Focuses on the general scope of sports officiating. Successful completion of the class allows the student to write IHSA for the officials exam. (3 credits, 3 Lecture)

## **PED 209\***

### **Aerobic Fitness**

Class is designed to teach basic skills, rules and regulations, and to allow students to participate in weight training and cardiovascular activities. Student will be given a grade according to the number of minutes performed in the semester. (Repeatable 3 Times) Course Level Fee 2 (1 credits, 2 Lab/Lab-Discussion)

## **PED 210\***

### **P/F Aerobic Fitness**

Class is designed to teach basic skills, rules and regulations, and to allow students to participate in weight training and cardiovascular activities. Pass or Fail will be given at the end of the semester. (Repeatable 3 Times) Course Level Fee 2 (1 credits, 2 Lab/Lab-Discussion)

## **PED 219\***

### **Karate III**

*Prerequisite: PED 123*

Students have learned the basics and are ready for more advanced techniques. Higher physical and mental skills are emphasized. Greater confidence and awareness of personal ability will promote self improvement. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

## **PED 223\***

### **Karate IV**

*Prerequisite: PED 219*

Designed to be the final step for reaching the Black belt status. At this point the student will possess the knowledge, but must learn more self-control. Students will learn how to demonstrate power and all they have learned. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

## **PED 224\***

### **Karate V**

*Prerequisite: PED 223*

Introduces the student to leadership responsibilities and more advanced techniques. Emphasis will be placed on power and "fine" motor skills. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

## **PED 225\***

### **Karate VI**

*Prerequisite: PED 224*

The final step for reaching the Black Belt status and learning the requirements for instruction. The student will be able to demonstrate all prior learned material and be able to instruct others as an assistant instructor. (Repeatable 3 Times) Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

## **PED 226**

### **Theory of Baseball**

This course focuses on rules and history of baseball, basic skills, organizing practices, and acquiring a general knowledge of baseball. This prepares the student to teach and coach baseball. Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **PED 227**

### **Theory of Basketball**

Students are taught the necessary skills to conduct classes and coach the sport of basketball. Drills, game techniques and strategies are practiced in the lab situation. Each student will teach a unit in basketball theory. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **PED 228**

### **Tech Bowling/Golf**

*Prerequisite: PED 112 or PED 116 or consent of instructor*

Course offered for the individual who is interested in how to teach or coach golf/bowling. Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **PED 243**

### **Tech Badmtn/Tennis**

*Prerequisite: PED 137*

Course offered for the individual who may show an interest in how to teach or coach tennis/badminton. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **PED 244**

### **Kinesiology**

*Prerequisite: BIO 100 or BIO 299 or BIO 225*

The study of functional musculoskeletal anatomy, muscle actions, and the laws of physics used in the performance of human motion. (4 credits, 4 Lecture)

## **PED 285**

### **Fitness for Life**

An individual approach to assist students to develop a lifetime of wellness through fitness. The course includes a thorough physical fitness/risk factor assessment battery. Students will be required 2 hours of physical workout a week. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **PHYSICAL THERAPIST ASSISTANT (PTA---)**

### **PTA 080**

#### **Fundamentals of PTA I**

*Prerequisite: Admission to Program*

*Corequisite: PTA-081*

An introduction to the profession of Physical Therapy and the role of the PTA within the health profession. This course provides basic physical therapy skills including: body mechanics, transfers, bed mobility, gait training, aseptic techniques, and assessment of vital signs. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **PTA 081**

#### **PTA Clinical Practicum I**

*Corequisite: PTA 080*

An in-house laboratory practice of skills and techniques corresponding with Fundamentals of PTA I (PTA 080). Students will observe in physical therapy settings. Course Level Fee 3 (1 credits, 5 Lab/Lab-Discussion)

## **PTA 082**

### **Fundamentals of PTA II**

*Prerequisite: PTA 080 and PTA 081*

This course provides physical therapy skills including the use of therapeutic heat and cold, electrical stimulation, massage techniques, goniometry, wound management and laboratory practice. Course Level Fee 2 (6 credits, 4 Lecture, 4 Lab/Lab-Discussion)

## **PTA 083**

### **Medical Terminology for PTA**

This course is designed for PTA students to learn word-building methods, to analyze medical terms by breaking them down into their basic components, PT abbreviations, and pronunciation of medical terminology. (2 credits, 2 Lecture)

## **PTA 084**

### **PTA Pathology**

*Prerequisite: PTA 080 and PTA 081*

This course will discuss the etiology, symptoms, risk factors, pathogenesis, and prognosis of specific diseases. Medical practices for treatment of these diseases and illnesses will be discussed along with special implications for the PTA. Pharmacology will also be discussed. (3 credits, 3 Lecture)

## **PTA 085**

### **PTA Clinical Practicum III**

*Prerequisite: PTA 080, PTA 081 and PTA 082*

A full time, supervised clinical practice in a physical therapy facility. Students will participate in selected patient care skills and techniques learned in Fundamentals of PTA I (PTA 080), Clinical Practicum I (PTA 081) and Fundamentals of PTA II (PTA 082). Course Level Fee 4 (2 credits, 10 Lab/Lab-Discussion)

## **PTA 086**

### **Neurology for the PTA**

*Prerequisite: PTA 082 and PTA 085*

This course will focus on the specific neuroscience concepts and principles that support rehabilitation therapy. (2 credits, 2 Lecture)

## **PTA 094**

### **Fundamentals of PTA III**

*Prerequisite: PTA 082 and PTA 085*

This course is a continuation of the skills and knowledge used by a PTA. Concentration is on muscle testing, length testing, therapeutic exercise and postural analysis. Course Level Fee 3 (6 credits, 3 Lecture, 6 Lab/Lab-Discussion)

## **PTA 095**

### **Orthopedic Concepts & Appl**

*Prerequisite: PTA 082 and PTA 085*

The course focuses on different types of tissue healing and orthopedic diagnoses and rehabilitation. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

## **PTA 096**

### **Fundamentals of PTA IV**

*Prerequisite: PTA 094 and PTA 095*

This course emphasizes assessment and treatment of specific areas. These areas include: neurological conditions, pediatrics, geriatrics, obstetrics, cardiopulmonary, industrial, and manual therapy. Course Level Fee 3 (5 credits, 3 Lecture, 4 Lab/Lab-Discussion)

## **PTA 097**

### **PTA Clinical Practicum IV**

*Prerequisite:* PTA 085 and PTA 094 and PTA 095

Full time, supervised clinical practice experience at a physical therapy facility. Students will participate in selected patient care skills and techniques learned in Fundamentals of PTA III (PTA 094) and Orthopedic Concepts and Applications (PTA 095) while continuing to progress previously learned skills. Course Level Fee 4 (3 credits, 15 Lab/Lab-Discussion)

## **PTA 098**

### **PTA Seminar**

*Prerequisite:* PTA 094 and PTA 095 and PTA 097

Preparation to enter into the work force as a Physical Therapist Assistant. This course emphasizes liability issues, Medicare guidelines, administration, health insurances, and ethical aspects. Licensure preparation and the exchange of clinical experiences are incorporated. Course Level Fee 2 (2 credits, 2 Lecture)

## **PTA 099**

### **PTA Clinical Practicum V**

*Prerequisite:* PTA 097 and PTA 093 and PTA 096 and PTA 098

Final full time, supervised clinical practicum experience at a physical therapy facility to prepare as an entry level Physical Therapist Assistant. Student will perform selected previously learned skills. Course Level Fee 4 (4 credits, 20 Lab/Lab-Discussion)

## **PHYSICS (PHY---)**

### **PHY 110**

#### **Concepts of Physics**

##### **IAI P1 900L**

Phenomena-oriented course, emphasizing a general understanding of the rules of physics and its connections with culture and society. Course Level Fee 3 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **PHY 115**

#### **Astronomy**

##### **IAI P1 906**

This course covers the history and future prospects of astronomy, the night sky, the Earth as compared to Venus and Mars, the death of stars, and cosmology. Emphasis is also placed on the influences that astronomy has had on culture. (3 credits, 3 Lecture)

### **PHY 130**

#### **College Physics I**

##### **IAI P1 900L**

*Prerequisite:* MAT 132

*or High School Trigonometry*

This course covers Newtonian Mechanics, heat, fluid motion. Intended for students in the pre-professional areas, arts and sciences, and four year technology majors. It is not intended for students who plan to major (or minor) in physics or engineering. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

### **PHY 131**

#### **College Physics II**

*Prerequisite:* PHY 130

An introduction to electricity and magnetism, wave motion, optics and basic modern physics for pre-professional, arts and sciences, and four year technology majors. This course is to be taken with PHY 130 to form a complete sequence. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

### **PHY 140**

#### **University Physics I**

##### **IAI P2 900L**

*Prerequisite:* Concurrent registration MAT 241

This is a study of Newtonian Mechanics. The course is for physics majors and minors, engineering students and the mathematically oriented student. This is the first of a three-course sequence. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

### **PHY 141**

#### **University Physics II**

*Prerequisite:* PHY 140 with grade of 'C' or higher and MAT 242

This course is a study of heat, electricity, and magnetism for students in physics, engineering, chemistry and mathematics. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

### **PHY 142**

#### **University Physics III**

*Prerequisite:* PHY 141 with grade of 'C' or higher

*Corequisite:* Concurrent enrollment in MAT 243

This course is a study of wave motion, sound, light, and modern physics for students in physics, engineering, chemistry and mathematics. Course Level Fee 3 (4 credits, 3 Lecture, 3 Lab/Lab-Discussion)

### **PHY 239**

#### **Mechanics I**

##### **IAI EGR 942**

*Prerequisite:* PHY 140 with grade of 'C' or higher and MAT 242

This course is a study of the mechanics of static, rigid bodies for engineering students. (3 credits, 3 Lecture)

### **PHY 240**

#### **Mechanics II**

##### **IAI EGR 943**

*Prerequisite:* PHY 239 with grade of 'C' or higher

*Corequisite:* MAT 243 and MAT 245

This course is a study of the motion of rigid bodies and systems of particles for engineering students. (3 credits, 3 Lecture)

### **PHY 245**

#### **Solid Mechanics**

*Prerequisite:* PHY 239 with grade of 'C' or higher

*Corequisite:* MAT 243

This course is the study of the relationship between the external loadings on a deformable object and the resulting deformations and internal stresses and strains. (3 credits, 3 Lecture)

## **PLASTICS**

## **MANUFACTURING (PLM---)**

### **PLM 040**

#### **Introduction to Plastics**

This course introduces plastics materials development and use in everyday life. Focus is upon on the history, development, science, technology, and manufacture of modern plastics. Environmental considerations involving plastics use is considered. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **PLM 041**

#### **Injection Molding**

The focus of the course is on polymer material selection for "hands-on" application and use of primary and secondary injection molding processing equipment and associated auxiliary equipment. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **PLM 042**

#### **Extrusion Forming**

The focus of the course is on "hands-on" application and use of extrusion forming processing equipment including single screw, twin screw, co-extrusion, and compounding equipment, associated secondary and auxiliary equipment use, and polymeric material selection for extrusion. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **PLM 050**

#### **Blow Thermo Rotational Forming**

The focus of the course is "hands-on" Thermoforming, Blow Molding and Blown Film, and Rotational Molding processing, and polymeric material selection for these plastics processing equipment and techniques. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **PLM 076**

#### **Plastics Manufacturing**

This course develops an understanding of plastics manufacturing operations considerations. Overview of plastics manufacturing facilities, operations, process flow, organization, safety, quality assurance, and business economics is provided. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

## **POLITICAL SCIENCE (POS---)**

### **POS 160**

#### **American National Government**

##### **IAI S5 900**

The fundamental principles of the American Government are summarized. Such topics as federalism, civil liberties, citizenship, parties and elections, the Presidency, Congress, Judiciary, and national policies and politics are discussed within the framework of the American Constitutional system. (3 credits, 3 Lecture)

### **POS 162**

#### **State/Local Govern**

##### **IAI S5 902**

Focuses on legal authority, structure, leadership and functions of state, county, city, township, and special district governments. The Illinois state constitution is analyzed. (3 credits, 3 Lecture)

## **POS 264**

### **Intro/Internatl Rel**

#### **IAI S5 904N**

An examination of the nation-state system and the sources of conflict in the international community. Comparative political economic systems are studied, as well as the rise of multi-national corporation and international organizations. (3 credits, 3 Lecture)

## **PRACTICAL NURSING (PNC---)**

### **PNC 049**

#### **Found of Nursing**

An introduction to human anatomy and physiology beginning at the molecular level. Nutrition essentials are covered. These topics are related to nursing and disease prevention, promotion, maintenance and restoration. Course Level Fee 3 (6 credits, 6 Lecture)

### **PNC 050**

#### **Practical Nursing I**

Introduces the Practical Nurse's role as care provider and member of the interdisciplinary healthcare team. Includes concepts to provide a foundation for developing the knowledge, skills, and attitudes of the Practical Nurse. Course Level Fee 4 (10 credits, 7 Lecture, 2 Lab/Lab-Discussion, 6 Clinical Hours)

### **PNC 052**

#### **Practical Nursing II**

*Prerequisite:* PNC 049 and PNC 050

Further develops the Practical Nurse's role and the development of the knowledge, skills, and attitudes needed to promote, maintain, and restore health for diverse populations. Clinical assignments expose students to a variety of settings and progress from simple to complex. Course Level Fee 4 (15 credits, 11 Lecture, 2 Lab/Lab-Discussion, 9 Clinical Hours)

### **PNC 053**

#### **Basic Pharmacology I**

*Prerequisite:* Admission to PN Program

*Corequisite:* PNC 052

The nursing process and the role of drug therapy in the prevention of disease, promotion of health and treatment of disease provides the framework in this study of pharmacology and the administration of medication. Course Level Fee 3 (2 credits, 2 Lecture)

### **PNC 054**

#### **Practical Nursing III**

*Prerequisite:* PNC 052 and PNC 053

Continuation of PNC 052 to further develop the Practical Nurse's role and development of knowledge, skills, and attitudes needed to provide health promotion, maintenance, and restoration for diverse populations. Clinical assignments progress. Includes leadership and preparation for entering the workforce. Course Level Fee 4 (7 credits, 5 Lecture, 6 Clinical Hours)

### **PNC 055**

#### **Basic Pharmacology II**

*Prerequisite:* PNC 053

*Corequisite:* PNC 054

Continuation of PNC 053. The nursing process and the role of drug therapy in the prevention

of disease, promotion of health and treatment of disease provides the framework in this study of pharmacology and the administration of medication. (1 credits, 1 Lecture)

## **PRINT TECHNOLOGY (PMT---)**

### **PMT 050**

#### **Print Technology I**

This course provides a basic overview of the printing industry and the printing process from small job shops to large employer. (3 credits, 3 Lecture)

### **PMT 052**

#### **Print Technology II**

*Prerequisite:* PMT 050

Using Print Technology I as a basis for information this course outlines the overview of the industry but with emphasis on the various print processes. (3 credits, 3 Lecture)

### **PMT 054**

#### **Electronic Prepress**

*Prerequisite:* PMT 050 and PMT 052 or consent of instructor

This course provides a basic overview with a working understanding of the printing industry and the printing process and the knowledge it takes to go from idea to reality using Electronic Prepress techniques. Course Level Fee 1 (6 credits, 12 Lab/Lab-Discussion)

### **PMT 074**

#### **Print Technology Seminar**

*Prerequisite:* CIS 090 or CIS 097

Designed as an introduction to Print Technology and Desktop Publishing apprenticeship. Consists of an overview of print process and techniques used in the print industry. Focuses on print terminology and hands-on experience. (1 credits, 1 Lecture)

## **PROGRAMMABLE LOGIC CONTROLLERS (PLC---)**

### **PLC 040**

#### **Fundamentals of Instrumentation**

Fundamentals of instrumentation: Basic types of sensors, actuators, and controls used in instrumentation are studied. (3 credits, 3 Lecture)

### **PLC 050\***

#### **PLC I-Allen Bradley SLC5/0x**

This course covers basic PLC operation and programming using RsLogix 500 software and Allen Bradley SLC 5/0x processors. Topics include: Serial and Ethernet communications, Basic ladder design, Input-Output, Timers, Counters, Batch Processes, Shift registers, Sequencers, Word compare, Math, and hardware. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### **PLC 060\***

#### **PLC II-Allen Bradley SLC5/0x**

*Prerequisite:* PLC 050

This course covers advanced topics of the Allen Bradley SLC 50/x series PLCs operation and programming using Rslogix500 software and Allen Bradley SLC-5/0x PLCs. Topics

include Analog I/O (Scaling, Ramping, PID), advance Math, Data handling instruction, and program flow. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

## **PSYCHOLOGY (PSY---)**

### **PSY 271**

#### **Intr/Psychology**

#### **IAI S6 900**

Focuses on psychology as a science, introducing Concepts, research methods and research in a variety of subfields, including neuroscience, sensation and perception, consciousness, learning and memory, cognition, motivation and emotion, development, personality, disorders and therapy, and social psychology. (3 credits, 3 Lecture)

### **PSY 272**

#### **Intimate & Family Relationships**

Examines how intimate relationships are formed maintained and how they sometimes fail. Theory, research methods and research on attraction, parenthood, multigenerational families, communication, interdependency, love, sexuality, conflict, power and violence. Explores the changing views of sexuality, families and marriage. (3 credits, 3 Lecture)

### **PSY 273**

#### **Abnormal Psychology**

#### **IAI PSY 905**

*Prerequisite:* PSY 271

Takes an integrative approach to psychopathology. Areas of study include research methods; clinical assessment and diagnosis; descriptions, causes, and treatments of the major psychological disorders; and legal and ethical issues in abnormal psychology. (3 credits, 3 Lecture)

### **PSY 274**

#### **Child Development**

#### **IAI S6 903**

Study of theories and research methods used to study development, from conception to adolescence. Topics include physical, sensory and perceptual, cognitive, language, emotional, social, and gender development, as well as family, peer, and institutional influences on development. (3 credits, 3 Lecture)

### **PSY 275**

#### **The Psychology of Maturity and Old Age**

#### **IAI S6 905**

*Prerequisite:* PSY 271

Study of theories, research methods and findings in the physical, cognitive, and social-emotional development of individuals past middle age. (3 credits, 3 Lecture)

### **PSY 277**

#### **Social Psychology**

#### **IAI PSY908**

*Prerequisite:* PSY 271

Study of social behavior including research methods, attitude formation and changes, social cognition, interpersonal relations, group processes, and social influences. (3 credits, 3 Lecture)

**PSY 279****Human Dev/Life Span****IAI S6 902**

Study of theories, research methods and findings in physical, cognitive, and social-emotional development from conception through death. (3 credits, 3 Lecture)

## **RADIO-TV BROADCASTING (RTV---)**

**RTV 070****Radio Production Lab**

*Prerequisite:* RTV 160

The further application of the techniques of good broadcasting is covered including announcing, writing, managing, and working for a station image. Operation of various automation systems, along with air work on the college radio station is emphasized. Course Level Fee 2 (5 credits, 1 Lecture, 8 Lab/Lab-Discussion)

**RTV 072****Fall Sportscasting**

This course is designed to give a background in announcing various sporting events. Experience includes broadcasting fall sports at local high schools and Lake Land College on WLKL, Lake Land College's radio station. Training of broadcast equipment is also included. Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

**RTV 073****Spring Sportscasting**

This course is designed to improve basketball, baseball and softball announcing skills. Training and practice of sportscasting continues with coverage of Lake Land College and high school sporting events on WLKL, Lake Land College's radio station. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

**RTV 082****Fall Athletic Announcing**

This course is designed to refine sports announcing skills. Experience includes broadcasting fall sports at local high schools and Lake Land College on WLKL, Lake Land College's radio station. Training of broadcast equipment is also included. Course Level Fee 1 (1 credits, 2 Lab/Lab-Discussion)

**RTV 083****Spring Athletic Announcing**

This course is designed to enhance basketball, baseball and softball announcing skills. Experience includes broadcasting high school and Lake Land College sports on WLKL, Lake Land College's radio station. The fundamentals of play-by-play color commentary, analysis, and interviewing are included. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

**RTV 150****Introduction to Broadcasting****IAI MC 914**

Emphasis is placed on all aspects of the broadcasting industry including history, digital radio, high definition television, programming, the FCC, advertising, and responsibility to society. A brief explanation of the technical

operations of a station is presented. (3 credits, 3 Lecture)

**RTV 155****Radio TV Announcing****IAI MC 918**

The principles of broadcast announcing are discussed and are applied to reading commercials, news, voice tracking, sports, and on-air music announcing. Interviewing techniques and the relationship between the announcer and the public are included. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**RTV 160****Radio Station Operation****IAI MC 915**

A practical demonstration course to begin "on air" work. In addition to air time, other duties such as news gathering, production, programming, etc. are assigned. Reading meters, filling out operating logs and editing audio are also incorporated. Course Level Fee 2 (5 credits, 2 Lecture, 6 Lab/Lab-Discussion)

**RTV 165****Broadcast Writing****IAI MC 917**

The principles of broadcast journalism and copy writing are presented along with oral style, editing, rewriting stories, and writing commercials that sell. The legal aspects of libel and slander are discussed. Course Level Fee 2 (4 credits, 4 Lecture)

**RTV 175****Broadcast Sales**

Broadcast selling principles from the Radio Advertising Bureau are presented. Conducting a client needs analysis and servicing an account are stressed. Analysis of surveys is included. The Radio Marketing Professional national exam is given as part of the course. Course Level Fee 2 (3 credits, 3 Lecture)

**RTV 180****Basic TV Production****IAI MC 916**

The course is designed to acquaint students with various aspects of professional TV studio production. Technical proficiency in basic camera operation direction and non-linear editing are stressed. Actual production of interviews, commercials, and news are included. Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

**RTV 185****Advanced Radio Production**

*Prerequisite:* RTV 070

In this course students polish the skills and techniques of boardwork, announcing, voice tracking, news and sports writing, and production. The importance of promotion, management of station personnel, and programming a station for profit are stressed. Course Level Fee 2 (4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

**RTV 190****Basic Animation****IAI MC924**

Students will be introduced to the newest trends in Multimedia Technology. Emphasis will be placed on developing aptitude in DVD

authoring, postproduction software, animation, streaming media, shooting video, editing, lighting, and audio. The course will be primarily project based. Course Level Fee 1 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **READING (RDG---)**

**RDG 007\*****Fundamentals of Reading**

Required of students who need additional preparation before enrolling in RDG 009. Essentials of Reading. Emphasis is placed on basic reading skills including phonics, spelling, vocabulary, comprehension and critical reading. Placement determined by assessment. (Repeatable 3 Times) Course Level Fee 2 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

**RDG 009\*****Essentials in Reading**

*Prerequisite:* RDG 007 Minimum grade of 'C' or better or placement determined by assessment.

Required of students who need additional preparation before enrolling in Reading and Study Skills (RDG 050). Emphasis is placed on six competencies, a personal reading plan, and a computerized prescriptive reading program. (Repeatable 3 Times) Course Level Fee 2 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

**RDG 013****Preparation for ACT/SAT**

Designed to prepare students taking the ACT/SAT exams. Emphasis is placed on performance skills in word usage, math, reading in the content areas, and natural science. (This course does not apply toward an Associate Degree) (1 credits, 1 Lecture)

**RDG 050\*****Reading and Study Skills I**

*Prerequisite:* RDG 009 with a grade of 'C' or higher or placement determined by assessment

Designed to improve reading-study skills with major emphasis on comprehending college textbooks. Stress is placed on techniques for improving individual skills in listening, note-taking, study-type reading, time management, perception, library access, test-taking, memory, flexible rate, skimming/scanning. This course does not apply toward an Associate Degree. (Repeatable 3 Times) Course Level Fee 2 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

**RDG 051****CTE Reading-Study Skills**

*Prerequisite:* RDG 009 with a grade of 'C' or higher or placement determined by assessment

This course is designed to improve reading-study skills with emphasis on comprehending textbooks and contextualized course work. It will include multiple context methods for improving technical reading. This course does not apply toward an Associate degree. Course Level Fee 2 (2.5 credits, 2 Lecture, 1 Lab/Lab-Discussion)

## SERVICE LEARNING (SLN---)

### SLN 200

#### Community Service

A course based on a multi-disciplinary project coordinating community service efforts through an established organization. Individual students self-assess their learning outcomes and make applications to personal educational goals, establishing a sense of community commitment. (Variable Credit 0.5/3 credits, 3 Lecture)

## SHORT TERM STUDY ABROAD (STA---)

### STA 200\*

#### Short Term Study Abroad

This course serves as an introduction to short-term study abroad opportunities. It will focus on the various challenges of traveling and learning in another country, cultural awareness, cross-cultural sensitivity, intercultural communication, and adaptability to a new culture. (Repeatable 3 Times) (Variable Credit 0.5/4 credits, 4 Lecture, 6 Lab/Lab-Discussion)

## SOCIAL SCIENCE (SOS---)

### SOS 050

#### Human Relations

Provides an understanding of the human mechanism when associated with interpersonal relationships on the job. Emphasis is placed on vocational problems connected with motivation, communication, perception and how to work with others. (2 credits, 2 Lecture)

### SOS 052

#### Workplace Communication/Safety

Provides an understanding of the human mechanism when associated with interpersonal relationship on the job. Emphasis placed on vocational motivation, communication and perception, along with Red Cross CPR/AED/First Aid training to enhance safety and response skills in a workplace emergency. Course Level Fee 3 (3 credits, 3 Lecture)

### SOS 099

#### American Culture

This course will provide a survey of the major intellectual, literary and cultural developments in the United States from the colonial period to the present. The course mainstreams the contributions of America's diverse cultural constituency. (3 credits, 3 Lecture)

### SOS 235

#### Death and Dying

This course focuses on the psychological and sociological effects of dying and death in our modern American Culture. Major areas studied are: psychological changes a dying person experiences; survivors and grief; death and the child; the funeral; demography of death; contemporary issues. (3 credits, 3 Lecture)

### SOS 283

#### Introduction to Research Methods

*Prerequisite: Placement by assessment or MAT 006 with a minimum grade 'C' or ENG 120 with a minimum grade of 'C'.*

Examination of social science research methods from theoretical, applied and ethical points of view. Acquaints students with qualitative and quantitative techniques and procedures used to measure human behavior, gather and analyze data, and evaluate and report on findings. Course Level Fee 2 (3 credits, 3 Lecture)

## SOCIOLOGY (SOC---)

### SOC 280

#### Introduction to Sociology

#### IAI S7 900

Study of human interaction focusing on social influences shaping personality, structure and dynamics of human society. Topics include: sociological perspective, culture, society, social interaction; social change in global perspective; socialization; families; social class; and social stratification; race and ethnicity; and deviance. (3 credits, 3 Lecture)

### SOC 282

#### Social Problems

#### IAI S7 901

An issue oriented course. Among the issues covered are how sociologists view social problems, the changing family, poverty, race and ethnic relations, aging, crime and criminal justice, human sexual behavior, problems of physical and mental illness, urban problems, and other areas based upon student interests. (3 credits, 3 Lecture)

### SOC 284

#### Sociology/Deviant Behavior

Nature and dynamics of deviant behavior. The course includes theories of deviance, social control and forms of deviant behavior. Forms may include drug use, sexual behavior (prostitution and pornography), personal violence, crime and delinquency and mental disorders. (3 credits, 3 Lecture)

### SOC 286

#### Racial and Ethnic Groups

#### IAI S7 903D

An examination of American racial and ethnic diversity with an attempt to understand racial and ethnic relations. The examination is made emphasizing the sociological perspective while including material from the other social sciences. (3 credits, 3 Lecture)

### SOC 288

#### Sociology of Sexuality & Gender

This course examines sociological concepts, theories, and research related to gendered issues. It explores development of gender cross-culturally, and consequences of dividing society along gendered lines. Topics: gender socialization, culture of gender, differences in gendered experiences in major institutions. (3 credits, 3 Lecture)

### SOC 290

#### Sociology of Family

#### IAI S7 902

This course examines the major sociological concepts, theories, and research related to marriage, family, and increasing diversity of family types. Special emphasis will be on theorizing family, gender, parenting, balance work and family, and social problems interrelated to family life. (3 credits, 3 Lecture)

## SPEECH (SPE---)

### SPE 111

#### Intro to Speech Communication

#### IAI C2 900

Focuses on the fundamental principles and methods of selection, analyzing, organizing, developing and communicating information, evidence, and points of view to audiences. (3 credits, 3 Lecture)

### SPE 200

#### Interpersonal Communication

Principles and practices of oral communication emphasizing message formation and delivery, listening, perception, awareness of verbal and non-verbal codes, and managing conflict. (3 credits, 3 Lecture)

### SPE 213

#### Intro/Group Discussion

Focuses on the principles and application of public and closed group discussions with emphases on purposes and common forms, critical analyses and participation. (3 credits, 3 Lecture)

### SPE 220

#### Persuasive Speaking

Studies audience attitudes, logical lines of reasoning, and emotional appeals used in causing an audience to accept different views or to adopt recommended courses of actions. (3 credits, 3 Lecture)

### SPE 244

#### Intro to Acting

#### IAI TA 914

Focuses on approaches to acting with emphasis on basic techniques and the development of character as it relates to the role. (3 credits, 3 Lecture)

## STRATEGIES FOR SUCCESS (SFS---)

### SFS 101

#### Strategies for Success

Designed to improve student performance in college and beyond. Topics include: college resources; identification of college and career goals; implementation of study, note-taking, and test-taking strategies; and development of life management skills including time management, stress management, and relationship skills. (2 credits, 2 Lecture)

### SFS 102

#### Strategies for Money Management

Students will explore basic economic principles, financial literacy, and personal money management. Topics include budgets, financial institutions, interest, saving, credit and creditors' marketing tactics, managing debt, identity theft, insurance, investing, taxes, estate planning, and retirement. (2 credits, 2 Lecture)

### SFS 103

#### Life Strategies

Designed to assist students in improving critical thinking skills to enhance life successes. An emphasis will be placed on career and transfer advancement. Learning focused on designing effective goals and creating a successful life plan. (2 credits, 2 Lecture)

## TECHNOLOGY (TEC---)

### TEC 039\*

#### Technology Seminar

Fundamentals, principals, and practices of Industrial technology. Covers basic through advanced procedures associated with current technology. Advanced work is adjusted to special interest groups. (Repeatable 3 Times) (Variable Credit 0.5/3 credits, 3 Lecture)

### TEC 040

#### Blueprint Reading for Industry I

Fundamentals, principles, and practices involved in producing and reading industrial blueprints. Covers basic through advanced blueprint reading and basic drafting procedures. Advanced work is adjusted to special interest groups. (2.5 credits, 2.5 Lecture)

### TEC 043

#### Industrial Safety

Designed to give the student basic information and procedures concerning industrial safety awareness and accident prevention. Course Level Fee 3 (1 credits, 1 Lecture)

### TEC 044

#### Basic Tech Science

*Prerequisite:* TEC 048 or consent of instructor

Involves activities relating to (1) basic properties of matter, (2) speed and acceleration, (3) mechanics, (4) electricity and (5) miscellany. Automotive applications are emphasized and memorization minimized. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

### TEC 045

#### Introduction to Drafting

Presents basic drafting skills and concepts preparatory to advanced drafting and computer-aided drafting courses. Portable drafting instruments will be required. Course Level Fee 1 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### TEC 046

#### Manufacturing Skills I

Develops a basic understanding of units of measurement and measurement techniques used in the manufacturing industry. Fundamentals of creating technical drawings and various manufacturing skills. Research in careers, history and current events in the manufacturing industry. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### TEC 047

#### Manufacturing Skills II

*Prerequisite:* TEC 046

Continuation of TEC 046. Students continue study of hydraulics, pneumatics, electrical systems, mechanical drive systems, automated material handling (robotics), quality control systems, machining, and computer aided drafting. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### TEC 048

#### Applied Shop Computations

Focuses on basic arithmetic and calculations necessary for solving shop oriented problems involving geometric figures, formulas and algebra. Students draw graphs. A scientific calculator is required, so there is little or no memorization. (3 credits, 3 Lecture)

### TEC 049

#### Manufacturing Skills III

*Prerequisite:* TEC 047

This class is a continuation of TEC 047. Heaviest concentration is on electrical theory, motors and controls. Additional time will be spent on Quality Assurance, Fluid Power, and Mechanical Drive Systems. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### TEC 050

#### Technical Math I

Fundamentals of basic arithmetic, calculator usage, algebra, geometry and right angle trigonometry. (2 credits, 2 Lecture)

### TEC 051

#### Manufacturing Skills IV

*Prerequisite:* TEC 049

This class is a continuation of TEC 049. Heaviest concentration is on Programmable Logic Controllers. Additional time will be spent on Fluid Power, Mechanical Drive Systems, and Electrical Motor Controls. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### TEC 052

#### Technical Math II

*Prerequisite:* TEC 050

Offers the student an in-depth study of algebra including factoring, solving linear systems, quadratic equations and exponents. (2 credits, 2 Lecture)

### TEC 053\*

#### Technical Project Management

This course is designed to provide a technical foundation for Project Management. Students will evaluate comprehensive samples of various tools and techniques for industrial project, program, and portfolio management that achieve organizational success. (3 credits, 3 Lecture)

### TEC 054

#### Technical Math III

*Prerequisite:* TEC 052

Offers the student a more in-depth study of trigonometry plus logarithms, complex numbers and functional variation. (2 credits, 2 Lecture)

### TEC 055\*

#### Special Topics in Technology

Fundamentals, principals, and practices of Industrial Technology. Covers basic through advanced procedures associated with current technology. Advanced work is adjusted to special interest groups. (Repeatable 3 Times) (Variable Credit 0.5/5 credits, 5 Lecture)

### TEC 056

#### Technical Math IV

*Prerequisite:* TEC 054

Familiarizes the student with the basic concepts of analytical geometry and statistics. (2 credits, 2 Lecture)

### TEC 057\*

#### Introduction to Renewable Energy

This course provides students with an introduction to forms of renewable energy, how it is produced and utilized. Topics include photovoltaic, solar, and wind energy production. (Repeatable 3 Times) (3 credits, 3 Lecture)

### TEC 058\*

#### Alternative Energy

This course provides students with an introduction to forms of alternative energy. Topics include hydrogen, fuel cells, electric powered vehicles, and other emerging green technologies. (Repeatable 3 Times) (3 credits, 3 Lecture)

### TEC 059\*

#### Energy Management

Successful completion of this course prepares participants to assess and improve homes according to current industry standards for residential building weatherization. It includes blower-door testing and recommended weather sealing techniques to achieve improved resident comfort and energy cost savings. (Repeatable 3 Times) Course Level Fee 2 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

### TEC 060

#### Analytical Mechanic

*Prerequisite:* TEC 052

Enables the student to analyze forces acting on structural elements and rigid bodies. The concepts of stress and strain in structural materials is introduced. Course Level Fee 1 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### TEC 063

#### Electric Power Distribution

*Prerequisite:* EET 050 and TEC 054

Fundamentals of the electric power distribution and transmission system, infrastructure components, power flows, and system reliability. (3 credits, 3 Lecture)

### TEC 064\*

#### Bioenergy

Fundamentals of energy use and production from biogas, biofuels, and biomass including production methods and domestic and industrial uses. (Repeatable 2 Times) (3 credits, 3 Lecture)

### TEC 066\*

#### Resource Sustainability

This course will examine sustainable energy generation and use, housing sustainability, water use, recycling, resource reduction, and cultural issues relating to lifestyles of health and sustainability. (Repeatable 3 Times) (3 credits, 3 Lecture)

### TEC 068\*

#### Sp Topics Renewable Energy

This course will examine fundamentals, principles, practices, and issues associated with special topics in renewable energy. It covers basic through advanced issues and topics associated with sustainability and the renewable energy field. Advanced coursework is adjusted to special interest groups. (Repeatable 3 Times) (Variable Credit 0.5/5 credits, 5 Lecture)

## TEC 070

### Properties of Metal

Familiarizes the student with the need for heat treatment of metals and the processes and techniques used and the resulting effects. Also includes a study of the machinability of metals and the contributing physical and metallurgical factors. (2.5 credits, 2.5 Lecture)

## TEC 071\*

### OSHA General Safety

This OSHA safety course provides entry level construction or general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent hazards on a job site. (Repeatable 3 times) Course Level Fee 2 (0.5 credits, 0.5 Lecture)

## TEC 076

### Inspection and Quality Control

*Prerequisite: TEC 040 or consent of instructor*

The study of inspection processes and quality control system in manufacturing. Topics include: measurement, gauging, geometric tolerancing, documentation, specifications and statistical quality control. (3 credits, 3 Lecture)

## TEC 077

### Unmanned Aircraft Systems I

This course covers components and guidelines for flying Unmanned Aircraft Systems (UAS). An evaluation of uses of this tool in agriculture, construction, land surveying, are discussed. Licensing and proper protocols of the aircraft are explained. Course Level Fee 2 (2 credits, 1.5 Lecture, 1 Lab/Lab-Discussion)

## TEC 080

### Strength/Materials

*Prerequisite: TEC 060*

Develops the student's ability to analyze structural elements subjected to various types of loading. Various means of joining structural elements are also covered. (4 credits, 4 Lecture)

## TEC 090

### Education-To-Careers

This course provides students with orientation for transitioning from education to careers including interview techniques, resume writing, job search strategies, personal growth and finance. (3 credits, 3 Lecture)

## TEC 103

### Engineering Graphics

#### IAI EGR 941

This course provides an introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Drafting equipment and workbook are required. CAD software is used in this course. Course Level Fee 1 (3 credits, 1 Lecture, 5 Lab/Lab-Discussion)

## TELECOMMUNICATIONS (TEL---)

### TEL 051

#### Networking Basics

*Corequisite: EET 060 or consent of instructor*

Provides the student with a basic understanding of networking, OSI model, industry standards, and IP addressing. Emphasis placed on hands on learning. Course Level Fee 1 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### TEL 053

#### Switching and Routing

*Prerequisite: TEL 052*

Provides the student with an understanding of LAN switching and advanced router configurations. Emphasis placed on hands on learning. (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)

### TEL 096

#### Telecommunications Seminar

The student will be introduced to the local employers and experts in telecommunications and hear their thoughts on the issues that effect the telecommunication industry. (1 credits, 1 Lecture)

### TEL 097

#### Telecommunications S.O.E.

*Prerequisite: Sophomore standing in the Telecommunications (093) program*

Designed to provide the student with work experience in the field of major while maintaining contact with the instructor for review and assistance. (3 credits, 15 Lab/Lab-Discussion)

## TRANSFER ELECTIVES (ELE---)

### ELE 000

#### Career Elective

(Variable Credit 0.5/20 credits, 0.5 Lecture)

### ELE 001

#### Transfer Elective

(Variable Credit 0.5/20 credits, 0.5 Lecture)

### ELE PREQ

Course for Prerequisite (3 credits, 3 Lecture)

## TUTORING AND TESTING CENTER (TUT---)

### TUT 010\*

#### Math Anxiety

(Repeatable 3 Times) (2 credits, 2 Lecture)

### TUT 013\*

#### Basic Memory Dynamics

(Repeatable 3 Times) (0.5 credits, 0.5 Lecture)

### TUT 023

#### Test Taking Strategies

(Repeatable 3 Times) (1 credits, 1 Lecture)

### TUT 026

#### Relieving Computer Anxiety

(Repeatable 3 Times) (0.5 credits, 0.5 Lecture)

## WELDING (WEL---)

### WEL 042

#### Introduction to Welding

This course prepares students to identify, obtain and keep jobs in the welding field. Demonstrating appropriate work behaviors, developing effective working relationships with others, practicing work related communication skills, understanding roles, business images and adapting to change. (3 credits, 3 Lecture)

### WEL 044

#### Metal Identification

This course prepares students to identify ferrous and non-ferrous metal using various test procedures, Procedures for identifying low, medium and high carbon steel are also covered. Course Level Fee 1 (1 credits, 0.5 Lecture, 1 Lab/Lab-Discussion)

### WEL 045

#### Oxy-Acetylene Welding

This course prepares students to manipulate, set-up and make acceptable welds in various positions using oxy-acetylene equipment. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### WEL 046

#### Metal Cutting Processes

This course covers the processes for cutting metal with oxy-acetylene and plasma cutting equipment and gouging with air carbon arc equipment. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### WEL 047

#### Shielded Metal Arc Welding I

*Prerequisite: WEL 057*

This course provides an introduction to shielded metal arc welding. Students learn to set up equipment, identify electrodes, strike and run beads in the flat position. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

### WEL 048

#### Shielded Metal Arc Welding II

*Prerequisite: WEL 057 and WEL 047*

In this course students learn to perform single and multiple pass welds with shielded metal arc welding equipment in all positions. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

### WEL 049

#### Shielded Metal Arc Welding III

This course requires students to weld in all positions using SMAW equipment. These welds must pass a guided bend test. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

### WEL 053

#### Gas Tung Arc Welding/Alum

*Prerequisite: WEL 057 and WEL 061*

Prepares students with the necessary knowledge and skills for employment in industry. Emphasis is placed on gas tungsten arc welding processes for aluminum. Prepare welding joints in the flat, horizontal, and vertical positions. Course Level Fee 3 (4 credits, 1 Lecture, 6 Lab/Lab-Discussion)

## **WEL 054**

### **Gas Tung Arc/Ss**

*Prerequisite: WEL 057 and WEL 061*

Prepares students with necessary knowledge and skills for employment in industry. Emphasis is placed on gas tungsten arc welding processes for stainless steel. Prepare welding joints of stainless steel in the flat, horizontal, and vertical positions. Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **WEL 055\***

### **Pipefitting & Welding**

*Prerequisite: WEL 057 and WEL 048*

This is a basic course in pipefitting and welding equipment and safety. Topics include: fabrication and installation of industrial piping systems, pipe layout and welding techniques/applications. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 1 Lecture, 4 Lab/Lab-Discussion)

## **WEL 056\***

### **Metal Cutting and Fabrication**

This course is designed to provide an understanding of metal cutting and fabricating processes and weld joint design. (Repeatable 3 Times) Course Level Fee 3 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## **WEL 057**

### **Welding Fundamentals**

Course will cover basic welding processes, including: Oxy-Acetylene welding, Arc welding, Cutting and Brazing. Course Level Fee 3 (2.5 credits, 1 Lecture, 3 Lab/Lab-Discussion)

## **WEL 058**

### **Gas Metal Arc Welding I**

*Prerequisite: WEL 057*

This course introduces gas metal arc welding procedures and equipment. Students learn to perform single and multiple pass welds in the flat position with gas metal arc welding equipment. Course Level Fee 1 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

## **WEL 059**

### **Gas Metal Arc Welding II**

*Prerequisite: WEL 057 and WEL 058*

This course teaches students to perform gas metal arc welds in the horizontal, vertical and overhead positions using single and multiple pass welds. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

## **WEL 060**

### **Gas Metal Arc Welding III**

*Prerequisite: WEL 059*

Students in this course must prepare gas metal arc and flux core welds which pass guided bend tests. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

## **WEL 061**

### **Gas Tungsten Arc Welding**

*Prerequisite: WEL 057*

This course introduces students to gas tungsten arc welding equipment and procedures. Welds are prepared in flat, horizontal and vertical positions on both ferrous and non-ferrous metals. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

## **WEL 062**

### **Welding Blueprint Read/Layout**

This course teaches students to read and interpret welding symbols and blueprints and to perform a minor welding layout. Math skills especially fractions are emphasized, reviewed and reinforced throughout this course. Course Level Fee 1 (3 credits, 0.5 Lecture, 5 Lab/Lab-Discussion)

## **WEL 063**

### **Advanced Welding**

*Prerequisite: WEL 057*

Course will cover advanced procedures of processes related to welding. MIG, TIG, plasma torch, and arc welding. Course Level Fee 2 (2 credits, 0.5 Lecture, 3 Lab/Lab-Discussion)

## **WEL 074**

### **Welding S.O.E.**

*Prerequisite: WEL 057*

Welding supervised occupational experience in a welding shop or work related manufacturing company position. Course Level Fee 2 (Variable Credit 0.5/5 credits, 25 Lab/Lab-Discussion)

## **WIND TECHNOLOGY (WND---)**

### **WND 040\***

#### **Introduction to Wind Technology**

This course provides students with an understanding of basic wind technology concepts. Topics include turbine parts and operation, anemometry data collection and analysis, and evaluation of basic turbine technology. (Repeatable 3 Times) (3 credits, 3 Lecture)

### **WND 041\***

#### **Wind Technology Maintenance I**

*Prerequisite: WND 040 and MET 040 and MET 042 and TEC 048 or WND 040 and EET 040 and EET 050 and TEC 050 and TEC 052;*

This course introduces students to wind turbine maintenance. Lectures focus on gearbox and electrical system maintenance while the labs focus on tools, climbing and safety. (Repeatable 3 Times) Course Level Fee 2 (3 credits, 2 Lecture, 2 Lab/Lab-Discussion)



# COLLEGE PERSONNEL

## ADMINISTRATION

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#### **Jonathan (Josh) Bullock**

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M.B.A., University of Wisconsin  
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Chief of Police  
Executive Management Course  
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FBI National Academy, Quantico,  
VA – 10 week course

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M.B.A., Western Illinois University

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Master Gardener

**Matthew Bryan**

Custodian

**Larissa Byrum**

Custodian

**Richard Donovan**

Custodian

**Ahmed Hadjaoui**

Custodian

**Don Hardwick**

Groundskeeper

**Jarold Jennings**

Custodian

**William Kearns**

Maintenance II

**Daniel Kingery**

Custodian

**David Matherly**  
Maintenance I

**Pamela Mayer**  
Lead Custodian

**Roger Misenheimer**  
Maintenance I

**Scott Mummel**  
Custodian

**Shelby Musselman**  
Custodian

**Elizabeth Pinner**  
Custodian

**James Shoot**  
Groundskeeper

**Jody Shriver**  
Maintenance II

**Jay Snyder**  
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**Dalton Todd**  
Custodian

**Benjamin Tomasello**  
Custodian

**Laura Tucker**  
Custodian

**Diana White**  
Custodian

## INSTITUTIONAL SUPPORT STAFF

**Jasmine Ballard**  
Emergency Services Program Coordinator

**Tammy Bloemer**  
Outreach Advisor/Mentor  
TRIO Destination College

**Mercury Bowen**  
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**Eric Brandenburg**  
Alternative Education Instructor

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Kluthe Site Technician

**Braddi Browning**  
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**Amy Clarey**  
Alternative Education Caseworker

**Connie Compton**  
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**Jessica Daugherty**  
Financial Aid Verification Specialist

**Madison Delks**  
Community Outreach Coordinator

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**Darren Feldkamp**  
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Marketing Publication  
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**Lisa Shumard-Shelton**  
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**Vacant**  
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& Special Events Coordinator

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Student Services Specialist III – Admissions

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**Garry Scott**  
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**David Altig**

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**Danielle Barker**

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**Harry Bell**

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**Brian Bender**

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**William L. Nolen**  
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**Lisa Shook**  
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**Eric Simmons**  
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**Adam Smart**  
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**Latrina Spence**  
Correctional Cosmetology Instructor

**Kevin Spiller**  
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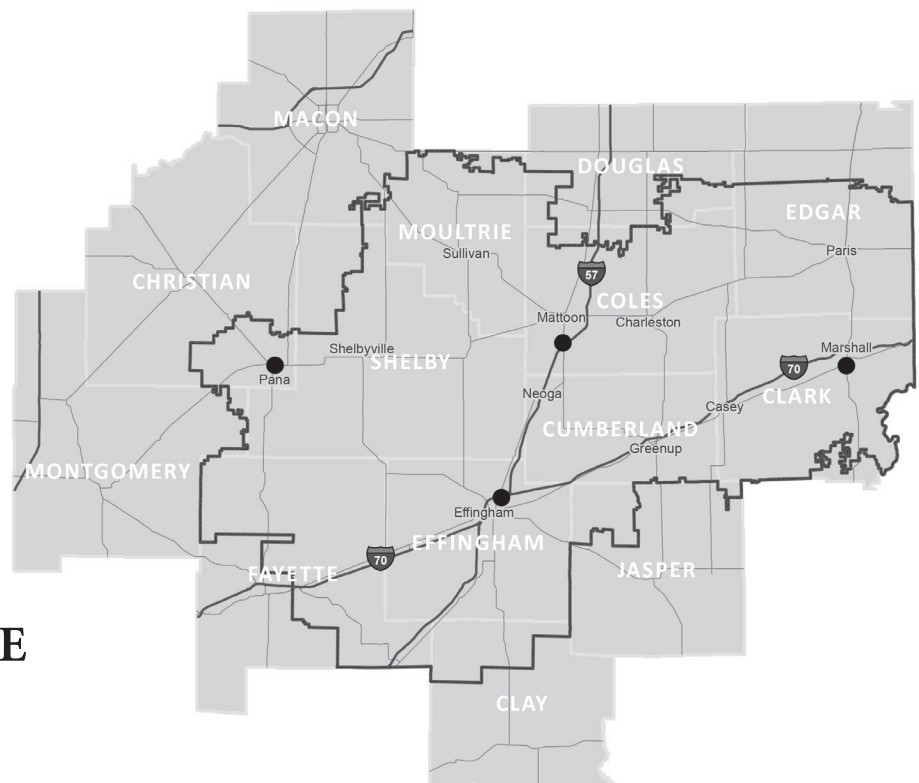
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**Casey White**  
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**Jason Winkleman**  
Correctional Construction  
Management Instructor

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**Matthew Ziccardi**  
Correctional Horticulture Instructor



## LAKE LAND COLLEGE DISTRICT #517



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