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## (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                                       |              |
|---|--------------|---|--------------|
| <b>First</b>  |              | <b>First</b>                                      |              |
| <b>Semester</b>                                     | <b>Hours</b> | <b>Semester</b>                                   | <b>Hours</b> |
| ENG-120 Composition I *                             | 3.0          | SPE-111 Intro to Speech Communication             | 3.0          |
| PSY-271 Intr/Psychology                             | 3.0          | PSY-277 Social Psychology *                       | 3.0          |
| Mathematics (IAI M) ^^ *                            | 3.0          | --- --- Humanities and Fine Arts (IAI H or IAI F) | 3.0          |
| --- --- Physical and Life Sciences (IAI P or IAI L) | 4.0          | --- --- Electives ^^                              | 6.0          |
| --- --- Humanities and Fine Arts (IAI H)            | 3.0          | <b>SEMESTER TOTALS</b>                            | <b>15.0</b>  |
| <b>SEMESTER TOTALS</b>                              | <b>16.0</b>  |   |              |
| <b>Second</b>                                       |              | <b>Second</b>                                     |              |
| <b>Semester</b>                                     |              | <b>Semester</b>                                   |              |
| ENG-121 Composition II *                            | 3.0          | SOS-283 Introduction Research Methods ^^ or       |              |
| SOC-280 Introduction to Sociology                   | 3.0          | --- --- Elective                                  | 3.0          |
| --- --- Physical and Life Sciences (IAI P or IAI L) | 3.0          | --- --- Electives                                 | 15.0         |
| --- --- Humanities and Fine Arts (IAI F)            | 3.0          | <b>SEMESTER TOTALS</b>                            | <b>18.0</b>  |
| --- --- Elective                                    | 3.0          | <b>TOTAL PROGRAM HOURS</b>                        | <b>64.0</b>  |
| <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.

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

^^ Consult Academic Advisor for appropriate course

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**MATH PATHWAY**



# SECONDARY EDUCATION-BIOLOGY

## (AA.SCED.BIO) ASSOCIATE IN ARTS

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                |                                   |              |
|----------------------------|-----------------------------------|--------------|----------------------------|-----------------------------------|--------------|
| <b>First</b>               |                                   |              | <b>First</b>               |                                   |              |
| <b>Semester</b>            |                                   | <b>Hours</b> | <b>Semester</b>            |                                   | <b>Hours</b> |
| ENG-120                    | Composition I *                   | 3.0          | BIO-116                    | General Zoology *                 | 4.0          |
| MAT-125                    | Statistics *                      | 3.0          | SPE-111                    | Intro to Speech Communication     | 3.0          |
| POS-160                    | American National Government      | 3.0          | --- ---                    | Humanities and Fine Arts (IAI F)  | 3.0          |
| BIO-100                    | Bio Science I                     | 4.0          | EDU-100                    | Introduction to Education ^^      | 3.0          |
| CHM-150                    | General Chemistry I *             | 4.0          | PHY-130                    | College Physics I * +             | 4.0          |
| <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  | <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  |
| <b>Second</b>              |                                   |              | <b>Second</b>              |                                   |              |
| <b>Semester</b>            |                                   |              | <b>Semester</b>            |                                   |              |
| ENG-121                    | Composition II *                  | 3.0          | BIO-225                    | Human Ana/Phys I *                | 4.0          |
| CHM-151                    | General Chemistry II *            | 4.0          | PHY-131                    | College Physics II * +++          | 4.0          |
| --- ---                    | Social/Behavioral Science (IAI S) | 3.0          | HIS-153                    | History/Culture of Third World    | 3.0          |
| BIO-111                    | General Botany *                  | 4.0          | EDU-210                    | Diversity/Schools & Societies     | 3.0          |
| --- ---                    | Humanties and Fine Arts (IAI H)   | 3.0          | --- ---                    | Social/Behavioral Science (IAI S) | 3.0          |
| <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  | <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  |
|                            |                                   |              | <b>TOTAL PROGRAM HOURS</b> |                                   |              |
|                            |                                   |              | <b>68.0</b>                |                                   |              |
| <b>SUGGESTED ELECTIVES</b> |                                   |              |                            |                                   |              |
|                            |                                   |              | BIO-225                    | Human Ana/Phys I *                | 4.0          |
|                            |                                   |              | CHM-243                    | Organic Chemistry I * +           | 4.0          |
|                            |                                   |              | CHM-253                    | Organic Chemistry Lab I * +       | 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 requires a 30-hour practicum experience in addition to classroom lecture hours

+ Course only offered fall semester

+++ Course only offered spring semester

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Faculty Phone: 217-234-5331



MATH PATHWAY

# 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                |                                   |              |
|------------------------|---|--------------|----------------------------|-----------------------------------|--------------|
| <b>First</b>           |   |              | <b>First</b>               |                                   |              |
| <b>Semester</b>        |   | <b>Hours</b> | <b>Semester</b>            |                                   | <b>Hours</b> |
| ENG-120                | Composition I *                           | 3.0          | SPE-111                    | Intro to Speech Communication     | 3.0          |
| MAT-241                | Analytical Geom-Calc I *                  | 5.0          | --- ---                    | Humanities and Fine Arts (IAI F)  | 3.0          |
| CHM-150                | General Chemistry I *                     | 4.0          | PHY-141                    | University Physics II * +         | 4.0          |
| POS-160                | American National Government              | 3.0          | EDU-100                    | Introduction to Education ^^^     | 3.0          |
| --- ---                | Humanities and Fine Arts (IAI H or IAI F) | 3.0          | BIO-100                    | Bio Science I                     | 4.0          |
| <b>SEMESTER TOTALS</b> |   | <b>18.0</b>  | <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  |
| <b>Second</b>          |   |              | <b>Second</b>              |                                   |              |
| <b>Semester</b>        |   |              | <b>Semester</b>            |                                   |              |
| ENG-121                | Composition II *                          | 3.0          | HIS-153                    | History/Culture of Third World    | 3.0          |
| MAT-242                | Analytical Geom-Calc II *                 | 4.0          | --- ---                    | Social/Behavioral Science (IAI S) | 3.0          |
| PHY-140                | University Physics I * +++                | 4.0          | --- ---                    | Electives                         | 8.0          |
| CHM-151                | General Chemistry II *                    | 4.0          | <b>SEMESTER TOTALS</b>     |                                   | <b>14.0</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.

+++ Course only offered spring semester

+ Course only offered fall semester

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

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**MATH PATHWAY**

# 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                |                                   |              |
|------------------------|----------------------------------|--------------|----------------------------|-----------------------------------|--------------|
| <b>First</b>           |                                  |              | <b>First</b>               |                                   |              |
| <b>Semester</b>        |                                  | <b>Hours</b> | <b>Semester</b>            |                                   | <b>Hours</b> |
| ENG-120                | Composition I *                  | 3.0          | SPE-111                    | Intro to Speech Communication     | 3.0          |
| MAT-241                | Analytical Geom-Calc I *         | 5.0          | MAT-243                    | Analytical Geom-Calc III *        | 4.0          |
| CHM-150                | General Chemistry I *            | 4.0          | --- ---                    | Humanities and Fine Arts (IAI F)  | 3.0          |
| POS-160                | American National Government     | 3.0          | PHY-141                    | University Physics II * +         | 4.0          |
| --- ---                | Humanities and Fine Arts (IAI H) | 3.0          | EDU-100                    | Introduction to Education ^^      | 3.0          |
| <b>SEMESTER TOTALS</b> |                                  | <b>18.0</b>  | <b>SEMESTER TOTALS</b>     |                                   | <b>17.0</b>  |
| <b>Second</b>          |                                  |              | <b>Second</b>              |                                   |              |
| <b>Semester</b>        |                                  |              | <b>Semester</b>            |                                   |              |
| ENG-121                | Composition II *                 | 3.0          | BIO-100                    | Bio Science I                     | 4.0          |
| MAT-242                | Analytical Geom-Calc II *        | 4.0          | PHY-142                    | University Physics III +++        | 4.0          |
| PHY-140                | University Physics I * +++       | 4.0          | EDU-210                    | Diversity/Schools & Societies     | 3.0          |
| CHM-151                | General Chemistry II *           | 4.0          | --- ---                    | Social/Behavioral Science (IAI S) | 3.0          |
| <b>SEMESTER TOTALS</b> |                                  | <b>15.0</b>  | <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 spring semester
- + Course only offered fall semester
- ^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours

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**Faculty Phone: 217-234-5331**



**MATH PATHWAY**

# 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                               |              |
|---|--------------|---|--------------|
| <b>First</b>  |              | <b>First</b>                              |              |
| <b>Semester</b>                                     | <b>Hours</b> | <b>Semester</b>                           | <b>Hours</b> |
| ENG-120 Composition I *                             | 3.0          | SPE-111 Intro to Speech Communication     | 3.0          |
| SOC-280 Introduction to Sociology                   | 3.0          | SOC-284 Sociology/Deviant Behavior        | 3.0          |
| MAT-125 Statistics *                                | 3.0          | --- --- Humanities and Fine Arts (IAI H)  | 3.0          |
| --- --- Physical and Life Sciences (IAI P or IAI L) | 4.0          | --- --- Social/Behavioral Science (IAI S) | 3.0          |
| --- --- Humanities and Fine Arts (IAI H)            | 3.0          | HED-200 Principles of Health              | 3.0          |
| <b>SEMESTER TOTALS</b>                              | <b>16.0</b>  | PSY-277 Social Psychology                 | 3.0          |
| <b>Second</b>                                       |              | <b>SEMESTER TOTALS</b>                    |              |
| <b>Semester</b>                                     |              |   | <b>18.0</b>  |
| ENG-121 Composition II *                            | 3.0          | <b>Second</b>                             |              |
| SOC-282 Social Problems                             | 3.0          | <b>Semester</b>                           |              |
| --- --- Physical and Life Sciences (IAI P or IAI L) | 3.0          | SOC-286 Racial and Ethnic Groups          | 3.0          |
| --- --- Humanities and Fine Arts (IAI F)            | 3.0          | --- --- Electives                         | 9.0          |
| PSY-271 Intr/Psychology                             | 3.0          | SOS-283 Introduction Research Methods *   | 3.0          |
| <b>SEMESTER TOTALS</b>                              | <b>15.0</b>  | <b>SEMESTER TOTALS</b>                    | <b>15.0</b>  |
|   |              | <b>TOTAL PROGRAM HOURS</b>                |              |
|   |              | <b>64.0</b>                               |              |
| <b>SUGGESTED ELECTIVES</b>                          |              |   |              |
|   |              | ANT-200 General Anthropology              | 3.0          |
|   |              | SOC-290 Sociology of Family               | 3.0          |
|   |              | HSP-120 Introduction to Social Work       | 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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**MATH PATHWAY**

# 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                              |             |
|--|-------------|--|-------------|
| <b>First Semester</b>                  |             | <b>First Semester</b>                    |             |
| ENG-120 Composition I *                | 3.0         | PSY-271 Intr/Psychology                  | 3.0         |
| HIS-155 History of the U.S. I or       |             | PSY-274 Child Development                | 3.0         |
| HIS-156 History of the U.S. II         | 3.0         | SPE-111 Intro to Speech Communication    | 3.0         |
| BIO-100 Bio Science I                  | 4.0         | HIS-153 History/Culture of Third World   | 3.0         |
| MAT-118 Math for Elem Teachers I       | 3.0         | --- --- Elective                         | 3.0         |
| EDU-100 Introduction to Education ^^   | 3.0         | <b>SEMESTER TOTALS</b>                   | <b>15.0</b> |
| <b>SEMESTER TOTALS</b>                 | <b>16.0</b> |  |             |
| <b>Second Semester</b>                 |             | <b>Second Semester</b>                   |             |
| ENG-121 Composition II *               | 3.0         | EDU-210 Diversity/Schools & Societies    | 3.0         |
| EDU-190 Introduction/Special Education | 3.0         | EDU-103 Teaching/Learning W/Technology   | 3.0         |
| PHY-110 Concepts of Physics or         |             | --- --- Humanities and Fine Arts (IAI F) | 3.0         |
| CHM-111 Concepts of Chemistry          | 4.0         | MUS-229 Understanding Music or           |             |
| MAT-218 Math for Elem Teachers II *    | 3.0         | ART-250 Understanding Art                | 3.0         |
| --- --- Elective                       | 3.0         | POS-160 American National Government     | 3.0         |
| <b>SEMESTER TOTALS</b>                 | <b>16.0</b> | --- --- Elective                         | 2.0         |
|  |             | <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.

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

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MATH PATHWAY

# UNDECIDED

## (AA.UND) ASSOCIATE IN ARTS

The sequence below is for students seeking an associate degree to prepare for transfer to a four-year college or university, but have not yet decided on an eventual career path. The intent of this exploratory curriculum is to allow students to actively investigate their educational interests. By utilizing college resources and following guidance from an Academic Advisor, students should be able to change their major from Undecided to a chosen degree program by the end of the first semester of their second year. Students interested in a workforce ready program should not follow this curriculum; they should contact Counseling Services for guidance on workforce ready curricula.

Other suggestions for Undecided students include:

- Contact their Academic Advisor early and often to begin discussing options at Lake Land College.
- Utilize Career Cruising, a skills inventory available through Career Services that can help students clarify career objectives and interests.
- Engage in Career Counseling appointments, available through Counseling Services, to further explore potential career pathways.
- Learn more about the job market and employment trends in specific career areas through speaking with college faculty who coordinate individual programs.

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                |   |             |
|----------------------------|---|-------------|----------------------------|---|-------------|
| <b>First Semester</b>      |   |             | <b>First Semester</b>      |   |             |
| ENG-120                    | Composition I *                             | 3.0         | SPE-111                    | Intro to Speech Communication               | 3.0         |
| SFS-101                    | Strategies for Success                      | 2.0         | ---                        | Physical and Life Sciences (IAI P or IAI L) | 4.0         |
| ---                        | Physical and Life Sciences (IAI P or IAI L) | 3.0         | ---                        | Humanities/Fine Arts (IAI F)                | 3.0         |
| ---                        | Social/Behavioral Science (IAI S)           | 3.0         | ---                        | Social/Behavioral Science (IAI S)           | 3.0         |
| ---                        | Suggested Electives                         | 6.0         | ---                        | Suggested Electives                         | 3.0         |
| <b>SEMESTER TOTALS</b>     |   | <b>17.0</b> | <b>SEMESTER TOTALS</b>     |   | <b>16.0</b> |
| <b>Second Semester</b>     |   |             | <b>Second Semester</b>     |   |             |
| ENG-121                    | Composition II *                            | 3.0         | ---                        | Social/Behavioral Science (IAI S)           | 3.0         |
| ---                        | Math (IAI M) *                              | 3.0         | ---                        | Humanities/Fine Art (IAI H or IAI F)        | 3.0         |
| ---                        | Humanities/Fine Arts (IAI H)                | 3.0         | ---                        | Suggested Electives                         | 10.0        |
| ---                        | Suggested Electives                         | 6.0         | <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> |
| <b>SUGGESTED ELECTIVES</b> |   |             |                            |   |             |
| AGR-206                    |   |             |                            | Intro/Animal Science                        | 4.0         |
| BUS-142                    |   |             |                            | Introduction to Business                    | 3.0         |
| CJS-150                    |   |             |                            | Intro/Criminal Just                         | 3.0         |
| EDU-100                    |   |             |                            | Introduction to Education                   | 3.0         |
| EDU-190                    |   |             |                            | Introduction/Special Education              | 3.0         |
| ESC-106                    |   |             |                            | Intro Geographic Info Systems               | 4.0         |
| HRT-201                    |   |             |                            | Introduction to Horticulture                | 3.0         |
| HSP-120                    |   |             |                            | Introduction to Social Work                 | 3.0         |
| RTV-150                    |   |             |                            | Introduction to Broadcasting                | 3.0         |

Suggested Electives: Students are encouraged to take any introductory course in any major or discipline that interests them as a way to learn more about specific degrees. Suggested elective courses will count toward Lake Land College graduation, even if a student ultimately decides on a transfer degree for which the course is not required. Transferability of courses will vary depending on the four-year college or university that the student chooses. 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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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 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.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connections with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.
6. 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. 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 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 in the upper 10% of his/her class, as certified by school officials.
  - b. Have a 3.75 grade point average (based on a 4.00 scale) for prior semester or term.
  - c. Have joint approval of the President of Lake Land College and the chief executive officer of the school on the Gifted Student Admissions form. Lake Land College reserves the right to request testing of prospective gifted students.
8. Student in a program for a special group.

## ENROLLMENT REQUIREMENTS

### 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.

### NON-DEGREE STUDENTS

Non-degree 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.

### PLACEMENT TESTING, TEST SCORES AND PREREQUISITES

Students seeking a degree or certificate, or non-degree seeking students planning to enroll in an ENG or MAT course, are required to complete placement testing or provide ACT or SAT scores. ACT or SAT scores may be submitted electronically from [act.org](http://act.org) or [sat.org](http://sat.org) to be used instead of placement test scores. Students who submit ACT or SAT scores may also take the placement test, if they choose.

Students may retest in each area of the placement test one time for a minimal fee. Highest scores and program requirements determine placement in reading, English and/or math courses.

Students may submit official COMPASS or ACCUPLACER score reports from other colleges to the Tutoring and Testing Center. Scores will be entered into the student's record and applied to the Lake Land College placement requirements. (Note: Lake Land College does not accept the other college's placement recommendations.)

If four or more years have passed since a student's last retest, the student may choose to complete one additional retest in each subject area. A minimal fee is charged for each retest.

Students with a disability may make special arrangements for placement testing by contacting the Coordinator of Student Accommodations.

Non-degree students are exempt from completing the Lake Land College placement test or submitting their ACT or SAT scores unless the student is changing from non-degree to degree status or wishes to enroll in an English or math course in which he/she has not met the prerequisite. Students who have taken the ACT or SAT may choose to use their scores instead of taking the placement test.

Prerequisite checking is conducted at the time of registration for all RDG, ENG and MAT courses. Students will not be allowed to register for RDG, ENG and MAT courses for which they have not met the prerequisite. Students wishing to register for these courses must have the appropriate placement, ACT or SAT score, be currently enrolled in the prerequisite course, or have a waiver on file verifying successful completion of the prerequisite course. The Lake Land College placement test is the same test that is given to all new degree-seeking students at the time of their initial admission to the college. All students are required to register for reading, English and math courses according to the results of the test and program requirements.

Some English and math courses have additional prerequisites that must be met in addition to the required placement score. These prerequisites are listed in the Course Descriptions in the college catalog and on the Lake Land College website.

Students who have not successfully completed high school or college geometry, or who do not have a transcript on file documenting completion of the course, will be required to enroll in a college geometry course before enrolling in a MAT 100 or higher course.

**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.

### **EXEMPTIONS/WAIVERS FOR TRANSFER CREDIT**

Students who present a transcript to Admissions & Records, Counseling Services or an ENG or MAT Division Chair verifying completion of 30 semester hours of college coursework in good standing will receive a RDG 050 waiver and are not required to complete the reading placement test. Students who have earned less than 30 semester hours of college course work or were not in good standing must have the appropriate placement test or a transcript verifying successful completion of the required RDG courses. Students who have completed some of the required RDG courses may be placed accordingly.

Students wishing to register for an ENG or MAT course must have the appropriate placement test score or a transcript verifying successful completion of the prerequisite course. There is no 30 semester hour exemption for ENG or MAT courses. Students may present their transcript to Admissions & Records, Counseling Services or the ENG or MAT division chairs to request appropriate placement.

While an official transcript is not required for placement purposes, in order to receive Lake Land College credit for any courses completed at another college, students must send an official transcript and a transcript evaluation request to Admissions and Records.

1. Associate in Applied Science Degree and/or Certificate Programs. Students must meet Lake Land College's admission requirements. Certain programs have special admission entrance requirements which must be met prior to being accepted into the program. Refer to the special program for admission requirements.

2. Associate in Liberal Studies. Students must meet Lake Land College's admission requirements.
3. Associate in Arts, Associate in Science and Associate in Engineering Science.

Students must meet Lake Land College's admission requirements and have at least 15 units of high school course work from the following five categories:

- 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.

If at the time of admission, it has not been determined from the applicant's final high school transcript that the high school course pattern has been satisfied, the student will be provisionally admitted. The student will remain on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate course work.

## **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. 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. 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/rehabilitational 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.

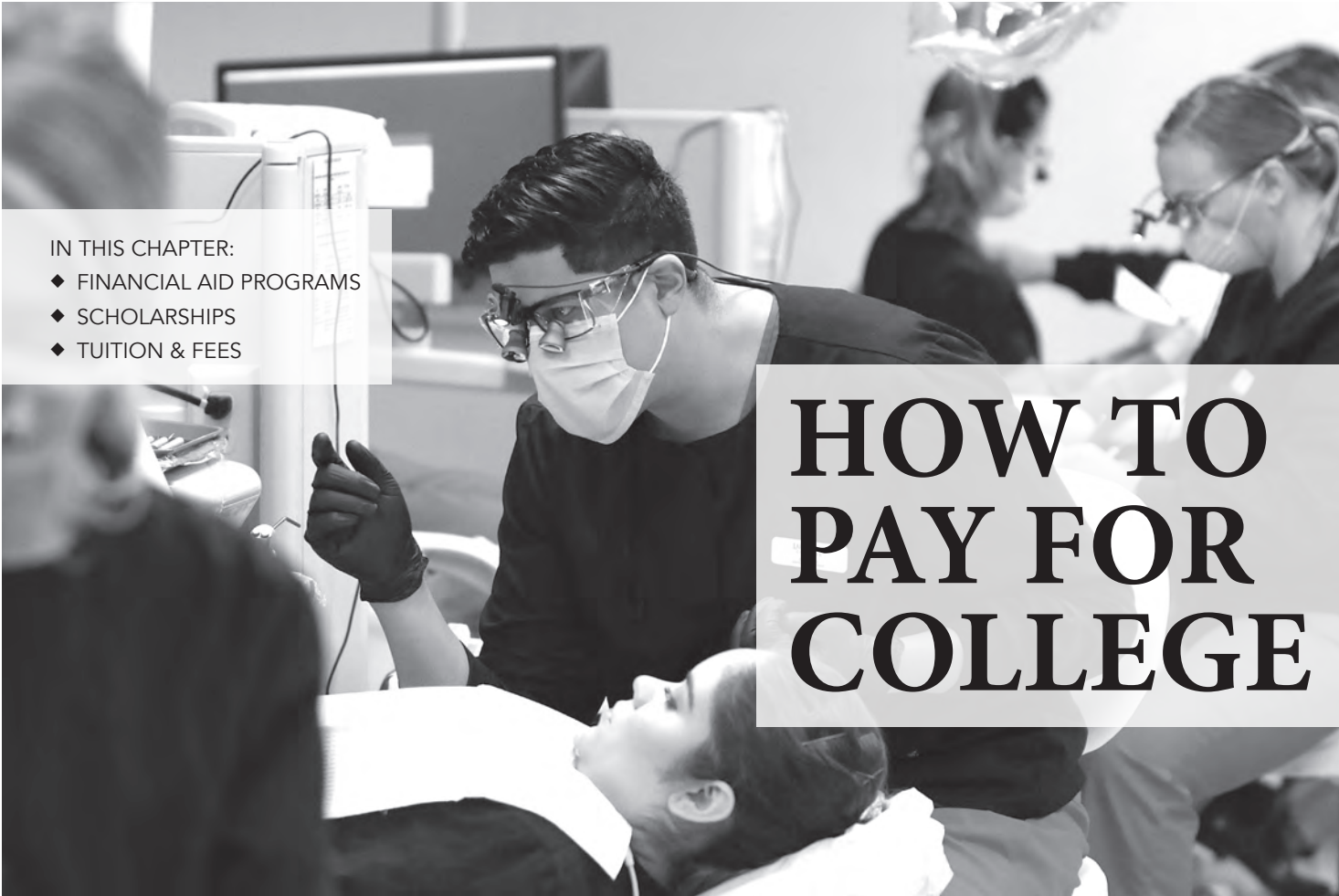
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land 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, IELP 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 IELP 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.

### TEXTBOOK RENTAL

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.

### INTERNET COURSES

Students enrolling in an Internet course must pick up textbooks through the Textbook Rental Service, located in the Lake Land College Bookstore on the main campus. Students unable to pick up and return their textbooks on campus should make arrangements to purchase textbooks through the Bookstore (phone 217-234-5420). Textbooks may also be purchased from other sources. Certain Internet courses may require students to purchase all textbooks. Students can print their textbook list from the Laker Hub.

### 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 Vermilion. 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 2018 – 2019**  
 Fall 2018: August 20 to August 31  
 Spring 2019: January 7 to January 18  
 Summer 2019: June 3 to June 10  
**Academic Year 2019 – 2020**  
 Fall 2019: August 19 to August 30  
 Spring 2020: January 13 to January 27  
 Summer 2020: June 8 to June 15

2. *The first five instructional days for Module 1 classes in:*  
**Academic Year 2018 – 2019**  
 Fall 2018: August 20 to August 24  
 Spring 2019: January 7 to January 11  
**Academic Year 2019 – 2020**  
 Fall 2019: August 19 to August 23  
 Spring 2020: January 13 to January 17
3. *The first five instructional days for Module 2 classes in:*  
**Academic Year 2018 – 2019**  
 Fall 2018: October 15 to October 19  
 Spring 2019: March 11 to March 15  
**Academic Year 2019 – 2020**  
 Fall 2019: October 14 to October 18  
 Spring 2020: March 16 to March 20
4. *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 Webb Hall, room 030. 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](http://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 disburseable 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.

### 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 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)

The 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) and 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 calendar years and is awarded to in-district high school graduates who have demonstrated outstanding academic performance. Each graduate must rank in the top 15 percent of the senior class or have an ACT composite score of 26 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.

### **WORK AND LEARN**

The Work and Learn Program provides work experience, tuition support and ongoing mentoring for adults who are unemployed or underemployed to attend Lake Land College to earn a Workforce Ready certificate or associate in applied science degree. Students who are at least 24 years of age (or are designated as independent students through the financial aid process) who have earned a high school diploma or GED and have previously earned less than one year of college credit (30 credit hours), may apply through Lake Land College Career Services.

## **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.

### **DISLOCATED WORKER SERVICES**

This program offers assistance to people unemployed due to a business closing or a permanent layoff. The Dislocated Worker Program can provide vocational classroom training, on-the-job training, job search assistance, personal counseling and other support services. For application and eligibility procedures, please contact the Dislocated Worker Program at 305 Richmond Ave. East, Mattoon, 217-235-2222, ext. 8276.

### **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

## TIPS FOR SUBMITTING A SCHOLARSHIP APPLICATION TO THE LAKE LAND COLLEGE FOUNDATION

- ✓ **Use proper grammar, punctuation and sentence structure** when completing the application and the personal statement essay questions.
- ✓ **Proofread your application.** Give extra attention to the four essay questions.
- ✓ **Highlight strong points.** Students need to express specific examples that speak directly to the questions. Be sure your answers are clear and contain enough details to give a clear picture of the situation.
- ✓ **Make sure the application is complete.** Complete all requested information as well as the personal statement essays and submit your application online at [lakelandcollege.edu/foundation/scholarships.cfm](http://lakelandcollege.edu/foundation/scholarships.cfm).
- ✓ **Turn in a new application each academic year.** Students must submit a new application each academic year.
- ✓ **Submit application online.** Complete the application online at [lakelandcollege.edu/foundation](http://lakelandcollege.edu/foundation).
- ✓ **Turn application in on time.** The scholarship application period is November 1 – February 1 at 5 p.m.

Each fall semester students are able to apply for the Fall Blitz if they didn't receive an award in the spring, or if they missed the deadline. The period for this application is three weeks in August. Students should watch for specific dates in their Laker Mail and Laker Hub.

Scholarship awards range from \$200 to \$3,500 per academic year. Scholarship applications are only accepted online from November 1 to February 1 at 5 p.m. Recipients will be notified in April if they will be receiving a Foundation scholarship. Scholarships are not automatically renewed, and students must reapply each academic year. Information pertaining to scholarships, guidelines for individual scholarships and applications are available by contacting the Foundation at 217-234-5445, [foundation@lakelandcollege.edu](mailto:foundation@lakelandcollege.edu) or online.

Please note that only one application needs to be completed for consideration of all Foundation Scholarships.

A complete listing of available scholarships is available on the Foundation's website at [lakelandcollege.edu/foundation](http://lakelandcollege.edu/foundation).

Students are strongly encouraged to attend the Scholarship Reception in April to meet the donor of their scholarship.

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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:

- ◆ BOOKSTORE
- ◆ CAREER SERVICES
- ◆ COLLEGE NURSE
- ◆ COMMUNICATION
- ◆ COUNSELING
- ◆ 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. This program provides new students with information and skills needed for a successful transition to college and beyond. New students will participate in a variety of activities designed to empower them to be successful in both academic and personal decision-making processes. As part of the orientation program, new students will register for courses for their first term of enrollment.

## SUCCESS COURSES

Lake Land College offers three classes 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. Students may not earn credit for enrolling in both SFS 102 Strategies for Money Management and SFS 103 Life Strategies. Students may earn credit for enrolling in SFS 101 Strategies for Success and SFS 102 Strategies for Money Management.

## 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  
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
- ◆ Technology resources
- ◆ Tutoring – individual or group tutoring services
- ◆ Financial aid guidance – assistance completing the FAFSA and scholarship applications
- ◆ Increase retention, graduation and transfer rates

TRiO Student Support Services is located in Webb Hall, room 052.

For more information, phone 217-234-5456, email triosss@lakelandcollege.edu or visit the TRiO website 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 assistance with 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 and offers an online portfolio that is free and accessible for life. 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 the Career Services Representative at 217-234-5457.

### JOB SEARCH ASSISTANCE

The job search is a critical component of an individual's career success. Career Services offers assistance with all aspects of the job search process, including resumes, cover letters, references and interviewing. In addition, local and regional job listings are posted by employers and are available on the Career Services website.

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 25,000 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 85,000 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 Reference Desk at 217-234-5440. Visit the Library website for current hours and additional resources.

## BOOKSTORE

The Bookstore is located on the south end of the northwest parking lot of the main campus. The store provides all required and recommended textbooks, workbooks and supplies. The Bookstore has a full selection of Lake Land College clothing.

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). 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 is 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 PROGRAM

The Perkins Program is a federally funded initiative designed to help students succeed in technical programs. The federal government has identified specific indicators that may prevent students from successfully completing their educational goals. These barriers include: economic disadvantage, disability/disabilities, single parent or displaced homemaker status, enrollment in a program where one's gender is underrepresented (nontraditional) and limited English proficiency. Students who fit into one or more of these categories may be eligible for Perkins support services through the Perkins Program, which may include tutoring, and assistance with the purchase of supplies, workbooks and uniforms. More information is available at [lakelandcollege.edu/perkins](http://lakelandcollege.edu/perkins).

## 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.

## 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.



# ACADEMIC STANDARDS



## IN THIS CHAPTER:

- ◆ CLEP/AP CREDIT
- ◆ GRADING SYSTEM
- ◆ GRADUATION REQUIREMENTS
- ◆ SCHOLASTIC STANDING
- ◆ STUDENT CALL TO MILITARY DUTY

## STUDENT CLASSIFICATION

*Students are classified as follows:*

- 1. 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.
- 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 are considered to be non-degree-seeking students.
- 3. RE-ADMIT STUDENTS**  
Re-admit students are those students who have interrupted their continued enrollment for at least one full year.

- 4. CONTINUING STUDENTS**  
Continuing students are students who have a continuous enrollment status from the first day of their initial enrollment until they cease enrollment for a semester, excluding summer.
- 5. NON-CREDIT STUDENTS**  
Those students enrolled only in special interest non-credit courses which do not apply towards a degree or certificate program are classified as non-credit students.
- 6. NEW STUDENTS**  
New students are first-time enrollees at Lake Land College who have not enrolled in a degree or certificate program at any other institution of higher education.

- 7. TRANSFER STUDENTS**  
Transfer students are those who have taken course work at any other institution of higher education.
- 8. FRESHMEN**  
Freshmen are students who have earned 28 college credits or less.
- 9. SOPHOMORES**  
Sophomores are students who have earned 29 college credits.
- 10. FULL-TIME STUDENTS**  
Full-time students are students who are carrying 12 or more credits. In the summer, they are students who are carrying six or more credits.
- 11. PART-TIME STUDENTS**  
Part-time students are students who are enrolled for fewer than 12 credits. In the summer, they are students enrolled for fewer than six credits.

## STUDENT CALL TO MILITARY DUTY

Lake Land College students called to active duty in the armed forces will, upon their request, be given a 100 percent refund of tuition and fees for the current term if they provide Admissions & Records with **1)** a written request to be dropped from classes at 100 percent 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 percent refund, **2)** try to complete courses in progress after consulting with the instructors, or **3)** request incomplete grades ("I") after consulting with the instructors.

## ACADEMIC HONORS

Each semester (excluding summer term), academic honors are awarded to students who have completed 12 credit hours of courses at the .040 level or above that count in the grade point average with a semester GPA as follows: Honor's List, 3.50 – 3.64 GPA; Dean's List (high honors), 3.65 – 3.79 GPA; and President's List (highest honors), 3.80 – 4.00 GPA.

Academic honors for part-time students are awarded to students who complete 6 to 11 credit hours per semester (excluding summer term) with a semester grade point average (GPA) as follows: Honor's List, 3.50 – 3.64 GPA; Dean's List (high honors), 3.65 – 3.79 GPA; and President's List (highest honors), 3.80 – 4.00 GPA.

## 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

If a student is unable to complete the requirements for a course during the allotted time period due to illness or other extreme circumstances, the student may request the instructor to assign a grade of "I" (Incomplete).

To receive this grade the student must have been maintaining a passing grade at the time the illness or extreme circumstance started, the instructor must agree that this is an appropriate grade in the specific circumstance, and the student and the instructor must complete a Request to Obtain an Incomplete form.

During the next regular term, excluding summer, the student will be given the opportunity to complete the requirements for the course. After the requirements have or have not been completed, the instructor will determine the grade the student earned (A,B,C,D,F, or P) and report it to Admissions & Records by the mid-term date for that term. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade. Students affected by this procedure should refer 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.

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

# 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.

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.<br>1.5 GPA | 21–29 hrs.<br>1.6 GPA | 30–38 hrs.<br>1.7 GPA |
| 39–47 hrs.<br>1.8 GPA | 48–55 hrs.<br>1.9 GPA | 56+ hrs.<br>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:<br>Early Colonization to 1877   | 50            | 3 hrs          | HIS 155                 |
| History of the US II:<br>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:<br>Ancient Near East to 1648 | 50            | 3 hrs          | HIS 250                 |
| Western Civilization II:<br>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<br>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)                          | 6            | 4 hours            | BIO 100                  |
| Business Management (SL)                    | 6            | 3 hours            | BUS 142                  |
| Chemistry (HL)                              | 6            | 8 hours            | CHM 150 & 151            |
| Chemistry (SL)                              | 6            | 4 hours            | CHM 111 or 120           |
| Computer Science (HL or SL)                 | 6            | 3 hours            | CIS 156                  |
| Economics (HL or SL)                        | 6            | 3 hours            | ECO 231                  |
| Geography (HL or SL)                        | 6            | 3 hours            | GEO 140                  |
| Global Politics (HL or SL)                  | 6            | 3 hours            | POS 264                  |
| History (HL or SL)                          | 6            | 3 hours            | HIS 250                  |
| Math (HL)                                   | 6            | 8 hours            | MAT 125 & 241            |
| Math (SL)                                   | 6            | 8 hours            | MAT 125 & 140            |
| Math, Further (HL)                          | 6            | 10 hours           | MAT 125, 242 & 255       |
| Philosophy (HL or SL)                       | 6            | 3 hours            | PHI 270                  |
| Physics (HL)                                | 5            | 4 hours            | PHY 140                  |
|   | 6            | 8 hours            | PHY 140 & 141            |
| Physics (SL)                                | 5            | 4 hours            | PHY 130                  |
|   | 6            | 8 or 4 hours       | PHY 130 & 131 or PHY 140 |
| Psychology (HL or SL)                       | 6            | 3 hours            | PSY 271                  |
| Social and Cultural Anthropology (HL or SL) | 6            | 3 hours            | ANT 200                  |
| Theatre (SL)                                | 6            | 3 hours            | SPE 244                  |
| World Religions (SL)                        | 6            | 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.

## 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. 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
- ◆ 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 provides honors students with an excellent academic experience. Honors students are encouraged to apply for the Presidential Scholarship, the Honors Program and Phi Theta Kappa. It is not required to be in all three options, but is highly recommended.

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## PRESIDENTIAL SCHOLARSHIP

### 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 1240 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.

### Benefits:

The scholarship covers the full cost of tuition for up to two years.

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## HONORS PROGRAM

### Requirements:

- ◆ Apply to the Honors Program.
- ◆ Intend to graduate from Lake Land College with an associate degree.
- ◆ Freshmen applicants must meet one of the following:
  - ◆ graduate in the top 15 percent of their high school class.
  - ◆ have an ACT composite score of 26 or higher or an SAT total score of 1240 or higher.
- ◆ Current student applicants must have 12 college credit hours completed with a 3.25 GPA.

### Benefits:

- ◆ Any course has the potential to be honors level.
  - ◆ Graduate with Associate Honors status (2 honors courses) or Full Honors status (4 honors courses) and receive the equivalent notation on a transcript.
- 

## PHI THETA KAPPA

### Requirements:

- ◆ Receive an invitation from a PTK advisor and then register online at [ptk.org](http://ptk.org).
- ◆ Have 12 college credit hours completed at time of registration and intend to graduate from Lake Land College with an associate degree.
- ◆ Have a 3.25/4.0 Lake Land College GPA at time of registration and then maintain a 3.25/4.00.

### Benefits:

- ◆ Nationally recognized professional honors collegiate organization, which is excellent for a résumé.
  - ◆ With two or more semesters of local chapter membership members will receive a transcript and diploma notation, as well as recognition at the commencement ceremony.
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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

The Rental System is part of the 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 textbooks 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.

## 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 899 on the FM dial, and can be heard online at 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 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. For a list of these caterers and a sample of their menu options, please contact the Director of Auxiliary Services at 217-234-5475.

## STUDENT FITNESS CENTER

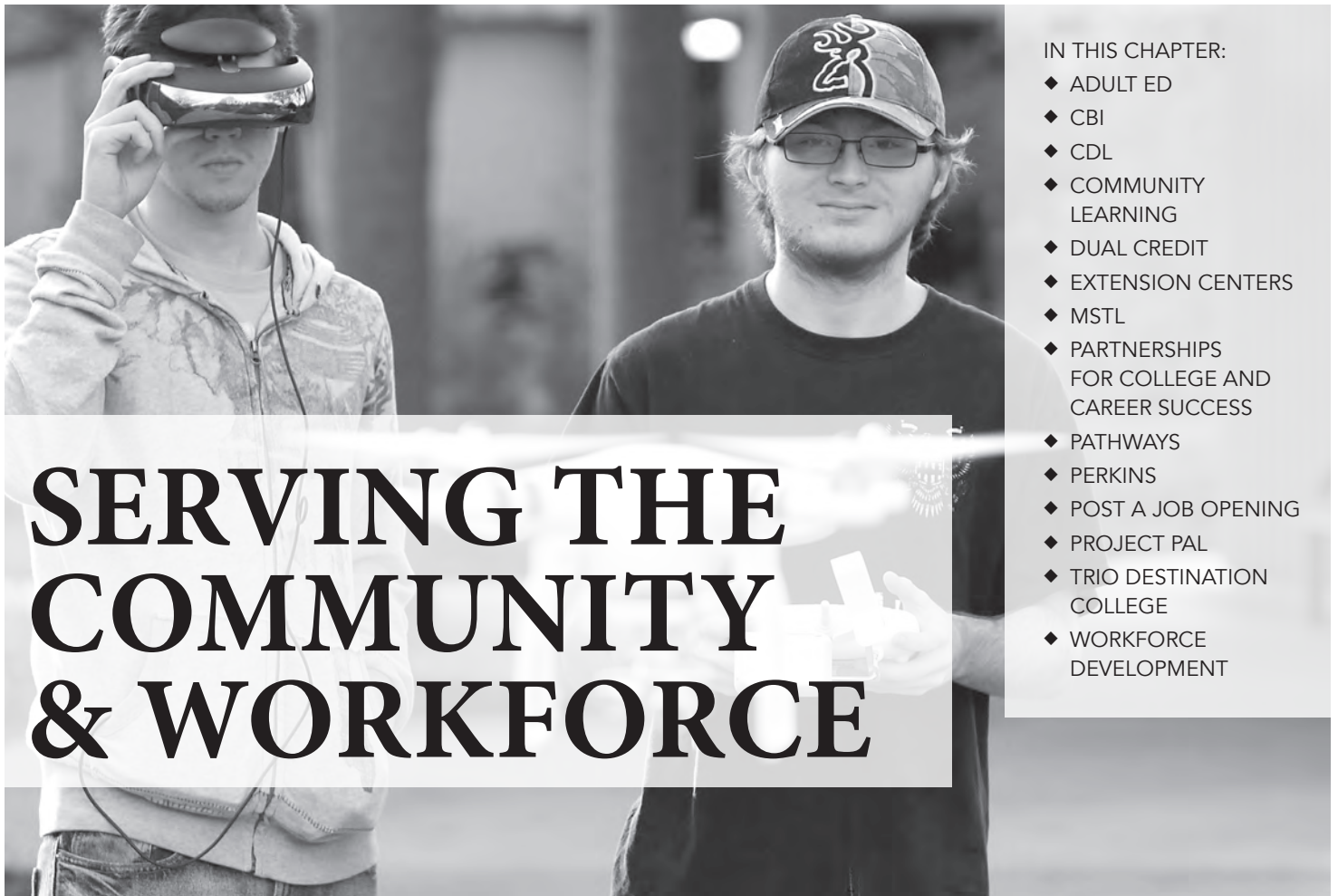
The Fitness Center is equipped with state-of-the-art PRECOR cardio equipment, NAUTILUS circuit training equipment, a free-weight area furnished with PRECOR, NAUTILUS, and TKO weights, and an aerobics room furnished with mirrors, a television, and built-in sound system. The Fitness Center is available 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 track teams and community members to enjoy.



# SERVING THE COMMUNITY & WORKFORCE

## IN THIS CHAPTER:

- ◆ ADULT ED
- ◆ CBI
- ◆ CDL
- ◆ COMMUNITY LEARNING
- ◆ DUAL CREDIT
- ◆ EXTENSION CENTERS
- ◆ MSTL
- ◆ PARTNERSHIPS FOR COLLEGE AND CAREER SUCCESS
- ◆ PATHWAYS
- ◆ PERKINS
- ◆ POST A JOB OPENING
- ◆ PROJECT PAL
- ◆ TRIO DESTINATION COLLEGE
- ◆ WORKFORCE DEVELOPMENT

## 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 drivers.

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. Lake Land College is a designated training provider for Illinois Manufacturer's Association and Illinois Community College Board grants. 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.

## POST A JOB OPENING

Career Services provides the CSM (Career Services Manager), an online system, to connect businesses with job seekers and students interested in internship opportunities. The CSM allows employers to post jobs and internships, search uploaded resumes, and register for job fairs – all free of charge. Career Services can also facilitate 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

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-4 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.

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 juniors or seniors, 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, 217-234-5397 or visit the Dual Credit website.

## PARTNERSHIPS FOR COLLEGE AND CAREER SUCCESS (PCCS)

Partnerships for College and Career Success is 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. High school students may be eligible for waived college courses or preference admission in a competitive college program. Programs included in PCCS are: Associate Degree in Nursing, Dental Hygiene, Paramedic Services, Physical Therapist Assistant, and Practical Nursing. For more information contact your high school guidance counselor or call 217-234-5044.

## TRIO DESTINATION COLLEGE

The TRIO Destination College program 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 academic, career, and financial aid advisement to its participants to encourage them to graduate from high school and complete a higher education program of their choice.

Destination College annually serves 592 participants in the 6th to 12th grades of 16 area schools.

*Destination College participants have the opportunity to take advantage of the following services:*

- ◆ Career Exploration – research careers and career site trips.
- ◆ Study Skills – test taking strategies, time management and general study skills.
- ◆ Academic Tutoring – individual or group tutoring services.
- ◆ Parental Education – workshops and information provided to parents.
- ◆ Academic Advisement – guide students to completing high school course work in preparation for college admission.

- ◆ Mentoring – one on one sessions with DC staff to assist participants in overcoming barriers to college.
- ◆ Pre-college Advisement and Application Assistance – benefits of a college education, college admission requirements, research college/university/vocational school 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.

Students who may benefit from TRIO Destination College, may contact the program for an application.

For more information, phone 217-234-5003, email: [triot3@lakelandcollege.edu](mailto:triot3@lakelandcollege.edu).

## 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, parenting skills and vocational skills. The goal for all students is high school completion through a diploma or high school equivalency.

Pathways has five sites located in Casey, Marshall, Mattoon, Effingham, and Shelbyville. 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.

## 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, computers and 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 2,000 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, criminal justice and public safety telecommunicator. The certified nurse assistant program is also offered at the center.

Students may also complete several other certificates or 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, complete assessment, obtain a student ID and use library resources at the Kluthe Center. Tutoring and online test proctoring services are also available. Adult Education offers GED, English as a Second Language, Pathways alternative high school courses, basic computer and food service sanitation courses. Classrooms and labs are also used for trainings and meetings by area business and community organizations.

The college Student Activity Board sponsors monthly events such as Welcome Day, student elections, mini health fair, Spring Carnival and chair massages at the Kluthe Center.

The college 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. Office hours are 8 a.m. until 5 p.m. Monday

through Friday. The center is also open evenings Monday through Thursday for online test proctoring. 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 the Kluthe 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<br>Technology | MET        |
| Computer Information Systems                        | CIS      | Medical Assistant                   | MAP        |
| Computer Integrated<br>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<br>Technology               | EET      | Print Technology                    | PMT        |
| Emergency<br>Medical Services                       | EMS/EMT  | Programmable Logic Controller       | PLC        |
| English   | ENG      | Psychology                          | PSY        |
| English As a Second Language                        | ESL      | Radio-TV Broadcasting               | RTV        |
| Esthetics   | EST      | Reading                             | RDG        |
| Foreign Language                                    | FLG      | Recreation                          | REC        |
| Geography   | GEO      | Service Learning                    | SLN        |
| Geospatial Information Systems                      | GIS      | Social Science                      | SOS        |
| Health Education                                    | HED      | Sociology                           | SOC        |
| Heating, Ventilation, A/C<br>and Refrig. Technology | HVC      | Strategies for Success              | SFS        |
| History   | HIS      | Study Abroad                        | STA        |
| Horticulture  | HRT      | Speech-Theatre Arts<br>Technology   | SPE<br>TEC |
| Human Services                                      | HSP      | Telecommunications                  | TEL        |
| Humanities  | HUM      | Tutoring and Testing                | TUT        |
|   |          | Welding                             | WEL        |
|   |          | 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 201 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. (2.5 credits, 2.5 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 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 bailers. Course Level Fee 3 (2.5 credits, 1.5 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 & 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, & 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 2 (8 credits, 6 Lecture, 4 Lab/Lab-Discussion)

**AHE 041****Medical Terminology**

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*

Builds and enlarges on basic medical vocabulary used in medicine, nursing and allied health occupations. (3 credits, 3 Lecture)

**AHE 043****Alzheimer's Disease-Upgrade**

*Prerequisite: Nurse Aide Certificate or consent of instructor*

Prepares students for nurse assistant roles. Meets requirements for Illinois Department of Public Health for Alzheimer's Disease Time Requirements. (1 credits, 1 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. (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. (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. Upon completion, student is eligible to take the PET (ASCP) certification exam. Course Level Fee 3 (2 credits, 2 Lab/Lab-Discussion)

**AHE 050▼****Physical Therapy Aide**

This course will prepare a CNA to work under the supervision of a PT or PTA and assist them in the care of a patient in a rehabilitation/physical therapy setting. (3 credits, 2 Lecture, 2 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 052▼****Acute Care for the CNA**

This course is for students who are currently listed on the IDPH Healthcare Worker Registry as a CNA. This course will prepare a student to work in a hospital based acute care setting. (Repeatable 1 time). (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

## **AHE 054▼**

### **Home Health Care**

This course is for students who are currently listed on the IDPH Healthcare Worker Registry as a CNA. This course will provide students with the skills and knowledge needed for employment as a home health care aide. (Repeatable 1 time). (4 credits, 4 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, and therapeutic uses, read the prescription, and identify drug categories, generic and trade names and associate drugs with clinical applications. (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)

## **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: ART100 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 concept and technique of drawing; emphasis on developing individual expression through a conceptual approach and drawing from life. Course Level Fee 3 (3 credits, 6 Lab/Lab-Discussion)

### **ART 205**

#### **Painting**

*Prerequisite: ART 100*

Introduction and application to opaque painting media; color mixing, canvas stretching and framing, composition, techniques, and styles of expression. 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 framing, 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, 3 Lecture, 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 of 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 F2902**

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**

*Prerequisite: Admission to the ADN Program*

This course introduces the role of registered nurse as care provider and interprofessional healthcare team member. A concept-based approach introduces the novice student to knowledge, skills, and attitudes necessary to develop clinical judgment in providing care for diverse populations. Course Level Fee 3 (8 credits, 5 Lecture, 8 Lab/Lab-Discussion)

**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 3 (9 credits, 6 Lecture, 8 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, the Simulation Learning System, 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. (1 credits, 1 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. (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. (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. (1 credits, 1 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. (1 credits, 1 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 3 (10 credits, 6 Lecture, 11 Lab/Lab-Discussion)

**ADN 078****Nursing IV**

*Prerequisite: ADN 076*

This course advances RN role development. Synthesis of curricular concepts in the care of complex clients is the focus in the laboratory and clinical settings. Prioritization, delegation, and management are emphasized to prepare students for the nursing workforce. Course Level Fee 3 (10 credits, 6 Lecture, 11 Lab/Lab-Discussion)

**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<sup>▼</sup>****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*

Designed to promote on the job experience in automotive technology and applying skills & knowledge learned in the program. The employers & supervising instructors work closely with the student in an off campus job site during the summer session. (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**

*Prerequisite: AUT 048 and AUT 053 or consent of instructor*

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 BIO 910**

*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 BIO 910**

*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**

An introductory course dealing with the principles that govern natural environments including man's relationship to them. Part of the course will be conducted in the field observing and measuring various aspects of ecology. 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)

## **BUILDING CONSTRUCTION TECH (BCT--)**

### **BCT 041**

#### **Post Frame Construction**

*Prerequisite: BCT 050 and 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 & 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 BCT 050 and TEC 045*

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 TEC 052*

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 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. (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. Incorporates computer estimating. 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. (4 credits, 2 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**

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 2 (3 credits, 3 Lecture)

### **BUS 061**

#### **Office Transcription**

*Prerequisite: BUS 113*

Designed to develop skill in transcribing recorded dictation for a variety of business sectors in an efficient manner using proper formats, spelling, and grammar. (2 credits, 2 Lecture)

### **BUS 062**

#### **Legal Transcription**

*Prerequisite: BUS 113*

Designed to develop skills in transcribing recorded legal dictation in an efficient manner using proper formulas, spelling, grammar, and legal terminology. (1 credits, 1 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 065**

#### **Legal Terminology**

Gives knowledge and understanding of terms commonly used in the legal profession. (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. (4 credits, 2 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**

Designed as a pre-employment course. Areas of study include job search, professionalism, and communications. Course Level Fee 1 (3 credits, 3 Lecture)

### **BUS 080**

#### **Office Professional Seminar**

This course is designed to enhance and promote soft skills related to successful employment. Students will also discuss workforce and personal behaviors. (1 credits, 1 Lecture)

### **BUS 081**

#### **Office Assistant Internship**

*Corequisite: BUS 080*

*Prerequisite: BUS 079*

Designed to provide employment experience in a position using specialized skills. Field experience: minimum of 312.5 hours required of Office Assistant (Executive and Legal) and Office Manager majors. (5 credits, 25 Lab/Lab-Discussion)

### **BUS 082**

#### **Medical Transcriptionist Internship**

*Prerequisite: Take BUS 063 and BUS 079 and BUS 084 and minimum typing speed of 55 words per minute*

*Corequisite: BUS 080 speed of 55 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. (3 credits, 15 Lab/Lab-Discussion)

### **BUS 083**

#### **Ofc Asst Internship-Med**

*Prerequisite: BUS 079 and BUS-115; should be taken concurrently with BUS 080*

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 312.5 hours. (5 credits, 5 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 and print 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 123****Notetaking**

Develops skills using abbreviated writing in order to take notes quickly and accurately. Provides instruction for beginners who transcribe business letters, memos, and reports quickly in acceptable formatted copy meeting strict mailability standards. (4 credits, 4 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 a practical strategy for creating successful communication products used in business. (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, resources and objectives, cultural environment and the existing business structure. (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. Includes review of applicable computer software. (3 credits, 3 Lecture)

## **BUS 285**

### **Labor Relations**

*Prerequisite:* BUS 142 or consent of instructor

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**

*Prerequisite:* BUS 142 or consent of instructor

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**

*Prerequisite:* BUS 142 or consent of instructor

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:* To be taken concurrently with CHM 254

This course is a continuation of Organic Chemistry I (CHM243) with focus on carbonyl chemistry, oxidation and reduction, and biomolecules. (4 credits, 4 Lecture)

### **CHM 253**

#### **Organic Chemistry Lab I**

*Corequisite:* CHM 243

*Prerequisite:* CHM 151

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**

*Corequisite:* Course is designed for concurrent registration in CHM 244.

*Prerequisite:* CHM 243 and CHM 253

Laboratory experiments in organic chemistry with a focus on multi-step synthesis. Course Level Fee 3 (1 credits, 3 Lab/Lab-Discussion)

## **CIVIL ENGINEERING TECHNOLOGY (CET---)**

### **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 or 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. (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. (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. (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)

## **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 (CAD056). 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**

*Prerequisite: CAD 057*

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**

*Prerequisite: CAD 057 or consent of the instructor*

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, 3 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) (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. The course will include, but is not limited to, business content, adding widgets and plugins, blogging, commenting, theme development, and user account setup. (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, and design theory for creating well-designed web sites. (Repeatable 3 Times) Course Level Fee 3 (3 credits, 3 Lecture)

### **CIS 052▼**

#### **Visual Basic**

*Prerequisite: CIS 156 or consent of instructor*

Continuation of fundamentals of programming including selection, iteration, and condition structures. Introduction to graphical interface(s) and object-oriented, event-driven applications requiring the use of events, arrays, classes, inheritance, file handling, error handling and more. Also includes ASP.NET applications and ADO.NET applications. (Repeatable 3 Times) Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

### **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*

Advanced instruction in an office suite program with emphasis on advanced 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▼**

#### **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 and CIS 156 and CIS 052 and CIS 162 and CIS 164*

Study of the Systems Development Life Cycle including documentation standards, software packages, data communications and systems conversions will be covered. Emphasis is

placed on analyzing, designing, implementing and documenting a complete system. (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. Images can be downloaded from the web, scanned, created using a digital camera, or created in Photoshop. (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 desktop publishing software used to create design layouts. Students will integrate text, graphics, charts, 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*

Structured Query Language will be used to design and manage a database. (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 focuses on creating and maintaining web pages using HTML5 and CSS3 Code. 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**

Familiarizes the student with techniques and problem-solving aids necessary for the solution of computer programming. The exercises will use a programming language to develop the skills needed for solving problems. (Repeatable 3 Times) Course Level Fee 1 (3 credits, 3 Lecture)

### **CIS 160▼**

#### **Practical Software Applications**

#### **IAI BUS 902**

Provides an opportunity for the student to work with various types of computer software. These learning activities include MS Windows, word processing, spreadsheet design, database management, Internet access, and presentation software. (Repeatable 3 Times) Course Level Fee 4 (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 develops an understanding of data types, methods, classes, objects, programming structures, functions, and arrays. (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. It develops an understanding of Windows programming, events, inheritance, data files, databases, debugging, exceptions, and Web-based applications. (Repeatable 3 times) Course Level Fee 2 (3 credits, 3 Lecture)

## **CIS 170▼**

### **Java Programming**

*Prerequisite: CIS 156 or instructor consent*

A study of object oriented programming using the Java language. Includes statements, expressions, methods, libraries, classes and objects. Development of objects including the concepts of polymorphism, encapsulation and inheritance are covered. (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*

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 Manuf**

*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 Lab/Lab-Discussion)

### **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 Lab/Lab-Discussion)

### **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 Lab/Lab-Discussion)

### **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 Lab/Lab-Discussion)

## **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 Lab/Lab-Discussion)

## **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. (Variable Credit 0.5/3 credits, 9 Lab/Lab-Discussion)

## **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 on the microcomputer. These learning activities include MS Windows, word processing, spreadsheet design, database management, Internet access, 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 Lab/Lab-Discussion)

## **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 Lab/Lab-Discussion)

## **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 Lab/Lab-Discussion)

## 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 & 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 101

#### Special Topics Correction Mgt

Allows students to identify a current issue in correctional management and develop techniques for improvement. (1 credits, 1 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)

## DENTAL HYGIENE (DHY---)

### DHY 035

#### Pit and Fissure Sealants

This course is designed to meet the educational requirements and lab experience necessary for the Dental Assistant to be certified to place pit and fissure sealants in the office. (0.5 credits, 0.5 Lecture)

### DHY 036

#### Coronal Polishing/Dental Asst

This course will meet the legal requirements regarding coronal polishing by Dental Assistants. This course will include a minimum of four hours of didactic study in anatomy, physiology, pharmacology, dental emergencies, and two hours of clinical instruction. (0.5 credits, 0.5 Lecture)

### DHY 039

#### Nitrous Oxide-Dental Assistant

The Illinois Dental Practice Act identifies nitrous oxide sedation monitoring as a dental assisting duty. The Dental Assistant will receive didactic and clinical training that will qualify him/her to monitor this form of pain control. (1 credits, 1 Lecture)

**DHY 041****Dental Terminology**

This course prepares the student to enter the dental hygiene program by introducing terms commonly used in the practice of dentistry and dental hygiene. The student will also be exposed to basic numbering systems and charting methods. Course Level Fee 1 (0.5 credits, 0.5 Lecture)

**DHY 043****Dental Hygiene Board Review**

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)

**DHY 044****Admin of Local Anesthetics**

This course is designed to educate and give clinical experience to the Dental Hygienist in the administration of local anesthesia, in compliance with the Dental Practice Act. (2.5 credits, 2.5 Lecture)

**DHY 045****Radiology**

This course is designed to include the principles and biological effects of radiation and safety measures used in dental radiology. Correct methods of exposing, processing, and mounting intraoral radiographs for diagnostic purposes will be stressed. Course Level Fee 4 (4 credits, 2 Lecture, 6 Lab/Lab-Discussion)

**DHY 060****Dental Assisting**

This course is an 8-week module in Dental Assisting to prepare the student in those areas pertinent for employment in the dental office. Does not qualify for Federal Title VI financial aid or Illinois Monetary Award (MAP). Course Level Fee 4 (8 credits, 5 Lecture, 6 Lab/Lab-Discussion)

**DHY 066▼****Dental Histology & Embryology**

This course is designed to increase the student's knowledge of the early embryonic development of the face and oral cavity and the process of tooth development. Included is the study of the microscopic structure of the tissues of the dentition and its supporting structures. Course Level Fee 2 (2 credits, 2 Lecture)

**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**

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**

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*

Requires the student to perform under supervision, a specific number of oral prophylaxis on child and adult patients. Some advanced skills will be introduced and experience is gained in sterilization and reception responsibilities. Course Level Fee 4 (3 credits, 9 Lab/Lab-Discussion)

**DHY 084▼****Dietary Analysis for the DH/Seminar II**

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**

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 clinical and community settings. Content includes treatment of special needs patients, the development of a pre-school educational model. (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. Focus is on total assessment of individual patient needs, advanced instrumentation procedures and the special needs patient. Course Level Fee 4 (4 credits, 12 Lab/Lab-Discussion)

**DHY 089****Lab Proced/Dent Hyg**

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**

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**

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 competencies. The student is required to perform additional functions in clinical settings to broaden clinical skills. Treatment will, also, be provided for patients

from selected outside agencies. Course Level Fee 4 (4 credits, 12 Lab/Lab-Discussion)

## DHY 095

### Seminar III

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. (1 credits, 1 Lecture)

## DHY 095

### Dietary Analysis for the DH/Seminar III

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 (ECE125) 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 & 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. Materials covered include the topics of: 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)

## 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. (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 & 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 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 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**

*Prerequisite: EET 060 and CIS 081 or consent of instructor*

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 071**

#### **Routing & Switching Fundamentals**

*Prerequisite: EET 050 and EET 056 and EET 076*

Provides the student with practical skills needed to configure and connect routers and switches. It also discusses trunking, access list, and WANS. Connectivity to other electronic controls systems. Course Level Fee 1 (3 credits, 2 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 entollment in EET 080*

*Corequisite: EET 080 and EET 047*

Preparation for NABER, NARTE, SBE and F.C. - General Radiotelephone License tests. Radio low, 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▼**

#### **Electronic Projects**

*Corequisite: Take EET 080 and EET 081*

*Prerequisite: EET 076, EET-078, 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, 3 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. (\$30) 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 2 (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 062▼

### EMS Pharmacology

*Prerequisite: EMS 056, EMS 057 and EMS 065*

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) (2 credits, 2 Lecture)

## EMS 063

### Paramedic I

*Prerequisite: Concurrently enrolled in EMS 067; Current EMT-B or EMT-I license and BIO 050 or BIO 225*

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. (6 credits, 6 Lecture)

## EMS 067

### Paramedic Skills I

*Prerequisite: Concurrently enrolled in EMS 063; Current EMT-B or EMT-I license and BIO 050 or BIO 225*

This course provides the beginning paramedic student with the skills needed for patient assessment and medical history, airway management and ventilation, IV therapy, and management of hazardous incidents. Course Level Fee 3 (2 credits, 0.5 Lecture, 3 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 073

### Paramedic II

*Prerequisite: Concurrently enrolled in EMS 063 & 067*

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 (6 credits, 6 Lecture)

## EMS 075

### Paramedic Internship I

*Co-Requsite: Concurrently enrolled in EMS 066 and EMS 073*

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 3 (1 credits, 1 Lecture, 5 Lab/Lab-Discussion)

## EMS 077

### Paramedic Skills II

*Prerequisite: EMS 063, & 067; Concurrently enrolled in EMS 057*

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 (2 credits, 1 Lecture, 2 Lab/Lab-Discussion)

## EMS 083

### Paramedic III

*Prerequisite: EMS 073, 075, 077; Concurrently enrolled in EMS 087*

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 (6 credits, 6 Lecture)

## EMS 085

### Paramedic Internship II

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 3 (1 credits, 5 Lab/Lab-Discussion)

## EMS 087

### Paramedic Skills III

*Prerequisite: EMS 073, 075, 077; Concurrently enrolled in EMS 083*

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 091

### Public Safety Telecommunicator

This course provides students with information and practical skills pertaining to the functions required to perform tasks in the Public Safety Telecommunications/ 911 Dispatch Profession. (3 credits, 2.5 Lecture, 1 Lab/Lab-Discussion)

## EMS 095

### Paramedic Internship III

*Prerequisite: EMS 083, EMS 085 and EMS 087, concurrently enrolled in EMS 093 and EMS 097*

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student. Course Level Fee 3 (4 credits, 20 Lab/Lab-Discussion)

## EMS 097

### Paramedic Skills IV

*Prerequisite: EMS 083, 085, 087; Concurrently enrolled in EMS 093*

This course provides a paramedic student with advanced skills needed to manage patients experiencing life threatening conditions across the lifespan. Course Level Fee 3 (2 credits, 4 Lab/Lab-Discussion)

## 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 & 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, 0.75 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 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-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 Lab/Lab-Discussion)

## 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 Lab/Lab-Discussion)

## 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 Lab/Lab-Discussion)

## 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 Lab/Lab-Discussion)

## 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 Lab/Lab-Discussion)

## FOREIGN LANGUAGE (FLG---)

## FLG 130

### Elem French I

Focuses on principles of grammar, phonetics, pronunciation and drill in rhythm and intonation. Reading of simple French text and conversation. (3 credits, 3 Lecture)

## FLG 131

### Elem French II

*Prerequisite: FLG 130*

Continued emphasis on grammar, phonetics, and pronunciation with exercises in speaking, reading of simple French text and conversation. (3 credits, 3 Lecture)

## 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 150****Beginning German I**

This course is an introduction to the basic concepts of the German language. It focuses on the fundamentals of German grammar, pronunciation, phonetics, drill in rhythm and intonation, reading, writing as well as an introduction to German culture. (3 credits, 3 Lecture)

**FLG 151****Beginning German II**

*Prerequisite:* FLG 150

This course is a continuation of Beginning German, building upon the basic language concepts. It expands abilities in the fundamentals of German grammar, pronunciation, phonetics, drill in rhythm and intonation, reading, writing as well as an introduction to German culture. (3 credits, 3 Lecture)

**FLG 230****2nd Year French I**

*Prerequisite:* FLG 131

Grammar and exercises in composition, conversation and reading. Reading of advanced literacy works. (3 credits, 3 Lecture)

**FLG 231****2nd Year French II**

Grammar and exercise in composition, conversation and reading. Readings of advanced literary works. (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)

**FLG 251****Intermediate German I**

*Prerequisite:* FLG 151

This course is designed for students to expand and deepen their knowledge of German grammar, pronunciation, phonetics, rhythm and intonation, reading, writing and German culture. Instruction will emphasize the four modes of expression as well as culture. (3 credits, 3 Lecture)

**FLG 252****German Conversation II**

*Prerequisite:* FLG 251

This course is designed for students to continue to expand and deepen their

knowledge of German grammar, pronunciation, phonetics, rhythm and intonation, reading, writing and German culture. Instruction will emphasize the four modes of expression as well as culture. (2 credits, 2 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 090****Introduction to Geospatial Technology**

Introduction to basic Geographic Information Systems (GIS) concepts, using the ArcGIS-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)

**GIS 091****Advanced GIS**

*Prerequisite:* GIS 090 or ESC 106 or Consent of instructor

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 associated quality control issues associated with developing accurate information. Course Level Fee 1 (3 credits, 1.5 Lecture, 3 Lab/Lab-Discussion)

**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. (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, needled 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

#### IAI 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

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

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 & how Domestic Violence affects children & 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) (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 Associate Vice President for Educational Services (217) 234-5427.(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 the mechanic with the basic concepts of pneumatics and hydraulics. It will concentrate on fluid power components and their purpose. 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 046

#### Basic Electrical Maintenance

Provides the student with the basic electrical theory and hands-on experience using a variety of basic test equipment. Course Level Fee 1 (3 credits, 2.5 Lecture, 1 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 040▼

#### IT Computer Applications Crt Internship

*Prerequisite: Completion of 15 semester hours in IT Computer Applications certificate with 2.0 minimum GPA*

Designed to give Computer Applications students on-the-job experience. The students must work in a computer-related area. (Repeatable 3 Times) (1 credits, 5 Lab/Lab-Discussion)

### ITT 041▼

#### IT Computer Apps Degree Internship

*Prerequisite: Completion of 50 semester hours in IT Computer Applications program with 2.0 minimum GPA*

Designed to give Computer Applications students on-the-job experience. The students must work in a computer-related area. (Repeatable 3 Times) (2 credits, 2 Lecture, 10 Lab/Lab-Discussion)

### 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) (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, 1 Lecture, 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*

Designed to give programming students on-the-job experience. The students must work in a computer-related area. (Repeatable 3 Times) (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*

Designed to give programming students on-the-job experience. The students must work in a computer-related area. (Repeatable 3 Times) (2 credits, 1 Lecture, 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*

Designed to give Web Technology students on-the-job experience. The students must work in the community in a computer related area. (Repeatable 3 Times) (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*

Designed to give Web Technology students on-the-job experience. The students must work in the community in a computer related area. (Repeatable 3 Times) (2 credits, 1 Lecture, 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) (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) (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 054▼****Mobile Application Development**

*Prerequisite: CIS 156 or consent of Instructor*

This course is a study of mobile device programming. Development of mobile applications including user interfaces, user input, variables, icons, decision making, lists, arrays, web browsers, audio, pictures, tablets, animation, Google maps, and publishing are covered. (Repeatable 3 times) Course Level Fee 3 (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 2 (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 071****Web Scripting I**

*Prerequisite: CIS 099 and CIS 156*

This course focuses on developing web applications using advanced HTML5, CSS3, and introduces Javascript. Course Level Fee 2 (3 credits, 3 Lecture)

**ITT 072****Web Scripting II**

*Prerequisite: ITT 071*

This course focuses on developing web applications using JavaScript frameworks and introduces PHP. Course Level Fee 2 (3 credits, 3 Lecture)

**ITT 073****Web Scripting III**

*Prerequisite: ITT 072 and CIS 095*

This course focuses on developing web applications using JavaScript frameworks, PHP, and a MySQL Database. 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)(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) (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)(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)(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) (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) (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) (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.*



























































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