2016 – 2017 Course Catalog

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Friday | 7:30 a.m. – 5:00 p.m.

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Campus tours available

Disclaimer: This Catalog should not be considered a contract. The College reserves the right to change at any time, without notice, tuition, fees, programs, graduation requirements, policies, procedures, and other such matters as may be within its control.

Nondiscrimination Policy (Board Policy 5.12): Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College’s nondiscrimination policy applies to the admission and retention of students; recruitment, employment, and retention of faculty and staff; and access to and treatment in the College’s programs and activities. Complaints alleging violations of this policy should be immediately reported to the Equal Employment Opportunity Commission (EEOC) Officer, as designated by the President. Complaints reported to the EEOC Officer shall be resolved within the College grievance resolution process.
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Board of Trustees

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Ellen Colbeck, Health Professions
Andy Hynds, Mathematics, Science, and Business
Dr. Lily Siu, Liberal Arts
Welcome to Richland Community College!

Faculty, staff, current students, and I are glad you have chosen Richland to begin or continue your education.

Richland’s focus is student success. Our programs, services, and opportunities help you advance in whatever your plans for the future are. Some academic programs are designed for easy transfer for a baccalaureate degree. Career and Technical Education degrees and certificates are designed for you to find a job or learn specific skills for your current job. Non-credit courses for training and retraining are available for both personal and professional improvement. Students can find what they need to meet their academic, personal, and career needs.

Learning opportunities are available outside the classroom. Transfer colleges and employers are looking for people with proven leadership, service, and communication skills. Richland’s student clubs and organizations offer opportunities for personal growth and development. Some clubs are organized around specific majors, and others focus on broader issues and interests. You can also find opportunities to lead and learn through serving on the Student Government Association or as the Student Trustee on the Richland Board of Trustees. Information about all these groups is available in this Catalog, and you can learn about activities in the Student Handbook and on the College website, www.richland.edu.

Perhaps the best connections you can make at Richland Community College are with the faculty and staff. They are dedicated to providing you with educational opportunities to become lifelong learners and to supporting you in personal growth opportunities. Every student is important at Richland, so do not hesitate to ask questions and seek assistance.

Whatever your reason for coming to Richland, we are glad you are here. Be sure to take advantage of the student services, cultural programs, and mentoring opportunities that Richland offers. In fact, we hope that Richland will be even more than you expected!

Sincerely,

Marcus Brown
Vice President of Student Success
About Richland Community College

College Calendar
(Subject to change)

SUMMER 2016

June 6 M Classes Begin
June 30 Th Midterm
July 4 M Independence Day (College Closed)
July 26 Tu Last Day for Withdrawal with "W" for 8-Week Classes*
July 27-28 W-Th Finals
August 1 M Grades Due by 11:00 a.m.

College Closed on Fridays from June 3 through July 29.

FALL 2016

Aug. 22 M Classes Begin
Aug. 27 S Saturday Classes Begin
Sept. 5 M Labor Day (College Closed)
Oct. 10 M Columbus Day Observance (College Closed)
Oct. 14 F Midterm (16-week classes)
Nov. 11 F Veterans Day (College Closed)
Nov. 23 W College Closed after 5 p.m.
Nov. 24-26 Th-S Thanksgiving (College Closed)
Dec. 9 F Last Day for Withdrawal with "W" for 16-Week Classes*
Dec. 10 S Saturday Final Exams
Dec. 12-15 M-Th Final Exams
Dec. 19 M Grades Due by 11:00 a.m.
Dec. 24-31 Holiday Break

SPRING 2017

Jan. 2 M New Year's Day Observed (College Closed)
Jan. 3 T Registration Resumes
Jan. 16 M Martin Luther King, Jr., Day Observance (College Closed)
Jan. 17 T Classes Begin
Jan. 21 S Saturday Classes Begin
Feb. 20 M Presidents Day (College Closed)
Feb. 28 T Professional Development Day (College Closed)
Mar. 10 F Midterm (16-week classes)
Mar. 13-18 M-S Spring Break (No Classes)
April 14-15 F-S Spring Holiday (College Closed)
May 12 F Last Day for Withdrawal with "W" for 16-Week Classes*
May 13 S Saturday Finals
May 15-18 M-Th Final Exams
May 19 F Graduation
May 22 M Grades Due by 11:00 a.m.
May 29 M Memorial Day (College Closed)

* For all other classes, contact the Registrar at registrar@richland.edu, for alternate withdrawal dates.
Introduction to Richland

Richland Community College was founded in 1971. At that time, its mission statement identified it as a comprehensive community college, which required that it offer baccalaureate, technical, continuing education, and community service programs. For almost 45 years, that is what the College has done. The people of the District have benefited and prospered from the services the College has offered.

Since its founding, the basic purpose and mission have not dramatically changed. What have changed, however, are the scope of activities and the manner in which they occur. The 21st Century places demands on Richland that are far different than the demands in 1971. Today’s new economy retains the elements of mass production but adds new standards for quality, variety, sustainability, innovation, convenience, and timeliness. Yesterday’s community colleges measured their success by how many students they served. Today’s community colleges measure their successes by how well they serve. For a college to serve well, it must commit to improving standards of quality. It must commit to providing education, programs, and services in a variety of ways to diverse people at ever-changing times and places. It must commit to assisting students in completing their educational goals.

Richland’s faculty and staff are committed to meeting the challenges of the new economies and technologies. They are committed to providing the leadership and education required to create a talented pool of people who will help Central Illinois grow and prosper in an increasingly complex world. The statement of purpose, mission, vision, and goals outline the blueprint, the plan, and the process by which Richland will meet the challenges of the 21st Century.

As Richland Community College works to serve residents of the College District, it looks forward to meeting new challenges and fulfilling its most important mission – student success.

Governance

The College is governed by an eight-member Board of Trustees. Seven of the members are elected on staggered, six-year terms by the registered voters living within the District. The eighth, a student member, is elected for a one-year term by the College student body. The Student Trustee may cast an advising vote to show position and can make and second motions.

The Trustees meet on the third Tuesday of every month in the College Board Room. Special meetings are also called as required. All meetings of the Board and its committees are open to the public except for discussion of certain exempt matters including those relating to employment, land acquisition, and pending litigation. The general public is invited to attend all Board meetings, and time is set aside during these meetings for citizens to address the Board and to make their opinions known.

Accreditation

Richland Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. In 2000, Richland Community College became a member of the Academic Quality Improvement Program, recognized by the Higher Learning Commission as an alternative to the traditional accreditation process.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
(312) 263-0456
www.ncahlc.org

Richland earned its Reaffirmation of Accreditation from the Higher Learning Commission in Spring 2015. Accreditation has been extended to 2022-2023.

Recognition

Richland Community College is recognized by the following organizations and agencies:

- Illinois Board of Higher Education
- Illinois Community College Board under the provision of the Community College Act
- Illinois State Board of Education
- U.S. Department of Education
- Veterans’ Administration
- Illinois Student Assistance Commission

Statement of Purpose

The primary purpose of Richland Community College is to improve the quality of life in Central Illinois by actively serving the educational needs of the people, organizations, and institutions it serves. The College pledges to provide equal access to education and training for all citizens regardless of race, age, sex, religion, national origin, ethnic background, or disability.

College Vision

In November 2003, the Board of Trustees adopted a new vision statement for Richland Community College: to be the premier source for education, workforce training, partnerships, and economic development. The Vision Statement was reaffirmed by the Board of Trustees in April 2015.
College Mission

The Board of Trustees adopted a new mission statement in February 2009 and reaffirmed the mission statement in April 2015:

The mission of Richland Community College is to provide innovative educational experiences, opportunities, and environments that enable individuals, communities, and the region to grow, thrive, and prosper. Richland Community College achieves its mission and purpose by offering the following programs:

1. The first two years of a baccalaureate education;
2. Technical courses, certificates, and degrees designed to provide job training, retraining, and upgrading of skills;
3. Basic educational skills designed to prepare students to engage in college-level study;
4. Continuing and community education courses and programs designed to provide and encourage opportunities for lifelong learning;
5. Student development programs and services designed to help students identify educational and career goals, set realistic career paths, and develop skills necessary to achieve intellectual and personal growth;
6. Academic programs and services that provide supplemental support to both teaching and learning;
7. Community education activities and programs that complement, enhance, and contribute to the growth and enrichment of students and the community, both inside and outside of the classroom; and
8. Community service activities and programs that promote linkages with business, industry, and governmental agencies designed to meet the changing needs of the market place and promote economic growth in Central Illinois.

Ethics and Leadership

In September 1989, the staff of Richland Community College developed tenets to guide its leaders and managers. The Tenets of Community College Trusteeship, prepared at the request of the Board of Trustees, provide a framework for good trusteeship. The tenets were adopted by the Board of Trustees in March 1990 and reaffirmed in 2007. In 2008, the Board of Trustees amended the Tenets by adding Creating a Culture of Sustainability.

Also in 1989, an Administrator’s Creed was developed to establish a viewpoint, framework, and tone from which the College’s leaders would lead. The Administrator’s Creed was reviewed in 2008; at that time, the Values and Tenets for Richland Community College Employees, utilizing the College’s Core Values, definitions, and affirmation statements, replaced the Administrator’s Creed.

The Tenets of Community College Trusteeship

The community college is an egalitarian institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all who then can serve to build a better society.

The primary task of the Board of Trustees is to serve as a regenerative force, always expanding and improving the College’s service to people. Given this basic condition, the activities and deliberations of the Board of Trustees will be governed by the following tenets:

About Allegiance
Trustees have but one allegiance; that is to the institution and its mission. Representing special constituencies dilutes trust and undermines institutional mission.

About Commitment
To achieve distinction requires commitment, and commitment requires the devotion of time, thought, energy, effort, and ability whenever needed.

About Creating a Culture of Sustainability
When the Board of Trustees weaves the core values into sustainable concepts with a perspective measured by the Triple Bottom Line (Environment, People, Economics), the College becomes values-driven, exceeding its mission.

About Distinction
The Board of Trustees has the authority and the autonomy to be original, creative, and regenerative; that is its responsibility. If the College is to become an institution of distinction, it will be because the Board demonstrates and requires distinctive service.

About Evaluation
Purpose achieved with distinction does not occur in a vacuum. It occurs because of a Board desire for distinction and willingness to measure how well it is achieved.

About Power
Power rests mostly with the Board of Trustees but also extends far beyond it. Trustee power and influence well used will result in staff power and influence well used; students will be served.

About Purpose
The purpose of an educational institution is more than a Board decision. It is a Board responsibility. Defining the institution is a critical task that requires continuing review.

About Service
All activities in which the College engages – teaching, serving, and guiding – must be evaluated by their effect upon students and community. How the College serves its community and how it serves and prepares its students are fundamental criteria by which the College must be measured.

About Teamwork
The Board consists of individuals with differing values and beliefs, and debate is expected and natural. Although there are individual expressions, there are no individual decisions. Board decisions must be team decisions.
Core Values and Tenets for Richland Community College Employees

The moral character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching, it is imperative that both teachers and leaders demonstrate a strong commitment to good principle and ethical behavior.

The fundamental contributions of education to society demand commitment to exemplary values. At Richland Community College, these values are embodied in our Core Values, which were adopted by the Board of Trustees in 2003. In 2008, the Core Values replaced the Administrator’s Creed. The Core Values were reaffirmed by the Board of Trustees in April 2015.

These Core Values serve as the guiding principles for Richland Community College and its employees.

Commitment
We are dedicated to meeting the needs of the communities we serve.
I/We will
• Strive and maintain a quality educational experience.
• Support the mission and vision of the College.
• Focus on student and stakeholder needs.
• Respond to the changing needs of our communities in a timely manner.
• Create new programs and services to meet identified needs.
• Continuously evaluate and improve programs, services, systems, and policies.
• Utilize a shared decision-making process.

Respect
We recognize the expertise of all members of the College community and encourage individual contributions.
I/We will
• Include stakeholders in the decisions that affect them.
• Treat people with dignity and encourage feelings of self-worth.
• Promote trust through truthfulness, professional courtesy, and fair treatment.
• Recognize and support employee and student contributions.
• Demonstrate faith in and reliance on the integrity and abilities of others.

Excellence
We strive to develop and pursue higher standards.
I/We will
• Exhibit quality in staffing, facilities, programs, and services.
• Promote continuous improvement.
• Anticipate needs and respond accordingly.
• Encourage creativity and innovation.
• Utilize systems that promote student and employee success.
• Exceed student and stakeholder expectations.
• Encourage decision-making at the level of implementation.
• Encourage interdepartmental collaboration.
• Support risk-taking and view setbacks as learning experiences.

Accountability
We assume and demonstrate responsibility for our actions.
I/We will
• Take responsibility for personal and professional growth and development.
• Continuously evaluate and improve our systems and policies.
• Establish and communicate clearly defined and articulated goals and objectives.
• Establish and communicate clearly the standards and expectations of staff.
• Ensure our work adds value to the College and District.
• Demonstrate fiscal and social responsibility.

Diversity
We believe that our similarities and differences are opportunities for establishing a common bond and strengthening the College.
I/We will
• Employ a College workforce that reflects the community we serve.
• Ensure fair and equal access for all.
• Recognize, appreciate, and celebrate the strength of diversity.
• Provide educational experiences that promote a greater appreciation for diversity.
• Implement learning activities that integrate diversity topics in the classroom.
• Seek and consider multiple points of view.

www.richland.edu
Richland offers students a more complete educational experience through the use of a variety of on-campus and off-campus facilities.

**Main Campus**
Richland moved into its permanent home during the fall of 1988. This 154,071-square-foot facility houses 54 classrooms and 39 laboratories, located on a site of 155 acres.

A 12,000-square-foot Horticulture/Agriculture/Maintenance Facility was completed during the summer of 1990. Through the generous donation of Paul Weidenbacher, an 800-square-foot greenhouse was added to the Agriculture building during the spring of 1991.

The Shilling Community Education Center was made possible by a $750,000 bequest from the Shilling Trust administered by the Main Street Bank and Trust. Construction on the 44,607-square-foot Shilling Center was completed in January 1993. The Center features a 325-seat auditorium, banquet room with seating for 300, conference rooms, and several classrooms available for use by students, faculty, staff, and the community. The facility is available for public and business use for meetings, programs, performances, and other events.

Richland’s Fitness Center, relocated to the Workforce Development Institute (WDI) in Fall 2014, includes aerobic conditioning equipment, weight machines, and free weights. Richland District residents may use the Fitness Center by registering for the appropriate Physical Education class or multiple non-credit options.

The Kitty Lindsay Learning Resources Center (Library), located next to the Mueller Student Center, provides a variety of resource materials, wi-fi access, and computers and a professional staff trained to help students locate and use materials.

The Richland Bookstore, operated by Follett Higher Education Group, is located next to the Mueller Student Center. It carries textbooks and materials for all Richland courses and a variety of school supplies and Richland gear. VISA, MasterCard, Discover, and American Express are accepted by the Bookstore. The Bookstore can be contacted at 217.875.7211, Ext. 231, or http://www.richlandccshop.com.

The Richland Coffee House, opened in September 2011, is a student-operated laboratory for the Culinary Arts Institute. The Coffee House offers beverages and pastries produced by students. With advance notice, beverages and pastries may be purchased for groups on campus. Contact Economic Development and Innovative Workforce Solutions, 217.875-7211, Ext. 740, for more information.

Bistro Five Thirty Seven is a full-service restaurant located on the Richland Community College campus. Fully operated by the Richland Culinary Arts Institute, the restaurant is a working laboratory for students seeking national certification by the American Culinary Federation. The menu selections at Bistro Five Thirty Seven will change regularly, incorporating unique cuisine and comprehensive cooking techniques. This entrepreneurial student experience is the capstone course of the Culinary Arts Institute and ensures that graduates have the competencies and skills necessary to be successful in the culinary field. Bistro Five Thirty Seven is open Tuesdays and Thursdays for lunch from 11am–1 pm and dinner from 6pm—8 pm. Reservations are preferred and can be place by calling 217.875.7211, Ext. 537.

The Scherer Industrial Technology Center, adding 23,550 square feet to the east wing and dedicated in August 2002, is the location of many technology programs including Drafting and Design, HVAC, and Engineering Technology. State-of-the-art equipment allows integrated training opportunities for students in these programs.

The Schrodt Health Education Center offers training opportunities for health professions through realistic replications of hospital rooms and surgical rooms. General classrooms, laboratories, and computer labs are also available in this 25,570-square-foot wing, dedicated in January 2003.

The Dwayne O. Andreas Agribusiness Education Center, a 15,000-square-foot addition to the east wing, was dedicated in Fall 2007 and open for classes in Spring 2008. This space includes general classrooms, a biology laboratory, and a drive-in technology laboratory space. It is also the temporary location of the Office of the President and the Richland Foundation while the campus north wing is undergoing renovation.

A variety of fast foods, drinks, and daily specials may be purchased from the Prairie Grille, located next to the Mueller Student Center. Hours of operation are posted, with no service on Saturday. Vending machines are located in the cafeteria, in the lounge adjacent to the Library, in the Scherer Industrial Technology Center, in the Workforce Development Institute, and in the Shilling Center, just south of the lobby.

The Student Services Center is the location of many services for students. Counseling and Advisement Services, Financial Aid and Veterans’ Affairs, Student Records, and Transfer Services are temporarily housed in the Workforce Development Institute while the current facility undergoes remodeling.

A series of television monitors mounted throughout the College offers access to information concerning student activities, registration and scheduling updates, meeting times, daily events, seminars and workshops, and special announcements. Contact Marketing, Room W118A, for additional information.

Located north of the Main Campus, the Center for Sustainability and Innovation is a facility designed and constructed to achieve the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) platinum designation. The facility is a full demonstration of sustainable building technologies and methodologies that reduce Richland’s carbon footprint. The University of Illinois Extension is located on the first floor. The second floor is home to Richland’s Innovations Lab. The Lab’s unique learning environment supports applications of innovative thinking, entrepreneurial exploration and discovery, and creative problem solving.

The wind turbine is the sole source of electrical power for the Center for Sustainability and Innovation. It is Richland Community College’s innovation signature and is iconic for the College’s campus and new programs as well as serving as the gateway to the Agribusiness Applied Technology Park. Standing at 125 feet high and resting on a 10-foot round base of concrete poured 16 feet into the earth, the Northwind 100 wind turbine is the first on any Illinois community college campus. The tower was installed in 3 sections each weighing 13,000 pounds. Each of the three blades weighs 850 pounds. The wind turbine will generate approximately 200,000 kwh per year.
The National Sequestration Education Center, funded through a grant from the U.S. Department of Energy, is a training and demonstration site for a joint project of the U.S. Department of Energy, the Illinois Geological Survey, Archer Daniels Midland Co., and Richland Community College. The building opened for use in Fall 2012.

The Workforce Development Institute, located east of the main campus, opened in Fall 2014. This facility houses technical programs including automotive technology, diesel mechanics, and auto collision repair. In addition, the Richland Fitness Center is located in this facility. It is also the temporary home of the Student Success Center while the current north wing area undergoes renovation.

Off-campus Facilities
The Decatur Public Library is the site of Project READ, whose goal is to provide educational services for adult students reading below the ninth-grade level. Services include recruiting, training, and placing volunteers in locations where they can be effective tutors for those adult students. Prospective students and volunteers may call for appointments or further information at 217.423.7323.

The Clinton Higher Education Center, which opened in fall 2013 at 140 Sunrise Court, offers admissions, advising, registration, placement testing, virtual testing, financial aid, and many other services. Credit classes, non-credit workshops, and General Educational Development (GED) classes are scheduled in Clinton and other communities throughout the Richland District. General Educational Development (GED) classes are also provided. Call 217.935.6791 for additional information.

The Fairview Park Plaza Center, located in the Fairview Park Plaza, 1485 W. King Street, Decatur, opened in January 2009. Credit classes and non-credit workshops are offered, as well as general college admissions services. Call 217.462.0480 for additional information.

Area schools also provide classrooms for off-campus credit classes and non-credit workshops. Dual credit classes are provided to area high school students at their high schools and on Richland’s main campus.
Admissions

Admission to the College
Richland Community College is open to all people who
• Have graduated from high school, or
• Have received a High School Equivalency Certificate based on the GED test, or
• Intend to enroll in a GED course, or
• Are high school or gifted students who have principal/administrator approval to enroll.

Students enrolling at Richland Community College are required to submit all transcripts. High school and college transcripts should be sent directly from the appropriate schools to Richland’s Student Records Office. Transcripts hand-delivered to the Student Services Center will only be accepted in a sealed, tamper-free envelope from the institution.

GED Placement Program
Students without a high school diploma will be required to participate in the Richland GED placement program and enroll in the appropriate GED course. Students will then be eligible for further study at Richland upon successful completion of the GED test and receipt of the High School Equivalency Certificate.

Admission to a Program or Course
Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement.

Admission to a Program of Study
Each program of study (for example, Nursing, Accounting) has specific requirements for admission. These requirements are based on the student’s previous education, work experience, and levels of achievement. See “Programs of Study” on page 43 for complete list of prerequisites for each program. Information that may be used in admission to a program includes

1. A transcript of the student’s high school and college records. The student should request a transcript from the school(s) to be sent to the Records Office at Richland. High school seniors applying for admission should also include a list of courses in progress. High school and college transcripts should be sent directly from the appropriate schools to Richland’s Records Office. Transcripts hand-delivered to the Student Services Center will only be accepted in a sealed, tamper-free envelope from the institution.
2. Test scores. Richland generally uses the American College Testing Assessment (ACT), Standardized Assessment. Other comparable test results may be submitted if approved by a Richland counselor.
3. Application and personal interview, including related experiences since leaving high school or college.

Selective Admission to Health Professions Programs
Students who wish to declare a major in some health professions programs must meet specialized criteria under the instructional program section of this Catalog. Admission to some health programs is selective due to availability and limitations of practicum sites and limitations in the number of students who can be accommodated in clinical groups. The selective admissions procedures also apply to readmission students, advanced placement students, and transfer students. Admission to Richland Community College does not guarantee admission to selective admissions programs. The following programs require specialized admission:
• AAS Dental Hygiene – cooperative agreements with Lakeland Community College and Parkland College
• AAS Nursing
• AAS Occupational Therapy Assistant – cooperative agreement with Parkland Community College
• AAS Physical Therapy Assistant – cooperative agreement with Lakeland College
• AAS Radiography
• AAS Respiratory Care – cooperative agreement with Parkland College
• AAS Surgical Technology
• Certified Nurse Assistant Certificate
• Pharmacy Technology Certificate
• Practical Nursing Certificate

Evaluation of Specialized Courses
Students who would like to request evaluation of specialized coursework from another college must obtain a Request for Evaluation of Specialty Credit Form from the Health Professions Office, submit a weekly outline for the completed course, and pay a fee for each course evaluated. Nursing course credit may be earned by students who wish to transfer core nursing courses from approved programs in the United States. Advanced placement into the ADN Program is possible based upon successful results of the HESI tests for the appropriate course and available space. All admission and graduation requirements must be met, and in order to graduate from Richland’s ADN program,
students must complete a minimum of two semesters of core nursing courses at Richland. Interested students must complete a Richland Information Form and an Associate Degree Nursing Program Application for Transfer available at www.richland.edu/health.

Evaluation of Clinical Courses

Students who wish to transfer credit for clinical courses may be required to have their skills evaluated. Additional lab fees are required depending on the extent of the evaluation needed. See the appropriate Health Professions program director for the evaluation of the lab time and fees required.

Credit Equivalency by Licensure or Certification

If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the program of study that he/she is pursuing. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled.

Minimum Subject Admission of High School Requirements for Transfer Programs

The Illinois Board of Higher Education has established minimum subject requirements for baccalaureate degree programs. These subject requirements, which will be in addition to the admissions requirements and procedures currently in place at Richland, became effective in the 1993 Fall Semester.

Students entering a transfer program with subject deficiencies will be admitted provisionally and will be required to make up these deficiencies by graduation. The minimum subject requirements are listed below:

Units/Subjects

- 4 English (emphasizing written and oral communications and literature)
- 3 Social studies (emphasizing history and government)
- 3 Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 Science (laboratory sciences)
- 2 Foreign language, music, art, or vocational education

For further information, please contact your high school counselor or the Registrar at Richland Community College, registrar@richland.edu.

Transfer of College Credit to Richland

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken at a regionally accredited postsecondary institution, as recognized by the Higher Education Directory, and which meet the course objectives of his or her academic program required for graduation at Richland Community College.

Students who wish to transfer credit earned at another accredited college or university must request an official transcript from the college attended. The transcript should be sent directly from the college or university to Richland’s Student Records Office. Transcripts hand-delivered to the Student Services Center will only be accepted in a sealed, tamper-free envelope from the institution. The student requesting a transfer of credit must pay any applicable transcript fees.

Approved credit hours will be applied toward the total number of hours needed for the degree or certificate, provided the average grade for all such work is “C” or better.

Transfer credit will not be included in computing the student’s grade point average at Richland. Approved credit hours will be recorded on the student’s academic record after a formal evaluation of the transfer work.

Admission of High School Students and “Gifted” High School Students

High school students may take Richland courses for either application toward a high school diploma or for college credit. Eligibility for enrollment as a high school student is decided as follows:

- The student is a high school student.
- The student’s high school principal submits the appropriate form stating the student is taking the course(s) for high school, dual credit or college credit and has the principal’s approval.
- A high school transcript is submitted to Richland.
- Tuition may be determined by course and delivery.
- Both student and parent must complete the parental form.

Final approval for enrollment is then determined by Richland. College credit for classes taken by high school students will be held in escrow and awarded to the student upon completion of high school (as verified by an official high school transcript).

“Gifted” students are students with exceptionally high academic ability as determined by the student’s high school and the College.
Dual Credit

High school students who rank above average in academic achievement and who meet all College course prerequisites may enroll in selected college classes at Richland Community College and receive both high school and college credit simultaneously. Students enrolling for dual credit must have appropriate academic qualifications and approval from their high school principal and parent or guardian. Upon the request of school officials, a dual credit information session will be offered.

Students enrolling for dual credit should follow the application procedures previously listed for the admission of high school students. Students are encouraged to contact the Admissions Office of the university or college they are interested in to ensure that dual credit courses will be accepted.

Registration

Registration for classes at Richland takes place at scheduled times before the beginning of each semester. Class schedules, including a list of all courses offered and registration dates, are available online before the start of the term. Students must complete any required placement tests in the Testing Center prior to registration.

• Drop/Add registration is held the first week of classes and is limited to courses for which enrollment is not filled.
• Students may register for any course that has not begun if space is available and if the student is eligible.
• At the time of application, students are assigned an academic advisor based on the academic program chosen on their Admission Information Form. Students should meet with their assigned advisor to develop goals, receive advice on course selection each semester, and learn what information a student can access on myRichland, etc.
• Students must have their class schedules and fee forms approved by an academic advisor before registering.
• Academic advisors are available throughout the year, during posted hours. Students are encouraged to register early.
• Under certain conditions students may register without seeing an advisor. See the Records Office for details.

Credit Evaluation Programs

College Credit for Experience Outside the Classroom

Richland realizes that many people who attend school have knowledge gained through work, military service, independent study, and other learning experiences. Richland may grant credit for this knowledge through the programs listed below. Credit earned in this way will be recorded on the student’s transcript without a grade and will not be used in computing the student’s grade point average. The programs include the following:

1. Advanced Placement Program (APP)
   The APP is an organized instructional and/or testing program offered in high school in cooperation with the College Entrance Examination Board. High school courses may be offered through the program for college credit, or credit may be given for course areas not offered by the APP if the student passes an AP examination given by the College Board. College credit granted through an APP examination will be recorded as “AP” and will not be used in computing a grade point average. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at Richland. High school students interested in the Advanced Placement Program should contact their high school counselor.

2. College Level Examination Program (CLEP) and DSST Prometrics Exam
   Richland participates in the College Level Examination Program (CLEP) and the DSST Prometrics Examination Program, which allows students to obtain college credit based on their learning outside the classroom. CLEP examinations are available in over 30 areas, including Social Science, Natural Science, Humanities, and Mathematics. DSST Prometrics exams are available in areas such as education, criminal justice, finance, business, and world religions. Credit through a CLEP or DSST Prometrics examination may be applied to a degree or certificate as general education or elective(s). No credit will be awarded for ENGL 102 or COMM 101 at Richland through either the CLEP or the DSST Prometrics Exam. Credit granted through a CLEP or DSST Prometrics examination will be recorded as credit and will not be used in computing a grade point average. Credit will be recorded after completion of eight (8) semester hours toward an associate’s degree or certificate program. Students should check with the Registrar, registrar@richland.edu, to verify how CLEP will be applied. Students who have enrolled in college study before attempting a CLEP or DSST Prometrics examination will not be granted credit if they attempt an examination after they have received a grade for that specific course or for prior college study that is directly related to an exam taken. For more information or to register to take a CLEP or DSST Prometrics examination, contact the Testing Center, 217.875.7211, Ext. 238, or the Academic Success Center, 217.875.7211, Ext. 419.

3. Proficiency Examination
   Students with wide varieties of educational experience may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel and standards set by the College in those areas and courses deemed appropriate. To take an exam, students must be currently enrolled at Richland and not enrolled in the course in which they are requesting to be tested. They should obtain the appropriate form and obtain permission from the division involved, pay the required fee, and successfully pass the examination. A proficiency examination for a given course may be taken only once. A fee of one-half the in-district or out-of-district tuition normally charged for the course must be paid before the exam. The fee is not refundable. The student must receive a score of 80% or better to earn credit by proficiency. Credit hours earned through proficiency examination are posted on the student’s permanent record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. The credit is not included in the calculation of the grade point average and may not be used to establish enrollment status (i.e., full-time, part-time).

4. Proficiency by Advanced Course
   Some courses are organized in sequence so that completion of an advanced course depends on knowledge gained from a previous course. Students who satisfactorily complete the advanced course at Richland without taking the previous course may be eligible for college credit for the previous course. Course sequences in which students may apply for proficiency by advanced course are listed below, along with the minimum grade required in the advanced course to earn credit for the lower course:

<table>
<thead>
<tr>
<th>Advanced Course</th>
<th>Proficiency Credit</th>
<th>Required Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 105</td>
<td>CIS 101</td>
<td>B</td>
</tr>
<tr>
<td>CS 281</td>
<td>CS 251</td>
<td>B</td>
</tr>
<tr>
<td>CHIN 202</td>
<td>CHIN 101, 102, 201</td>
<td>B</td>
</tr>
<tr>
<td>CHIN 201</td>
<td>CHIN 101, 102</td>
<td>B</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>CHIN 101</td>
<td>B</td>
</tr>
<tr>
<td>CIS 110</td>
<td>CIS 101</td>
<td>B</td>
</tr>
<tr>
<td>FREN202</td>
<td>FREN 101, 102, 201</td>
<td>B</td>
</tr>
<tr>
<td>FREN201</td>
<td>FREN 101 and 102</td>
<td>B</td>
</tr>
</tbody>
</table>

Richland Community College Catalog 2016-2017
Students desiring credit by advanced course must apply officially for such credit within four years following completion of the advanced course. Exceptions to this policy must be approved by the Dean of the appropriate division.

To apply for proficiency credit, students must obtain a “Required for Proficiency Credit by Advanced Course” form from the Student Services Center. A fee of $1.00 per semester hour will be charged for consideration of the student’s request and may be refunded only if the student is not eligible to receive such college credit. Contact the Registrar, registrar@richland.edu, for additional information.

5. **Armed Forces Health and Physical Education**

   Any veteran who has completed a minimum of six (6) months’ active duty in the armed forces and presents evidence of an honorable or general “under honorable conditions” discharge from the service is eligible for a maximum of four (4) semester hours of physical education activity course credit. Approved credit will not be used to compute a grade point average. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. Veterans may apply for credit by submitting a copy of their DD-214 or military transcript to the Student Records Office in the Student Services Center.

6. **Credit for Military Service & Training**

   A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken while serving in the military, if the courses meet the objectives of his/her academic program as required for graduation from Richland Community College. Consideration for the awarding of credit for military experience and training will be guided by the college credit recommendations developed by the American Council on Education. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College. Contact the Registrar, registrar@richland.edu, for further information.

7. **Credit Equivalency for Professional Training**

   Academic course credit for professional training events in some disciplines and technical fields may be granted if the event is offered by Richland Community College and/or one or more of the College’s training partners. A training partner is a professional organization or other authorized training provider recognized by the College. This partner ensures that the training meets predetermined standards. In some instances, training must be delivered by certified instructors as dictated by program/curricular requirements. The training must meet all objectives of the relevant course(s) in order to receive credit, as determined by faculty responsible for the content area. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at Richland.

8. **Credit Equivalency for Professional Experience**

   Students with wide varieties of experience may develop a portfolio of these experiences and apply for course credit. A portfolio is a collection of documentation of learning, which may include samples of actual work, and is submitted for evaluation in consideration of course credit. The portfolio must meet all objectives of the course in order to receive credit, as determined by faculty responsible for the course. Approved credit will be posted to the student’s record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at Richland.

### Course Placement

**Students come to Richland with a wide variety of education, achievement, experience, and training. To help determine the student’s level of learning, placement tests are given to help students select courses that will be most beneficial and to maintain academic standards.**

Reports from other tests and transcripts also aid in placing students in the courses for which they are best prepared.

### Course Placement Testing

Student are required to complete placement testing in mathematics, English, and reading before registering for credit courses. Placement testing may be completed in the Academic Success Center (Testing), Room S117, at the Clinton Higher Education Center, and/or at the Fairview Park Plaza Center. These test results, which are valid for the length of time determined administratively, are used to determine a student’s eligibility for courses with prerequisites and/or placement in developmental courses (courses numbered 090 through 099). These placement exams, cut-off scores, and other criteria have been established by the respective programs’ faculty to ensure proper course placement. Individual programs may offer a proficiency exam to alter the sequence of courses required.

Classroom instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time.

Some of these tests are administered on a computer, and some are untimed. Photo identification is required for all testing. Review materials for the mathematics and English sentence skills tests are on the College website at [www.richland.edu/testing](http://www.richland.edu/testing). Other review options are available by asking in the Academic Success Center (Tutoring), Room S117.

[www.richland.edu](http://www.richland.edu)
C148. Retesting for some placement tests for a fee is possible if a student meets certain guidelines. Once a student begins a sequence of courses based on the test results, the student may not retake the placement test in that area regardless of the amount of time that has elapsed since the course was started. If a student believes he or she is eligible for testing accommodations, the student should contact the Academic Success Center (Accommodations), Room C148, or call 217.875.7211, Ext. 379, prior to taking any placement test(s).

English-Reading
Each student will receive an English placement report based on his/her transcripts and/or ACT test scores. ACT and SAT scores are valid for three years. The report advises in which English class (ENGL 088, 090, 095, 097, 101, or OT 117) the student is to enroll. In some cases, students may be required to take English and Reading Placement Tests to help determine their level of competence. The English and Reading Placement Tests are also used to determine eligibility in some college-level courses. See the course description to determine prerequisites for courses.

Students unsure about their placement into reading/writing courses should contact an academic advisor in the Student Services Center or the Dean of Liberal Arts, Room C162.

Foreign Language
Students who have not studied a specific foreign language are to begin their college study with the course numbered 101. Students whose most recent prior study of the language occurred more than five years ago should also start their college study with the course numbered 101.

Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned quality points. Quality points are computed on the basis of full years of high school study and are assigned on the basis of the grade earned for each semester divided by two. (A = 4.00, B+ = 3.50, B = 3.00, C+ = 2.50, C = 2.00, D+ = 1.50, D = 1.00, F = 0)

Example: A student who studied a foreign language for one year and received an “A” for both semesters would have earned four quality points, (i.e., 4.00 + 4.00 = 8.00 divided by 2 = 4.00). Another student who completed one year with a “B” for one semester and an “A” for one semester would have earned three and one-half quality points (i.e., 4.00 + 3.00 = 7.00 divided by 2 = 3.50).

<table>
<thead>
<tr>
<th>Earned Quality Points</th>
<th>Start With Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 4</td>
<td>101</td>
</tr>
<tr>
<td>5 to 11</td>
<td>102</td>
</tr>
<tr>
<td>12 to 14</td>
<td>201</td>
</tr>
<tr>
<td>15 or more</td>
<td>202</td>
</tr>
</tbody>
</table>

Any person who wishes to register for a specific foreign language with course placement different from that shown above should consult with the Dean of Liberal Arts, Room C162, regarding appropriate placement.

Mathematics
Some mathematics and science courses require prerequisites for enrollment. In some cases, students will be required to take a placement test in arithmetic, elementary algebra, or college mathematics. Students may also use ACT scores in mathematics to place in certain courses. Students seeking clarification regarding their math placement should see an academic advisor in the Student Services Center or the Dean of Mathematics, Science, and Business, Room S119.
## Tuition, Fees, and Charges

Tuition, fees, and other charges paid by a student to Richland Community College cover a portion of the actual expenses of a student's education. The balance of the cost is paid by the public through local property taxes assessed within District 537 (or, in some cases, the student's own community), state financial support, and federal financial assistance.

Tuition, fees, and other charges are due and payable at designated times each registration session. The College reserves the right to change the rate of tuition, any fees, or any charge without notice.

### Residents of Richland Community College District (and Out-of-District Students with Charge-Back Authorization)

<table>
<thead>
<tr>
<th>Per Credit Hour Tuition</th>
<th>$119.00*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Technology Fee</td>
<td>$10.00*</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$2.00*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$131.00</strong></td>
</tr>
</tbody>
</table>

### Tuition and Fees for Online Courses

<table>
<thead>
<tr>
<th>Per Credit Hour Tuition</th>
<th>$153.00*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Technology Fee</td>
<td>$10.00*</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$2.00*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$165.00</strong></td>
</tr>
</tbody>
</table>

Students enrolling in courses offered via the Internet will pay $165.00 per credit hour. This charge applies to all students; out-of-district and out-of-state tuition charges will be waived.

### Tuition and Fees for Associate Degree Nursing, Emergency Medical Technology, Health, Practical Nursing, Radiography, and Surgical Technology (In-District Students)

<table>
<thead>
<tr>
<th>Per Credit Hour Tuition</th>
<th>$143.00*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Technology Fee</td>
<td>$10.00*</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$2.00*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$155.00</strong></td>
</tr>
</tbody>
</table>

Out-of-District Students of Richland Community College pay $186.50* per credit hour plus fees.

Out-Of-State and International Students pay $450.00* per credit hour plus fees.

* Subject to change with Board approval.

## Fees

Course Fees may be required for certain course and programs to offset the costs of consumable supplies. The amount of the fee is listed on the College website, www.richland.edu/tuition, or a listing is available in the Business Services Offices, Room E162.

The Academic/Technology Fee includes the following services and privileges: use of the computer labs, both for computer-based classes and for open lab use; updated technology for students; and student enrichment programs, including student clubs and organizations, student handbooks, entertainment, and events.

## Payment Information

By registering for classes at Richland Community College, students are accepting financial responsibility for the costs their tuition and fees. Full payment (100%) of tuition and fees is due approximately one week before the start of classes. Payment dates for each semester are published online and are also available at the cashier’s window, temporarily located in the Workforce Development Institute. Students are not required to pay at the time of registration unless the date of registration is less than one week before the start of classes. A student payment plan is available. Details of the payment plan are listed in the section below. All students are encouraged to apply for financial aid and should apply as early as possible. Failure to pay for classes by the due date may result in the student being dropped from class but NOT from his or her obligation to pay. NON-attendance or NEVER attending also does not release a student from the obligation to pay tuition charges. Refunds or adjustments are only made when classes are officially dropped within the refund period. Official drops are processed by the Student Services Center and must be initiated by the student.

## Tuition Payment Plan

For students desiring additional time for payment, the College offers an online tuition payment plan through Nelnet Business Solutions. The plan does not add interest or finance charges, and there is no credit check. For a fee of $30 per semester, tuition payments will be automatically deducted from the designated bank account or credit card on a predetermined monthly schedule. Enrollment and additional information is available online at www.richland.edu/cashier/facts. Informational brochures are also available at the cashier’s window, temporarily located in the Workforce Development Institute.

## Tuition Discount for Senior Citizens

District 537 residents who are 65 or older or who will become 65 years old during the calendar year are eligible to enroll without payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition-paying students enrolling constitute the minimum number required for the course. Such waiver does not apply to all other fees associated with enrollment in such a course. For more information, call Business Services, 217.875.7211, Ext. 227.

www.richland.edu
Proficiency Examination

The fee for a proficiency exam is one-half of the tuition normally charged for a course and should be paid before the exam is taken. See page 15 for information about the process of proficiency.

Transcripts

Students order official transcripts electronically at http://www.parchment.com. For questions, please contact the Records Office at Ext. 255 or transcripts@richland.edu.

Refund Policy

Richland Community College’s refund policy is based on full payment of tuition, fees, and other charges. Students who register and then officially withdraw from any or all classes at the College will have their tuition returned according to the schedule determined by the Business Services Office and posted in Business Services and online.

All withdrawals and drops must be initiated by the student and must be processed through the Admissions and Records Office to be eligible for a refund. Course fees and all other fees are non-refundable after classes begin. A full refund of tuition and fees will be made if the College cancels a course. Non-attendance is not considered an official drop.

Refunds will be determined utilizing the following schedule:

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Refund Period</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Week Class</td>
<td>First 9 school days of term</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>0%</td>
</tr>
<tr>
<td>12-Week Class</td>
<td>First 5 school days of class</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>0%</td>
</tr>
<tr>
<td>4-8-Week Class</td>
<td>First 5 school days of class</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>0%</td>
</tr>
<tr>
<td>2-3-Week Class</td>
<td>First 3 school days of class</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 2 Weeks</td>
<td>Prior to day 1</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students receiving the Federal Pell Grant will receive refunds computed in accordance with Federal regulations.

All refunds for cancelled/dropped classes and Financial Aid will be paid according to the refund method selected by the student using his or her My Richland Card at www.MyRichlandCard.com. Students will be mailed a My Richland Card to the address on file with the College. Students must choose their refund preference at www.MyRichlandCard.com to receive their refund. For more information about the My Richland Card and refunds, please visit www.MyRichlandCard.com or contact the College cashier at 217.875.7211, Ext. 227.

Residency

A student is considered a resident of Richland Community College District 537 if the student establishes a permanent residence in the District for at least 30 days prior to enrollment. The College is authorized to require such written documents, affidavits, verifications or other evidence as are deemed necessary to determine residency.

Cooperative Agreements

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that allow Richland District residents to enroll in a degree and/or certificate program in a vocational-technical program not available at Richland. Cooperative agreements between Richland Community College and the community colleges are listed on page 44. These agreements provide a student with the opportunity to attend another Illinois community college for programs not offered at Richland. Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. Cooperative agreement applications must be completed prior to the start of each academic year the student is attending the other community college, regardless of any prior year’s approval. Under the agreements, no charge-backs or out-of-district fees are required of students enrolling in the designated programs of study listed on page 43. A cooperative agreement form must be completed by Richland and submitted to the college that the student plans to attend. Students are encouraged to contact the Office of Academic Services, Room W141, 217.875.7211, Ext. 292, for further information prior to completion of a form.

Charge-Back Authorization

In-District Students Planning to Attend Another Community College

Residents of Richland Community College’s District who choose to pursue a program of study not offered by Richland but offered at another Illinois public community college may be eligible for a charge-back. If a charge-back is approved by the Richland Board of Trustees, the student will pay the other district’s in-district tuition only. Charge-backs will not be approved for individual courses.

Applications for charge-back must be completed and submitted to the Vice President of Academic Services, Room W141, no later than 30 days prior to the beginning of each academic year the student is attending the other community college, regardless of any prior year’s approval. All charge-back applications must be approved by the Board of Trustees, which meets on the third Tuesday of every month. Charge-backs will not be approved retroactive to the time of application.

Students are encouraged to contact the Office of Academic Services, Room W141, 217.875.7211, Ext. 292, for further information.
Financial Aid
All students seeking state or federal financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA) for each academic year unless otherwise instructed. This application may be obtained online at www.fafas.gov. A limited supply of paper FAFSAs is available in the Financial Aid Office in the Workforce Development Institute (WDI), Room 147. Early application is important. The FAFSA is accepted until June 30 in the academic year.

Grants
Federal Pell Grant
The Federal Pell Grant is awarded to help degree-seeking undergraduates pay for their college-related expenses. The Federal Pell Grant, based on need, is the largest federal student aid program. For many students, these grants provide a “foundation” of financial aid to which aid from other programs may be added. Unlike loans, grants do not have to be paid back. Richland adheres to the standards and requirements set by the U.S. Department of Education. Eligibility is determined through the Free Application for Federal Student Aid (FAFSA). Richland verifies students as required by the U.S. Department of Education. Any person required to register with the Selective Services who fails to register is ineligible for federal and state financial aid. Richland complies with all U.S. Department of Education regulations.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is awarded to help pay for educational expenses of college students who are enrolled in a program of study leading to a degree or certificate. The FSEOG is based on need as determined by the FAFSA and Illinois residency. The FSEOG is a federal grant awarded to students who demonstrate exceptional need determined through the submission of the Free Application for Federal Student Aid (FAFSA) and is not repayable. Because of limited funding, priority is given to students who complete financial aid files the earliest.

Illinois – Monetary Award Program (MAP)
MAP provides tuition and fees to students who qualify on the basis of financial need, U.S. citizenship, Illinois residency, and other requirements. Eligibility is determined through the FAFSA and the Illinois Student Assistance Commission. Students must be taking a minimum of 3 credit hours in a degree-seeking program and provide proof of Illinois residency. Application should be made early for consideration. Students at the community college level are allowed up to 75 MAP paid credits.

Scholarships
Merit Recognition Scholarship
This scholarship is awarded to Illinois students who rank in the top 5% of their high school class at the end of the seventh semester. Initial eligibility is determined by high school counselors. Eligible students will receive an application from the Illinois Student Assistance Commission that they must complete and submit to the college they will be attending. Awards depend on state funding.

Illinois National Guard Grant (ING)
Funds are available to enlistees and officers to the rank of captain in either of these services for the equivalent of eight (8) semesters or twelve (12) quarters of undergraduate study. The award pays tuition and certain fees. Eligible students should apply at www.isac.org. Applicants must apply each academic year within the Illinois Student Assistance Commission deadlines. Veterans must inform the Financial Aid and Veterans’ Affairs Office, located in the Workforce Development Institute (WDI), Room 147, that they want to use ING each semester.

Policeman/Fireman Grant
These scholarships provide tuition and mandatory fees for children under age 25 whose parents were killed in the line of duty. Interested students should apply directly to the Illinois Student Assistance Commission at www.isac.org.

Correctional Workers’ Grant
The fund provides tuition and mandatory fees for dependents of workers who were killed or were 90% disabled in the line of duty since January 1, 1960. Application should be made directly to the Illinois Student Assistance Commission at www.isac.org.

MIA/POW Scholarship
This scholarship pays the cost of tuition and fees for spouses and children of veterans who have been declared missing in action, were prisoners of war, died as a result of a service-connected disability, or have a permanent and total disability as a result of military service. The veteran must have been a resident of Illinois prior to entering military service. Eligible dependents are entitled to use the scholarship for up to 120 semester hours. Children must begin using the scholarship no later than ten (10) years from the effective date of the veterans’ eligibility. The scholarship may be used for twelve (12) years from the initial term of study. For additional information, please contact the Veterans Coordinator in the Workforce Development Institute (WDI), Room 147.

Illinois Veteran Grant (IVG)
IVG pays the cost of tuition and certain fees for veterans who were residents of Illinois before military service and who returned to Illinois within six (6) months after discharge from service. Anyone who served honorably in the U.S. Armed Forces may be entitled, subject to the following requirements: any veteran who was separated after August 11, 1967, must have served at least one year or have been separated for a disability directly related to such service. The grant may be used for a maximum of 120 semester...
hours. IVG recipients must meet the Standards of Academic Progress for Financial Aid Recipients. Applications are available in the Financial Aid Office, located in WDI, Room 147, and at www.isac.org. Veterans must inform the Financial Aid and Veterans’ Affairs Office that they want to use IVG each semester.

Department of Human Services Program
The Department of Human Services provides financial assistance for post-secondary education for physically or mentally handicapped Illinois residents who have financial need. Interested individuals should apply to the local Office of Rehabilitation Services.

Richland Foundation Scholarships
Richland Community College Foundation offers hundreds of scholarships to students at Richland Community College. Scholarships are available for both full-time and part-time students. Some are need-based, while others are based on GPA, merit, declared major, and other criteria.

Students who wish to be considered for a Richland scholarship must first complete the Free Application for Federal Student Aid (FASFA) at www.fafsa.gov. The online scholarship application is available in My Richland under “My Student Information.”

Please contact Tricia Cordulack, Director of Scholarships and Alumni Relations, temporarily located in the Workforce Development Institute, call 217.875.7211, Ext. 203, or e-mail trjordulack@richland.edu for assistance.

Student Employment

Federal Work-Study
This financial aid program authorizes part-time employment for eligible students who are enrolled at least half-time (6 semester hours or more), who are in good standing as defined by the Financial Aid Satisfactory Academic Progress Policy, and who have an unmet need. Eligibility is determined by filing the Free Application for Federal Student Aid (FAFSA) and completing a financial aid file. Student employment applications are available online through myRichland.

Institutional Student Employment
The College offers part-time, on-campus employment for students who are enrolled at least half time (6 semester hours or more). Students are limited to 20 hours per week while classes are in session and 30 hours per week during the semester breaks. Student employment applications are available online through myRichland.

Off-Campus Employment
The Career Center, Room C133, maintains a current list of job openings within the Richland District. Many Richland students are employed on a part-time basis by local places of business while attending college full- or part-time. See the job and employment announcements on College bulletin boards or on Richland’s web page www.richland.edu/career, or visit the Career Center, Room C133.

Students wanting to see how their degree relates to careers in the Richland Community College District along with current job opportunities, wage information, and job descriptions can visit https://richland.emsicareercoach.com. Career Coach is supported through a partnership of the City of Decatur, the Economic Development Corporation of Decatur and Macon County, and Richland providing local employment data, education and training. This resource links Richland programs to the local job market in the Decatur area.

Student Loans
Richland participates in the Direct Loan Program, which includes the Direct Subsidized Loan, the Direct Unsubsidized Loan, and Direct PLUS. These are low-interest loans to students made by the Department of Education. In order to receive a loan, students must apply for financial aid by filing out the Free Application for Federal Student Aid (FAFSA) and completing a financial aid file prior to submitting a loan request. Students must be enrolled in 6 or more credits hours and not be on financial aid suspension to receive a loan. Loan counseling is required for all applicants. Eligibility for a Direct Subsidized loan is calculated prior to calculating the Direct Unsubsidized and/or Direct PLUS eligibility. For more information, contact the Financial Aid Office, Workforce Development Institute (WDI), Room 147.

Transfer Students
Students who wish to apply for financial aid when transferring from another college to Richland can submit a Free Application for Federal Student Aid (FAFSA) and academic transcript(s) from all colleges previously attended.

Transfer students who have not submitted a copy of their transcript from a prior school or were not meeting Satisfactory Progress at the last school attended may be placed on financial aid warning or financial aid suspension according to the Standards of Academic Progress. After a successful appeal, transfer students may be taken off financial aid suspension. Appeal forms are available in the Financial Aid Office, located in the Workforce Development Institute (WDI), Room 147.

Satisfactory Academic Progress for Financial Aid Recipients
The Richland Community College Financial Aid Office is required by federal regulations to monitor academic progress toward a degree or certificate for all financial aid recipients.

In order to receive financial aid at Richland, a student’s total academic record, including transfer work, dual credit classes, and classes for which aid was not received, must be evaluated. While developmental education classes are not counted in the cumulative GPA calculations, they will be reviewed for semester GPA and successful completion for Satisfactory Academic Progress. The following three (3) conditions must be met each semester in order to receive financial aid in good standing:
22 :: Financial Information

Condition I. Grade Point Average Standard
The following overall grade point average must be maintained:

<table>
<thead>
<tr>
<th>Cumulative hours attempted</th>
<th>GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 15 hours</td>
<td>1.70</td>
</tr>
<tr>
<td>16 – 30 hours</td>
<td>1.85</td>
</tr>
<tr>
<td>31+ hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who do not earn the above cumulative grade point averages will be placed on warning. Students must also earn a 2.0 semester GPA. Students who utilize IVG, ING, or MIA/POW benefits are required to maintain a 2.0 cumulative GPA.

Condition II. Completion of Hours Standard
Based on the student's enrollment status at the end of the add/drop period, the student must complete 67% of credit hours attempted for the semester and cumulatively. Grades of A, B, C, and D are considered successful completion for the Credit Hour Completion Standard. Grades of F, W, or I do not count as passing grades; however, they will be reviewed for attempted completion for financial aid purposes. A student with an incomplete class at the end of the term that prevents him/her from complying with the above conditions will be placed on warning or suspension until the class is completed and a grade is posted.

Condition III. Maximum Credit Hour Standard
Students who have not completed a degree or certificate must be terminated from financial aid once they have attempted 150% of the required credit hours needed to complete their degree/certificate. This percentage includes all attempted, completed, failed, incomplete, developmental, withdrawn, dual credit, and transfer hours whether or not aid was received for those hours.

Maximum time allowed for program completion is 150%. For example, an Associate of Arts Degree is a 60-credit-hour program x 150% = 90 maximum credit hours for completion.

Failure to Meet Satisfactory Academic Progress
Failure to meet Satisfactory Academic Progress Conditions I, II, or III or a combination of any of the conditions listed above will result in Financial Aid Warning or Suspension. A student who was formerly in good standing who fails to meet any condition will be placed on Warning. A student on Warning who fails to meet any condition will be placed on Suspension. Progress will be checked at the end of each semester. Financial aid Warning and Suspension are not the same as academic probation and suspension.

Financial Aid Warning
Students who do not meet the grade point average requirements and/or the completion of hours requirements must be placed on Financial Aid Warning. A student on warning may continue to receive state and federal grants, loans, scholarships, and work-study. If the conditions of warning are met and all other conditions for Satisfactory Progress are met, the student returns to good standing. Subsequent failure to meet the conditions for Satisfactory Academic Progress results in Financial Aid Suspension.

Financial Aid Suspension
Financial Aid Suspension will result in the loss of all state, federal, and federal veterans' financial aid including loans, grants, and work study. Both of the following conditions must be accomplished in order to be reinstated:

1. Complete at least six (6) credit hours with no withdrawals, at the student’s expense, and earn a 2.0 GPA for those six (6) hours.
2. The students should have at least a cumulative 67% course completion rate.

After fulfilling the above requirements, a student must notify the Financial Aid Office. Maximum credit hour limits for financial aid follow the U.S. Department of Education and the Illinois Student Assistance Commission regulations. Students will be terminated from financial aid once they have attempted 150% of the time frame needed to complete their degree program. The 150% limit counts all hours attempted, not just hours for which a student received financial aid. Students will be allowed to complete a Financial Aid Appeal if they feel unusual circumstances should be considered. Students who have attempted 120 credit hours and do not have a certificate or degree will not be eligible for financial aid at Richland Community College.

Appeals
A student may appeal financial aid suspension including the 150% limit by completing a Financial Aid Appeal and submitting appropriate documents to the Director of Financial Aid. Appeals must demonstrate unusual circumstances beyond the reasonable control of the student, such as severe or prolonged illness or injury, death in the immediate family, or extreme family emergency, and must include supporting documentation. If the student is not satisfied with the resolution, then a request for an informal resolution can be started by contacting the Director of Financial Aid. Financial Aid appeals follow the College’s Student Resolution Process Chart. (See the Student Handbook.)

Students should submit a Special Circumstances form for a possible adjustment to the Expected Family Contribution for unusual financial circumstances such as loss of employment.

Other Financial Aid Policies
Federal financial aid applicants must have a high school diploma or GED. A student must be attending classes on a regular basis. Any student reported as not attending classes will have his/her financial aid adjusted accordingly.

A student must be enrolled in an eligible program as approved by the U.S. Department of Education, leading to a certificate or degree. All courses taken must be applicable to that certificate or degree.

Financial aid will not cover audited courses.

Disbursement
The dates for disbursing Federal Pell and/or Federal loan refunds are published prior to the beginning of each academic year. An enrolled student’s award will be determined by his/her hours of enrollment and attendance. For more information, check with the Financial Aid Office, located in the Workforce Development Institute (WDI), Room 147.

www.richland.edu
Bills/Refunds to Federal Pell Recipients

Bills or refunds to students attending Richland who receive federal financial assistance and who withdraw before completion of 61% of the semester will be calculated on a pro rata basis on the federal government's Return of Title IV Funds (R2T4) rules. These rules calculate student federal awards based on the period of time he or she remained enrolled. The pro-rated calculation may affect the balance of tuition and fees that the student owes the College. It may also result in the student owing a repayment to the federal government of federal funds previously disbursed to the student.

Verification

All federal and state financial aid students are required to sign a Policies and Procedures Statement. Students selected for verification by the Department of Education Central Processing System are required to submit certain financial documents that verify the financial information reported on the Free Application for Federal Student Aid (FAFSA) and a Verification Worksheet.

Veterans’ Affairs

Veterans may be eligible for federal and/or state benefits to assist them in completing a certificate, associate’s degree, or transportation courses. Information is available in the Financial Aid and Veterans’ Affairs Office, Workforce Development Institute (WDI), Room 147, at www.richland.edu/veterans or on the web at www.gibill.va.gov and www.isac.org. Richland offers the following veterans’ programs:

- Chapter 30 – Montgomery GI Bill – Active Duty Educational Assistance Program
- Chapter 31 – Disabled Veterans – Vocational Rehabilitation
- Chapter 32 – Veterans’ Educational Assistance Program (VEAP)
- Chapter 33 – Post 9/11 GI Bill
- Chapter 35 – Survivors and Dependents’ Educational Assistance Program
- Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance Program
- Chapter 1607 – Reserve Educational Assistance Program (REAP)
- Illinois Veteran Grant – www.isac.org
- Illinois National Guard Grant – www.isac.org
- MIA/POW Scholarship – www.isac.org

Veterans must first apply for VA benefits using the VONAPP at www.gibill.va.gov.

Veterans requesting benefits from the US Department of Veterans’ Affairs are expected to inform the Coordinator, Veterans’ Affairs, of their enrollment each semester. When applying for benefits, a veteran must submit a certified Member 4 copy of the DD214 or a Notice of Basic Eligibility (NOBE). An official academic transcript from all colleges or universities previously attended must be submitted to the Student Records Office for evaluation of transfer credits. If all transcripts are not evaluated, benefits may be suspended.

Veterans receiving benefits from the VA must inform the Coordinator, Veterans’ Affairs, each semester that they want to be certified for benefits. Only courses needed for the educational program will be certified. Veterans receiving benefits from the VA are encouraged to complete all credit hours certified each semester. If a veteran stops attending any course, even though he or she may not have withdrawn from the course, the veteran is responsible to report the last date of attendance to the Coordinator, Veterans’ Affairs.

“Accelerated” courses or independent study courses may affect monthly benefits, so veterans are advised to see the Coordinator of Veterans’ Affairs before enrolling in these courses.

Veterans who receive benefits from the federal Department of Veteran Affairs must meet the same Satisfactory Academic Progress guidelines for financial aid recipients. Each type of military benefit has its own limit. Student receiving military benefits will be placed on warning and suspension in the same manner as other financial aid students.

Students who receive the Illinois Veteran Grant, Illinois National Guard Grant, or the MIA/POW Scholarship must meet the College’s GPA standard of 2.0. Veterans receiving these benefits should inform the Coordinator, Veterans’ Affairs, each semester.

Veteran Tutorial Assistance

The Academic Success Center, Room C148, offers tutoring for students who need extra help in courses.
Academic Advisement

The role of an academic advisor is important for a student’s success at Richland Community College. An advisor will serve as an advocate to help students form educational strategies and make the most of their time at Richland. Advisors will help students develop their goals, give advice on course selection each semester, and show students what information they can access on myRichland, among other tasks. As a result, students are assigned an academic advisor based in part on the academic program noted on their Admission Information Form. A student’s assigned advisor’s contact information is found within Academic Information on the My Student Info tab in myRichland. Most advisors' offices are located within the Student Services Center, Workforce Development Institute, Room 107. Appointments or walk-in assistance is available. Information about Academic Advisement is available at www.richland.edu/advising.

Academic Success Center (Accommodations, Testing, Tutoring, Mathematics Enrichment Centers)

Academic Success Center office hours are 8:00 a.m. to 5:00 p.m.

Accommodations
Richland Community College offers support and accommodations to students with documented disabilities by providing advisement, counseling, adaptive equipment and materials, instructional aids, tutors, note-takers, interpreters, and testing accommodations, as well as many individualized services. All campus facilities are accessible. If a student believes he or she is eligible for testing accommodations, the student should contact the Academic Success Center (ASC)/Accommodations Office prior to taking any placement test(s). Documentation of disability is required for all services.

For more information, students should contact the Academic Success Center (ASC), Room C148, 217.875.7211, Ext. 379, or visit www.richland.edu/accommodations, or contact by e-mail at accom@richland.edu.

Testing
The Testing Center, located in Room S117, Ext. 238, provides testing services for placement in reading, writing, mathematics, and health courses. Also administered are exams from other universities, tests for online/hybrid classes, and make-up tests for Richland classes. Photo identification is required for all students completing any test in the Testing Center. Students completing tests for other universities, CLEP, DSST, MSSL, GED testing, or ILTS testing may need to pay an additional fee. If a student believes he or she is eligible for testing accommodations, the student should contact the Academic Success Center/Accommodations Office, Room C148, or 217.875.7211, Ext. 379, prior to testing. For more information, visit the Richland Testing Center online at www.richland.edu/testing, or contact by e-mail at testingcenter@richland.edu.

Tutoring
The Academic Success Center/Tutoring (ASC), Room C148, 217.875.7211, Ext. 379, offers tutoring to students who may need help with classes or programs. Both peer and faculty tutors are available on an appointment or walk-in basis for many areas including math, biology, chemistry, reading comprehension, study skills, vocabulary building, research, and specific written assignments. Computers with tutorial software and word processing programs are available for student use any time the ASC is open. For more information, visit the Academic Success Center online at www.richland.edu/tutoring or contact by e-mail at tutoring@richland.edu. Hours vary by semester.

Mathematics Enrichment Centers
The Mathematics Enrichment Centers exist to assist students in their study of mathematics so that they can find college success. Thirty-one computer learning stations are accessible on a walk-in basis for mathematics assistance. The Mathematics Enrichment Center is fully staffed with faculty tutors, and students receive personalized one-on-one assistance as needed. Contact 217.875.7211, Ext. 383, Room W117, www.richland.edu/mec.

Spring and Fall Semester Hours (Summer hours vary; please call to confirm. Closed during holiday breaks according to the College calendar.)

Mondays-Thursdays 9:00 a.m. – 7:00 p.m.
Fridays 9:00 a.m. – 3:00 p.m.
FAIRVIEW PARK PLAZA
Tuesdays & Thursdays 12:30 p.m. – 6:00 p.m.
CLINTON HIGHER EDUCATION CENTER
Mondays & Wednesdays 3:30 p.m. – 6:00 p.m.

The Adele P. Glenn Early Childhood Education Center
Richland is committed to providing children and families with a quality early childhood education program focused on Kindergarten Readiness. This program will provide an environment that includes hands-on exploration with many opportunities for children to be creative through the visual arts, dance and music in accordance with “Creative Curriculum,” Project Approach” and Reggio Emilia methods. The Center is a licensed facility under the Illinois Department of Children and Family Services.

Children of Richland students, staff, faculty and members of the community may register to attend the Center. Registration and medical record forms must be completed for all children, and a registration fee is required. Children ages 2 (toilet trained) to 12 years old are eligible to attend. School-age care for children ages 6 to 12 years old is available after 3:00 p.m. until 7:00 p.m. (5:30 p.m. on Fridays) and during the day in the summer. “Drop-in” care is offered for children who are already registered to attend the Center; parents must contact the Center for space availability.

www.richland.edu
The Center is open from 7:00 a.m. – 7:00 p.m. Monday through Thursday and 7:00 a.m. – 5:30 p.m. on Fridays during regular semesters. During the summer and when classes are not in session, the Center is open from 7:00 a.m. – 5:30 p.m. The Center is closed during days when the College is closed. Contact the Center at 217.875.7211, Ext. 319, for more information.

Campus Safety
The Office of Campus Safety and Security works to ensure the safest, friendliest, and most secure environment for all to work and learn. Students, employees, and visitors should be safe and feel safe while on the campus. Security officers are stationed on campus around the clock.

Emergency plans exist to offer protection to staff, students, and visitors in times of emergencies. College emergency response plans have been developed and are under constant review. The preservation of life is the top priority during an emergency.

Richland is committed to continuing the process of making the campus learning environment as safe as possible. Emergency procedures can be found on the College’s website, www.richland.edu/security/plan/procedures. Contact the Office of Safety and Security at 217.875.7211, Ext. 555, if you have questions or concerns.

Career Services
Career Services can assist individuals in exploring career interests, connecting with area employers, identifying internship opportunities, conducting a job search and preparing for the world of work. College Central Network (CCN) is an online tool that facilitates connections between job-seekers and employers. Job-seekers (students, alumni and community members) can access this FREE tool by creating an account at www.collegecentral.com/richlandcc. Job seekers can use the résumé builder, post a résumé, search jobs and obtain job search advice through articles and podcasts. Students are also encouraged to utilize www.richland.emsicareercoach.com. Students who are looking for information on the job search and application process, résumé review and preparing for interviews can schedule an appointment during regular business hours or attend one of the regularly scheduled workshops.

Counseling Services
Counselors are professionally trained, experienced in working with students of different ages and backgrounds, good listeners, and committed to students’ well-being and development. Individual and group counseling is available on a short-term basis. The purpose of short-term counseling is to focus on personal issues that may prevent a student from achieving academic success at Richland. Counselors can also help students make contact with appropriate community agencies. Counseling Services is located in the Student Services Center, Workforce Development Institute, Room 107. Counseling Services information is available at www.richland.edu/counseling.

Honors Opportunities Program
Students with excellent academic skills are encouraged to apply for the Honors Opportunities Program. The Program is designed to offer students an added dimension to their studies through small class seminars, special lectures, programs, and field trips.

The Honors Opportunities Program is open to full- and part-time students who plan to complete any associate’s degree at Richland.

One hundred percent of tuition is waived for Honors Program participants. To be admitted to the Honors Opportunities Program:

1. Recent high school graduates must have an ACT composite score of 25 with no individual score lower than 22 (or equivalent scores on any national testing program).
2. Presently enrolled students or transfer students must have a cumulative grade point average of 3.5 or better on a 4.0 scale for 12 or more semester hours in courses equivalent to Richland courses numbered 100 or above and must maintain a 3.25 GPA.
3. All Trustees Scholars are eligible and should participate in Honors.
4. All students must agree to complete the requirements of the program as outlined in the Honors Opportunities Program.

Brochures are available from Student Engagement, Room C133, or from Division offices. Honors projects must be completed by the end of the semester in which the Honors course is taken.

Contact one of the Directors of the Honors Program, Dr. Laurie Hughes at 217.875.7211, Ext. 373, lhughes@richland.edu, or Professor Rosemarie King at 217.875.7211, Ext. 349, rking@richland.edu, for more information.

Internships
A wide variety of internships or work practical are available for students desiring to gain relevant work experience and make connections in professional fields they are considering for career pathways. Students enroll in the appropriate work experience and practicum seminar or internship course, which lasts eight (8) to sixteen (16) weeks.

Interested students should consult with the appropriate Dean or faculty member along with Career Services. The following programs include internships as part of the curricula:

- Accounting
- Administrative Assistant
- Agribusiness
- American Sign Language
- Automotive Technology
- Business
- Collision Repair Technology
- Criminal Justice
- Criminal Justice --Corrections
- Culinary Arts
- Desktop Support Technician
- Diesel Medium/Heavy Truck Technology
- Drafting & Design
- Early Childhood Education
- Engineering Technology
- Graphic Arts
- Health Information Technology
New Student Orientation should be attended by all new degree- or certificate-seeking students. A new student is defined as someone who has not previously completed any college courses at Richland Community College or had taken college courses only as part of a dual credit program. Orientation will assist new students in getting acquainted with Richland’s technology and student services as well as with student rights and responsibilities and College expectations. New Student Orientation is provided through the Office of Student Engagement, Room C133.

www.richland.edu
Parking
Parking is available on a first-come, first-served basis with the exception of handicapped parking spaces, which require a handicapped sticker/license issued only by the Secretary of State’s Office; contact the Driver’s License Facility.

Perkins Program
The Perkins Program is a federally-funded program designed to assist students in becoming academically successful. For students to be eligible for the Perkins Program, they must be enrolled in a career and technical education program and meet one of the following requirements:
1. student is enrolled in a non-traditional field for gender (i.e., female in Fire Science, male in Child Care),
2. English is the student’s second language,
3. student is considered low income,
4. student has a disability,
5. student has taken or is required to take a developmental math or English course,
6. student is a single parent (including single pregnant women), displaced homemaker, or
7. student has other barriers to educational achievement.

Perkins support must match the need of the students based on the criteria for which they were eligible.

If a student is enrolled in a career and technical education area, he or she is automatically enrolled in the Perkins Program. Students may call the Perkins Program Office at 217.875.7211, Ext. 745 or 740, for more information.

Self-Registration
Students may register themselves if they have completed twelve (12) semester hours at Richland, have a 2.00 grade point average, and are eligible for ENGL 101 and MATH 098. Students eligible for self-registration are sent a notification by Richland e-mail approximately 3 weeks prior to the start of registration.

Student Employment
Job search assistance is available in Career Services, Room C133. Part-time and full-time job openings available in the community are posted in the Center and online at www.richland.edu/career/resources.

Students may also request résumé writing assistance, as well as other job search assistance, by making an appointment with the Career Services staff. A computer, printer, and special résumé software are also available for student use. All services are free.

Educating students is the primary objective of Richland Community College. Student employment will support and supplement the academic mission and process. Students must be enrolled for at least six (6) semester hours and in “good academic standing” as defined by the College’s Academic Standard Policy. Students are limited to twenty (20) hours per week while classes are in session and thirty (30) hours during semester breaks (fall and spring) and will receive minimum wage.

All Richland students who work for Richland Community College as College work study or federal work study employees must fill out an application and be authorized to work by Career Services and Office of Financial Aid prior to employment.

Visit Richland Career Services online at www.richland.edu/career for more information.

Student IDs
Photo student identification cards are required and available at no cost to registered students. Students must show a photo ID to access services such as the computer lab or Testing Center and for students to receive student discounts where applicable. There is a fee for replacement of a lost ID card. ID cards should be kept from year to year. Photo IDs will be taken throughout the semester.

Photo IDs are taken in the Student Success Center located in the Workforce Development Institute (WDI) building.

Student Support Services/TRiO
Student Support Services/TRiO (a federally funded program from the U.S. Department of Education) is a student-oriented program that provides a variety of free support services to Richland Community College students. The services provided are designed to help program participants maximize their effectiveness as students to successfully complete a transferable degree at Richland. The successful graduate will then transfer to a four-year college/university to complete a baccalaureate degree.

From enrollment to graduation, the Student Support Services/TRiO staff offers assistance that will help enhance the academic, personal, and professional growth of student participants.

SSS/TRiO offers loaner equipment, transfer trips, cultural events, financial literacy, job shadowing, and student clubs.

Program Eligibility
Richland Community College students working to complete a two-year degree with the intentions of transferring to a four-year college/university upon graduating from Richland may be eligible for the SSS/TRiO program if they meet any one of the following criteria:
• First-generation college student (neither parent graduated from a four-year college/university)
• Demonstrate a financial need according to federal guidelines
• Have a documented disability
Individuals are invited to stop by the SSS/TRiO Office, Room C143, to meet and discover how the SSS/TRiO staff can help students meet their academic goals. All services for SSS/TRiO participants are free. Applications to the SSS/TRiO program are accepted throughout the year.

**Success.net**

Success.net is a computerized system that allows the instructor to identify and advise the student who may be having academic difficulties. The system provides an approach that presents information on workshops that will address the student’s academic difficulty. Success.net is designed to be efficient and user-friendly for instructional and support staff, as well as informative, direct and non-threatening for students. Students and faculty are welcome at any time to contact the Advising Coordinator at 217.875.7211, Ext. 438, or stop by the Advising Office in Room 107 in the Workforce Development Institute.

**Transfer Center**

Students planning to transfer to other colleges or universities should contact Advising in the Workforce Development Institute (WDI), Room 107. The Transfer Center provides a wide range of services to assist students in the transfer process, including preparation of a Transfer Academic Plan and ensuring that Richland courses transfer to the college or university of the student’s choice. The staff also provide information on the transfer process, including admission requirements, financial aid, housing, and campus visits. For more information, visit the Richland Transfer Center website at [www.richland.edu/transfer](http://www.richland.edu/transfer).
Student Engagement Program

Student Engagement celebrates the unique talents of all students and enhances their educational experience through engagement in social, cultural, intellectual, wellness, leadership, service and governance programs. These experiences include regularly scheduled student activities, leadership development programs and conference opportunities, Safe Zone, student clubs and organizations including Student Government Association, student awards and recognition and support for service-learning.

Student Engagement promotes a safe and welcoming atmosphere for students that fosters personal development, an engaged community and a sense of connection to Richland. For more information on how to get involved, contact the Office of Student Engagement, Room C133, or visit www.richland.edu/engagement.

For an updated listing of College activities and events, refer to the online College calendar available at www.richland.edu.

Clubs and Organizations

A variety of professional, honorary, and social clubs and organizations are part of Richland Community College.

- **ADN Club** – The ADN Club promotes interest and provides information about nursing and other health careers. Meetings are scheduled monthly throughout fall and spring semesters at a time convenient for the majority of the members. The club sponsors educational and community service programs both on and off campus.

- **Alpha Delta Nu** – This Honor Society recognizes the academic excellence of students in the study of Nursing. The society encourages the pursuit of advanced degrees in the profession of Nursing as well as continuing education as a life-long professional responsibility.

- **Animal Advocacy Club** – This club helps educate members about the welfare of animals everywhere. To help raise awareness and money for organizations that benefit animals, such as animal shelters and conservation centers. To encourage kindness, care, and good keeping of pets, livestock, and wildlife.

- **Anime Club** – The purpose of the Anime Club is to create a group of students that are artists or investors of animation, manga, or computer generated images that would give back to the community.

- **Black Student Association (BSA)** – The purpose of the BSA is to create unity among African-American students by promoting political, social, and economic awareness among Black students at Richland Community College and within the Black community. Some goals are to help African-American students become better acquainted with the social and academic activities of the College; to sponsor educational and political forums and activities; to sponsor cultural and recreational activities; to promote self-reliance among African-American students; to promote academic success among African-American students at Richland Community College.

- **Chess Club** – This club is where the College community can come together and play/learn about the various complex aspects of chess. The Chess Club also promotes the value of chess in the increase of cognitive skills, such as critical thinking and problem solving.

- **Communicatur** – The Communicatur is the student newspaper at Richland Community College. Funded by student auxiliary fees, the paper is published four to six times a semester and is staffed by student reporters, photographers, and students from Richland’s journalism classes. Story and picture ideas and contributions in the form of commentaries and/or letters to the editor are always welcome. The newspaper is distributed at various locations on and off campus.

- **Delta Alpha Pi** – Delta Alpha Pi is an honor society for students with disabilities. The organization’s goals are to encourage academic excellence for students with disabilities and to broaden the understanding of and support for students with disabilities.

- **H.O.P.E. (Helping Out People Everywhere)** – The purpose of H.O.P.E. is to provide a forum to discuss the social, educational, and developmental needs of people around the global community. Students will work on projects and perform volunteer work to help make an impact.

- **InterVarsity Christian Fellowship** – The purpose of InterVarsity Christian Fellowship is to establish and advance witnessing communities of students and faculty who follow Jesus Christ as Savior and Lord; growing in God’s love, strengthened in unity, encouraging fellowship, promoting a basic understanding of God’s Word and the Biblical truths which provide the foundation of Christianity to people of every ethnicity and culture, and pursuing God’s purposes in the world through spiritual, intellectual, physical, and social activities.

- **Practical Nursing Club** – The club’s goal is to provide a forum to explore the education and vocation of nursing. As part of that exploration the club provides service to the community in the form of education and promotion of healthy living. The PN Club is open to all students enrolled in the Practical Nursing program and anyone with an interest in nursing and/or nursing education.

- **Media Club** – The purpose of the Media Club is to expose students who are interested in media and/or media careers to various aspects of media including television, radio and journalism. Students will gain hands-on experience in various aspects of media-related careers.

- **Phi Theta Kappa (PTK)** – This organization, an international two-year college honor society, supports four hallmarks – leadership, fellowship, scholarship and service. Activities to meet these hallmarks are developed by student members. Students with a 3.5 GPA in at least twelve (12) hours at the 100 level courses of transferable credit during a specific semester are invited to join. Phi Theta Kappa initiates new members each fall and spring.

- **P.R.I.D.E. (People Respecting Individual Differences in Everyone)** – The purposes of People Respecting Individual Differences in Everyone (P.R.I.D.E.) are to provide education surrounding gay, lesbian, and bisexual issues, to foster a greater awareness and tolerance for gay, lesbian, and bisexual persons and issues, and furnish social and emotional support to gay, lesbian, and bisexual persons and allies on campus.

- **Sociology Club** – The Richland Sociology Club works to foster a foundation of knowledge concerning the field of Sociology and the research, philosophies, and theories being studied in that field to identify issues important to the student body and the outlying community to promote awareness of the issues that most affect students at Richland and the surrounding communities, in whatever manner helps the most through guest speakers, volunteering, and other group based projects, and to provide a group of support for any Richland student in times of need.

- **Student Government Association (SGA)** – The purpose of the SGA includes representing the student rights, interests and opinions to faculty, staff and administration; promoting the development of students’ skills in leadership, program organization, promotion, communication, initiative and self-reliance; promoting the core values of Richland Community College of Commitment, Respect, Excellence, Accountability and Diversity; supporting student clubs and organizations activities and programs that benefit the student body academically, socially, intellectually, spiritually, physically and culturally; and supporting the development of community spirit and student involvement on campus and within the community. Students are elected each Spring Semester to the 12-member board. Petitions are available in the Office of Student Engagement. The Student Trustee is elected each Spring Semester by the student body to serve as an advisory voting member of the Board of Trustees. The Student Trustee may make and second motions during the Board meetings, and the Student Trustee also serves on the Student Government Association.
• Surgical Technology Club – The purpose of this club is to provide a forum to explore the education and vocation of surgical technology. Membership in this club is open to anyone with an interest in surgical technology and/or surgical technology education.

• We are FAMILY (Finding Answers for Making Informed Limitless Youth) – The club’s mission is to educate members and students about the numerous issues families are facing every day. Additionally, the club will assist in family friendly events to the College and provide service to the local community.

• X-Ray Vision – X-Ray Vision promotes its profession by community service events and fundraising to attend the Annual ISSRT Conference. Membership is open to all who have an interest in the radiography profession and all radiography program students.

Contact the Coordinator of Student Engagement, Room C133, or the club’s current advisor for more information.

Student Policies and Procedures

Student Records and Confidential Information
The Family Educational Rights and Privacy Act of 1974 and its accompanying regulations establish the rights of students, including rights pertaining to their educational records. All information received by the College becomes a part of the student’s education record except for information specifically exempted under FERPA. Student education records are classified as follows:

1. Directory Information – Name, address, telephone listing; electronic mail address; photograph; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance; degrees, honors, and awards received; most recent educational institution or agency attended; student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A Social Security Number in whole or in part cannot be used for this purpose). Directory information may be released by the College to any person or organization without the student’s consent. If a student does not want directory information released, a form must be filed with the Records Office.

2. Confidential Information – All information other than directory information is considered confidential. Examples of confidential items include class schedule, daily attendance, academic record, grade reports, progress reports, high school and college transcripts, and test results; correspondence, including letters of recommendation and comments from counselors and faculty; and application information for financial aid and veterans’ educational benefits.

Access to Confidential Information by Students
Students may have access to the confidential information in their own educational records by submitting a written request to the Records Office, subject to exceptions under the law. The College will comply with the request within 45 days.

On request, the College will provide students with a list of the types of education records kept, including directory and confidential information.

Richland may provide copies of education records to students at the students’ expense and will respond to reasonable requests for explanations and interpretations of their records. Copies of transcripts from high schools or other colleges that are on file cannot be provided. Students also have the right to a hearing to challenge any portion of their education records. Requests for a hearing should be directed to the Vice President of Student Success.

Access to Confidential Information by Others
Confidential information contained in a student’s records will not be released to other parties without the student’s written consent. Written requests must specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student. Exceptions are listed below, and information is given only with the understanding that such information may not be passed on to a third party without the student’s written consent.

The College will maintain a record of all persons other than College personnel who have obtained access to a student’s records. The College record will include the legitimate reason that the outside party has for reviewing the student’s education record.

Persons and agencies who may review student records without student consent including the following:

1. College personnel having a legitimate need for information as a result of their College duties;
2. Colleges, universities, and other academic institutions at which the student wishes to enroll;
3. Agencies and their representatives requesting financial aid information in connection with students’ application for or receipt of financial aid;
4. State and local officials to whom the College must release information as required by a state statute or administrative regulation adopted before November 19, 1974;
5. State and federal officials for auditing and evaluating federally-supported education programs or enforcing legal requirements related to these programs;
6. Organizations conducting studies for the College, including the development, validation, or administration of student aid programs, and improvement of instruction;
7. Persons acting pursuant to a judicial order or subpoena, providing the College notifies the student before complying;
8. Appropriate persons if necessary to protect the health or safety of the student or others; and
9. Parents of an eligible student who is claimed as a dependent for income tax purposes.

Withholding Student Information
The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has unmet obligations, including financial obligations, to the College.

Students Rights and Responsibilities
Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students’ rights to equal access to all programs, information, freedom of speech, inquiry, assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to teaching and learning. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other’s roles and responsibilities.

Further, Richland Community College strives to maintain an educational environment that supports the academic, professional and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

www.richland.edu
Richland Community College has established a “Statement of Student Rights” and a “Statement of Student Responsibilities” to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

Statement of Student Rights
As members of Richland’s learning community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know the following:

- College’s admissions requirements
- Degrees and certificates offered
- Types of career and personal development resources available
- When classes are offered
- Course requirements
- Policy on class attendance and participation
- Grading policies and procedures
- Cost of attendance
- Financial aid and veterans’ educational benefits available
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- College and financial aid satisfactory academic progress requirements and their implications
- College refund policy
- College policies and procedures
- Academic and other support services available
- Student activities available
- Campus crime statistics
- Graduation rates
- Job placement rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

Statement of Student Responsibilities
Listed below are the responsibilities that Richland students accept through membership in the College’s learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have responsibility to

- Read the College Catalog and Student Handbook
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student’s rights, College policies, rules, standards, and procedures
- Join/seek out groups and individuals that will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors
- Assist the College in fulfilling its administrative responsibilities

Student Grievance Policy
When a student believes that a condition exists which is in violation of his or her rights, College policies, rules, standards, and procedures, he or she has the right to file a grievance. Refer to the student resolution chart in the Student Handbook and/or the “Student Rights and Responsibilities Guide” located in the Student Services Center, Workforce Development Institute (WDI), Room 103, and in Division offices.
A grievance may be categorized as follows:
1. Academic Concerns
   a. Academic Dishonesty
   b. Academic Suspension
   c. Educational Guarantee
   d. Grade Appeals
   e. Graduation Requirements
   f. Other Academic Concerns
2. Americans With Disabilities Act (accommodations)
3. Discrimination (age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act (confidentiality)
6. Sexual Harassment (by students, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution.

Formal hearings are conducted by the College’s Judicial Board or by a Special Committee appointed by the President.

The College student grievance process, although encouraged in resolving grievance issues, is not mandatory. Students may seek alternatives in resolving grievances. Procedures for filing a grievance are available in the Student Services Center, Workforce Development Institute (WDI), Room 103, the “Student Rights & Responsibilities and Grievance & Disciplinary Proceedings Guide,” Student Handbook, and the College Catalog.

Student Conduct Policy

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations which the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College’s Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success.

Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College District. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

Initiation of Grievance or Disciplinary Proceedings

If a student, faculty, or staff member feels that a condition exists in which a student’s behavior is unsatisfactory or is in violation of College policies, rules, standards, or procedures, he or she may file a grievance against a student. Every attempt will be made to resolve grievances or problems at the point of origin. With the exception of a complaint of discrimination or harassment, including sexual harassment, the following process should be followed. Complaints alleging discrimination and/or harassment, including sexual harassment, must be filed with the Human Resources Office. The process for investigating a complaint of discrimination or sexual harassment may be obtained from the Student Services Center, Workforce Development Institute, Room 103, or the Human Resources Office, Room E111.

Informal Resolution Process

First: Contact the faculty or staff member involved at the point of origin or the appropriate administrator to resolve the matter.
Second: Contact the coordinator, director, dean or other appropriate administrator responsible for the area to resolve the matter.
Third: Contact the Vice President over the area. In all cases where appropriate, grievances/complaints will be investigated by the appropriate administrators or third party.
If resolution of the grievance or disciplinary charge is reached informally, a written agreement (if deemed appropriate) must be signed by the student. The agreement shall outline the provisions of the resolution and indicate that the student was aware of, but waived the right to, a formal hearing.

In cases of sexual harassment or discrimination, a student has the right to bypass the informal process and request a formal hearing. In cases of academic dishonesty and academic suspension, the College has the right to bypass the informal process.

If a student grievance or disciplinary problem cannot be resolved at the informal level, a formal hearing of the Judicial Board or Special Committee appointed by the President may be convened.

**Formal Resolution Process**

A formal hearing before the Judicial Board or Special Committee appointed by the President may occur at the request of a student, faculty, or staff member. Formal hearings must be coordinated through a Vice President or Director of Human Resources. The Vice President of Academic Services will convene the Judicial Board. The President or designee will convene the Special Committee. Students are encouraged to meet with the campus Ombudsperson in Campus Life, Room C133, in preparation of requesting a formal hearing.

**Academic Integrity Policy**

Each student is expected to be honest in his/her class work or in the submission of information to the College. The College regards dishonesty in classroom and laboratories and on assignments and examinations and the submission of false and misleading information to the College as a serious offense.

A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

**Removal from a Class or the College**

The Colleges reserves the right to remove any individual from a class or the College for the following reasons:

1. For physically or verbally disrupting a class or disturbing the peace.
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College.

**Chronic Communicable Disease Policy**

A student with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease or the risk of further injury to the student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or a designee, the student’s physician, public health personnel, the student, and the student’s parents or guardians.

The student’s placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations that can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student’s placement.

The student shall be re-evaluated periodically, at least once a year, by the placement committee to determine whether the student’s placement continues to be appropriate. The student’s medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The College President may establish additional rules and regulations designed to implement this policy.

If the student is handicapped, special arrangements may be made as required by Section 504 of the U.S. Rehabilitation Act of 1973.

Numerous pamphlets are available throughout the College dealing with chronic communicable diseases. Counselors available in the Student Services Center, Workforce Development Institute (WDI), Room 103, can make referrals for psychological counseling through the Heritage Behavioral Health Center.

**Substance Abuse – Intoxicant Use**

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on College property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale, or use of drugs on College property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

Possession and use of intoxicants on College property is prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

Numerous pamphlets are available throughout the College dealing with drug, substance, and alcohol use and addiction. Counselors in the Student Services Center, Workforce Development Institute (WDI), Room 103, can make referrals to appropriate agencies.
Possession of Weapons Policy

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is an authorized law enforcement official/officer in the performance of his or her duty. The College may request current/valid identification authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices used in a threatening manner toward another individual on College property. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis. Legal defensive devices, such as pepper sprays, etc., will be permitted, unless used in an offensive manner.

Any exceptions to this policy must be preapproved through the President's Office.

Individuals who are found to be in violation this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

Responsible Use of Information Technology Policy

In support of its mission and vision, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at Richland Community College shall be adhered to by all College units as well as all individuals who operate or use the information technology resources of the College. In addition, this policy applies to use of information technology resources that are entrusted to the institution by other organizations. In case of conflict, local, state, or federal laws supersede this policy.

Access to the College’s information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College’s mission and vision, policy, and guidelines.

All users of the technology systems are bound by applicable local, state, and federal laws and regulations, including but not limited to Red Flag Regulations and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College’s information technology resources. All users of College information systems must respect the rights of other users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail, documents, and file transfer), image (graphics), and video (recorded and streaming). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College.

This policy provides general guidance and may be supplemented by additional regulations governing particular subsystems of the College information technology resources. The Board of Trustees charges the administration with the responsibility, and the Board delegates to the administration the authority to develop appropriate guidelines, regulations, and procedures to implement the policy. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College’s disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College’s information technology staff will be immediately reported to law enforcement authorities.

Sexual and Other Harassment

Employees and students are protected from sexually harassing other employees or students.

In the case of sexual harassment of a student by an employee, sexual harassment means

1. Any sexual advance by an employee toward a student.
2. Any request by an employee of a sexual advance or request for sexual favors from a student.
3. Any conduct of a sexual nature by an employee directed toward a student when
   a. the student’s submission to or rejection of such conduct is either explicitly or implicitly a term or condition of the student’s grade or the student’s participation in any school-sponsored activity, or
   b. such conduct has the purpose or effect on a student of reasonable sensibilities of creating an intimidating, hostile, or offensive school environment for the student.

In the case of sexual harassment of a student or employee by a student, sexual harassment means

1. Any sexual advance by a student toward an employee.
2. Any request by a student to an employee for sexual favors from the employee.
3. Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities
a. of creating an intimidating, hostile, or offensive school environment for the employee, or
b. of influencing either the student’s grade or participation in any school-sponsored activity.

4. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms “intimidating, hostile, or offensive” as used above include conduct that has the effect of humiliation, embarrassment, or discomfort.

Complaints alleging a violation of this policy must be brought to the attention of the Director of Human Resources, Room E111.

Complaints must be filed with the appropriate school official within 30 days of the date of the alleged harassment.

**Tobacco Policy**

It is the policy of Richland Community College to disallow the use of tobacco products on College-owned property, in College vehicles or at events sponsored by the College. Use of electronic cigarettes is prohibited.

Use of electronic cigarettes is prohibited.

Smoking of cannabis is prohibited on property controlled by the College, at events sponsored by the College, or at events attended while on College business.
Community Outreach

Adult Education and GED Preparation
Adult Education offers a variety of courses to help meet the diverse needs of the community. Adult Secondary Education courses prepare students for passing the GED test. Passing the test demonstrates eligibility for a high school equivalency certificate. Adult Basic Education courses are available to students who need to review basic skills in reading, writing, and mathematics for personal development or advancement to higher-level courses. Job skills courses help students improve opportunities for employment, and parenting classes are provided at selected sites.

To enroll in the program, students must first attend an orientation. Orientation for most classes will last about 2.5 hours. The session is free. Individuals interested in enrolling in the program must be at least 16. All classes for the program are free to eligible students. For more information, visit the Adult Education Office, Room W121, or call 217.875.7211, Ext. 355.

English as a Second Language Program
English as a Second Language (ESL) courses are for individuals who are native speakers of another language and who need to improve their English speaking, reading, and writing skills for academic or employment purposes. Courses are offered at the pre-beginning, beginning, intermediate, and advanced levels. Persons interested in enrolling in these classes should contact the Adult Education Office, 217.875.7211, Ext. 355, for further information. All classes and textbooks for this program are free.

Project READ
Project Read is an adult literacy program that helps students improve their basic reading and math skills through free one-on-one tutoring provided by trained volunteers. The central tutoring center is located at the Decatur Public Library, 2nd floor, 130 N. Franklin, Decatur, IL. For more information call 217.423.7323 or visit the website at http://projectread.richland.edu.

Richland Foundation
The Richland Community College Foundation was established in 1980 to encourage and receive contributions in support of the College. Foundation funds are designated for scholarships, facilities and equipment, technological innovations, educational and developmental programs, and community service projects. For information, call 217.875-7211, Ext. 350.

Alumni Association
The Richland Alumni Association was created in 1985 to offer opportunities for alumni to connect with one another and to enjoy events and other activities of mutual interest. Goals include promoting the personal, educational, and professional development of alumni and establishing and encouraging a mutually beneficial relationship between the College and its alumni. For information call 217.875.7211, Ext. 203, or visit www.richland.edu/alumni.

Continuing and Professional Education
Richland Community College provides a variety of professional training and community education opportunities in formats ranging from full-day classes to short-term workshops held in the evening, during the day, or on Saturdays. Richland can provide customized training that fits the specific needs of any business, industry, or individual. It is Richland's priority to serve the needs of the College District's varied population.

Professional Development: business and corporate training options to update knowledge and theory in order to fulfill job responsibilities, find a new career, or upgrade one's current position are offered in areas such as occupational safety, workforce training for specific applications, commercial truck driver training and supervisory management skills.

Personal Development: opportunities for self-growth and development of new skills are available in non-credit topics ranging from technology and horseback riding, to dance, culinary, or crafts. Special classes and programs are also scheduled for older adults via the Creative Center for Learning and for youth during the school year and through the Richland Discover summer kids' college.

Shilling Community Education Center: The Center features a 325-seat auditorium, banquet room with seating for 300, conference rooms, and several classrooms available for use. The facility is available for meetings, programs, teleconferences, performances, and other events. Call 217.875.7211, Ext. 240.

Creative Center for Learning
The Creative Center for Learning (CCL) is a program established to increase opportunities for learning and personal growth for adults 55 and older. Instruction is conducted by community volunteers with special passion and expertise. Classes are open to all interested learners. Costs include a $10 registration fee per semester along with a $5.00 per course tuition fee on most classes. A schedule of courses is published fall and spring semesters. For more information, call 217.875.7211, Ext. 265.

Richland Discover
A variety of summer classes are offered for youth and include such topics as hands-on academic review, art camp, horseback riding, dance, and kids culinary. www.richland.edu
Fitness Center

With staff assistance, each person develops a personalized fitness program based on individual goals and abilities. The health-related fitness class uses stationary bikes, treadmills, stair climbers, free weights, and universal weight machines to provide a combined aerobic/muscle-toning workout. Cross training ensures more effective results in improving and maintaining personal fitness.

Individual fitness workouts to meet class requirements may be completed any time during Fitness Center hours. Students are encouraged to use the Center on a daily basis. The Fitness Center is available on a first-come, first-serve basis; usually, there is no waiting for use of the equipment. Locker room and shower facilities are available. The Fitness Center is located in Room 116 in the Workforce Development Institute.

Circuit Training with a Personal Trainer

This class is designed for one-on-one training. A personal workout will be designed based on individual goals. Cardiovascular equipment and weight training will be used throughout the 6-week course. Call 217.875.7211, Ext. 290, for Circuit Training availability.

Off-Campus Programming

Credit classes and non-credit workshops and seminars are scheduled in communities throughout Richland’s District. General Education Development (GED) and English as a Second Language (ESL) classes are also provided. Course and workshop locations are listed in the class schedules and on the Richland website. Call 217.875.7211, Ext. 267, for location information.

Speakers Bureau

One aspect of Richland Community College’s mission is to provide information to the community at large. In keeping with this mission, Richland will provide speakers for groups and organizations through the College’s District at no charge. Topic categories include education, career selection, health, history, leisure, human interest, and Richland Community College. A list of topics may be accessed by visiting http://www.richland.edu/community.

To request a speaker or to receive a Speakers Bureau list, contact Richland’s Marketing Office, 217.875.7211, Ext. 213, between 8:00 a.m. and 5:00 p.m. At least two weeks’ notice is preferred.
Academic Information and Regulations

Student Status and Classification

- First-time enrollee: one who has never attended a college or university.
- Transfer student: one who has attended another college before enrolling at Richland.
- Re-entering student: one who has attended classes at Richland but has not registered for one or more terms (including the most recent) and has not attended another college since that time. Re-entering students must reapply by completing an application for admission in order to activate their files.
- Freshman: one who has earned 30 or fewer semester hours (or 45 quarter hours) toward a degree or certificate at Richland.
- Sophomore: one who has earned more than 30 semester hours (or 45 quarter hours) toward completion of a program at Richland.
- Unclassified student: one who has reached junior standing at a college or university or who has earned a degree and is enrolled in elected courses rather than a program of instruction.
- High school student: one who is attending high school but who has also enrolled in courses at Richland.

Full-Time Academic Load

An academic load of 12-17 semester hours is considered normal for a full-time student during regular semesters. During the summer session, 6-8 semester hours are considered a full load.

Part-time students are those students enrolled for less than the normal full load. Students with jobs or other outside commitments should limit their credit loads accordingly.

Students planning an overload of courses (more than 17 semester hours) must have at least a “B” average for 12 or more hours during the previous semester. All such overloads must be approved by an Academic Advisor or the Registrar before registration. Advising and the Registrar are located in the Student Services Center, Workforce Development Institute (WDI), Room 107.

Study Time Required

Two hours or more of outside study for each class hour of lecture/discussion is usually needed for satisfactory performance, although this amount may vary from student to student.

Two-hour laboratories giving one credit hour usually demand an hour of outside work to complete assignments. If three (3) hours or more of laboratory work are required for one credit hour, students should be able to complete assignments during the laboratory period.

Students who plan to work at outside jobs while attending Richland should take study time into consideration when planning their schedules.

Academic Standards

Graduation

A cumulative grade point average (GPA) of 2.00 or higher, depending on the program, is required to receive an Associate’s Degree or certificate. Specific programs may require a higher program GPA for graduation. Courses numbered below 100 are excluded in the cumulative grade point average but will be included in the semester grade report beginning Spring 2000.

Probation

A student may be placed on academic probation for failure to achieve the minimum cumulative GPA required for good standing as shown below:

<table>
<thead>
<tr>
<th>Cumulative hours attempted</th>
<th>GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 15 hours</td>
<td>1.70</td>
</tr>
<tr>
<td>16 – 30 hours</td>
<td>1.85</td>
</tr>
<tr>
<td>31+ hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student on academic probation is encouraged to meet with his or her assigned academic advisor in Student Success to discuss career and educational goals. The advisor may suggest a reduced number of courses to improve chances for success, a different program of study, or repeating courses previously taken with a grade of “D” or “F.” The student may wish to utilize the Academic Success Center, Room S117, for tutorial assistance.

The student must achieve at least a 2.00 GPA during the following semesters after being placed on academic probation until being placed on good standing as illustrated in the previous chart.

Suspension

Failure to achieve a 2.00 GPA will result in academic suspension from the College for one or more semesters, excluding the Summer term. An appeals procedure is available through the Judicial Board. See the Student Resolution Process Chart in the Student Handbook.

Health Professions GPA Requirements

Many Health Profession programs have higher GPA requirements than the minimum 2.0 required by the College. The specific requirements are listed in the Instructional Program portion of this Catalog under the “Other Graduation Requirements” section of each health program or on the Health Profession web pages, which can be accessed at www.richland.edu/health.
Grading Policy
The following letter grades are used at Richland to represent the student’s level of performance in courses numbered 080 or above in this Catalog:
- A: Superior or excellent
- B: Very good or above average
- C: Good or average
- D: Barely passing or below average
- F: Failure or unsatisfactory
- AU: Audit (For more information, see “Other Instruction Options” in this section.)
- CR: Completed course requirements. Grade only applicable for vocational skills courses and adult education courses.
- X: Did not complete course requirements. Grade only applicable for vocational skills courses and adult education courses.
- I: Incomplete (For more information, see “Other Instruction Options” in this section.)
- P: Pass (not used for courses in a degree sequence or for transfer courses)
- W: Withdrawn
- AC: Advanced Course
- AP: Advanced Placement
- CE: Proficiency Exam
- CL: CLEP
- DA: DSST Prometrics Exam
- JO: Journeyman Card
- LI: Licensure
- PT: Professional Training
- PO: Portfolio

Grade Point Average Calculation
A grade point average (GPA) for each student who has received a grade of A, B, C, D, or F will be calculated by term and by cumulative total. Each grade listed above is assigned a quality point value (A = 4, B = 3, C = 2, D = 1, and F = 0). The grades AU, I, W, CR, and X do not have point values and are not used to calculate a GPA.

The point value of the grade received is multiplied by the number of credit hours given for the course. The results for each course during a term are totaled, and that sum is divided by the number of semester hours attempted.

If, for example, a student received an A for a 3-hour course and a B for a second 3-hour course, the grade point average would be figured as follows:

\[ A = 4 \text{ quality points and } 4 \times 3 \text{ hours} = 12 \]
\[ B = 3 \text{ quality points and } 3 \times 3 \text{ hours} = 9 \]
\[ 9 + 12 = 21 \text{ total points} \]
\[ 21 \text{ divided by } 6 \text{ (attempted credit hours)} = 3.5, \text{ the grade point average for that term.} \]

* Developmental Courses (below 100) are not calculated in the cumulative grade point average.

Semester Academic Honors
The Semester Academic Honors List includes the names of students who have
- Completed 12 or more cumulative semester hours; and
- Completed 6 or more semester hours for the current term; and
- Attained 3.50 GPA or higher for the current term.

Appealing a Grade
A student who feels he/she has received an unfair or inaccurate grade may appeal through the Student Grievance Policy found in the Student Rights & Responsibilities and Grievance & Disciplinary Proceedings.

Alternative Delivery of Instruction
To meet changing student needs, Richland Community College offers alternatives to the traditional classes on campus. For those courses offered through the Internet, students must be self-directed, have Internet access and general computer skills, and have sufficient time to complete the work for these sections.

Methods of Online Instruction
Students are expected to possess the computer skills necessary to type papers, browse and search the Web, access College information, and communicate through e-mail. Beyond these basic expectations, online, hybrid, and web-enhanced sections offer alternatives to traditional face-to-face classroom instruction. Additional information is available on the Online Learning at www.richland.edu/online.

Online Classes
In an online class, all of the instruction is provided online and no face-to-face classroom instruction is required. Students are required to complete and pass a one-time online orientation before being allowed access to their online class. Students may also be required to take proctored exams on campus or at an approved location near the student; please refer to the course schedule for more information.
Hybrid Classes
A hybrid class is a combination of face-to-face classroom instruction and online instruction. A portion of the instruction is provided online, but some regular face-to-face instruction is still required. Face-to-face time requirements will vary between hybrid courses and sections; please refer to the course schedule for more information. Students are required to complete and pass a one-time online orientation before being allowed access to their hybrid class.

Web-Enhanced Classes
In a Web-enhanced class, all of the instruction is provided in a face-to-face classroom setting. However, students are expected to supplement their learning through the use of technology. Examples include sections with online assessments, homework, or discussions.

Note: Students in Web-enhanced classes are required to complete a one-time Online Student Orientation to Canvas. More information about the Orientation can be found by going to www.richland.edu/online/orientation or by contacting the Online Learning Help Desk at www.richland.edu/online/helpdesk.

Other Instruction Options
Participation in a classroom setting is an important part of college education. However, Richland realizes that sometimes scheduling or other conflicts make attending a particular class difficult. An independent study option is generally available for students meeting the following conditions: the course must be required for graduation or professional certification, and the requested term for independent study and the term of graduation must be the same. Students must complete the Independent Study form available in the appropriate division office and discuss the request with the appropriate Dean. If the request is granted, regular meetings in person or online between the student and instructor are held during the arranged term of the course. Only those courses included in the Richland Catalog are available for Independent Study.

A course audit is another alternative for enrollment. Any credit class offered by Richland may be taken as an audit unless otherwise specified. Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in the Student Services Center, Room C129, by the 10th day of the Fall/Spring semester. Change to the grading status cannot be made after the 10th day, and a grade of AU will be assigned. No credit will be awarded for auditing a course. If auditing Summer term courses, the form must be filed within the first 3 days of the term.

An incomplete grade may be assigned as a temporary final grade if a faculty member and student complete an Incomplete Grade Agreement form. The faculty member will provide a description of work to be completed and a completion deadline (All coursework must be finished by the end of each term, unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term). Failure to complete coursework within the 60-day grace period will result in the grade the student would earn without completing the coursework. A grade of “W” or “AU” is not allowed on an incomplete. Incomplete Grade Agreements are filed electronically, and a copy of the agreement is sent to the student’s Richland e-mail address.

Degree Audit
Students can check the progress they are making towards their educational goal by running a degree audit on myRichland. Go to the My Student Info tab. Students can also view how their courses would fulfill other program requirements by selecting “Major Exploration.”

Dropping a Course

Administrative Drop
Prior to submitting a final grade roster, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

Withdrawing from a Course or the College
Students dropping after the ninth day (or equivalent) of traditional session classes each term will have a grade of W recorded on their permanent academic record. Students are responsible for submitting the withdrawal to Student Services. All withdrawals must be filed no later than 7 days prior to the end of the course (inclusive of finals). Students are advised to contact their instructor and financial aid before dropping a course. A grade of “W” will be given for current courses if the courses are officially withdrawn.

Repeating a Course
Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower. Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated.

Class Attendance
Regular attendance is necessary for satisfactory college work. Richland faculty will take attendance at least through the midterm of the semester.

At midterm, the College may administratively drop students who have failed to meet the attendance standard as certified by the instructor. See Dropping a Course, for more information.

During the allotted timeframe as determined by the President of the College or the President’s designee, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

Changing Program of Study
All program changes must be processed through the student’s myRichland account or with an academic advisor at the Workforce Development (WDI), Room 107. Students who want to change their course of study are encouraged to discuss their plans with their assigned academic advisor, or an instructor in the new program.

www.richland.edu
Graduation

Graduation Day
Public commencement ceremonies for students who have earned a degree or certificate from Richland are held once a year at the end of the spring semester.

Students who have completed the graduation requirements and received the certificate or degree in the fall semester or current spring semester or who will complete requirements in the following summer session are invited to participate in the graduation ceremony.

Applying for Graduation
When a student has met the requirements for graduation from a program of study (or is registered for any remaining courses needed), the student can follow the procedure outlined below to apply for graduation:

1. The student should review the requirements for graduation through myRichland for the program of study, including courses taken or in progress, grade point average, and other requirements. The student may contact their assigned academic advisor to assist with the review.
2. The student must complete an Application for Graduation, which may be obtained on myRichland (My Student Info -> My Degree Info -> My Application for Graduation). The form should be completed during the term immediately preceding the term in which the student expects to graduate.
3. A review of the student’s graduation application will be provided to the student 2-4 weeks after submission.
4. The student is encouraged to review the returned copy with his/her assigned academic advisor to discuss completion of any unmet requirements.
5. If the student is unable to complete the requirements before the anticipated graduation date, contact graduation@richland.edu to update the graduation record.

The Registrar, assigned academic advisor, or the Vice President of Student Success can answer questions regarding the application for graduation process.

Graduating With Multiple Certificates or Degrees
Richland students may work toward completion of more than one program of study.

Students may receive all certificates and AAS degrees for which they have completed the requirements. Only the highest award will be announced at the commencement ceremony. In areas where there are multiple concentrations or specialties (e.g., Business, Engineering Technology), only one AAS degree may be earned.

In order to receive a second transfer/baccalaureate associate’s degree, a student must

1. Complete all graduation requirements for the second degree; and
2. Complete at least an additional ten (10) hours of applicable credit beyond the first degree.

A student may earn only one AA degree, one AS degree, one AFA degree, and one AES degree.

Graduating Transfer Students
Many students enter Richland after completing courses at other institutions. In order to give these students credit for previous college work and, at the same time, maintain Richland’s standards for graduation, students must complete a total of 15 semester hours of an associate’s degree or half of the credit for a certificate program (up to 15 hours) at Richland.

Richland students completing occupational certificate programs only offered within the Division of Correctional Education are exempt from this 15-semester-hour requirement.

If a transfer student completes a course at Richland that is substantially the same as a course for which the student received transfer credit, the hours of transfer credit will be replaced by the hours earned at Richland. Transfer credit will be posted to the student’s transcript upon evaluation.

Earning Graduation Honors
When a student applies for graduation, all 100-level course work and above will be evaluated for graduation academic honors. Students must have earned at least one-half of the credits needed for their degree or certificate at Richland Community College. In addition, students must have met Richland’s residency requirement, which means completing no fewer than 15 hours for a degree or half of the certificate requirements at Richland.

Graduation academic honors are based on the student’s cumulative grade point average, as follows:

- Cumulative GPA 3.50-3.74: Honors
- 3.75-3.99: High Honors
- 4.00: Highest Honors

Effect of Changes in Program on Graduation
Up to the end of the summer session 1977, Richland used a quarter system and awarded quarter hours of credit instead of the current method of semesters and semester hours of credit. Students who attended class at Richland before the Fall Semester 1977 should contact the Student Records Office (transcripts@richland.edu) for an evaluation of the quarter hours earned.

Because of licensing criteria, legal requirements, or other conditions, graduation from certain programs (including selective admissions programs), such as those in the Health Professions Division, may fall under different guidelines as determined by the Registrar in consultation with the appropriate Dean. In such cases, the student must follow the program in existence at the time of admission to or re-entry into the program.

If a student wished to graduate under program provisions other than those above, the Registrar will review the student’s Application for Graduation and will consult with the appropriate Dean regarding clearance for graduation.

Health Professions Graduation
Many Health Profession programs have additional graduation requirements as dictated by state and national accreditation standards. The specific requirements are listed in the Instructional Program portion of this Catalog under the “Other Graduation Requirements” section of each health program or on the Health Profession web pages, which can be accessed at www.richland.edu/health.
Transfer of Credits to Other Colleges

Many Richland students continue their education at a senior college or university. In fact, the academic records of Richland transfer students at other institutions are often as good as the academic records of students who began at the senior school.

Illinois senior colleges and universities have cooperated with Richland in transferring Richland students and credit hours earned.

Many Illinois institutions (with the exception of the University of Illinois) have made a "General Education Compact," which states that community college students who have earned an Associate in Arts (AA) or Associate in Science (AS) Degree will meet all lower-division (freshman-sophomore) general education requirements. (Please note that the State of Illinois is currently revising the requirements for the AS Degree. For more information, please contact the Registrar’s Office.)

Thus, Richland students are guaranteed that their AA or AS Degree will receive full recognition from the schools that have subscribed to the agreement. (Some “compacts” are under review, and departmental requirements at the senior college or university level may affect some courses that the student transfers in.)

For those colleges without such an agreement, Richland students should follow the guidelines for transfer credits listed in that senior college’s transfer guide or handbook. Richland recommends that students planning to transfer meet with his/her assigned advisor for up-to-date information on transferring Richland credits. Students who plan to transfer to out-of-state schools or schools not covered by the General Education Compact should also contact an advisor at the transfer school.

Illinois Articulation Initiative

Richland Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate’s or bachelor’s degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 or thereafter.

The following codes are used to identify the general education requirement that a qualifying course satisfies: IAI C (Communications), IAI F (Fine Arts), IAI H, HF (Humanities), IAI L, LP (Life Science), IAI M (Mathematics), IAI P, LP (Physical Science), IAI S (Social & Behavioral Sciences). Check the Course Description section of this Catalog to determine whether a specific Richland course qualifies. IAI information may also be found online at www.itransfer.org.

The following codes are used to identify the courses that transfer into specific baccalaureate majors:

- AG – Agriculture
- ART – Art
- BIO – Biological Sciences
- BUS – Business
- CHM – Chemistry
- CS – Computer Science
- CRJ – Criminal Justice
- Early Childhood Education (ECE)
- EGL – English
- EGR – Engineering
- HST – History
- MC – Mass Communication
- MTH – Mathematics
- PHY – Physics
- PLS – Political Science
- PSY – Psychology
- SOC – Sociology
- TEC – Technology
- TA – Theatre Arts

Guarantee of Transfer of Credit

Richland Community College guarantees to those earning an appropriate transfer degree beginning May 1993 that their courses will transfer to Illinois state colleges or universities as identified in the most currently published transfer information or equivalency guide.

The graduate, under the agreement to enact this guarantee, will still be responsible for all costs other than the tuition specified.

Qualifying Conditions for the Guarantee:

1. Transfer of a course means the acceptance of credits for entrance at a senior institution.
2. Classes must have been taken at Richland Community College no earlier than two (2) years before the attempt to transfer.
3. Any refund request must be made no later than two (2) years after Richland Community College graduation.

www.richland.edu
Programs of Study

Richland Community College’s “Open Door” policy allows anyone who believes he or she may benefit from study at the College to enroll. Once students enroll, they have two possible routes.

First, students with diversified needs and interests who are not seeking degrees may take courses in a variety of areas. While these courses may also be part of particular programs, students may select courses that best fit their goals.

Another direction for students is a program of study. A program of study leads to the awarding of appropriate degrees or certificates. Admission to a program of study requires that a student has earned a high school diploma or a High School Equivalency Certificate based on the GED Test or meets the “ability to benefit” criteria through a recognized test approved by the U.S. Department of Education. A student enrolling in a program of study would have several options:

The **Associate in Arts (AA)**, **Associate in Science (AS)**, **Associate in Fine Arts (AFA)**, **Associate in Engineering Science (AES)**, and **Associate of Arts in Teaching (AAT)** degree programs are designed for students planning to continue their formal education at a four-year university or upper-division college to obtain a baccalaureate degree. Those planning to major in natural sciences or mathematics usually follow the AS program, while those in humanities or fine arts will generally seek the AA degree. Those planning to major in social science may select either the AA or AS curriculum.

If the freshman and sophomore requirements cannot be satisfied within the framework of the AA or AS degree requirements for Richland Community College, Richland will consider the individual’s eligibility for the appropriate associate’s degree if a prior agreement has been made with the college/university to which the student plans to transfer into the program of study.

Other programs are based on Career and Technical Education offerings and lead to Certificates in those fields or the **Associate in Applied Science (AAS) Degree**.

The **Associates in Arts in Teaching** is designed to attract students into high need discipline areas for preparation to transfer into a four-year college/university education program. Students may select from a concentration in secondary mathematics, special education, and early childhood education, all with teacher certification opportunities.

General Studies programs are individually structured by each student to meet specific interests or needs and lead to the awarding of a Certificate in a particular field or the **Associate in Liberal Studies (ALS) Degree**.

All programs are designed to stimulate personal growth by offering a basic and/or advanced understanding of the concepts essential to competence in a particular field.

All programs are also designed to provide a broad education by making students aware of the world around them, by opening and stimulating students’ minds to initiate and welcome new ideas and techniques, and by providing a solid introduction to a marketable skill. To achieve these goals, all programs include courses of general interest as well as courses in an area of concentration.
Cooperative Educational Programs with Other Community Colleges

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that allow Richland District residents to enroll in a vocational/technical degree and/or certificate not available at Richland. Students are able to enroll in such a program at the cooperating college's in-district tuition rate. The colleges and programs offered are listed below. Individuals with questions about a particular program should call Richland's Student Services Center at 217.875.7211, Ext. 267.

Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. The cooperating college issues all degrees or certificates for successful completion of the programs. Additional information is available from the Director of Admissions at the college offering the program.

The following community colleges have cooperative educational program agreements for Richland District residents for all Career and Technical Education Certificates and Degrees not offered by Richland Community College:

- Black Hawk College, Moline
- Carl Sandburg College, Galesburg
- Danville Area Community College, Danville
- Elgin Community College, Elgin
- Heartland Community College, Bloomington
- Highland Community College, Freeport
- Illinois Central College, East Peoria
- Illinois Valley Community College, Oglesby
- John Wood Community College, Quincy
- Joliet Junior College, Joliet
- Kankakee Community College, Kankakee
- Kaskaskia Community College, Centralia
- Kishwaukee College, Malta
- Lake Land College, Mattoon
- Lewis and Clark Community College, Godfrey
- Lincoln Land Community College, Springfield
- McHenry County College, Crystal Lake
- Moraine Valley Community College, Palos Hills
- Morton College, Cicero
- Parkland College, Champaign (See Below)
- Prairie State College, Chicago Heights
- Rock Valley College, Rockford
- Sauk Valley College, Dixon
- South Suburban College of Cook County, South Holland
- Spoon River College, Canton
- Southwestern Illinois College, Belleville
- Waubonsee Community College, Sugar Grove

The following community colleges have cooperative educational program agreements for Richland District residents for the programs listed:

- Parkland College, Champaign: Certificate programs:
  - Automotive Collision Repair: Custom Auto Design
  - Automotive Collision Repair: Estimate
  - Automotive Collision Repair: Refinishing
  - Automotive Collision Repair: Welding
  - Building & Construction Repair
  - Computed Tomography
  - Construction: Bricklayer
  - Construction: Carpentry
  - Construction: Floor Coverer
  - Construction: Glazier
  - Construction: Iron Workers
  - Construction: Laborer
  - Construction: Millwright
  - Construction: Painters & Coaters

- Parkland College, Champaign: AAS Degrees:
  - Automotive Collision Repair
  - Construction Trade Technology
  - Construction Design & Management
  - Construction Design & Management: Building & Materials
  - Construction Design & Management: Surveying Technology
  - Dental Hygiene:
  - Diesel Power Equipment Technology
  - Equine Management
  - Mass Communications: Radio/TV/Video
  - Occupational Therapy Assistant
  - Respiratory Care

Richland Community College has cooperative educational program agreements with the following community colleges for students in their districts for Career and Technical Education Certificates and Degrees offered by Richland Community College but not offered at their respective community college:

- Black Hawk College, Moline
- Danville Area Community College, Danville
- Heartland Community College, Bloomington
- Highland Community College, Freeport
- Illinois Central College, East Peoria
- Illinois Valley Community College, Oglesby
- John Wood Community College, Quincy
- Joliet Junior College, Joliet
- Kankakee Community College, Kankakee
- Kishwaukee College, Malta
- Lake Land College, Mattoon
- Lincoln Land Community College, Springfield
- McHenry County College, Crystal Lake
- Moraine Valley Community College, Palos Hills
- Morton College, Cicero
- Prairie State College, Chicago Heights
- Rock Valley College, Rockford
- Sauk Valley College, Dixon
- South Suburban College of Cook County, South Holland
- Spoon River College, Canton
- Waubonsee Community College, Sugar Grove

Richland Community College has cooperative educational program agreements with the following community colleges for students in their districts for the programs listed offered by Richland Community College but not offered at their respective community college:

- Kaskaskia College, Centralia:
  - AAS in Heating, Ventilation, Air Conditioning & Refrigeration
- Parkland College, Champaign:
  - Certificate and AAS in Heating, Ventilation, Air Conditioning & Refrigeration
Certified Programs

Continuing and Professional Education Division

- National Institute for Automotive Service Excellence (ASE)
- Evaluated by the National Automotive Technicians Education Foundation (NATEF)

Health Professions Division

- EMT – Illinois Department of Public Health
- AEMT – Illinois Department of Public Health
- Paramedic – Illinois Department of Public Health
- Certified Nurse Aide Program – Illinois Department of Public Health
- AAS Nursing is granted accreditation by the Accreditation Commission for Education in Nursing (ACEN)
- Healthcare Documentation - Association for Healthcare Documentation Integrity (AHDI)
- Health Information Technology - Commission on Accreditation for Health Informatics and Information Management (CAHIM)
- Radiography Program is a recognized educational program by the American Registry of Radiologic Technologists (ARRT) and accredited by Joint Review Committee in Education in Radiologic Technology (JRCERT)
- Surgical Technology Program is granted accreditation by the Commission on Accreditation of Allied Health Educational Programs

Economic Development and Innovative Workforce Solutions

- American Culinary Federation Education Foundation
- Manufacturing Skills Standards Certification

Mathematics, Science, and Business Division

- Cisco Certified Network Associate (CCNA) Academy
Baccalaureate/Transfer Programs

Associate in Arts (AA) Degree

The Associate in Arts (AA) degree is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Arts degree. See the Student Transfer Handbook, available in the Student Services Center, located in the Workforce Development Institute, Room 107, for additional advice.

1. Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements):
   a. Communications 9 semester hours
   b. Fine Arts/Humanities (at least one course selected from each area) 11-12 semester hours
   c. Social Science (selected from 2 or more disciplines) 9-10 semester hours
   d. Life/Physical Science (at least one course selected from each area) 7-8 semester hours
   e. Mathematics 3-4 semester hours

2. Area of Concentration:
   a. Two (2) or more courses completing one or more sequences in a specified subject area such as accounting, English, French, history, psychology, physical education, OR
   b. Four (4) or more courses in a broad field such as business, humanities, or social science for the student who does not desire to pursue a specific subject area.

3. General Education – 39-43 semester hours (Courses in the student’s area of concentration do not count toward those requirements.)

4. Total Credits Required – 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

5. Cumulative Grade Point Average – 2.00 (“C”) or better for all work applicable toward the degree that was completed at Richland.
# Associate in Arts (AA) Degree

**Area of Concentration:**

- Designed to provide two academic years of college study for transfer toward a Bachelor of Arts degree at ____________________________

## General Education Requirements – 39-43 Hours

<table>
<thead>
<tr>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Communications:</strong> 3 courses (9 Hours)</td>
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<tr>
<td>ENGL 101 or 110, 102; COMM 101 (required)</td>
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<tr>
<td>(“C” or better required in both ENGL 101 and 102)</td>
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<tr>
<td><strong>Social and Behavioral Sciences:</strong> 3 or 4 courses (9-10 Hours)</td>
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<tr>
<td>(Selected from two or more disciplines) AFAM 100, ANTHRO 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120; PSYCH 110, 145, 150, 210; SOCIO 110, 150, 200, 225</td>
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<tr>
<td><strong>Humanities/Fine Arts:</strong> 3 or 4 courses (11-12 Hours)</td>
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<tr>
<td>(Select at least one course from humanities and at least one course from fine arts.)</td>
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<tr>
<td>Humanities: AFAM 100, 103, 104, 120, 140, 141; ENGL 115, 124, 126, 128, 160,162, 201, 202, 231, 232, 240, 251, 252, 253, 261, 270, 280; CHIN 202; FREN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202; THTRE 230</td>
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<tr>
<td>Fine Arts: AFAM 100, 103, 104, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107, 201; MUSIC 100, 180, 190 THTRE 150, 210, 230</td>
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<tr>
<td><strong>Life/Physical Science:</strong> 2 courses (7-8 Hours)</td>
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<tr>
<td>(Select at least one course from life science and at least one course from physical science including at least one laboratory course).</td>
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<tr>
<td>Life Science: BIOL 101, 106, 210</td>
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<tr>
<td>Physical Science: ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHYS 105; PHYS 100, 101, 151</td>
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<tr>
<td>SCI 101, 102 (both must be completed to meet degree/transfer requirements)</td>
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<tr>
<td><strong>Mathematics:</strong> 1 courses (3-4 Hours)</td>
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<tr>
<td>MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221</td>
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</tbody>
</table>

## Area of Concentration

(See College Catalog for Area of Concentration Suggestions)

## Electives

- Must be transfer courses. (Hours vary)

## Total Hours – 60 Required. Minimum of 15 credit hours at Richland.

**2.0 GPA required for all Richland degrees.**

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution. While not part of the Core Curriculum, foreign language competency may be required for Bachelor of Arts degrees.
The Associate in Science (AS) degree is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Science degree. See the Student Transfer Handbook, available in the Student Services Center, (Workforce Development Institute Room 107), for additional advice.

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.):

- **Communications**: 9 semester hours
- **Fine Arts/Humanities (at least one course selected from each area)**: 6-7 semester hours
- **Social Science (selected from 2 or more disciplines)**: 6-7 semester hours
- **Life/Physical Science (at least one course selected from each area)**: 10-11 semester hours
- **Mathematics**: 7-8 semester hours

Area of Concentration:

- **Two (2) or more courses completing one or more sequences in a specified subject area such as accounting, geography, psychology, physical education, physics, or any other specific subject area except those listed in "b" and "c" below; OR**
- **Four (4) or more courses, completing one or more sequences, in the specific subject areas of biology, chemistry, or mathematics; OR**
- **Four (4) or more courses in a broad field, other than those listed in "b" above, such as business, general science, or social science for the student who does not desire to pursue a specific subject area.**

General Education – 38-42 semester hours (Courses in the student’s area of concentration do not count toward those requirements.)

Total Credits Required – 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

Cumulative Grade Point Average – 2.00 (“C”) or better for all work applicable toward the degree that was completed at Richland.
Associate in Science (AS) Degree

Area of Concentration: Designed to provide two academic years of college study for transfer toward a Bachelor of Science degree at (College or University)

### General Education Requirements – 38-42 Hours

<table>
<thead>
<tr>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications: 3 courses (9 Hours)</strong> ENGL 101 or 110, 102; COMM 101 (required) (<em>C</em> or better required in both ENGL 101 and 102)</td>
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<tr>
<td><strong>Social and Behavioral Sciences: 2 courses (6-7 Hours)</strong> (Selected from two or more disciplines) AFAM 100, ANTHR 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120; PSYCH 110, 145, 150, 210; SOCIO 110, 150, 200, 225</td>
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<tr>
<td><strong>Humanities/Fine Arts: 2 courses (6-7 Hours)</strong> (Select one course from humanities and one course from fine arts.) Humanities: AFAM 100, 103, 104, 120, 140, 141; CHIN 202; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 231, 232, 240, 251, 252, 253, 261, 270, 280; FREN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202; THTRE 230 Fine Arts: AFAM 100, 103, 120, 140; ART 100, 171, 172, 173, 210; ENGL 140, 240, 241; HUMAN 100, 104, 106, 107, 201; MUSIC 100, 180, 190; THTRE 150, 210, 230</td>
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<tr>
<td><strong>Life/Physical Science: 3 courses (10-11 Hours)</strong> (Select at least one course from life science and at least one course from physical science including at least one laboratory course). Life Science: BIOL 101, 106, 210; Physical Science: ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHY S 105; PHYS 100, 101, 151; SCI 101, 102 (both must be completed to meet degree/transfer requirements)</td>
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<tr>
<td><strong>Mathematics: 2 courses (7-8 Hours)</strong> MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221</td>
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<tr>
<td><strong>Area of Concentrations</strong> (See College Catalog for Area of Concentration Suggestions)</td>
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<tr>
<td><strong>Electives:</strong> Must be transfer courses.</td>
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</tbody>
</table>

### Total Hours – 60 Required.

Minimum of 15 credit hours at Richland.

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution.
**Associate in Fine Arts (AFA) Degree**

The Associate in Fine Arts (AFA) is designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Fine Arts degree. See the Student Transfer Handbook, available in the Student Services Center, (Workforce Development Institute Room 107), for additional advice.

**Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements):**

- **Communications** 9 semester hours
- **Fine Arts/Humanities** 6 semester hours
- **Social Science (selected from 2 or more disciplines)** 6 semester hours
- **Life/Physical Science** 7-8 semester hours
- **Mathematics** 3-4 semester hours


**Art Electives** – 9 semester hours selected from ART 105, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 252

**General Education** – 40-42 semester hours (Courses in the student’s area of concentration do not count toward those requirements.)

**Total Credits Required** – 64-66 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

**Cumulative Grade Point Average** – 2.00 (“C”) or better for all work applicable toward the degree that was completed at Richland.
**Associate in Fine Arts (AFA) Degree**

Area of Concentration: [Blank]

Designed to provide two academic years of college study for transfer toward a Bachelor degree at [Blank] (College or University)

<table>
<thead>
<tr>
<th>General Education Requirements – 40-42 Hours</th>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Communications: 3 courses (9 Hours)</strong></td>
<td>ENGL 101 or 110, 102; COMM 101 (required)</td>
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<td>(<em>C</em> or better required in both ENGL 101 and 102)</td>
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<tr>
<td><strong>Social and Behavioral Sciences: 6 Hours</strong></td>
<td>AFAM 100; ANTHR 101, 110, 120, 130; ECON 231, 232; HIST 101, 102; POL S 100, 110, 120, 230; PSYCH 110, 145, 260, 210; SOCIO 110, 150, 200, 225</td>
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<tr>
<td>(Selected from two or more disciplines)</td>
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<tr>
<td><strong>Humanities: (6 Hours)</strong></td>
<td>AFAM 100, 103, 104, 120, 140; ENGL 115, 124, 126, 128, 160, 162, 201, 202, 231, 232, 240, 251, 252, 253, 261, 270, 280; CHIN 202; FREN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202</td>
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<tr>
<td><strong>Life/Physical Science: 2 courses (7-8 Hours)</strong></td>
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<tr>
<td>(Select at least one course from life science and at least one course from physical science including at least one laboratory course.)</td>
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<tr>
<td>Life Science: BIOL 101, 106, 210</td>
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<tr>
<td>Physical Science: ASTRO 105; CHEM 100, 106, 131; EASCI 210, 220, 230; PHYS 100, 101, 151</td>
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<tr>
<td>SCI 101, 102 (both must be completed to meet degree/transfer requirements)</td>
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<tr>
<td><strong>Mathematics: 1 course (3-4 Hours)</strong></td>
<td>MATH 110, 112, 113, 121, 122, 160, 170, 171, 190, 221</td>
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<tr>
<td><strong>Required Art Courses:</strong></td>
<td>ART 101, 102, 111, 112, 113, 171, 172, 173</td>
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<tr>
<td><strong>Electives: (9 hours selected from the following)</strong></td>
<td>ART 105, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 252, 261</td>
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<tr>
<td>Total Hours – 64-66 Required.</td>
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</tbody>
</table>

Minimum of 15 credit hours at Richland.

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution. While not part of the Core Curriculum, foreign language competency may be required for Bachelor of Arts degrees.
Associate in Liberal Studies (ALS) Degree

The ALS curriculum is designed for students who desire up to two years of college study for their personal development. It is also designed to provide students an initial opportunity to pursue various areas of interest and subsequently to select a more specific educational objective, such as a particular career and technical education program or a baccalaureate-oriented associate degree.

Both baccalaureate-oriented and career and technical education-oriented courses may be taken as a part of this program. Not all courses may transfer.

Graduation requirements for the Associate in Liberal Studies (ALS) degree are completion of the following:

Group requirements:

a. Communication Skills 9 semester hours
b. Humanities 10 semester hours
c. Social Sciences 10 semester hours
d. Natural Science and Mathematics 10 semester hours

General Electives 10 semester hours (May include career and technical education-oriented courses)

Total Credits Required – 60 semester hours in courses numbered 100 and above (Students transferring credit to Richland should see regulations concerning transfer students.)

Cumulative Grade Point Average – 2.00 (“C”) or better for all work applicable toward the degree that was pursued at the College.
# Associate in Liberal Studies (ALS) Degree

**Area of Concentration:**

Designed to provide two academic years of college study for transfer toward a Bachelor degree at (College or University)

## General Education Requirements – 39 Hours

<table>
<thead>
<tr>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications: 9 Hours</strong></td>
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<tr>
<td>ENGL 101 or 110, 102; COMM 101 (required)</td>
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<tr>
<td>(<em>C</em> or better required in both ENGL 101 and 102)</td>
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| **Natural/Life/Physical Science and Math: 10 hours** | | | | |
| AGRIC 130; ASTRO 105; BIOL 101, 102, 106, 130, 201, 202, 210, 220, CHEM 100, 110, 131, 132, 201, 202; EASCI 210, 220, 230; ELTRN 110; HORT 100; MATH 104, 106, 110, 111, 112, 113, 116, 117, 121, 122, 160, 170, 171, 190, 210, 221, 230, 240; PHYS 100, 101, 102, 151, 152, 153; PHY S 105 | | | | |

| **Social Science: 10 hours** | | | | |
| AFAM 100, ANTHR 101, 110, 120, 130; ECON 225, 231, 232; ED 100, 101, 108, 199, 200; HIST 101, 102; P REL 100, 110, 120, 200; POL S 100, 110, 120; PSYCH 100, 110, 145, 150, 200, 210, 250, 260, 280; SOCIO 100, 105, 110, 125, 130, 135, 141, 150, 200, 210, 225; SOC S 199, 280 | | | | |

| **Humanities/Fine Arts: 10 hours** | | | | |
| AFAM 100, 103, 104, 105, 120, 130, 140, 141; ART 100, 171, 172, 173; CHIN 101, 102, 201, 202; ENGL 115, 124, 126, 128, 140, 150, 160, 162, 201, 202, 240, 241, 251, 252, 253, 261, 270, 280; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 201, 280; MUSIC 100, 180, 190; PHIL 100, 110, 120, 200, 210, 215, 230; SIGN 105, 202; SPAN 101, 102, 201, 202; THTRE 150, 210, 230 | | | | |

| **Electives: 21 hours** | | | | |
| May include any course numbered 100 or above. | | | | |

**Total Credit Hours – 60 Required**

Minimum of 15 Credit Hours at Richland.

*2.0 GPA required for all Richland degrees.*

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution.
**Associate in Engineering Science (AES) Degree**

The Associate in Engineering Science degree is designed to provide the student with the general education, math, science and engineering courses required by the College of Engineering (COE) at the University of Illinois Urbana-Champaign (UIUC) campus. Students who complete this sequence and are transferring to the COE at UIUC will be able to transfer as juniors. While the general education requirements listed will satisfy the requirements of most senior institutions, students should identify as early as possible the institutions to which they will be applying for transfer to determine the specific requirements of those institutions for the freshman and sophomore years. The sequence of courses should be carefully planned with assistance from an advisor with a specific four-year institution in mind.

**Note:** The general education requirements listed below do not include all the courses prescribed by the IAI Core General Education Curriculum. Be aware that completing the AES Degree requirements will not automatically meet the general education requirements of most public and private colleges and universities in Illinois. The courses in this degree will lead to junior status in a major field, but students may need to complete additional general education requirements to achieve official junior status at the senior institution of their choice.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>CHEM 131</td>
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<tr>
<td>ENGL 101</td>
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<td>3</td>
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<tr>
<td>ENGR 110</td>
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<tr>
<td>MATH 121</td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>CHEM 132</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>ENGL 102</td>
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<tr>
<td>MATH 122</td>
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<tr>
<td>PHYS 151</td>
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<td>4</td>
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<tr>
<td>Humanities/Fine Arts</td>
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<tr>
<td>Elective</td>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>ECON 231</td>
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<td>3</td>
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<tr>
<td>ENGR 211</td>
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<td>MATH 221</td>
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<tr>
<td>PHYS 152</td>
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<td>&quot;CS Elective&quot;</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>ECON 232</td>
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<td>ENGR 212</td>
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<td>4</td>
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<tr>
<td>MATH 230</td>
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<tr>
<td>PHYS 153</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame. A grade of "C" or better in ENGL 101 is required for the AES degree.

"CS Elective (CS 251 or CS 281)
# Associate in Engineering Science (AES) Degree

**Area of Concentration:**

Designed to provide two academic years of college study for transfer toward a Bachelor of Arts degree at (College or University)

<table>
<thead>
<tr>
<th>General Education Requirements – 53 Hours</th>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Communications: 2 courses (6 Hours):</td>
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<tr>
<td>ENGL 101, 102</td>
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<tr>
<td>(&quot;C&quot; or better required in both ENGL 101 and 102)</td>
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<tr>
<td>Physical Science: 5 courses (21 Hours):</td>
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<tr>
<td>CHEM 131, 132, PHYS 151, 152, 153</td>
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<tr>
<td>Mathematics: 4 courses (17 Hours):</td>
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<td>MATH 121, 122, 221, 230</td>
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<tr>
<td>Computer Science: 1 course (4 Hours):</td>
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<tr>
<td>CS 251 or CS 281</td>
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<tr>
<td>Engineering: 3 courses (11 Hours):</td>
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<tr>
<td>ENGR 110, 211, 212</td>
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<tr>
<td>Social Science: 2 courses (6 Hours):</td>
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<tr>
<td>ECON 231, 232</td>
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<tr>
<td>Humanities/Fine Arts : 1 course (3 Hours)</td>
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<tr>
<td>Humanities: AFAM 100, 103, 104, 120, 140, 141; CHIN 202; ENGL 115, 124, 126, 128, 160,162, 201, 202, 240, 251, 252, 253, 261, 270, 280; FREN 202; GERM 202; HIST 111, 112, 201, 202, 270, 271; HUMAN 100, 104, 106, 107, 201; PHIL 100, 110, 120, 210, 215, 230; SIGN 105, 202; SPAN 202</td>
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<tr>
<td>Fine Arts: AFAM 100, 103, 120, 140, 141; ART 100, 171, 172, 173; ENGL 140, 241; HUMAN 100, 104, 106, 107, 201; MUSIC 100, 180, 190; THTRE 150</td>
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</tbody>
</table>

**Total Credit Hours – 68 Required**

Minimum of 15 Credit Hours at Richland.

2.0 GPA required for all Richland degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution.
Associate of Arts in Teaching (AAT) Degree

The Associates of Arts in Teaching (AAT) program is designed to prepare students in high need discipline areas for preparation to transfer into a four-year college/university education program. The program will be guided by the Illinois Professional Teaching Standards, Core Language Arts, and Core Technology Standards, as well as by the College’s core values (Commitment, Respect, Excellence, Accountability and Diversity). The AAT student will spend a minimum of fifteen (15) hours of field experience in a variety of school settings with a minimum of eight (8) hours in a concentration area. A criminal background check may be required in order to participate in field experiences.

Additional graduation requirements for completion of AAT degree programs include a "C" or better in all program courses, a cumulative grade point average of 2.5, passing score on the Illinois Basic Skills Test, completion of documented field experience hours, and completion of standards-based portfolio artifacts. Students must also pass the Test of Academic Proficiency (TAP) or the ACT Plus writing with a score of 22 or above prior to transfer.

In addition to the College’s general admission application, students must submit an AAT degree application for admission to the Teacher Education office/advisor. Admission to courses will be based upon having met the prerequisite for each course in the program sequence. AAT students will be advised by the Teacher Education program advisor and/or designated academic advising staff members and will not be permitted to self-register. Students must meet admission requirements prior to applying to the AAT program.

While enrolled in Introduction to Public Education and Introduction to Early Childhood Education, students will be required to complete fifteen (15) clock hours of field experience in a variety of environments in the P-12 school system. Other education courses may also require students to complete field experiences for a total of up to thirty hours of documented experiences upon graduation. Students will complete artifacts that demonstrate teaching standards addressed. Students granted credit for education courses have met all requirements of documented field experience hours.

Associate of Arts in Teaching – Early Childhood Education Program

The Associate of Arts in Teaching – Early Childhood Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in Early Childhood Education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of the following components: general education courses, professional education courses, and courses in the Early Childhood Education major area. These courses include the eleven (11) Illinois Professional Teaching Standards, the Core Technology Standards for All Teachers, and the Core Language Arts Standards for All Teachers. Students must also pass the Test of Academic Proficiency (TAP) or the ACT Plus writing with a score of 22 or above prior to transfer. AAT students are advised to complete the degree prior to transfer. Transfer students obtaining the Early Childhood Education (AAT) degree will be on "equal footing" with native four-year institution students when seeking admission to an upper-division Early Childhood Education Degree program. Admission into baccalaureate degree programs is competitive, and most senior institutions require a cumulated GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.) Students should follow the Early Childhood Education (AAT) degree curriculum plan when selecting courses:

- a. Communications 9 semester hours
- b. Fine Arts/Humanities 9 semester hours
- c. Life/Physical Sciences 7 semester hours
- d. Mathematics 8 semester hours
- e. Social/Behavioral Sciences 21 semester hours
- d. Professional and Special Education Core ECE 101, 110, 117, 118, 203, 210; ED 205 PSYCH 150

Total Credits Required 64 semester hours
Cumulative Grade Point Average 2.5 or better for all work applicable toward the degree that was completed at Richland.
Early Childhood Education (AAT) Degree

Area of Concentration: ____________________________________________________________

Designed to provide two academic years of college study for transfer toward a Bachelor degree at ____________________________ (College or University)

<table>
<thead>
<tr>
<th>General Education Requirements – 43-44 Hours</th>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Communications: 9 Hours</td>
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<tr>
<td>ENGL 101 or 110, 102; COMM 101</td>
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<tr>
<td>(2.5 cumulative GPA required for both ENGL 101 and 102)</td>
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<tr>
<td>Social &amp; Behavioral Sciences: 10 Hours</td>
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<td>(Select from three disciplines.)</td>
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<tr>
<td>HIST 102; POL SCI 110; PSYCH 110</td>
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<td>Humanities/Fine Arts: 9-10 Hours</td>
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<tr>
<td>ART 100</td>
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<tr>
<td>Fine Arts Elective</td>
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<tr>
<td>Non-Western Humanities Elective</td>
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<tr>
<td>Life/Physical Science: 7 Hours</td>
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<tr>
<td>(Select one from life science and one course from physical science including at least one laboratory course.)</td>
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<tr>
<td>Life Science: BIOL 106</td>
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<tr>
<td>Physical Science: EASCI 210</td>
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<tr>
<td>SCI 101, 102 (both must be completed to meet degree/transfer requirements)</td>
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<td>Mathematics: 8 Hours</td>
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<tr>
<td>MATH 111, 112</td>
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<tr>
<td>Required Education Courses: 21 Hours</td>
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<tr>
<td>ECE 101, 110, 117, 118, 203, 210; ED 205; PSYCH 150</td>
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<tr>
<td>Total Credit Hours – 64 Required</td>
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<tr>
<td>Minimum of 15 Credit Hours at Richland.</td>
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</tbody>
</table>

2.5 GPA required for AAT degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution. Constitution, passing score on Test of Academic Proficiency (TAP) or score of 22 and above on the ACT Plus writing test, Documented Field Experience Hours and Digital Portfolio requirements must be met in order to fulfill degree requirements.
Associate of Arts in Teaching – Secondary Mathematics Program

The AAT – Secondary Mathematics program is designed to attract students who plan a concentration in secondary mathematics and teacher certification. In order to graduate from the AAT program, students must complete the curriculum outlined for the AAT Secondary Mathematics Program. Students will spend a minimum of fifteen (15) hours of field experience in a variety of school settings with a minimum of eight (8) hours in the secondary mathematics environment. The program will be guided by the Illinois Professional Teaching Standards, Core Language Arts Standards, and Core Technology Standards, as well as by the College's core values (Commitment, Respect, Excellence, Accountability, and Diversity). Admission into baccalaureate degree programs is competitive, and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission. Students must also pass the Test of Academic Proficiency (TAP) or the ACT Plus writing with a score of 22 or above prior to transfer. (See AAT Degree Program description for additional graduation requirements.)

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.) Students should follow the AAT degree curriculum plan when selecting courses:

- Communications 9 semester hours
- Fine Arts/Humanities 6-9 semester hours
- Social Science 9 semester hours
- Life/Physical Science (At least one course selected from each area) 7-8 semester hours
- Mathematics 17 semester hours (see AAT – Math academic plan)
- Professional and Special Education Core: ED 105, 200, 205; PSYCH 145

Total Credits Required 64 semester hours

Cumulative Grade Point Average 2.5 or better for all work applicable toward the degree that was completed at Richland.
Secondary Mathematics (AAT) Degree

Area of Concentration: ____________________________________________________________

Designed to provide two academic years of college study for transfer toward a Bachelor degree at ____________________________

(College or University)

<table>
<thead>
<tr>
<th>General Education Requirements – 37-39 Hours</th>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Communications: 9 Hours</td>
<td>ENGL 101 or 110, 102; COMM 101</td>
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<tr>
<td>(2.5 cumulative GPA required for both ENGL 101 and 102)</td>
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<tr>
<td>Social &amp; Behavioral Sciences: 9 Hours</td>
<td>POL S110; PSYCH 110; SOCIO 110, 200</td>
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<td>(Select from three disciplines)</td>
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<tr>
<td>Humanities/Fine Arts: 8-9 Hours</td>
<td>ENGL 115; HIST 201, 202, 270; PHIL 215; ART 100; MUSIC 100</td>
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<tr>
<td>(Select from 2 disciplines)</td>
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<tr>
<td>Life/Physical Science: 7-8 Hours</td>
<td>BIOL 101, 210</td>
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<tr>
<td>(Select one from life science and one course from physical science including at least one laboratory course.)</td>
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<tr>
<td>Life Science: BIOL 101, 210</td>
<td>ASTRO 105; CHEM 100; EASCI 210, 220, 230; PHYS 100, 151</td>
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<tr>
<td>Physical Science: BIOL 101, 210</td>
<td>SCI 101, 102 (both must be completed to meet degree/transfer requirements)</td>
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<tr>
<td>Mathematics: 4 Hours</td>
<td>MATH 113</td>
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<tr>
<td>Required Education Courses: 25 Hours</td>
<td>ED 105, 200, 205; MATH 121, 122, 221; PSYCH 145</td>
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</table>

Total Credit Hours – 64 Required
Minimum of 15 Credit Hours at Richland.

2.5 GPA required for AAT degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution.

Constitution, passing score on Test of Academic Proficiency (TAP) or score of 22 and above on the ACT Plus writing test, Documented Field Experience Hours and Digital Portfolio requirements must be met in order to fulfill degree requirements.

Note: It is recommended that students also take MATH 240, Intro to Linear Algebra, if schedule permits.
Associate of Arts in Teaching – Special Education Program

The Associate of Arts in Teaching – Special Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in special education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of the following components: general education courses, professional education courses, and courses in the special education major area. These courses include the eleven Illinois Professional Teaching Standards, the Core Technology Standards for All Teachers, and the Core Language Arts Standards for All Teachers. Students must also pass the Test of Academic Proficiency (TAP) or score of 22 and above on the ACT Plus writing test to earn the AAT – Special Education. AAT students are advised to complete the degree prior to transfer. Transfer students obtaining the AAT – Special Education Degree will be on “equal footing” with native four-year institution students when seeking admission to an upper division Special Education Degree program. Admission into baccalaureate degree programs is competitive, and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

Group Requirements (Area of concentration courses may be counted toward satisfaction of group requirements.) Students should follow the AAT Degree-Special Education curriculum plan when selecting courses:

- a. Communications 9 semester hours
- b. Fine Arts/Humanities 9 semester hours
- c. Life/Physical Sciences 7 semester hours
- d. Mathematics 8 semester hours
- e. Social/Behavioral Sciences 9 semester hours
- f. Professional and Special Education Core ED 105, 200, 205, 220; PSYCH 150
- g. Select 2 of the following: ECE 111; ED 108, 109

Total Credits Required 63 semester hours

Cumulative Grade Point Average 2.5 or better for all work applicable toward the degree that was completed at Richland.
Special Education (AAT) Degree

Area of Concentration:  

Designed to provide two academic years of college study for transfer toward a Bachelor degree at (College or University)

<table>
<thead>
<tr>
<th>General Education Requirements – 42-43 Hours</th>
<th>Course &amp; Number</th>
<th>RCC</th>
<th>Semester &amp; Year</th>
<th>Transfer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication: 9 Hours</td>
<td>ENGL 101 or 110, 102; COMM 101</td>
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<td></td>
<td>(2.5 cumulative GPA required for both ENGL 101 and 102)</td>
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<tr>
<td>Social &amp; Behavioral Sciences: 9 Hours</td>
<td>POL S 110; PSYCH 110; SOCIO 110</td>
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<tr>
<td>Humanities/Fine Arts: 9-10 Hours</td>
<td>Fine Arts Elective</td>
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<td></td>
<td>Humanities Elective</td>
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<td>Non-Western Humanities/Fine Arts Elective</td>
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<tr>
<td>Life/Physical Science: 7 Hours</td>
<td>Life Science: BIOL 106</td>
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<td>Physical Science: EASCI 210</td>
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<tr>
<td>Mathematics: 8 Hours</td>
<td>MATH 111, 112</td>
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<tr>
<td>Required Education Courses: 21 Hours</td>
<td>ED105, 200, 205, 220; PSYCH 150</td>
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<td>Select 2 of the following:</td>
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<td>ECE 111; ED 108, 109</td>
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</tbody>
</table>

Total Credit Hours – 63 Required  
Minimum of 15 Credit Hours at Richland.

2.5 GPA required for AAT degrees.

It is strongly recommended that students consult with an academic advisor both at Richland and their transfer institution.  
Constitution, passing score on Test of Academic Proficiency (TAP) or score of 22 and above on the ACT Plus writing test, Documented Field Experience Hours and Digital Portfolio requirements must be met in order to fulfill degree requirements.
Areas of Concentration
Suggestions for Baccalaureate/Transfer Programs

Students planning to pursue a bachelor's degree with a major in one of the areas listed are offered the following suggestions regarding courses to be included during their first two years of study.

These suggestions are designed for students who have not yet selected a four-year college. In all cases, any student who has chosen the college or university to which he/she intends to transfer should consult that institution's Catalog or transfer handbook in planning a program.

For each area of concentration, the customary associate's degree is designated.

Accounting (AA or AS)
Area of Concentration: ACCT 101, 102; ECON 231, 232
Other suggested courses: MATH 160, 170, 171, 190, CIS 110

African-American Studies (AA)
Area of Concentration: AFAM 100, 103, 104, 120, 140, 141

Agriculture (AS)
Area of Concentration: AGRIC 106, 130, 210; HORT 100

American Sign Language (AA)
Area of Concentration: SIGN 101, 102, 103, 104, 105, 201, 202, 203, 204, 205.
Other suggested courses: ED 220, Psych 280, SOCIO 150, SOCIO 225

Anthropology (AA or AS)
Area of Concentration: ANTHR 101, 110, 120, 130

Art (AA)
Area of Concentration: ART 101, 102, 111, 112, and at least two courses from those listed below

Biology (AS)
Area of Concentration: BIOL 101, 102, 201, 202, 210, 220
Other suggested courses: CHEM 131, 132

Business (AA or AS)
Area of Concentration: ACCT 101, 102; BUS 231; ECON 231, 232;
Other suggested courses: CS 105 or CIS 110; MATH 116, 160, 170, 190, and above; psychology

Business – International (AA or AS)
Area of Concentration: ACCT 101, 102; ECON 225, 231, 232; HIST 112, 202; CIS 110
Other suggested courses: MATH 160, 170, 190

Chemistry (AS)
Area of Concentration: CHEM 131, 132, 201, 202
Other suggested courses: MATH 121, 122

Communication (AA)
Area of Concentration: COMM 120, 130, 240, 250
Other suggested courses: PHIL 100, 120; POL S 100

Computer Science (AS)
Area of Concentration: BIOL 101 or 210; CS 105, 161, 230, 251, 281;
MATH 121, 122, 210, 221; PHY S 151, 152, 153

Dentistry
See Pre-Dentistry.

Earth Science (AS)
Area of Concentration: EASCI 210, 220, 230

Economics (AA or AS)
Area of Concentration: ECON 231, 232
Other suggested courses: ECON 225; MATH 160, 170, 190, plus courses in sociology and political science

Education
See Teacher Education.

Engineering (AES)
See Associate in Engineering Science.

English (AA)
Area of Concentration: (a selection of four of the following)
Other suggested courses: courses in economics, foreign language, history, or political science.

Foreign Language (AA)
Area of Concentration: two years of study in the chosen language
Other suggested courses: one sequence in history, and literature and humanities related to the foreign language.

General Science (AS)
Area of Concentration: BIOL 101, 102 or CHEM 131, 132 or PHYS 101, 102 plus three or more science courses in addition to one of the one-year sequences listed above, selected from the fields of biology, chemistry, or physics

History (AA)
Area of Concentration: HIST 101, 102, and either HIST 111, 112; or HIST 201, 202
Other suggested courses: courses in economics, foreign language, history, literature, or political science

Mathematics (AS)
Area of Concentration: MATH 121, 122, 221, plus one additional mathematics course
Other suggested courses: CHEM 131, 132, PHYS 151, 152, 153

Media (AA)
Area of Concentration: MEDIA 101, 110, 130, 140, 280, 220, 221
Other suggested courses: MEDIA 225

Medicine
See Pre-Medicine.

Music (AA)
Area of Concentration: MUSIC 103, 104, 180, 190

Philosophy (AA)
Area of Concentration: PHIL 100, 110, 120, 200, 210, 215, 220, 230
Other suggested courses: humanities and/or history courses

Physics (AS)
Area of Concentration: PHYS 151, 152, 153
Other suggested courses: CHEM 131, 132; MATH 121, 122, 221, 230

Political Science/Pre-Law (AA)
Area of Concentration: POL S 100, 110, 120
Other suggested courses: ECON 231, 232; HIST 101, 102; PHIL 110, 130

Pre-Dentistry (AS)
Students planning to enter dentistry school should consult the entrance requirements of the school they plan to attend.

Pre-Forestry (AS)
Area of Concentration: General Science, including BIOL 101, 210; CHEM 131, 132
Other suggested courses: MATH 117; PHYS 101; and courses in accounting, business, and economics. Since the study of special forestry courses generally comes during the third and fourth years of a bachelor degree program, students desiring a BS in forestry should select General Science as their area of concentration at Richland.

Pre-Medicine (AS)
Students planning to enter medical school should consult the entrance requirements of the institution they plan to enter.

Pre-Veterinary (AS)
For purposes of identifying an area of concentration at Richland, biology is recommended as an area of concentration.
Other suggested courses: CHEM 131, 132

Psychology (AA or AS)
Area of Concentration: PSYCH 110, plus two or more from the following:
PSYCH 150, 200, 210, 250, 260, 280
Other suggested courses: MATH 160, 170, or 190 and other social science

Sequestration (AS)
Area of Concentration: CCS 115, 275; MATH 116, 171, 190; EASCI 210; BIOL 210

Sociology (AA)
Area of Concentration: SOCIO 110, plus three or more from the
following: SOCIO 125, 130, 135, 141, 150, 200
Other suggested courses: MATH 170

**Teacher Education (AA, AS, AAS, or AAT)**

To teach in Illinois public schools, teachers must be certified by the State of Illinois. To transfer into an approved baccalaureate program as a junior in early childhood, elementary, secondary, or special education, students must complete a minimum of 60 semester credits (up to a maximum of 64 semester credits). Community college students are strongly encouraged to complete an Associate in Arts, Associate in Science, or Associate of Arts in Teaching degree prior to transfer. A minimum grade point average of 2.5 (on a 4.0 scale) and passage of the Test of Academic Proficiency (TAP) or score of 22 and above on the ACT Plus writing test are required prior to admission to a teacher education program. Information on testing dates and registration materials for the Illinois Basic Skills Test is available in the Student Services Center and on the internet. Students planning to earn a Bachelor of Arts degree or a degree from a college of arts and sciences should be alerted to the probable need to complete a foreign language and should complete their foreign language requirement before transfer. Additional coursework may be required by the transfer institution.

**Early Childhood Education (AA, AS, AAS)**

Area of Concentration: ECE 221; ENGL 101; COMM 101; PSYCH 110, PSYCH 150, plus fine arts and math electives.
Other suggested courses: ECE 101, 110, 111, 203; ED 105, 220

**Early Childhood Education (AAT)**

Students concentrating in early childhood should follow the requirements of the AAT – Early Childhood Education transfer program.

**Elementary Education (AA or AS)**

Area of Concentration: ED 205, 105, 200, 220; MATH 112; PSYCH 150; SOCIO 200; Literature Elective; and Non-Western History Elective
Other suggested courses: ED 107, 108, 109 and ECE 111 Some transfer institutions may require a foreign language course. Students should complete up to nine sophomore-level semester credits in one academic discipline (i.e., mathematics, science, English, or social science).

**Paraprofessional Educator (AAS)**

Area of Concentration: ED 200, 205, 220; ENGL 101; COMM 101; PSYCH 110, 150; SOCIO 200, plus fine art, math, physical science, and U.S. History electives.

**Secondary Education (AA or AS)**

Area of Concentration: ED 105S, 200, 205, 220; POL S110; PSYCH 145; SOCIO120 or 200; Literature Elective; and Non-Western History Elective. Some transfer institutions may require a foreign language course. Students should complete up to nine sophomore-level semester credits in one academic discipline.

**Secondary Math Education (AAT)**

Students concentrating in math education should follow the requirements of the AAT – Secondary Math Education transfer program.

**Special Education (AAT)**

Students concentrating in special education should follow the requirements of the AAT – Special Education transfer programs.

**Theatre (AA)**

Areas of Concentration: THTR 160 (3 credit hours), 170, 180, 210, 230
Other suggested courses: THTR 150, 171, 181, 220; ENGL 128
Students planning to transfer to a four-year theatre program should meet with the Theatre Program Coordinator.

**Articulated AAS Degree Programs**

Articulated programs are designed for Richland students who intend to transfer to another institution to complete a four-year degree after earning an associate in applied science degree at Richland.

The Transfer Center and counselors in the Student Services Center provide extensive transfer information on Richland’s associate in applied science degree transfer curriculum (2+2) articulated agreements with various baccalaureate institutions.

**Guaranteed Transfer Agreement**

Richland Community College and the University of Illinois, Urbana-Champaign have formed a cooperative relationship through a guaranteed transfer agreement. Any student who has completed the prescribed Guaranteed Transfer Agreement at Richland (with the required 2.50 GPA and foreign language requirement) and submits required application and supporting documentation will automatically be admitted to UIUC at the junior level in the prescribed field of study in the College of Agricultural, Consumer, and Environmental Sciences (ACES).

**University of Illinois, Urbana-Champaign fields of study include the following:**

- Agricultural and Consumer Economics
- Agricultural and Environmental Education
- Animal Science
- Crop Science
- Food Science & Human Nutrition
- Horticulture
- Human Development & Family Studies
- Natural Resource and Environmental Sciences
- Technical Systems Management

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**Benedictine University**

- Business
- Nursing
- Psychology

**DeVry University**

- Technical Management

**Eastern Illinois University**

- African American Studies
- Industrial Technology
- RN to BSN
- Surgical Technology
- Applied Engineering Technology
  - (Biofuels, CNC, Drafting, Electrical Systems, Mechanical Systems)

**Franklin University, Columbus, Ohio**

- All AAS degrees

**Greenville College, Greenville, Illinois**

- Organizational Leadership

**Indiana Wesleyan University**

- Nursing

**Millikin University**

- Accounting
- Business Management
- Early Childhood Education
- Business Marketing
- Nursing

**Robert Morris University**

- Drafting and Design Engineering

**Southern Illinois University, Carbondale**

- Automotive Technology
- Information Technology

**University of Illinois, Springfield**

- Accounting
- Management
- Clinical Lab Science

**University of Illinois, Chicago**

- Nursing

**Western Illinois University**

- Supply Chain Management

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Career and Technical Education Programs

Richland Community College strives to provide educational opportunities to enable individuals to become contributing members of the workforce. The workplace has changed with new work hours and work patterns due to improved telecommunications and computer technologies. Over 85% of new jobs will require post-secondary education and training below the baccalaureate level, and 75% of the current workforce needs training. The information supply available doubles every five years.

The mission of the career and technical education programs at Richland is to provide students the opportunities to choose, prepare for, and advance in their careers and vocations. This mission is accomplished by integrating technical education and academic education to provide the skills and education needed for living in a global society, competing in the workforce, and being receptive to lifelong learning.

A number of the career and technical education programs are articulated with four-year institutions to allow for the completion of a four-year degree in an additional two years if desired. To meet the broad range of student objectives, Richland Community College offers several types of instructional programs:

Basic Certificate
A Basic Certificate is an award for satisfactory completion of a series of courses totaling 30 semester credit hours or less. Those programs that have only a basic certificate are designed to provide the necessary skills to obtain an entry-level position. For programs that have a basic certificate as part of a degree, the certificate is an award for satisfactorily completing a series of courses.

Advanced Certificate
An Advanced Certificate is awarded for satisfactory completion of a series of courses or curriculum totaling 50 semester credit hours or less. This certificate is designed to provide the technical skills that would prepare an individual for initial employment in the job setting or for those currently employed and in need of advanced study.

Associate in Applied Science
An Associate in Applied Science (AAS) degree is an award for the satisfactory completion of a prescribed curriculum of 60 semester credit hours or more intended to prepare individuals for employment in a specific field. It also serves those persons already employed in the field who desire to improve their competencies and achieve an associate’s degree. A number of the AAS degrees have been articulated (see page 63) and/or capstoned (see below) with four-year institutions for completion of a Bachelor’s degree.

Capstone Options
Some career and technical education programs and/or courses transfer to senior institutions although they are not designed specifically for transfer. Southern Illinois University at Carbondale, for example, offers the Capstone Option allowing students who have earned certain two-year career and technical education degrees the option of pursuing a bachelor’s degree without losing credits already earned. Students planning to transfer should consult a Richland counselor or advisor for additional information.

Graduation Requirements
Graduation requirements for the Basic Certificate or the Advanced Certificate in any career and technical education program are the completion of the program as outlined in this Catalog. (Students transferring credit to Richland should see regulations under Admissions.)

Cumulative Grade Point Average – 2.00 (“C” or better) for all work applicable toward the certificate or degree that was pursued at the College.
Group/General Education Requirements for Career and Technical Education Certificates and AAS Degrees

Several programs require some study in courses that satisfy certain Group Requirements.

Meets both General Education & Group Requirements

Communications
ENGL 101, 102, 110, 114, 120, 222
COMM 101, 110, 120, 130, 140, 201, 240, 250

Humanities
AFAM 100, 103, 104, 105, 120, 130, 140, 141
ARAB 115
CHIN 101, 102, 115, 201, 202
ENGL 115, 124, 126, 128, 150, 160, 162, 200, 201, 202, 240, 251, 252, 253, 260, 261, 270, 280
FREN 101, 102, 111, 201, 202
GERM 101, 102, 115, 201, 202
HIST 111, 112, 201, 202, 270, 271
HUMAN 100, 104, 106, 107, 201, 280
PHIL 100, 106, 110, 120, 200, 210, 215, 220, 230
SIGN 101, 102, 105, 201, 202
SPAN 101, 102, 110, 111, 115, 198, 201, 202
THTRE 230

Fine Arts
AFAM 100, 103, 105, 120, 140, 141
ART 100, 171, 172, 173
ENGL 140, 240, 241
HUMAN 100, 104, 106, 107, 201, 280
SIGN 101, 102, 103, 104, 105, 202, 203, 204, 205
MUSIC 100, 190
THTRE 150, 210, 230

Mathematics

Natural/Life/Physical Science
AGRIC 130
ASTRO 105
BIOL 101, 102, 106, 130, 201, 202, 210, 220
CHEM 100, 106, 110, 131, 132, 201, 202
EASCI 210, 220, 230
ECE 110 (ECE only)
HORT 100
PHY S 105
PHYS 100, 101, 102, 151, 152, 153
SCI 101, 102 (both must be completed to meet degree/transfer requirements)

Social Science
AFAM 100
ANTHR 101, 110, 120, 130
ECON 225, 231, 232
ED 101, 102, 105, 107, 108, 109, 199, 200, 205, 210
HIST 101, 102, 105, 203
P REL 100, 110
POL S 100, 110, 120
PSYCH 100, 110, 130, 145, 150, 200, 210, 220, 250, 260, 280
SOCIO 100, 105, 110, 125, 130, 135, 141, 142, 150, 155, 200, 210, 225
SOC S 199, 280
SLRN 293

Bold print indicates IAI-approved general education classes.
Career and Technical Education Program Degree Requirements

These are career and technical education training programs. Some of the course may not transfer to four-year institutions.

Accounting

**General description:** The Accounting AAS program prepares students for entry-level positions such as bookkeeper, accounting clerk, assistant auditor, or income tax preparer. These positions help companies manage their financial data. These positions exist in most companies, in bookkeeping and accounting firms, and in government organizations. In larger organizations, positions may be specialized such as payroll clerk, accounts receivable clerk, or accounts payable clerk.

**Sample of job titles with this degree:** Accounting Clerk, Accounting Assistant, Accounting Specialist, Bookkeeper.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<td></td>
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<tr>
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<td>BUS 100</td>
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<td>BUS 110 (or MATH 113)</td>
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<tr>
<td></td>
<td>CIS 110</td>
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</tr>
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<td></td>
<td>ENGL 110 (or ENGL 101)</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td></td>
<td>ECON 231</td>
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</tr>
<tr>
<td></td>
<td>ACCT 201</td>
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</tr>
<tr>
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<tr>
<td></td>
<td>BUS 231</td>
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<tr>
<td></td>
<td>Social Science Elective</td>
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<td></td>
<td><strong>Spring Semester</strong></td>
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<td>ACCT 202</td>
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</tr>
<tr>
<td></td>
<td>ACCT 290 (or ACCT 295)</td>
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<tr>
<td></td>
<td>BUS 232</td>
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</tr>
<tr>
<td></td>
<td>COMM 120 (or COMM 101)</td>
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</tr>
<tr>
<td></td>
<td>P REL 100</td>
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**Additional Program Information:**

- **Social Science Recommended Electives:** ECON 232, SOCIO 110, PSYCH 110

Students who begin in Spring may not finish in a two-year time frame.
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<tbody>
<tr>
<td>ACCT 101 Financial Accounting</td>
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<td>ACCT 102 Managerial Accounting Fundamentals</td>
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<td>ACCT 105 Introduction to Nonprofit Accounting</td>
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<tr>
<td>ACCT 107 Accounting for Payroll</td>
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<td>ACCT 201 Intermediate Accounting 1</td>
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<td>ACCT 202 Intermediate Accounting 2</td>
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<td>ACCT 206 Computerized Accounting Applications</td>
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<td>ACCT 210 Tax Accounting</td>
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<td>ACCT 290 Work Experience Practicum &amp; Seminar (or ACCT 295)</td>
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<td>BUS 100 Business Fundamentals</td>
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<td>BUS 231 Business Law Principles</td>
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<tr>
<td>BUS 232 Business Law &amp; Ethics</td>
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<tr>
<td>CIS 110 Computer Business Applications</td>
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<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
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<td>ECON 231 Macroeconomics</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
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<td>IT 120 Spreadsheet Applications</td>
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<td>P REL 100 Human Relations</td>
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<td>Social Science Elective (ECON 232, SOCIO 110 or PSYCH 110)</td>
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<td><strong>Total Hours</strong></td>
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<td><strong>44</strong></td>
<td><strong>34</strong></td>
<td><strong>22</strong></td>
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</table>
Administrative Assistant

General description: The AAS Administrative Assistant is designed to prepare students for employment as administrative assistants and office support professionals. With today's technology, the role of the administrative assistant has broadened to include not only running an office efficiently but also possessing a solid background in the use of the technology that supports the office. The Administrative Assistant prepares students to produce business communications, use technologically-advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations.

Sample of job titles with this degree: Administrative Assistant, Executive Assistant, Office/Facilities Manager, Human Resources Assistant, Sales Assistant, Marketing Assistant, Front Desk Coordinator, Data Entry Specialist, Customer Service Representative.

Suggested Full-Time Course Sequence:

<table>
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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>OT 114</td>
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<td>ACCT 105</td>
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<td>ACCT 107</td>
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<td>ENGL 110</td>
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<td>IT 120</td>
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<table>
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<tbody>
<tr>
<td>ACCT 206</td>
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<tr>
<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>IT 125</td>
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<td>IT 231</td>
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<td>IT 135</td>
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<td>OT 217</td>
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<tr>
<td>OT 290 (or OT 295)</td>
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<td>General Education Electives</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<td>ACCT 105 Introduction to Nonprofit Accounting</td>
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Agribusiness  (See Horticulture)

General description: As the world’s largest commercial industry, Agriculture provides more career opportunities than any other industry. The Agribusiness degree incorporates hands-on learning with classroom instruction to provide a foundation of knowledge for the vast career opportunities in the Agribusiness industry. This program includes several specialties to meet students’ needs – from specific skill training courses to two-year degree programs designed by local businesses for immediate employment. Located literally in the middle of “America’s Agribusiness Center,” this program offers resources that are unique from those of any other college district. Also see Agribusiness Transfer degree and Horticulture.

Sample of job titles with this degree: Plant Manager (grain elevator, feed mill, processing plant), Sales Representative, Commodities Merchandiser/Broker, Animal Scientist/Nutritionist, Agricultural Economist, Agricultural Engineer, Agronomist, Transportation and Logistics Manager.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<th>Semester</th>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<td>AGRIC 195</td>
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<td></td>
<td>CIS 110</td>
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<td></td>
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<td>AGRIC 235</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<td>AGRIC 116 Sustainable Agriculture Fundamentals</td>
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<td>AGRIC 126 Small Scale Livestock Management</td>
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<td>AGRIC 130 Crop Science</td>
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<td>AGRIC 195 Contemporary Issues in Agribusiness</td>
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<td>AGRIC 232 Agricultural Economics</td>
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<td>AGRIC 235 Small Farm Business Management</td>
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<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
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<td>ECON 232 Microeconomics</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101 or ENGL 105)</td>
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<td>HORT 100 Horticulture Science</td>
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<td>P REL 100 Human Relations</td>
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<td><strong>Total Hours</strong></td>
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American Sign Language/Interpreting

General description: American Sign Language/Interpreting (ASL/I) AAS program/certificates develop competency and practice in ASL interpreting and Deaf Culture toward practical careers in a number of interpretive settings: education, public safety, the social services, or health professions. Individuals will develop skills to sign competently, be conversant with Deaf Culture issues, apply the intricacies of translating spoken language into signing, work professionally with ethical integrity, and prepare or work toward various state and national certifications. Skills from basic certification can boost employability for entry-level positions or enhance promotion prospects.

Sample of job titles with this degree or in this field include: Family and Consumer Science Educator, Early Childhood Teachers/Assistants, Nanny, Child Life Specialist, Special Education Teacher/Assistant, Elementary Teachers/Assistant, Adult Literacy Teacher, Social Worker/Technicians, Parent Educator, Counselor, Speech-Language Pathologist-Audiologist/Technician, Geriatric Service Worker, Personal and Home Care Aide, Consumer Advocate, Sales Consultant, Consumer Goods or Services Retail Representative, Health Service Professional, Patient Care Advocate, and more.

According to the Bureau of Labor Statistics, the demand for interpreters and translators is projected to have a growth rate of 46% from 2012 to 2022. This growth is attributable to various legislation mandating or expanding services, such as the Americans with Disabilities Act (ADA) and the Affordable Care Act (ACA). The 46% projection is much above the national average for other professions. Improvement of technology has also increased the use of video relay services opportunities. In Illinois, employment of the category of interpreters and translators is expected to increase much faster than average through 2020, making it one of the top 10 fastest growing occupations in Illinois. About 120 job openings are likely each year in the state. State of Illinois statistics from Oct. 5, 2014, show that in Macon County and the 8 collar counties, there are 21 state certified interpreters. In Macon County, only one advanced certified interpreter is available.

Suggested Full-Time Course Sequence:

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<th>Fall Semester</th>
<th>Credit Hours</th>
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<td>SIGN 101</td>
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<td>SIGN 104</td>
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<td>SOCIO 110</td>
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<td>Directed Electives*</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

2.00 (C) Grade Point Average for all courses at RCC

2.00 (C) Grade Point Average for all courses at RCC

*ED 103-Intro to Teaching/ED 205-Foundations of Education/HLTH 120-Wellness and Healthful Living/SOCIO 150-Social Problems/CRJ 110-Criminal Justice Fundamentals

**ED 103-Intro to Teaching/ED 200-Educational Psychology/HLTH 120-Wellness and Healthful Living/HLTH 140-Medical Terminology/SOCIO 150-Social Problems/SOCIO 141-Intro to Social Work/SOCIO 130-Criminology/CRJ 110-Criminal Justice Fundamentals


Tracks:

1. Education- ED 103-Intro to Teaching or ED 205-Foundations of Education/ED 200-Ed Psychology/ED 220-Exceptional Child
2. Health- HLTH 120-Wellness and Healthful Living/HLTH 140-Medical Terminology/PSYCH 280-Abnormal Psychology
5. Generalist-ED 103-Intro to Teaching/HLTH 120-Wellness and Healthful Living/SOCIO 150-Social Problems/CRJ 110-Criminal Justice Fundamentals

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<th>ASL/Interp. - Intermediate Cert 5004</th>
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<th>Education - Basic Cert 5001</th>
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Automotive Technology

General description: The Automotive Technology Program provides students with an opportunity to obtain a solid foundation of knowledge, experience, and skills that will assist in job entry and career advancement in the automotive industry. Current automotive trends indicate that the automobile will continue to experience changes including expanded use of electronics and computerized controls for improving engine performance, fuel efficiency, on-board diagnostics, exhaust emissions, and passenger comfort and safety. These changes will require persons knowledgeable and highly skilled in specialized areas of automotive technology.

The Automotive Technology Program has achieved master certification by the National Institute for Automotive Service Excellence (NATEF). Instruction is offered in all eight (8) areas of ASE certification – engine repair, automatic transmission/transaxles, manual drive trains and axles, steering and suspension, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. All graduates are encouraged to complete the certification process by taking the ASE certification tests.

A uniform shirt and an approved set of tools are required for this program. Contact the Continuing and Professional Education Division, 217.875.7211, Ext. 740, for details.

Sample of job titles with this degree: Drivability Specialist, Transmission Specialist, HVAC Specialist, Driveline Specialist, Front End Specialist, Engine Rebuild Specialist, Line Technician.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
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<td>AUTO 101</td>
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<td>AUTO 102</td>
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<td>General Education Elective</td>
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<th>Spring Semester</th>
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<tbody>
<tr>
<td>AUTO 201</td>
</tr>
<tr>
<td>AUTO 207</td>
</tr>
<tr>
<td>CIS 110 (or PHYS 100)</td>
</tr>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<table>
<thead>
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<th>Summer Semester</th>
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<tbody>
<tr>
<td>AUTO 202</td>
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<tr>
<td>AUTO 203</td>
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<td>AUTO 204</td>
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<td>AUTO 208</td>
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<td>P REL 100</td>
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<table>
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<tbody>
<tr>
<td>AUTO 205</td>
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<tr>
<td>AUTO 206</td>
</tr>
<tr>
<td>AUTO 209</td>
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<tr>
<td>AUTO 290</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<td>AUTO 102 Electrical Systems</td>
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<td>4</td>
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<td>AUTO 202 Heating and Air Conditioning</td>
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<td>AUTO 203 Fuel and Emission Systems</td>
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<tr>
<td>AUTO 205 Manual Drive Train &amp; Axles</td>
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<tr>
<td>AUTO 206 Automatic Transmissions/ Transaxles</td>
<td>4</td>
<td>X</td>
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<tr>
<td>AUTO 207 Advanced Automotive Electronics</td>
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<td>X</td>
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<tr>
<td>AUTO 208 Automotive Brakes</td>
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<td>X</td>
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<tr>
<td>AUTO 209 Adv. Drivability Problem Diagnosis</td>
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<tr>
<td>AUTO 290 Automotive Internship</td>
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<tr>
<td>CIS 110 Computer Business Applications (or PHYS 100)</td>
<td>3</td>
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<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
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<td>ENGL 110 Professional &amp; Technical Writing ( or ENGL 105)</td>
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<td>MATH 104 Technical Mathematics (or MATH 110)</td>
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<tr>
<td>P REL 100 Human Relations</td>
<td>3</td>
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<td>General Education Elective (recommend PSYCH 110 or SOCIO 110)</td>
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Business – Human Resources Specialty

**General Description:** This specialty introduces students to both specialty and technical core courses that apply to the AAS degree in Human Resource Management. The specialty prepares students to assume varied roles in organizations in a Human Resource Management Generalist capacity.

**Sample of Job Titles with this Degree:** Human Resource Management Generalist

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACCT 101</td>
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<tr>
<td>BUS 100</td>
<td>3</td>
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<td>BUS 110 (or MATH 104)</td>
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<td>CIS 110</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110 (or ENGL 101)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

| ACCT 102 | 4 |
| BUS 235  | 3 |
| COMM 120 (or COMM 101) | 3 |
| ECON 231 | 3 |
| P REL 100 | 3 |

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 200</td>
<td>3</td>
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<tr>
<td>BUS 231</td>
<td>3</td>
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<tr>
<td>BUS 236</td>
<td>3</td>
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<tr>
<td>BUS 238</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
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</table>

**Spring Semester**

| BUS 232   | 3 |
| BUS 237   | 3 |
| BUS 290 (or BUS 295) | 3 |
| ECON 232  | 3 |
| P REL 110 | 3 |

Electives: BUS 230; SOCIO 110; PSYCH 110

**Additional Program Information:**
Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Human Resource Mgmt. AAS 038C</th>
<th>Entrepreneur Cert. 038H</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Financial Accounting</td>
<td>4</td>
<td></td>
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<tr>
<td>ACCT 102</td>
<td>Managerial Accounting Fundamentals</td>
<td>4</td>
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<td>ACCT 206</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
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<tr>
<td>BUS 100</td>
<td>Business Fundamentals</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>BUS 110</td>
<td>Business Mathematics (or MATH 104)</td>
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<td>BUS 200</td>
<td>Customer Service Fundamentals</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 221</td>
<td>Security and Loss Prevention</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 225</td>
<td>Small Business Development</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 231</td>
<td>Business Law Principles</td>
<td>3</td>
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<tr>
<td>BUS 232</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 233</td>
<td>Business Law for Entrepreneurs</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 235</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>BUS 236</td>
<td>Recruitment, Selection &amp; Training</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 237</td>
<td>Benefits Administration</td>
<td>3</td>
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<tr>
<td>BUS 238</td>
<td>Team Dynamics</td>
<td>3</td>
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<tr>
<td>BUS 280</td>
<td>Strategic Decision Making</td>
<td>3</td>
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<td>BUS 281</td>
<td>Strategic Performance for Productivity</td>
<td>3</td>
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<td>BUS 282</td>
<td>Strategic Tax Management</td>
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<td>BUS 283</td>
<td>Personal Finance</td>
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<tr>
<td>BUS 290</td>
<td>Work Experience Practicum &amp; Seminar (or BUS 295)</td>
<td>3</td>
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<tr>
<td>CIS 110</td>
<td>Computer Business Applications</td>
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<td>COMM 120</td>
<td>Business &amp; Professional Speaking (or COMM 101)</td>
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<tr>
<td>ECON 231</td>
<td>Macroeconomics</td>
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<td>ECON 232</td>
<td>Microeconomics</td>
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<td>ENGL 110</td>
<td>Professional &amp; Technical Writing (or ENGL 101)</td>
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<td>P REL 100</td>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>P REL 110</td>
<td>Supervision</td>
<td>3</td>
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<tr>
<td>Electives: Choose from these courses: BUS 230, SOCIO 110, PSYCH 110</td>
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</table>

**Total Hours** 62 27
Business – Management Specialty

General description: This specialization provides students with both specialty and technical core courses in management that apply to either the certificate or the Associate of Applied Science (AAS) degree in management. Though the specialty is versatile in its use, most students seek entry-level supervisory and managerial positions in a variety of settings.

Sample of job titles with this degree: Foreman, Supervisor, Manager, Assistant Director.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>4</td>
</tr>
<tr>
<td>BUS 100</td>
<td>3</td>
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<tr>
<td>BUS 110 (or MATH 104)</td>
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<tr>
<td>CIS 110</td>
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<tr>
<td></td>
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<tr>
<td>Spring Semester</td>
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</tr>
<tr>
<td>ACCT 102</td>
<td>4</td>
</tr>
<tr>
<td>COMM 120 (or COMM 101)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 231</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUS 200</td>
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<tr>
<td>BUS 231</td>
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<td>BUS 240</td>
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<td>Spring Semester</td>
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<td>BUS 225</td>
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<td>BUS 232</td>
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<td>BUS 290 (or BUS 295)</td>
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<td>ECON 232</td>
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Electives: BUS 228, 229, 230, 283; ENGT 105

Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<th>Mgmt. Spec. Cert. 038G</th>
<th>Entrepreneur Cert. 038H</th>
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<td>ACCT 102 Managerial Accounting Fundamentals</td>
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<td>ACCT 206 Computerized Accounting Applications</td>
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<td>BUS 221 Security and Loss Prevention</td>
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<td>BUS 225 Small Business Development</td>
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<td>BUS 231 Business Law Principles</td>
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<td>BUS 232 Business Law &amp; Ethics</td>
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<td>BUS 233 Business Law for Entrepreneurs</td>
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<tr>
<td>ECON 231 Macroeconomics</td>
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<td>ECON 232 Microeconomics</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
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<td>P REL 100 Human Relations</td>
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<td>X</td>
<td>X</td>
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Business – Marketing Specialty

General Description: The marketing specialty provides students with course background in several facets of marketing – including product development, pricing, promotion, and distribution – that prepares them for a variety of job opportunities. Students often seek employment as marketing assistants, customer service representatives, manufacturer’s representatives, and entry-level market researchers. Both a certificate and an Associate of Applied Science (AAS) degree are offered.

Sample of Job Titles with this Degree: Salesperson, Broker, Marketing Assistant, Agent, Customer Service Representative, Manufacturer’s Representative.

Suggested Full-Time Course Sequence:

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<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
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<td>BUS 100</td>
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<td></td>
<td>ENGL 110</td>
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<table>
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<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Spring</td>
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<td>ECON 231</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>BUS 200</td>
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<td>ECON 232</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
<table>
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<th>Business – Marketing Specialty Courses</th>
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<td>BUS 100 Business Fundamentals</td>
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<td>BUS 200 Customer Service Fundamentals</td>
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<tr>
<td>BUS 110 Business Mathematics (or MATH 104)</td>
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<td>BUS 200 Customer Service Fundamentals</td>
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<td>BUS 211 Security and Loss Prevention</td>
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<td>BUS 225 Small Business Development</td>
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<td>BUS 231 Business Law Principles</td>
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<td>BUS 233 Business Law for Entrepreneurs</td>
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<td>BUS 280 Strategic Decision Making</td>
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<td>BUS 281 Strategic Performance for Productivity</td>
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<td>BUS 282 Strategic Tax Management</td>
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<td>CIS 110 Computer Business Applications</td>
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<td>ECON 231 Macroeconomics</td>
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<td>P REL 100 Human Relations</td>
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<td>P REL 110 Supervision</td>
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**Total Hours** | **65** | **50** | **27** |
Collision Repair Technology

General description: The Collision Repair Technology program prepares students for entry-level positions and career advancement in the collision repair industry. This program trains students to repair an automobile correctly, economically, and safely. The program includes diagnostic technologies, welding techniques, shop safety, metal straightening, panel replacement, interior trim and body refinishing, glass replacement, frame straightening, fiber glass repair, aluminum repair, surface preparation, painting techniques, refinishing, and damage estimation. Students will apply their knowledge and learn industry skills in a real-world shop environment equipped with the latest technologies and industry tools. Students pursuing the Associate in Applied Science (AAS) degree will also gain real-world experience through internship opportunities in various shop environments.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Sample of job titles with this degree: Master Collision Repair Technician, Structural Repair Specialist, Mechanical Electrical Specialist, Paint & Refinish Specialist, Nonstructural Repair Specialist, Auto Glass Specialist, Preparation Detail Specialist

Suggested Full-Time Course Sequence:

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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AUTO 102</td>
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<tr>
<td>CRT 100</td>
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<tr>
<td>CRT 135</td>
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<tr>
<td>WELD 100</td>
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<td>WELD 125</td>
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<td>CRT 210</td>
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<td>CRT 220</td>
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<tr>
<td>CRT 230</td>
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<td>CRT 130</td>
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<td>PHYS 115</td>
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<table>
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<tbody>
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<td>CRT 290</td>
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<td>P REL 100</td>
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<td>General Education Elective</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
<table>
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<tr>
<th>Collision Repair Courses</th>
<th>Credit Hours</th>
<th>CRT AAS 1010</th>
<th>Damage Analysis Specialist Cert. 101A</th>
<th>Structural Repair Specialist Cert. 101B</th>
<th>Mechanical Electrical Specialist Cert. 101C</th>
<th>Paint and Refinish Specialist Cert. 101D</th>
<th>Nonstructural Repair Specialist Cert. 101E</th>
<th>Collision Glass Specialist Cert. 101F</th>
<th>Preparation Detailer Specialist Cert. 101G</th>
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<tr>
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Computer Integrated Manufacturing  (See Engineering Technology)

Computer Science  (See AAS Programmer/Analyst Degree and also Area of Concentration Suggestions for AS Degree)

Criminal Justice

General description: The Criminal Justice Careers Program offers preparation for a broad range of career opportunities in the expanding Criminal Justice field. Careers in Criminal Justice offer interesting and intense work and provide high pay and excellent benefits and retirement programs. The Richland Criminal Justice Careers Program offers basic and advanced certificates as well as an AAS degree. There are four areas of concentration, each leading to a different criminal justice career path for individuals with different abilities, aptitudes, and/or interests. Areas of concentration include Patrol Officer, Correctional Officer, Probation and Parole Officer, and Emergency Telecommunications Specialist. Work in these specialized fields ranges from the delivery of emergency response and investigative services provided by the Emergency Telecommunications Specialist and Patrol Officer to the close monitoring and accountability systems for those accused or convicted of crimes managed by the Correctional Officer and Probation and Parole Officer.

Sample of job titles with this degree: Police Officer/K-9 Officer (department requirements vary, some departments, especially state agencies, do require a 4-year degree), State Police Officer, Court Security Officer, Correctional Officer, Private/Corporate Security Officer, Legal Assistant, Paralegal (some larger cities will only hire people with actual “paralegal” degrees), Loss Prevention Officer.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tr>
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<tr>
<td>CRJ 110</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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<tr>
<td>SOCIO 110</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>*CRJ 125 (or CRJ 126)</td>
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<td>POL S 120</td>
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<td>PSYCH 110</td>
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<td>CRJ 200</td>
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<tr>
<td>CRJ 116</td>
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<tr>
<td>CRJ 290 (or CRJ 295)</td>
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<tr>
<td>HLTH 120</td>
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<td>SOCIO 130</td>
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Additional Program Information:
* Students pursuing a career as a Patrol Officer should take CRJ 125.
* Students pursuing a career as an Emergency Telecommunications Specialist should take CRJ 126.

Students who begin in Spring may not finish in a two-year time frame.

Students planning to transfer to a college or university should enroll in ENGL 101 or COMM 101.

CRJ 290 & 295 are offered during the summer as needed.
<table>
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<td>CRJ 112 Investigative Report Writing</td>
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<td>CRJ 210 Law Enforcement &amp; Community Relations</td>
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<td>CRJ 290 Work Experience Practicum &amp; Seminar (or CRJ 295)</td>
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**Criminal Justice – Corrections**

Suggested Full-Time Course Sequence:

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<th>Fall Semester</th>
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<tbody>
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<tr>
<td>CRJ 128</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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<td>SOCIO 110</td>
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<table>
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<td>COMM 120 (or COMM 101)</td>
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<td>CRJ 113</td>
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<td>SOCIO 130</td>
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<td>PSYCH 145</td>
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<td>CRJ 134</td>
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<tr>
<td>CRJ 290 (or CRJ 295)</td>
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<td>HLTH 120</td>
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**Additional Program Information:**

Students planning to transfer to a college or university should enroll in ENGL 101 or COMM 101.

Students who begin in Spring may not finish in a two-year time frame.

CRJ 290 & 295 are offered during the summer as needed.
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<td>CRJ 112 Investigative Report Writing</td>
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<td>HLTH 120 Wellness &amp; Healthful Living</td>
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<td>POL S 120 Politics in States and Communities</td>
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<td>PSYCH 110 Introduction to Psychology</td>
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<td>PSYCH 145 Human Growth &amp; Development</td>
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<td>PSYCH 210 Social Psychology</td>
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<td>SOCIO 110 Introduction to Sociology</td>
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<td>SOCIO 130 Criminology</td>
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<td>AAS Group Requirements/Electives to be selected from areas of Communications, Humanities, Fine Arts, Mathematics, and/or Natural/Life/Physical Science.</td>
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<td>45</td>
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Culinary Arts

General description: The Culinary Arts Program prepares individuals for an exciting career as a chef, cook, and/or food preparation worker for a variety of hospitality industries, including hotels, restaurants, convention centers, hospitals, and corporate dining facilities. The curriculum covers all aspects of culinary preparation including meats, poultry, fish, vegetables, sauces, soups, bread and pastry baking, desserts, specialty cooking, and international cuisine. Hands-on experience in all facets of culinary preparation and presentation is emphasized throughout the curriculum. Further, coursework emphasizing the development of supervisory and managerial responsibilities such as sanitation, menu planning, management, cost control, purchasing, cooking, baking, and restaurant operations are also provided. Specific skills aimed at creating recipes; managing the kitchen; ordering supplies; measuring, mixing, and cooking ingredients according to specified recipes; familiarity with the various types of kitchen equipment and instruments; knife skills, cutting, chopping, slicing, and dicing; and directing the duties of other kitchen employees are developed throughout the entire program of study.

Individuals who are not interested in working for restaurants or food service kitchens may also benefit from this program. For example, personal chefs, an emerging occupation, plan and prepare meals in private homes according to a client’s personal preferences and dietary needs. Research chefs combine culinary skills with specific skills in food science to test new formulas, develop recipes, experiment with flavors and presentation, and test new products for chain restaurants, food growers, and manufacturers.

Students may pursue an Associate of Applied Science Degree or several career-focused certificates such as food preparation worker, baking & pastry, chef assistant, and/or culinary management.

Culinary Arts students are required to buy uniforms and a knife kit, which total approximately $400. These are purchased through the Culinary Arts Director during the first week of class.

Sample of job titles with this degree: Small Business Owner, Research Chef, Private Chef, Caterer, Executive Chef, Sous Chef, Food Stylist, Dietary Advisor.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<th>Credit Hours</th>
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<td>Credit Hours</td>
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<td>2</td>
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<tr>
<td>CA 105 (2nd 8 weeks)</td>
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<tr>
<td>CA 150 (1st 8 weeks)</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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<td>P REL 100</td>
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<tr>
<td>Spring Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>HOSP 104</td>
<td>3</td>
</tr>
<tr>
<td>CA 115 (1st 8 weeks)</td>
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<td>CA 200</td>
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<td>HOSP 202</td>
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<tr>
<td>Summer Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>CA 290</td>
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<tr>
<td>Fall Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>HOSP 203</td>
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<tr>
<td>CA 210</td>
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<td>CA 220</td>
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<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>Spring Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>HOSP 205</td>
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<tr>
<td>CA 230</td>
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<td>CA 250</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<th>Culinary Arts AAS 2200</th>
<th>Culinary Management Cert. 220A</th>
<th>Chef Assistant Cert. 220B</th>
<th>Baking and Pastry Cert. 220C</th>
<th>Food Preparation Cert. 220D</th>
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<td>CA 200 Meat, Poultry, and Fish</td>
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<td>CA 210 Garde Manger</td>
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<td>CA 220 Advanced Baking and Pastry</td>
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Desktop Support Technician

**General description:** The AAS in IT Desktop Support Technician degree is designed to prepare students for application software and microcomputer workstation technical support of end users, where expert direct knowledge in the use of microcomputer workstations and their associated applications software and peripheral hardware is critical to the success of the organization.

**Sample of job titles with this degree:** Microcomputer Application Support Specialist, Help Desk Specialist, Technical Support Specialist, Hardware Support Technician, Troubleshooter, Systems Support Technician, Systems Maintenance Technician, IT Consultant.

**Suggested Full-Time Course Sequence:**

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<th>Semester</th>
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<th>Course Title</th>
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<td><strong>Spring Semester</strong></td>
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**Additional Program Information:**
Students who begin in Spring may not finish in a two-year time frame.
<table>
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<td>IT 205 Help Desk Techniques</td>
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<td>IT 231 Office Management Software</td>
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<td>IT 285 Systems Analysis and Design</td>
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<tr>
<td>IT 290 Work Experience Practicum (or IT 295 or IT 297)</td>
<td>3</td>
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<td>P REL 100 Human Relations</td>
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<td>63</td>
<td>42</td>
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</table>
Diesel Medium/Heavy Truck Technology

General description: The Diesel Medium/Heavy Truck Technology program prepares students for entry-level positions and career advancement in the diesel truck industry. The maintenance and repair of the modern, more sophisticated diesel engines require highly-skilled mechanics. This program provides students with the knowledge and skills needed to analyze, diagnose, maintain, and repair a variety of vehicular concerns related to diesel trucks, diesel driveability diagnosis, and the following diesel systems: electrical, fuel & emissions, engine & transmission, heating & air conditioning, drive train, suspension & steering, and brakes. Advanced diagnostic, maintenance, and repair tools are introduced. Students pursuing the AAS degree will gain real-world experience through internship opportunities in various shop environments.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Sample of Job titles for this Degree: Senior Heavy Truck Technician, Steering & Suspension Specialist, Drive train Specialist, HVAC Specialist, Engine Repair Specialist, Performance Specialist, Transmission Specialist, Service Specialist.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMHT 101</td>
<td>4</td>
</tr>
<tr>
<td>DMHT 110</td>
<td>4</td>
</tr>
<tr>
<td>DMHT 120</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 105 (or ENGL 110)</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMHT 115</td>
</tr>
<tr>
<td>DMHT 125</td>
</tr>
<tr>
<td>DMHT 130</td>
</tr>
<tr>
<td>DMHT 135</td>
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<table>
<thead>
<tr>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMHT 200</td>
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<table>
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<tbody>
<tr>
<td>DMHT 210</td>
</tr>
<tr>
<td>DMHT 211</td>
</tr>
<tr>
<td>DMHT 212</td>
</tr>
<tr>
<td>P REL100</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
</tr>
<tr>
<td>DMHT 290</td>
</tr>
<tr>
<td>PHYS 115</td>
</tr>
<tr>
<td>General Education Elective</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
## Diesel Medium/Heavy Truck Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>DMHT AAS 1000</th>
<th>CMN 100G</th>
<th>Steering &amp; Suspension Cert. 100G</th>
<th>Diesel Drive Train Specialist Cert. 100F</th>
<th>Diesel HVAC Specialist Cert. 100E</th>
<th>Diesel Engine Rebuilder Cert. 100D</th>
<th>Diesel Performance Specialist Cert. 100C</th>
<th>Diesel Transmission Specialist Cert. 100B</th>
<th>Diesel Service Tech Cert. 100A</th>
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<tbody>
<tr>
<td>COMM 120</td>
<td>Business &amp; Professional Speaking (or COMM 101)</td>
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<tr>
<td>DMHT 101</td>
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<td>X</td>
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<td>DMHT 110</td>
<td>Basic Electrical Systems</td>
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<td>X</td>
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<td>DMHT 115</td>
<td>Advanced Electrical Systems</td>
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<td>DMHT 125</td>
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<td>DMHT 130</td>
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<tr>
<td>DMHT 135</td>
<td>Diesel Truck Transmissions</td>
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<td>X</td>
<td>X</td>
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<td>DMHT 200</td>
<td>Medium/Heavy HVAC</td>
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<td>X</td>
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<tr>
<td>DMHT 210</td>
<td>Truck Steering, Suspension &amp; Alignment</td>
<td>4</td>
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<tr>
<td>DMHT 211</td>
<td>Truck Drive Train System</td>
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<td>DMHT 212</td>
<td>Medium/Heavy Truck Brakes</td>
<td>4</td>
<td>X</td>
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<tr>
<td>DMHT 290</td>
<td>Diesel Truck Internship</td>
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<td>X</td>
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<tr>
<td>ENGL 105</td>
<td>Technical Writing in the Workplace (or ENGL 110)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>P REL 100</td>
<td>Human Relations</td>
<td>3</td>
<td>X</td>
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<tr>
<td>PHYS 115</td>
<td>Technical Physics</td>
<td>3</td>
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<td>General Education Elective</td>
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**Total Hours**

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<tr>
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<th>DM</th>
<th>AAS</th>
<th>Steer &amp; Susp</th>
<th>Drive Train</th>
<th>HVAC Specialist</th>
<th>Engine Rebuilder</th>
<th>Performance Specialist</th>
<th>Transmission Specialist</th>
<th>Service Tech</th>
<th>Total</th>
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<tr>
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<td>20</td>
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Drafting & Design Engineering

General description: The Drafting & Design Engineering Program introduces students to fundamentals of drafting, working drawing production, various media used in the drafting room, manufacturing processes, and other specialties that will enhance employment opportunities. It is designed both for persons currently employed in industry and for those desiring initial employment as an industrial drafter. The work is done indoors at various manufacturing firms.

Sample of job titles with this degree: CAD Technician, CAD Specialist, Engineering Technician, Architectural Technician.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tr>
<td>ENGL 105 (or ENGL 101)</td>
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<tr>
<td>ENGR 110</td>
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<tr>
<td>MATH 104 (or MATH 116)</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Spring Semester</td>
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</tr>
<tr>
<td>DRAFT 104</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 110</td>
<td>3</td>
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<tr>
<td>DRAFT 190</td>
<td>4</td>
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<tr>
<td>DRAFT 195</td>
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<td>P REL 100</td>
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<tr>
<td>Fall Semester</td>
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</tr>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>DRAFT 230</td>
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<td>DRAFT 235</td>
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<tr>
<td>DRAFT 237</td>
<td>2</td>
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<tr>
<td>DRAFT 239</td>
<td>3</td>
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<tr>
<td>Spring Semester</td>
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</tr>
<tr>
<td>DRAFT 236</td>
<td>4</td>
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<tr>
<td>DRAFT 290 (or DRAFT 295)</td>
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<tr>
<td>ENGT 252</td>
<td>3</td>
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<tr>
<td>PHYS 101 (or PHYS 115)</td>
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<tr>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
<table>
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<th>Credit Hours</th>
<th>Drafting &amp; Design AAS 0113</th>
<th>Drafting &amp; Design Cert 0112</th>
<th>AutoCad Cert. 0114</th>
<th>Drafting Fundamentals 113A</th>
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<tbody>
<tr>
<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
<td>X</td>
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<td>DRAFT 101 Drafting Fundamentals</td>
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<td>X</td>
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<td>DRAFT 103 AutoCAD, Introductory</td>
<td>3</td>
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<td>DRAFT 104 AutoCAD, Intermediate</td>
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<tr>
<td>DRAFT 106 Microstation, Introductory</td>
<td>3</td>
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<tr>
<td>DRAFT 107 Microstation, Intermediate</td>
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<tr>
<td>DRAFT 110 Technical Design</td>
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<td>DRAFT 190 Industrial Drafting</td>
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<td>DRAFT 230 AutoCAD, Advanced</td>
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<td>DRAFT 232 Microstation, Advanced</td>
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<td>DRAFT 235 Solid Modeling 1</td>
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<td>DRAFT 236 Solid Modeling 2</td>
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<tr>
<td>DRAFT 237 Graphical Design</td>
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<tr>
<td>DRAFT 239 Intro to Structural, Civil, and Pipe</td>
<td>3</td>
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<td>DRAFT 290 Work Experience Practicum (or DRAFT 295)</td>
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<td>ENGR 110 Engineering Graphics</td>
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<td>ENGT 252 CAM Applications</td>
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<td>X</td>
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<tr>
<td>MATH 104 Technical Mathematics (or MATH 116)</td>
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<tr>
<td>PHYS 101 Introduction to Physics 1 (or PHYS 115)</td>
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<tr>
<td>P REL 100 Human Relations</td>
<td>3</td>
<td>X</td>
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<td>Drafting Electives: (Select a minimum of 3 credit hours)</td>
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<tr>
<td>DRAFT 231 Introduction to Surveying</td>
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<td>DRAFT 242 Commercial Architecture</td>
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<td>DRAFT 243 Structural Steel Detailing</td>
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<td>DRAFT 245 Residential Architecture</td>
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<td><strong>Total Hours</strong></td>
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<td><strong>18</strong></td>
<td><strong>13</strong></td>
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</table>
**Early Childhood Education**

**General description:** Childcare, preschool, kindergarten, and elementary school teachers and workers play a vital role in the development of children. What children learn and experience during their early years can shape their views of themselves and the world and can affect their later success or failure in school, work, and their personal lives. Teachers and workers in these settings introduce children to mathematics, language, science, social studies, learning in general, and social and behavioral skills. They use games, music, artwork, films, books, computers, and other tools to teach basic skills.

**Sample of job titles with this degree:** ECE Child Care Center Director, ECE Child Care Center Assistant, ECE Teacher in a Child Care Center or Private School, ECE Assistant in Public Schools.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

**Suggested Full-Time Course Sequence:**

<table>
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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
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<tr>
<td>ECE 110</td>
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<td>ECE 111</td>
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<td>ECE 114</td>
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<td>ECE 118</td>
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<table>
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<td>ECE 117</td>
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<td>ECE 210</td>
<td>3</td>
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<tr>
<td>ENGL 101 (or ENGL 105,110)</td>
<td>3</td>
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<tr>
<td>PSYCH 110</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COMM 101</td>
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<tr>
<td>ECE 113</td>
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<td>ED 220</td>
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<td>ECE 103</td>
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<td>ECE 203</td>
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<td>ECE 221</td>
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<td>ECE 290</td>
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<td>Fine Arts Elective</td>
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**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.
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<th>Early Childhood Education Courses</th>
<th>Credit Hours</th>
<th>ECE AAS 0011</th>
<th>ECE Basic Certificate 2135</th>
<th>ECE Intermediate Certificate 2136</th>
<th>ECE Advanced Certificate 2137</th>
<th>ECE Basic Nanny Certificate 2138</th>
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<tr>
<td>COMM 101 Principles of Speech</td>
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<td>X</td>
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<tr>
<td>ECE 101 Introduction to Early Childhood Education</td>
<td>3</td>
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<tr>
<td>ECE 102 School-Age Child Care</td>
<td>2</td>
<td>X</td>
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<tr>
<td>ECE 103 Child Guidance</td>
<td>2</td>
<td>X</td>
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<td>ECE 110 Health, Nutrition, &amp; Safety for Young Children</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ECE 111 Teaching Children’s Literature</td>
<td>3</td>
<td>X</td>
<td></td>
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<tr>
<td>ECE 113 Art, Music &amp; Drama for Young Children</td>
<td>3</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>ECE 114 Play Activities for Young Children</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ECE 116 Infant/Toddler Development</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>ECE 117 Math for Young Children</td>
<td>3</td>
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<td></td>
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<tr>
<td>ECE 118 Science for Young Children</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ECE 203 Child, Family &amp; Community</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>ECE 210 Curriculum Design/Early Childhood</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ECE 221 Teaching Strategies for Special Needs</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>ECE 290 Observation/Clinical Experiences</td>
<td>2-3</td>
<td>X</td>
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<tr>
<td>ED 105 Using Technology in the Classroom 1</td>
<td>3</td>
<td>X</td>
<td></td>
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<tr>
<td>ED 199 Topics in Education</td>
<td>1</td>
<td>X</td>
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<tr>
<td>ED 220 The Exceptional Child</td>
<td>3</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>ENGL 101;105 OR 110 Composition 1</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>HLLTH 100 First Aid Training</td>
<td>1</td>
<td></td>
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<tr>
<td>HLLTH 110 Cardiopulmonary Resuscitation</td>
<td>0.5</td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 110 Introduction to Psychology</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>PSYCH 150 Child Psychology</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Directed Electives: Fine Arts (ART 100 or MUSIC 100 recommended)</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>60-61</strong></td>
<td><strong>16</strong></td>
<td><strong>30</strong></td>
<td><strong>45</strong></td>
<td><strong>16.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
Education

Paraprofessional Education (Teacher Assistant)

General description: The Paraprofessional Educator (Teacher Assistant) program is designed to prepare individuals to assist a teacher in the regular classroom setting or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. The program will include regulations regarding teacher assistant responsibilities in general classroom supervision, discipline and behavior management, tutorial techniques, and carrying out related tasks. It is designed to satisfy state requirements for teacher assistants and to meet the skills required for assisting teachers in the classroom.

Sample of job titles with this degree: Classroom Aide, Teaching Assistant, Bilingual Aide, Computer Lab Assistant, Special Education Assistant, Library Assistant.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 109</td>
<td>3</td>
</tr>
<tr>
<td>ED 205</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 (or ENGL 110)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 110</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 113</td>
<td>3</td>
</tr>
<tr>
<td>ED 105</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 150</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO 200</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 108</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 102</td>
<td>2</td>
</tr>
<tr>
<td>ED 107</td>
<td>3</td>
</tr>
<tr>
<td>ED 220</td>
<td>3</td>
</tr>
<tr>
<td>US History Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110</td>
<td>3</td>
</tr>
<tr>
<td>ECE 111</td>
<td>3</td>
</tr>
<tr>
<td>ED 200</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Paraprofessional Education Courses</th>
<th>Credit Hours</th>
<th>Paraprofessional Ed. AAS 2125</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101 Principles of Speech</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ECE 110 Health, Nutrition, and Safety for Young Children</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ECE 111 Teaching Children’s Literature</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ECE 113 Art, Music, and Drama for Young Children</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 102 Field Experience in Education</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>ED 105 Using Technology in the Classroom I</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 107 Art for Elementary School Teachers</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 108 The Multicultural Classroom</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 109 Principles of Reading</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 200 Educational Psychology</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 205 Foundations of Education</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ED 220 Exceptional Child</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 101 Composition 1 (or ENGL 110)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 110 Introduction to Psychology</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 150 Child Psychology</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SOCIO 200 Marriage and Family</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Directed Electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts (ART 100 or MUSIC 100 recommended)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Math (MATH 110 or 113 recommended)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Physical Science (Earth Science recommended)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>62</strong></td>
<td></td>
</tr>
</tbody>
</table>
Electrician

Description: This is a 5-year Electrician’s Apprenticeship and Training program for the area’s Union Electrical Construction and Maintenance Industry. This is a restricted entry program operated by Midstate Electrical Training Center; sponsored by Illinois Chapter, National Electrical Contractors Association (NECA), Midstate Division located in Springfield, IL, and International Brotherhood of Electrical Workers (IBEW) Local 146 located in Decatur, IL. Once accepted into the program, an Apprentice Inside Wireman is required to complete a minimum of 8000 hours of On-the-Job Training (OJT) at job sites through employment with electrical contractors, is required to complete a minimum of 900 hours of Related Classroom Training (RCT) at Midstate Electrical Training Center, and can pursue additional college-level requirements for an Associate in Applied Science degree from RCC. For further information, please contact Midstate Electrical Training Center at 217.875.3041, or go to www.MidstateElectricalTrainingCenter.com.

Electronics Systems (See Engineering Technology)

Emergency Medical Services

General description: The Emergency Medical Services Program includes a series of emergency medical technology (EMT) courses that lead either to a basic or advanced certificate or to an associate’s degree in Emergency Medical Services at the paramedic level. The curriculum meets the criteria established by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety. The program prepares individuals to provide emergency assistance and basic or advanced life support in out-of-the-hospital settings to critically ill and/or injured persons and to prepare the patient for transport to a medical facility. A combination of educational methods will be used including theory instruction and demonstration and practice of life-saving skills for simulated and real emergency situations. Physicians specializing in emergency medicine, paramedics, and registered nurses who have advanced education in medical and trauma management provide instruction. An EMT license is required to advance in the EMT program. Also required for employment is successful completion of the Illinois Department of Public Health State Licensure Examination.

Sample of job titles with this degree: Job opportunities for EMT, Advanced EMT, Paramedic include hospitals, ambulance services, and fire or police rescue squad departments.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HLTH 140</td>
<td>3</td>
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<tr>
<td>MATH 106</td>
<td>2</td>
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<tr>
<td>BIOL 101</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>EMT 200</td>
<td>7</td>
</tr>
<tr>
<td>PSYCH 110</td>
<td>3</td>
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<tr>
<td>Gen Ed Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>EMT 220</td>
<td>6</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>EMT 240</td>
<td>9</td>
</tr>
<tr>
<td>SOCIO 110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>EMT 260</td>
<td>7</td>
</tr>
<tr>
<td>Directed Elective</td>
<td>3</td>
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<tr>
<td>Gen Ed Elective</td>
<td>3</td>
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<tr>
<td><strong>Sixth Semester</strong></td>
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<tr>
<td>EMT 290</td>
<td>5</td>
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</tbody>
</table>

Additional Program Information:

Achieve "C" or better in all prerequisite and other program courses.

Students are required to complete the Health Professions’ Health and Immunization Record form to demonstrate current immunizations and physical ability to perform program requirements. Students must also submit to a FEE APP fingerprint based background check. More information about these requirements can be directed to the Health Professions Office.
<table>
<thead>
<tr>
<th>Emergency Medical Services Courses</th>
<th>Credit Hours</th>
<th>EMS AAS 2071</th>
<th>EMS Certificate 2069</th>
<th>Advanced EMT AC 2072</th>
<th>Emergency Medical Technology BC 2073</th>
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<tbody>
<tr>
<td>BIOL 101 Concepts of Biology 1</td>
<td>4</td>
<td>X</td>
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<tr>
<td>Directed Elective:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Choose One: P REL 100, 110; FIRE 270</td>
<td>3</td>
<td>X</td>
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<tr>
<td>EMT 120 Emergency Medical Technology</td>
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<td>X</td>
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<tr>
<td>EMT 140 Advanced EMT 1</td>
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<tr>
<td>EMT 150 Advanced EMT 2</td>
<td>4</td>
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<td>X</td>
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<tr>
<td>EMT 200 Paramedic 1</td>
<td>7</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>EMT 220 Paramedic 2</td>
<td>6</td>
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<td>X</td>
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<tr>
<td>EMT 240 Paramedic 3</td>
<td>9</td>
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<td>X</td>
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<tr>
<td>EMT 260 Paramedic 4</td>
<td>7</td>
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<td>X</td>
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<td>EMT 290 Paramedic 5</td>
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<td>ENGL 101 Composition 1 (or ENGL 110)</td>
<td>3</td>
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<td>HLT 140 Medical Terminology</td>
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<tr>
<td>General Education Electives</td>
<td>6</td>
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<td></td>
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<tr>
<td>MATH 106 Mathematics for Health Careers</td>
<td>2</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 110 Introduction to Psychology</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIO 110 Introduction to Sociology</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>61</strong></td>
<td><strong>39</strong></td>
<td><strong>16</strong></td>
<td><strong>9</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Energy Distribution**

**General description:** This program prepares the student for a career in the power generation and transmission industry. As a student pursues this program, he or she will coordinate apprenticeship training in the areas of lineman, natural gas operator, polyphase meter, power engineering, and substation operator with additional college-level requirements for an Associate in Applied Science degree. This is a restricted entry program that is intended for Ameren Illinois employees. For further information, contact Marvin Morey at 217.424.6414.

**Engineering Technology**

**General description:** The Engineering Technology program is an integrated, cross-disciplinary degree program that prepares the student for a career as an engineering technician in a manufacturing or industrial environment. Due to the high level of integration in this program, the student may choose from several career paths (concentrations/specialties), including Biofuels Technician, BioProcess Operator, CNC Technology, Electrical Systems, Facilities Maintenance, Fluid Power Systems, Instrumentation Systems, Machine Repair, Manufacturing Engineering Technology, Mechanical Systems, and Wind Energy Systems. While each concentration contains a unique set of courses overall, each contains the same general education and technical core courses. Students interested in several specialties will earn only one Engineering Technology degree but may earn multiple certificates.

The classrooms and laboratories are equipped with modern and commonly used industrial components, tools, machines, and systems. While attention is given to classroom theory, hands-on skills required for success in this rapidly growing field are especially emphasized. Upon successful completion of this program, the student will be ready to install, maintain, troubleshoot, and repair modern industrial systems. Major employers are automated industrial plants, processing plants, contractors, field service centers, technical sales, and training centers.

These are career and technical education programs. Some courses may not transfer to four-year institutions.

**Engineering Technology – Biofuels Technician**

**General description:** Biofuels curriculum is designed to provide individuals with an educational foundation, including those vital technical skills, to obtain employment in the biofuels industry or to assist an individual with understanding biofuels manufacture components. Course work includes general education, alternative energy resource management, biochemistry, industrial safety and an array of course work specific to changing sectors of the biofuels industry. Graduates of the curriculum should qualify for numerous positions within the Biofuels industry and related industries in food bioprocessing. See also Agribusiness and Horticulture.

**Sample of job titles with this degree:** Plant Technician, Process Coordinator, Process Manager, Lab Technician, Sales Technician, Plant Manager, Fuel Purchase, Small Business Owner.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 100</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 103</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 102 (or DRAFT 101)</td>
</tr>
<tr>
<td>ENGT 105</td>
</tr>
<tr>
<td>ENGT 107</td>
</tr>
<tr>
<td>ENGT 111</td>
</tr>
<tr>
<td>ENGT 120</td>
</tr>
<tr>
<td>ENGT 125</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 160</td>
</tr>
<tr>
<td>ENGT 210</td>
</tr>
<tr>
<td>ENGT 220 (or ENGT 212)</td>
</tr>
<tr>
<td>ENGT 225</td>
</tr>
<tr>
<td>ENGT 270</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 210</td>
</tr>
<tr>
<td>ENGL 110 (or ENGL 101)</td>
</tr>
<tr>
<td>ENGT 231</td>
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<tr>
<td>ENGT 271</td>
</tr>
<tr>
<td>PHYS 101 (or PHYS 115)</td>
</tr>
</tbody>
</table>

**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.

www.richland.edu
<table>
<thead>
<tr>
<th>Engineering Technology – Biofuels Technician Specialty Courses</th>
<th>Credit Hours</th>
<th>ENGT Biofuels AAS 3000</th>
<th>BioFuels Technician Cert. 300N</th>
<th>BioFuels Control Systems Technician Cert. 300L</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 210 Environmental Biology</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
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<tr>
<td>ENGT 125 BioProcess Operation Fundamentals</td>
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<tr>
<td>ENGT 160 Metrology and Quality Control</td>
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<td>ENGT 220 Process Control Applications (or ENGT 212)</td>
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<td>ENGT 270 BioFuel Manufacturing Applications</td>
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<td>ENGT 271 BioFuel Manufacturing Techniques</td>
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<td>MATH 113 Introduction to Applied Statistics</td>
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<td><strong>50</strong></td>
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**Engineering Technology – BioProcess Operator**

**General description:** This career-laddering curriculum provides individuals with the essential skills needed to perform a variety of bioprocess operations tasks in existing and emerging biotechnology manufacturing environments. Course work includes developing the following skills: identifying vehicle and transportation hazards; employing physical and cyber security practices; using fire, rescue and emergency response equipment; operating environmental control equipment; handling potable water, fire water, service/utility water, waste water and cooling water; working with chemicals; maintaining auxiliary equipment; storing materials; operating and repairing steam turbines, heat exchangers, boilers, turbines, engines, separation equipment, reactors, solids handling equipment, steam generation and distribution systems, reaction systems, separation systems, extraction systems, distillation systems, stripping systems, dehydration systems, and filtration systems; employing techniques to optimize system economics; writing procedures; recognizing normal and abnormal system operation; employing strict procedural techniques for system startup and system shutdowns; and working as part of a team. Graduates will be qualified to attain entry-level process operator positions in biotechnology and bioscience production facilities, food processing plants, pharmaceutical process facilities, chemical manufacturing plants, pulp and paper manufacturing plants, and power generation facilities. See also Agribusiness and Biofuels.

**Sample of job titles with this degree:** Plant Technician, BioProcess Coordinator, BioProcess Manager, Lab Technician, Sales Technician, Bioproduct Purchaser, Small Business Owner.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>DRAFT 215 (or ENGT 102)</td>
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</tr>
<tr>
<td>ENGT 100</td>
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<td>ENGT 101</td>
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<tr>
<td>ENGT 103</td>
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<tr>
<td>MATH 104 (or MATH 110)</td>
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**Spring Semester**

| ENGT 105 | 3 |
| ENGT 111 | 4 |
| ENGT 120 | 3 |
| ENGT 125 | 2 |
| ENGT 131 | 4 |

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
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<td>ENGT 234</td>
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**Spring Semester**

| COMM 120 (or COMM 101) | 3 |
| ENGL 110 (or ENGL 101) | 3 |
| ENGT 226 | 3 |
| ENGT 231 | 2 |
| Social Science Elective | 3 |
| General Ed Elective | 3 |

**Additional Program Information:**
Students who begin in Spring may not finish in a two-year time frame.
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<tr>
<th></th>
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<tr>
<td>DRAFT 215 AutoCAD (or ENGT 102)</td>
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<td>ENGT 100 Manufacturing Processes</td>
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<td>ENGT 101 Motor Control Fundamentals</td>
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<td>ENGT 103 Fluid Power Fundamentals</td>
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<td>ENGT 105 Occupational Safety</td>
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<tr>
<td>ENGT 111 Motor Control Applications</td>
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<td>ENGT 120 Process Control Fundamentals</td>
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<tr>
<td>ENGT 125 BioProcess Operation Fundamentals</td>
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<td>ENGT 131 Maintenance Fundamentals</td>
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<td>ENGT 160 Metrology and Quality Control</td>
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<td>ENGT 210 PLC Fundamentals</td>
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<td>ENGT 220 Process Control Applications</td>
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<td>ENGT 225 BioProcess Operation Applications</td>
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<td>ENGT 226 BioProcess Operation Systems</td>
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<td>ENGT 231 Piping Fundamentals</td>
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<td>ENGT 234 Pump Applications</td>
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<td>MATH 104 Technical Mathematics (or MATH 110)</td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>General Education Elective (PHYS 101 or PHYS 115)</td>
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<td>Total Hours</td>
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Engineering Technology – CNC Technology Specialty

General description: This specialty prepares the student for employment as a CNC operator or CNC Programmer. These skilled jobs require the ability to set up and operate high tech computer-controlled (CNC) machines. These computerized, highly automated machines cut, shape, drill, or otherwise modify metal or plastic parts for all segments of industry. CNC operators typically set up, tend, and perform minor maintenance on the machines. CNC programmers determine machining processes and tooling and fixturing requirements and write, modify, and adjust the programs that control the CNC machines. Technicians may also perform routine maintenance and repair the machines when they break down. In some environments, technicians may operate and program the machines as well.

Sample of job titles with this degree: CNC Operator, CNC Machinist, CNC Programmer, Machinist, Production Operator, Machine Operator, Metal Worker.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGT 100</td>
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<tr>
<td>ENGT 102</td>
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<tr>
<td>ENGT 105</td>
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<tr>
<td>ENGT 131</td>
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<td>ENGT 160</td>
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Spring Semester

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<tr>
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</tr>
<tr>
<td>2</td>
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<table>
<thead>
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<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENGT 101</td>
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<td>ENGT 250</td>
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<td>ENGT 251</td>
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Spring Semester

<table>
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<tbody>
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General Education Elective 3

Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<tr>
<th>Engineering Courses</th>
<th>Technology – CNC Technology Specialty</th>
<th>Credit Hours</th>
<th>ENGT CNC Specialty AAS 3000</th>
<th>CNC Tech. Cert. 300C</th>
<th>CNC Operator Cert. 300A</th>
<th>Certified Production Tech Prep Cert. 300R</th>
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<tr>
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<td>ENGT 100</td>
<td>Manufacturing Processes</td>
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<td>ENGT 131</td>
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<td>Cutting &amp; Workholding</td>
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<td>ENGT 251</td>
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<td>CAM Applications</td>
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<td>ENGT 299</td>
<td>Systems Integration (or ENGT 290 or ENGT 295)</td>
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Total Hours

- 67 or 68
- 47 or 48
- 27
- 16 or 17

*For Certified Production Tech Prep Certificate:

- ENGT 101 for Electrical Systems Tech Students
- ENGT 102 for all other ENGT & Welding Tech Students

Richland Community College Catalog 2016-2017
Engineering Technology – Electrical Systems Specialty

General description: The Electrical Systems Specialty prepares the students to repair install, maintain, and fix complex electrical equipment found in the manufacturing environment. In addition, they help plan, install, and test the setup of new equipment. Many technicians may travel to customer sites to maintain and/or repair equipment.

Sample of job titles with this degree: Industrial Electrician, Electrical Maintenance, Electrical Technician.

Suggested Full-Time Course Sequence:

<table>
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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 100</td>
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<td>ENGT 104</td>
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<tbody>
<tr>
<td>DRAFT 215 (or ENGT 102/ DRAFT 236)</td>
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<td>ENGL 110 (or ENGL 101)</td>
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<td>ENGT 105</td>
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<td>ENGT 111</td>
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<td>ENGT 131</td>
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<table>
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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<td>ENGT 210</td>
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<td>ENGT 212</td>
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<table>
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<td>ENGT 299</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<tr>
<th>Engineering Courses</th>
<th>Technology – Electrical Systems Specialty</th>
<th>Credit Hours</th>
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<th>Electrical Systems Cert. 300D</th>
<th>Ind. Main Cert. 300B</th>
<th>Certified Production Tech Prep Cert. 300R</th>
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<td>3</td>
<td>X</td>
<td>X</td>
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<td>ENGT 101*</td>
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*For Certified Production Tech Prep Certificate:
ENGT 101 for Electrical Systems Tech Students
ENGT 102 for all other ENGT & Welding Tech Students
Engineering Technology – Facilities Maintenance Specialty

General description: This comprehensive AAS Engineering Technology – Facilities Maintenance Specialty is designed to prepare students for work in the commercial maintenance area. Today's commercial facilities are high technology environments demanding a special set of skills. This program is a blend of courses taken from the electrical, mechanical, and HVAC disciplines designed to prepare students for success in this challenging environment.

Sample of job titles with this degree: Plant Maintenance, Facilities Maintenance, Building Maintenance.

Suggested Full-Time Course Sequence:

<table>
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<th>Fall Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>ENGT 103</td>
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<tr>
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<td>HVAC 102</td>
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<td>MATH 104 (or MATH 110)</td>
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<table>
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<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 105</td>
</tr>
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<td>ENGT 111</td>
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<td>ENGT 120</td>
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<tr>
<td>HVAC 106</td>
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<td>HVAC 140</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<td>HVAC 242</td>
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<table>
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<td>DRAFT 215</td>
</tr>
<tr>
<td>ENGT 232</td>
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<tr>
<td>ENGT 290</td>
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<td>(PHYS 101 or PHYS 115)</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<th>Engineering Technology – Facilities Maintenance Courses</th>
<th>Credit Hours</th>
<th>ENGT Maintenance Specialty AAS 3000</th>
<th>Facilities Maintenance Tech. Cert. 300K</th>
<th>Building Maintenance Cert. 300J</th>
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<td>ENGT 101 Motor Control Fundamentals</td>
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<td>X</td>
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<td>HVAC 242 Residential Heating Systems</td>
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<td>Social Science Elective</td>
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<td>General Education Elective (PHYS 101 or PHYS 115)</td>
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Engineering Technology – Fluid Power Systems Specialty

**General description:** The Fluid Power Systems Specialty prepares the student for designing, assembling, testing, troubleshooting, servicing, and selling fluid power systems. Typically, students will find careers as mobile hydraulics technicians, industrial hydraulics technicians, or pneumatics technicians. Students completing this concentration will be especially attractive to employers who use a high degree of automation. Several professional certifications exist for individuals who are skilled in fluid power. This concentration is suited for students who want to integrate scientific principles and practical energy transmission systems.

**Sample of job titles with this degree:** Electromechanical Technician, Fluid Power Technician, Mobile Hydraulics Technician.

**Suggested Full-Time Course Sequence:**

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<th>Semester</th>
<th>Course Code</th>
<th>Credit Hours</th>
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<td>ENGT 100</td>
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<td>ENGT 104</td>
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<td>MATH 104 (or MATH 110)</td>
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<td>4</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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</tr>
<tr>
<td>DRAFT 215 (or ENGT 102/ DRAFT 102)</td>
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<td>ENGT 105</td>
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<td>ENGT 131</td>
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<td>ENGT 240</td>
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</tr>
<tr>
<td>ENGL 110 (or ENGL 101)</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>COMM 120 (or COMM 101)</td>
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**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.
<table>
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<th>Credit Hours</th>
<th>ENGT Fluid Power Specialty AAS 3000</th>
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<th>Ind. Maintenance Cert. 300B</th>
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<td>ENGT 100 Manufacturing Processes</td>
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<td>ENGT 233 Lubrication Systems</td>
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<td>ENGT 234 Pump Applications</td>
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<td>ENGT 240 Hydraulic Applications</td>
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<td>ENGT 241 Pneumatic Applications</td>
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<td>ENGT 299 Systems Integration (or ENGT 290 or ENGT 295)</td>
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<td><strong>68</strong></td>
<td><strong>52</strong></td>
<td><strong>27</strong></td>
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</table>
Engineering Technology – Instrumentation Systems Specialty

General description: The Instrumentation Systems Specialty prepares the student to install, calibrate, maintain, tune, troubleshoot, and repair instrumentation, components, and control loops in such industries as food processing, pharmaceuticals, aluminum, chemical manufacturing, semiconductor manufacturing, petroleum refining, pulp and paper, and power generation.

Sample of job titles with this degree: Instrumentation Technician, Process Controls Technician.

Suggested Full-Time Course Sequence:

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<td>ENGT 104</td>
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<table>
<thead>
<tr>
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<td>(or ENGT 102/ DRAFT 236)</td>
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</tr>
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<td>ENGT 105</td>
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<td>ENGT 120</td>
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<tbody>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Engineering Technology – Instrumentation Systems Specialty Courses</th>
<th>Credit Hours</th>
<th>ENGT Instrumentation Specialty AAS 3000</th>
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<td>ENGT 220</td>
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<td>ENGT 231</td>
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<td>ENGT 299</td>
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<td>MATH 104</td>
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<td>3</td>
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<td>General Education Electives (PHYS 101 or PHYS 115)</td>
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</tr>
<tr>
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<td><strong>52</strong></td>
<td><strong>27</strong></td>
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</table>
Engineering Technology – Machine Repair Specialty

General description: The Machine Repair Specialty prepares students to maintain and repair machinery in a plant or factory. They are also responsible for situating and installing new machines. This concentration is suited for students who have an interest in monitoring, diagnosing, and repairing complex machine tools such as CNC machining centers, feedback control fabrication equipment, plastics molding equipment, and industrial robots. Machine repair technicians are skilled with hand tools and diagnostic instruments and consistently employ best maintenance practices.

Sample of job titles with this degree: Machine Tool Service Technician, Machine Repairman, Mechanic.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>ENGT 101</td>
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<tr>
<td>ENGT 103</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 104</td>
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<tr>
<td>MATH 104 (or MATH 110)</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENGL 110 (or ENGL 101)</td>
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</tr>
<tr>
<td>ENGT 102 (or DRAFT 215/ DRAFT 236)</td>
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<tr>
<td>ENGT 105</td>
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<td>ENGT 111</td>
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<td>ENGT 131</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<td>WELD 195</td>
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<th>Spring Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENGT 215</td>
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<td>ENGT 231</td>
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<tr>
<td>ENGT 232</td>
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<td>ENGT 235</td>
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<tr>
<td>ENGT 242</td>
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<td>ENGT 299 (or ENGT 290/ 295)</td>
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Additional Program Information

Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Engineering Technology – Machine Repair Specialty Courses</th>
<th>Credit Hours</th>
<th>ENGT Machine Repair AAS 3000</th>
<th>Machine Repair Cert. 300G</th>
<th>Ind. Maint. Cert. 300B</th>
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<tr>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
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<td>ENGT 100 Manufacturing Processes</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENGT 101 Motor Control Fundamentals</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENGT 102 Blueprint Reading (or DRAFT 215)</td>
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<tr>
<td>ENGT 103 Fluid Power Fundamentals</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>ENGT 104 CNC Fundamentals</td>
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<td>X</td>
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<td>ENGT 105 Occupational Safety</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>ENGT 111 Motor Control Applications</td>
<td>4</td>
<td>X</td>
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<td>ENGT 131 Maintenance Fundamentals</td>
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<td>ENGT 214 Motion Control Applications</td>
<td>3</td>
<td>X</td>
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<td>ENGT 215 Motion Control Systems</td>
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<td>ENGT 230 Power Transmission Applications</td>
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<td>ENGT 231 Piping Fundamentals</td>
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<td>ENGT 232 Rigging &amp; Cranes</td>
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<tr>
<td>ENGT 233 Lubrication Systems</td>
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<td>X</td>
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<td>ENGT 235 Industrial Machinery Repair</td>
<td>2</td>
<td>X</td>
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</tr>
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<td>ENGT 242 Fluid Power Systems</td>
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<tr>
<td>ENGT 299 Systems Integration (or ENGT 290 or ENGT 295)</td>
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<tr>
<td>MATH 104 Technical Mathematics (or MATH 110)</td>
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<td>WELD 195 Industrial Welding Fundamentals</td>
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<td>General Education Elective (PHYS 101 or PHYS 115)</td>
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<td>Total Hours</td>
<td>69</td>
<td>53</td>
<td>27</td>
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</table>
### Engineering Technology – Manufacturing Engineering Technology Specialty

**General description:** The Manufacturing Engineering Technology Specialty prepares the students to work with engineers so that they may design, test, and assess products for purposes of making their company's products better, faster, safer, and less expensive. They make sketches and rough layouts, record data, make computations, analyze results, and write reports. Manufacturing Engineering Technicians work closely with production and engineering to set up, inspect, and troubleshoot production processes and machines. They identify and select materials based on production requirements and work closely with computer-aided design equipment (CAD/CAM). Further, they may conduct time studies, complete cost estimates, utilize computer software to aid in solving manufacturing problems, formulate plant layout requirements, understand management control systems, justify and select quality equipment and automated systems, and design a total product manufacturing system.

**Sample of job titles with this degree:** Manufacturing Engineer, Manufacturing Technician, Production Technician, Quality Technician, Robotics Technician, Systems Integrator, Industrial Technician.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>ENGT 101</td>
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<td>ENGT 104</td>
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<td>ENGT 105</td>
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<td>ENGT 160</td>
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<table>
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<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<td>DRAFT 236 (or DRAFT 215)</td>
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<td>ENGL 110 (or ENGL 101)</td>
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<table>
<thead>
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<th>Spring Semester</th>
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<tbody>
<tr>
<td>CIS 110</td>
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<tr>
<td>ENGT 213</td>
</tr>
<tr>
<td>ENGT 252</td>
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<tr>
<td>ENGT 299 (or ENGT 290/295)</td>
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**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.
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<td>DRAFT 236 Pro-Engineer (or DRAFT 215)</td>
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<td>ENGT 105 Occupational Safety</td>
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<td>ENGT 111 Motor Control Applications</td>
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<td>ENGT 131 Maintenance Fundamentals</td>
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<td>ENGT 160 Metrology and Quality Control</td>
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<td>ENGT 200 Industrial Materials</td>
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<td>ENGT 213 Robotic Fundamentals</td>
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<td>X</td>
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<td>ENGT 252 CAM Applications</td>
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<tr>
<td>ENGT 299 Systems Integrations (or ENGT 290 or ENGT 295)</td>
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<td>X</td>
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<td>MATH 104 Technical Mathematics (or MATH 110)</td>
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<td>Social Science Elective</td>
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<td><strong>Total Hours</strong></td>
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<td><strong>45 or 46</strong></td>
<td><strong>27</strong></td>
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Engineering Technology – Mechanical Systems Specialty

General description: The Mechanical Systems Specialty prepares the student to install, monitor, troubleshoot, and repair mechanical systems found in industrial plants, public buildings, and utility stations. This concentration is suited for students interested in areas such as rigging and cranes, mechanical drives, compressors, pump systems, pipe systems, and lubrication systems. An emphasis is placed on predictive maintenance technologies as this is becoming a popular method to streamline industrial maintenance operations. Students will use various instruments to collect and analyze data from mechanical systems.

Sample of job titles with this degree: Industrial Mechanic, Millwright, Technical Sales Representative, Field Service Repair Technician.

Suggested Full-Time Course Sequence:

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<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENGT 101</td>
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<td>ENGT 103</td>
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<td>ENGT 104</td>
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<td>MATH 104 (or MATH 110)</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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<tbody>
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<td>ENGT 105</td>
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<td>ENGT 111</td>
<td>4</td>
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<tr>
<td>ENGT 131</td>
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<td>WELD 195</td>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>ENGT 235</td>
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</tr>
<tr>
<td>ENGT 242</td>
<td>3</td>
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<tr>
<td>ENGT 299 (or ENGT 290 or 295)</td>
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<td>General Education Elective</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Engineering Technology – Mechanical Systems Specialty Courses</th>
<th>Credit Hours</th>
<th>ENGT Mechanical Systems AAS 3000</th>
<th>Mechanical Systems Cert. 300I</th>
<th>Ind. Maintenance Cert. 300B</th>
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<td>ENGT 103 Fluid Power Fundamentals</td>
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<td>ENGT 111 Motor Control Applications</td>
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<td>ENGT 150 Machining Fundamentals</td>
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<td>ENGT 230 Power Transmission Applications</td>
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<td>ENGT 233 Lubrication Systems</td>
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<td>ENGT 234 Pump Applications</td>
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<td>X</td>
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<td>ENGT 235 Industrial Machinery Repair</td>
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<td>X</td>
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</tr>
<tr>
<td>ENGT 242 Fluid Power Systems</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ENGT 299 Systems Integration (or ENGT 290 or ENGT 295)</td>
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<td>X</td>
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</tr>
<tr>
<td>MATH 104 Technical Mathematics (or MATH 110)</td>
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<td>WELD 195 Industrial Welding Fundamentals</td>
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<td>X</td>
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<td>General Education Elective (PHYS 101 or PHYS 115)</td>
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| Total Hours | 67 or 66 | 51 | 27 |
Engineering Technology – Renewable Energy Specialty

General description: The Renewable Energy Systems Specialty is designed to provide students with the fundamental skills needed for an entry level technical career in the emerging industry of renewable energy. This career-laddering curriculum integrates a technical hands-on understanding of the mechanical, electrical, and computerized control systems with the theory and economics that are critical to the efficient operation of renewable energy systems. Renewable energy subjects include solar thermal, solar photovoltaic, biomass, and geothermal energy systems. Upon completion of the program, students will be able to perform tasks related to system operation, maintenance, and repair.

Sample of job titles with this degree: Plant Technician, Systems Operator, Maintenance Technician.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110 (or ENGL 101)</td>
<td>3</td>
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<tr>
<td>ENGT 101</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 108</td>
<td>3</td>
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<tr>
<td>MATH 104 (or MATH 110)</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 102 (or DRAFT 215)</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 105</td>
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<tr>
<td>ENGT 231</td>
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<tr>
<td>ENGT 234</td>
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<table>
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<tbody>
<tr>
<td>ENGT 201</td>
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<td>ENGT 212</td>
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<td>General Education Elective</td>
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<tr>
<td>COMM 120 (or COMM 101)</td>
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<td>ENGT 202</td>
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<td>ENGT 204</td>
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<td>ENGT 211</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<th>ENG Renewable Energy AAS 3000</th>
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<td>Professional &amp; Technical Writing (or ENGL 101)</td>
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<td>ENGT 101</td>
<td>Motor Control Fundamentals</td>
<td>4</td>
<td>X</td>
</tr>
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<td>ENGT 102</td>
<td>Blueprint Reading (or DRAFT 215)</td>
<td>3</td>
<td>X</td>
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<td>ENGT 105</td>
<td>Occupational Safety</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ENGT 108</td>
<td>Principles of Renewable Energy</td>
<td>3</td>
<td>X</td>
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<td>ENGT 111</td>
<td>Motor Control Applications</td>
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<td>ENGT 120</td>
<td>Process Control Fundamentals</td>
<td>3</td>
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<td>ENGT 201</td>
<td>Fundamentals of Solar Power</td>
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<td>ENGT 202</td>
<td>Fundamentals of Biomass Energy</td>
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<td>Fundamentals of Geothermal Energy</td>
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<td>PLC Fundamentals</td>
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<tr>
<td>ENGT 211</td>
<td>PLC Applications &amp; Data Acquisition</td>
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<td>X</td>
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<td>ENGT 212</td>
<td>Motor Control Systems</td>
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<tr>
<td>ENGT 231</td>
<td>Piping Fundamentals</td>
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<td>ENGT 234</td>
<td>Pump Applications</td>
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<td>X</td>
</tr>
<tr>
<td>ENGT 290</td>
<td>Work Experience Practicum &amp; Seminar</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Technical Math (or MATH 110)</td>
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</tr>
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<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>62</strong></td>
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Engineering Technology – Sequestration Specialty

General description: The Sequestration Specialty provides students with an educational foundation in the skills required for a career in carbon capture, utilization, and storage (CCUS) technologies. Students will develop a broad understanding of basis chemistry, geologic concepts and formations, policy developments, and risk assessment related to capturing and storing carbon dioxide from major industrial sources, such as fossil fuel burning power plants. Student will examine carbon dioxide utilization, including enhanced oil recovery (EOR), enhanced coalbed methane recovery (ECBM), and terrestrial sequestration. Students will utilize a variety of data acquisition, monitoring, and analysis equipment for groundwater, soil, and atmospheric monitoring, seismic surveys, and well logs.

Sample of job titles with this degree: Monitoring, Verification, and Accounting (MVA) Technician, CCS Lab Technician, CCS Field Technician, Environmental Quality Technician.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CCS 115</td>
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<tr>
<td>ENGT 101</td>
<td>4</td>
</tr>
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<td>ENGT 103</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104 (or MATH 110)</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>ENGT 105</td>
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<tr>
<td>ENGT 120</td>
</tr>
<tr>
<td>ENGT 131</td>
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<td>MATH 113</td>
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<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>ENGT 160</td>
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<td>ENGT 210</td>
<td>4</td>
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<tr>
<td>ENGT 220</td>
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<table>
<thead>
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<th>Spring Semester</th>
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<tr>
<td>CCS 275</td>
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<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>DRAFT 215 (or ENGT 102)</td>
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<td>ENGT 231</td>
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<td>EASCI 220</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
### Engineering Technology – Sequestration Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>ENGT Sequestration AAS 3000</th>
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<tbody>
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<td>Environmental Biology</td>
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<td>COMM 120</td>
<td>Business &amp; Professional Speaking (or COMM 101)</td>
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<td>X</td>
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<tr>
<td>CCS 115</td>
<td>Intro to Carbon Capture &amp; Storage</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>CCS 275</td>
<td>Advanced Sequestration Applications</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 215</td>
<td>AutoCAD (or ENGT 102)</td>
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<td>X</td>
</tr>
<tr>
<td>EASCI 220</td>
<td>Intro to Physical Geology</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Professional &amp; Technical Writing (or ENGL 101)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ENGT 101</td>
<td>Motor Control Fundamentals</td>
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<td>X</td>
</tr>
<tr>
<td>ENGT 103</td>
<td>Fluid Power Fundamentals</td>
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<td>ENGT 105</td>
<td>Occupational Safety</td>
<td>3</td>
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<td>ENGT 111</td>
<td>Motor Control Applications</td>
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<td>X</td>
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<td>ENGT 120</td>
<td>Process Control Fundamentals</td>
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<td>ENGT 131</td>
<td>Maintenance Fundamentals</td>
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<td>ENGT 160</td>
<td>Metrology and Quality Control</td>
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<td>ENGT 210</td>
<td>PLC Fundamentals</td>
<td>4</td>
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<tr>
<td>ENGT 220</td>
<td>Process Control Applications</td>
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<td>X</td>
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<td>ENGT 231</td>
<td>Piping Fundamentals</td>
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<tr>
<td>ENGT 234</td>
<td>Pump Applications</td>
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<td>X</td>
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<tr>
<td>MATH 104</td>
<td>Technical Math (or MATH 110)</td>
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<tr>
<td>MATH 113</td>
<td>Introduction to Applied Statistics</td>
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Engineering Technology – Wind Energy Systems Specialty

General description: The Wind Energy Systems Specialty is designed to provide students with a background in the skills needed for a career in the wind energy generation field. This program ensures a broad understanding of the mechanical, electrical, and computerized control systems that work toward the efficient operation of a wind turbine. Upon completion of the program, students will be able to perform the tasks related to wind turbine operation, maintenance, and repair.

Sample of job titles with this degree: Production Assembler, Operating Engineer, Environmental Engineer.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ENGT 103</td>
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<tr>
<td>ENGT 108</td>
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</tr>
<tr>
<td>MATH 104 (or MATH 110)</td>
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<table>
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<td>ENGT 118</td>
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<td>ENGT 210</td>
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<td>ENGT 212</td>
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<th>Credit Hours</th>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<td>ENGT 108 Principles of Renewable Energy</td>
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<td>ENGT 111 Motor Control Applications</td>
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<td>ENGT 114 Wind Turbine Mechanical Systems</td>
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<td>ENGT 118 Wind Turbine Electrical Systems</td>
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<td>ENGT 218 Wind Turbine Repair &amp; Maintenance</td>
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<td><strong>Total Hours</strong></td>
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Fire Science

General description: The Fire Science Program offers an in-depth study of Fire Science and safety with opportunities to specialize. It is designed for the pre-employment student, the employed firefighter, or the volunteer firefighter who is seeking to augment present job skills. The broad educational background prepares students for employment as highly specialized and thoroughly schooled Fire Science and safety technicians. In addition to the required Fire Science courses, students are able to select a field of specialization including fire science education, fire investigation, and emergency rescue-technician. Jobs require performing heavy work indoors and outdoors for prolonged periods under dangerous conditions.


This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<th>Fall Semester</th>
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<td>FIRE 111</td>
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<td>PSYCH 100</td>
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<table>
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<td>FIRE 270</td>
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<td>SOCIO 110 (or SOCIO 100)</td>
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<td>FIRE 250</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Fire Science Courses</th>
<th>Credit Hours</th>
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<th>Technology Spec. Adv. Cert. AC 017A</th>
<th>Fire Company Officer Cert. BC 017B</th>
<th>Fire Technician Cert. BC 017C</th>
<th>Fireground Com. Cert. BC 017E</th>
<th>Fire Inspector BC 017D</th>
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<tbody>
<tr>
<td>ENGL 110 Professional &amp; Technical Writing</td>
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<td>COMM 101 Public Speaking</td>
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<td>FIRE 220 Fire Instructor II</td>
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<td>FIRE 286 Fire Service Management IV</td>
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<td>FIRE 297 Fire Science Technologies</td>
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**Graphic Arts**

**General description:** Graphic designers plan, analyze, and create visual solutions to communications problems. They use a variety of print, electronic, and film media and technologies to execute a design that meet clients’ communication needs. They consider cognitive, cultural, physical, and social factors in planning and executing designs appropriate for a given context. Graphic designers use computer software to develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems – called environmental graphics – for business and government. An increasing number of graphic designers are developing material for Internet Web pages, computer interfaces, and multimedia projects. Graphic designers also produce the credits that appear before and after television programs and movies.

**Sample of job titles with this degree:** Graphic Designer, Web Designer/Developer, Digital Artist, 3-D Modeler/Animator, Multimedia Designer, Production Artist.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

**Suggested Full-Time Course Sequence:**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ART 101</td>
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<td>ART 111</td>
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<tr>
<td>ART 117</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>3</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>ART 102</td>
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<tr>
<td>ART 112</td>
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<tr>
<td>ART 145</td>
<td>3</td>
</tr>
<tr>
<td>ART 127</td>
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</tr>
<tr>
<td>ART 152 or ART 260</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ART 113</td>
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<tr>
<td>ART 251</td>
<td>3</td>
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<tr>
<td>ART 217</td>
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<tr>
<td>ART 262</td>
<td>3</td>
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<tr>
<td>MATH 110 (or MATH 113)</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ART 261</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>3</td>
</tr>
<tr>
<td>ART 290</td>
<td>3</td>
</tr>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>Directed Elective</td>
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**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.
<table>
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<th>Graphic Arts Courses</th>
<th>Credit Hours</th>
<th>Graphic Arts AAS 0122</th>
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<tbody>
<tr>
<td>ART 101  Introduction to Drawing</td>
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<td>ART 102  Introduction to Drawing 2</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 111  Design 1</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 112  Design 2</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ART 113  Figure Drawing 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>ART 117  Painting 1</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 127  Digital Photography</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 145  Typography</td>
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<td>X</td>
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<tr>
<td>ART 151  Computer Graphics 1</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 152  Computer Graphics 2</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 217  Digital Painting</td>
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<td>X</td>
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<tr>
<td>ART 251  Computer Graphics 3</td>
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<tr>
<td>ART 252  Graphics Arts 4: Self-Promotion/Portfolio Preparation</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 261  Illustration</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 260  Work Experience/Internship</td>
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<tr>
<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
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<tr>
<td>MATH 110 Concepts of Mathematics (or MATH 113)</td>
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<tr>
<td>ART Directed Electives (6 credit hours)</td>
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<tr>
<td>ART 260  Game Content Creation</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 270  Introduction to Multimedia</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 262  Advanced Game Content Creation</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ART 264  3D Character Rigging and Animation</td>
<td>3</td>
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<tr>
<td>ART 273  Advanced Multimedia</td>
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<td><strong>Total Hours</strong></td>
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Health Information Technology

General description: The Health Information Technology Associate in Applied Science degree program prepares students for a career in Health Information Technology (HIT). The curriculum combines the disciplines of medicine, information management, and computer technology into one program of study. Students will learn how to perform a variety of technical health information functions, including the following: analyzing and evaluating health information for accuracy; compiling administrative and health statistics; coding diagnoses as well as procedures for reimbursement and databases; and utilizing electronic health record (EHR) software.

The Health Information Technology degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students completing the AAS degree will be eligible to sit for the national RHIT exam through the American Health Information Management Association. The program can be completed entirely online.

Sample of job titles with this degree: Health Information Supervisor; Insurance Claims Specialist; Patient Information and Disclosure Specialist; Health Data Analyst; Quality Improvement Specialist; Physician Practice Manager; Clinical Coding Specialist; Electronic Health Record Coordinator.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<td>ENGL 101</td>
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<td>HIT 101</td>
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<td></td>
<td>HIT 140</td>
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<tr>
<td>Spring Semester</td>
<td>HIT 115</td>
<td>3</td>
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<tr>
<td></td>
<td>HIT 141</td>
<td>3</td>
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<tr>
<td></td>
<td>HIT 143</td>
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<td>Spring Semester</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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<th>Coding Specialist Cert.</th>
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<td>COMM 101 Public Speaking</td>
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<tr>
<td>ENGL 101 Composition 1</td>
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<td>ENGL 102 Composition 2</td>
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<tr>
<td>HIT 101 Introduction to Health Information Technology</td>
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<td>HIT 115 Computers in Healthcare</td>
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<td>HIT 140 Medical Terminology</td>
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<td>HIT 141 Anatomy and Physiology Fundamentals</td>
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<td>HIT 143 Basic Coding</td>
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<td>HIT 210 Advanced Coding</td>
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<td>HIT 215 Electronic Health Records</td>
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<td>HIT 230 Alternative Healthcare Settings</td>
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<td>HIT 240 Quality Improvement In Healthcare</td>
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<td>HIT 241 Pharmacology Fundamentals</td>
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<td>HIT 243 Basic CPT Coding</td>
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<td>HIT 244 Interpreting Healthcare Records</td>
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<td>HIT 245 Health Info Law &amp; Ethics</td>
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<td>HIT 248 Pathophysiology</td>
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<td>HIT 250 Reimbursement Principles in Healthcare</td>
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<td>HIT 290 Professional Practice Experience</td>
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<td>General Education Electives (PSYCH 110, SOCIO 110, HIST 201, HIST 202, HIST 270, PHIL 210, PHIL 215 recommended)</td>
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Healthcare Documentation

General description: The Healthcare Documentation program prepares students for a career in the medical transcription/editing field. The curriculum combines the disciplines of medicine with the technical skills to learn how to interpret, transcribe, and edit physician dictation accurately.

The Association for Healthcare Documentation Integrity (AHDI) approved program may be entered at the start of any semester and provides the training to obtain an entry-level position as a medical transcriptionist or editor. The program can be completed entirely online.

Sample of job titles with this degree: Healthcare Documentation Specialist, Medical Transcriptionist, Medical Editor, Medical Scribe, Telescribe, Health Data Analyst, Quality Improvement Specialist, EHR Specialist, and Quality Assessment Analyst.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<td>CIS 110</td>
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<td>HIT 118</td>
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Additional Program Information:
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<td>CIS 110 Business Applications for Microcomputers</td>
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<td>HIT 118 Introduction to Healthcare Documentation</td>
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<td>HIT 140 Medical Terminology</td>
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<tr>
<td>HIT 141 Anatomy and Physiology Fundamentals</td>
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<td>HIT 142 Healthcare Documentation 1</td>
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<td>HIT 215 Electronic Health Records</td>
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<td>HIT 225 Speech Recognition Tech Editing</td>
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<td>HIT 240 Quality Improvements in Healthcare</td>
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<td>HIT 241 Pharmacology Fundamentals</td>
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<td>HIT 244 Interpreting Healthcare Records</td>
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<td>HIT 245 Healthcare Information Law &amp; Ethics</td>
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<td>HIT 248 Pathophysiology</td>
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<td>HIT 291 HDS Professional Practicum</td>
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<td>OT 117 Business Communication Fundamentals</td>
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<td>P REL 100 Human Relations</td>
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<td>General Education Electives (PSYCH 110 or SOCIO 110 recommended)</td>
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<td>X</td>
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<td><strong>Total Hours</strong></td>
<td><strong>62</strong></td>
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</table>
Heating, Ventilation, Air Conditioning & Refrigeration

General description: The HVAC&R Program is designed to prepare students for a career in the heating, ventilation, air conditioning and refrigeration industry. Toward this end, the comprehensive curriculum blends “leading-edge” HVAC&R theory with a large amount of practical, hands-on experiences for the purpose of developing confident, professional HVAC&R technicians/installers. In addition, this program is ideal for existing technicians/installers who need a thorough review of HVAC&R fundamentals or experienced technicians/installers who would like a refresher course. This program has three primary areas of concentration: Residential Heating & Air Conditioning, Commercial Heating & Air Conditioning, and Refrigeration. Additionally, career-laddering certificates are offered in each of these areas.

Sample of job titles with this degree: Commercial Heating & AC Technician, Residential Heating & AC Technician, Commercial Refrigeration Technician, Heating & AC Estimator, HVAC&R Counter Salesperson, HVAC&R Outside Salesperson.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENGT 105</td>
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<td>HVAC 100</td>
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<tr>
<td>HVAC 107</td>
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<tr>
<td>Spring Semester</td>
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<tr>
<td>ENGL 110 (or ENGL 101 or ENGL 105)</td>
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<tr>
<td>HVAC 132</td>
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<td>COMM 120 (or COMM 101)</td>
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<td>HVAC 202</td>
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<td>HVAC 204</td>
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<td>HVAC 206</td>
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<td>HVAC 251</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<tr>
<th>HVAC&amp;R Courses</th>
<th>Credit Hours</th>
<th>HVAC AAS 058A</th>
<th>Commercial HVAC Cert. 058B</th>
<th>Residential HVAC Cert. 058C</th>
<th>HVAC Residential Installer Cert. 058E</th>
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<td>HVAC 140 Troubleshooting Air Conditioning Systems</td>
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<td>HVAC 230 Motors and Controls</td>
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<td>HVAC 242 Residential Heating Systems</td>
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<td>HVAC 251 Commercial HVAC/R</td>
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<td>HVAC 290 Work Experience &amp; Seminar (or HVAC 295)</td>
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<td>MATH 104 Technical Mathematics</td>
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<td>P REL 100 Human Relations</td>
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<td>P REL 110 Supervision</td>
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<td><strong>30</strong></td>
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Richland Community College Catalog 2016-2017
Horticulture (See Agribusiness)

General description: The Horticulture Program is designed to prepare students for a career in the horticulture industry that includes ornamental nurseries and greenhouses, landscape design and construction, lawn and tree care, golf course management, sod production, retail garden centers, and sustainability agriculture. See also Agribusiness.

Horticulture – Ornamental Specialty

General description: Ornamental Horticulture is a profession that combines the creativity of design with the knowledge of science and the practical experience of making projects successful. Students will gain a thorough knowledge and practical experience in landscape design, landscape maintenance, greenhouse production, integrated pest management, tree and shrub maintenance, mechanics, and landscape construction.

Sample of job titles with this degree: Landscape Designer, Landscape Construction Foreman, Golf Course Superintendent, Estate Gardener, Greenhouse Grower, Pesticide Applicator.

Horticulture – Sustainability Agriculture Specialty

General description: Interest in local food systems including farmers’ markets, community-supported agriculture and direct sales from the farm has created a need for more local production of sustainable horticultural food crops. This field of study is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. Students will learn the fundamentals of sustainable agriculture, focusing on crop production, sustainable livestock production and farm business with an emphasis on practical field training on the student farm located on the Richland campus.

Sample of job titles with this degree: Farm Manager, Urban Farm Assistant, Market Manager, Farm Educator, Crop Consultant, Animal Caretaker.

This is a career and technical education program. Some courses may not transfer to four-year institution

Suggested Full-Time Course Sequence:

<table>
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<th>Fall Semester</th>
<th>Credit Hours</th>
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<td>HORT 115</td>
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<tr>
<td>HORT 120</td>
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<tr>
<td>BUS 110</td>
<td>3</td>
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<td>HORT 110</td>
<td>3</td>
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<tr>
<td>HORT 121</td>
<td>3</td>
</tr>
<tr>
<td>HORT 125</td>
<td>3</td>
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<tr>
<td>HORT 290 (or HORT 295)</td>
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<table>
<thead>
<tr>
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<tr>
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<td>HORT 200</td>
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<td>HORT 211</td>
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<th>Summer Semester</th>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

HORT 290 & 295 are offered during the summer as needed.
## Horticulture Courses

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<tr>
<th>Horticulture Courses</th>
<th>Credit Hours</th>
<th>Horticure AAS 0108</th>
<th>Sustainable Ag AAS 0108</th>
<th>Landscape &amp; Turf Cert. 108C</th>
<th>Greenhouse Cert. 108B</th>
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<td>AGRIC 116 Sustainable Agriculture Fundamentals</td>
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<td>AGRIC 126 Small Scale Livestock Management</td>
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<td>AGRIC 130 Crop Science</td>
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<td>AGRIC 235 Small Farm Business Management</td>
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<td>BUS 110 Business Mathematics</td>
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<td>CIS 110 Computer Business Applications</td>
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<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101 or ENGL 105)</td>
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<td>HORT 110 Turf Management</td>
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<td>HORT 115 Soils &amp; Fertility</td>
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<td>HORT 120 Landscape Plant Identification</td>
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<td>HORT 121 Landscape Design Principles</td>
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<td>HORT 226 Fruit Production</td>
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<td>HORT 230 Greenhouse Operations</td>
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<td>HORT 231 Bedding and Plant Production</td>
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<td>HORT 290 Work Experience Practicum &amp; Seminar (or HORT 295)</td>
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<td><strong>65</strong></td>
<td><strong>27</strong></td>
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Hospitality Management

General description: The Hospitality Management Program prepares students for career-track positions in the restaurant, catering, and institutional food service fields. Courses are offered in five areas: risk management, cost control and revenue management, human resources, marketing management, and operations management.

Sample of job titles with this degree: General Manager, Assistant Manager, Bake Shop Manager, Kitchen Manager, Catering Manager, Banquet Manager, Dining Room Manager.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

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<td>Bus 200</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
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</tr>
<tr>
<td>BUS 200 Customer Service Fundamentals</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>BUS 231 Business Law Principles</td>
<td>3</td>
<td>X</td>
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<tr>
<td>BUS 240 Marketing Fundamentals</td>
<td>3</td>
<td>X</td>
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<tr>
<td>HOSP 104 Purchasing and Product Identification (formerly BUS 121)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>HOSP 108 Intro to Hospitality Industry (formerly BUS 101)</td>
<td>3</td>
<td>X</td>
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<td>HOSP 115 Menu Planning</td>
<td>3</td>
<td>X</td>
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<tr>
<td>HOSP 202 Hospitality Nutrition (formerly BUS 260)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>HOSP 203 Bar &amp; Beverage Management (formerly BUS 261)</td>
<td>3</td>
<td>X</td>
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<td>HOSP 204 Dining Room Management (formerly BUS 262)</td>
<td>3</td>
<td>X</td>
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<td>HOSP 205 Cost Management (formerly BUS 220)</td>
<td>4</td>
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<tr>
<td>HOSP 215 Catering &amp; Banquet Management (formerly BUS 263)</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>HOSP 290 Work Experience Practicum</td>
<td>3</td>
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<tr>
<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
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<tr>
<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
<td>3</td>
<td>X</td>
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<td>P REL 110 Supervision</td>
<td>3</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>General Education Elective (or ECON 231)</td>
<td>3</td>
<td>X</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>General Education Elective (or PREL 100)</td>
<td>3</td>
<td>X</td>
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</tbody>
</table>

| Total Hours                                                      | 61           | 31                     | 15                          | 20                            |                             |
**Medical Office Specialist – General Specialty**

**General description:** The General Medical Office Specialty certificate and associate degree programs provide students with the foundational skills in order to work in a medical office or hospital environment. Students pursuing the associate’s degree are given the opportunity to work on the job in a hospital, doctor’s office, or clinic and receive more hands-on experience in the medical office.

Recognizing the demands placed on today’s working adult student, Richland provides online, hybrid, and traditional site-based instruction to allow maximum flexibility to complete coursework and fulfill personal responsibilities. Employment opportunities exist in a variety of healthcare settings, including hospitals, clinics, and physician’s offices. At the completion of the certificate or degree, students are ready for entry-level employment in the work environment of their choice.

**Sample of job titles with this degree:** Medical Secretary/Receptionist, Health Unit Coordinator.

**Suggested Full-Time Course Sequence**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>3</td>
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<tr>
<td>HIT 118</td>
<td>3</td>
</tr>
<tr>
<td>HIT 140</td>
<td>3</td>
</tr>
<tr>
<td>OT 114</td>
<td>3</td>
</tr>
<tr>
<td>OT 117</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>3</td>
</tr>
<tr>
<td>HIT 141</td>
<td>3</td>
</tr>
<tr>
<td>OT 217</td>
<td>3</td>
</tr>
<tr>
<td>P REL 100</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 115</td>
<td>3</td>
</tr>
<tr>
<td>HIT 241</td>
<td>3</td>
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<tr>
<td>IT 231</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
<td>3</td>
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<tr>
<td>HIT 244</td>
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<tr>
<td>HIT 250</td>
<td>3</td>
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<tr>
<td>OT 290 (or OT 295)</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3</td>
</tr>
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</table>

**Additional Program Information:**

Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110 Business Mathematics</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>COMM 120 Business &amp; Professional Speaking</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ENGL 110 Professional &amp; Technical Writing</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 115 Computers in Healthcare</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 118 Intro to Healthcare Documentation</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 140 Medical Terminology</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 141 Anatomy and Physiology Fundamentals</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 241 Pharmacology Fundamentals</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 244 Interpreting Healthcare Records</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIT 250 Reimbursement Principles in Healthcare</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>IT 231 Office Management Software</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>OT 114 Word Processing/Keyboarding</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>OT 117 Business Communication</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>OT 217 Advanced Administrative Office Apps</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>OT 290 Work Experience Practicum &amp; Seminar (or OT 295)</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>P REL 100 Human Relations</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>General Education Electives</td>
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<tr>
<td>Total Hours</td>
<td>60</td>
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<td>42</td>
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</table>
Medical Office Specialist – Transcription Specialty

The AAS Medical Office Specialist--Transcription Specialty and the related transcription Certificate are suspended. Richland will not admit new students into this program. Students enrolled in the program prior to Fall 2014 will have until August 2017 to complete all program requirements. Interested students are encouraged to enroll in the Healthcare Documentation Program.

Network Technology

General description: The AAS in IT Network Technology degree focuses on the use of computer technology and information management methods to solve business problems. Students will learn the hardware configuration and management of physical networks, the installation and configuration of the network system software, and the system management and security protocols for optimum performance. The knowledge base of this degree program will prepare students for the Cisco CCNA, Microsoft’s MCP, Security+ and Network+ certifications.


Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>CS 105</td>
<td>CS 105</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 110 (or ENGL 101)</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>IT 116</td>
<td>IT 116</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IT 131</td>
<td>IT 131</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IT 173</td>
<td>IT 173</td>
<td>4</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>COMM 120 (or COMM 101)</td>
<td>COMM 120 (or COMM 101)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IT 141</td>
<td>IT 141</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>IT 271</td>
<td>IT 271</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 104 (or MATH 116)</td>
<td>MATH 104 (or MATH 116)</td>
<td>4</td>
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<td>General Education Elective</td>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>IT 221</td>
<td>IT 221</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IT 241</td>
<td>IT 241</td>
<td>4</td>
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<tr>
<td></td>
<td>IT 242</td>
<td>IT 242</td>
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<tr>
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<td>IT 247</td>
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<tr>
<td></td>
<td>IT 273</td>
<td>IT 273</td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>IT 245</td>
<td>IT 245</td>
<td>3</td>
</tr>
<tr>
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<td>IT 246</td>
<td>IT 246</td>
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<td></td>
<td>IT 285</td>
<td>IT 285</td>
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<td>IT 290 (or IT 295 or IT 297)</td>
<td>IT 290 (or IT 295 or IT 297)</td>
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<td>P REL 100</td>
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Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<tr>
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<tbody>
<tr>
<td>CS 105 Foundations of Information Technology</td>
<td>3</td>
<td>X</td>
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<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
<td>X</td>
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<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>IT 116 Windows Client Operating Systems</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 131 Programming Logic</td>
<td>3</td>
<td>X</td>
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<tr>
<td>IT 141 Networking Fundamentals</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 173 A+ Computer Technologies</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 221 Database Design Using SQL</td>
<td>3</td>
<td>X</td>
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<tr>
<td>IT 241 Network Routing Technologies</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 242 Wireless Networking</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>IT 245 Network Security</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 246 Voice Over IP Fundamentals</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 247 Virtualization Fundamentals</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 271 Windows Server Operating Systems</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>IT 273 Managing Windows Networks</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>IT 285 Systems Analysis and Design</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>IT 290 Work Experience Practicum (or IT 295 or IT 297)</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 104 Technical Mathematics (or MATH 116)</td>
<td>4</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>P REL 100 Human Relations</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>General Education Elective</td>
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<td>X</td>
<td></td>
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<tr>
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<td><strong>65</strong></td>
<td><strong>46</strong></td>
<td><strong>21</strong></td>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
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</table>
Nursing – Nurse Assistant

General description: HLTH 141 Nurse Assistant Training is approved by the Illinois Department of Public Health (IDPH) to provide instruction in basic nursing skills in theory, laboratory, and clinical settings. Upon successful completion of all course requirements, which includes meeting the Health Care Worker Background Check Act criteria, students are eligible to apply for the Competency Evaluation Exam. Students who successfully pass the Competency Evaluation Exam are added to the IDPH Health Care Worker Registry and are eligible to work as Certified Nurse Assistants (CNAs).

Sample of job titles with this certificate: Patient Care Attendant, Certified Nurse Aide, Home Health Aide, Nursing Assistant, Orderly, Health Care Technician, Ward Attendant, or Patient Care Technician. These employees work under the direct supervision of a licensed nurse and function as members of the health care team in a long-term care facility, hospital, clinic or home care setting.

Admission Criteria: Meet eligibility requirements for admission to the College, be at least 16 years of age, and successfully complete Nurse Assistant reading pre-test.

Please Note: Students must have a background clear of any disqualifying convictions as verified by a fingerprint-based background check or obtain a waiver from the Illinois Department of Public Health before attending clinical.

This is a career and technical education program. This course may not transfer to four-year institutions.

Certification: Students must complete all course requirements and meet the Health Care Worker Background Check criteria to be eligible to apply for the State Competency Evaluation Exam. Students who pass the exam are placed on the State of Illinois Health Care Worker Registry as CNAs. Employers verify students’ certification through the Health Care Worker Registry; the state does not issue credentials, certificates, or licenses to CNAs.

HLTH 040 Nurse Assistant Competency Skills Assessment is designed for Nurse Assistants who were previously certified but have not worked a minimum of 8 paid hours during the previous 24 months. Students must demonstrate completion of an approved Basic Nurse Assistant Training program and be listed on the Illinois Health Care Worker Registry.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 141</td>
<td>8</td>
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</tbody>
</table>

www.richland.edu
### Nurse Assistant Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Nurse Assistant BC 0053</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 141</td>
<td>Nurse Assistant Training</td>
<td>8</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>8</strong></td>
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</tr>
</tbody>
</table>
Practical Nursing

General description: Upon successful completion of all program requirements, students (a) receive a Certificate in Practical Nursing and (b) are eligible to write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Graduates who successfully complete the examination and meet all other state requirements (including a criminal background check) are able to work as licensed practical nurses. Some program courses may not transfer to a four-year institution, but the PN curriculum is structured so that the graduate may choose courses that allow for continued study in Richland Community College’s Associate Degree Nursing Program.

The Practical Nursing program is approved by the Illinois Department of Financial and Professional Regulation and prepares entry-level students to provide nursing care to clients with normal and common health problems through the use of basic skills under the direction of a registered nurse or licensed physician. The program consists of classroom instruction, laboratory, and clinical experiences in hospitals, nursing homes, and community health settings.

Unlike many academic and career and technical education programs at Richland, admission into Practical Nursing (PN) Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program. Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric and the students with the highest scores are offered conditional admission.

The PN Program follows the Health Professions’ selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted between March 1 and April 1. Late and out-of-district applicants are considered for the program when space is available. The PN Program admits to the summer semester. PN core courses begin in the fall.

Sample of job titles with this degree: Job opportunities for LPNs include a variety of nursing positions in hospitals, agencies, physician’s offices, and extended care facilities.

This is a career and technical education program.

Prerequisites:
1. Eligibility for ENGL 101.
2. Eligibility for MATH 098 or successful completion with a “C” or better of MATH 099.
3. Complete two years of high school biology and 1 year of high school chemistry or physics with a “B” or better within the last 3 years or complete BIOL 101 with a “C” or better. Students who have completed BIOL 201 or 202 must have completed one within the last 5 years.
4. Complete PSYCH 110 with a “C” or better.
5. Have a “C” or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in completed PN program courses. Program courses that can be completed prior to admission include: BIOL 201, BIOL 202, ENGL 101, HLTH 197, HLTH 220, and PSYCH 145. Transfer and Richland credits are used in calculating the Program GPA.
6. Listed in good standing on the IDPH Health Care Worker Registry as an active CNA or provide evidence of current enrollment in a CNA training program with a test date prior to the start of the semester for which the student is applying.

Graduation Requirements:
- Have a grade of “C” or better in all prerequisite and program courses
- Maintain a minimum 2.5 Program GPA
- Complete all nursing psychomotor competencies with 76% of the designated skills performed in the clinical setting at or above the expected level of competency
- Obtain a satisfactory clinical progress and performance rating
- Meet standards of the NLN Code of Ethics and the Professional Integrity Policy

Suggested Full-Time Course Sequence:

<table>
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<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>PSYCH 145</td>
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<td>HLTH 220</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>PN 101A</td>
</tr>
<tr>
<td>BIOL 202</td>
</tr>
<tr>
<td>PN 102A</td>
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<td>PN 103A</td>
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<td>NURS 154</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
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<td>PN 105</td>
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<td>PN 106</td>
</tr>
<tr>
<td>PN 113</td>
</tr>
<tr>
<td>ENGL 101</td>
</tr>
<tr>
<td>HLTH 197/297</td>
</tr>
</tbody>
</table>

Additional Program Information:
Students must complete program courses with a “C” or better prior to or during the semester in which they are outlined.

www.richland.edu
<table>
<thead>
<tr>
<th>Practical Nursing Courses</th>
<th>Credit Hours</th>
<th>Practical Nursing C050A</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201 Human Anatomy &amp; Physiology 1</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>BIOL 202 Human Anatomy &amp; Physiology 2</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 101 Composition 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>HLTH 197/297 Special Topics in Healthcare</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>HLTH 220 Nutrition and Diet Therapy</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NURS 154 Pharmacological Principles for Nursing Practice</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PN 101A Transitions I</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>PN 102A Wellness Across the Lifespan I</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>PN 103A Wellness Across the Lifespan II</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>PN 104A Transitions II Trends and Issues</td>
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<td>X</td>
</tr>
<tr>
<td>PN 105 Alterations Across the Lifespan I</td>
<td>7</td>
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<tr>
<td>PN 106 Alterations Across the Lifespan II</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>PN 113 PN Transition/Licensure Preparation</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 145 Human Growth and Development</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>47</strong></td>
<td></td>
</tr>
</tbody>
</table>
Associate Degree Nursing

General description: Upon successful completion of all program requirements, students receive an Associate of Applied Science in Nursing and are eligible to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates who successfully complete the examination and meet all other state requirements (including a criminal background check) are able to work as registered nurses. Some courses may not transfer to four-year institutions, but transfer opportunities exist for students wanting a Bachelor of Science in Nursing (BSN).

The Program’s mission is to prepare nurses to work in a multicultural, multiracial, diversified metropolitan industrial area that is surrounded by rural communities. The purpose of the ADN Program at Richland Community College is to prepare competent, caring, and critically thinking graduates for entry-level positions in a variety of health care settings and to encourage commitment to personal and professional growth.

Richland’s ADN Program is approved by the Illinois Department of Financial and Professional Regulation Commission, 1.888.473.4858 or 312.814.2715, and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, 404.975.5000.

Unlike many academic and career and technical education programs at Richland, admission into the Associate Degree Nursing (ADN) Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric, and the students with the highest scores are offered conditional admission.

The ADN Program follows the Health Professions’ selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. For spring admission, applications are accepted between September 1 and October 1. For fall admission, applications are accepted between January 2 and February 1. Late and out-of-district applicants are considered for the program when space is available.

Sample of job titles with this degree: Nursing positions are available throughout the United States as well as internationally. Nurses care for people in hospitals, schools, clinics, corporations, homes, wellness centers, or anywhere people need health care services. Areas of nursing practice include pediatric, geriatric, obstetrics, intensive care, emergency care, mental health, oncology, orthopedic, and medical-surgical.

This is a career and technical education program.

Prerequisites to Apply
1. Eligibility for ENGL 101 Composition I.
2. Eligibility for MATH 098 Intermediate Algebra or successful completion with a “C” or better of MATH 099.
3. Complete two years of high school biology and 1 year of high school chemistry or physics with a “B” or better within the last 3 years or successfully complete BIOL 101 with a “C” or better. Students who have completed BIOL 201, 202 or 220 must have completed one within the last 5 years.
4. Have a high school GPA or at least 2.5 and ACT scores (within the last 3 years) with composite 21, science reasoning 20, and no score below 15 or have completed (or be in progress of completing) 15 credit hours of ADN program courses.
5. Have a “C” or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in completed ADN program courses. Program courses that can be completed prior to admission include: BIOL 201, 202, 220, ENGL 101, Fine Art Elective, HLTH 197, PSYCH 110, 145, and SOCIO 110. Transfer and Richland credits are used in calculating the Program GPA.
6. Listed in good standing on the IDPH Health Care Worker Registry as an active CNA or provide evidence of current enrollment in a CNA training program with a test date prior to the start of the semester for which the student is applying.

Transfer Students
Students who have completed nursing core courses at another institution may be eligible to transfer into the ADN program. Transfer credit for nursing core courses is based upon successful results of the standardized tests for the appropriate course and available space. All admission and graduation requirements must be met in order to graduate from the ADN Program including a minimum of two semesters of core nursing courses completed at Richland. Students are responsible for the costs of the standardized tests.

Other Graduation Requirements:
- Obtain a grade of “C” or better in all prerequisites and program courses
- Maintain a minimum 2.5 Program GPA
- Complete all nursing psychomotor competencies with 76% of the designated skills performed in the clinical setting, at or above the expected level of competency
- Meet standards of the ANA Code of Ethics and the Integrity Policy

Advanced Placement Program for LPN
A graduate of a State-approved Practical Nursing Program who has a license or is eligible for licensure in the State of Illinois can be placed into the third semester of the ADN program by meeting admission requirements and passing the Bridge course (NURS 203) with a grade of “C” or better. Bridge students are admitted on a space available basis using the same student selection process as basic students. Availability of faculty clinical space also impacts the entry decision.

Please refer to LPN to ADN Bridge Program prerequisites and admission criteria.
Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NURS 111</td>
<td>1</td>
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<tr>
<td>NURS 112</td>
<td>9</td>
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<tr>
<td>PSYCH 110</td>
<td>3</td>
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<tr>
<td>BIOL 201</td>
<td>4</td>
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<tr>
<td>ENGL 101</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 152</td>
<td>4</td>
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<td>PSYCH 145</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 206</td>
<td>6</td>
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<tr>
<td>NURS 250</td>
<td>5</td>
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<tr>
<td>SOCIO 110</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>4</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 252</td>
<td>5</td>
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<tr>
<td>NURS 254</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 197/290/297</td>
<td>1</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Program Information:

Students must earn a grade of "C" or better in the program prerequisites, core curriculum courses, and general education courses.

<table>
<thead>
<tr>
<th>Associate Degree Nursing Courses</th>
<th>Credit Hours</th>
<th>Associate Degree Nursing 0050</th>
</tr>
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<tbody>
<tr>
<td>BIOL 201 Human Anatomy &amp; Physiology 1</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>BIOL 202 Human Anatomy &amp; Physiology 2</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>BIOL 220 Microbiology</td>
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<td>X</td>
</tr>
<tr>
<td>ENGL 101 Composition 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>HLTH 197/290/297 Special Topics in Healthcare</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>NURS 111 Introduction to Nursing</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>NURS 112 Medical-Surgical Nursing 1</td>
<td>9</td>
<td>X</td>
</tr>
<tr>
<td>NURS 152 Psychiatric Mental Health Nursing</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>NURS 154 Pharmacological Principles for Nursing Practice</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NURS 155 Medical-Surgical 2 Chronically Ill Client</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>NURS 206 Family Health Nursing</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>NURS 250 Medical-Surgical Nursing 3 Surgical Client</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>NURS 252 Medical-Surgical Nursing 4 Acutely Ill Client</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>NURS 254 Transition from Education to Practice</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>PSYCH 110 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>PSYCH 145 Human Growth and Development</td>
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<tr>
<td>SOCIO 110 Introduction to Sociology</td>
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<tr>
<td>Fine Arts Elective</td>
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<td>X</td>
</tr>
</tbody>
</table>

Total Hours 72
LPN to ADN Bridge Program (Bridge Program)

**General description:** This is a career and technical education program. The Bridge program facilitates educational advancement for LPNs who desire to become Registered Nurses. A graduate of a state-approved Practical Nursing Program who has a license or is eligible for LPN licensure in the State of Illinois may be eligible for this program. Students who successfully complete the LPN Bridge course (NURS 203) are placed into the third semester of the ADN Program. Upon successful completion of all program requirements, students receive an Associate of Applied Science in Nursing and are eligible to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates who successfully complete the examination and meet all other state requirements are able to work as registered nurses. Some courses may not transfer to four-year institutions, but transfer opportunities exist for students wanting a Bachelor of Science in Nursing (BSN).

Unlike many academic and career and technical education programs at Richland, admission into the Bridge Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric and those with the highest scores are offered conditional admission. Availability of faculty clinical space may impact the entry decision.

The Bridge Program follows the Health Professions' selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. For spring admission, applications are accepted between September 1 and October 1. For fall admission, applications are accepted between January 2 and February 1. Late and out-of-district applicants are considered for the program when space is available.

**Prerequisites to Apply:**

1. Graduate of a State-approved Practical Nursing Program
2. Current Illinois LPN license or eligibility to be licensed before program begins. Student must have a current LPN license to begin NURS 203 (Bridge course).
3. Eligibility for ENGL 101 Composition I
4. Eligibility for MATH 098 Intermediate Algebra or successful completion with a “C” or better of MATH 099
5. Complete BIOL 201 with a “C” or better. Students who have completed BIOL 201, 202 or 220 must have completed one within the last 5 years
6. Complete (or be in progress) with a “C” or better the following program courses: BIOL 201, BIOL 202, ENGL 101, PSYCH 110, and PSYCH 145
7. Have a “C” or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in any completed Bridge program course. Program courses that can be taken prior to admission include BIOL 201, 202, 220, ENGL 101, Fine Art Elective, HLTH 197, PSYCH 110, 114, and SOCIO 110. Transfer and Richland credits are used in calculating the Program GPA.

To receive transfer credit for courses completed at another institution, official transcripts must be submitted to Student Records.

On successful completion of NURS 203 with a “C” or better, and payment of the course fees, 12 advanced placement credit hours are posted to the student’s academic record, for a total of 72 credits for the AAS Degree. Note: NURS 203 (6 cr) and the advanced placement credit (12 cr) is the equivalent of NURS 112, 152, and 155. NURS 203 is not factored into the Program GPA.

**Other Graduation Requirements:**

Please refer to the Associate Degree Nursing graduation requirements.

**Suggested Full-Time Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 111</td>
<td>1</td>
</tr>
<tr>
<td>NURS 154</td>
<td>3</td>
</tr>
<tr>
<td>NURS 203</td>
<td>6</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220</td>
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<tr>
<td>NURS 206</td>
</tr>
<tr>
<td>NURS 250</td>
</tr>
<tr>
<td>SOCIO 110</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 252</td>
</tr>
<tr>
<td>NURS 254</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
</tr>
<tr>
<td>HLTH 197/290/297</td>
</tr>
</tbody>
</table>

**Additional Program Information:**

Students must complete program courses with a “C” or better prior to or during the semester in which they are outlined.
# LPN Bridge to ADN Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>LPN Bridge to ADN AAS 0050</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220</td>
<td>Microbiology</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>HLTH 197/290/297</td>
<td>Special Topics in Health Care</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>NURS 111</td>
<td>Introduction to Nursing</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>NURS 154</td>
<td>Pharmacological Principles for Nursing Practice</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NURS 203</td>
<td>LPN Bridge Course</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>NURS 206</td>
<td>Family Health Nursing</td>
<td>6</td>
<td>X</td>
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<tr>
<td>NURS 250</td>
<td>Medical-Surgical Nursing 3 Surgical Client</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>NURS 252</td>
<td>Medical-Surgical Nursing 4 Acutely Ill Client</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>NURS 254</td>
<td>Transition from Education to Practice</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SOCIO 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td></td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>43</strong></td>
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</tbody>
</table>
Pharmacy Technology

General description: Students in the Pharmacy Technology Program learn the basic skills and knowledge required to begin working as a pharmacy technician. Pharmacy technicians perform a variety of duties under the supervision of licensed pharmacists, including but not limited to preparing and distributing medications, replenishing drugs and pharmaceutical supplies in the pharmacy and patient care areas, mixing and adding medications to intravenous solutions (with some limitations), pricing and ordering drugs, and maintaining records required in the operation of the pharmacy. Program courses may not transfer to four-year institutions.

Unlike many academic and career and technical education programs at Richland, admission into the Pharmacy Technology Program is by application. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet minimum admission criteria to be eligible to apply. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. The application period is from January 4 through April 1 for fall admission. Eligible applicants are accepted on a first-come, first-served basis. Late and out-of-district applications are accepted and reviewed until class enrollment is full. The Pharmacy Technology Program admits twelve students to the fall semester.

This is a career and technical education program.

Sample of job titles with this degree: Pharmacy Technology job opportunities include retail, hospital, and mail order pharmacies as well as home health agencies

Prerequisites to Apply:

- At least 16 years of age and provide evidence of attending or have graduated from an accredited high school or comparable school or educational institution or received a GED (per state requirements)
- Eligibility for ENGL 101 and MATH 091

Licensure/Certification: Students must obtain licensure with the Illinois Department of Financial and Professional Regulation (IDFPR) prior to beginning the program's clinical component. During the last semester of the program, students apply to take the Pharmacy Technical Certification Board (PTCB) examination. Students should research the applicable IDFPR and PTCB procedures and requirements of the profession to ensure that they are eligible for licensure and certification.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHRMT 150</td>
<td>4</td>
</tr>
<tr>
<td>PHRMT 152</td>
<td>2</td>
</tr>
<tr>
<td>MATH 106</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHRMT 155</td>
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<td>PHRMT 156</td>
<td>2</td>
</tr>
<tr>
<td>PHRMT 157</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional Program Information:

Students must earn a “C” or better in all program courses and maintain a 2.0 Program GPA.
## Pharmacy Technology Courses

<table>
<thead>
<tr>
<th>Pharmacy Technology Courses</th>
<th>Credit Hours</th>
<th>Pharmacy Technology BC 2074</th>
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</thead>
<tbody>
<tr>
<td>MATH 106 Mathematics for Health Careers</td>
<td>2</td>
<td>X</td>
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<tr>
<td>PHRMT 150 Pharmacology</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>PHRMT 152 Pharmacy Calculations</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>PHRMT 155 The Pharmacy Technician</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>PHRMT 156 Pharmacy Technician Work Experience</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>PHRMT 157 Pharmacy Technician Certification Review</td>
<td>1</td>
<td>X</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
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</tr>
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Power Generation – Nuclear

General description: The Power Generation – Nuclear Program is designed to educate and train various levels of operators and technicians for the nuclear power generation facilities. The program stresses mathematics, science, physics, and nuclear specialty courses as well as fundamentals of power generation.

Sample of job titles with this degree: Control Room Operator, Auxiliary Operator, Health Physicist, Radiation Technician, and Technical Specialist.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 131</td>
<td>4</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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</tr>
<tr>
<td>MATH 117</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CHEM 132</td>
<td>5</td>
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<tr>
<td>PHYS 102</td>
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<tr>
<td>P GEN 101</td>
<td>3</td>
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<tr>
<td>P GEN 104</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (COMM 101)</td>
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<tr>
<td>ENGT 105</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 221</td>
<td>4</td>
</tr>
<tr>
<td>P GEN 102</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P GEN 103</td>
<td>3</td>
</tr>
<tr>
<td>P GEN 202</td>
<td>3</td>
</tr>
<tr>
<td>P GEN 210</td>
<td>3</td>
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<tr>
<td>P GEN 290</td>
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<tr>
<td>General Education Elective</td>
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Additional Program Information:
Students who begin in Spring may not finish in a two-year time frame.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>P GEN AAS 0080</th>
<th>P GEN Advanced Cert. 0079</th>
<th>P GEN Basic Cert. 0078</th>
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</thead>
<tbody>
<tr>
<td>CHEM 131</td>
<td>General Chemistry 1</td>
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<td>X</td>
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<td></td>
</tr>
<tr>
<td>CHEM 132</td>
<td>General Chemistry 2</td>
<td>5</td>
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<td>X</td>
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<tr>
<td>COMM 120</td>
<td>Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
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<tr>
<td>ENGL 110</td>
<td>Professional &amp; Technical Writing (or ENGL 101)</td>
<td>3</td>
<td></td>
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<tr>
<td>ENGT 105</td>
<td>Occupational Safety</td>
<td>3</td>
<td>X</td>
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<td>MATH 117</td>
<td>Trigonometry</td>
<td>3</td>
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<tr>
<td>P GEN 101</td>
<td>Introduction to Power Plant Systems 1</td>
<td>4</td>
<td>X</td>
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<tr>
<td>P GEN 102</td>
<td>Introduction to Power Plant Systems 2</td>
<td>4</td>
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<tr>
<td>P GEN 104</td>
<td>Introduction to Radiation Protection 1</td>
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<td>X</td>
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<td>P GEN 202</td>
<td>Introduction to Radiation Protection 2</td>
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<tr>
<td>P GEN 210</td>
<td>Nuclear Codes, Standards, and Regulations</td>
<td>3</td>
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<tr>
<td>P GEN 290</td>
<td>Human Performance Fundamentals &amp; Work Practicum</td>
<td>4</td>
<td></td>
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<tr>
<td>PHYS 101</td>
<td>Introduction to Physics 1</td>
<td>4</td>
<td>X</td>
<td>X</td>
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<tr>
<td>PHYS 102</td>
<td>Introduction to Physics 2</td>
<td>4</td>
<td>X</td>
<td>X</td>
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<tr>
<td>PHYS 221</td>
<td>Reactor Physics 1</td>
<td>4</td>
<td>X</td>
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<tr>
<td>General Education Elective</td>
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<td>Total Hours</td>
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<td></td>
<td>61</td>
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Programmer/Analyst

General description: The AAS in IT Programmer/Analyst degree is designed to prepare students for designing, writing, testing, debugging, and implementing software, according to user/customer specifications, in process-oriented, data-oriented, and object-oriented coding environments.


Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CS 105</td>
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<tr>
<td>ENGL 110 (or ENGL 101)</td>
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</tr>
<tr>
<td>IT 116</td>
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<tr>
<td>IT 131</td>
<td>3</td>
</tr>
<tr>
<td>MATH 116</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 120 (or COMM 101)</td>
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<tr>
<td>IT 153</td>
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<tr>
<td>IT 173</td>
<td>4</td>
</tr>
<tr>
<td>IT 221</td>
<td>3</td>
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<tr>
<td>General Education Elective</td>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS 230</td>
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<tr>
<td>CS 251</td>
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<tr>
<td>IT 253</td>
<td>4</td>
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<tr>
<td>IT 282</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 281</td>
<td>4</td>
</tr>
<tr>
<td>IT 285</td>
<td>4</td>
</tr>
<tr>
<td>IT 290 (or IT 295 or IT 297)</td>
<td>3</td>
</tr>
<tr>
<td>P REL 100</td>
<td>3</td>
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</table>

Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>COMM 120 Business &amp; Professional Speaking (or COMM 101)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>CS 105 Foundations of Information Technology</td>
<td>3</td>
<td>X</td>
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<tr>
<td>CS 230 Event-Driven Programming</td>
<td>4</td>
<td>X</td>
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<tr>
<td>CS 251 Object-Oriented Programming</td>
<td>4</td>
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<tr>
<td>CS 281 Advanced Object-Oriented Programming</td>
<td>4</td>
<td>X</td>
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<tr>
<td>ENGL 110 Professional &amp; Technical Writing (or ENGL 101)</td>
<td>3</td>
<td>X</td>
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<tr>
<td>IT 116 Windows Client Operation Systems</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 131 Programming Logic</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IT 153 Web Development</td>
<td>4</td>
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<tr>
<td>IT 173 A+ Computer Technologies</td>
<td>4</td>
<td>X</td>
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<tr>
<td>IT 221 Database Design Using SQL</td>
<td>3</td>
<td>X</td>
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<tr>
<td>IT 253 Mobile Apps Development</td>
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<tr>
<td>IT 282 Dynamic Web Development</td>
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<td>X</td>
<td></td>
<td></td>
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<tr>
<td>IT 285 Systems Analysis and Design</td>
<td>4</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IT 290 Work Experience Practicum (or IT 295 or IT 297)</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>MATH 116 College Algebra</td>
<td>4</td>
<td>X</td>
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<tr>
<td>P REL 100 Human Relations</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>General Education Elective (PSYCH 110 or SOCIO 110 recommended)</td>
<td>3</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>63</strong></td>
<td><strong>43</strong></td>
<td><strong>24</strong></td>
<td><strong>23</strong></td>
<td><strong>20</strong></td>
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Radiography

General description: The mission of the Richland Community College Radiography Program is to provide students with classroom, lab, and clinical experiences that enable them to achieve entry-level knowledge, skills, and professional values needed to produce high-quality radiographic images in an employment setting. The program prepares students to use ionizing radiation safely to produce images of the tissue, organs, bones, and vessels of the human body. Radiographers must have a thorough understanding of anatomy, radiographic procedures, image production, patient care, and radiation protection. Additional duties may include processing images, evaluating radiologic equipment, managing a radiographic quality assurance program, and providing relevant patient education. Some of the program courses may not transfer to four-year institutions.

Unlike many academic and career and technical education programs at Richland, admission into the Radiography Program is selective and competitive. Admission to Richland Community College does not guarantee acceptance to the program.

Students must meet the minimum admission criteria to be eligible to apply. Once the criteria have been met, students are scored on a rubric and the students with the highest scores are offered conditional admission.

The Radiography Program follows the Health Professions’ selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted December 15 – March 1. Late and out-of-district applicants are considered for the program when space is available. The Radiography Programs admits to the summer semester.

Sample of job titles with this degree: To gain employment as a radiographer, most employers require certification of RT(R) by the American Registry of Radiologic Technologists (ARRT), and many states including Illinois have licensure. Once the RT(R) is obtained, graduates may work in hospitals, clinics, imaging centers, doctor’s offices, and surgery centers as staff radiographers. Other opportunities for employment include computed tomography (CT), Magnetic Resonance Imaging (MRI), Interventional Radiology, and Cardiac Catheterization lab. With an additional year of schooling, registered radiographers may also become sonographers, radiation therapists, or nuclear medicine technologists. Opportunities in management, sales, and education are also available after obtaining a bachelor’s degree.

This is a career and technical education program.

Prerequisites to Apply:
1. Eligibility for ENGL 101 Composition I.
2. Eligibility for MATH 098 Intermediate Algebra.
3. Complete two semesters of H.S. Geometry with a “C” or better OR complete (may be in progress at time of application) MATH 099 or MATH 095 with a “C” or better.
4. Complete the Nelson Denny Reading Test with score of 120 or greater in reading comprehension only.
5. Complete (may be in progress at time of application) HLTH 140 with a “C” or better.
6. Complete RADT 101 with a “C” or better. RADT 101 is offered in the fall and spring.
7. Meet ACT minimum subs scores and composite (15) Math (15) English (15) Science Reasoning (20) Composite (21) OR complete all general education courses prior to beginning the program (BIOL 101, 201, 202, ENGL 101, PSYCH 110).
8. Have a “C” or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using the grades and credits earned in completed Radiography general education requirement plus RADT 101. Transfer and Richland credits are used in calculating the Program GPA.

Student Transfer from another Radiography Program:
Any student wishing to transfer into the program must apply for College admission and program admission. Transfer credits are evaluated and transfer of credit occurs through College policy. Such transfer shall be subject to the availability of an appropriate clinical placement, student admission procedures, and Program Director approval.

Degree Completion Program for RT (R) (ARRT):
Registered radiographers may be eligible for an associate’s degree completion program if they meet the following:
1. Have five years’ experience in radiography.
2. Hold a current ARRT registration AND IEMA Division of Nuclear Safety license.
3. Be a graduate of an accredited hospital-based or certificate radiography program.
4. Apply for admission to Richland Community College.
5. Submit transcripts from radiography program and any colleges attended to Richland Community College Student Records Office.

If all of the above are satisfied, students may apply for transfer credit without examination by completing the following:
1. Applying for degree completion to the Radiography Program Director.
2. Completing a minimum of eighteen credit hours of general education with a grade of “C” or better of which at least fifteen credit hours must be completed at Richland. English Composition I and Introduction to Psychology must be included.
3. Submitting an Application for Graduation.

Transfer credit for all core radiography courses is awarded when all of the above are satisfied. Transfer credit is not included in computing the student’s GPA at Richland.

Licensure/certification:
After successful completion of all didactic and clinical competency requirements, students are eligible to seek certification from the American Registry of Radiologic Technologists (ARRT). In addition to the educational standards, students must meet and agree to comply with the organization’s ethical and character standards before sitting for the certification exam. Students wishing to practice within Illinois must also seek accreditation from the IEMA Division of Nuclear Safety.

Graduation Requirements:
Radiography program students must also complete all of the following in order to graduate:
• Earn a grade of “C” or above in all program prerequisites and program courses.
• Maintain a minimum 2.5 Program GPA.
• Complete all lab competencies with minimum score of 84%.
• Complete all clinical proficiency exams required by the program.
• Meet standards of the ARRT/ASRT Code of Professional Ethics.
• Complete all clinical proficiency exams required by ARRT.
• Return film ID markers and film badge holder or make reimbursement.

www.richland.edu
Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 102</td>
<td>3</td>
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<tr>
<td>RADT 108</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RADT 110</td>
<td>3</td>
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<tr>
<td>RADT 115</td>
<td>3</td>
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<tr>
<td>RADT 116</td>
<td>3</td>
</tr>
<tr>
<td>RADT 118</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
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<th>Credit Hours</th>
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<tbody>
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<td>RADT 120</td>
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<td>RADT 125</td>
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<td>RADT 126</td>
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<tr>
<td>RADT 128</td>
<td>3</td>
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<tr>
<td>BIOL 201</td>
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<table>
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<tbody>
<tr>
<td>RADT 155</td>
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<td>RADT 215</td>
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<td>RADT 218</td>
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<tr>
<td>RADT 219</td>
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<td>BIOL 202</td>
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<td>RADT 225</td>
<td>4</td>
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<td>RADT 228</td>
<td>1.5</td>
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<td>RADT 230</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 110</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
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Additional Program Information:
Admitted students with the minimum ACT sub scores may complete the Radiography general education courses in program. The general education courses must be completed with a “C” or better prior to or during the semester in which they are outlined.

<table>
<thead>
<tr>
<th>Radiography Courses</th>
<th>Credit Hours</th>
<th>Radiography AAS 050B</th>
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<tbody>
<tr>
<td>BIOL 101</td>
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<td>BIOL 201</td>
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<td>BIOL 202</td>
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<td>PSYCH 110</td>
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<td>RADT 108</td>
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<td>RADT 110</td>
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<td>RADT 115</td>
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<td>RADT 125</td>
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<td>RADT 126</td>
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<td>RADT 128</td>
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<td>RADT 155</td>
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<td>RADT 215</td>
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<td>RADT 218</td>
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<td>RADT 225</td>
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<td>RADT 228</td>
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<td>RADT 230</td>
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</tr>
<tr>
<td>Total Hours</td>
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</table>
Surgical Technology

General Description: The mission of the Richland Surgical Technology Program is to prepare students for entry level into the profession, by providing instruction in the three learning domains – afferent, critical thinking, and psycho motor. The program prepares students to assist with patient care and related services in delivery room, surgery center, and other settings that call for knowledge of asepsis by performing tasks that help ensure safe surgical procedures. Some of those tasks include preparing all supplies, instruments, and equipment for operative procedures; passing instruments to the surgeon; and understanding aseptic technique. The program provides classroom instruction, laboratory, and clinical experiences. This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Surgical Technology is a selective admissions program. Admission to the program is by application. Admission to Richland Community College does not guarantee acceptance to the program. The applicant must meet or exceed the minimum requirements to be considered for admission to the Surgical Technology Program.

Richland’s Surgical Technology Degree program is a Regional Partnership with Heartland Community College and Lake Land College. In addition to serving Richland, the program also serves these colleges by reserving a limited number of seats for qualified students seeking admission. Students residing outside of the Richland or the Regional Partnership districts will be considered for admission when space is available.

The Surgical Technology Program follows the Health Professions’ selective admissions process. Students use the online Pre-Advisement Plan on myRichland to submit an application during the designated application period. Applications are accepted between January 4 and March 1. After March 1, admission is ongoing until capacity is met in each region. If reserved seats among the Regional Partnership districts remain open in August, they are filled with overflow from Richland or other Regional Partnership districts. The Surgical Technology Program admits to the fall semester.

Accreditation: The Surgical Technology AAS Degree Program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park Street, Clearwater, FL 33756 Phone: 727.210.2350 Web: www.caahep.org).

Sample of job titles with this degree: Surgical Technologists are employed in hospital surgery departments, obstetric departments, and surgery centers. They may also specialize in cardiac, orthopedic or pediatric surgery.

Prerequisites to Apply:
1. Eligibility for ENGL 101
2. Complete two years of high school biology and 1 year of high school chemistry or physics with a “B” or better within the last 3 years or complete BIOL 101 with a “C” or better or meet prerequisites for Microbiology at district community college (applicable to regional program students only). Students who have completed BIOL 201, 202, or 220 must have completed one within the last 5 years
3. Have a “C” or better in all prerequisites and program courses and maintain a minimum 2.5 Program GPA. For admission, the Program GPA is calculated using grades and credits earned in any completed Surgical Technology program course. Program courses that can be completed prior to admission include: BIOL 101, BIOL 201, BIOL 202, 220, ENGL 101, HLTH 140, and PSYCH 110. Transfer and Richland credits are used in calculating the Program GPA
4. Arrange a pre-admission meeting with the Surgical Technology Program Director
5. Complete the PSB test and obtain a minimum 50% average for all seven areas (results found in myRichland)

Licensure/Certification:
After successful completion of all didactic, laboratory, and clinical competency requirements, the graduate will receive an AAS Degree and become a Certified Surgical Technologist (CST) upon passing the National Certification Examination given by the NBSTSA. Students wishing to practice within Illinois may also seek registration from the Department of Regulation in Springfield, Illinois.

Student Transfer from another Surgical Technology Program:
Any student wishing to transfer into the program must apply for College admission and program admission. Transfer credits will be evaluated and transfer of credit will occur through College policy. Such transfer shall be subject to the availability of an appropriate clinical placement, student admission procedures, and Program Director approval.

Degree Completion Program for Certified Surgical Technologist:
A graduate of an accredited Surgical Technology Program who is currently employed and working as a Certified Surgical Technologist (CST) may be eligible to enroll in SURGT 290 Internship in Surgical Technology. Upon successful completion of SURGT 290 and all program general education requirements, the student may apply for transfer credit based on certification and work experience and will be awarded an Associate of Applied Science in Surgical Technology.

Graduation Requirements:
Surgical Technology program students must also complete all of the following in order to graduate:
- Earn a “C” or better in all prerequisite and program courses
- Maintain a minimum 2.5 Program GPA
- Complete all lab/clinical competencies at 100%
- Complete a minimum of 125 solo scrubs
- Meet standards of the Professional Integrity Policy
Suggested Full-Time Course Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 220</td>
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<tr>
<td>ENGL 101</td>
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<tr>
<td>HLTH 140</td>
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Total Hours: 67

Additional Program Information:

Students must earn a grade of "C" or better in the program prerequisites, core curriculum courses, and general education courses.

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<th>Surg Tech AAS 0056</th>
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<td>PSYCH 110  Introduction to Psychology</td>
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<td>SURGT 248  Int. Surgical Technology Clinical II</td>
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<td>SURGT 250  Principles of Surgical Technology IV</td>
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<tr>
<td>Total Hours</td>
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</table>
Teacher Assistant (See Paraprofessional Education)

Transportation

General description: The CDL Class A Truck Driver (Tractor/Trailer) Training Program is designed for individuals with little or no commercial driving experience. The program consists of a course that includes the Commercial Driver's License learner's permit and endorsement preparation, regulations, log books, map reading, trip planning, and complete vehicle training to prepare the individual for an entry-level position in the trucking industry. The Class A license program can be completed in four weeks by attending full time during the day, Monday through Friday. The part-time program can be completed in a maximum of eight weeks and is offered during the evening, Monday through Friday. Thirty (30) hours of home study are required during the program. Full-time programs start every month. Students may register at any time.

The CDL Class B Truck Driver Training Program is designed to provide individuals with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. The program covers endorsement preparation, regulations, and complete vehicle (over 26,001 lbs.) training to prepare the individual for an entry-level position in the transportation industry.

Sample of job titles with this degree: Truck Driver.

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Welding Technology

General description: Welding is the most common way of permanently joining metal. Because of its strength, welding is used to build and repair a myriad of products, from pipelines and power plants to ships and spacecraft. Job opportunities are on the rise as the demand for highly trained welders increases with industries throughout the world. Welders plan the sequence of operations and select the equipment to be used according to the kinds of metals involved and the type of weld to be made. The Welding Technology Program is designed to provide skill development in currently used welding processes including brazing, soldering, arc welding, gas welding, resistance welding, and solid state welding. Additionally, skill development may be obtained in oxy-fuel cutting, arc cutting, thermal cutting, thermal spraying, and adhesive bonding. This program prepares students to take the certification exams reflecting the structural codes and standards set by the American Society of Mechanical Engineers (ASME 9), American Welding Society (AWS), and the National Center for Construction Education & Research (NCCER). Students seeking this degree will need to choose between a construction and pipe welding concentration or an industrial and equipment specialty.

Welders work indoors and outdoors, often welding in awkward positions.

Construction and Pipe Specialty – Students will be qualified to pursue certification in API-1104, ASME Section 9 & D11. Many courses in this specialization have a higher tuition cost – check with the Student Services Center for details.

Please be advised that the Welding Technology program utilizes the Canvas Online Learning Management System and students will need to complete the Canvas Online Student Orientation. Having this online component allows the Welding Technology program to provide self-paced studies on or off campus for students enrolled in any Welding Technology course.

Sample of job titles with this degree: Construction Steel Erector, industrial fabrication heavy, industrial fabrication light, industrial maintenance, robotic welding operators, specialty welding, piping fabrication, welding fabrication supervisors, tank and pressure vessels welding, recreational vehicle design & fabrication, welding instructors.

This is a career and technical education program. Some of the courses may not transfer to four-year institutions.

Construction & Pipe Specialty:

Suggested Full-Time Course Sequence:

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<th>Credit Hours</th>
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<td>ENGT 102</td>
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<td>ENGT 105</td>
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<td>P REL100</td>
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<td>WELD 100</td>
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<td>WELD 101</td>
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<th>Fall Semester</th>
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<td>WELD 208</td>
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<tr>
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<td>ENGT 290 (or ENGT 295)</td>
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## Welding Technology Courses

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<th>Industrial &amp; Equipment AAS 0032</th>
<th>Pipefitting &amp; Pipe Welding Cert. 032B</th>
<th>Welding Technician Cert. 032A</th>
<th>Production Welding Cert. 0030</th>
<th>Basic Welding Cert. 0032C</th>
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<td>ENGT 100</td>
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General Education Elective (PHYS 115 recommended) 3 X X

Total Hours 68 64 47 42 30 11 16 or 17

*For Certified Production Tech Prep Certificate:*

- ENGT 101 for Engineering Electrical Systems Tech Students
- ENGT 102 for all other ENGT & Welding Tech Students

Richland Community College Catalog 2016-2017
Guarantee for Technical Competency

Any student earning an Associate in Applied Science degree or certificate who is judged by an employer to be lacking in the technical job skills necessary for entry into the job for which the degree or certificate was designed shall be provided up to nine tuition-free credit hours of additional skill training. The graduate, under the agreement to enact this guarantee, will still be responsible for all costs other than the tuition specified.

Qualifying Conditions for the Guarantee:

- The graduate must have earned the Associate in Applied Science degree or certificate no earlier than one year prior to the beginning date of the employment under consideration.
- The graduate must have completed the degree within a five-year time period beginning at the point of first employment.
- The graduate must be employed full-time in a position directly related to the program of study as certified by the Vice President of Academic Services.
- The employer must certify in writing that the graduate is lacking entry-level skills within 90 days of the graduate's initial date of employment.
- The employer, graduate, division Dean, and appropriate faculty member, on the occasion of confirmed need for more training, would develop a written educational plan for retraining.
- This guarantee does not imply that the graduate is guaranteed to pass any licensing or qualifying examination for a particular career.
General Programs

Basic Certificate Programs
The full range of courses offered by the College is applicable to the first seven basic certificate programs. Students may develop programs that will meet their specific interests or needs.

The Basic Certificate in Personal Development is meant to serve those students who want to enroll in career and technical education, baccalaureate-oriented, or liberal studies programs but who need additional preparation to meet their goals. Therefore, this program is more structured than the other seven basic certificate general studies programs.

Basic Certificate in Community and Civic Development
The program is meant to serve those who have an interest in improving their understanding of community and civic affairs. Persons with such an interest in community and civic activities may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their programs with an academic advisor.

Graduation requirements for this Certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences so as to broaden his/her perspective in community and civic activities. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

Basic Certificate in Developmental, Preparatory, or Basic Skills
The program is meant to serve those who want to develop or strengthen their abilities in the basic study skills areas, such as reading, writing, or arithmetic, which are important to daily living and/or further study. This program allows them to develop or strengthen these general skills in a less formalized program structure than is provided for the Basic Certificate in Personal Development. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with an academic advisor.

Graduation requirements for this certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences so as to develop or strengthen general study skills. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

Basic Certificate in Health, Safety, and Environment
The program is meant to serve those who have an interest in improving their understanding of matters relating to health, safety, and environment (ecology). Persons with an interest in those fields may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their program with an academic advisor.

Graduation requirements for this Certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences so as to develop or strengthen general study skills. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

Basic Certificate in Homemaking
The program is meant to serve those who have an interest in developing or improving their homemaking capabilities. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with an academic advisor.

Graduation requirements for this Certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences so as to develop or strengthen general study skills. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

Basic Certificate in Improving Family Circumstances
The program is meant to serve those who have an interest in improving family life. Such an interest could range from the development of skills useful in the home to the development of psychological and/or sociological understanding. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Interested individuals should plan their program with an academic advisor.

Graduation requirements for this Certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences so as to broaden his/her perspective to improve family life. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.
Basic Certificate in Intellectual and Cultural Studies
The program is meant to serve those who have an interest in pursuing studies for their own intellectual and/or cultural development. Richland recognizes that many persons enroll for the purpose of studying in areas not previously pursued even though they may have earned one or more college degrees. Other persons may have developed their occupational skills primarily through employment experiences and now desire to take advantage of the opportunity for intellectual and/or cultural development. Such study is for personal enrichment rather than for the purpose of development of occupational competence or the pursuit of a baccalaureate-oriented curriculum. Those interested in pursuing work for such a purpose may enroll in this program even if they do not intend to receive a certificate. Interested individuals should plan their program with an academic advisor.

Graduation requirements for this certificate are completion of
1. Sixteen (16) semester hours of course work that complements the individual’s other life experiences and broadens his/her intellectual and/or cultural understanding. Students transferring credit to Richland should see regulations under Admissions (see page 13).
2. Cumulative Grade Point Average – 2.00 (“C”) or better for courses numbered 080 or above and a grade of “CR” for courses numbered 079 or below that are pursued at the College and are applicable to this certificate.

Basic Certificate in Personal Development
The program is meant to serve those who want to complete courses in preparation for advanced study but who need additional preparation to meet that goal. If, after consulting with an academic advisor, it is decided that the student needs additional preparatory courses, the student and counselor will design a course of study under this program. This is called a contract. Persons with an interest in this area may enroll in the program even if they do not intend to receive a certificate. Those interested in this program should make an appointment early with an academic advisor.

Graduation requirements for this certificate are completion of
1. Group Requirements:
   a. Communications Skills – 4 to 6 semester hours; and
   b. One course in at least two of three areas: Humanities/Fine Arts, Social Science or Natural/Life/Physical Science, and Mathematics – 4 to 6 semester hours.
2. Total credits required – 16 semester hours including requirements in Item 1 above plus general electives. Students transferring credit to Richland should see regulations under Admissions (see page 13).
3. Cumulative Grade Point Average – 2.00 (“C”) or better for work applicable to the certificate that was taken at the College. (In the event that a course numbered 079 or below is recommended by the counselor as part of the program, a grade of “CR” would be required for such a course and a 2.00 GPA for all other work.

Suggested Courses:
Communications Skills
- ENGL 090 – Reading and Study Skills II
- ENGL 097 – Developmental Writing II
- ENGL 101 – Composition I
- COMM 101 – Public Speaking
- ED 205 – Foundations of Education

Social Science
- POL S 100 – People and Politics
- PSYCH 100 – Practical Psychology
- SOCIO 100 – Man, Society, and Culture
- SOCIO 200 – Marriage and the Family

Natural/Life/Physical Science
- BIOL 101 – Concepts of Biology
- CHEM 100 – Concepts of Chemistry

Mathematics
- MATH 090 – Pre-Algebra
- MATH 091 – Basic Algebra
- MATH 110 – Concepts of Math
- MATH 113 – Intro to Applied Statistics

Humanities/Fine Arts
- AFAM 100 – Intro to African American Studies
- AFAM 120 – African-American Experience
- ART 100 – Art Appreciation
- THTRE 150 – Theatre Appreciation
- MUSIC 100 – Music Appreciation
- MUSIC 190 – Introduction to American Music

Other
- P DEV 100 – Human Potential Seminar

In addition to the suggested courses listed for the group requirements areas, a student may utilize one or more other courses if his or her background is appropriate to a particular area of study. Electives may include other introductory courses not listed.
Course Responsibilities

The administrative responsibilities for credit courses and programs are assigned to various divisions within the College. Inquiries concerning courses should be directed to the division indicated above the course prefix:

**Liberal Arts Division**
Dean – Room C162
(African American Studies, American Sign Language, Anthropology, Arabic, Art, Brazilian Portuguese, Chinese, Communication, Dance, Early Childhood Education, Education, English, French, German, Graphic Arts, History, Humanities, Japanese, Media, Music, Philosophy, Political Science, Psychology, Social Science, Sociology, Spanish, Tamil, Theatre)

**Continuing and Professional Education Division**
Dean – Room SC06
(Automotive Technology, Collision Repair, Diesel Medium/Heavy Truck Technology, HVAC&R, Transportation – CDL, Welding)

**Economic Development and Innovative Workforce Solutions**
Vice President – Room SC06

**Student Success**
Vice President – Workforce Development Institute
(Career Development, Leadership Development, Personal Development; Service Learning)

**Health Professions Division**
Dean – Room S162
(Associate Degree Nursing, Emergency Medical Services, Fire Science, Health, Health Information Technology, Healthcare Documentation, Medical Office Specialist, Nursing Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Surgical Technology)

**Mathematics, Science, and Business Division**
Dean – Room S119

Applicability of Course to Program

Courses are offered appropriate to a wide variety of programs; consequently, not all courses are applicable to every program.

Any course numbered 100 or above is applicable to one or more but not all Associate Degree curricula and one or more but not all certificate programs depending upon the nature of the curriculum or program. Courses numbered 099 or under may be applicable to selected Basic Certificate programs.

Also, several programs require some study of courses that satisfy certain Group Requirements, subdivided into Communications, Humanities/Fine Arts, Social Science, and Mathematics and Natural/Life/Physical Science. Career and Technical Education-oriented Associate Degree curricula require some study through Group Requirement areas, which are subdivided into Communications, Humanities and/or Business, Social Science, and Mathematics and/or Natural Science.

Following each course description is information showing the certificate or degree, the Group Requirement, and the Program Area of Concentration to which the course is applicable toward Richland graduation. The degrees are abbreviated: AAS – Associate in Applied Science; AES – Associate in Engineering Science; ALS – Associate in Liberal Studies; AA – Associate in Arts; AS – Associate in Science; AAT – Associate in Arts in Teaching; and AFA – Associate in Fine Arts.

Course Titles, Hours, and Credit

Course titles include (1) the general area of instruction for the course, which is called the course “Prefix” (for example: ACCT, MATH, HIST); (2) the course number; (3) the descriptive course title (for example: Financial Accounting, College Algebra, United States to 1877); and (4) the number of hours a class normally meets a week and the number of semester credit hours granted (for example: 3-2-4 would indicate 3 hours of lecture/discussion per week and 2 hours of laboratory per week for 4 semester hours of credit.)

Key to Course Descriptions

Below is an example of a Course Description that will serve as a Key to those descriptions that follow.

<table>
<thead>
<tr>
<th>Course No. – Course Title</th>
<th>(Lecture – Lab – Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100 – Fundamentals of Accounting</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>
Course Descriptions

Accounting

ACCT 100 - Accounting Fundamentals  3-0-3
is designed to promote success in ACCT 101 with an emphasis on the financial statements, accounting cycle, special journals and ledgers, adjustments, accounts receivable and accounts payable, bank reconciliation, inventories, and depreciation. This course is recommended for non-business majors and small business managers. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ACCT 101 - Financial Accounting  (IAI: BUS 903)  4-0-4
presents accounting as an information system that produces summary financial statements primarily for users external to a business. Emphasis is on applying basic accounting principles, recording, reporting, and interpretation of all four basic financial statements. This course includes coverage of proprietorship, partnership, and corporate forms of organization. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Accounting

ACCT 102 - Managerial Accounting Fundamentals  (IAI: BUS 904)  4-0-4
presents accounting as an information system useful to internal managers of a business. Emphasis is on product costing, planning and control, and analysis to support business decision making. Offered in Fall, Spring, and Summer.

(prerequisite: ACCT 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Accounting

ACCT 105 - Introduction to Nonprofit Accounting  2-1-2
provides students with the tools necessary to create and maintain a complete and accurate set of accounting records for a non-profit organization; topics include a discussion of the non-profit environment, an explanation of and practice with journal entries, chart of accounts, and income and expense tracking; how transactions provide current information about cash balances and cash requirements and provide information to management and/or a board of directors for budgeting and other essential tasks; and an overview of alternative record-keeping methodologies and how to make appropriate choices. Offered in Spring.

(prerequisite: ACCT 101 or consent of full-time instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Accounting

ACCT 107 - Accounting for Payroll  2-1-2
provides students with the tools necessary to correctly enter and maintain a complete and accurate payroll system; topics include a discussion of the payroll within the context of Illinois state law and regulations; payroll practices and system functions; payroll system procedures, gross pay computation, employee net pay and pay methods; employer payroll taxes and labor planning; the payroll register, employee earnings records, and accounting system entries. Offered in Spring.

(prerequisite: ACCT 101 or consent of full-time instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Accounting

ACCT 201 - Intermediate Accounting 1  4-0-4
examines accounting concepts, principles, and theory with an emphasis on the special problems that arise in applying these concepts for external reporting purposes--

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African American Studies

AFAM 100 - Intro to African American Studies  (formerly AF AM100)  (IAI: HS 900)  3-0-3
surveys the history and culture of African-Americans that introduce students to foundational information on the humanistic approach in the study of African-American heritage, life, struggles, tragedies and successes. The course considers language, literature, the fine and performance arts, historical analyses, religion, philosophy, and the
AFAM 103 - The African-American Experience through the Arts (IAI: HF 906D) 3-0-3

AFAM 104 - The African-American Experience Through Literature (formerly AF AM104) (IAI: H3 910D) 3-0-3

AFAM 105 - History of African American Gospel Music 3-0-3

AFAM 110 - Research Strategies in AF AM Studies 3-0-3

AFAM 120 - African-American Experience (formerly AF AM120) (IAI: HF 906D) 3-0-3

AFAM 130 - African Amer Social Movements 3-0-3
feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS and ALS only)
Area of Concentration - Agriculture

AGRIC195 - Contemporary Issues in AgriBusiness 3-0-3
provides an introduction to issues and career opportunities in agriculture focusing on but not limited to agribusiness. Topics may include communications, finance, economics, accounting, commodity marketing, and the study of the political landscape of agriculture. An in-depth dialogue and possible field visits will help develop an understanding of the skill sets needed to succeed in each of the different areas discussed. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC200 - Weed & Pest Control 3-2-4
covers the safety and handling of approved agricultural pesticides with emphasis on pesticides used in corn and soybean production. Students will develop the ability to select pesticides, formulate mixes, and understand how to apply materials in a safe and approved manner. Also included are discussion and understanding of integrated pest management principles and practices as related to weed and pest control. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC210 - Soil Science (II; AG 304) 3-2-4
is an introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. Offered in Spring.

(prerequisite: CHEM 100 or 110 or consent of full-time instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC232 - Agricultural Economics 3-0-3
applies the principles of economics to agricultural problems and the role of agriculture in the United States and world economies. Includes production principles; production costs, supply, and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. Examination of the world food situation, including population growth, world food production trends, trade in agricultural products, and agriculture’s role in economic growth; agriculture characteristics and inputs (natural, human, and capital); the marketing of agricultural products (functional and institutional commodity approaches to marketing, marketing costs, and the operation of the futures market); and agricultural problems and policies (program goals, price and income, and resource use). Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC235 - Small Farm Business Management 2-2-3
introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small farm business. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC251 - Agricultural Commodities 3-0-3
is designed to help farmers develop marketing skills by determining production costs and understanding the cash and futures markets, to conduct a technical analysis of the markets, and to use these principles to develop a marketing plan for their own operation. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC290 - Work Exp Practicum & Seminar 1-10-3
provides the student with an opportunity to apply knowledge and skills gained in the academic setting to real work situations. The suitability of the work setting for this practicum is determined through consultation with the Agribusiness and/or Horticulture faculty, the prospective employer, and the student. The work experience should be directly related to the student's desired career objectives and should serve as a supplemental source of learning. Topics to be addressed during the practicum include but are not limited to job performance, relationship to supervisors, time management, record keeping, customer relations, decision making, sales, and maintenance. The practicum will include the student's participation in mandatory seminars to be scheduled with the instructor at the beginning of the semester and a minimum of 120 hours of work-based experience. Offered as needed.

(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an Agribusiness Degree or approval of the Dean)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

AGRIC295 - Workplace Simulation & Project 1-10-3
provides the student the opportunity to work on a specific project–real or simulated–under the guidance of a full-time faculty mentor. Students are required to present a written proposal to the full-time faculty for consideration. The student must meet to discuss specific objectives, timelines, credit to be allowed, success criteria, and other topics. This is a capstone course and should be taken in the student's final semester. Offered as needed.

(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an Agribusiness Degree or approval of the Dean)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

American Sign Language
SIGN 101 - American Sign Language 1 4-0-4
introduces American Sign Language with emphasis on comprehension and production of basic language functions, grammatical structures and beginning vocabulary, with an emphasis on communicative competence using the communicative approach. Information about the Deaf community and culturally appropriate behaviors will be presented. No prior experience in American Sign Language is needed. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SIGN 102 - American Sign Language 2 4-0-4
continues skills, added vocabulary and grammar usages developed in SIGN 101. Special attention is given to accuracy in syntax, spatial referencing, and increasing both the student's expressive and receptive skills, pronominizations, classifiers, pluralizations, and temporal and distributional aspects of the language. Fingerspelling, information about the deaf community and deaf culture are also included. Offered as needed.

(prerequisite: SIGN 101 or consent of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SIGN 103 - Fingerspelling and Numbers 3-0-3
develops American Sign Language fingerspelling/numbers skills toward speed, clarity, and fluency in expressions and rapid whole word phrase recognition and fingerspelling and number comprehension in receptive contexts. Offered in Spring.

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SIGN 104 - Introduction to Interpreting 3-0-3
includes the history and evolution of the profession, terminology used in the profession, the National Association of the Deaf/Registry of Interpreters for the Deaf Code of Ethics, and occupational settings and situations that are frequently used by interpreters and their clients. Offered in Fall.

SIGN 201 - American Sign Language 3 4-0-4
reviews intermediate-advanced ASL skills, vocabulary and grammar usages developed in SIGN 102. Special attention is on expressive and receptive skills, pronominalizations, classifiers, pluralizations, and temporal and distributional aspects of the language. The development of a core vocabulary and basic grammar toward functional communication and appropriate cultural choices are emphasized. Information about the deaf community and deaf culture are included. Offered as needed.

SIGN 202 - American Sign Language 4 (IAI: H 1900) 4-0-4
reviews intermediate-advanced skills developed in SIGN 201. Advanced skills are developed through dialogues incorporating semantically related vocabulary and language idioms utilized to facilitate overall sign fluency. This course includes discussion of culturally significant topics related to the deaf community; more complex ASL grammatical features; vocabulary building in context; and comprehension and the development of medium length stories, narratives, and dialogues. Offered in Spring.

SIGN 203 - Interpreting 1 3-0-3
introduces the skills and techniques for interpreting, involving Deaf culture, the code of ethics in interpreting situations, laws affecting Deaf clients, interpreter's responsibilities, and the use of assistive technology to communicate with Deaf and hard-of-hearing people for pre-recorded voice to live signing, pre-recorded sign to live voicing, real-time voice-to-sign interpreting, and real-time sign-to-voice interpreting. Offered in Fall.

SIGN 204 - Interpreting 2 3-0-3
conveys signed messages into spoken English and vice versa with in-depth and extensive practice of consecutive sign language interpreting. Emphasis is on voice interpreting process, vocal control, voicing techniques, vocal expression, word choice, contextual changes, and development of expressive skills from English to ASL. Ethical decision making is reviewed in regards to interpreting choices. Ethical scenarios are analyzed. Offered in Fall.

SIGN 205 - Interpreting 3 3-0-3
strengthens skills in the integration and application of cognitive processing for more complex source material through intensive practice with a range of scenarios. Multimedia materials, classroom activities, volunteer interpreting in real contexts work toward broadening experiences and skills at interpreting. Offered in Spring.

SIGN 290 - Practicum and Seminar 1-5-3
provides field experience in American Sign Language and voice interpreting in entry-level training situations. All internships must be arranged by the instructor and the student and approved by the Dean. The seminar provides opportunities for analysis and discussions about the applicability of ethical and professional decision making, professionalism, various signing skills, and familiarity with the needs of various interpreting assignments. Field experience sites are coordinated with the student's career track. Practicum seminars review interpreting/translating strategies and issues. Practicum sites may have additional entry requirements. Offered in Spring.

ANTHR101 - Introduction to Anthropology (IAI: S1900N) 3-0-3
is a general introduction to the field of Anthropology - the study of humankind, investigating the origin, nature and cultural activities of the human species. The course examines the discipline's four sub-fields: Archaeology, Physical/Biological Anthropology, Cultural Anthropology and Linguistics. The course examines ethics in the study of humankind, including how to develop and maintain an ethical framework for research as well as applied anthropology. Offered as needed.

ANTHR110 - Intro to Cultural Anthropology (IAI: S1 901N) 3-0-3
is an introduction to cultural anthropology, which strives for a holistic and comparative view of human culture. Examples from societies around the world are used to provide the students with a broader perspective of their own culture. This involves examining religion, kinship, technology, political and economic systems, and the process of cultural change. Offered as needed.

ANTHR120 - Intro to Physical Anthropology (IAI: S1 902) 3-0-3
is an introduction to physical anthropology, which has a primary focus on human evolution. It includes elements of evolutionary biology, genetics, paleoanthropology, archaeology, and the study of non-human primates. Also discussed are the methodology of physical anthropology, the fossil record and archaeological evidence for hominid biology and behavior, and the variation found in modern human populations. Offered as needed.

ANTHR110 - Intro to Cultural Anthropology (IAI: S1 901N) 3-0-3
is an introduction to cultural anthropology, which strives for a holistic and comparative view of human culture. Examples from societies around the world are used to provide the students with a broader perspective of their own culture. This involves examining religion, kinship, technology, political and economic systems, and the process of cultural change. Offered as needed.

ANTHR120 - Intro to Physical Anthropology (IAI: S1 902) 3-0-3
is an introduction to physical anthropology, which has a primary focus on human evolution. It includes elements of evolutionary biology, genetics, paleoanthropology, archaeology, and the study of non-human primates. Also discussed are the methodology of physical anthropology, the fossil record and archaeological evidence for hominid biology and behavior, and the variation found in modern human populations. Offered as needed.
ANTHR130 - Introduction to Archaeology  (IAI: S1 903)  3-0-3
is designed to introduce students to anthropological archaeology, including archaeological data, concepts, methods, and goals. Time is also spent discussing the major events in human prehistory, such as the domestication of plants and animals, and the development of cities and complex societies, as well as the history of archaeology and archaeological thought. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Anthropology

Arabic

ARAB 115 - Conversational Arabic 1  3-0-3
is the development of conversational Arabic skills with intensive oral practice in listening and speaking. The communicative approach in instruction will emphasize functional conversational patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, readings/writing of the script for travel, career development, cultural outreach, or personal enrichment. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

Art

ART  100 - Art Appreciation  (IAI: F2 900)  3-0-3
examines the various styles of painting, sculpture, and other visual media with an historical overview. Offered in Fall.
(This course is not for fine or graphic art majors.)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Not Applicable

ART  101 - Introduction to Drawing 1  1-5-3
acquaints the student with the basic concepts and practice of drawing including the study of line, form, space, value, and composition. Subject matter includes still life arrangements and other projects. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  102 - Introduction to Drawing 2  1-5-3
continues exercises from still life arrangements and other projects. Black and white as well as color media is used. Offered in Spring.
(prerequisite: ART 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  111 - Design 1  1-5-3
offers the student orientation in the principles and practice of two-dimensional designing using various media and dealing with the elements of line, color, balance, value, and form. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  112 - Design 2  1-5-3
involves the study and practice of three-dimensional design and exploration of various tools, materials, and techniques. Offered in Spring.
(prerequisite: ART 111)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  113 - Figure Drawing 1  1-5-3
introduces the student to the drawing of the human figure with activities involving techniques, anatomy, and design in varied media. Offered in Fall.
(prerequisite: ART 101, 102, 111, or 112 or concurrent enrollment in any one of these courses)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  114 - Figure Drawing 2  1-5-3
continues activities involving techniques, anatomy, and design in various media of drawing the human figure. Offered in Fall.
(prerequisite: ART 113)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  115 - Printmaking 1  1-5-3
introduces the student to creative explorations in the media of monoprint, linoleum block cut prints, and wood block prints. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  116 - Printmaking 2  1-5-3
introduces the student to an exploration of the silkscreen print technique. Offered as needed.
(prerequisite: ART 115)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  117 - Painting 1  1-5-3
introduces the student to the approaches, media, and techniques of painting as a medium of expression. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  118 - Painting 2  1-5-3
continues exploration of the approaches, media, and techniques of painting as a medium of expression. Offered in Fall and Spring.
(prerequisite: ART 117)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  119 - Sculpture 1  1-5-3
introduces the student to three-dimensional spatial concerns in various sculptural materials. Various fundamental techniques are explored. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART  120 - Sculpture 2  1-5-3
offers further work in various three-dimensional materials. Attention is given to personal and individual problem-solving. Offered in Spring.
(prerequisite: ART 119)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

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ART 121 - Ceramics 1 1-5-3
is an introduction to various hand-building techniques, decorative methods, and firing processes. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 122 - Ceramics 2 1-5-3
is a continuation of various hand-building techniques, decorative methods, and firing processes. Offered in Fall and Spring.
(prerequisite: ART 121)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 123 - Watercolor 1 1-5-3
introduces the student to approaches, techniques, and media of transparent and opaque water-soluble paints. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 124 - Watercolor 2 1-5-3
continues the approaches, techniques, and media of transparent and opaque water-soluble paints. Offered in Fall and Spring.
(prerequisite: ART 123)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 125 - Photography 1: Black and White 1-5-3
introduces the student to photography, covering fundamentals of film camera, studio, and darkroom techniques. (Students must supply their own fully manual 35mm film cameras. Refer to equipment list for the class.) A minimum of a 50-minute laboratory period per week is required in addition to scheduled class hours. Offered in Fall, Spring, and Summer.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 126 - Photography 2: Black and White 1-5-3
is a continuation of ART 125. It offers further study and experimentation with film camera, studio, and darkroom techniques. A minimum of a fifty-minute laboratory period per week is required in addition to scheduled class hours. Offered in Fall, Spring, and Summer.
(prerequisite: ART 125 or evaluation of portfolio)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 127 - Digital Photography 1 1-5-3
provides an introduction to the mechanics of making a color image and the use of basic photo manipulation tools to enhance that image for final output using a DSLR camera. Techniques using both computer and hand skills are explored as they pertain to the Prepress/Publication fields. Students will provide their own camera. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 128 - Digital Photography 2 1-5-3
is a course for persons experienced in photography or those interested in improving their current skills with a DSLR camera. Topics cover more advanced aspects of photography and photo manipulation in Adobe Photoshop and formatting for web and electronic display as well as print. Applied learning and critiques of photographs will improve the students' skills. Students will provide their own camera. Offered in Fall and Spring.

(prerequisite: ART 127)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 131 - Advanced Ceramics 1 0-6-3
is a continuation of ceramics with the emphasis on use of the potter's wheel and the building techniques, decorative methods, and firing processes of wheel-thrown work. Offered as needed.
(prerequisite: ART 122)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 145 – Typography 1-5-3
is part of the graphic design sequence. This course is the study and application of text and type as it applies to graphic design. Studies will include but are not limited to the following: an overview of typographic history, terminology, the application of the elements and principles, type classification, portfolio presentation, production methods, compositional practices and creative development. Studio assignments are both computer and non-computer aided. Offered as needed.
(prerequisite: ART 151 or consent of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 151 - Computer Graphics 1 1-5-3
introduces the student to the fundamentals of using the computer as a fine arts and graphic design tool. Effective design concepts and individual expression will be emphasized, as well as acquiring skills necessary to master various drawing, painting, and layout software. Offered as needed.
(Note: ART 111 is recommended)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 152 - Computer Graphics 2 1-5-3
is an intensive study of computer painting, drawing, photo manipulation, and layout software to produce design pieces for a variety of uses. Fundamentals of layout, symbol, packaging, and advertising design are investigated. Offered in Fall and Spring.
(prerequisite: ART 151)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 171 - Primitive to Medieval Art (IAI: F2 901) 3-0-3
is the study of the environmental, social, religious, cultural and global events that shaped the arts and artists of the Prehistoric, the Ancient Near Eastern, Egyptian, Greek, Roman, Byzantine, and Medieval periods. An examination of the materials, styles, and subjects of those periods is undertaken through lecture, discussion, and hands-on experiences. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Art

ART 172 - Renaissance to Rococco Art (IAI: F2 902) 3-0-3
is an introductory course in art history from early Renaissance art and architecture through Baroque, Rococo art and architecture. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Art
ART 173 - Neo-Classical Art to the Present (formerly ART 230) (AI: F2 902) 3-0-3
is the study of the political, social, philosophical, cultural, and global events that shaped and continue to shape the arts and artists from the Neo-Classical period to the present. An examination of the materials, styles, and subjects of those periods is undertaken through lecture, discussion, and hands-on experiences. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Art

ART 199 - Topics in the Fine and Applied Arts (Variable Credit) 3-0-1 to 3
provides students an opportunity to engage in a comprehensive study of topics dealing with studio and/or non-studio issues in the fine or applied arts. The course requires no prior depth of knowledge, but it is expected that the student has demonstrated a special interest in the topic. Repeatable two times. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 217 - Digital Painting 1-5-3
teaches concepts of painting in Photoshop to produce high-quality illustrations used for pitches and IP development in the film and game industries. Course work involves designing and illustrating environments, key frame illustrations, color keys, principles of dramatic lighting, composition, atmospheric perspective and applying textures. Students will learn and apply elements of traditional painting and sculpting to digital format. Offered as needed.
(Note: ART 151 is recommended)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 251 - Computer Graphics 3 1-5-3
provides advanced visual communication using computer graphics to produce advertising and layout designs for complex publications, including web publishing. Students also study the history of advertising, media types, and advertising strategies. Offered as needed.
(prerequisite: ART 152)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 252 - Graphic Arts 4 1-5-3
guides the student in preparing a professional computer graphics portfolio. This capstone course covers portfolio content, self-promotion, job market analysis, comparison of full-time and freelance work and strategies in approaching studios, agencies, or corporations. Offered in Spring.
(prerequisite: ART 251)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 260 - Game Content Creation 1-5-3
allows students to learn and understand industry standard tools to create game content specifically for environment creation as a lead into character and creature creation. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 261 - Illustration 1-5-3
is an introductory course into the fundamentals of commercial illustration. Various methods of conveying ideas through imagery and media are explored. Studies include portfolio presentation, production methods, compositional practices and creative development. Studio assignments are both computer- and non-computer-aided. Offered in Fall.
(prerequisite: ART 102, ART 151, ART 217 or consent of instructor)
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ART 262 - Advanced Game Content Creation 1-5-3
continues the development of skills learned in ART 260, learning to create in game content specifically for character and creature creation. Offered in Fall.
(prerequisite: ART 260)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 264 - 3D Character Rigging and Animation 1-5-3
is the exploration of animating bipedal & quadruped organisms. This course walks students through the process of rigging arms, legs, a face and even complex joints such as shoulders and hands. Students learn to make the decisions in the planning stages to save time and avoid frustrations during the animation stage. Each week includes a theoretical discussion to help understand the concepts at play, as well as easy-to-follow lectures/tutorials. Offered as needed.
(prerequisite: ART 262)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 270 - Introduction to Multimedia 1-5-3
studies techniques of computer-generated design and creation of original interactive multimedia presentations involving motion graphics for a variety of outputs including tape, QuickTime and Web delivery solutions. Offered as needed.
(prerequisite: ART 151 or consent of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 273 - Advanced Multimedia 1-5-3
explains the use of Adobe After Effects, the industry standard tool for motion graphics and visual effects. Students use the After Effects 2D and 3D compositing and animation toolset to develop graphics images with maximal speed and control to deliver high-quality video effects for film, video, multimedia, or the Web. Students incorporate video with Photoshop and Illustrator graphics, use video-layering techniques, work with key frames, and use filters for special effects and to render a final project. Different rendering techniques are contrasted toward optimizing the production. Offered as needed.
(prerequisite: ART 270)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Art

ART 290 - Work Experience/Internship (Variable Credit) 1-5-1 to 3
allows the student pursuing a degree in Graphic Arts the opportunity to apply the principles learned in course work to the work situation through employment. All internships must be arranged by the instructor and the student and must be approved by the Dean prior to enrollment in the course. Credit for this internship is determined at enrollment based on the ratio of five hours per week in the job setting for each semester hour for credit over a 16-week semester. Offered as needed.
(prerequisite: sophomore standing)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Art

Astronomy

ASTRO105 - Introduction to Astronomy (IAI: P1 906) 4-0-4
is an introduction to Astronomy from antiquity to modern times, the solar system, planets, stars, galaxies, evolution of stars, neutron stars, black holes, and cosmology. Includes some evening telescope observations. Offered in Fall and Spring.
(prerequisite: eligibility for ENGL 101 and successful completion of MATH 091 "C"

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Automotive Technology

AUTO 101 - Basic Theory 2-2-3

provides an overview of basic automotive skills and terminology. Students will learn definitions of common automotive terms, proper care and use of tools, and safety precautions and procedures in the shop. In addition, the course provides a general introduction to automotive components and principles, including the engine, its parts and their functions; fuel systems; batteries and cranking systems; ignition systems; suspension, steering, and brakes; manual and automatic transmissions and heating and air conditioning; and electrical systems and principles. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 102 - Electrical Systems 1-6-4

is for students with basic automotive and/or electrical knowledge. It covers operations and principles of the electrical and electronic components in the automobile. Students will also learn practical applications in the basic diagnosis and repair of automotive electrical systems. Topics include batteries, electrical and electronic devices, AC and DC charging systems, ignition systems, instruments and accessories, and troubleshooting. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 201 - Suspension & Steering Alignment 1-6-4

introduces the more advanced automotive student to the components and functions of suspension equipment, steering equipment, and braking systems. Classroom work and practical applications provide knowledge and hands-on experience with equipment and operations such as front and rear suspension; shock absorbers; manual and power steering; wheels and tires; wheel alignment and balance; various brake types; antilock braking systems; and brake diagnosis, service, and inspection. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 202 - Heating and Air Conditioning 1-6-4

covers functions and components of automotive heating and air conditioning systems. Students will learn the fundamental operations of cooling systems, heating and ventilating systems, and refrigeration systems. Safety precautions, diagnostic procedures, and cleaning and inspection are also covered. Offered in Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 203 - Fuel and Emission Systems 1-7-4

introduces the advanced student to the functions and components of advanced fuel injection and turbo and super charging. Through classroom work and hands-on applications, students will become familiar with the following equipment and operations: turbochargers and superchargers; gasoline, diesel, and propane fuels; fuel supply systems; carburetors; fuel injection systems and injectors; gasoline and diesel fuel injection components; exhaust systems; and emission controls and modifications. Students will also be introduced to diagnostic and performance testing procedures. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 204 - Engine Repair 1-7-4

covers the diagnostic processes and actual procedures of engine repair. Students learn troubleshooting techniques, service tips, safety rules, and repair methods in the classroom and in hands-on experiences. Topics include basic engine components; engine systems, classifications, and measurements; force and pressure; energy, work and power; externally mounted parts; lubrication systems and principles; cooling systems and principles; and overall engine diagnosis and service procedures. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 205 - Manual Drive Train & Axles 1-6-4

covers the terms and components related to manual drive trains and axles. Students study principles and operations of manual transmissions, learning equipment, terms, and safety procedures. Course also includes information on diagnosis and service, cleaning, and inspection. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 206 - Automatic Transmissions/Transaxles 1-7-4

introduces the student to the terms and components involved in maintenance and service of automatic transmissions. Students will study the basic parts and operation of automatic transmissions, including safety tips, service, and diagnostic procedures. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 207 - Advanced Automotive Electronics 1-6-4

teaches the advanced diagnostic and analytical skills that are needed to service today's high tech, electronically-controlled vehicles properly. Students study electrical and electronic fundamentals, measurement devices, electron and current flow, schematic diagram reading, semiconductors, various transistors and their uses, electronic control modules, and dashboard instruments. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 208 - Automotive Brakes 1-6-4

teaches the advanced diagnostic and analytical skills that are needed to service today's high tech, electronically-controlled anti-lock brake systems properly. Topics include brake types (design and application), braking principles, hydraulic brake systems, power brakes, disc brakes, drum brakes, electric brakes, anti-lock braking systems, and testing and diagnosis of brake systems. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

AUTO 209 - Driveability Problem Diagnosis 1-7-4

teaches advanced diagnostic and analytical skills that are needed to service today's high tech, computer-controlled engine management systems properly. Students learn intake and fuel system design and application, exhaust and emission systems, carburetors, fuel injection, ignition systems and problem diagnosis, computerized engine controls and circuits, and engine performance diagnosis and troubleshooting. Lab work includes examination, analysis, and diagnosis of various vehicles. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
AUTO 290 - Automotive Internship  0-15-3
provides a student in the Automotive Technology Program the opportunity to apply the knowledge and skills learned in other courses to the workplace. The suitability of the work setting will be determined by consultation with the Automotive Technology Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for this course. Payment of an hourly wage to the intern will be at the option of the employer. Interns will be required to keep a daily log of their activities and to write a report detailing their work study experiences at the end of the semester. Offered as needed.

(BIO 101)  3-2-4
is an introduction to basic principles of biology with emphasis on the biochemistry, structure, function, and organization of cells. Topics include scientific method, cellular respiration, photosynthesis, cellular reproduction, molecular and classical genetics, and an introduction to evolution and ecology. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

(BIO 102)  3-2-4
is a continuation of Biology 101 with an emphasis on organismal biology or biodiversity. Structure and function of major groups of microorganisms, fungi, animals, and plants are introduced. Evolutionary trends and ecological relationships are observed in the increasing complexity of life from microorganisms to vertebrates and angiosperms. Laboratories include microscope work, field work, and the dissection of representative invertebrates and vertebrates. This course includes lecture and laboratory classes. Offered in Spring.

(BIO 106)  3-0-3
is designed as a non-lab/non-majors course. The course examines practical aspects of selected concepts in biology and their application to life and technology. Concepts include heredity, growth, development, health, diseases of the human body, ecological issues, and a brief introduction to anatomy and physiology. This course DOES NOT fulfill the prerequisite for BIO 201 or BIO 220. Offered as needed.

(BIO 130)  3-0-3
provides an introduction to basic genetic principles and to contemporary issues in biotechnology. This course addresses the ethical, political and social implications of biological advances in the area of genetics including medical and agricultural biotechnology. The purpose of this course is to introduce students to the many aspects of plant and animal genetics and to show how research in genetics affects our lives. Offered as needed.

(BIO 201)  3-2-4
is a study of tissues and the integumentary, skeletal, nervous, and muscular systems of the human body, emphasizing the relationship between structure and function. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

Building Construction

B CON210 - Mech & Elect Bldg Serv Systems  2-2-3
introduces the study of the materials and equipment used in the mechanical and electrical service systems of buildings. The student is provided with information on how a modern building operates. This information enables the student to make reasonable preliminary selection of necessary mechanical and electrical equipment. Topics covered include illumination, heat gain and loss, heating systems, sewage disposal, electrical sources, and materials. Students will visit buildings to observe the service systems and equipment so that they may be better able to realize the relationship of these elements to the building as a whole. Offered as needed.

Business

BUS 100 - Business Fundamentals  3-0-3
is an introductory course in business aimed at the student with minimal background in business study. The course introduces the student to many facets of business including ownership and management, forms of organizations, personnel and labor-management relations, marketing, accounting, finance, ethics, and social responsibility. This course is designed to help the student develop many skills including communication, decision making, teamwork, critical and creative thinking, responsibility, and maturity. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS only)
Area of Concentration - Biology, General Science

BIOL 202 - Human Anatomy and Physiology 2  3-2-4
is a continuation of BIOL 201, covering the circulatory, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems. This course includes lecture and laboratory classes. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS only)
Area of Concentration - Biology, General Science

BIOL 210 - Environmental Biology (IAI: L1 905L)  3-2-4
teaches a foundation of basic ecological principles that leads to an examination of current issues of environmental concern. Lectures include such topics as air/water/soil pollution, overpopulation, extinction, deforestation, global warming, and ozone depletion. Laboratory exercises include indoor experiments, outdoor field studies, and visits to local facilities of environmental concern. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS only)
Area of Concentration - Biology, General Science

BIOL 220 - Microbiology  3-2-4
is an introductory course in the principles of microbiology and their application to medicine, agriculture, sanitation, and industry. Training in laboratory technique pertinent to the field is included. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS only)
Area of Concentration - Biology, General Science

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BUS 220 - Customer Service Fundamentals 3-0-3

covers the importance of excellence in customer service in creating a competitive edge in business. Topics covered include customer service skills, resolving customer complaints, the importance of verbal and nonverbal communication, listening skills and the use of technology. Offered in Fall.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 221 - Security and Loss Prevention 3-0-3

examines how to handle vital risk management, claims, and insurance issues in the hospitality workplace. This includes the study of safety and security case studies developed with industry professionals and utilizes links to Internet-based, hospitality-specific resources for safety and security. The formation of in-house safety committees, crisis communications, development of an OSHA-approved safety program, and the importance of safety equipment are discussed in detail. Offered in Spring as needed.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 225 - Small Business Development 3-0-3

introduces the fundamentals for the start-up and management of a small business particularly in an entrepreneurial environment. Topics include forms of businesses, business policy and operations, staffing a small business, the legal environment, and government relations. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 228 - Global Topics in Business 3-0-3

introduces the student to the global economy and its interrelationships with countries of the world and the multinational corporations. The objectives of the course are to expose students to a better understanding of how foreign countries work in the marketplace and how these economies impact upon our business environment. Whenever possible, practical applications are used to further explain the theories. Offered in Fall as needed.

(prerequisite: BUS 100)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 229 - Case Problems in Business 3-0-3

encourages critical thinking through case analyses and the direct application of an array of decision-making tools. Teamwork is emphasized as group participation leads to the identification of real-world organizational problems and opportunities and the design of relevant solutions. Offered in Spring as needed.

(prerequisite: completion of 30 credit hours)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 230 - Negotiation 3-0-3

provides a framework upon which effective business negotiations are conducted. Prioritizing issues and negotiation preparation are discussed as well as the use of power and persuasion in the negotiation process. The impact of environmental conditions on negotiations is considered alongside dynamics in negotiating in the global environment. Offered in Fall as needed.

(prerequisite: P REL 110)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 231 - Business Law Principles 3-0-3

provides an introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Business

BUS 232 - Business Law & Ethics 3-0-3

includes a study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Offered in Spring.

(prerequisite: BUS 231 or equivalent competencies)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Business

BUS 233 - Business Law for Entrepreneurs 3-0-3

is targeted to those individuals starting or operating a business. It covers those aspects of the law most relevant to business ownership, including contracts, the Uniform Commercial Code, and government regulation of business. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 235 - Human Resource Management 3-0-3

presents the functions typically performed under the scope of the human resource manager. Analyzes the human resource manager’s assessment of both the internal and external environments in human resource planning, as well as the development of effective employee recruitment and selection tools. Also focuses on the value of employee training and the variables affecting the design of benefits and compensation packages. Whenever possible, practical applications are used to further explain the theories. Offered in Spring.

(prerequisite: BUS 100)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

BUS 236 - Recruitment, Selection & Training 3-0-3

presents effective recruitment and selection strategies as implemented by the human resource manager. Focuses particularly on contemporary recruitment tools, as well as the interview process, testing options, and people-job fit in the selection of employees. Lays out an effective training framework to introduce new-employee orientation, ethics training, diversity training, team-based training, and other types of training tools utilized by contemporary organizations. Also incorporates global topics that pertain to the course subjects. Offered in Fall.

(prerequisite: BUS 235)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 237</td>
<td>Benefits Administration</td>
<td>3-0-3</td>
<td></td>
<td>Presents the framework for designing and implementing benefits and compensation packages in organizations. Focuses particularly on organizational and environmental variables that impact benefits and compensation, as well as the challenges evident in building pay structures. Also discusses various types of pay. Offered in Spring. (prerequisite: BUS 235) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 238</td>
<td>Team Dynamics</td>
<td>3-0-3</td>
<td></td>
<td>Presents the key foundations for team recruitment and an array of variables integral to the development of functional team dynamics. The course focuses on the traditional stages of the work team’s life cycle, including the dynamics that develop throughout the lifecycle related to member recruitment, goal-setting, team interactions, and work implementation. This course also focuses on the evolution of power within teams, handling conflict, management support of teamwork, knowledge sharing, and team-member differences based on a number of heterogeneous variables. Whenever possible, practical applications are used to further explain the theories. Offered in Fall. (prerequisite: BUS 235) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Marketing Fundamentals</td>
<td>3-0-3</td>
<td></td>
<td>Is a fundamental course describing the business activities involved in product planning, pricing, promoting, and distributing want-satisfying goods and services. Other topics include market segmentation, consumer motivation and behavior, and legal influences. Marketing cases are used to illustrate current principles and techniques and to enhance development of managerial skills. Offered in Spring as needed. (prerequisite: completion of or concurrent enrollment in OT 119 or eligibility for ENGL 101) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 245</td>
<td>Advertising and Sales Promotion</td>
<td>3-0-3</td>
<td></td>
<td>Includes coverage of the economic and social role of advertising, customer research, selection of advertising appeals, media decisions, and the creative process. Specific media to be studied are newspaper, magazine, radio, TV, direct mail, and outdoor advertising. Students work on an advertising campaign during the semester. Offered in Spring. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 247</td>
<td>Marketing Research</td>
<td>3-0-3</td>
<td></td>
<td>Introduces students to types of market research data, data collection methods, and varying methods of the analysis of market data. This course also provides students with hands-on opportunities to collect market data and produce graphs, charts, and market reports based on data collections and analyses from real-world settings. Offered in Fall. (prerequisite: BUS 240) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 248</td>
<td>Public Relations</td>
<td>3-0-3</td>
<td></td>
<td>Evaluates the role of public relations as a major element of non-personal selling. This course invites students to examine the value of an organization’s public relations efforts, alongside its advertising and sales promotion plans. Students are provided the opportunity to evaluate the public relations efforts of organizations in real-world settings as well as design their own public relations program for an organization of their choice. Offered as needed. (prerequisite: BUS 240) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 250</td>
<td>Selling &amp; Sales Management</td>
<td>3-0-3</td>
<td></td>
<td>Is a practical course that centers on the seven steps in the personal selling process, consumer motivation, ethics, and careers in sales. Role playing, demonstrations, and critiques of demonstration allow students the opportunity to apply selling skills. Offered in Fall as needed. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 258</td>
<td>Strategic Tax Management</td>
<td>3-0-3</td>
<td></td>
<td>Emphasizes the effect taxation has on decision-making for businesses and individuals. Income tax concepts and the basic income tax model are studied. Choice of business entity, tax compliance requirements, and common tax issues are discussed. Students learn to apply tax planning concepts to case situations. Offered as needed. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 264</td>
<td>Professional Finance</td>
<td>3-0-3</td>
<td></td>
<td>Focuses on implementation and management of a business plan for a small business from the perspective of the owner/general manager. Basic performance measurement and control concepts and systems are covered. Application of concepts to case studies and/or student’s business situations is emphasized. Students may find completion of BUS 280, Strategic Decision Making, prior to this course beneficial, but it is not a prerequisite. Offered as needed. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 280</td>
<td>Strategic Decision Making</td>
<td>3-0-3</td>
<td></td>
<td>Covers strategic planning and decision making with an emphasis on entrepreneurship. Topics include long and short-term planning, charting and other decision enhancement tools, total quality management, and the continuous improvement process. Students will use software to create a business plan. Offered as needed. (prerequisite: BUS 100) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 281</td>
<td>Strategic Perf. for Productivity</td>
<td>3-0-3</td>
<td></td>
<td>Is an introductory study of personal and small business financial management. Studies include wealth management techniques with an emphasis on money management, risk reduction, investment strategies and retirement/estate planning. Offered in Spring as needed. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Work Exp Practicum &amp; Seminar</td>
<td>1-10-3</td>
<td></td>
<td>Provides students the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed. (prerequisite: sophomore standing and a minimum completion of 45 credit hours toward a Business or Hospitality Management degree, or approval from the appropriate full-time faculty) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
</tbody>
</table>

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is an individual or group project course that allows the student the opportunity to work on an advanced level in his/her major area of study. Offered as needed.

**CHEM 295 - Workplace Simulation & Project** 1-10-3

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**Chemistry**

**CHEM 100 - Concepts of Chemistry** (IAI: P1 902L) 3-2-4

examines fundamental concepts of chemistry, both theoretical and practical. Course content includes the following: measurement, atomic structure, chemical bonding, stoichiometry, the three states of matter, solutions, and acids and bases. The topic of chemical equilibrium is also introduced. The course is designed as an introduction to chemistry. It may be used as a prerequisite for CHEM131 or to satisfy the requirement for a one-semester laboratory science course. Offered in Fall and Spring.

**CHEM 106 - Chemistry in Everyday Life** (IAI: P1 903L) 2-3-4

is designed as a general introduction to chemistry for non-majors. The course examines the impact of chemistry on our everyday life including its impacts on health, the environment, and our society. Offered in Fall.

**CHEM 110 - Survey of Organic Chemistry** 3-4-5

is a survey course in organic chemistry. Topics include the structure and identification of simple organic molecules, functional group classifications, preparative synthetic reactions, and biochemical applications. This course is recommended for nursing and allied health professionals. Offered as needed.

**CHEM 130 - General Chemistry** 3-3-4

is the first part of a two-semester college-level general chemistry course. Topics include measurement, stoichiometry, thermochemistry, atomic structure, chemical bonding, molecular structure, the three states of matter (gas, solid, liquid), and solutions. Offered in Fall and Spring.

**CHEM 131 - General Chemistry 1** (IAI: P1 902L, CHM 911) 3-3-4

is the first part of a two-semester chemistry series. Topics include a review of atomic and molecular theory, the nomenclature, synthesis, and reactions of alkanes, cycloalkanes, alkenes, alynes, alkyl halides, alcohols, ethers, and unsaturated systems. Also, stereochemistry, an introduction to reaction mechanisms, and synthetic techniques are included. Two 3-hour lab periods per week are conducted with an emphasis on synthesis of organic compounds. This course is recommended for chemistry and biology majors and students entering programs in medicine, chiropractic, dentistry, pharmacy, or related areas. Offered as needed.

**CHEM 201 - Organic Chemistry 1** 3-6-5

is the first of a two-semester chemistry series. Topics include a review of atomic and molecular theory, the nomenclature, synthesis, and reactions of alkanes, cycloalkanes, alkenes, alynes, alkyl halides, alcohols, ethers, and unsaturated systems. Also, stereochemistry, an introduction to reaction mechanisms, and synthetic techniques are included. Two 3-hour lab periods per week are conducted with an emphasis on synthesis of organic compounds. This course is recommended for chemistry and biology majors and students entering programs in medicine, chiropractic, dentistry, pharmacy, or related areas. Offered as needed.

**CHEM 210 - Physical Chemistry** 3-6-5

is a continuation of CHEM 201. Topics studied include nomenclature, synthesis and reactions of aromatic hydrocarbons, phenols, organometallics, amines, carbonyl compounds, carboxylic acids and derivatives, and biomolecules, with an introduction to the physical methods of structure identification. The study of reaction mechanisms and synthetic methods is continued from the first course. Two 3-hour lab periods per week are conducted with an emphasis on qualitative analysis and instrumental methods of analysis, including nuclear magnetic resonance spectroscopy, infrared spectroscopy, and gas chromatography. CHEM 202 is recommended for chemistry and biology majors and students entering programs in medicine, chiropractic, dentistry, pharmacy, or related areas. Offered as needed.

**Chinese**

**CHIN 101 - Beginning Chinese 1** 4-0-4

is the beginning Chinese language instruction in Mandarin Chinese/putong hua including writing, listening, speaking, and reading using the communicative approach with cultural materials. Basic vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**CHIN 102 - Beginning Chinese 2** 4-0-4

is a continuation of CHIN 101. Beginning Chinese language instruction in Mandarin Chinese/putong hua includes writing, listening, speaking, and reading using the communicative approach with cultural materials. Basic vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed.

**CHIN 115 - Conversational Chinese 1** 3-0-3

development of conversational Chinese skills with intensive oral practice in listening and speaking. The communicative approach in instruction will emphasize functional conversational patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, and readings/writing of the script for travel, career development, cultural outreach, or personal enrichment. Offered as needed.

**CHIN 201 - Intermediate Chinese 1** 4-0-4

is a continuation of CHIN 102. Intermediate Chinese language instruction in Mandarin Chinese/putong hua includes writing (beginning compositions), listening, speaking, and reading using the communicative approach with cultural materials. The development of vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and...
character writing will be learned. Offered as needed. 
(prerequisite: CHIN 102)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

CHIN 202 - Intermediate Chinese 2 (IAI: H1 900)  4-0-4
is a continuation of CHIN 201. Intermediate Chinese language instruction in Mandarin Chinese/putung hua includes writing (beginning composition), listening, speaking, and reading using the communicative approach with cultural materials. The development of vocabulary, grammar and syntax, pronunciation and tones, speech patterns, and character writing will be learned. Offered as needed. 
(prerequisite: CHIN 201)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Humanities
Area of Concentration - Foreign Language

Collision Repair Technology

CRT 100 - Introduction to Collision Repair  3-3-4
is a foundational course that introduces the student to the field of Collision Repair. The student learns about shop safety, basic collision repair tools and their uses and how to inspect, remove, replace, and align various body parts. The student also learns about surface preparation, various sanding and stripping techniques as well as the uses of various body fillers. This course is designed to meet and teach NATEF standards. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 105 - Damage Estimating & Customer Service  1-2-2
is an entry-level course that teaches the student the proper methods of performing damage analysis to determine and document an appropriate repair plan. The student learns how to determine the direction, point(s) of impact, and the extent of direct, indirect, and inertia damage. The student also learns how to use estimation guide procedures to determine the cost of restoration. Communication skills are also emphasized as the student learns about customer relations and sales skills. This course is designed to meet and teach NATEF standards. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 110 - Painting & Refinishing 1  2-6-4
is an introductory course that introduces the student to environmental and shop safety, equipment operation, surface preparation, paint mixing, matching, application, and the causes of paint defects and detailing. The student learns about the various methods of surface preparation based on the makeup of the surface and how to choose and apply multi-stage coats of specialized paints. Various spray techniques based on gun arc, angle, distance, travel speed, and overlap are introduced. This course is designed to meet and teach NATEF standards. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 120 - Non-Structural Collision Repair  1-2-6-4
introduces the student to the proper way to review a damage report and analyze the best methods for overall repair of non-structural components. The student learns the proper methods of disassembly, labeling, storage, and reinstallation. This course focuses primarily on outer body panel repairs, replacements, and adjustments. The proper methods of metal finishing, body filling, metal welding and cutting, and glass removal and replacement are introduced. This course is designed to meet and teach NATEF standards. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 130 - Structural Collision Repair 1  2-6-4
teaches the student the proper methods of analyzing, measuring, straightening, and aligning frame damage. Students will develop a strong knowledge of the drivetrain, suspension, and steering systems and will learn how to troubleshoot and correct alignment problems. The student will learn how to identify and repair mash, sag, sideway, twist, and diamond frame damage. The proper methods of unibody and unitized structure analysis, measurement, and repair are introduced. Another important component will be metal welding (MIG) and cutting. This course is designed to meet and teach NATEF standards. Offered in Fall.
(prerequisite: CRT 100)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 135 - Paint Preparation & Detail  1-2-2
is an entry-level course that teaches the basic skills of refinishing. The proper methods of surface preparation, block sanding, spray booth management, masking, paint mixing, color matching, color sanding, buffing, undercoating, paint application, and the causes and cures for paint defects are presented. This course is designed to meet and teach NATEF standards. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 205 - Mechanical Systems  1-4-3
introduces the student to the various mechanical systems often damaged in a collision. Those systems include brakes, heating & air conditioning, drive train, fuel, intake, exhaust, restraint and electrical. Advanced methods of analyzing damage, troubleshooting problems, removal of damaged components, and replacement and adjustment of damaged components to factory specifications are demonstrated. This course is designed to meet and teach NATEF standards. Offered in Spring.
(prerequisite: CRT 100)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 210 - Painting & Refinishing 2  1-7-4
is an advanced course in painting and refinishing. Students will review environmental and shop OSHA guidelines for safety and surface preparation methods. This course explores advanced spray gun and equipment operations. Advanced methods of various coat applications, multi-stage coat applications, and final detailing are demonstrated. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.
(prerequisite: CRT 110)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 220 - Nonstructural Collision Repair  21-7-4
is an advanced course in non-structural analysis and damage repair. Students will learn how to analyze and document damage and determine an appropriate repair plan. A variety of advanced methods of inspection, removal, replacement, and alignment of body panel components and skins are covered. Metal finishing, body filling, and metal welding with emphasis on aluminum are covered as well. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.
(prerequisite: CRT 120)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 230 - Structural Collision Repair 2  1-7-4
is an advanced course teaching the proper methods of analyzing, measuring, straightening, and aligning structural damage. Students will review their knowledge of the drivetrain, suspension, and steering systems and how to troubleshoot and correct alignment problems. The student will learn how to identify the various types of structural damage and the methods of repair. Advanced methods of unibody and
unitized structure analysis, measurement, and repair are demonstrated. Metal welding techniques (MIG) and cutting, with an emphasis on aluminum, will be taught. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

(prerequisite: CRT 130)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CERT 235 - Stationary & Rolling Glass 1-2-2
is designed to provide the student with the necessary skills to troubleshoot and repair damage to moveable and non-movable glass components. The student will learn how to inspect, adjust, repair or replace window regulators, run channels, glass, power mechanisms and related controls, plus perform alignment and final detailing. This course contains a practical, hands-on learning lab component. This course is designed to meet and teach NATEF standards. Offered in Spring.

(prerequisite: CRT 100)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRT 290 - Collision Repair Internship 1-10-3
provides a student in the Collision Repair Technology Program an opportunity to apply the knowledge and skills learned in his or her course work to the workplace. The suitability of the work setting will be determined by consultation with the Collision Repair Program Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for the course. Payment of an hourly wage to the intern will be at the option of the employer. Interns are required to keep a daily log of their activities and to write a report detailing their work-study experiences at the end of the semester. Weekly discussions with the instructor are required. Offered as needed.

(prerequisite: minimum completion of 45 credit hours toward Collision Repair Degree or consent of full-time Collision Repair Instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Communication

COMM 101 - Public Speaking (AI: C2 900) 3-0-3
instructs students in the fundamentals of the public speaking situation and provides students with an opportunity to build poise and confidence through practice. Units of study include listening, communication theory, and informative and persuasive speaking, argument building, and electronic presentations. Offered in Fall, Spring and Summer.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Communications
Area of Concentration - Not Applicable

COMM 110 - Discussion & Group Conference 3-0-3
examines the nature and effects of interpersonal communication in small groups. Major areas of study include effective leadership and participation in groups, problem-solving and decision-making discussion, conference planning, and parliamentary procedure. Students plan, lead, participate in, and evaluate discussions. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Communications
Area of Concentration - Speech and Drama

COMM 120 - Business & Professional Speaking 3-0-3
develops and polishes the student's communication skills for business and professional use. Self-inventories are combined with interviewing, group dynamics, listening, negotiating, and conflict resolution as well as practice in specific public speaking situations. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Communications
Area of Concentration - Speech and Drama

Computer Science

CS 105 - Foundations of Info Technology 2-2-3
provides the student with an overview of the computing field and its typical applications. The student learns key terminology and components of computer hardware, software, operating systems, systems development methods, management information systems, and using application software and the Internet. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Computer Science

Course Descriptions:: 183
CS 230 - Event-Driven Programming 3-2-4
builds on prior programming experience. Concepts include algorithm development, structured design, object-oriented, event-driven programming and file processing. The course covers topics in control arrays, exception handling, the use of properties, controls, multiple forms, single and multi-dimensional arrays, database processing and manipulation (including use of DLLs, DDEs, and OLEs, ADOs, and LINQ), sequential and random access file processing, and active server pages for web-based programming. This course uses Microsoft Visual Basic programming language to teach object-oriented, event-driven programming. Offered in Fall as needed.

(pре requisite: IT 131 or concurrent enrollment)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Computer Science

CS 251 - Object-Oriented Programming 3-2-4
is designed to introduce students to top-down structured problem-solving, algorithm development, and procedural and data abstraction. Topics include selection, repetition, sequence control structures; program design, development, test, and documentation; coding style, readability and maintainability; and array, record, and file manipulation. Students examine elements of object-oriented programming languages including fundamental data types, classes, objects, methods, abstract data types, variable declaration, expressions, operators, control statements, arrays, strings, I/O, functions, parameters, structures, and libraries. To teach these concepts, the course presents three similar object-oriented programming languages side by side by side: C++, C#, and Java. Offered in Fall as needed.

(pрerequisite: IT 131 or concurrent enrollment and MATH 116)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Computer Science

CS 281 - Adv. Object-Oriented Programming 3-2-4
is designed to prepare students for large-scale program and system design and implementation. Topics include abstract data types; data structures such as files, sets, pointers, lists, stacks, queues, trees, and graphs; program verification and complexity analysis; recursion, dynamic concepts such as memory, scope and block structures; string processing; and searching and sorting algorithms. The course focuses on object-oriented programming concepts and design, classes, objects, methods, algorithms, problem formulation, structured programming, variables, primitive and abstract data types, data structures, file I/O and string manipulation, sorting and searching, control structures and standard algorithms, arrays, and recursion. To teach these concepts, the course presents three similar object-oriented programming languages side by side by side: C++, C#, and Java. Offered in Spring as needed.

(perequisite: CS 251)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Computer Science

Criminal Justice

CRJ 110 - Criminal Justice Fundamentals (IAI: CRJ 901) 3-0-3
introduces the student to the philosophy and history of law enforcement and criminal justice. An overview of crime and police problems, organization and jurisdiction of local, state, and federal enforcement agencies, review of court systems, and procedures from incident to final disposition are included. Consideration also is given to professional career opportunities and necessary qualifications. Offered in Fall and Spring.

(pрerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 112 - Investigative Report Writing 3-0-3
prepares students to use appropriate grammar, punctuation, and spelling in written communications and identify the purposes and characteristics of an effective Criminal Justice report. The course prepares students to record effective field notes as the basis for a Criminal Justice report. How to use accurate and concise language, organize a narrative in chronological order, and construct a Criminal Justice report by separating categories of information are also covered. Offered in Fall.

CRJ 113 - Fund of Investigations & Reporting 3-0-3
includes the fundamentals of investigation, crime scene search and recording, collection and presentation of physical evidence, basic photography, scientific aids, sources of information, interviewing, follow-up, and case preparation. The course also emphasizes report writing. Offered in Spring.

(perequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 114 - Criminal Law 3-0-3
introduces law as it applies to crimes against persons, property, and the state. It includes the elements of crimes, criminal law procedures in Illinois, and federal agency jurisdiction. Offered in Fall and Spring.

(perequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 116 - Probation/Parole 3-0-3
analyzes modern probation and parole practices and services and examines current probation and parole procedures and the legal decisions. Specifically, the course encompasses the criminal justice system, probation and parole, types of offenses, sentancing process, pre-sentence investigation, revocation procedures, alternatives to incarceration, parole board functions, Parole Officer responsibilities, and guidelines for releasing inmates. Offered in Spring.

(pphetamine: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 125 - Patrol Procedures 3-0-3
includes patrol functions, types of calls and methods of response, protection of scene, response to hazardous materials spills, crime prevention, and patrol techniques. This course helps prepare learners to demonstrate effective patrol techniques; interact professionally with complainants, victims, witnesses, suspects, members of the community-at-large and employees of criminal justice system agencies; apply effective officer safety considerations in patrol situations; respond successfully to a variety of patrol situations to include community caretaker and crime prevention functions, traffic matters, calls for service and criminal investigations; document patrol operations; and demonstrate case processing behaviors. Offered in Spring.

(prestrial: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 126 - Emergency Telecommunications 3-0-3
introduces learners to police telecommunications center operations. The course examines what a telecommunicator is, the responsibilities of a telecommunicator, and the importance of the telecommunicator within the organizational structure. Radio basics, proper broadcast procedures, telephone techniques, records systems, dispatching and handling crisis calls for assistance are covered. Role-playing occurs within a variety of scenario contexts. Offered in Spring as needed.

(prestrial: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

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CRJ 128 - Corrections Fundamentals  (IAI: CRJ 911)  3-0-3
provides the student with the necessary fundamental knowledge of the operations of corrections. It introduces the student to standard operating procedures in correctional institutions from intake of prisoners to the time of release. The course includes theory, simulated experience emphasis is placed on professionalism, integrity, and quality work performance. Offered in Fall as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 132 - Institutional Behavior in Corrections  3-0-3
studies the different aspects of prison life and the correctional officer. Explores careers and issues of daily prison interactions, sexual exploitation, and relationships between correctional officers and inmates. Offered in Fall as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 134 - Correctional Counseling & Treatment  3-0-3
presents an introduction to treatment techniques currently being used in American correctional facilities. This course provides an understanding of the responsibilities and goals of correctional treatment agents, as well as an examination of the environments in which they work. Offered in Spring as needed.
(prerequisite: CRJ 110, CRJ 128, CRJ 132, and eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 200 - Youth, The Law & Police Intervention  3-0-3
covers all aspects of police contact with today's juvenile. Emphasis is on the social/psychological courses of delinquency, incorrigible behavior, and child abuse/neglect, as well as police, court, and social agency intervention in these matters. A study of the pertinent laws and contemporary youth problems in the community is involved. Offered in Fall.
(prerequisite: eligibility for ENGL 101 and completion of SOCIO 110, PSYCH 110, and CRJ 110)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 210 - Law Enforcement & Community Relations  3-0-3
studies the whole function of the law enforcement officer and the ways in which the officer portrays an image to the entire community. The course considers the role and responsibility of the law enforcement agency in crime prevention, everyday relationships with the public, assistance to persons needing help, and public information. Ethics, courtesy, and impartiality as tools necessary in gaining public support and confidence are emphasized. Offered in Fall.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CRJ 290 - Work Experience Practicum & Seminar  1-10-3
affords the student in the Criminal Justice program the opportunity to apply the principles learned in other courses to the work situation through employment in or observation of activities necessary for the operation of a law enforcement agency. Employment or observation activities are coordinated with the student's course work. Students must work a minimum of 150 hours during the semester to receive credit for this course. Students will be required to meet with their supervisor weekly for an hour to discuss progress and/or concerns, and they are required to submit a weekly log of their practicum activities to the Dean/Coordinator of the Criminal Justice Program and write a research paper. A background check is required. Offered as needed.
(prerequisite: eligibility for ENGL 101 and approval of the Criminal Justice Coordinator)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Culinary Arts

CA 101 - Intro To Culinary Arts  2-0-2
studies the fundamental elements of the food service industry, including terminology, equipment identification and usage, and produce and food product identification. Students learn proper sanitation procedures and safe food handling practices. Information regarding various foods and trends in the industry is discussed. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 105 - Culinary Fundamentals  2-4-4
is a study of the fundamental elements of the food service industry, including terminology, equipment identification and usage, information regarding types of foods and trends in the industry, and basic preparation techniques. Students break down and operate kitchen equipment and learn and use the following: cookery methods, product identification, soups, stocks and sauce, and the function of production kitchen. Students are also taught culinary math and its application to yields and recipe costs. Offered in Fall and Spring.
(prerequisite: CA 101 and CA 150)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 115 - Culinary Applications  2-4-4
focuses on development of 1) strong basic culinary skill, 2) sanitation, 3) speed and efficiency, and 4) proper nutrition. Students continue to expand their culinary knowledge and skills. Students study and practice how to operate efficiently and effectively in a variety of restaurant kitchen stations such as broiler, saute, roundsman, etc. Special emphasis is placed on presentations and plating of quality food served to the public. Students develop an understanding of key cooking terms and procedures such as roasting, braising, sauteing, grilling and broiling. Students also learn proper cooking techniques for vegetables and starches. Offered in Spring.
(prerequisite: CA 105)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 170 - Baking and Pastry Fundamentals  2-4-4
introduces students to the basic elements of baking science, ingredients, weights, baker's percentage, and formula conversion. This class introduces the basic applications in bread baking, cakes, pastries, cookies, pies, tarts and custards. Students learn about equipment and tools used in the production of these items. Students spend time in a baking lab applying their knowledge in the production of various products. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
CA 150 - Culinary Math 3-0-3

covers the basic mathematic applications in the commercial kitchen. Students develop an understanding of these processes as they are related to general food service applications. Offered in Fall and Spring.

(prerequisite: eligibility for Math 090)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 200 - Meat, Poultry, and Fish 2-3-3

focuses on the identification of wholesale and fabricated cuts of beef, pork, veal and lamb and the recognition of various types of poultry and fish. It includes the study of the fundamental principles regarding meat, poultry and fish preparation. Offered in Fall.

(prerequisite: CA 105)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 210 - Garde Manger 2-3-3

is a basic overview of the history of Garde Manger. Students develop and apply knowledge related to cold food preparation, hors d’oeuvres, display platters, and buffet center pieces. The students develop Garde Manger skills and learn various functions as they prepare products. Offered in Spring.

(prerequisite: CA 120)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 220 - Advanced Baking and Pastry 2-4-4

builds upon the skills learned in Baking and Pastry Fundamentals. The class introduces more advanced techniques in baking and pastry while reinforcing topics such as baker’s percentage and equipment. Chocolate and sugar work are displayed and discussed. The class includes items such as custards, meringue and more advanced cakes. The student will have substantial lab time to demonstrate the skills learned. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 230 - International Cuisine 2-4-4

reinforces knowledge of tools, equipment, vocabulary and theories learned in other courses along with providing the student with the exposure to cooking methods, procedures and ingredients used in international cuisines. The student explores the cooking of Europe and the Mediterranean along with Asian cuisine and cuisines of the Americas. Offered in Spring.

(prerequisite: CA 115)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 250 - Restaurant Fundamentals 2-3-5

is designed to give the students the opportunity to understand and execute all aspects of restaurant operations. This course will serve as a capstone to the culinary program and incorporate all of the concepts and skills taught within the culinary program. The students will learn proper restaurant operations and will focus on both front and back of the house skills. Offered in Fall.

(prerequisite: CA200 and CA210)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 290 - Work Exp Practicum & Seminar 1-10-3

provides students the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

(prerequisite: completion of 45 credit hours toward a Culinary Arts degree or approval of full-time Culinary Arts instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CA 295 - Special Advanced Projects 1-10-3

is designed around an individual or group project that allows the student the opportunity to work on an advanced level in his/her major area of study. Offered as needed.

(prerequisite: completion of 45 credit hours toward a Culinary Arts degree or approval of full-time Culinary Arts instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Dance

DANCE110 - Beginning Ballet 0-2-1

is designed to help students to understand Ballet technique used in barre exercises, center floor work, and dance combinations and is concerned with correct body alignment of students and their basic understanding of Ballet terminology. Course may be repeated one time for a total of 2 accrued credits. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE120 - Beginning Tap 0-2-1

is designed to help students to understand tap technique used in warm-up exercises in the center and at the barre, and in center floor work (including combinations and dance routines). Tap students focus on using good posture, coordinating the feet, familiarizing themselves with various tap rhythms, and gaining a basic understanding of tap terminology. Course may be repeated one time for a total of 2 accrued credits. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE130 - Beginning Jazz Dance 0-2-1

is designed to help students to understand Jazz technique used in warm-up exercises at the barre and in center floor work, combination, and dance routines and to help their basic understanding of Jazz terminology. Course may be repeated one time for a total of 2 accrued credits. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE140 - Beginning Swing 0-2-1

is designed to help students to understand swing dancing technique and combinations that can be used to create dance routines for enjoyment and performances. Course may be repeated one time for a total of 2 accrued credits. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
DANCE150 - Hip Hop 0-2-1
explores Hip Hop as a dance form, as used in warm up exercises, across the floor, center work, combinations, and dance routines. Understanding and application of dance terminology and proper techniques are emphasized. This course may be repeated one time for a total of 2 accrued credits. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 101 - Truck Preventative Maintenance 2-6-4
is designed to provide the student with appropriate definitions for terms used in the medium heavy truck industry and to introduce safety precautions and procedures as they relate to the shop environment. This course provides basic operational knowledge, care, and maintenance inspection of engine, fuel, air induction, exhaust, cooling, and lubrication systems; heating, ventilation, and air conditioning systems; electrical systems, battery and starting systems, charging systems, and lighting systems; drive train systems; suspension, steering, and brake systems; and manual and automatic transmissions. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE151 - Hip Hop 2 0-2-1
further understanding, knowledge, skills, and techniques learned in Hip Hop 1 in warm up exercises, across the floor, center work, combinations, and dance routines. Applied dance terminology and techniques are emphasized along with current developments. Offered as needed.
(prerequisite: DANCE 150)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE160 - Modern Dance 0-2-1
explores modern dance as a dance form, as used in warm up exercises, across the floor, center work, combinations, and dance routines. Understanding and application of dance terminology, historical basis, famous dancers, and proper techniques are emphasized. Learn from dancing of Graham, Duncan, St. Dennis, and Shawn. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE170 - Belly Dance 1 0-2-1
surveys basic belly dance techniques, movement and dance forms, including isolation and undulation to form a unity, and cues and transitions in several techniques. Emphasis is placed on understanding and application of dance terminology and techniques. This course may be repeated three times for a total of 4 accrued credits. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DANCE171 - Belly Dance 2 0-2-1
continues the survey of basic belly dance techniques; movement and dance forms, including isolation and undulation to form a unity; and cues and transitions in several dance traditions. Emphasis is placed on understanding and application of dance terminology and techniques. This course may be repeated one time for a total of two accrued credits. Offered as needed.
(prerequisite: DANCE 170 or prior dance experience with consent of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Diesel Medium/Heavy Truck Technology

DMHT 110 - Basic Electrical Systems 2-6-4
provides students with basic operations and principles of the electrical systems and electronic components in the diesel medium/heavy truck. Students learn practical applications related to the basic diagnosis and repair of diesel medium/heavy truck electrical systems. Topics covered include basic electronic accessories, batteries, electrical devices, AC and DC charging and starting systems, lighting systems, and horn and wiper/washer systems. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 115 - Advanced Electrical Systems 2-6-4
is designed for students with a basic knowledge of diesel medium/heavy trucks and/or electrical systems. Advanced operations and principles of the electrical system and electrical components are discussed. Students learn troubleshooting and practical applications to advanced diagnosis and repair of diesel medium/heavy truck electrical systems. Topics covered include electrical devices, electronic devices, power accessory systems, gauges, driver information systems, and warning devices. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 120 - Diesel Fuel and Emissions 2-6-4
is designed to provide the student with an in-depth view of electronic and mechanical fuel systems, fuel delivery systems, and emission control as it relates to the diesel medium/heavy truck industry. Topics covered include exhaust emission control, exhaust gas recirculation system (EGR), converters, fuel filters, conditioners, and diesel exhaust fluid systems. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 125 - Diesel Driveability Diagnosis 2-6-4
includes an in-depth study of electronic engine/power train control operation, component operation, troubleshooting techniques, and proper repair of these systems. Requires students to isolate and repair mechanical engine, fuel, and air induction concerns by following strategic processes. Provides, theory, diagnosis, and service of hydro-mechanical and electronic diesel fuel systems. Students are given the opportunity to analyze fuel system components and system operational characteristics. The course places emphasis on testing and service procedures of mechanical and computer-controlled fuel systems. Offered in Spring.
(prerequisite: DMHT 120 or consent of full-time instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 130 - Diesel Engine Repair 2-6-4
provides the student with diagnostic processes and actual procedures related to engine repair. Students learn troubleshooting techniques, service tips, safety rules, and repair methods in the classroom as well as in a hands-on environment. Topics include general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, and engine brakes. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 135 - Diesel Truck Transmissions 2-6-4
includes an in-depth study of transmissions, drive shafts, and universal joints; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to the transmission system, drivetrain, and universal joints by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing and service procedures of mechanical and computer-controlled transmission systems. Offered in Spring.
DMHT 200 - Medium/Heavy HVAC  2-6-4

Teaches the advanced diagnostic and analytical skills needed to service today's heating, ventilation, and air conditioning systems. Topics include HVAC systems and their components, compressors and clutches, evaporators, condensers, and related components; heating and engine cooling systems; operating electrical and air/mechanical operating systems and controls; and refrigerant recovery, recycling, and handling. Students are given the opportunity to analyze these systems, system operational characteristics. The course places emphasis on testing, analysis, diagnostic, and service procedures related to HVAC systems. Offered in Summer.

(p requisite: DMHT 101 or consent of full-time instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 210 - Truck Steering, Suspension & Alignment  2-6-4

Includes an in-depth study of steering, suspension, and alignment systems; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to these systems by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing, analysis, and service procedures related to the steering, suspension, and alignment systems. Offered in Fall.

(p requisite: DMHT 101 or consent of full-time instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 211 - Truck Drive Train System  2-6-4

Provides an in-depth analysis of the drive train, driveshaft, universal joints, and drive axle; troubleshooting techniques and proper repair of these systems are emphasized. Requires students to isolate and repair vehicular concerns related to these systems by following strategic processes. Provides theory, diagnosis, and service of these systems and components. Students are given the opportunity to analyze these systems and system operational characteristics. The course places emphasis on testing, analysis, and service procedures related to the drive train, driveshaft, universal joints, and drive axle. Offered in Fall.

(p requisite: DMHT 101 or consent of full-time instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 212 - Medium/Heavy Truck Brakes  2-6-4

Teaches the advanced diagnostic and analytical skills needed to service today's high-tech electronically controlled anti-lock brake systems. Topics include various types of brake systems (design and application), braking principles, air-brake systems, hydraulic brake systems, power brakes, disc brakes, drum brakes, electric brakes, and anti-lock braking systems. Students are given the opportunity to analyze these systems and system operational characteristics. This course places emphasis on testing, analysis, diagnosis, and service procedures related to the various brake systems. Offered in Fall.

(p requisite: DMHT 101 or consent of full-time instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DMHT 290 - Diesel Truck Internship  1-10-3

Provides a student in the Diesel Medium/Heavy Truck Technology program an opportunity to apply the knowledge and skills learned in his or her course work to the workplace. The suitability of the work setting will be determined by consultation with the Automotive Technology Coordinator and the prospective employer. Student must work a minimum of 150 hours during the semester to receive credit for the course.

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188 :: Course Descriptions
DRAFT107 - MicroStation, Intermediate 2-3-3
provides the knowledge to create advanced two-dimensional (2D) and three-dimensional (3D) drawings using MicroStation. Students will learn to create orthographic and auxiliary views, floor plans, pipe and instrumentation diagrams, electrical schematics, and electrical wiring. The students will also gain the knowledge to create basic isometric drawings for pipe and pictorial drawings. Creating and using attributes and external referencing will also be introduced. Offered in Fall, Spring, and Summer. 
(prerequisite: DRAFT 106 or consent of full-time Drafting instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DRAFT110 - Technical Design 2-2-3
introduces the student to the principles of design. The student develops individual creative/analytical problem-solving skills and applies them to a team problem-solving approach. These concepts are developed through the construction of a project. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

DRAFT190 - Industrial Drafting 2-4-4
includes secondary auxiliaries, dimensioning, detail and assembly drawings, threads and fasteners, revolutions, and diametric projections. Attention will also be given to symbols and shop processes. Offered in Spring. 
(prerequisite: DRAFT 101, DRAFT 103 or consent of full-time Drafting instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DRAFT195 - Tool Design Drafting (Pending ICB Approval) 2-4-4
introduces the principles of jig, fixture, die, and gage designing, placing emphasis on proper location and clamping of parts. Tooling materials, cutting tools, commercial tooling components, chucks & chuck jaws, vises and vise tooling, welding fixtures and modular fixtures are covered, along with heat treatment, speeds & feeds, safety, and setup reduction. Offered in Spring. 
(DRAFT 103 or consent of full-time Drafting instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

DRAFT230 - AutoCAD, Advanced 2-3-3
explores the three-dimensional (3D) model construction and viewing capabilities of AutoCAD. Modeling topics covered include: wire frame, surface, solid, and mesh modeling. Visual and graphical representation topics include: creating two-dimensional (2D) sheet drawings from 3D models, photo-realistic rendering, and animation. Prototyping with 3D printing may also be introduced. Offered in Fall, Spring, and Summer.
(prerequisite: DRAFT 104 or consent of full-time Drafting instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DRAFT231 - Introduction to Surveying 2-3-3
provides introductory training of the basic concepts of surveying and required practices using appropriate conventional and GPS equipment. Instruction includes property, construction surveys and site layout using surveying equipment and computer software. Offered in Fall, Spring, and Summer. 
(prerequisite: DRAFT 101)
Applicable toward graduation where program structure permits:
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

**DRAFT242 - Commercial Architecture**  
2-3-3  
Introduces the student to the parametric modeling power of Autodesk Revit software used for commercial building construction and Building Information Modeling (BIM) technology. The student will learn how to create a commercial building from the ground up, create working drawings, and generate construction documents. A concentration of facility design and flow, structural design, exterior and interior facade, construction detailing, landscape design, and photo-realistic rendering development are implemented. Conceptual mass modeling and wind, solar, and energy usage analysis tools will also be introduced. Offered in Fall, Spring, and Summer.  
(prerequisite: DRAFT 239 or consent of full-time Drafting instructor)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

**DRAFT243 - Structural Architecture**  
2-3-3  
Introduces the student to the parametric modeling power of Autodesk Revit software used for structural steel building construction and Building Information Modeling (BIM) technology. The student will learn how to create structural framing and foundations and slabs, erect columns and walls. An emphasis will be placed on creating the construction document for the erection of the structure including drawing framing plans; generating section, elevations, and detail views; inserting tags, symbols, legends, and schedules. Basic principles in boosting productivity, collaboration, structural analysis will also be introduced. Offered in Fall, Spring, and Summer.  
(prerequisite: DRAFT 239 or consent of full-time Drafting instructor)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

**DRAFT245 - Residential Architecture**  
2-3-3  
Introduces the student to the parametric modeling power of Autodesk Revit software used for residential house construction and Building Information Modeling (BIM) technology. The student will learn how to create a house of their choosing from the ground up, create working drawings, and generate construction documents. The student will learn how to create floor, foundation, plans and elevations, section, detail views. Plot plans, landscape design, and photo-realistic rendering development are implemented. Energy usage analysis tools will also be introduced. Offered in Fall, Spring, and Summer.  
(prerequisite: DRAFT 239 or consent of full-time Drafting instructor)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

**DRAFT290 - Work Experience Practicum**  
0-15-3  
Provides the student with the opportunity to use the skills acquired from the Drafting & Design Engineering Program in a workplace setting. The internship will also allow the student to acquire additional knowledge from the workplace. The internship will be in the student's desired career area and must provide a source of learning. Student is required to work 15 hours per week for a 15-week semester. Offered as needed.  
(prerequisite: minimum completion of 30 credit hours toward a Drafting degree or approval from Drafting faculty)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Natural Science (ECE only)  
Area of Concentration - Not Applicable

**DRAFT295 - Workplace Simulation & Project**  
1-10-3  
Gives the student enrolled in the Drafting and Design Engineering Program an opportunity to work on real or simulated projects under the guidance of the full-time faculty of CAD/Design. These projects will simulate the drafting/design workplace. Offered as needed.  
(prerequisite: minimum completion of 30 credit hours toward a Drafting degree or approval from the Drafting faculty)  
Applicable toward graduation where program structure permits:

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**Early Childhood**

**ECE 101 - Intro to Early Childhood Education**  
3-0-3  
Introduces students to the field of early childhood education and education field with emphasis on the history of early childhood education, the variety of operations, services, facilities, career opportunities, and basic child development principles. The laboratory includes field studies in a variety of early childhood centers. Reading of periodical articles is required to introduce the student to early childhood education and the authors and publications of the profession. Students are required to complete fifteen hours of classroom observation in an educational setting. Offered in Fall and Spring.  
(prerequisite: eligibility for ENGL 090 and ENGL 097)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Early Childhood Education

**ECE 102 - School-Age Child Care**  
2-0-2  
Addresses typical characteristics and needs of children ages 0-5 and provides a broad range of practical, effective, and flexible guidance strategies based on tested theories. Workable steps are devised for creating cooperative, respectful relationships with young children. Offered in Spring.  
(prerequisite: eligibility for ENGL 090 and ENGL 097)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

**ECE 103 - Child Guidance**  
2-0-2  
Addresses typical characteristics and needs of children ages 0-5 and provides a broad range of practical, effective, and flexible guidance strategies based on tested theories. Workable steps are devised for creating cooperative, respectful relationships with young children. Offered in Spring.  
(prerequisite: eligibility for ENGL 090 and ENGL 097)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

**ECE 110 - Health, Nutrition, and Safety for Young Children**  
3-0-3  
Provides an overview of current concepts in the fields of health, nutrition, and safety with emphasis on meeting children's needs in group settings and in accordance with licensing standards. Topics include community health issues, appropriate curriculum for nutrition needs, first aid and emergency practice, reporting policies, and choices for a healthy lifestyle. This course requires five hours of classroom observation experience Offered in Fall.  
(prerequisite: eligibility for ENGL 090 and ENGL 097)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Natural Science (ECE only)  
Area of Concentration - Not Applicable

**ECE 111 - Teaching Children's Literature**  
3-0-3  
Explores basic concepts of reading and telling stories and suggests methods of encouraging the child's creativity in the languages arts. An important part of this course concerns the selection and use of materials appropriate for the level of comprehension associated with the different stages of mental, physical, and emotional development of the child. Particular emphasis is placed on language development. This course requires five hours of classroom observation experience. Offered in Fall.  
(prerequisite: eligibility for ENGL 090 and ENGL 097)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable
ECE 113 - Art, Music & Drama for Young Children  2-2-3
explores basic concepts of art, music, and drama and suggests methods for encouraging the child's participation and creativity in these areas. Included during the course are discussions of the various activities associated with different stages in the mental, physical, and emotional development of the individual child and the use of these art forms to increase the child's social abilities. Emphasis is on small motor activities. Through book reports the student is introduced to various authors and child development theories. Offered in Fall.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ECE 114 - Play Activities for Young Children  2-2-3
explores basic concepts of structured and unstructured play and suggests methods for encouraging the child's creativity in those areas. An important part of the course concerns appropriate play activities associated with the different levels of mental, physical, and emotional development of the individual child. Also included within the course are selection, construction, and maintenance of the equipment related to these activities. Emphasis is on large motor activities. The laboratory includes observation and designing of outdoor and indoor play areas. Offered in Fall.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ECE 115 - Infant/Toddler Development  3-0-3
studies the physical, social, emotional, cognitive and language development of infants and toddlers from birth to 3 years old. The development of each individual child and finding appropriate materials for each child are stressed. Mandatory observation (5 to 7 hours) in an infant/toddler center will provide opportunities for students to interact and assess childhood development. Professional skills in this field are examined. Offered in Spring.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ECE 116 - Math for Young Children  3-0-3
provides an overview of mathematical and hands-on methods that develop the preK-3 child's problem solving skills. Emphasis is placed on identification of concepts appropriate to levels of mental, physical, and emotional development of children ages 0-8 years old. Offered in Spring.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ECE 118 - Science for Young Children  2-2-3
explores basic science concepts, methods, and strategies for encouraging the child's problem solving skills and investigation through hands-on exploration. Emphasis is on identification of concepts appropriate to levels of mental, physical, and emotional development of the child and the role of science in the education and development of young children. Offered in Fall.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Early Childhood Education

ECE 203 - Child, Family, and Community  3-0-3
investigates the historical and current attitudes toward children and families, the history of childcare, and economic, cultural, and political factors that influence child care practices. Comparisons are made between childcare in the United States and those of other selected cultures. This course requires five hours of classroom observation experience. Offered in Spring.
(prerequisite: eligibility for ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Early Childhood Education

Earth Science
EASC/10 - Physical Geography (IAI: P1 909L)  3-2-4
offers an introductory study of physical geography and is designed to develop a basic understanding of the Earth, its landscapes and its climates. It concentrates on the earth as a system and on the variety of physical environments with which humans must deal. Lab activities include working with various types of geographical data, such as topographic maps, climate classification, and weather. Offered in Fall and Spring.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Earth Science

EASC/220 - Intro to Physical Geology (IAI: P1 907L)  3-2-4
is an introduction to the study of physical geology and gives students a basic understanding of the processes that shape the earth. Topics include plate tectonics, volcanism, rocks and minerals, landforms and the various processes that shape landforms. Lab activities include the hands-on study of rocks and minerals, as well as the use of topographic maps and computer simulations. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural/Physical Science
Area of Concentration - Earth Science

EASC230 - Intro to Meteorology (IAI: P1 905L) 3-2-4
is an introduction to the study of weather. Students acquire a basic understanding of meteorology, weather terminology and atmospheric science, including global weather patterns and climatic change. Lab activities include working with a variety of atmospheric data and weather maps. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural/Physical Science
Area of Concentration - Earth Science

Economics

ECON 225 - Comparative Economic Systems 3-0-3
compares the similarities between various economies through an examination of systems of various countries/regions, including the former Soviet Union, China, Japan, Europe, Pacific Rim, and other economies. The course also includes the trade-off between efficiency and equity, economic freedom and economic order, and market-oriented systems versus planned economic systems. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Economics, International Business

ECON 231 - Macroeconomics (IAI: S3 901) 3-0-3
is an introduction to the study of general economic principles. Such topics as economic systems, demand and supply, business organizations, gross national product, unemployment, inflation, fiscal policy, monetary policy, interest rates, and business cycles are discussed. Macroeconomics and current economic topics are emphasized. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Economics, International Business

ED 102 - Field Experience in Education 1-3-2
provides the student with additional practical, hands-on experience in a public school setting for the purpose of interacting with teachers, students, and other support personnel in diverse school settings. Students will participate in 80 clock hours of professional field experience and seminars. Students may be required to provide a criminal background check to school districts before participating in field experiences. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Teacher Education

ED 103 - Introduction to Teaching 3-0-3
surveys what a teaching career entails to assist students in making an informed decision about whether teaching is the right career path. It explores the career of teaching with www.richland.edu

ED 105 - Using Technology in Classroom 3-0-3
provides an introduction to technology skills and resources necessary to develop and improve the knowledge of current and future educators in integrating technology into the classroom curriculum. Students will be provided with hands-on activities utilizing technology both professionally and personally to demonstrate proficiency. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS, ALS and AAT only)
Area of Concentration - Teacher Education

ED 107 - Art for Elementary School Teachers 3-0-3
provides the student an opportunity to become involved in the study of child-level art and examination of practices in teaching art and art appreciation in the elementary school. This course may require formal classroom field experiences to be arranged with the instructor. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS, ALS and AAT only)
Area of Concentration - Teacher Education

ED 108 - The Multicultural Classroom 3-0-3
provides the student an opportunity to explore and reflect on the importance of recognizing different cultures in the classroom. The course requires no prior knowledge, but students are expected to participate in comprehensive discussion of topics dealing with the contemporary issue of multiculturalism in education. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS, ALS and AAT only)
Area of Concentration - Teacher Education

ED 109 - Principles of Reading 3-0-3
is designed for students considering a career in teaching and for those working with children in grades P-12 to develop reading skills. The course discusses various methods of teaching reading, including whole language, interpretation and analysis of test results, development of language, reading disabilities, remediation plans, and methods of evaluation. Students will be required to complete a minimum of 10 hours of clinical experience in the public school district. Criminal background check may be required for clinical experiences. This course may require formal classroom field experiences to be arranged with the instructor. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS, ALS and AAT only)
Area of Concentration - Teacher Education

ED 199 - Topics in Education (Variable Credit) 1-0-1 to 3
provides the student an opportunity to participate in a comprehensive discussion of a topic and/or field experience dealing with contemporary issues in education. The course requires no prior knowledge, but students should have some interest in the seminar topic. This course may be repeated twice with a different topic. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Teacher Education

ED 200 - Educational Psychology 3-0-3
examines application of the psychological principles of educational practice and classroom behavior strategies. Special emphasis is placed on understanding learner cognitive and psychological development, motivation, intelligence, evaluation, measurement, assessment, and the impact of culture on learning styles. The course requires 10 clock hours of formal classroom field experience to be arranged with the
instructor. Students may be required to provide a criminal background check to school
districts before participating in field experiences. A student may not receive credit for both
ED 200 and PSYCH 200. Offered in Spring.
(prerequisite: PSYCH 110)

ELTRN110 - Intro to Electricity & Electronics 1-3-2

- A laboratory-oriented course in the fundamentals of electricity and electronics beginning
  with the basic concepts of electrical and magnetic forces, charge, voltage, current,
  resistance, and power. It also provides familiarity with the basic electronic systems,
circuits and components, and methods of representation utilizing block diagram and
schematic diagrams. Measurement techniques and use of laboratory instruments are
emphasized. Offered as needed.

(prerequisite: MATH 091 or equivalent competencies)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Social Science (AAS, ALS and AAT only)
- Area of Concentration - Teacher Education

ED 205 - Foundations of Education (formerly ED 100) 3-0-3

- is a study of problems facing teachers, students, and educational institutions in
  multicultural communities. Includes discussion of the role of bilingual education,
linguistically and culturally effective teaching strategies, and resources for multicultural
  teaching. Offered as needed.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Social Science (AAS and ALS only)
- Area of Concentration - Teacher Education

ED 210 - Introduction to Bilingual Education 3-0-3

ELTRN203 - Programmable Controllers 2-2-3

- is a laboratory-oriented course that utilizes an Allen Bradley PLC 2/16 processor and the
  IBM PS-2 Model 30 computer with ICOM ladder logistic software for programming. Topics
  include relay type instructions, timer, counters, sequences, arithmetic functions, files,
  shift registers, block functions, analog input and output, and troubleshooting. Offered as
  needed.

(prerequisite: ELTRN 109 or previous motor control experience)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

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ELTRN250 - Electrician Internship 0-10-2

ELTRN140 - Solid State Fund. for Electronic 2-2-3

- is a laboratory-oriented course that emphasizes analytical reasoning and basic digital
  design using the standard integrated circuits that are used in industry today. The student
  will become proficient at using the symbols and procedures that are the standard in
  manufacturers' data manuals and industrial settings. Topics include numbering systems
  and codes, digital electronic signals and switches, basic logic gates, inverting logic gates,
  Boolean Algebra and reduction techniques, Exclusive-Or and Exclusive-Nor gates, code
  converters, multiplexers and de-multiplexers, and logic families and their characteristics.
  Offered as needed.

(prerequisite: ELTRN 110 and ELTRN 111)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

ELTRN160 - Digital Electronics 2-4-4

- is a laboratory-oriented course that utilizes an Allen Bradley PLC 2/16 processor and the
  IBM PS-2 Model 30 computer with ICOM ladder logistic software for programming. Topics
  include relay type instructions, timer, counters, sequences, arithmetic functions, files,
  shift registers, block functions, analog input and output, and troubleshooting. Offered as
  needed.

(prerequisite: ELTRN 109 or previous motor control experience)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

ED 220 - Exceptional Child 3-0-3

ELTRN111 - Circuit Analysis 2-2-3

- begins with definitions of voltage source, current source, and equivalent circuit. The loop,
  node, branch, ladder methods, Thévenin Theorem, and superposition theorem used in
  circuit analysis are also covered. The RC and RL time constants are defined, and their
  applications are introduced. Both inductive reactance and capacitive reactance are
  defined, and impedance is discussed in terms of complex variables and phasors. Series
  and parallel resonance circuits are studied. Offered as needed.

(prerequisite: ELTRN 110 and MATH 091 or concurrent enrollment or equivalent
competencies)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

ED 299 - Preparing for the IBST/TAP 2-0-1

- is based on the Illinois Basic Skills Test (IBST)/Test of Academic Proficiency (TAP)
  framework and is designed to prepare prospective teachers to take and pass the test by
  refreshing and/or improving skills and abilities required in the areas of Reading, Language
  Arts, Writing, Mathematics, Testing, and Online Test-Taking strategies. Students should
  possess basic computer skills. Repeatability - 3 times. Offered in Fall and Spring.

(prerequisite: eligibility for ENGL 090 and 097)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Social Science (AAS, ALS and AAT only)
- Area of Concentration - Teacher Education
Emergency Medical Services

EMT 100 - Emergency Medical Responder  2-2-3

is based on the goals and training experiences mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Emergency Medical Responders as outlined in the National EMS Education Standards. This course includes, but is not limited to, EMR-level knowledge and skills including preparatory; fundamental; assessment; medical; trauma; special considerations; and operations. Upon successful completion of this course, a student is eligible to apply for EMR licensure for an additional fee. Offered as needed.

(prerequisite: HLTH 110 CPR or valid BLS Healthcare Provider CPR certification)
Applicable toward graduation where program structure permits:
Certificate or Degree - AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 120 - Emergency Medical Technology  5-3-6

is based on the goals and training experiences mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Emergency Medical Technicians as outlined in the National EMS Education Standards. This course includes, but is not limited to, EMT-level knowledge and skills including preparatory; fundamental; assessment; medical; trauma; special considerations; and operations. Upon successful completion of this course, the student is eligible to apply for the EMT licensure examination for an additional fee. Offered in Fall and Spring.

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EMT 140 - Advanced EMT  5-6-7

is a continuation of Advanced EMT 1 training as mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Advanced Emergency Medical Technicians as outlined in the National EMS Education Standards. This course includes, but is not limited to, AEMT-level knowledge and skills including preparatory; fundamental; assessment; medical; trauma; special considerations; and operations. Upon successful completion of EMT 140 and EMT 150, the student is eligible to apply for the AEMT licensure examination for an additional fee. Offered as needed.

(prerequisite: current BLS Health Care provider CPR certification, and current EMT license for the length of the course)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 150 - Advanced EMT  3-3-4

is a continuation of Advanced EMT 1 training as mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Advanced Emergency Medical Technicians as outlined in the National EMS Education Standards. This course includes, but is not limited to, AEMT-level knowledge and skills including preparatory; fundamental; assessment; medical; trauma; special considerations; and operations. Offered in Spring as needed.

(prerequisite: current BLS Health Care provider CPR certification, and current EMT license)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 200 - Paramedic  5-6-7

is based on the goals and training experiences mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Paramedics as outlined in the National EMS Education Standards. This course includes, but is not limited to, Paramedic-level knowledge and skills including preparatory and fundamentals. Offered in Spring as needed.

(prerequisite: current BLS Health Care provider CPR certification, and current EMT license or higher license)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 220 - Paramedic  4-6-6

is a continuation of Paramedic training mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources, and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Paramedics as outlined in the National EMS Education Standards. This course includes, but is not limited to, Paramedic-level knowledge and skills including assessment and trauma. Offered in Summer as needed.

(prerequisite: current BLS Health Care provider CPR certification, currently licensed as EMT or higher, and completion of EMT 200)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
EMT 240 - Paramedic 3
is a continuation of Paramedic training mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Paramedics as outlined in the National EMS Education Standards. This course includes, but is not limited to, Paramedic-level knowledge and skills including medical and special considerations. Offered in Fall as needed.
(prerequisite: current BLS Health Care provider CPR certification, currently licensed as EMT or higher, and completion of EMT 220)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 260 - Paramedic 4
is a continuation of Paramedic training mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Paramedics as outlined in the National EMS Education Standards. This course includes, but is not limited to, Paramedic-level knowledge and skills including special consideration and operations. Offered in Spring as needed.
(prerequisite: current BLS Health Care provider CPR certification, currently licensed as EMT or higher, and completion of EMT 240)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EMT 290 - Paramedic 5
is a continuation of Paramedic training mandated by the U.S. Department of Transportation, National Highway Traffic Safety Administration, in cooperation with U.S. Department of Health and Human Services, Public Health Service and Health Resources and Human Services Administration. The Illinois Department of Public Health has approved this curriculum for training Paramedics as outlined in the National EMS Education Standards. This course includes, but is not limited to, Paramedic-level knowledge and skills including preparatory; fundamentals; assessment; medical; trauma; special considerations; and operations. This course consists mainly of clinical time with an emergency response team on calls, at the scene, during transport, and at the hospital. Upon successful completion of EMT 200, EMT 220, EMT 240, EMT 260, and EMT 290, the student is eligible to apply for the Paramedic licensure examination for an additional fee. Offered in Summer as needed.
(prerequisite: current BLS Health Care provider CPR certification, currently licensed as EMT or higher, and completion of EMT 260)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

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### Energy Distribution

EDT 290 - Distribution Internship 1
provides students in the Energy Distribution Program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. A student will need to work a minimum of 225 hours to receive credit for this course.
(prerequisite: EDT 291)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDT 291 - Distribution Internship 2
provides students in the Energy Distribution Program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. A student will need to work a minimum of 225 hours to receive credit for this course.
(prerequisite: EDT 290)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS

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Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTL 115 - Lineman Apprentice 4
3-4-5
provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for electric power distribution. OQ (Operator Qualification) requirements for electric power distribution construction will be followed during class and any construction that is performed by the student. Students will continue pole top rescue practice and proper pole climbing methods II. The student will study and practice bucket rescue from the ground. Students will extend their knowledge of UG distribution construction and OH distribution construction methods and practices. Introduction of trouble outage work, interpretation of circuit maps, and working energized conductors. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTL 120 - Lineman Apprentice 5
2-4-4
provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for electric power distribution. OQ (Operator Qualification) requirements for electric power distribution construction will be followed during class and any construction that is performed by the student. Students will continue pole top rescue practice and proper Pole climbing methods II. The student will study and practice bucket rescue from the ground. Students will extend their knowledge of UG distribution construction and OH distribution construction methods and practices. Introduction of trouble outage work, interpretation of circuit maps and working energized conductors. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 101 - Polyphase Meter Apprentice 1
6-2-7
provides instruction to prepare students to fulfill basic OSHA training requirements and demonstrate proper use of personal protective equipment. Students will be able to identify and demonstrate proper use of hand tools, construction tools, conduit, conduit fittings, and related materials. Students will be able to describe the transformation of electric power and display proficiency in the use of electrical measuring instruments. Students will demonstrate an understanding of the fundamentals of electricity metering. Students will gain familiarization with the organization of the Illinois Power Electric Meter Standards as well as sections pertaining to single-phase metering. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 105 - Polyphase Meter Apprentice 2
4-2-5
prepares students to demonstrate proficiency of bucket truck operation, related personal protective equipment, and rescue from ground controls. Students will understand and demonstrate the application and installation of single phase self-contained electricity metering. Students will earn the basics of investigation metering and billing problems. Students will be introduced to single phase metering concepts. Students will gain familiarization with electric meter accuracy testing equipment and procedures. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 110 - Polyphase Meter Apprentice 3
4-2-5
concentrates on the applications, installations, and accuracy testing of self-contained polyphase metering, including socket and A-base types. Demand and time-of-use metering concepts are introduced at this level. Instruction also includes the transformation of single-phase and three-phase power, three-phase phasor concepts, and recording voltmeter operation. Applicable portions of the Illinois Power Electric Meter Standards are included. Safe work practices are emphasized. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 115 - Polyphase Meter Apprentice 4
3-2-4
presents fundamental concepts of transformer-rated electric metering theory, applications, and accuracy testing. Study of primary voltage electric metering is included. Concepts and applications of solid-state electric meters and related software are presented. Electric metering circuit analysis fundamentals and equipment utilization are emphasized. Safe work practices are emphasized. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 120 - Polyphase Meter Apprentice 5
3-2-4
instructs students in concepts, applications, and accuracy testing of VAR and Q electric metering. Principles of meter data re-transmittal and customer energy management systems will be studied. Students will gain proficiency in concepts and applications of specialized solid-state metering and remote metering interrogation equipment. Principles, applications, and accuracy testing of electric interchange metering will be instructed. In this course, students will complete the journeyman polyphase meter final examination. Safe work practices are emphasized. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 101 - Gas Distribution Apprentice 1
5.5-1-6
provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for gas distribution construction and maintenance. OQ (Operator Qualification) requirements for gas distribution construction will be followed during class and any construction that is performed by the student. Students will be introduced to natural gas, including its composition, emergency procedures, ignition sources, conditions causing open flame ignition, electrical spark, and sources resulting from work on piping. Also covered in the course are recognizing and reporting natural gas leaks, use of personal protective equipment, power tool safety, proper firefighting techniques, controlling the accidental release of gas and gas standards. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

EDTM 105 - Gas Distribution Apprentice 2
5-2-6
provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for gas distribution construction, and maintenance. OQ (Operator Qualification) requirements for gas distribution construction will be followed during class and any construction that is performed by the student. Students will be introduced to natural gas hazards, proper leak investigation, and resolution. Emergency response and customer leak investigation will be introduced. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>EDTN 110</td>
<td>Gas Distribution Apprentice 3</td>
<td>5.5-3.7</td>
<td>Provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for gas distribution construction and maintenance. OQ (Operator Qualification) requirements for gas distribution construction will be followed during class and any construction that is performed by the student. Students will be introduced to natural gas service requirements, including property set back, safety protocols, and worksite protection. Offered as needed. (prerequisite: EDTN 105) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 115</td>
<td>Gas Distribution Welding 1</td>
<td>1-12.7</td>
<td>Provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for gas distribution construction and maintenance. OQ (Operator Qualification) requirements for gas distribution construction will be followed during class and any construction that is performed by the student. Students will be introduced to job site protection, locating and marking, flagging, construction equipment, excavating &amp; shoring safety, competent person program, and confined space entry. Basic construction and maintenance of gas facilities along with proper welding techniques will be learned by the student throughout the length of class. Offered as needed. (prerequisite: EDTN 110) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 120</td>
<td>Gas Distribution Welding 2</td>
<td>1-8.5</td>
<td>Provides instruction to prepare students to fulfill basic OSHA requirements and demonstrate proper safety protocols for gas distribution construction and maintenance. OQ (Operator Qualification) requirements for gas distribution construction will be followed during class and any construction that is performed by the student. Students will be introduced to natural gas basic regulation, inspecting pressure regulating and limiting devices, vertical/horizontal clearances, three-phase extensions and single-phase rebuilds. Offered as needed. (prerequisite: EDTN 115) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 125</td>
<td>Gas Distribution Apprentice 4</td>
<td>2-2.3</td>
<td>Prepares and evaluates gas apprentices to comply with the requirements of the operator qualification rule within the Minimum Federal Safety Act, part 192 sections 192.801 through 192.909. Students will review the code, covered task summary, and performance evaluation criteria guide and then be evaluated using the performance evaluation form. Offered as needed. Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 101</td>
<td>Power Engineer Apprentice 1</td>
<td>7-2-8</td>
<td>Provides instruction to prepare students to fulfill basic OSHA training and demonstrate proper safety protocols for designing both gas and electric power distribution primary and main; use basic township survey information, maps, easement and right-of-way information to support basic residential/commercial (small) gas and electric primary/main extension design; practice locating underground facilities; employ basic corrosion control techniques for buried metal on basic gas services; gain an understanding of how to follow OQ (Operator Qualification) requirements for gas distribution system design; apply knowledge of three-phase transformers; vertical/horizontal clearances; single/three-phase extensions; and create an initial electric and gas distribution system design for a 10-400 lot residential subdivision. Offered as needed. (prerequisite: EDTN 110) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
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<td>EDTN 105</td>
<td>Power Engineer Apprentice 2</td>
<td>7-2-8</td>
<td>Provides instruction to prepare students to fulfill basic OSHA training and demonstrate proper safety protocols for designing both gas and electric power distribution primary and main; use basic township survey information, maps, easement and right-of-way information to support basic residential/commercial (small) gas and electric primary/main extension design; practice locating underground facilities; employ basic corrosion control techniques for buried metal on basic gas services; gain an understanding of how to follow OQ (Operator Qualification) requirements for gas distribution system design; apply knowledge of three-phase transformers; vertical/horizontal clearances; single/three-phase extensions; and create an initial electric and gas distribution system design for a 10-400 lot residential subdivision. Offered as needed. (prerequisite: EDTN 101) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 110</td>
<td>Power Engineer Apprentice 3</td>
<td>5-1.5</td>
<td>Provides instruction to prepare students to fulfill basic OSHA training and demonstrate proper safety protocols for designing both gas and electric power distribution primary and main; use basic township survey information, maps, easement and right-of-way information to support basic residential/commercial (small) gas and electric primary/main extension design; practice locating underground facilities; employ basic corrosion control techniques for buried metal on basic gas services; gain an understanding of how to follow OQ (Operator Qualification) requirements for gas distribution system design; apply knowledge of three-phase transformers; vertical/horizontal clearances; single/three-phase extensions; and create an initial electric and gas distribution system design for a 10-400 lot residential subdivision. Offered as needed. (prerequisite: EDTN 105) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 115</td>
<td>Power Engineer Apprentice 4</td>
<td>5-1.5</td>
<td>Provides instruction to prepare students to fulfill basic OSHA training and demonstrate proper safety protocols for designing both gas and electric power distribution primary and main; use basic township survey information, maps, easement and right-of-way information to support basic residential/commercial (small) gas and electric primary/main extension design; practice locating underground facilities; employ basic corrosion control techniques for buried metal on basic gas services; gain an understanding of how to follow OQ (Operator Qualification) requirements for gas distribution system design; apply knowledge of three-phase transformers; vertical/horizontal clearances; single/three-phase extensions; and create an initial electric and gas distribution system design for a 10-400 lot residential subdivision. Offered as needed. (prerequisite: EDTN 110) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 120</td>
<td>Power Engineer Apprentice 5</td>
<td>4-1.4</td>
<td>Prepares students to apply basic law of physics to electric and gas power distribution systems. Students will take field notes, locate existing facilities, perform field surveys, prepare commercial and industrial power distribution designs, bill customers, order materials, and perform cost estimates as dictated by appropriate design standards, building codes, and customer need. In addition, each student will complete an advanced design electric and gas power distribution system project. This project will include advanced problems on many aspects of utility design, and all requirements for design will be tested in order for the student to receive credit. Offered as needed. (prerequisite: EDTN 115) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
</tr>
<tr>
<td>EDTN 125</td>
<td>Power Engineer Apprentice 6</td>
<td>3-2.4</td>
<td>Prepares students to apply basic law of physics to electric and gas power distribution systems. Students will take field notes, locate existing facilities, perform field surveys, prepare commercial and industrial power distribution designs, bill customers, order materials, and perform cost estimates as dictated by appropriate design standards, building codes, and customer need. In addition, each student will complete an advanced design electric and gas power distribution system project. This project will include advanced problems on many aspects of utility design, and all requirements for design will be tested in order for the student to receive credit. Offered as needed. (prerequisite: EDTN 110) Applicable toward graduation where program structure permits: Certificate or Degree - All Certificates, AAS, ALS Group Requirement - Not Applicable Area of Concentration - Not Applicable</td>
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</tbody>
</table>
courses, and customer need. The project design will include the relocation of gas and electric lines, extension of new gas and electric lines, surveying and research to ensure that all safety, building codes, and standards are met. Calculations and related information will be noted for grading and review, and all requirements for design will be needed to be completed in order for the student to receive credit. Offered as needed.

**EDTS 101 - Substation Apprentice 1** 2-4-4

prepares the student to be a hands-on team member of the substation maintenance or construction crew. Training modules include mobile radio procedures, how to identify and use hand and power construction tools, OSHA 1910.269 compliance training, including substation entry training, use of bucket trucks, bucket truck rescue, AC-DC and OHMs laws, or secured area use of electrical test instruments, electrical safety and use of high voltage rubber gloves, sleeves and cover-up materials. Offered as needed.

**EDTS 105 - Substation Apprentice 2** 2-4-4

prepares the student to be a hands-on team member of the substation maintenance or construction crew. Training modules include use of precision tools, ridged, thin wall and PVC conduit bending, use of oxygen/acetelyne torch, transformer identification, identification and replacement of substation power fuses, substation inspections, and steel structure rescue. Offered as needed.

**EDTS 110 - Substation Apprentice 3** 2-4-4

familiarizes students with major substation transmission and distribution equipment. Training modules include power transformer no-load tap changer operation, installation and adjustment of disconnect and air break switches, safe handling of compressed gases, substation batteries, installation of transformer and circuit breaker fall protection, and mobile substation training. Offered as needed.

**EDTS 115 - Substation Apprentice 4** 3-2-4

consists of 30% classroom and 70% practical exercise at the Training Center Substation. Tasks included in this module are switching and clearance procedures, personal protective grounding, energized hot work safety and cover up techniques, operation of air break and transfer switches, and working with one-line diagrams. Offered as needed.

**EDTS 120 - Substation Apprentice 5** 1-4-3

prepares students for most aspects of substation breaker maintenance and performance tests. Tasks include vacuum pump set up and operation; maintenance of pneumatic, hydraulic and solenoid mechanisms; circuit breaker tests including timing, contact penetration, contact wipe or compression, breaker stroke; and high potential testing (doctor). Offered as needed.

**EDTS 125 - Substation Apprentice 6** 4-4-6

prepares trainees for complex diagram and schematic use for construction or trouble shooting. Modules include are identifying electrical symbols and electrical devices, component change-out or additions, wiring of control panels, wiring techniques and proper wiring devices, transformer load tap changer maintenance and back up relay devices, and single-phase step regulator theory and maintenance. Offered as needed.

**Engineering**

**ENGR 110 - Engineering Graphics (IAI: EGR 941)** 1-4-3

is designed for pre-engineering students and includes shop terms and processes, geometry of engineering drawing, working drawings, intersections and developments, advanced projection systems, use and construction of graphs, charts and monographs, and design problems and applications. Offered in Fall.

**ENGR 211 - Statics (IAI: EGR 943)** 4-0-4

introduces basic concepts concerning force systems as applied to particles and rigid bodies in static equilibrium. Vector methods and calculus are used to examine two- and three-dimensional systems such as trusses, beams, and frames. Topics include resultants of force systems, moments of inertia, couples, distributed forces, center of mass, analysis of structures, and friction. Offered in Fall.

**ENGR 212 - Dynamics (IAI: EGR 943)** 4-0-4

applies elements of vector calculus to two- and three-dimensional motion of a particle and a rigid body. Topics include kinematics, kinetics, absolute and relative motion, translation, rotation, Newton's laws of motion, work and energy, power, and impulse and momentum. Offered in Spring.

**Engineering Technology**

**ENGT 100 - Manufacturing Processes (IAI: IND 913)** 3-0-3

is designed to give a basic understanding of the various processes used in industry. The student will understand how processes of component manufacturing relate to product design and business decision-making. This course covers several process categories including metal fabrication, casting, welding, machining, plastics molding, surface finishing, heat treatment, and assembly. Bulk processing methods common to the food, chemical, and petroleum industries are also explored. Upon completion of this course, students will understand how people, processes, information, and materials are successfully integrated to produce sellable products. Course information is delivered using lectures, videos, field trips, and demonstrations. Offered in Fall.

**ENGT 101 - Motor Control Fundamentals** 3-3-4

is a practical, hands-on class, centered on the study and application of controls and systems in the industrial environment. This course begins at the introductory level and progresses through advanced manual and automatic electromechanical and solid-state controls. Quizzes will be given regularly and will include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern industrial control systems. Safe work
habits are emphasized throughout the course. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 102 - Blueprint Reading 3-0-3

Provides experiences in reading industrial prints and some sketching of orthographic and pictorial drawings. Topics covered include the interpretation of detail and assembly drawings; auxiliary views; sections, dimensions, and tolerances; lists of materials; notes; drawing change systems; threads; callouts for machine processes; positional and form tolerances; gears; splines; CNC documents; and sheet metal, welding, and control diagrams. Students produce engineering drawings using manual drafting tools and computer-aided design systems. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 103 - Fluid Power Fundamentals 2-2-3

Is a hands-on course in the fundamentals of industrial fluid power systems. This course covers both hydraulic and pneumatic systems; however, most discussions and laboratory work focus on industrial hydraulic systems. Pneumatic systems are discussed near the end of the course where an emphasis is placed on air compression and air preparation. Initial discussions show how energy, force, pressure, and flow relate to hydrostatic systems. Subsequent discussions cover the design of various components and circuits. Industry-grade cylinders, valves, motors, and pumps are used in all laboratory experiments, and students disassemble these components to gain a better understanding of their operation. Schematic symbols are presented throughout the course, and students are required to generate circuit diagrams using both manual drawing and computer software. Offered in Fall and Spring.

(prerequisite: eligibility for MATH 091)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 104 - CNC Fundamentals 2-2-3

Is an introduction to CNC machinery as it applies to the operator. CNC (computer numerical controlled) Fundamentals is a hands-on course in the setup, operation, and basic programming of CNC machines including both turning (lathes) and milling machines. Topics include an introduction to basic CNC program codes, set up, tooling, and operation. The MDI mode is utilized for manual axis control and basic machine functions. Work shift and tool offsets are programmed. Offline programming is used to create basic CNC programs. The programs are downloaded, called up, and edited, and tool path code is graphically verified before being run. Machine operation includes basic fixturing, feed and speed rates, machine maintenance, and adjustments to meet part quality requirements. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 105 - Occupational Safety (MSSC-1) 3-0-3

Is an introductory course appropriate for operators, technicians, supervisors, and managers desiring to learn the fundamentals of occupational safety and health. Most topics discussed relate to the General Industry Standards established by the Occupational Safety and Health Administration (OSHA). This course identifies common hazards in business and industry and investigates various methods of controlling these hazards. This is primarily a lecture and discussion course; however, several hands-on demonstrations are used to enhance instruction. Presentations are similar to shop floor safety meetings. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 107 - BioFuel Manufacturing Fundamentals 2-2-3

Provides a broad overview of the Biofuel production process from biomass feedstock to finished product. The equipment and process controls associated with the batch and continuous process modes of operation used in the production of biodiesel and ethanol are introduced. An emphasis is placed on the physical processes and variables that affect the efficiency of operation and field quality. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 108 - Principles of Renewable Energy 3-0-3

Is an introductory course designed to provide an overview of clean energy resources and accompanying technology. The principle types of renewable energy are covered, including biomass energy, solar energy, geothermal energy, wind energy, and hydro energy. An investigation into the environmental, social, and political forces behind sustainable energy production is undertaken. A brief look at alternative vehicle technology is also included. Offered in Fall.

(prerequisite: eligibility for MATH 091)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 111 - Motor Control Applications 3-3-4

Is a practical, hands-on class, centered on the study and application of controls and systems in the industrial environment. This course includes a study of Programmable Logic Controllers, reduced voltage starting techniques, variable speed drives, soft starters, single-phase motors, three-phase theory and applications, solid-state controls, photo switches, proximity switches, horsepower and torque calculations, motor performance and testing, and motor applications. Quizzes are given regularly and include lab activities. Selected lab activities are taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern industrial control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

(prerequisite: ENGT 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 114 - Wind Turbine Mechanical Systems 3-2-4

Enables an understanding of the components of a wind turbine. Students apply their knowledge toward attaining skills to maintain the efficient operation of the wind turbine system. Mechanical skills utilize an appropriate understanding of heat generation and control, coatings, fasteners, torque, lubricants, gears, shafts, and other topics that will enable students to identify and troubleshoot technical problems. Offered in Spring.

(prerequisite: ENGT 108)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 118 - Wind Turbine Electrical Systems 2-2-3

Provides an understanding of the generation and transmission of electrical power through the wind turbine system. Students analyze a typical wind turbine electrical schematic. Each sub-system is discussed: DC power generation, excitation circuits, voltage control, DC to AC conversion, filtering and harmonics, and line synchronization are discussed and analyzed. Students also receive hands-on experience working with the type of equipment found in wind power generation and delivery systems. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 120 - Process Control Fundamentals 2-2-3

Is a practical, hands-on class, centered on the study and application of instrumentation and process controls and systems in the industrial environment. This course begins at the introductory level with basic measurement techniques for temperature, pressure, level, and flow. Current loops, PID control and calibration are discussed and applied in the lab. Quizzes are given regularly and include lab activities. Selected lab activities are taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern process control systems. Safe work habits are emphasized throughout the course. Offered in Spring.

(prerequisite: ENGT 101)

Richland Community College Catalog 2016-2017
ENGT 125 - BioProcess Operation Fundamentals 1-2-2

Provides a broad introduction to the technology of the bioprocess industry including the economic basis of the technologies and their historical development with an emphasis on fundamental applications common to most process industries. Basic concerns of the bioprocess industry such as safety, security and utilities are introduced. Includes study of topics in the following areas: vehicle and transportation hazards; physical security and cyber security; fire, rescue and emergency response equipment; environmental control equipment; portable water; fire water, service/utility water, waste water; cooling water; nitrogen, natural gas, fuel gas; auxiliary equipment; and material storage. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 131 - Maintenance Fundamentals 3-2-4

Provides an introductory understanding of the maintenance procedures utilized in modern industrial processes. The maintenance management concepts of total productive maintenance (TPM), including routine, preventative, predictive, are integrated throughout this course. Topics include the skills and knowledge to perform housekeeping, preventive and routine maintenance of the manufacturing systems that are common in local factories and processing plants. Machine systems covered include mechanical, electrical, pneumatic, hydraulic, lubrication, belts and chains, bearings, couplings, and automation. Students will work with technical handbooks, manufacturers’ catalogs, and trade literature to solve maintenance problems. Theory gained in the classroom is applied in laboratory-based exercises. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 140 - Supply Chain Logistics 1 2-2-3

Is designed to provide the student with foundational knowledge related to critical work activities across all facilities within the supply chain industry: safety, quality control, materials handling, communications, teamwork, good workplace conduct, and logistic technologies that underpin supply chain operations. This course prepares the student to pass the Manufacturing Skill Standards Council (MSSC) Certified Logistics Associate (CLA) certificate exam. The MSSC CLA certificate is a nationally recognized, industry certificate in the supply chain industry. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 141 - Supply Chain Logistics 2 2-2-3

Is designed to provide the student with an intermediate knowledge related to critical work activities across all facilities within the supply chain industry: order processing, transportation modes, storage options, inventory controls, handling hazardous materials, tracking options and customs regulations. This course prepares the student to pass the Manufacturing Skill Standards Council (MSSC) Certified Logistics Technician (CLT) certification. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 150 - Machining Fundamentals 1-2-2

Provides a hands-on introduction of the basic principles of introduction to the various machining operations, setups, and procedures. The course focuses on traditional machining methods including lathes, mills, drills, cut-off saws and grinders. Topics include machine capabilities, basic process planning, setup, and machine operation. Additional topics include bench work, the use of hand tools, basic measurement tools, and layout tools. Shop safety is covered in every operation. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 151 - Cutting & Workholding 1-2-2

Introduces the theory and operation of metal cutting tools using manual and CNC machining. Tools covered include drills and reamers, end mills, mill cutters, tool bits, single-point turning tools, indexable tooling, and tool tip and dies. Topics also include tool selection, machinability of different materials, calculation of speeds and feeds, and spindle horsepower requirements. Elementary heat treatment of metals and case hardening are covered as to how they affect tool selection. Working knowledge topics include the operation, selection and proper use of chucks, vises, clamps, and custom fixtures. Students also perform simple operations such as basic grinding, face, turn, bore, knurl, chamfer, center drill, tap, groove, cut tapers, adjust feeds and speeds, mill flat, square surfaces, and make slots. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 160 - Metrology and Quality Control 2-2-3

Is a hands-on introduction to precision measurement. Topics include an overview of measuring instruments, including their advantages and limitations. Topics include micrometer and vernier tools, dial indication instruments, gauge blocks, hand tools, layout tools and layout methods. Advanced technologies are utilized including coordinate measuring machine (CMM) and vision inspection system. Measurement data is analyzed with basic statistical methods including control charts and sampling plans. Data is analyzed to determine correction plans. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 201 - Fundamentals of Solar Power 2-2-3

Focuses on the design, installation and troubleshooting of solar-powered electrical production systems. The course emphasizes the hands-on skills required by industry for technicians interested in this exciting new field. Students learn how light energy is converted to electrical energy, DC to AC conversion, installation principles, troubleshooting and optimization. Lab work includes experiments and troubleshooting with both small equipment in the lab and a fully functional system in the field. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 202 - Industrial Materials (IA: IND 912) 3-2-3

Is an introduction to the types and uses of industrial materials. Topics include general classifications of materials: ferrous metals, nonferrous metals, composites and plastics. Physical, chemical, electrical properties of materials and testing criteria are covered. Emphasis is placed on the manufacture, properties, benefits, limitations, and applications of these materials in contemporary industry. Additional topics include the heat treatment of metals to improve performance and manufacturability. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 202 - Fundamentals of Biomass Energy 1-2-2

Provides an overview of biomass resources and accompanying technology. The principal types of biomass energy are covered and include energy grasses, wood wastes, bio-solids, etc. An investigation into the actual operation of a small biomass furnace (force-air and re-circulating liquids) is undertaken. A brief look at alternative (emerging) biomass technology (methane generation, etc.) is also included. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 208 - Fundamentals of Biomass Energy 1-2-2

Provides an overview of biomass resources and accompanying technology. The principal types of biomass energy are covered and include energy grasses, wood wastes, bio-solids, etc. An investigation into the actual operation of a small biomass furnace (force-air and re-circulating liquids) is undertaken. A brief look at alternative (emerging) biomass technology (methane generation, etc.) is also included. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

Areas of Concentration - Not Applicable

Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 109 or eligibility for ENGL 101 or approval of instructor

www.richland.edu
ENGT 204 - Fundamentals of Geothermal Energy 3-0-3
focuses on the design, operation and troubleshooting of geothermal energy systems. The course emphasizes the knowledge required by industry for technicians interested in this exciting new field. Students learn how geothermal energy is converted to electrical energy, heat, and air-conditioning. The economics and political issues of this green energy source are discussed. Demonstrations include experiments, troubleshooting and optimization with both small equipment in the lab and a fully functional system in the field. Offered in Spring.
(prerequisite: MATH 104 and ENGT 108 or approval of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 210 - PLC Fundamentals 3-2-4
is a practical, hands-on class, centered on the study and application of Programmable Logic Controllers in the industrial environment. This course begins at an intermediate level, assuming prior knowledge of or experience with Programmable Logic Controllers, and progresses through advanced programming concepts. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and program PLC-based control systems. Safe work habits are emphasized throughout the course. Offered in Fall.
(prerequisite: ENGT 111)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 211 - PLC Applications & Data Acquisition 2-2-3
is an advanced course, centered on the study and application of Programmable Logic controllers in the industrial environment. This course assumes prior experience with or knowledge of Programmable Logic Control systems. Topics include analog I/O, block transfers, remote I/O, remote chassis configuration, DH+ and RIO communications, PLC networking, RSLinks driver configuration, indexed addressing, indirect addressing, message instructions and processor status file concepts. The course includes a study and application of SCADA/HMI software. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and program PLC-based control systems. Safe work habits are emphasized throughout the course. Offered in Spring.
(prerequisite: ENGT 210)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 212 - Motor Control Systems 3-3-4
introduces the student to the methods used to maintain, troubleshoot, install, and repair industrial electrical systems. Topics include wiring and piping methods, the effective use of test equipment, various approaches to troubleshooting electrical systems, a review of electric motor theory, and expanded coverage of three-phase power and distribution systems. Preventive maintenance of electrical systems is discussed. Application portions of the National Electrical Code are included. Safe work habits are emphasized throughout the course. There will be two lecture hours and four laboratory hours per week. Offered in Fall.
(prerequisite: ENGT 111)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 213 - Robotic Fundamentals 2-2-3
is a hands-on introduction to industrial robot systems including hardware, software, and system integration. Topics include operation, programming, troubleshooting, proper application, system integration, profitability analysis, and safety issues. The course covers an overview of current robotics industry, terminology, mechanical components, power sources, end effectors, robot controllers, and system sensors. A variety of robotic systems are studied, including servo and non-servo systems. Programming is done both on the PC and "teach" pendants. Robots are integrated with CNC machines, programmable logic controllers and electrical controls to create a flexible manufacturing system (FMS). Offered in Spring.
(prerequisite: ENGT 104 or ENGT 210)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 214 - Motion Control Applications 2-2-3
introduces the student to the methods and equipment used to program, configure, troubleshoot, and repair Computer Numerical Controls. Topics include the effective use of test equipment, various approaches to troubleshooting CNCs and a review of motion control theory and PLC's. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain CNC control systems. Safe work habits are emphasized throughout the course. Offered in Spring.
(prerequisite: ENGT 111)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 215 - Motion Control Systems 2-2-3
introduces the student to the methods and equipment used to maintain, troubleshoot and repair Computer Numerical Controls. Topics include the effective use of test equipment, various approaches to troubleshooting CNCs and a review of motion control theory and PLC's. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain CNC control systems. Safe work habits are emphasized throughout the course. Offered in Spring.
(prerequisite: ENGT 114)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 216 - Process Control Applications 2-2-3
is a practical, hands-on class, centered on the study and application of instrumentation and process controls and systems in the industrial environment. This course assumes the student has prior knowledge of basic instrumentation and process control systems. Topics include "smart" instrumentation, valves and actuators, ratio control, cascaded control loops, PLC control, analog I/O, PH, conductivity, and an introduction to HMI/SCADA systems. Quizzes are given regularly and include lab activities. Selected lab activities will be taken for grades. The course emphasizes the on-the-job knowledge and skills required to troubleshoot and maintain modern process control systems. Safe work habits are emphasized throughout the course. Offered in Fall.
(prerequisite: ENGT 120)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 217 - BioProcess Operation Applications 2-4-4
provides an introduction to the control technology of the bioprocess industry with an emphasis on operation of systems common to bioprocess industries. Basic theory of various bioprocess applications, and the products produced, are introduced. A laboratory component of the course introduces students to operations procedures. Includes study of topics in the following areas: steam turbines, heat exchangers, boilers, turbines, engines, separation equipment, reactors, solids handling equipment, steam generation and distribution systems, reaction systems, separation systems, extraction systems, distillation systems, stripping systems, dehydration systems, and filtration systems. Offered in Fall.
ENGT 220 - Bioprocess Operation Systems 2-2-3
provides further study of the control technology of the bioprocess industry with an emphasis on operation of systems common to bioprocess industries. Operations, manipulation, and optimization of various bioprocesses are covered. A laboratory component of the course introduces students to advanced operations procedures. Includes study of topics in the following areas: system economics and optimization, procedure writing, normal operations, abnormal operations, system startup, system shutdown, system operation, alarm handling, turnarounds, and on-the-job training. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - Not Applicable
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 230 - Power Transmission Applications 2-2-3
provides students with enhanced training in mechanical power transmission systems. Topics covered include plain bearings, ball bearings, roller bearings, bearing selection and maintenance, right angle gears, speed reducers, gaskets and seals, clutches and brakes, and linear drives. Students work with handbooks, manufacturers’ catalogs, and trade literature to solve power transmission problems. Offered in Fall.
(Prerequisite: ENGT 130 and eligibility for MATH 091 or approval of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 231 - Piping Fundamentals 1-2-2
is designed to give students the skills to specify and assemble basic pipe, tube, and hose systems. Topics include pipe materials, pipe schedules, pipe threading, fittings, valve operation and maintenance, schematic interpretation, tube bending, and hose construction. This course also covers the operation and performance of steam distribution systems. Skills are acquired using hands-on laboratory exercises. Offered in Spring.
(Prerequisite: eligibility for MATH 091 and ENGL 101 or approval of the instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 232 - Rigging & Cranes 1-2-2
demonstrates how to select and configure cranes, hoists, and slings for safe load movement. Topics include load weight estimating and balancing, hook and eyebolt installation, hoist selection, sling design, and crane identification. Skills are acquired through classroom lectures and hands-on laboratory exercises. Offered in Spring.
(Prerequisite: eligibility for MATH 091 and ENGL 101 or approval of the instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 233 - Lubrication Systems 1-2-2
investigates the function of lubrication in mechanical systems. It also provides students with the skills to operate series/progressive and piston distributor central lubrication systems that are furnished with Lubriquip Maxi-Monitor controllers. Troubleshooting principles are covered in detail and primarily applied to lubrication systems; however, troubleshooting of other electro-mechanical systems is also discussed. Analysis of oil samples is undertaken to determine viscosity, metallic wear rates, level of degradation, and level of foreign substance contamination. Complex components, such as divider valves, are disassembled to give students a clear understanding of their operation. Offered in Fall.
(Prerequisite: eligibility for MATH 091 and ENGL 101 or approval of the instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 234 - Pump Applications 1-2-2
covers the operation of dynamic and positive displacement pumps. Discussion of positive displacement pumps focuses on those types not covered in the industrial fluid power courses. Pump theory is discussed in detail to provide students with skills to troubleshoot and evaluate pump systems. Course topics include pump classification, head calculations, specific speed, pump curves, fluid viscosity, net positive suction head, cavitation, pump corrosion, seals, packings, series pump systems, and parallel pump systems. Students use hands-on exercises to investigate centrifugal pumps, diaphragm pumps, and peristaltic pumps. Offered in Fall.
(Prerequisite: eligibility for MATH 091 and ENGL 101 or approval of the instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 235 - Industrial Machinery Repair 1-2-2
allows students to solve mechanical problems by combining skills obtained from other mechanical courses; therefore, students are encouraged to enroll for this course during their second year of study. Machine tools are the center for most discussions in this class. Topics include leveling, anchoring, axis alignment, gib adjustment, chip conveyors, and ball screws. Planned maintenance of equipment is emphasized, and initial lectures cover preventive and predictive maintenance practices. Students perform predictive maintenance techniques such as oil analysis, vibration analysis, and thermography. Offered in Spring.
(Prerequisite: ENGT 230 or approval of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 240 - Hydraulic Applications 2-2-3
applies those concepts learned in ENGT 103, Fluid Power Fundamentals. This course focuses entirely on industrial hydraulics with emphasis on circuit design. Students design hydraulic circuits using computer simulation software and validate each virtual design by creating an equivalent physical circuit. Students are also required to interpret hydraulic schematics associated with complex industrial machinery. The majority of class time will be used for laboratory and project work. Students must have basic computer skills and be able to manipulate the Windows operating system. Offered in Spring.
(Prerequisite: ENGT 103 and eligibility for MATH 091)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 241 - Pneumatic Applications 2-2-3
provides comprehensive instruction in the area of industrial pneumatics. Pneumatic concepts not covered in ENGT 103, Fluid Power Fundamentals, are discussed. The role of pneumatics in industrial automation is emphasized. Topics covered include air-logic circuits, vacuum systems, air bearings, pneumatic actuators, pneumatic valves, schematics, compressor sizing and maintenance, air drying, air filtration, and electronic sensors. Students incorporate computer simulation in the design and validation of electro-pneumatic circuits. Students must have basic computer skills and be able to manipulate the Windows operating system. Lecture and laboratory are given equal emphasis in this course. Industry-grade pneumatic components are used for all laboratory work. Offered in Fall.
(Prerequisite: ENGT 103 and eligibility for MATH 091)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 242 - Fluid Power Systems 2-2-3
provides advanced training in the area of industrial hydraulics with emphasis placed on system performance and troubleshooting. Initial activities require students to adjust and measure the performance of an integrated hydraulic system accurately. Advanced exercises require students to troubleshoot and repair single and multiple system faults. Students will become proficient in diagnosing problems and implementing solutions. Offered in Spring.
(Prerequisite: ENGT 103 and eligibility for MATH 091 or approval of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
ENGT 250 - CNC Turning 2-2-3

covers the programming, setup, and operation of a CNC turning machine to create a variety of parts. Topics include an advanced use of the various functions of the machine's controller and advanced skills and knowledge of tooling and machine setups. CNC Turning programming techniques and machine setup include roughing, finishing, profiling, pocketing, and drilling and tapping. Job setup sheets are created utilizing the part print. Machine capabilities are utilized in both a production and job-shop environment. The students will CNC machine a major metal working project requiring the use of all the equipment in the machine shop. Offered in Fall.

(prerequisite: ENGT 104, ENGT 150, ENGT 151)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 251 - CNC Milling 2-2-3

is an advanced course covering the programming, setup, and operation of a CNC milling machine to create a variety of parts. Topics include an advanced use of the various functions of the machine’s controller, and advanced skills and knowledge of tooling and machine setups. CNC programming techniques and machine setup include roughing, finishing, profiling, pocketing, and drilling and tapping. Job setup sheets are created utilizing the part print. Machine capabilities are utilized in both a production and job-shop environment. The students will CNC machine a major metal working project requiring the use of all the equipment in the machine shop. Offered in Fall.

(prerequisite: ENGT 104, ENGT 150, ENGT 151)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 252 - CAM Applications 2-2-3

is a hands-on course that utilizes commercial CAM software to create CNC machine code directly from a CAD model database. Various two-dimensional and three-dimensional surfaces are modeled and edited to generate CNC code. CAD models are edited for manufacturability. Job setup files are customized to represent the specific CNC machine to be utilized. Post processing and code editing techniques are utilized to customize the generated code for specific machines. Tool path modeling and simulation methods are utilized to optimize machining performance. Codes are downloaded for machining. Offered in Spring.

(prerequisite: DRAFT 236 or DRAFT 215 and ENGT 104 or consent of full-time Engineering Technology instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

ENGT 270 - BioFuel Manufacturing Applications 2-2-3

provides a focused study emphasizing the biochemical processes employed by various organisms in the biofuels and sustainable energy disciplines. Acid-base chemistry, enzymatic, and the general properties of carbohydrates, amino acids, lipids and nucleic acids are emphasized. Additional topics include composition of lignocellulose; energy crops; chemical pretreatment; enzymatic pretreatment; degradation of lignocellulose by fungi and bacteria; degradation of lignin; degradation of cellulose; and comparison with physical properties of biofuels. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 271 - BioFuel Manufacturing Techniques 2-2-3

provides a focused study on the metabolism of carbohydrates, amino acids, lipids and nucleic acids, with an emphasis on ethanolic fermentation and lipid biosynthesis as it relates to biofuels feedstocks. Additionally, the student is introduced to the principles of genetics, gene regulation, and recombinant DNA techniques. Hands-on activities include an in-depth exploration of the American Society for Testing and Manufacturing with Materials (ASTM)-approved analytical testing methods for the composition, purity, and physical properties of biofuels. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 290 - Work Exp. Practicum & Seminar 1-10-3

provides students the opportunity to apply their technical training in a workplace setting. The practical nature of this course will enhance the knowledge and skill base of the student. Students must work 10 hours per week once appropriate employment is secured and are expected to participate in solving real-life technical problems under the supervision of an experienced technician(s). A list of suggested work-based learning sites, with contact names and phone numbers, will be given to the student by the instructor; however, the student is responsible for finding applicable employment. The instructor will counsel the student during the search for a work-based learning site. The student and the instructor will communicate at least once a week to review progress.

(prerequisite: approval of instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 295 - Workplace Simulation & Project 1-10-3

provides for supervised independent projects in Engineering Technology and is only for students in their last semester. The student will keep a log of progress, prepare written reports, and present an oral report at the end of the semester. The student will apply classroom knowledge to a workplace situation in the form of a hands-on technical project. The project will provide advanced students with the opportunity to integrate and practice previous coursework in a simulated work environment under the supervision of an instructor. The work project will be developed cooperatively between the instructor and each student to provide a variety of technical experiences directly related to the student’s career goals. Offered as needed.

(prerequisite: student should be in last semester of study)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

ENGT 299 - Systems Integration 1-1-3

is designed to provide the student with a realistic cross-disciplinary work experience. The students are given a complete specification for a functional system. The students are then expected to design, build, wire, pipe, program, test, and document the system. A variety of system packages is available. The system chosen for each class will be determined by the enrollment and make-up of each class. Students are expected to collaborate with students from other disciplines to complete the project. Safe work habits are emphasized throughout the course. Offered as needed.

(prerequisite: This is the capstone course for the Engineering Technology degree program. This course will be offered to fourth-semester students after successful completion of all preceding courses within each student's respective discipline.)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

English

ENGL 088 - Reading & Study Skills 1 3-0-3

is designed to help the students gain greater understanding of written material by providing students with an introduction to fundamental reading comprehension necessary for success in college and life. The focus is on comprehending main ideas and supporting evidence. Vocabulary acquisition in context and study skills as well as reading rate improvement will be introduced. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - Basic Certificates
Group Requirement - Preparatory to other studies
Area of Concentration - Preparatory to other studies
ENGL 090 - Reading & Study Skills 2  3-0-3
is designed to develop college-level reading comprehension, vocabulary, and study skills. The focus is on comprehending main ideas, supporting details, organizational patterns and vocabulary in context, as well as increasing reading rate. Critical reading and thinking skills are introduced. This course may be computer enhanced. Offered in Fall, Spring, and Summer.
(prerequisite: "C" or better in ENGL 088)
Applicable toward graduation where program structure permits:
Certificate or Degree - Basic Certificates
Group Requirement - Preparatory to other studies
Area of Concentration - Preparatory to other studies

ENGL 095 - Developmental Writing 1  3-0-3
is designed for those students who desire or need additional preparation in English composition prior to taking ENGL 097. The course reviews those elements of mechanics and grammar necessary in all writing and provides intensive practice in construction of sentences and paragraphs. Much of the writing is done in a supervised laboratory setting. This course may be computer enhanced. Offered in Fall, Spring, and Summer.
(prerequisite: "C" or better in ENGL 095)
Applicable toward graduation where program structure permits:
Certificate or Degree - Basic Certificates
Group Requirement - Preparatory to other studies
Area of Concentration - Preparatory to other studies

ENGL 097 - Developmental Writing 2  3-0-3
prepares students for classes in which college-level writing is required. The course reviews mechanics and grammar basic to all writing and requires intensive practice in construction of sentences, paragraphs, and essays. Much of the writing is done in a supervised laboratory setting. This course may be computer enhanced. Offered in Fall, Spring, and Summer.
(prerequisite: "C" or better in ENGL 095)
Applicable toward graduation where program structure permits:
Certificate or Degree - Basic Certificates
Group Requirement - Preparatory to other studies
Area of Concentration - Preparatory to other studies

ENGL 101 - Composition 1  (IAI: C1 900)  3-0-3
is a basic course in college writing. Students write and revise essays using a variety of rhetorical methods. Through extensive writing and careful reading, students cultivate their ability to think critically and improve their ability to compose acceptable and effective academic papers. Special attention will be paid to persuasive writing. Offered in Fall, Spring, and Summer.
(prerequisite: one of the following: 1) "C" or better in English 090 and/or 097; 2) score of 40th percentile or above on ACT (English and Reading) or SAT (Verbal); 3) satisfactory scores on Richland's English and Reading Comprehension placement tests; or 4) evidence of equivalent competencies)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Communications
Area of Concentration - Not Applicable

ENGL 102 - Composition 2  (IAI: C1 901R)  3-0-3
is the conclusion of the first-year, college-level writing program. The course continues the study and practice of composition begun in English 101 with a major focus on source-based arguments. Students learn to recognize various levels of formality and to develop a style of writing appropriate for a formal research paper. All elements of research are taught: choosing a topic, focusing on a thesis, locating and evaluating varied sources, organizing materials, writing and documenting the text, and revising. Offered in Fall, Spring, and Summer.
(prerequisite: ENGL 101 or ENGL 110 with "C" or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Communications
Area of Concentration - Not Applicable

ENGL 105 - Technical Writing in the Workplace  3-0-3
provides instruction and practice in the preparation of reports appropriate for business and industry. Various rhetorical strategies for identifying and reaching particular audiences are presented. Students learn all aspects of preparing reports: choosing a topic, identifying a primary audience, completing various kinds of research, which may include phone or personal interviews, surveys, letters, and questionnaires, organizing materials, writing and documenting the text, revising, designing graphics appropriate to the text, and as needed, creating glossaries and appendices to the text. Offered in Fall, Spring, and Summer.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Communications
Area of Concentration - Not Applicable

ENGL 110 - Professional & Technical Writing  (IAI: C1900R)  3-0-3
provides experience for individuals, as part of small, project management teams, in developing solutions to business and professionally-based case studies. As part of the course, students learn to identify audiences in offering findings and recommendations to solve case studies. Writing includes a range of internal and external correspondence forms: letters of application and resumes; surveys; and informal and formal reports together with graphs and charts, appendices, and glossaries. All elements of the writing process, conceptually-originating, drafting, revising, and editing, are addressed. Offered in Fall, Spring, and Summer.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Communications (AAS and ALS only)
Area of Concentration - Not Applicable

ENGL 115 - Introduction to Literature  (IAI: H3 900)  3-0-3
introduces students to the careful reading, discussion, and written analysis of literature. Students read and discuss poetry, fiction, and drama. The course also includes practice in the skills necessary to write about literature. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 120 - Introduction to Creative Writing  3-0-3
offers instruction and practice in writing fiction, poetry, and creative nonfiction. Students learn the main critical and structural approaches to these genres. Students produce a set amount of writing in each genre, and more in a chosen genre, and discuss student work in class. The work must be creative and also mechanically acceptable. Students learn about acceptable manuscript practices and market opportunities. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Communications (AAS and ALS only)
Area of Concentration - English

ENGL 124 - Introduction to Fiction  (IAI: H3 901)  3-0-3
introduces students to the careful reading, discussion, and written analysis of short stories and novels. Students learn the use of various critical methods in examining the elements, aims, and effects of fiction. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 126 - Introduction to Poetry  (IAI: H3 903)  3-0-3
introduces students to the reading, discussion, and written analysis and understanding of poetry through the study of techniques, themes, and some major poets of the English and American traditions. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 128 - Introduction to Drama as Literature  (IAI: H3 902)  3-0-3
introduces students to the reading, discussion, and written analysis of plays. Students read representative plays of the Western tradition from those of early Greece to recent American productions, studying dramatic conventions, techniques, and themes. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 140 - Introduction to Film Art (IAI: F2 908) 3-0-3
examines the aesthetic and cultural qualities of film as a contemporary art form. By viewing and discussing a variety of films, students will become familiar with the unique properties of cinematic art along with the qualities it shares with other art forms. In addition, the place of film in American culture and society is explored. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Not Applicable

ENGL 150 - Topics on Literature 3-0-3
examines a selected topic or movement through careful reading, discussion, and written analysis of representative works of literature. The course content will vary each time it is offered. This course may be repeated once with a different topic. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - English

ENGL 160 - Literature and Gender (IAI: H3 911D) 3-0-3
introduces students to literary works written by major women writers or about women through reading, discussion, and written analysis. Students are also exposed to historic, educational, and social trends that relate to women and the impact of women on these same trends. Emphasis may be placed on specific genres or groups of writers, such as women of color. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 162 - Children's Literature (IAI: H3 918) 3-0-3
is a survey of selected works of children's literature through reading, discussion, and analysis. Literary elements, genre, illustration, culture, and censorship are explored. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 201 - American Literature to 1800 (IAI: H3 914) 3-0-3
is a historical survey of American literature from its beginning to 1800. Some of the authors read include Poe, Emerson, Thoreau, Hawthorne, Melville, Twain, Whitman, and Dickinson. Particularly examined are the cultural and political milieus of the periods in which this literature was created. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 202 - American Literature in 20th Century (IAI: H3 915) 3-0-3
is a historical survey of American literature from 1900 to the present. Some of the authors read include Frost, Hemingway, Faulkner, Cummings, Eliot, Stevens, Baldwin, Bellow, Plath, and Walker. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 222 - Advanced Creative Writing 3-0-3
offers students the opportunity to develop advanced skills in one of the genres presented in ENGL 120. Each student will be expected to produce a significant body of writing such as a collection of poems, a full-length play, a major part of a novel, or a collection of short stories. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - English

ENGL 240 - Film and Literature (IAI: HF 908) 3-0-3
examines the formal, thematic, and historical relationships between literary and cinematic forms. Through careful reading/viewing, discussion, and written analysis of novels, short stories, plays, and their cinematic adaptations, students will come to a greater understanding of the characteristics of each medium. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - English

ENGL 241 - Film History (IAI: F2 909) 3-0-3
is an international survey of the historical development of film, emphasizing a study of films and innovation in film production that have significant influence on film as an art form. It includes the study of films by such directors as Eisenstein, Chaplin, Lang, Renoir, Welles, Ford, Hitchcock, de Sica, Fellini, Bergman, Kurosawa and some contemporary directors. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - English

ENGL 251 - English Literature to 1800 (IAI: H3 912) 3-0-3
is a selective historical survey of English literature from its beginnings to 1800. Some of the authors read are Chaucer, Spenser, Shakespeare, Milton, Dryden, Swift, Pope, and Johnson. Emphasis is on the interpretation of each work, the cultural context in which it was created, and the present relevance of the work. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 252 - English Literature 19th-20th Century (IAI: H3 913) 3-0-3
is a selective survey of English literature from the beginning of the Romantic era, through the Victorian period, and into the twentieth century. Some of the authors read are Wordsworth, Keats, Tennyson, Browning, Conrad, Yeats, Lawrence, Joyce, Auden, Hughes, and Larkin. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 253 - Introduction to Shakespeare (IAI: H3 905) 0-0-3
includes reading, discussion, and analysis of selected Shakespearean plays and sonnets. Includes biographical information, the influence of his times, and secondary resources. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - English

ENGL 260 - Science Fiction 3-0-3
introduces major writers and works of science fiction, including poetry, short stories, novels, and films. Students examine the genre through its literary history and contexts, its major themes, devices, writers, and adaptation into films. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - English

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ENGL 261 - Fantasy & Mythology  (IAI: H9 901)  3-0-3
studies the nature of mythology through the study of folklore and legendary narratives, themes, archetypal figures/situations, symbolism, and figurative language. Offered as needed.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Humanities
- Area of Concentration - English

ENGL 270 - Literature and the Bible.  (IAI: H9 9001)  3-0-3
introduces students to the Bible as a literary and historical document and to the use of the Bible by writers of English and American literature. Offered as needed.
(prerequisite: ENGL 101)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Humanities
- Area of Concentration - English

ENGL 280 - Non-Western Literature  (IAI: H3 908N)  3-0-3
is an introduction to literature in English by writers from non-western cultures—Asian, South Asian, African, Caribbean, and Middle-Eastern. This meets the non-Western course requirement. Offered as needed.
(prerequisite: English 101)
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Humanities
- Area of Concentration - English

Fire Science

FIRE 110 - Introduction to Fire Science (Module A)  4-0-4
is a basic introduction to the history and philosophy of fire protection and includes fire behavior, self-contained breathing apparatus, ladders operation, fire hose and appliances, personal safety, and portable extinguishers. Offered in Fall.
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

FIRE 111 - Techniques of Firefighting 1 (Module B)  4-0-4
is designed to teach and to develop the knowledge and manipulative skills needed by the firefighter. This course includes water supply operations, fire streams, ventilation techniques, rescue operations, emergency medical care, forcible entry techniques, overall operations, and building construction. Offered in Fall.
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

FIRE 112 - Techniques of Firefighting 2 (Module C)  4-0-4
is designed to expand the knowledge to a higher skill level. This course includes communications, sprinkler systems, salvage operations, fire prevention activities, rope operations, and hazardous materials awareness. Offered in Spring.
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

FIRE 113 - Techniques of Firefighting 3 (Module C Extension)  3-0-3
is designed to teach, develop, and train the student in the specialized areas of Firefighting 2. This course includes hazardous materials, awareness, terrorism training, firefighter safety and survival, and live firefighting operations. Offered as needed.
Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

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FIRE 220 - Fire Instructor II 3-0-3
emphasizes teaching formalized lessons from materials prepared by the instructor including relating information from one lesson or class to the next. This course qualifies the student for certification as Fire Instructor 2. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 230 - Fire Service Hydraulics 4-0-4
is designed for those beginning the operation of fire pumps and those who wish to expand their knowledge in pump operations. Practical evolution of pump operations is be performed. This course qualifies the student for certification as a Fire Apparatus Engineer. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 250 - Hazardous Materials 3-0-3
is designed to provide the basic skills needed to evaluate and work defensively at an incident involving the release of hazardous materials. The student will understand the relevance of standard operating guidelines and how they play a role in hazardous materials operations. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 260 - Fire Investigation 3-0-3
covers techniques and procedures for the investigation of fires. This course includes determining the cause and origin of fire, fire behavior, detection of arson, investigation techniques, and the legal aspects of arson investigation. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 270 - Fire Management 1 3-0-3
is designed to acquaint the student with the role of the company officer and provides an introduction to basic management theories, practices, and functions. This course is a requirement for Fire Officer I. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 280 - Fire Management 2 3-0-3
is designed to acquaint the student with the principles of communications and group dynamics as they relate to the company officer. This course is a requirement for Fire Officer I. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 285 - Fire Management 3 3-0-3
is designed to acquaint the student with the role of the company officer and provides an introduction to organizational management, social service, capital resources, public finance, and public relations. This course is a requirement for Fire Officer II. This course follows all requirements set forth by the Office of the State Fire Marshal. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 286 - Fire Management 4 3-0-3
is designed to acquaint the student with the role of the company officer and provides knowledge of personnel management, health & safety, labor relations, and information management. This course is a requirement for Fire Officer II and follows all requirements set forth by the Office of the State Fire Marshal. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
FIRE 297 - Fire Science Technologies 3-0-3
offers an introduction to what is current and what is coming in fire science practice and technology. Specific topics will change to reflect the state of the art. Three credit hours may be used as directed electives in the AAS Fire Science Degree. Offered as needed.
(prerequisite: firefighting experience or previous Fire Science course recommended)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

French

FREN 201 - Beginning French 1 4-0-4
is an introduction to contemporary French, including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. It is designed for students with no previous study of French. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language
FREN 102 - Beginning French 2 4-0-4
is a continuation of FREN 101. Offered as needed.
(prerequisite: FREN 101 or to 11 quality points for high school French completed within the past five years)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language
FREN 111 - Conversational French 3-0-3
introduces conversational French skills with intensive oral practice in listening and speaking. The communicative approach in instructions will emphasize repetitions for natural language acquisition, conversational patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, and selected readings. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language
FREN 201 - Intermediate French 1 4-0-4
includes readings in French, intensive aural-oral practice, and review of grammar and writing skills. Offered as needed.
(prerequisite: FREN 102 or to 14 quality points for high school French completed within the past five years)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language
FREN 202 - Intermediate French 2 (IAI: H1 900) 4-0-4
is a continuation of FREN 201, with increased attention to composition and conversation. Offered as needed.
(prerequisite: FREN 201 or 15 or more quality points for high school French completed within the past five years)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Foreign Language
German

GERM 101 - Beginning German 1 4-0-4
includes elementary grammar, pronunciation, and reading of graded texts. The aural-oral approach is utilized toward acquiring skills in speaking, understanding, and reading German. Together with GERM 102, it is designed for students with no previous study of German. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Area of Concentration - Humanities (AAS and ALS only)

GERM 102 - Beginning German 2 4-0-4
is a continuation of GERM 101. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

GERM 115 - Conversational German 1 3-0-3
includes development of conversational German skills with intensive oral practice in listening and speaking. The communicative approach in instruction will emphasize functional conversational patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, and readings/c Titing of the script for travel, career development, cultural outreach, or personal enrichment. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

GERM 201 - Intermediate German 1 4-0-4
includes reading of intermediate texts (Novellen and essays) and a review of grammar utilizing aural-oral practice in the classroom and laboratory. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

GERM 202 - Intermediate German 2 (IA: H1 900) 4-0-4
is a continuation of GERM 201, with increased attention to composition and conversation. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Foreign Language

Health

HLTH 040 - Nurse Assistant Competency Skills Assessment 0-1-0.5
is designed to assess the basic nursing skills of a certified nursing assistant who has not worked for a period of 8 hours during twenty-four (24) consecutive months as a CNA, performing nursing assistant duties for monetary compensation. This course will determine if the student is competent in the Illinois Department of Public Health (IDPH) identified skills prior to reporting to a clinical site with a trained and IDPH approved competency evaluator. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - All Basic Certificates in General Studies except Personal Development
Area of Concentration - Not Applicable

HLTH 100 - First Aid Training 1-0-1
trains students in lifesaving and first aid techniques. Students will be able to differentiate

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Classroom work will consist of 92 hours, and clinical assignment will consist of 50 hours. Department of Public Health course instruction in classroom work and clinical experience. Training in the basic nursing skills. The course provides 142 hours of approved Illinois certificate of completion. To become fully certified and placed on the Nurse Aide Registry in Illinois, students must also take and pass the State’s approved Competency Evaluation. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 141 - Nurse Assistant Training 6-4-8
is designed to give the student who desires employment as a nurse assistant or orderly training in the basic nursing skills. The course provides 142 hours of approved Illinois Department of Public Health course instruction in classroom work and clinical experience. Classroom work will consist of 92 hours, and clinical assignment will consist of 50 hours. Upon successful completion of both theory and clinical sections, the student receives a certificate of completion. To become fully certified and placed on the Nurse Aide Registry in Illinois, students must also take and pass the State’s approved Competency Evaluation. Offered in Fall, Spring, and Summer.

(prerequisite: meet eligibility requirements for admission to the College, be at least 16 years of age, and successfully complete Nurse Assistant reading pre-test or demonstrate 8th grade reading level by an approved exam. All students who register for the program must complete the Illinois Healthcare Worker Background Check-Uniform Conviction Information Act (Public Act#098-197).)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Development

HIT 197 - Special Topics in Healthcare (Variable Credit) 1-0-1 to 3
enables the student to explore a topic of special interest in healthcare. The course provides an opportunity to explore a new area of interest. A student may enroll in and receive credit up to three times for this course to have an opportunity to emphasize a different area during each enrollment. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 220 - Nutrition and Diet Therapy 3-0-3
is designed for students in health care professions and food service programs. It includes fundamentals of nutrition, maintenance of health through good nutrition, diet therapy, and food preparation. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Dietetic Assistant/Technician, Allied Health and Nursing

HIT 280 - Health Internship (Variable Credit) 0-8-1 to 2
involves applying the knowledge and skills learned in a health professions program in a clinical setting. This course provides students enrolled in health profession programs opportunities to explore areas of clinical interest as they are mentored by health professionals. Students use knowledge gained in the health programs to hone technical skills and improve critical thinking, adaptability, prioritization, assessment, and patient care management. Students complete online assignments and participate weekly in clinical experiences (60 contact hours equal 1 clinical credit) throughout the course. Offered in Fall, Spring, and Summer.

(prerequisite: sophomore classification in a Richland health professions AAS program. Submission of application and acceptance by program director/faculty)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 297 - Advanced Topics in Healthcare (Variable Credit) 1-0-1 to 3
enables the student who is or has been enrolled in a health professions course or who is a graduate of a health professions program an opportunity to explore a topic of special interest in health care. Students will build on prior learning and apply knowledge and concepts learned in other courses as they explore new/expanded topics. A student may enroll in and receive credit for this course up to three times to have an opportunity to emphasize a different area during each enrollment. Offered in Fall, Spring, and Summer.

(prerequisite: permission of the instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Health Information Technology

HIT 101 - Intro to Health Information Technology 3-0-3
focuses on the roles of the health information manager; the content, function, structure and uses of health information; and how health information is managed. It looks at the environment in which HIT professionals work, essentially, the U.S. healthcare delivery system. It will also introduce concepts and principles of organization and supervision at the HIT level. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 115 - Computers in Healthcare 3-0-3
introduces information technology concepts and provides a broad view of how IT supports the functions of healthcare delivery. This course will help students conceptualize the various components necessary for development of a total health information system. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 118 - Intro to Healthcare Documentation (formerly OT 118) 2-2-3
introduces students to the healthcare documentation curriculum. Computer skills such as saving and transferring files, autoCorrect in Word are covered as well as career roles and responsibilities. The Book of Style is utilized in this course so students can become familiar with guidelines for healthcare documentation including formatting medical records, acceptable abbreviations in the medical field, pharmacology terminology, grammar, proofreading, and acceptable editing. Medical reports are utilized to help students with proper formatting and build proofreading and editing skills. Students will also be required to download physician dictation to prepare for HIT 142 Healthcare Documentation 1 as well as pass a 45 corrected words per minute typing test by the end of the semester. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 140 - Medical Terminology (formerly OT 140) 3-0-3
is designed to provide the student with knowledge of the meaning of word parts, pronunciation, and correct spelling of medical terms, along with some anatomy. Special emphasis is placed on the medical terminology as it relates to the human body. Students cannot receive credit for both HIT 140 and HLTH 140. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 141 - Anatomy and Physiology Fundamentals (formerly OT 141) 3-0-3
is a lecture course dealing with an introduction to the principles of anatomy and physiology. In association with each body system, common pathological conditions are also covered. This course is recommended for persons interested in allied health professions such as medical coding, transcription, or other medical clerical positions. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation)-accredited institution and must have been completed within Richland Community College Catalog 2016-2017
the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**HIT 142 - Healthcare Documentation 1** 1-6-4

Involves transcription of medical reports dictated by real physicians. Beginning, intermediate, and advanced dictation is transcribed. Students transcribe approximately 15 hours of dictation, which includes chart notes, history and physical examinations, consultations, operative reports, discharge summaries, radiology, and pathology reports. This course builds upon the previous study of medical terminology, anatomy, and English courses with in-depth coverage of English usage, editing, grammar, punctuation, spelling, and formatting techniques for medical records. In Healthcare Documentation 1, students transcribe reports from the following body systems: dermatology, ENT (ears, nose, and throat), ophthalmology, pulmonary, cardiology, and gastroenterology. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

**(prerequisite: HIT 118, HIT 140, & HIT 141 or concurrent enrollment)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 143 - Basic ICD Coding (formerly OT 143)** 2-2-3

Provides an overview of ICD-10-CM/PCS coding. Students gain an understanding of the organization and format of the ICD-10-CM/PCS manual, coding conventions, guidelines, and basic steps in coding. This course covers coding application for diseases and procedures in each body system. After a review of the coding guidelines for each body system, students code assigned patient scenarios/medical reports using their ICD-10-CM/PCS code book. Offered in Fall and Spring.

**(prerequisite: HIT 141 or concurrent enrollment)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 190 - Coding Professional Practice Exp** 1-3-2

Provides students with coding practices in a hospital, physician office, claims payer, ambulatory clinic or other healthcare setting with directed projects common to a clinical coding specialist on the job. It is a 40-hour professional practice experience. Offered as needed.

**(prerequisite: HIT 101, HIT 143, HIT 243)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 195 - Coding Workplace Simulation** 1-3-2

Is designed to give students the opportunity to apply their technical coding skills, demonstrate learning and thinking skills, and develop individual resourcefulness. The student will work independently to complete a minimum of 40 hours of authentic coding. Students will use a logic-based encoder and coding reference software. Offered as needed.

**(prerequisite: HIT 101, HIT 143, HIT 243)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 210 - Advanced Coding** 2-2-3

Allows students to build on their knowledge of International Classification of Diseases, codes assignments and conventions. Students will gain an understanding of prospective payment system applications such as Medicare Severity Diagnostic Related Groups (MS-DRGs). Students will code complex case studies using records and resources utilizing ICD as well as CPT codes. Offered in Fall.

**(prerequisite: HIT 143 and 243)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable

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**HIT 215 - Electronic Health Records** 2-2-3

Covers the key elements of the electronic health record (EHR) planning and implementation process. This course covers EHR history, trends, and common pitfalls. Students learn to develop a migration pathway to implementation and ongoing management of EHR-related systems. Learning takes place through lecture and hands-on applications. This course also introduces students to health information exchange (HIE) and personal health records (PHR). Offered in Fall.

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 220 - Classification & Indexing Systems** 2-2-3

Covers standard classifications, taxonomies, nomenclatures, terminologies and clinical vocabularies in the health information environment. This course also provides an introduction to data set and data interchange standards related to electronic health records. Students also cover non-acute care prospective payment systems such as Skilled Nursing Facility Resource Utilization Groups (RUGS) and Home Health Resource Groups (HHRG). This course provides students the opportunity to build on their knowledge of CPT coding as a classification system through the use of real-world case studies. Offered in Fall.

**(prerequisite: HIT 243)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 225 - Speech Recognition Technology Editing** 2-2-3

Provides students the opportunity to build dictation and transcription skills by correcting speech-recognized healthcare documentation. Students will learn basic and advanced editing skills utilizing front end and back end speech recognition technology (SRT). The basic four - history and physical examinations, consultation reports, operative reports, and discharge summaries - as well as chart notes, and radiology reports will be edited from various specialties. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall.

**(prerequisite: HIT 141)**

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 230 - Alternative Healthcare Settings (Pending ICCB Approval)** 3-0-3

Explores the study of health information management in various healthcare settings (e.g., hospital-based care, long-term care, home health care, ambulatory care, correctional facilities, and substance abuse facilities). Topics such as documentation requirements, licensure and accreditation standards, quality assessment, utilization review, funding, reimbursement, information management, data flow, coding, data sets, risk management, and trends will be covered. Offered in Fall.

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 240 - Quality Improvement in Healthcare** 3-0-3

Covers trends in healthcare quality control and performance. It serves as a solid source on Performance Improvement (PI) foundations, fundamentals and core principles. It reinforces understanding of performance improvement concepts and issues with case studies and real-world scenarios. Offered in Spring.

**Applicable toward graduation where program structure permits:**
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**HIT 241 - Pharmacology Fundamentals (formerly OT 240)** 3-0-3

Provides an introduction to the principles of pharmacology and therapeutic use of drugs. Emphasis is placed on examination of body systems and the related drug therapy to treat diseases within each system. Medication actions, dosage forms, routes of administration, and adverse effects are covered. To transfer to Richland, the course must have been

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completed at an AHDI (Association for Healthcare Documentation)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

(prerequisite: HIT 140)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 242 - Healthcare Documentation 2 (formerly OT 242) 1-4-4
is an extension of Healthcare Documentation 1. Students continue to develop skills by transcribing medical reports dictated by real physicians. Beginning, intermediate, and advanced dictation is transcribed. Students transcribe approximately 15 hours of dictation, which includes chart notes, history and physical examinations, consultations, operative reports, discharge summaries, radiology, and pathology reports. In Healthcare Documentation 2, students transcribe reports from the following body systems: endocrine, urology, OB/GYN, orthopedics, psychiatry, pathology, and radiology. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation Integrity)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Fall and Spring.

(prerequisite: HIT 142)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 243 - Basic CPT Coding (formerly OT 243) 2-2-3
provides an overview of CPT coding. Students gain an understanding of the organization and format of the CPT manual, coding conventions, guidelines, modifiers, E&M coding, and coding procedures in each body system. After a review of coding guidelines for each body system, students code assigned patient scenarios/medical reports using their CPT code book. Offered in Fall and Spring.

(prerequisite: HIT 141 or concurrent enrollment)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 244 - Interpreting Healthcare Records (formerly OT 244) 2-2-3
provides students with a deeper understanding of the structure and content of medical records. Students utilize critical thinking and research skills to solve case studies and decipher medical records, as well as proofread and edit history and physicals, consultation reports, operative reports, and discharge summaries. Significance of electronic health records, HIPAA requirements, medicolegal terminology, as well as researching human diseases, x-rays, scans, laboratory tests/values, are covered. To transfer to Richland, the course must have been completed at an AHDI (Association for Healthcare Documentation)-accredited institution and must have been completed within the previous five (5) years from the time of transfer. Offered in Spring.

(prerequisite: HIT 140)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 245 - Health Info Law & Ethics 3-0-3
helps students understand the legal issues of health records, electronic health records (EHRs) and Health Insurance Portability and Accountability Act (HIPAA). It addresses topics critical to effective health information management (HIM) practice, including privacy, security, confidentiality, ethical issues and legal policies and procedures. The course focuses on procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records and medical record requirements for accrediting, approving, licensing and certifying agencies. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 248 - Pathophysiology (formerly OT 248) 3-0-3
provides an introduction to the study of diseases. Students will understand chronic, acute, localized, and systemic disease processes including etiology, signs, symptoms, and prognosis. The predisposition of certain diseases based on heredity, baseline health status, and coexisting factors such as the use of medications, caffeine, tobacco, and alcohol will be discussed. Genetics and diseases that affect the human body throughout the life cycle are explored, building upon concepts utilized in HIT 141. Offered in Fall and Spring.

(prerequisite: HIT 141 or concurrent enrollment)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 250 - Reimbursement Principles in Healthcare (formerly OT 245) 2-2-3
emphasizes computerized patient billing procedures in the medical office environment. The students enter patient and case information, record appointments, process transactions, produce reports and patient statements, and process claims. Offered in Fall.

(prerequisite: HIT 143 & HIT 243)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 290 - Prof Practice Experience 1-10-3
provides students with hands-on experience in applying their knowledge to a variety of health information technology procedures. Students will gain valuable insight into the role of the health information professional. The professional practice experience will include admission and discharge procedures, collection of health and vital statistics, coding and abstracting, following up on incomplete records, tumor registry, release of information and utilization review. This experience may be located in one or more diverse settings such as long-term care, hospital, correctional facility, ambulatory care, psychiatric and/or drug rehabilitation. The students will also take a mock Registered Health Information Technician (RHIT) exam, which will constitute part of the course grade. This course is a 120-hour professional practice internship and lecture. Offered as needed.

(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward the Health Information Technology degree or approval from the Health Information Technology full-time faculty)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HIT 291 - Transcription Prof Experience 1-10-3
provides students the opportunity to apply principles learned in previous courses to the work environment. Students in the Healthcare Documentation Specialist (HDS) degree program transcribe physician-dictated medical reports for a company, physician's office, and/or hospital in order to obtain the necessary skills to succeed in the medical transcription field. Students are required to work a minimum of 150 hours during the semester to receive credit for the course. Offered as needed.

(prerequisite: completion of or concurrent enrollment in HIT 242 Healthcare Documentation 2)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

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**Heating, Ventilation, Air Conditioning**

**HVAC 100 - Refrigeration Fundamentals** 2-2-3
focuses on safety, principles of refrigeration, temperature and pressure measurement, composition of refrigerants, refrigeration compressors, metering devices, refrigerator recovery/reclaim techniques and HVAC/R tools. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

**HVAC 107 - HVACR Installation** 2-2-3
focuses on safety, gas furnace installation, A/C condenser installation, cutting & treading black pipe, brazing and soft soldering, field wiring, control wiring and ductwork installation. Offered in Fall.

(prerequisite: HVAC 100 or concurrent enrollment)
HVAC 140 - Electricity Fundamentals 2-2-3
analyzes the application of electron theory; DC/AC fundamentals; electrical quantities; Ohm's Law; magnetic principles; solenoids; meter usage; power generation and distribution; wiring systems and materials; transformers and relays; schematic diagram development; and the development of a diagnostic plan for HVACR electrical equipment. Offered in Spring.

HVAC 132 - Control Applications 2-2-3
covers control construction, operation, and applications; and the development, wiring, and troubleshooting of control schematics for basic HVACR systems. Also covers pneumatic motors & controls. Offered in Fall.

HVAC 130 - Troubleshooting Air Conditioning Systems 2-2-3
promotes the development of diagnostic and repair skills by simulating both electrical and mechanical system faults in computer-generated HVAC systems. Emphasis is on professionalism, accuracy, proper tool selection, and timeliness of the repair. Offered in Spring as needed.

HVAC 290 - Work Experience and Seminar 1-10-3
provides the student with a work-based learning experience aimed at applying the knowledge and skills learned in previous HVACR courses. The suitability of the work setting is determined through consultation with the HVACR faculty and the prospective employer. A one-hour-per-week seminar is required. This seminar will be arranged at the mutual convenience of the student and HVACR faculty. Additionally, the student must provide an hourly wage to the intern will be at the option of the employer. Interns are required to keep a daily log of their activities and to write a report detailing their work-study experiences at the end of the semester. This is a capstone course and should be taken in the student's final semester. Offered as needed.

HVAC 251 - Commercial HVAC/R 2-2-3
to determine proper installation and system operation of commercial heating and air conditioning units. Offered in Spring.

HVAC 295 - Workplace Simulation & Project 1-10-3
provides individuals or groups of students an opportunity to work on a specific project - real or simulated - under the guidance of a HVACR faculty mentor. Students are required to present a written proposal to the HVACR faculty for consideration. The student(s) must meet to discuss specific objectives, timelines, success criteria, and other topics. This is a capstone course and should be taken in the student's final semester. Offered as needed.

HVAC 206 - Troubleshooting Refrigeration Systems 2-2-3
promotes the development of diagnostic and repair skills by simulating both electrical and mechanical system faults in computer generated refrigeration systems. Emphasis is on professionalism, accuracy, proper tool selection, and timeliness of the repair. Offered in Spring as needed.

HVAC 202 - Residential and Self-Contained Refrigeration 2-2-3
introduces basic refrigeration components; piping systems sizing and selection; installation, servicing, and troubleshooting of residential refrigeration systems; and controls for reach-in coolers/freezers, ice machines, and dehumidifiers. Offered in Fall as needed.

HVAC 204 - Commercial Refrigeration 2-2-3
emphasizes medium and low temperature refrigeration systems and equipment used in commercial applications (e.g., walk-in coolers/freezers; supermarket rack refrigeration; ultra-low temp freezing systems; and ice making systems). Emphasis is on the diagnosis and repair of these systems. Offered in Fall as needed.

HVAC 230 - Motors and Controls 2-2-3
allows students to analyze, set up, and troubleshoot single and poly-phase motor starting
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History

HIST 101 - United States to 1877 (IAI: S2 900)  4-0-4

covers the development of the United States from the colonial era through the Reconstruction period after the Civil War. Particular attention is given to the founding of the Colonies, Puritan thought and culture, Anglo-French rivalry, the political and economic background of the War of Independence, the formation of the American government, the Federalists, the Jeffersonians, the settlement of the West, Jacksonian democracy, "Manifest Destiny," sectional issues, the Civil War, and Reconstruction. Offered in Fall, Spring, and Summer.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - History, Social Science

HIST 102 - United States since 1877 (IAI: S2 901)  4-0-4

surveys industrialization and urbanization, the Progressive Era, the background and American entry into World Wars I and II, the Depression, the New Deal, Cold War diplomacy, and domestic issues since World War II. The course will also examine the roles of women and minority peoples in our culture. Offered in Fall, Spring, and Summer.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - History, Social Science

HIST 111 - European Civ to Reformation (IAI: H2 901)  4-0-4

consists of a survey of European civilization from earliest times through Greece, the Roman Empire, the Middle Ages, the Renaissance, and the Reformation with particular emphasis on the development of Western thought, religion, art, culture, law, and government. Offered in Fall.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - History

HIST 112 - European Civ: The Modern Era (IAI: H2 902)  4-0-4

examines the impact of intellectual, artistic, technological, and political developments from the rise of absolutist monarchies in the 17th century to the present day. Particular emphasis is given to the Enlightenment, Liberalism, the growth of Nationalism, the Industrial Revolution, Imperialism, World Wars I and II, and the decline of Colonialism. Attention is also given to major artistic, musical, and literary trends. Offered in Spring and Summer.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - History

HIST 201 - Or & Dev of Imp China & Japan (IAI: H2 903N)  4-0-4

surveys early Chinese and Japanese history, religion, philosophy, art, and literature. China's "golden age" and Japanese feudalism are covered, and special emphasis is placed on how present-day East Asian attitudes and beliefs were originally formulated. Meets third-world course requirements. Offered in Fall.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - History

HIST 202 - Modern East Asia (IAI: H2 903N)  4-0-4

provides a survey of China's and Japan's entry into the modern world. The last 300 years are surveyed, but particular emphasis is placed on Japan's transition from feudalism to Asia's industrial leader and China's evolution from empire to Communism. Meets third-world course requirements. Offered in Spring.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities

HIST 203 - The History of Women in America  3-0-3

is a multicultural survey of the roles, experiences, and problems of American women from the colonial period to the present. The course covers such topics as the images and ideals of womanhood, nineteenth-century feminism, the Victorian woman and female sexuality, women at work, women at war, suffrage movement, and the new feminism. Offered as needed.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - History

HIST 270 - History of Non-Western Civilization: China (IAI: H2 903N)  4-0-4

provides a survey of China's premodern and modern culture/society and its entry into the modern world. The last 250 years are surveyed, but particular emphasis is placed on China's cultural modernization evolution from empire through Communism. Meets third-world course requirements. Offered as needed.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - History

HIST 271 - History of Japan (IAI: H2 908)  4-0-4

is an introduction to the history of the Japanese people, their social and cultural systems, politics, and economy, from the earliest time to the mid-twentieth century. Offered as needed.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - History

Horticulture

HORT 100 - Horticulture Science (IAI: AG 905)  3-2-4

provides a general background in horticulture plant growth and development. Areas include the production, utilization, and marketing of fruits, vegetables, ornamentals, floriculture, landscaping, turf, and nursery. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Natural Science (AAS and ALS only)
Area of Concentration - Agriculture

HORT 110 - Turf Management  2-2-3

emphasizes general types of turf grasses, their growth habits, and the establishment of turf. Fertilizers, diseases, insects, weeds, and some turf equipment are included. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 115 - Soils & Fertility  2-2-3

covers the chemical properties of fertilizers, types, production and use in relation to soil properties, environmental conditions, crop requirements, applications, and economic factors of liming and nutrient applications. Students are introduced to basic principles of soil formation, texture, structure, moisture and organic matter and how soils and fertility relate to agriculture and horticulture practices. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 120 - Landscape Plant Identification  2-2-3

identifies commonly used ornamental trees, shrubs, and vines. In addition, their special growth and moisture requirements and their uses in a landscape plan are emphasized. Offered in Fall.

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HORT 121 - Landscape Design Principles 2-2-3
emphasizes cost, specifications, land and plant material calculations, and layout design of specific landscape areas. Skills of surveying are introduced as they are needed. Offered in Spring.
(prerequisite: HORT 120)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 125 - Integrated Pest Management 2-2-3
emphasizes the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students should be able to identify and recommend control methods of selected insects and diseases. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 126 - Small Scale Livestock Management 2-2-3
covers the integration of livestock as part of a sustainable farming system with emphasis on small-scale production for niche markets and pasture. Topics include breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, rabbits, and honey bees. Upon completion, students should recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 128 - Small Farm Equipment 2-2-3
is a study of farm machinery and agricultural equipment for the small farm. Topics include selection and operation of tractors, material handling equipment, tillage and harvesting equipment and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 145 - Floral Design Principles 2-2-3
introduces students to the principles of design applied to floral arrangements, including color, forms, and lines, balance, types of floral arrangements, floral materials and accessories, and production techniques. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 146 - Contemporary Floral Design 2-2-3
applies the principles of form, style, and composition to the design of silk and dry floral arrangements. Offered in Spring.
(prerequisite: HORT 145)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 200 - Perennial Plant Material 2-2-3
emphasizes identification, selection, use, and management of perennials and ornamental grasses in the landscape. Offered in Spring.
Applicable toward graduation where program structure permits:
www.richland.edu

HORT 211 - Horticulture Mechanics 2-2-3
covers topics related to the maintenance and operation of turf equipment. Offered in Spring.
(prerequisite: HORT 110 or previous turf experience)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 215 - Landscape Design Applications 2-2-3
introduces students to a comprehensive and practical application of landscape design skills. Students learn design applications involving computer aided design, landscape photo imaging, plant selection, site-plan analysis, cost estimating and proposal presentation. Offered in Fall.
(prerequisite: HORT 120, HORT 211 or consent of instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 221 - Landscape Construction 2-2-3
emphasizes the techniques and materials used in landscape construction. Students also learn to use standard practices in estimating the costs of landscape construction projects. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 225 - Tree & Shrub Maintenance 2-2-3
studies the techniques of ornamental tree and shrub care, including plant biology, planting and transplanting, pruning, fertility, pest control, and equipment use and safety. On completion, the student should be able to prune trees and shrubs properly and perform arboriculture practices. Offered in Fall.
(prerequisite: HORT 120)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Agriculture

HORT 226 - Fruit Production 2-2-3
covers the science and practice of growing, harvesting, handling, storing, processing, and marketing of fruits. Crops include apples, pears, peaches, blackberries, raspberries, strawberries, grapes, and other fruits commonly grown in the area. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
HORT 230 - Greenhouse Operations 2-2-3
includes a study of greenhouse construction and operation. Special emphasis is given to temperature, light, soils, gases, nutrition, and the growth of bedding plants. Offered in Fall.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 231 - Bedding and Plant Production 2-2-3
introduces students to identification and commercial production of bedding plants. Offered in Spring.
(prerequisite: HORT 230)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 245 - Sympathy Design Techniques 2-2-3
focuses on sympathy floral tributes and the proper mechanics for construction of these specialty designs. Etiquette, business management, and delivery are also discussed. Offered in Fall.
(prerequisite: HORT 145)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 246 - Wedding Flowers 2-2-3
applies the principles of form, style, and composition to the design of bridal arrangements and theme development. Offered in Spring.
(prerequisite: HORT 145)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 290 - Work Experience Practicum & Seminar 1-10-3
provides students in the Horticulture program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Offered as needed.
(prerequisite: minimum completion of 30 credit hours toward a Horticulture degree or approval from Horticulture faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HORT 295 - Workplace Simulation & Project 1-10-3
is designed to give students the opportunity to apply their technical skills and ability to work successfully in the workforce, to demonstrate learning and thinking skills, and to develop individual resourcefulness. The student will have an opportunity to work independently and as a team member on a specific project(s) under the guidance of a faculty mentor. Offered as needed.
(prerequisite: minimum completion of 30 credit hours toward a Horticulture degree or approval from Horticulture faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Hospitality Management

HOSP 108 - Intro to Hospitality Industry (formerly BUS 101) 3-0-3
includes a study of how to conceive, open, and run any type of restaurant. From concept to menus to staffing to legal and tax matters, this course is packed with indispensable information to guide students to success in this highly competitive and rewarding industry. It includes the latest discussion of trends and issues within restaurant management, including the greening of the industry, sustainability, leadership, and social media as a marketing and sales opportunity. Offered in Fall.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 110 - Food Service Sanitation 1-0-1
is a course designed for food service operators and management. The course covers techniques for protecting food from contamination in storage, preparation and service, cleaning and sanitizing, pest control, cleanliness of facilities and equipment, sanitation and the customer, personnel training, and detailed procedures for self-inspection by the food service manager. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 115 - Menu Planning 3-0-3
offers a complete overview of key aspects of menu planning, including designing, writing, costing, marketing, and merchandising a menu. Focusing on the evolution of the menu and includes topics such as menu trends in the industry, performing market research and creating a market survey, nutrition and dietary guidelines, and menu planning. As well as examining the financial aspects of menu planning such as performing a yield test, creating and writing standardized recipes, and recipe costing. Offered in Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 202 - Hospitality Nutrition (formerly BUS 260) 3-0-3
includes a study and application of nutrients to include carbohydrates, lipids, protein, vitamins, water, and minerals. Additional focus will include nutritional menu planning for the life cycle. This course also covers weight management, menu planning for vegetarians, nutritious menu planning, and recipe development. Students also learn techniques for marketing nutrition in the food service management industry. Offered in Fall.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 203 - Bar & Beverage Management (formerly BUS 261) 3-0-3
includes a study, application, and closer look at beverages to include beer, wine, spirits and nonalcoholic beverages. Students learn how to equip, clean, sanitize and staff the beverage operation. The course also covers managing promotions, costs and profits; the effects of alcohol on the body; liability laws that affect business; and policies, procedures, and techniques in managing responsible alcohol service in the food service management industry. Offered in Spring.
(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 204 - Dining Room Management (formerly BUS 262) 3-0-3
takes the students on a historical overview of service all the way to the contemporary professional server. The class discusses the different styles of service such as American, French, Russian, Buffet, and Reception. Table side service is explained and demonstrated. Proper table settings and dining room setup are covered.
service is discussed to complete a comprehensive look at service in various industry segments. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 205 - Cost Management (formerly BUS 220) 4-0-4 includes a study of all cost factors that relate to the hospitality industry. It covers how to measure cost, how to use the information gathered, how to check those costs in control, and what all of these factors mean to the establishment. Food and beverage control cover everything from receiving to waste and portion control. Labor is also discussed and how labor costs can be tracked and how staff should be trained to minimize cost factors. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 215 - Catering & Banquet Management (formerly BUS 263) 3-0-3 offers professionals and aspiring caterers detailed advice on all of the crucial business aspects of the subject for on- and off-premise catering. Updated to address the needs of this fast-growing industry, the course covers many current topics such as the latest trends in cuisine and meal concepts, marketing techniques for the home replacement food business, and new special events service concepts. Fresh information on menu design and pricing comes complete with all-new menu examples illustrating a full range of menu possibilities and styles. The course also offers concrete tips on using the latest computer software to maximize functions' sales and profits. Offered in Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

HOSP 290 - Work Experience Practicum & Seminar 1-10-3 includes a study and application of purchasing methods for the Hospitality Industry including the distribution system, supplier channels, price and payment, ordering procedures, storage and security, and specifications for food and non-food items. The course focuses on up-to-date information on the latest trends and today's technology within the hospitality industry. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Humanities

HUMAN103 - Spanish Culture and Civilization 3-0-3 examines the history and culture of Spain and its significant intellectual and artistic heritage. Students will analyze the role of Spanish arts and literature, along with the historical, social-cultural, and political issues and figures in the formation of Spain's national identity and culture. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities/Fine Arts (AAS and ALS only)
Area of Concentration - Arts/Drama/English/Humanities/Fine Arts/Music/Philosophy

HUMAN199 - Special Topics in the Humanities (Variable Credit) 1-0-1 to 3 provides an exploration in a seminar and/or field study setting a topic in the humanities, such as art, architecture, theatre, literature, music, or philosophy. This course may be repeated twice with a different topic. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities/Fine Arts (AAS and ALS only)
Area of Concentration - Arts/Drama/English/Humanities/Fine Arts/Music/Philosophy

HUMAN100 - Introduction to the Arts (IAI: HF 900) 3-0-3 examines types of art such as music, film, theater, painting, sculpture, literature, and architecture as illustrating the values, capacities, and achievements of human beings. Various approaches to viewing, discussing, and writing about the arts are stressed. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - Not Applicable

HUMAN104 - Introduction to Latin American Culture and Civilization. (IAI: HF 904N) 3-0-3 is an interdisciplinary survey of the significant intellectual and artistic achievements of several non-Western cultures through selected works of literature, philosophy, visual art, music and other performing arts, as well as a comparative examination of their values, motifs and aesthetics with those of Western cultural expression. This meets the non-western course requirement. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - Not Applicable

HUMAN106 - Cultures of Islamic Middle East (IAI: HF 904N) 3-0-3 studies Islamic Middle Eastern values, traditions, and ways of thought, along with their implications for social action, through religion, philosophy, literature, and the arts. Cultural adaptation throughout Middle Eastern history is examined, focusing on change and continuity in form and practice. This meets the non-western course requirement. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - Not Applicable

HUMAN107 - People and Cultures of Sub Saharan Africa (IAI: HF904N) 3-0-3 explores the people and cultures of Sub-Saharan Africa through discussion and texts focusing on such areas of research as major forms of subsistence, social and religious organization, ecology, geography, language, music, and art. Africa's historic realities and traditional cultures are analyzed with an eye toward continuity and change within the impact of colonization, westernization, modernization, and globalization. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - Not Applicable

HUMAN201 - Humanities Honors Seminar (IAI: HF 990) 3-0-3 has the student practice interpreting works of art, literature, and music. Various contexts for this interpretation will be used each time the course is offered, such as an emphasis of the historical period, the aesthetic analysis of the works, the cultural and philosophical background, or the relationships with the lives of the creators. This context will be specified each term the course is offered. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities, Fine Arts
Area of Concentration - Not Applicable

HUMAN280 - Interdisciplinary Field Experience in the Humanities 3-0-3 offers students travel opportunities with faculty to international or regional locations that may vary from year to year to study the humanities and to increase their awareness and understanding of other cultures. Each field experience will emphasize art, drama, literature, music, language, philosophy, and another specific aspect of the culture of the locale being visited for the field experience portion of the class. Textbooks and reading from disciplines in the humanities will be a significant part of the course. Instructors from two or more of these disciplines will provide teaching related to the field experience. Classes will be held on campus prior to and following the off-campus learning experience.
Field experiences will include individualized lectures, presentations, and directed field trips. Travel expenses and tuition will be paid by the students. As each individual section of this course will vary depending on the associated field experience, this course may be repeated up to three times. Offered as needed.

(Prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities/Fine Arts (AAS and ALS only)
Area of Concentration - Art/Drama/English/Humanities/Fine Arts/Music/Philosophy

Information Technology

CIS 101 - Computer Literacy 1-0-1

CIS 110 - Computer Business Applications (IA: BUS 902) 2-2-3

IT 116 - Windows Client Operating Systems 2-2-3

IT 120 - Spreadsheet Applications 2-2-3

IT 125 - Presentation Graphic Applications (formerly IT 210) 2-2-3

IT 130 - Word Processor Applications 2-2-3

IT 131 - Programming Logic 2-2-3

IT 135 - Data Management Applications (formerly IT 220) 2-2-3

IT 141 - Networking Fundamentals 2-4-4

IT 153 - Web Development 3-2-4

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uploading and implementing the site, maintenance and applicable legal and ethical issues are covered. Professional web design software and production tools are used for graphics development, image manipulation, and page/site layout in the hands-on laboratory exercises. Offered in Spring as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Computer Science

IT 173 - A+ Computer Technologies 2-4-4
prepares a student for the A+ Certification exam. The course covers computer architecture, memory, storage, printers, local area networks, operating systems and troubleshooting techniques. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 205 - Help Desk Techniques 2-2-3
prepares the students to meet the demands of the computer user support industry. Topics covered include computer user support, customer service skills, common problems, help desk management, user needs analysis, and training computer users. Offered in Fall.

(prerequisite: CS 105 and CIS 110)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 221 - Database Design Using SQL 2-2-3
is an introductory course incorporating both theoretical and practical application of database concepts, design and implementation through lectures, text assignments, case studies and projects. The course content focuses on the three phases of database design: logical design, physical implementation, and application development. Through the use of a threaded case study and project teams, students learn how to analyze a business problem, model data flow, create a conceptual Entity-Relationship model of a database to solve the problem and incorporate Structured Query Language (SQL) to develop and maintain the relational database application using modern software tools (Microsoft Visio and Access or other system). Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 231 - Office Management Software 2-2-3
provides the student with an in-depth working knowledge of two Office Management Software programs: Microsoft Outlook and Microsoft Publisher. The course acquaints students with the proper procedures for creating and managing e-mail and calendars for coursework, professional office, and personal use. Students learn how to create and manage contacts, create and manage tasks, and create and manage projects. Microsoft Publisher is used to teach the student how to design and create effective printed communication using this desktop publishing software. Offered in Fall as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 241 - Network Routing Technologies 2-4-4
provides foundational education in local networking and internetworking. This is the first of two preparatory courses for the Cisco Certified Network Associate (CCNA) exam. Topics include TCP/IP and OSI models, fundamentals of LANs and WANs, IP addressing, Ethernet transport and routing protocols, switch & router configurations, topologies, structured cabling, IP addressing, classful and classless IPv4 addressing, subnetting, and network management. Offered in Fall.

(prerequisite: IT 141 with a grade of "C" or better)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 242 - Wireless Networking 2-2-3
introduces the student to wireless networking technologies, wireless network design, implementation, operation, and troubleshooting. Topics include WLANs, IEEE 802.11, site surveys, wireless topologies, basic configuration and use of wireless access points, network interface cards, wireless bridging, principles of antenna design, and security issues. Offered in Fall.

(prerequisites: IT 141, or consent of full-time Information Technology Instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 245 - Network Security 2-2-3
is designed to provide a fundamental understanding of network security principles and implementations. Mapping fully to CompTIA’s "Security +" certification objectives, IT 245 focuses on the five main areas of network security: General Security - authentication methods, common network attacks; Communication Security - remote access, e-mail, the Web, Directory/File transfer; Infrastructure Security - network devices & media, security topologies, DMZs, Extrarrets; Cryptography Security - asymmetric and symmetric algorithms, PKI certificates; and Operational/Organizational Security - disaster recovery, business continuity, forensics. Students learn through classroom instruction as well as a variety of extensive action-learning experiences and research projects simulating the role of a security professional. Offered in Spring.

(prerequisite: IT 141 or consent of full-time Information Technology Instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 246 - Voice Over IP Fundamentals 2-2-3
introduces the student to the technologies used to implement and support data and voice integration solutions. Through lectures, demonstrations, textbook exercises and classroom labs, students learn how to implement basic IP telephony, IP phone installation, router configurations, and feature sets using Cisco IP Communications Express. Students also learn troubleshooting techniques that are valuable for the maintenance of the VOIP environment. Offered in Spring.

(prerequisite: IT 141 or consent of the full-time Information Technology Instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 247 - Virtualization Fundamentals 2-2-3
introduces the student to the fundamentals of planning and implementing virtualization solutions and managing a company’s virtualization strategy. Virtualization Fundamentals prepares students to deploy, configure, and manage virtual systems in a networked environment. This course covers fundamentals of virtual systems design, implementation, management, and configuration for high availability. Offered in Fall.

(prerequisite: IT 271 with a grade of "C" or better or consent of full-time Information Technology Instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 253 - Mobile Apps Development 3-2-4
introduces students to the design and implementation of applications for mobile devices, building on previous programming experience. Students will learn how to develop smartphone and tablet apps on three major platforms (Google Android, Apple IOS, and Windows Phone). It will familiarize students with the development software for creating apps, programming logic used in the apps, and the programming code that puts the software design and logic into practice. Topics will include programming logic (variables, data types, conditional programming constructs and library classes), programming tools, and code syntax to create apps as well as user interface design. Students will become familiar with the end-to-end process to install, develop, test, and distribute mobile applications. This course requires the student to build multiple mobile apps. Offered in Spring as needed.

(prerequisite: IT 153, CS 251)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

www.richland.edu
IT 271 - Windows Server Operating Systems 2-2-3
introduces the student to the fundamentals of implementing, administering, and troubleshooting Windows Network Operating Systems (NOS). Based on a typical heterogeneous WAN with multiple servers, students learn strategies and skills in planning network protocols, server hardware, installation of server operating systems, server configuration, Active Directory implementation, storage configuration, backup maintenance, managing clients through groups and accounts, security management, configuring Internet and intranet services, and network troubleshooting. The materials used in this course prepare the student for Microsoft's server certifications. This course contains a lab component that provides students with the opportunity to apply their knowledge through hands-on learning in real-world case study exercises. Offered in Spring.
(prerequisite: IT 116 or consent of full-time Information Technology instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 273 - Managing Windows Networks 2-2-3
is an intermediate-level course that introduces the student to the theory and skills involved in installing, configuring, monitoring and troubleshooting Windows Server on a small-to-medium-sized network infrastructure. Students learn how to plan, implement, manage and monitor DHCP, DNS, RRAS, network security, update services and maintain the network infrastructure. The materials used in this course prepare the student for Microsoft's server certifications. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments. Offered in Fall.
(prerequisite: IT 271 or consent of full-time Information Technology instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 280 - Systems Development Project 2-4-4
gives computer programming students the opportunity to apply their technical skills and ability to develop an integrated computer system that incorporates multiple programming languages, database and web technologies and mobile apps. Students are required use their skills to research, plan, develop, test, and document a functional business computer system based on a realistic case study using the System Development Life Cycle (SDLC) model. The student will have an opportunity to work on a project development team with their peers and independently on a specific project under the guidance of a faculty mentor. Offered in Spring as needed.
(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an IT degree or approval from the full-time Information Technology faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 282 - Dynamic Web Development 3-2-4
presents students with a comprehensive introduction of both client-side and server-side web programming technologies. Students develop client-side JavaScript code to enhance the interactivity of websites. Server-side technologies will included Active Server Pages (ASP) using C#, PHP, AJAX (Asynchronous JavaScript and XML), and Web databases to enhance the performance and functionality of a website. Students are also given an opportunity to utilize website development tools including web-authoring, graphics, and multimedia tools. Students learn to use these tools to add new functionality and design flare to their websites. This course requires the student to build multiple web pages and implement at least one major website design that interacts with a database. Offered in Fall as needed.
(prerequisite: IT 153 & IT 131)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 285 - Systems Analysis and Design 2-4-4
is an intermediate-level course that introduces the student to a practical approach to information technology and systems development. Students learn how to use the Systems Development Life Cycle (SDLC) model to translate business requirements into information systems that support a company's short- and long-term objectives. Real-world case studies and assignments teach analytical, problem-solving, and decision-making techniques, which in turn develop critical thinking skills. Systems Analysis and Design is the capstone course for the IT programs and introduces such topics as needs analysis, strategic planning, feasibility studies, requirements modeling, enterprise modeling, data design, user interfaces, input and output design, systems architectures, systems implementation, project management, and CASE tools. Offered in Spring.
(prerequisite: sophomore standing and a minimum completion of 45 credits hours toward an IT degree, or approval from the full-time Information Technology faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 290 - Work Experience Practicum 1-10-3
provides students in the Information Technology Program the opportunity to apply principles learned in other courses to the work situation by employment or in observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive 3 credit hours for this course. Students wishing to enroll in this course must complete an application for enrollment and submit it to the instructor. Offered as needed.
(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an IT degree, or approval from the full-time Information Technology faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 295 - Workplace Simulation & Projects 1-10-3
provides individuals or groups of students an opportunity to work on a specific project - real or simulated - under the guidance of a faculty mentor. Students are required to present a written proposal to the IT instructional team for their consideration. Students and the team will meet to discuss specific objectives, timelines, success criteria, and other topics. A faculty mentor will be identified at this time. Offered as needed.
(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an IT degree or approval from the full-time Information Technology faculty)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

IT 297 - Emerging Technologies 3-0-3
is a special topics course that introduces and discusses current and emerging technologies as they relate to business, industry, and the public sector communities. This course may be repeated once only if topic areas are different. A maximum of three credit hours may be used toward an IT AAS Degree. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Japanese

JAPAN115 - Conversational Japanese 3-0-3
introduces conversational Japanese skills with intensive oral practice in listening and speaking. The communicative approach in instructions will emphasize repetitions for natural language acquisition, conversational patterns, recognition of syllabary and characters, idiomatic vocabulary, basic grammar and syntax, cultural information, and selected readings. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

Leadership

LEAD 150 - Leadership Development 3-0-3
is an extensive exploration of leadership skills, with an emphasis on materials from the humanities, especially literature, philosophy, and film. Typical subjects for discussion include leadership styles, delegation of authority, ethics and leadership, conflict resolution, and creativity in decision making. Core materials for the course come from the Phi Theta Kappa leadership development program, and the course is taught by certified instructors. Offered as needed.
(prerequisite: eligibility for ENGL 101)

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Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

LDEV 110 - Leadership Development 3-0-3
is designed to help students develop leadership skills and techniques within a group setting. Students will explore various styles of leadership and learn about parliamentary procedure (Robert's Rules of Order). Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

LDEV 111 - Community Leadership 3-0-3
will emphasize a holistic review and development of the critical aspects of leadership, linking its personal and professional dimensions, to broaden knowledge and skills, and to develop a style of positive, functional and visionary leadership for work, the community, state, nation, and the world. Classes will be held in numerous community settings in interaction with professionals and community leaders and with active engagement of students in lectures, discussions and applied practice. Topics will include collaborative management, marketing strategies, effective communications, innovation, finance and development strategies, politics, career assessment, civic engagement, global and intercultural diversity, conflict management, and personal wellness. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Mathematics

All mathematics courses that are prerequisites for other mathematics courses must be completed with a "C" or better grade if they are to be used as a prerequisite.

MATH 090 - Pre Algebra 4-0-4
is designed to teach the use of fractions, mixed numbers, and decimal numbers in any and all operations. It is also designed to teach procedures to solve simple word problems. The concepts of area, percent, ratio, and order of operations are introduced. The beginning concepts of algebra are practiced throughout. Some of the basic concepts of spatial geometry including pyramids, spheres, and cones are integrated in the course. Offered in Fall, Spring, and Summer.
(prerequisite: both of the following: (1) satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

MATH 091 - Basic Algebra 4-0-4
is a concentrated study of the topics in Beginning Algebra. The topics include the real number system, first degree equations, signed numbers, integer exponents, elementary graphing, products and quotients of algebraic expressions, systems of linear equations in two variables, radicals and quadratic equations, scientific notation, ratio problems, percent, and variation. A thorough discussion is presented on applied (word) problems with strong emphasis on identifying word problems by type and learning the procedures for each type. Algebraic methods are used in geometry problems, concentrating on finding the areas and perimeters of two-dimensional geometric figures. Offered in Fall, Spring, and Summer.
(prerequisite: both of the following: (1) MATH 090 with a "C" or better grade or satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and ENGL 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

MATH 095 - Basic Geometry 4-0-4
introduces topics such as lines and plane and solid figures with concepts of congruence, similarity, symmetry, and logic. Offered in Fall, Spring, and Summer.

MATH 099 - Preparatory Math for Gen Ed 5-0-5
covers numerical reasoning, unit conversions, linear equations/inequalities, models of growth, data representation, algebraic reasoning, graphical analysis using linear and nonlinear functions with emphasis on modeling, interpretation, and problem solving. A graphing calculator is required. A TI-83/84 is recommended. This course serves as a prerequisite for MATH 110 and MATH 113 only. Offered in Fall and Spring.
(prerequisite: (1) MATH 090 with a score of "C" or higher, or satisfactory score on the mathematics placement exam, and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

MATH 104 - Technical Mathematics 4-0-4
includes the following topics: whole numbers, common fractions, decimal fractions, percents, measure, bar and line graphs, introductory algebra, signed numbers, basic algebraic operations, simple equations, complex equations, ratio and proportion, introduction to plane geometry, angular measure, angular geometric principles, triangles, similar figures, polygons, circles, areas of common polygons, areas of circles, sectors, segments, and ellipses, prisms and cylinders and their volumes, surface areas, and weights, pyramids and cones, spheres and composite objects and their volumes, surface areas, and weights, introduction to trigonometric functions, trigonometric functions with right triangles, practical applications with right triangles, law of sines, and law of cosines. Offered in Fall and Spring.
(prerequisite: both of the following: (1) MATH 091 with a "C" or better grade or satisfactory score on the mathematics placement exam and (2) eligibility for ENGL 101 or concurrent enrollment in ENGL 090 and 097)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates
Group Requirement - Mathematics
Area of Concentration - Engineering Technology, Drafting, HVAC, Fire Science, Automotive Technology, Information Technology, Welding

MATH 106 - Mathematics for Health Careers 2-0-2
includes a review of fractions, decimals, and percents; the household, apothecaries, and metric systems of measurement; ratio and proportion; rate of flow of intravenous fluids; drugs measured in units; stock solutions; application problems; pediatric dosage formulas; insulin dosages; and mill equivalents. Offered in Fall and Spring.
(prerequisite: satisfactory score on the mathematics placement exam)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates
Group Requirement - Mathematics
Area of Concentration - Nursing
MATH 110 - Concepts of Mathematics (IA: M1 904) 4-0-4
provides an overall view of mathematics for students whose primary interests are not in engineering or the physical sciences. The course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics courses. The course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Three or four topics are studied in depth, with at least three chosen from the following list: geometry, counting techniques and probability, graph theory, logic/set theory, mathematical modeling, mathematics of finance, game theory, linear programming, and statistics. A graphing calculator is required. Offered in Fall and Spring.
(prerequisite: (1) MATH 099 with a "C" or better grade (or MATH 098 with a "C" or better grade) and (2) eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Not Applicable

MATH 111 - Math for Elem School Teaching 1 4-0-4
includes the language of sets and their application to elementary mathematics, mathematical reasoning and problem solving; history of numeration; work in bases other than ten; whole numbers and operations; integers and rational numbers; decimals, irrational numbers, and elementary number theory; calculators and applications; the language and nature of deductive and inductive logic in mathematics; and an introduction to statistics. Some of the issues underlying elementary school mathematics are analyzed. A graphing calculator is required. Offered in Fall.
(prerequisite: all of the following: (1) MATH 098 with a "C" or better grade or satisfactory score on the mathematics placement exam, (2) MATH 095 with a "C" or better grade or one year of high school geometry, and (3) eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics (AAS only)
Area of Concentration - Teacher Education: Elementary

MATH 112 - Math for Elem School Teaching 2 (IA: M1 903) 4-0-4
is a continuation of MATH 111. Topics include geometry and geometric figures, probability and statistics, graphing, measurement, and basic computer literacy. Students are introduced to some of the current literature, innovations, methods, and proposals for the modern elementary mathematics curriculum. A graphing calculator is required. Offered in Spring.
(prerequisite: MATH 111 with a "C" or better grade or equivalent competencies and eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Teacher Education: Elementary

MATH 113 - Introduction to Applied Statistics (IA: M1 902) 4-0-4
is a general education statistics course that uses current technology to allow focusing on mathematical understanding instead of routine calculations. Descriptive statistics covered include frequency tables, graphs, and measures of location and variation. Topics from probability include probability rules, counting techniques, and probability distributions. Inferential statistics coverage includes estimation, confidence intervals, hypothesis testing, and probability values. Statistical methods discussed include the one and two sample t-tests, one and two proportion tests, chi-square goodness of fit and test for independence, correlation, regression, and analysis of variance. This course makes heavy use of technology to solve real-world applications. Offered in Fall and Spring.
(prerequisite: (1) MATH 099 with a "C" or better grade (or MATH 098 with a "C" or better grade) and (2) eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Not Applicable

MATH 116 - College Algebra 4-0-4
is a concentrated study of the topics traditionally found in College Algebra. The topics include a quick and intense review of the topics from Intermediate Algebra, including real numbers, algebraic expressions, polynomials, equations, problem solving, complex numbers, and graphing. Major topics include functions, exponential and logarithmic functions, matrices, polynomial equations, inequalities, introduction to analytic geometry, conic sections, systems of equations, mathematical induction, and the binomial theorem. A graphing calculator is required. Offered in Fall and Spring.
(prerequisite: all of the following: (1) MATH 098 with a "C" or better grade or satisfactory score on the mathematics placement exam, (2) MATH 095 with a "C" or better grade or one year of high school geometry, and (3) eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics (AAS only)
Area of Concentration - Not Applicable

MATH 117 - Trigonometry 3-0-3
helps students develop skills sufficiently to write and use the definition of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; learn and then apply the law of the sines and cosines; learn how to write a complex number in trigonometric form and find all the roots of a complex number; learn polar coordinates system and the graphs of some simple equations in polar, learn about conic sections (rectangular & polar), vector (applications & operations), and the exponential and logarithmic functions with applications and modeling. A graphing calculator is required. Offered in Fall and Spring.
(prerequisite: all of the following: (1) MATH 098 with a "C" or better grade or satisfactory score on the mathematics placement exam, (2) MATH 095 with a "C" or better grade or one year of high school geometry, and (3) eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics (AAS only)
Area of Concentration - Mathematics

MATH 121 - Calculus & Analytic Geometry 1 (IA: M1 900-1.MTH 901) 5-0-5
is the first course in the single variable calculus series intended for students going into areas of science, technology, engineering, or mathematics. The course begins with a review of algebra and trigonometry followed by the introduction of limits and continuity. Derivatives of elementary, transcendental, and inverse functions are covered with their applications including L'Hopital's rule. The course ends with integrals of elementary functions. Because the order of the topics covered in the calculus series varies by institution, it is recommended that a student needing Calculus 1 and Calculus 2 complete both of them at the same institution. Offered in Fall and Spring.
(prerequisite: successful completion of both MATH 116 with a "C" or better grade and MATH 117 with a "C" or better grade or satisfactory score on the mathematics placement exam)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Mathematics, Engineering

MATH 122 - Calculus & Analytic Geometry 2 (IA: M1 900-2, MTH 902) 4-0-4
is the second course in the single variable calculus series intended for students going into areas of science, technology, engineering, or mathematics. The course begins with advanced techniques of integration and applications of integration. It then covers infinite sequences and series as well as power and Taylor series. The course finishes with topics from analytic geometry including parametric equations, polar coordinates, and conic sections. Because the order of the topics covered in the calculus series varies by institution, it is recommended that a student needing Calculus 1 and Calculus 2 complete both of them at the same institution. Offered in Fall and Spring.
(prerequisite: MATH 121 with a "C" or better grade or equivalent competencies)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Mathematics, Engineering

MATH 160 - Finite Mathematics for Business and Social Sciences (IA: M1 906) 4-0-4
is an introductory-level course covering mathematical ideas needed by students of business management, social science, or biology. The topics include sets and counting, functions, introduction to probability and statistics, interest and annuities, matrix theory, linear systems, and linear programming. A graphing calculator is required. Offered in Fall and Spring.
(prerequisite: MATH 116 with a "C" or better grade or equivalent competencies)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Not Applicable

MATH 170 - Introduction to Statistics (IA: M1 902, BUS 901) 4-0-4
is a beginning-level course for students in the business, social, or behavioral sciences or for anyone who can use a working knowledge of statistics. The course includes descriptive statistics, probability, probability distributions, hypotheses with testing on different parameters of a population, comparison of two populations on a single
MATH 190 - Calculus for Business & Social Science  (IAI: M1 900-B)  4-0-4

is an introductory calculus course for the non-mathematics major. The course includes sequences, limits, differentiation and integration of polynomials, and exponential and logarithmic functions with applications to business and social science. A graphing calculator is required. Offered in Spring.

(prerequisite: successful completion of MATH 116 with a "C" or better grade or satisfactory score on the mathematics placement exam)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Not Applicable

MATH 121 - Calculus & Analytic Geometry 3  (IAI: M1 900-3, MTH 903)   4-0-4

is a standard multivariable calculus course intended for students going into areas of science, technology, engineering, or mathematics. Topics covered include three-dimensional space, vectors and their operations, vector-valued functions, arc length, and curvature; partial derivatives with applications, tangent planes, directional derivatives, gradients, and optimization problems; multiple integrals with applications in rectangular, polar, cylindrical, and spherical coordinates systems. The course concludes with vector calculus, line integrals, parametric surfaces, and their applications. Offered in Fall.

(prerequisite: MATH 122 with a "C" or better grade or equivalent competencies)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Mathematics, Engineering

MATH 230 - Differential Equations  (IAI: MTH 912)   4-0-4

begins with some definitions and terminology and mathematical models used in a differential equations course. First-order and higher-order differential equations, along with the methods of solutions and their applications, are introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations are covered. At the end, students learn series solutions of linear equations. Numerical methods are covered throughout the course. Offered in Spring.

(prerequisite: MATH 122 with a "C" or better grade or equivalent competencies)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Mathematics
Area of Concentration - Mathematics, Engineering

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Music

MUSIC100 - Music Appreciation (AAL: F1 900) 3-0-3
includes the various periods and styles of music with minimum attention to theory and harmony. The course requires listening to live and recorded performances. It is designed for students who do not intend to major in music. Offered in Fall, Spring, and Summer.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Music

MUSIC101 - Class Piano 1 2-0-2
is a continuation of Class Piano 1. Topics include chord inversions, seventh chords, pedaling, and various scales. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. The course may be repeated for credit a maximum of four times. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC102 - Class Piano 2 2-0-2
is a continuation of Class Piano 1. Topics include chord inversions, seventh chords, pedaling, and various scales. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. The course may be repeated for credit a maximum of four times. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC103 - Theory and Ear Training 1 3-2-4
provides instruction in the rudiments of music: scales, intervals, triads; rhythm and melody in singing, writing, playing, and dictation; diatonic harmony including analysis and part writing; and sight singing and ear training correlated with the rhythmic, melodic, and harmonic activity. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC104 - Theory and Ear Training 2 3-2-4
is a continuation of MUSIC 103 and provides instruction in the rudiments of music: scales, intervals, triads; rhythm and melody in singing, writing, playing, and dictation; diatonic harmony including analysis and part writing; and sight singing and ear training correlated with the rhythmic, melodic, and harmonic activity. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC123 - Jazz Band 0-3-1
is preparation and performance of a variety of jazz literature to develop abilities in reading and listening to music and to provide an opportunity for instrumentalists with some background to perform in a jazz combo. Jazz music techniques and improvisation, musical role awareness, and interpretation of lead sheets will be emphasized. Registration will be subject to an audition. This course may be repeated for credit a maximum of three times. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC130 - Chorus 0-2-1
provides an opportunity to perform major choral works and public concerts. The course is open to all students with registration subject to an audition. Members must attend all rehearsals and concerts. The course may be repeated for credit a maximum of four times.

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MUSIC100 - Computer Aided Music Composition 3-0-3

uses structured projects in instrumental composition based on studies using specific compositional techniques to establish abilities in counterpoint, harmony, and instrumentation in historical and contemporary idioms, and develop awareness of new ideas and aesthetics. Theory, techniques, and ideas are applied toward the development of a personal methodology of composition, while establishing a focused pattern of experimentation. Offered as needed.

(prerequisite: MUSIC 103, completion or concurrent enrollment in MUSIC 104, or consent of instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC201 - Class Piano 3 2-0-2

is a continuation of Class Piano 2. Topics include various scales, harmonizing using primary chords in minor keys, teaching technical exercises and studies, and solo repertoire. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Materials correlate keyboard skills to musicianship. Offered as needed.

(prerequisite: MUSIC 102 or consent of the instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

MUSIC202 - Class Piano 4 2-0-2

is a continuation of Class Piano 3. Topics include various scales and modes, harmonizing using substitute chords and secondary dominants, seventh chords qualities, technical exercises and studies, and solo repertoire. Activities include reading popular, folk, and serious music, transposing, harmonizing, improvising, writing, and playing by ear. Materials correlate keyboard skills to musicianship. Offered as needed.

(prerequisite: MUSIC 201 or consent of the instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Music

NURS 111 - Introduction to Nursing 1-0-1

is a self-esteem and introspective course that helps students to understand their own personal strengths and skills capabilities so they can be better prepared for success in the nursing program. Team building exercises, time management, and test taking skills are introduced in this class. Offered in Fall and Spring.

(prerequisite: admission to Associate Degree Nursing Program)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

NURS 112 - Medical-Surgical Nursing I Concepts Basic to Nursing Practice 6-6-6

describes the roles of the ADN graduate as member of the healthcare team, provider and manager of care, and member of the profession. This course introduces and utilizes the program's conceptual framework for nursing practice: nursing, individual, environment, health, nursing process, critical thinking, communication, professionalism, legal/ethical concepts, teaching and learning, systems theory, stress, adaptation, responses to illness, and caring. It outlines the role of the nurse in promoting, maintaining, and restoring health and in assisting clients and families with adaptation to health problems. Respect for diversity is fostered. Accountability and commitment to excellence in nursing skills for meeting needs related to safety, principles of mobility, fluid and electrolytes, ambulation, nutrition, elimination, medication administration, asepsis, and infection control are the goals. Clinical experiences involving adult health care consumers and hospitals require outside class and clinical preparation and provide nursing experience. Offered in Fall and Spring.

(prerequisite: completion of or concurrent enrollment in NURS 111, BIOL 201, PSYCH 110, and ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
body systems are studied. The nursing process is applied to drug therapy. Offered in Fall and Spring.

NURS 155 - Medical-Surgical Nursing II Care of the Chronically Ill Client 3-6-5

focuses on the use of the nursing process and critical thinking to manage adult clients with chronic and increasingly complex alterations in neurological, oncological, immune, hematological, endocrine and musculoskeletal functioning in medical health care delivery systems. Students function in the roles of healthcare team member, provider of care, and manager of care. Clinical experiences are be in oncology, acute phase of chronic illness, home health, and hospice care. Students develop insight about the effects of chronic illness on an aging population as it relates to nursing roles and the health care delivery systems. Oncology and Home Health rotations are included as an observational experience. Offered in Fall and Spring.

NURS 203 - LPN Bridge Course 6-0-6

presents the philosophy of Associate Degree Nursing and provides the nursing knowledge and clinical skills from NURS 112, 152, and 155 that allow the transition of LPNs into the Associate Degree Nursing program. The class is conducted in three modules. Module I focuses on the nursing process, critical thinking, the teaching and learning process, physical assessment, fluid and electrolytes, acid base, and transition from the LPN to RN role. Module II focuses the management of the chronically ill adult patient. Module III focuses on the management of the psychiatric patient and corresponding modalities. Upon successful completion of this course and payment of the appropriate fee for credit, the student will receive credits for NURS 112, NURS 152, and NURS 155. Offered in Fall and Spring.

NURS 206 - Family Health Nursing 4-6-6

examines issues relevant to the promotion of sexual and reproductive health throughout the life span and the management of developmental needs and health problems that may occur from infancy through adolescence. Then nursing process and critical thinking are applied to the management of clients and families from preconception through adolescence and to clients with diseases of breasts and the reproductive system. Individual and group teaching, assessment, and nursing skills are emphasized. Students demonstrate the roles of healthcare team member and provider of care. Clinical experiences in clinics, hospitals, and selected community agencies will be provided. Offered in Fall and Spring.

NURS 250 - Medical-Surgical III Care of the Surgical Client 3-6-5

focuses on the nursing management of clients experiencing surgery and the management of cell injury, inflammation, fluids and electrolytes. The nursing process, critical thinking, and systems theory are applied in the management of clients with alterations in the integumentary, urinary, and gastrointestinal systems. Students demonstrate the roles of healthcare team member, provider of care and coordinator of patient care. Clinical nursing and physical assessment skills are emphasized. Clinical experiences provide opportunities to use the nursing process, communication, critical thinking, and decision making in caring for adults in hospital settings. Offered in Fall and Spring.

(Prerequisite: completion of NURS 152, NURS 154, NURS 155, and completion of or concurrent enrollment in NURS 206, BIOL 220, SOCIO 110, or admission to the LPN Bridge Program)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

NURS 252 - Medical-Surgical IV Care of the Acutely Ill Client 3-6-5

applies the nursing process, systems theory, and critical thinking in the management and care of adult clients with acute alterations in the respiratory, cardiovascular, integumentary (burns), and the neurological system. Physical assessment and advanced nursing skills are emphasized. The student demonstrates the roles of healthcare team member, healthcare provider, and manager of care. Clinical experiences provide opportunities to use the nursing process, critical thinking, communication, and decision-making in caring for adult clients who are acutely/critically ill. Offered in Fall and Spring.

(Prerequisite: completion of NURS 206, NURS 250, BIOL 220, SOCIO 110, and completion of or concurrent enrollment in NURS 254, Fine Arts elective, and HLTH 197/290/297)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

NURS 254 - Transition from Education to Practice 3-9-6

introduces nursing students to the work setting by involving them in as many situations common to everyday clinical practice as possible while providing support and guidance from a nurse preceptor and instructor. Students work one eight-hour day and/or evening shift per week, provide direct care to a group of clients, and manage care given by other health care workers. The course presents concepts and issues pertinent to the effective entry into nursing practice. Students are prepared to perform in their expected role in regard to leadership, time management, and patient care management. The concepts of conflict management, accountability, quality assurance, employment, the health care delivery systems, diagnosis-related groups, and legal/ethical issues are also discussed. Opportunities and challenges related to lifelong learning and professional responsibilities are identified. Offered in Fall and Spring.

(Prerequisite: completion of NURS 206, NURS 250, BIOL 220, and SOCIO 110 and completion of or concurrent enrollment in NURS 252, Fine Arts elective, and HLTH 197/290/297)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Office Technology

OT 114 - Word Processing/Keyboarding 2-2-3

prepares students to learn and develop efficient keyboarding skills using Microsoft Word in producing business and personal documents. Students learn to set up, create, edit, print and maintain documents in the Microsoft Word application environment. Offered in Fall.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

OT 117 - Business Communication Fundamentals 2-2-3

emphasizes composing, editing, and proofreading memos, letters, presentations and other forms of business communication. The principles of grammar, sentence structure, punctuation, capitalization, spelling, and pronunciation are taught in this course. Students will also learn the importance of word selection in business documentation. The ability to communicate effectively and professionally is a critical skill required for advancing any business or technical career. Offered in Fall and Spring.

(Prerequisite: eligibility for ESL 090, ENGL 097; OT 114 or concurrent enrollment)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

OT 217 - Advanced Administrative Office Applications 2-2-3

highlights composing, dictating, formatting, editing, and proofreading business documents from a variety of fields of employment using speech recognition software, integration of
Microsoft Word, Excel, Access, and PowerPoint; and transcription tools and techniques. Speed, accuracy, and professionalism in the production of documents are emphasized. Offered in Spring.

(prerequisite: OT 117, IT 120, IT 125, IT 130, and IT 135 or concurrent enrollment)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**OT 230 - Legal Terminology and Writing** 2-2-3

is a specialized course designed to acquaint students with legal terminology, definitions, and formatting of legal documents. Offered in Spring.

(prerequisite: OT 114 or concurrent enrollment)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**OT 290 - Work Experience Practicum & Seminar** 1-10-3

provides students in the Office Technology Program the opportunity to apply principles learned in other courses to the work situation by employment in or observation of activities necessary for the student to succeed in the workplace. Students will need to work a minimum of 150 hours during the semester to receive credit for this course. Offered as needed.

(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an OT degree, or approval from the full-time Office Technology faculty. Students must also pass the typing requirement of 50 NWAM for five minutes with five or fewer errors prior to taking this course.)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**OT 295 - Workplace Simulation & Project** 1-10-3

is a capstone course designed to give students the opportunity to apply their technical skills and ability to work successfully in the workforce, to demonstrate learning and thinking skills, and to develop individual resourcefulness. The student will have an opportunity to work independently and as a team member on a specific project(s) under the guidance of a faculty mentor. Students must demonstrate a typing speed of 50 NWAM for five minutes with five or fewer errors to pass this course. Offered as needed.

(prerequisite: sophomore standing and a minimum completion of 45 credit hours toward an OT degree, or approval from the full-time Office Technology faculty)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**Personnel Relations**

**P REL 100 - Human Relations** 3-0-3

explores the fundamentals of human relations in all fields of everyday life. Study includes interpersonal relationships in both the work and home environment. The course is designed to improve the student's understanding of individual behavior and group dynamics. Topics covered include communication skills, assertiveness, setting goals, interviewing, cooperation, and handling conflict. Class activities are used to illustrate various human relations skills. Offered in Fall, Spring, and Summer.

(prerequisite: successful completion of OT 119 or eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Social Science (AAS only)
- Area of Concentration - Not Applicable

**P REL 110 - Supervision** 3-0-3

is designed for practicing or potential first-line supervisors and/or managers who hold or expect to hold up to middle-level management positions. The course consists of a survey of basic management concepts in proper combination to assist the individual to diagnose situations encountered by supervisors in their day-to-day activities, to analyze problems, and to work toward solutions. The course emphasizes human relations, motivation, conference leading, leadership training, and the basic managerial functions. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS

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**Pharmacy Technology**

**PHRMT 150 - Pharmacology** 4-0-4

is designed to present an introduction to pharmacology concepts and drug classifications. Each drug classification is presented as it applies to anatomy, physiology, and the disease-state concepts. Descriptions of leading drug and their administration and specific uses are included. Offered in Fall.

(prerequisite: acceptance into Pharmacy Technology Program and co-enrollment in PHRMT152 and Math 106)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**PHRMT 152 - Pharmacy Calculation** 2-0-2

is designed for students in the Pharmacy Technology program to learn the essential mathemetic concepts and skills used on the job in a pharmacy. Offered in Fall.

(prerequisite: acceptance into the Pharmacy Technology Program, concurrent enrollment in PHRMT 150, and concurrent enrollment in or completion of MATH 106 [with a grade of "C" or above])

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**PHRMT 155 - Pharmacy Technician** 6-0-6

is a review of health care and pharmacy past and present. Course includes requirements for technician certification, drug regulation and controls, and pharmaceutical terminology. This course contains training on filing a prescription, routes and formulations, parenterals, compounding, basic biopharmaceutics, factors affecting drug activity, references used inventory management, financial issues, and various areas of pharmaceutical care including community pharmacy, institutional pharmacy, and other environments. Offered in Spring.

(prerequisite: completion of PHRMT150, PHRMT 152, and MATH 106, with a grade of "C" or above)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**PHRMT 156 - Pharmacy Technician Work Experience** 1-3-2

provides students the opportunity to apply the knowledge and skills learned in Pharmacology and Pharmacy Technician courses to the workplace. The students are assigned to complete a rotation of work experiences in several working environments available to a pharmacy technician. This course assists the student with transition from school to work. Offered in Spring.

(prerequisite: PHRMT 150, MATH 106 and PHRMT 152 with a grade of "C" or above, completion of or concurrent enrollment in PHRMT155 and PHRMT157)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**PHRMT 157 - Pharmacy Technician Certification Review** 1-0-1

is designed to prepare the student who has completed the pharmacy technician program to take the national certification examination. Offered in Spring.

(prerequisite: completion of [with a grade of "C" or above] or co-enrollment in PHRMT155 and PHRMT156)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

**Philosophy**

**PHIL 100 - Critical Thinking** (IAI: H4 900) 3-0-3

develops the student's ability to identify and correct faulty reasoning, to distinguish between scientific and pseudoscientific reasoning, and to reason according to elementary
valid argument patterns. Throughout the course, students examine and evaluate examples of good and bad reasoning and construct several extended arguments of their own on a variety of topics. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

PHIL 106 - African American Churches in America 3-0-3
examines the socio-historical origins, theology, and practice of the African Americans' religious experience. The relationship between social issues and religiously will be explored, along with the political and socio-cultural aspects of churches, their evolution in form and structures, major religious leaders, and the churches' impact on the community and the nation. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Philosophy, African-American Studies

PHIL 110 - Introduction to Philosophy (IAI: H4 900) 3-0-3
surveys the major methods and systems of philosophy through discussion of questions such as what is really real, what is truth, does God exist, why is evil in the world, and how should moral issues be resolved. Students are encouraged to formulate their own answers to such questions through reading, discussion, and logical argument. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

PHIL 120 - Introduction to Ethics (IAI: H4 904) 3-0-3
offers a detailed study of the principle theories of moral character and conduct in western culture, such as those of Plato, Aristotle, Hume, Mill, and Kant. Attention is also given to non-normative issues such as free will, determinism, relativism, absolutism, subjectivism and objectivism. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

PHIL 200 - Symbolic Logic 3-0-3
surveys the basic elements of deductive reasoning on which the logic of fields such as data processing, electronics, algebra, and geometry are based. Topics include translation from English to symbolic notation, rules of deduction, techniques for proving validity and invalidity of arguments, and basic quantification. The course is useful as preparation for academic and technical fields using deductive logic and as a powerful tool for sound reasoning in any area. It assumes no mathematical or technical background. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

PHIL 210 - Introduction to World Religions (IAI: H5 904N) 3-0-3
surveys the major religions of the world in order to promote an understanding of the variety of religious beliefs. Major religions studied include Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. The course may also include other religious traditions, if time permits. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Philosophy

PHIL 215 - Asian Philosophy (IAI: H4 903N) 3-0-3
surveys the basic philosophical aspects of Hinduism, Buddhism, Confucianism, and Taoism as a means of expanding the student's understanding of Eastern culture.

Emphasis is on concepts of knowledge, reality, and ethics. This meets non-western course requirements. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

PHIL 220 - Current Issues in Ethics 3-0-3
is a survey of the principles, theories, and concepts of moral character and conduct in Western culture, with an emphasis on how they apply to moral problems and decisions. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Philosophy

PHIL 230 - Philosophy of Religion (IAI: H4 905) 3-0-3
is a study of selected religious concepts and theories, such as the existence and nature of a deity, the nature of good and evil, reason and faith, ethics, the nature and possibility of an afterlife, and the nature of religious language. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities
Area of Concentration - Philosophy

Physical Education

P ED 100 - Aerobics 0-2-1
is a low-impact and/or step aerobics activity class designed to improve health and fitness, to increase energy levels, and to minimize stress. The class is coeducational and will meet the needs of all adults and levels of aerobic fitness from the beginner to the more advanced. Repeatability - 3 times. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

P ED 110 - Personal Fitness 0-2-1
is a class designed to emphasize the student's body development based on his or her abilities and fitness goals. The course uses stationary bicycles, treadmills, stairclimbers along with universal weight machines and free weights. Repeatability - 3 times. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

P ED 114 - Golf - Beginners 0-2-1
is a course designed to provide instruction in the basic skills used in the playing of golf. Special emphasis is placed on rules interpretation, terminology, and practice using the various clubs. Repeatability - 3 times. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

P ED 214 - Golf - Intermediate 0-2-1
is designed to continue to develop the fundamental skills necessary to swing a golf club and to apply those skills strategically to improve play on the golf course. Repeatability - 3 times. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

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Physical Science

**PHYS 100 - Physics of the Modern World**  (IAI: P1 901)  4-0-4

is an introduction to some of the revolutionary ideas of twentieth-century physics, including quantum theory, atomic and nuclear physics, Einstein's theory of relativity, superposition, resonance, musical sound, pitch, timbre, diffusion, resolution, color, lasers, human vision, and corrective devices/procedures. Offered as needed.

**PHYS 101 - Introduction to Physics 1**  (IAI: P1 900L)  3-2-4

is the first physics laboratory course introducing students to contents and methods useful for careers in engineering, bio-medicine, physics, or mathematics. It is an algebra-based study of the physical world, covering topics such as mechanics, matter, work, energy, rotational dynamics, and sound. Student experiments in the laboratory are used to illustrate the concepts studied in the lecture and practiced in the problems. This course is also a useful introduction for students who have not had physics in high school but who plan to take the engineering physics sequence starting with PHYS 151. Offered in Fall, Spring, and Summer.

**PHYS 151 - Mechanics and Wave Motion**  (IAI: P2 900L)  3-2-4

is the second semester of the laboratory courses designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as electric charges, electric potential, capacitance and dielectrics, current and resistance, direct current circuits, magnetic fields, magnetic forces, inductance, magnetic properties of matter, electromotive forces, alternating currents, and electromagnetic waves. Offered in Fall.

**PHYS 152 - Electricity and Magnetism**  3-2-4

is the second semester of the laboratory courses designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as electric charges, electric potential, capacitance and dielectrics, current and resistance, direct current circuits, magnetic fields, magnetic forces, inductance, magnetic properties of matter, electromotive forces, alternating currents, and electromagnetic waves. Offered in Fall.

**PHYS 153 - Thermodynamics and Modern Physics**  3-2-4

is the third semester of the laboratory courses designed for students who plan to major in the field of engineering, physics, or mathematics. It is a calculus-based study of the physical world, introducing students to such topics as optics, the nature and properties of light, reflection, refraction, lenses and optical instruments; temperature, transfer of heat, thermal properties of matter, and the laws of thermodynamics; atoms, electrons and protons, the structure of the atom and the nucleus, radioactive decay and an introduction to nuclear physics. Offered in Spring.

**PHYS 211 - Reactor Physics 1**  4-0-4

provides understanding of the basic principles of reactor physics necessary for the safe operation of commercial power-producing reactors. Representative topics include nuclear structure, radiation and radioactive decay, nuclear reactions and neutron interactions, binding energy and the fission process, the six-factor formula, and prompt and delayed neutrons. Offered as needed.

**PHYS 212 - Reactor Physics 2**  3-2-4

is the second laboratory course introducing students to contents and methods useful for careers in bio-medicine, physics, or mathematics. It is an algebra-based study of the physical world, covering topics such as electricity and magnetism, optics, wave interactions, and atomic and nuclear physics. Student experiments in the laboratory are used to illustrate the concepts studied in the lecture and practiced in the problems. Offered in Spring.

**PHYS 221 - Reactor Physics 1**  4-0-4

provides understanding of the basic principles of reactor physics necessary for the safe operation of commercial power-producing reactors. Representative topics include nuclear structure, radiation and radioactive decay, nuclear reactions and neutron interactions, binding energy and the fission process, the six-factor formula, and prompt and delayed neutrons. Offered as needed.

**POL S100 - People and Politics**  (IAI: S5 903)  3-0-3

provides a basic introduction to what politics is all about. It looks at why we think and feel as we do about politics and politicians and better informs the student about his/her own and other governmental systems. It also introduces the student to specific political concepts such as the ideologies of democracy, socialism, and communism. Leading political personalities of our time are discussed. Offered in Fall and Spring.

**POL S110 - American National Government**  (IAI: S5 900)  3-0-3

uses a contemporary approach to American political behavior by viewing the forces that shaped our constitution, modern attitudes of liberalism and conservatism, the role played by political parties and the independent voter. Congress and the impact of special interest groups on that body, the modern presidency, and the important role the media plays in modern politics. Current topics of political interest are discussed throughout this course.

This course is required for state teacher certification. Offered in Fall, Spring, and Summer.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Political Science, Social Science

POL S120 - Pol in States and Communities (IAI: S5 902) 3-0-3

is a brief introduction into the history of state and local governments with emphasis on modern decision-making at the state and local level. Special consideration is given to current problems of modern urban America, including the topics of taxes, attempts to cut waste, pollution, and crime, and how government can effectively serve the needs of citizens without excessive cost. In addition, this course better acquaints the student with his/her own local political environment through guest lectures, possible field trips to local and state seats of power, and other related experiences in the field. Offered in Spring.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Political Science, Social Science

POL S130 - Model Illinois Government 3-0-3

is associated with the Model Illinois Government (MIG) program offered by a consortium of Illinois universities, colleges, and community colleges dedicated to the teaching of state government. Students prepare for the annual four-day Model Illinois Government (MIG) simulation held in the Illinois Senate and House chambers. MIG is a role-playing simulation that builds upon student preparation in parliamentary procedure, bill analysis, policy research, drafting legislation and debate. At the simulation, students assume the roles of state legislators, executive branch officials, lobbyists, journalists, staffers, and justices. The participation learning activities of this course will familiarize students with the operation of Illinois General Assembly by examination of and involvement in the simulated process of bills becoming laws. Participation in the entire simulation is mandatory for this course. Offered as needed.

(prerequisite: eligibility for ENGL 101 and instructor approval)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Political Science, Social Science

Psychology

PSYCH100 - Practical Psychology 3-0-3

is designed for students to develop a basic understanding of human behavior and the factors that influence human behavior and psychological development. Practical applications of psychological theories and research will be used to understand and explain psychological issues that most individuals experience. Topics include childhood, adulthood, aging, sexuality, schooling, career choices, stress, and health. Students who have earned credit for PSYCH 110 may not register for this course. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Not Applicable

PSYCH110 - Introduction to Psychology (IAI: S6 900) 3-0-3

examines major psychological approaches to the study of human behavior and mental processes. It includes topics on the biological bases of behavior, learning, motivation, personality, stress, mental illness, memory, and perception. Offered in Fall, Spring, and Summer.

(prerequisite: eligibility for ENGL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Not Applicable

PSYCH145 - Human Growth & Development (IAI: S6 902) 3-0-3

covers the interaction and development of human physical, intellectual, and psychosocial behavior from conception through old age. Similarities and differences in physical, social, emotional, and cognitive development at various stages of the life cycle are studied. Offered in Fall, Spring, and Summer.

(prerequisite: PSYCH 110)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science

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Portuguese

PORTU115 - Conversational Brazilian Portuguese 3-0-3
develops conversational Brazilian Portuguese skills with intensive oral practice in
listening, understanding, and speaking. The communicative approach in instruction will
emphasize functional conversational phrases, patterns, idiomatic vocabulary, basic
grammar and syntax, cultural information, and readings/writing of Portuguese for travel,
career development, cultural outreach, or personal enrichment. Offered as needed.

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates and Degrees
  Group Requirement - Humanities (AAS only)
  Area of Concentration - Foreign Language

Power Generation

P GEN101 - Intro to Power Plant Systems 1 3-2-4
is the first of a three-course sequence that gives the student an understanding of the
function and integrated operation of the power generation systems and safety systems
typically found in a commercial nuclear generation facility. This course has two distinct
phases: The first phase is a review of basic steam plant thermodynamic principles.
Representative topics are basic thermodynamics, properties of steam, the general energy
equation, heat transfer and fluid flow, thermodynamic cycles and cycle analysis and
steam turbine and pump theories. The second phase covers the major steam cycle
systems in a boiling water reactor (BWR) nuclear generation facility. Representative
topics are main steam system, extraction steam system, main turbine, main condenser,
and feed water delivery system. Offered in Spring.

(prerequisite: PHYS 101 or equivalent competencies)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

P GEN102 - Intro to Power Plant Systems 2 3-2-4
is the second of a three-course sequence that gives the student an understanding of the
function and integrated operation of the power generation systems and safety systems
typically found in a commercial nuclear generation facility. This course has two distinct
phases: The first phase is a review of basic electrical theory. Representative topics
include direct current and alternating current theory, battery theory, motor/generator
theory, transformer theory, and electrical distribution theory. The second phase covers
the major electrical systems found in a boiling water reactor (BWR) nuclear generation
facility. Representative topics include main generator, AC and DC electrical distribution,
circuit breakers, and protective relaying. Offered in Fall.

(prerequisite: MATH 117 and PHYS 102)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

P GEN103 - Intro to Power Plant Systems 3 3-0-3
is the third in a three-course sequence that gives the student an understanding of the
function and integrated operation of the power generation systems and safety systems
typically found in a commercial nuclear generation facility. This course covers the major
nuclear steam supply systems (NSSS) and safety systems of a commercial boiling water
reactor. Representative topics include reactor vessel and internals, nuclear fuel, reactor
core spray, low pressure core spray, residual heat removal, primary and secondary
containment, and standby liquid control. Offered in Spring.

(prerequisite: P GEN102)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

P GEN104 - Intro to Radiation Protection 1 4-0-4
provides the basic fundamentals of radiation protection. Topics include physical
principles, atomic structure, radioactivity, radiation interactions with matter, sources of
radiation, and biological effects of radiation. Offered in Spring.

(prerequisite: MATH 098 and completion or concurrent enrollment in P GEN101)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

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P GEN202 - Intro to Radiation Protection 2 3-0-3
is a continuation of Radiation Protection 1. Topics include discussion of radiation
detection instruments, basic dosimetry, dose calculation, federal limits and
implementation, power plant radiation analysis (practical problems), and protective
clothing and equipment. Offered in Spring.

(prerequisite: P GEN104)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

P GEN210 - Nuclear Codes-Standards & Regs 3-0-3
is a review of the documents that contain the requirements governing nuclear plants. This
course gives the student the background needed to use and interpret these documents.
Offered in Spring.

(prerequisite: P GEN103 or concurrent enrollment)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

P GEN290 - Human Performance Fundamentals & Work Practicum 2-4-4
introduces the student to proactive and reactive thinking in the daily operations of a
nuclear power generation plant. Students learn the importance of Human Performance
principles and how they apply to organization, defense functions, errors and violations,
accident investigation, and leadership roles. Students also learn the proper techniques in
dealing with an event as well as learning the importance of balancing production and
prevention in daily operations. Upon completion of the human performance component,
students will participate in an on-site, job-shadowing practicum observing and working
with an experienced trainer applying the concepts they have learned. Offered in Spring.

(prerequisite: completion of 30 credit hours in program)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

Practical Nursing

PN 101A - Transitions I Introduction to Practical Nursing 1-8-1
is a self-esteem and introspective course that helps students to understand their own
personal strengths, skills, capabilities, and values, so they will be better prepared for
success in the practical nursing program. Communication, team-building exercises, time
management, and test taking skills are introduced in this class. The student is introduced
to the history and roles of the Nurse, legal and ethical responsibilities, and health team
relationships. Offered in Fall.

(prerequisite: admission to the Practical Nursing Program, and completion of or
concurrent enrollment in BIOL 202 and NURS 154)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

PN 102A - Wellness Across the Lifespan I 4-6-6
is the study of basic concepts, principles, and skills that are fundamental to the practice of
nursing. Students develop basic skills in utilizing the nursing process through application
of Gordon's 11 functional patterns. The roles as caregiver, teacher, communicator, leader
and advocate are introduced and practiced. Students review the history and roles of the
Licensed Practical Nurse, legal and ethical responsibilities, and health team relationships.
Students acquire the basic concepts in the care of the older adult in the long term care
setting. Students are also introduced to the Core Values. Offered in Fall.

(prerequisite: concurrent enrollment or completion of PN 101A, PN 103A, BIOL 202,
and NURS 154)

Applicable toward graduation where program structure permits:
  Certificate or Degree - All Certificates, AAS, ALS
  Group Requirement - Not Applicable
  Area of Concentration - Not Applicable

PN 103A - Wellness Across the Lifespan II 2-4-4
facilitates the correlation of knowledge from general education and PN 102A through a
focus on the adaptive responses of the child and family. Nursing focus is on assessment
and the decision-making and utilization of the nursing process in delivering care to the
pregnant woman and family. The roles of caregiver, teacher, and communicator continue
Radiography

RADT 101 - Introduction to Radiography 3-0-3
introduces students to the field of radiography and to the basic knowledge required to become a member of the profession. The students receive an overview of the content covered and expectations of the RCC Radiography Program. Topics include ethics and law in radiography, radiographic positioning terminology, imaging equipment, radiographic exposure and radiation protection, cultural diversity, and basic patient care. Offered in Fall and Spring.

(prerequisite: eligibility for ENGL 101 )
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

RADT 102 - Radiologic Patient Care 3-1-3
provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care is described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. This course also includes basic concepts of pharmacology with an emphasis on contrast media. Student's patient care skills are assessed in a laboratory setting. Offered in Fall.

(prerequisite: admission to the Radiography Program and concurrent enrollment in RADT 108)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

RADT 108 - Radiographic Procedures I 2-3-3
is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes radiographic anatomy, pathologic indications, and positioning for chest, abdomen, and upper extremities. Consideration is given to the production of radiographs of optimal diagnostic quality. Laboratory experience is used to complement the didactic portion of the course. Offered in Summer.

(prerequisite: admission to the Radiography Program and concurrent enrollment in RADT 102)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

RADT 110 - Principles of Radiography I 3-0-3
is designed to establish a knowledge base in factors that govern and influence the producing and recording of radiologic images. Students perform radiographic analyses to demonstrate understanding/application of theory. Offered in Fall.

(prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 115, RADT 116, RADT 118 and BIOL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

RADT 115 - Radiography Clinical I 0-18-3
includes content and clinical practice experiences designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure. Offered in Fall.

(prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 110, RADT 116, RADT 118, and BIOL 101)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Offered in Fall.  
(prerequisite: completion of RADT 101, RADT 102 and RADT 108 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 110, RADT 115, RADT 118, and BIOL 101)  
Applicable toward graduation where program structure permits:  
Certificate or Degree - All Certificates, AAS, ALS  
Group Requirement - Not Applicable  
Area of Concentration - Not Applicable

RADT 116 - Radiation Physics 3-0-3

RADT 118 - Radiographic Procedures II 2-3-3

RADT 120 - Principles of Radiography II 3-0-3

RADT 125 - Radiography Clinical II 0-18-3

RADT 126 - Imaging Equipment 3-0-3

RADT 128 - Radiographic Procedures III 2-3-3

RADT 155 - Radiography Clinical III 0-21-3.5

RADT 215 - Radiography Clinical IV 0-24-4

RADT 218 - Radiographic Procedures IV 2-3-3

RADT 219 - Radiation Protection & Radiobiology 2-0-2

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(prerequisite: completion with a grade of "C" or better in RADT 155 and concurrent enrollment in or completion with a grade of "C" or better in RADT 215, RADT 218, and BIOL 202)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

RADT 225 - Radiography Clinical V 0-24-4

includes content and clinical practice experiences designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure. Offered in Spring.

(prerequisite: completion of RADT 215, RADT 218, and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 228, RADT 230, ENGL 101 and PSYCH 110)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

RADT 228 - Radiographic Image Analysis 1.5-0-1.5

is designed to emphasize principles of image analysis as it relates to anatomy, density, collimation, shielding, positioning and radiographic quality. Evaluation of and recommendations for improvement are stressed. Identifying pathology and including the changes in technique required to compensate for density differences produced by the underlying pathologic conditions are also covered. Offered in Spring.

(prerequisite: completion of RADT 215, RADT 218, and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 225, RADT 230, ENGL 101 and PSYCH 110)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

RADT 230 - Radiography Seminar 2-3-3

is designed to re-examine the knowledge, skills and attitudes required of the radiography profession. Topics addressed will be determined by the results of exams the students take that are similar in structure and content to the registry. Students create individual study plans to address their own areas of need. Offered in Spring.

(prerequisite: completion of RADT 215, RADT 218 and RADT 219, and BIOL 202 with a grade of "C" or better and concurrent enrollment in or completion with a grade of "C" or better in RADT 225, RADT 230, ENGL 101 and PSYCH 110)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates, AAS, ALS
- Group Requirement - Not Applicable
- Area of Concentration - Not Applicable

Science

SCI 101 - Integrated Science 1  (IAI: LP900L) 3-2-4

is a one-semester course for non-science majors meant to be taken in conjunction with Science 102 to satisfy the general education requirement for a life science and a physical science with a laboratory. The course provides an introduction to the scientific method using fundamental concepts which cut across a variety of scientific disciplines. The course attempts to provide a contextual place for science in the student's life as well as in society emphasizing interdisciplinary concepts and a problem-driven learning approach. Offered in Spring as needed.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Natural/Life & Physical Science
- Area of Concentration - General Science

SCI 102 - Integrated Science 2  (IAI: LP901L) 3-2-4

is a one-semester course for non-science majors meant to be taken in conjunction with Science 101 to satisfy the general education requirement for a life science and a physical science with a laboratory. The course provides an introduction to the scientific method using fundamental concepts which cut across a variety of scientific disciplines. The course attempts to provide a contextual place for science in the student's life as well as in society emphasizing interdisciplinary concepts and a problem-driven learning approach. Offered in Spring as needed.

(prerequisite: Students must have completed at least 30 hours of course work at Richland Community College Catalog 2016-2017)

Sequestration

CCS 115 - Intro to Carbon Capture & Storage 3-0-3

examines methods of reducing atmospheric CO2 concentrations to mitigate the effects of global climate change. CO2 absorption processes in oceans, forests, and soils, as well as carbon capture and geologic sequestration, are examined. CO2 utilization and technical, legal, economic, and social conditions for geologic sequestration are also discussed. Offered in Fall and Spring.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Natural Science (AAS and ALS only)
- Area of Concentration - Sequestration

CCS 275 - Advanced Sequestration Applications 3-2-4

examines all U.S. Dept. of Energy - National Energy Technology Laboratory (NETL) Best Practices Manuals (BPMs), which have been developed for the design and implementation of large-scale field tests and commercial carbon capture, utilization, and storage (CCUS) projects. BPM lecture topics include classification of geologic formations, site selection, monitoring, public outreach, and risk analysis for CCUS projects. CO2 utilization, including terrestrial carbon sequestration, is also discussed. Laboratory exercises will include groundwater, soil, and atmospheric CO2 monitoring, seismic surveys, communications/public engagement, and group projects using Illinois Industrial Carbon Capture and Sequestration (ILCCS) project data. Offered in Spring.

(prerequisite: CCS 115)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Natural Science (AAS and ALS only)
- Area of Concentration - Not Applicable

Service Learning

SLRN 293 - Service Learning Internship  (Variable Credit) 3-15-1 to 3

designed to provide students with opportunities to engage in their larger community through volunteer activities and service to the community. Students work with the Director of Student Engagement and an appropriate faculty member to address community problems, to achieve real outcomes for the community, to gain deeper understanding and awareness of their community, and to develop skills that will enable them to become better citizens. Students are awarded course credit based on the scope of their service learning experience. Repeatable - 3 times. Offered as needed.

(prerequisite: Students must have completed at least 30 hours of course work at RCC or another college or university and must obtain the approval of the Director of Student Engagement and a discipline-level faculty member or dean in an appropriate discipline.)

Applicable toward graduation where program structure permits:
- Certificate or Degree - All Certificates and Degrees
- Group Requirement - Social Science (AAS only)
- Area of Concentration - Social Science, Sociology

SLRN 294 - Service Learning in the Discipline 2-1-2

emphasizes theoretical perspectives of service learning, including leadership, citizenship, and community engagement, and focuses on application of discipline-related issues to the larger community. For a two-credit hour course, course requirements include a minimum of 15 hours of volunteerism and 30 hours of classroom instruction. Within the context of the discipline for which credit is being applied, lecture and instructional activities promote various aspects of responsible citizenship and address how students can apply citizenship and leadership skills within their larger community. Lectures and classroom discussions offer students the opportunity to analyze the relevance of discipline-related studies and the service learning experience. Class meetings also include opportunities for students to reflect on their experiential learning. Repeatable - 3 times. Offered as needed.

(prerequisite: Students must have completed at least 30 hours of course work at Richland Community College Catalog 2016-2017)
RCC or another college or university and must obtain the approval of the Director of Student Engagement and a discipline-level faculty member in an appropriate discipline.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Discipline-specific, based on the nature of the course

SLRN 295 - Problem-Based/Project-Based Service Learning  (Variable Credit) 0-15-1 to 3

allows students participating in this model of service learning to relate to the "community" somewhat like "consultants" working for a "client" for the purposes of addressing a specific problem or participating in or completing a service project. Under supervision and direction of the instructor who develops the course in consultation with appropriate stakeholders from the community or from a social service agency, students work collaboratively and in teams throughout the semester or for a designated period to understand the scope of the problem or need and to develop strategies and activities appropriate for addressing the problem or need. Students are expected to maintain logs of all project- or problem-related activities, to practice reflective learning through journaling, to develop and present to stakeholders a formal proposal or action plan for addressing the problem or need, and/or to complete a service learning project. Repeatable - 3 times. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Discipline-specific, based on the nature of the course

Social Science

SOC S199 - Topics/Issues in the Social Sciences  1-0-1

provides the students an opportunity to participate in comprehensive discussion of a topic dealing with contemporary issue(s) in the social science (psychology, sociology, economics, history, political science, and public affairs). The course requires no prior depth of knowledge, but it is expected that the student has a particular interest in the seminar topic. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Not Applicable

SOC S280 - Interdisciplinary Field Experience in the Social Science  3-0-3

allows students to travel with faculty to international or regional locations that may vary from year to year to study the social sciences and to increase their awareness and understanding of other societies. Each field experience will emphasize the historical, economic, political, and sociological aspects of the society of the locale being visited for the field experience portion of the class. Textbooks and readings from these disciplines are a significant part of the course. Instructors from two or more of these disciplines provide teaching related to the field experience society. Classes are held on campus prior to and following the off-campus learning experience. Field experiences include individualized lectures, presentations, and directed field trips. The students will pay travel expenses. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS and ALS only)
Area of Concentration - Social Science

Sociology

SOCIO100 - People, Society, and Culture  3-0-3

is designed to provide an opportunity for students to develop a basic understanding of how culture, society, and groups in which they live and participate affect their lives. The course also can serve as a foundation for those who wish to familiarize themselves with fundamental concepts about behavior of people in groups prior to beginning a formal study of sociology. Students who have earned credit for SOCIO 110 should not register for this course except upon special approval of the appropriate Dean and may receive credit toward graduation for only one of these two courses. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees

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SOCIO105 - Domestic Violence and Intervention Techniques  2-0-2

is an overview of historical and societal attitudes toward domestic violence issues. Emphasis is on cycles of violence, abusive family patterns, crisis intervention, advocacy skills, and applicable state laws. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Social Sciences, Sociology

SOCIO110 - Introduction to Sociology  (IAI: SOC 901)  3-0-3

provides a basic introduction to the discipline of sociology. The course explores the basic perspectives and methods of sociological inquiry, the relationships between humans, their society, and their culture, and the concept of social organizations. Offered in Fall, Spring, and Summer.

(prequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science - Social Science, Sociology

SOCIO125 - Parenting  3-0-3

is the study of contemporary issues and trends in parenting. Topics include the nature of parenting; parent-child relationships through various developmental stages; parental guidance of child's personal, social, and educational growth; the influence of different family structures on children; and trends in social attitudes toward children and families. Offered as needed.

(prequisite: one college-level course in sociology or psychology)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Social Science - Sociology/Psychology

SOCIO130 - Criminology  (IAI: CRJ 912)  3-0-3

is an introduction to criminology and includes basic concepts, coverage of the major criminological theories, and a brief look at the criminal justice system and the forms of crime. Special attention is given to white-collar crime. Offered in Spring.

(prequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Social Science - Sociology/Psychology

SOCIO135 - The Study of Substance Abuse  3-0-3

is the social-psychological study of the characteristics of substance abuse and the ramifications for society. Offered as needed.

(prequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Social Science - Sociology/Psychology

SOCIO141 - Introduction to Social Work  3-0-3

provides the student with an opportunity to become familiar with contemporary social work practice. This course includes observing the community services available, studying the methods used in the helping relationship, and applying the problem-solving approach to individual, family, and community problems. Offered as needed.

(prequisite: completion of SOCIO 141 and permission of the appropriate Dean or the class instructor)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science (AAS only)
Area of Concentration - Social Science - Sociology

SOCIO142 - Social Service Field Experience  1-10-3

provides the student with an undergraduate practicum in social work. The student will work a minimum of 9-10 hours per week in an assigned social agency. One lecture hour includes evaluation of resources, referral and follow-up activity, awareness of unmet needs, and development of new resources when and where needed. Offered as needed.

(prequisite: completion of SOCIO 141 and permission of the appropriate Dean or the class instructor)
SPAN 101 - Beginning Spanish 1  4-0-4

integrates the acquisition of basic Spanish by the communicative approach employing cultural materials. Together with SPAN 102, it is designed for students with no previous study of Spanish and also is the appropriate first college course for students who have accumulated fewer than five quality points for high school Spanish and/or those whose prior study of Spanish was completed more than five years ago regardless of earned quality points. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Social Science
Area of Concentration - Social Science, Sociology

SPAN 102 - Beginning Spanish 2  4-0-4

is a continuation of SPAN 101. Offered as needed.

(prerequisite: SPAN 101 or five to 11 quality points for high school Spanish completed within the past five years)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

Spanish

SPAN 110 - Spanish for Educators  3-0-3

is designed for education majors or anyone involved in education and provides functional basics in understanding and speaking Spanish in the classroom. Vocabulary, grammar, and structures relevant to educational situations and settings are emphasized. This is a one-semester career course; no prior Spanish is required. Offered as needed.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Education, Foreign Language

SPAN 111 - Spanish for Healthcare Professionals  3-0-3

is designed for healthcare professional majors and provides functional basics in understanding and speaking Spanish in the medical field. Vocabulary, grammar, and structures relevant to medical situations and settings are emphasized. This is a one-semester career course; no prior Spanish is required. Offered as needed.

(prerequisite: eligibility for ENGL 101)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Health Professions, Foreign Language

SPAN 112 - Spanish for Public Service Professionals  3-0-3

is designed for public service careers and provides functional basics in understanding and speaking Spanish along with cultural concepts impacting such interaction and work. Vocabulary, grammar, structures, and communication strategies relevant to neighborhood planning, community development, safety, and service situations and settings are emphasized. This is a one-semester career course; no prior Spanish is required. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SPAN 113 - Spanish for Law Enforcement  3-0-3

is designed for public service careers and provides functional basics in understanding and speaking Spanish along with cultural concepts impacting interaction and work in law enforcement and public safety. Vocabulary, grammar, and structures relevant to public safety and criminal justice situations and settings are emphasized. This is a one-semester career course; no prior Spanish is required. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SPAN 114 - Spanish for Fire and Emergency Services  3-0-3

is designed for public service careers, the course provides functional basics in understanding and speaking Spanish along with cultural concepts impacting interaction and work in the fire and emergency services. Vocabulary, grammar, and structures relevant to fire, fire safety and emergency service situations and settings are emphasized. This is a one-semester career course; no prior Spanish is required. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SPAN 115 - Conversational Spanish 1  3-0-3

is an introduction to conversational Spanish skills with intensive oral practice in listening and speaking. The communicative approach in instruction will emphasize repetitions for natural language acquisition, conversational patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, and selected readings. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

SPAN 198 - Selected Topics in Spanish  4-0-4

is specifically designed to address topics which necessitate a broader scope, a greater depth, and fuller assimilation of the course methods and materials. The student may take this course three times for credit as long as a different topic is selected. The topic is specified in the subtitle of the course listed in the class schedule. Offered as needed.
Surgical Technology

SURGT110 - Introduction to Surgical Technology
2-0-2
introduces students to the role of a surgical technologist. Students examine the profession’s history and evolution and begin an overview as a member of the surgical team. Hospital management, the physical aspects of the operating suite, basic patient care concepts, safety and environmental issues, all-hazards preparation, ethical and legal issues, morals, and standards of conduct are emphasized. Offered in Fall.
(prerequisite: completion of BIOL 101, admission to Surgical Technology AAS Program, completion of or concurrent enrollment in BIOL 220, ENGL 101, and HLTH 140, with a “C” or better or approval of the Surgical Technology Program Director)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT120 - Principles of Surgical Technology I
4-0-4
introduces students to a basic overview in pharmacological drugs and anesthetics, biotechnical sciences application, patient consent, emergency situations, and death and dying during the surgical procedure. Principles of infection control are covered and emphasis is placed on surgical incisions, hemostasis, wound healing & closure, drains and dressings, grafts and tissue replacement material use and application, and an in-depth understanding of equipment used to perform basic surgical procedures. Offered in Spring.
(prerequisite: completion of SURGT 110, completion of or concurrent enrollment in SURGT 125, SURGT 128, and BIOL 201 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT125 - Fundamentals of Surgical Technology
2-3-3
provides students with knowledge base necessary to perform the fundamentals of patient care during surgical procedures. Students demonstrate basic concepts in asepsis and sterile techniques, scrubbing, gowning and gloving, and the perioperative care process of the patient during the surgical procedure. Laboratory experience is used to complement the didactic portion of the course. Offered in Spring.
(prerequisite: completion of SURGT 110, concurrent enrollment in or completion of SURGT 120, SURGT 128, BIOL 201 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable

SURGT128 - Intro to the Clinical Experience
0-3-1
applies theoretical and laboratory concepts in the hospital setting under the supervision of RCC faculty members. Students rotate through various surgical departments and assist/observe staff in their role duties within the surgical arena. Students demonstrate basic knowledge and application in patient identification, care, and transport. Methods of disinfection and sterilization and environmental disinfection of the operating room are applied. This course offers students clinical experiences in the hospital setting at the end of the spring semester following completion of SURGT 125. Offered in Spring.
(prerequisite: completion of SURGT 110; concurrent enrollment in or completion of SURGT 120, SURGT 125, BIOL 201 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT130 - Principles of Surgical Technology II
3-0-3
examines the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine the patient care, anatomy and physiology, diagnostics, pathophysiology, anesthetic, procedure classification, positioning, prepping, incision site, and step by step progression during the procedures required in general surgery, obstetrics and gynecological surgery, and genitourinary surgery. Offered in Summer.
(prerequisite: completion of SURGT 120, SURGT 125, SURGT 128; concurrent enrollment in or completion of SURGT 135, SURGT 138 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT135 - Surgical Procedures I
1-3-2
facilitates student learning and laboratory hands-on development of surgical procedural setups. Students demonstrate knowledge and competency in aseptic technique, surgical case room set-up, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on in general are obstetrics and gynecology, and genitourinary surgical specialties. Offered in Summer.
(prerequisite: completion of SURGT 120, SURGT 125, SURGT 128; concurrent enrollment in or completion of SURGT 130, SURGT 138 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT138 - Basic Surgical Technology Clinical I
0-9-3
requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students begin experiences in the scrub role. Demonstrating safe practice, students begin scrubbing in basic surgical cases in the second assistant scrub role and then the first scrub role. Clinical experiences include Family Maternity Services, surgical centers, and hospital operating room. Offered in Summer.
(prerequisite: completion of SURGT 120, SURGT 125, SURGT 128; concurrent enrollment in or completion of SURGT 130, SURGT 138 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT240 - Principles of Surgical Technology III
6-0-6
builds on SURGT 130 and continues to examine the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine patient care, anatomy and physiology, diagnostics, pathophysiology, anesthetic, procedure classification, positioning, prepping, incision site, and step-by-step progression during the procedures required in otolaryngology and otolaryngology surgery, orthopedic surgery, oral and maxillofacial surgery, plastic, and ophthalmic surgery. Offered in Fall.
(prerequisite: completion of SURGT 130, SURGT 135, SURGT 138; concurrent enrollment in or completion of SURGT 245, SURGT 248, BIOL 202 with a “C” or better)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT245 - Surgical Procedures II 1-3-2
builds on SURGT 135 by continuing student learning and participation with a laboratory hands-on development of surgical procedural set-ups. Students demonstrate knowledge and competency in aseptic technique, surgical case room set-up, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on are in otorhinolaryngeal, orthopedic, oral and maxillofacial, plastic, and ophthalmic surgical specialties. Offered in Fall.
(prerequisite: completion of SURGT 130, SURGT 135, SURGT 138; concurrent enrollment in or completion of SURGT 240, SURGT 248, BIOL 202 with a "C or better"

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT248 - Int. Surgical Technology Clinical II 0-18-6
builds on SURGT 138 clinical experiences and requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students demonstrate safe practice scrubbing in basic and intermediate surgical cases with more focus on the first scrub role rather than the assistant scrub role. Clinical experiences include experiences in surgical centers, operating rooms, and vascular/cardiac centers. Offered in Fall.
(prerequisite: completion of SURGT 130, SURGT 135, SURGT 138; concurrent enrollment in or completion of SURGT 240, SURGT 245, BIOL 202 with a "C or better"

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT250 - Principles of Surgical Technology IV 2-0-2
builds on SURGT 130 and 240 and continues to examine the knowledge, concepts, and principles that are fundamental to scrubbing surgical procedures. Students examine patient care, anatomy and physiology, diagnostics, pathology, anesthetic, procedure classification, positioning, prepping, incision site, and step-by-step progression during the procedures required in cardiothoracic surgery, peripheral vascular surgery, and neuro surgery. Offered in Spring.
(prerequisite: completion of SURGT 240, SURGT 245, SURGT 248; concurrent enrollment in or completion of SURGT 255, SURGT 259, SURGT 259 PSYCH 110 with a "C or better"

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT255 - Surgical Procedures III 1-2-2
builds on SURGT 135 and 245 by continuing with student learning and participation in a laboratory hands-on development of surgical procedural setups. Students demonstrate knowledge and competency in aseptic technique, surgical case room setup, selection and placement of required equipment, supplies, packs, instrumentation, counts, closure, and demonstrated time and motion efficiency. Cases focused on are in cardiothoracic, peripheral vascular, and neuro surgical specialties. Offered in Spring.
(prerequisite: completion of SURGT 240, SURGT 245, SURGT 248; concurrent enrollment in or completion of SURGT 259, SURGT 259, SURGT 259 PSYCH 110 with a "C or better"

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

SURGT258 - Adv. Surgical Tech Clinical III 0-18-6
builds on SURGT 138 and 248 clinical experiences and requires students to demonstrate theoretical and laboratory knowledge in the clinical setting. Under the supervision of RCC faculty, students demonstrate safe practice scrubbing in basic, intermediate, and advanced surgical cases with focus on the first scrub role. Clinical experiences include surgical centers, operating rooms, and vascular/cardiac centers. Offered in Spring.

(Tamil)

TAMIL115 - Conversational Tamil 3-0-3
develops conversational Tamil skills with intensive oral practice in listening, understanding, and speaking. The communicative approach in instruction will emphasize functional conversational phrases, patterns, idiomatic vocabulary, basic grammar and syntax, cultural information, and readings/writing of the Devanagari syllabary/alphabet for travel, career development, cultural outreach, or personal enrichment. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Humanities (AAS and ALS only)
Area of Concentration - Foreign Language

Theatre

THTRE150 - Theatre Appreciation (IAI: F1 907) 3-0-3
is an introduction to the appreciation of theatre as an art form. Productions and the physical theatre are studied. The course includes background reading, lectures, and the discussion of the nature of theatre. Students will purchase tickets to see three shows during the course of the semester. No acting required. Offered in Fall and Spring.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Theatre

THTRE160 - Theatre Production (Variable Credit) 1-4-1 to 3
has as its primary activity the production of a complete play, including the analysis of script, interpretation, casting, rehearsal, and performance. Students may participate in four areas: 1) acting, assistant directing, and stage management; 2) set construction and lighting; 3) costume, property construction, and makeup; and 4) publicity and program construction. The student is expected to stress one of the four areas and assist in one other. The course may be repeated. A student may enroll in and receive credit for this course a maximum of four times to have an opportunity to emphasize a different area during each enrollment. Offered in Fall and Spring.

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Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE170 - Introduction to Acting (IAI: TA 914) 3-0-3
is a study of the interpretative function and technique of the actor. Students are introduced to the principles of acting theory and are provided the opportunity to practice acting as a part of this course. Offered in Fall and Spring.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE171 - Acting 2 2-2-3
is a continuation of the study of the interpretative function and technique of the actor. Students are instructed using backgrounds in various acting techniques to further their own acting development through advanced scene work, exercises, and script analysis. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE180 - Stagecraft 1 2-2-3
is a lecture/lab course designed to teach the fundamentals of properties, tool use and maintenance, scenery construction, painting, theatre safety, design aesthetics, and basic sound and lighting techniques. Field trips and guest speakers may supplement text and lecture materials. Attendance at two college productions and an accompanying written critique are required. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE181 - Stagecraft 2 2-2-3
is a lecture/lab course designed to teach the fundamentals of properties, lighting and electricity, design concepts, and scenic and lighting design. Field trips and guest speakers may supplement text and lecture materials. Attendance at two college productions and an accompanying written critique are required. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE190 - Stage Makeup 2-2-3
introduces materials, equipment, and application of theatrical makeup. Includes role of makeup in portraying character and age. Specifically focused on two-dimensional makeup as well as color and fantasy/creativity. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Not Applicable
Area of Concentration - Theatre

THTRE210 - Theatre History (IAI: F108) 3-0-3
examines selected periods in the history of the theater from the classical Greek period through present day and the essential elements of theatre, performance, and production, including stage design, costumes, and makeup, acting styles, and key playwrights. The social role of theater and influences of political events and social mores; and interpretation and criticism will be explored. Offered as needed.
(prerequisite: THTRE 150 and eligibility for ENGL 101 or instructor approval)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates and Degrees
Group Requirement - Fine Arts
Area of Concentration - Theatre

THTRE220 - Directing 3-0-3
introduces principles, procedures, and problems of directing. Includes script selection, interpretation, casting, preparation of prompt script, stage composition and blocking, rehearsal techniques, communication and problem solving and performance. Offered as needed.

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Transportation/CDL

CDL 1000 - Tractor/Trailer Driver Training 3-5-7-7

is designed to provide individuals who have little or no commercial driving experience with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. At the end of the course, students will take a Class "A" License road test administered by the Illinois Secretary of State's personnel. This course also covers endorsement preparation, state and federal regulation, log books, map reading, trip planning, and complete vehicle training to prepare the individual for an entry-level position in the transportation industry. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CDL 1001 - Class "B" License Training 0.5-1-1

is designed to provide individuals with the knowledge and skills necessary to obtain a Commercial Driver's License Learner's Permit. The course covers endorsement preparation, regulations and complete vehicle training (under 26,001 lbs.) training to prepare the individual for an entry-level position in the transportation industry. Administration of the Class "B" road test will be performed by Illinois Secretary of State's personnel. Upon successful completion of the course, students will receive a certificate. Offered as needed.

(prerequisite: ability to read and write the English language, 18 years or older, physically meet Federal Department of Transportation guidelines, possession of a valid driver's license at time of registration, possession of a current Motor Vehicle Report)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CDL 1002 - CDL Refresher - 8 hours 0.5-0-0.5

is designed for individuals who currently possess a valid CDL License with an eight-hour overview of the knowledge and skills necessary to be employed in the transportation industry that requires a Class "A" License. Information reviewed is in the areas of endorsement preparation, regulations, log books, map reading, trip planning, and complete vehicle review including basic skill and driving control. Offered as needed.

(prerequisite: possession of a valid class "A" License and an evaluation of the individual's current knowledge and skill level)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

CDL 1003 - CDL Refresher - 16 hours 1-0-1

is designed for individuals who currently possess a valid CDL License with a sixteen-hour overview of the knowledge and skills necessary to be employed in the transportation industry that requires a Class "A" License. Information is reviewed in the areas of endorsement preparation, regulations, log books, map reading, trip planning and complete vehicle review including basic skill and driving control. Offered as needed.

(prerequisite: possession of a valid Class "A" License and an evaluation of the individual's current knowledge and skill level)

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Welding

WELD 100 - Welding Fundamentals 1-2-2

is designed to prepare students to perform oxy-acetylene and plasma arc cutting for production and maintenance work. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable
WELD 101 - Shielded Metal Arc Welding  2-6-4
is designed to prepare students to perform production welding, millwright work, and
general maintenance welding. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 100 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 102 - Welder Certification  1-3-2
is designed to prepare students to perform SMA welding in the 1G and 2G positions
needed.
(prerequisite: WELD 202 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 120 - Intermediate Shielded Metal Arc Welding  2-2-3
is designed to prepare students to perform AWS and API code welds in the 2G, 3G, and
4G positions with backing. This class prepares the students for advanced SMA welding.
Offered in Fall, Spring, and Summer.
(prerequisite: WELD 101 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 125 - Gas Metal Arc/Flux Core Arc Welding (MIG)  1-3-2
is designed to prepare students to perform ASME code welds in the 1G and 2G positions
using the GMAW and the FCAW processes. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 120 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 130 - Gas Tungsten Arc Welding  1-5-3
is designed to prepare students to perform maintenance and production welding using the
gas tungsten arc welding process. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 120 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 135 - Advanced Shielded Metal Arc Welding  2-3-3
is designed to prepare students to perform AWS and API code welds in the 2G, 3G, and
4G positions. This class prepares the students for SMA welding. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 120 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 140 - Pipe Welding  2-6-4
allows students to develop the skills to weld pipe in the 2G, 5G and 6G positions using the
Shielded Metal Arc Welding process. The weld testing in this class is done in accordance with AWS and ASME standards. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 125, WELD 130, WELD 135 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 145 - Welding Tools and Safety  2-2-3
provides students with instruction covering essential, basic skills required for employment
opportunities in all construction trade occupations. Subjects covered are safety, hand and
power tool application and operation, introduction to blueprints and understanding rigging.
Completion of this course will prepare the student to enter further instruction in the Pipe Fitter/pipe Welder course. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 140, MATH 104, ENGT 102 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 190 - Maintenance Repair Welding  1-3-2
is designed to prepare students to perform basic industrial maintenance welds. These welds include oxy-acetylene brazing and soldering, arc welding of cast iron, and arc air
cutting and gouging. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 130, or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 195 - Industrial Welding Fundamentals  2-6-4
introduces students to the basic welding processes commonly used in the mechanical
maintenance areas where critical or certified welds are not required. The students learn the
basic theory and application of the welding processes. The students become
competent in flat position welding using the shielded metal arc welding and gas metal arc
welding processes. Students also develop the basic ability to perform the following: oxy-
acetylene welding and cutting; soldering and brazing; pipe repair welding; basic heat treat
methods; periodic and preventative maintenance measures on welding equipment; and
welding safety. Offered in Fall, Spring, and Summer.
(prerequisite: ENGT students or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Manufacturing Technology/Machining

WELD 202 - Welder Certification  1-3-2
is designed to prepare students to perform ASME code welds on plate in the 3G and 4G
positions and pipe in the 6G position. Offered in Fall, Spring, and Summer.
(prerequisite: WELD 145 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 208 - Pipefitting Fundamentals  2-4-4
introduces students to many of the hand and power tools used to complete tasks
associated with pipe fitting. It also introduces the students to underground piping and
excavations. Offered as needed.
(prerequisite: WELD 202 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 215 - Pipefitting Applications  2-6-4
builds upon the skills developed in WELD 145 by introducing the students to drawings, trade math, advanced rigging, and pipe and piping support fabrication. Offered as needed.
(prerequisite: WELD 208 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 243 - Aluminum & Stainless Steel Welding  2-6-4
focuses on welding techniques and processes learned in earlier courses by using GTAW
process on aluminum plate and the SMAW on stainless steel pipe. Students will make
welds in the following positions: 1G, 2G, 3G, 4G, 5G, 6G, 1F, 2F, 3F and 4F this permits
the student to gain knowledge and expertise needed to perform supervisory level work as a
pipefitter/welder on issues ranging from quality control, material requisition and crew
safety. Offered in Fall and Spring.
(prerequisite: WELD 202 or consent of full-time Welding instructor)
Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

WELD 245 - GM/FC/AW Pipe Welding  1-5-3
focuses on welding techniques and processes learned in earlier courses by using
GMAW and FCAW process on pipe. Students will make welds in the following positions:
1G, 2G, 5G, and 6G. Offered in Fall and Spring.
(prerequisite: WELD 202 or consent of full-time Welding instructor)
Adult Education Program

Adult Basic Education

**ABE 010 - Basic Reading 1** (Variable Credit) 4-0-0.5 to 10
is designed for adult readers with a reading level of 0-5.9 who want to improve their reading comprehension. Individualized or small group instruction is offered for each student with consideration given to individualized needs. Adult reading material is provided for the class. This course is offered tuition free.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

**ABE 013 - Intermediate Reading 1** (Variable Credit) 4-0-0.5 to 10
is designed for adult readers with a reading level of 6-8.9 who want to improve their reading comprehension, writing, and communication skills. Individualized or small group instruction is offered for each student with consideration given to individualized reading needs. Adult reading material is provided for the class. This course is offered tuition free.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

**ABE 075 - Pre-beginning General Education Development** (Variable Credit) 4-0-5 to 10
is designed for adults with a reading level of 0-5.9 who need to prepare for General Educational Development coursework. Emphasis in the course is placed on basic reading, writing, and math skills. A placement test is required prior to enrollment. This course is offered tuition free.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

**ABE 077 - Pre-General Education Development 3** 3-0-3
is designed for adults with a reading level of 6-8.9 who want to prepare for General Educational Development coursework. Emphasis in the course is placed on basic reading, writing, and mathematics skills. A placement test is required prior to enrollment. This course is offered tuition free. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

**ABE 085 - GED Reading 1** 3-0-3
is an evidence-based reading instruction (EBRI) course designed for students with reading levels 4-0.8-9 to increase foundational reading skills and prepare students for GED Reading 2. The focus is on improving a student's reading abilities through differentiated instruction in alphabets, fluency, vocabulary, and comprehension.

Students are instructed primarily in small groups, with each student focusing on content that meets his/her learning needs. Participation in an Adult Education orientation and placement testing is required prior to enrollment. This course is offered tuition free and can be repeated up to three times. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development

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ESL 081 - Pre-Beginning (Variable Credit) 4-0-0.5 to 10
is for students who function minimally in English. The course content covers beginning structure, pronunciation, vocabulary building and limited reading and writing skills. The primary objective of the course is to help the students develop a basic comprehension of the English language. This course is offered tuition free. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

ESL 082 - Beginning (Variable Credit) 4-0-0.5 to 10
is for students who have minimal experience and/or instruction in English. The course content covers beginning structure, pronunciation, vocabulary building, and reading and writing skills. The primary objectives of the course is to provide repetitive practice toward a meaningful and communicative use of the English language. This course is offered tuition free. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

ESL 083 - Intermediate (Variable Credit) 4-0-0.5 to 10
is for students who have some experience and/or instruction in English. The course content reviews basic structure and pronunciation skills, continues vocabulary building and devotes equal time to reading, speaking and writing skills. The primary objective of the course are to review and refine basic skills and to promote purposeful communication both in and out of the classroom. This course is offered tuition free. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

ESL 084 - Advanced (Variable Credit) 4-0-0.5 to 10
is for the students who have considerable experience and/or instruction in English. The course and content includes review, advanced refinement, and expansion of listening, reading, speaking, and writing skills. The primary objective of the course is to provide opportunities for the student to develop confidence to use English proficiency in his/her everyday life, specifically to succeed in personal, work, and education-related experiences. This course is offered tuition free. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates in General Studies except Personal Development
Group Requirement - Not Applicable
Area of Concentration - Basic Certificate in Developmental, Preparatory, or Basic Skills

Correctional Education Programs

General Studies

ETC 100 - Education-to-Careers Seminar 3-0-3
provides orientation from transition from education to careers including interview techniques, resume writing, personal growth, and finance. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, AAS, AA, AS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DTMA 100 - Vocational-Technical Math 3-0-3
covers the use of the following math skills in solving occupational problems: whole numbers, fractions, and decimals; percent; measurement; formulas and equations; angles and shapes; positive and negative numbers; and ratios and proportions. Offered as needed.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCART100 - Career Technologies 1-6-4
provides the basics for the individual to seek, gain, and keep employment, emphasizing the areas of document development, applications, personal development, and consumer skills to transition effectively back to society. In order to equip students with necessary skills to function effectively in the current workforce, a strong focus of this course will be on technological advancements and computer concepts. Offered in Fall, Spring, and Summer.

Applicable toward graduation where program structure permits:
Certificate or Degree - All Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Commercial Custodial Services

DCCUST120 - Introduction to Custodial Services 3-0-3
covers machine and electrical safety, the detergency process, and chemical use, handling and mixing. Guidelines for working with blood borne pathogens and complying with
### Food Service Technology

**DBAK 133 - Baking II** 0.5-7-4

Covers the advanced principles of baking and leavening agents. The production of yeast bread items is also covered. Offered in Fall, Spring, and Summer.

**DBAKI140 - Baking I** 1-4-3

Covers fundamental principles of baking. Students learn to prepare biscuits, muffins, quick breads and a variety of types of pies. Offered in Fall, Spring, and Summer.

**DFOOD130 - Introduction to Food Service** 4-0-4

Covers the basic work attitudes, characteristics, and skills needed to work in the food service industry. Food service terminology, equipment identification and usage, information about types of foods and trends in the food service industry, and the development of interpersonal and communication skills are stressed. Work behaviors and concepts covered here will be reviewed and reinforced throughout the rest of the program. Offered as needed.

**DLDI 147 - Landscape Design & Installation** 0.5-7-4

Covers basic principles of landscape design, sketching of the landscape, and techniques and materials used in the landscape. It includes basic structures and other non-plant materials used in the landscape and provides a basic knowledge of plant selection, planting procedures, and construction materials as presented in the landscape plan. Offered as needed.

**DMEAT135 - Meat, Poultry and Fish Preparation** 2-4-4

Teaches the student to identify wholesale and food service cuts of beef, pork, veal, and lamb, as well as principles of preparing meats, fish, and poultry. Offered as needed.

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### Horticulture

**DGRHS143 - Greenhouse Operation** 1-6-4

An introductory course designed to give students a basic understanding of the maintenance and proper use of greenhouse structures and equipment. Proper safety procedures, growing techniques, and management practices used in producing greenhouse crops are covered. Offered as needed.

**DSANI131 - Sanitation and Safety** 2-2-3

Prepares students to take and pass the Illinois State Sanitation Exam. The development of safe and sanitary working habits needed by each food service worker is stressed. Offered as needed.

**DHRM 140 - Introduction to Horticulture** 2-2-3

Acquaints the student with a basic understanding of the form and function of plants. This course will cover employability opportunities and skills necessary for employment, which will be reinforced throughout the remainder of the program. Offered as needed.

**DLPI 146 - Landscape Plant Identification** 1-6-4

Introduces students to woody and herbaceous perennials. Students will learn how to identify plants according to leaf, overall shape, size, and use. Plants will be grouped by deciduous or evergreen trees, shrubs, and ground covers. Offered as needed.

**DLMN 148 - Landscape Plant Maintenance** 2-2-3

Covers principles for maintaining landscapes through proper care, fertilization, irrigation, disease and pest control, pruning, and other techniques. Offered as needed.
DNURS145 - Nursery Operations 1.5-3-3
includes principles of woody plant production from planning to salable plants. Cultural procedures for field and container nursery production will be introduced. Approved practices of fertilization, pest control, planting, irrigation, over-wintering and harvesting are introduced. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DPEST142 - Pest Control 2-2-3
includes identification of major pests, their life cycles and the damage they cause. Feasibility and methods of horticultural pest control are covered, along with the proper identification and usage of pesticides. Proper safety procedures are emphasized throughout the course. At the conclusion of this course students will be able to pass the Illinois Commercial Pesticide Operator Core Test and the Private Pesticide Applicator Test. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DSOIL141 - Soils 1.5-1-2
gives the student an overview of soil structure, horizons textural classifications and chemical properties. It provides a basic knowledge of soil PH, nutrient requirements and water requirements. Concepts for soil analysis and recommendations for till improvement, fertility and conservation practices are also covered. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DTURF144 - Turfgrass Management 2-2-3
provides the basic knowledge and skills for a career in turfgrass management, with emphasis on the establishment, renovation, and maintenance of turfgrass. Students will identify and examine cultural requirements for major turfgrasses in Illinois. In addition, students will identify insects, weeds, diseases, and other pests common to the region. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

Construction Occupations

DCON 100 - Introduction to Construction Occupations 4-0-4
focuses on training students in basic safety principles fundamental to the Construction Industry, including the correct and safe use of tools, first aid procedures, and avoiding hazardous conditions. The course will prepare students to identify construction procedures and materials and will introduce essential skills for employment in the construction field. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 105 - Blueprint Reading 2-4-4
focuses on students ability to read and interpret construction symbols and prints, it will also focus on how to read and interpret appropriate building codes. Students will demonstrate how to sketch and dimension rough drawings. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 110 - Basic Masonry & Concrete Finishing 1-2-2
is designed to prepare students to identify masonry tools, materials and procedures to pour concrete and set brick and block. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 115 - Basic Carpentry I 1-6-4
prepares the student to be able to perform rough carpentry skills and techniques used in the construction and remodeling fields. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 120 - Basic Carpentry II 1-8-5
is an introduction to basic finish carpentry, painting knowledge, and skills needed for entry-level employment in the construction and remodeling industry. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 125 - Basic Plumbing 1-6-4
introduces basic plumbing knowledge and skills utilized in the construction industry. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 130 - Residential Wiring 1-6-4
introduces basic electrical knowledge and skills utilized in residential wiring applications. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

DCON 140 - Sustainable Residential Construction 2-0-2
is a basic introduction to environmentally sustainable practices in the residential construction industry. Students will be introduced to certification agencies and the criteria for energy certification and to methods of energy and water conservation systems; a selection of environmentally friendly construction materials will be introduced. Offered as needed.
Applicable toward graduation where program structure permits:
Certificate or Degree - All Basic Certificates, ALS
Group Requirement - Not Applicable
Area of Concentration - Not Applicable

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Administration, Faculty, and Staff

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**Professor Emeritus**
The status of Professor Emeritus is granted to faculty who have demonstrated exemplary service over the course of their careers. This appointment recognizes the value that the College places on the experience, knowledge, and ability of its retiring/retd faculty. The following faculty met the criteria established by the College and were recommended by a committee of their peers.

**2006 Professor Emeritus**
Fred Ellis, Economics
Glen Freimuth, Earth Sciences
Dr. William Grieve, History
Dr. Madelyn Mihm, English and French
Dr. Jeanelle Norman, English
Lonn Pressnall, Speech and Drama

**2007 Professor Emeritus**
Karen Baird, Biology
Steven Dyer, Drafting, CAD, and Welding
Frank Weisenmeyer, Electronics
Jolene Wiegard, Office Technology

**2009 Professor Emeritus**
Ali D. Moshgi, Mathematics

**2010 Professor Emeritus**
Dr. John Cordulack, History

**2011 Professor Emeritus**
Carol Wood, Nursing

**2013 Professor Emeritus**
Diane Godin, Biology
M. Larry Klugman, Political Science

**2015 Professor Emeritus**
Jon Odell, Mathematics

**Staff Emeritus**
The status of Staff Emeritus is granted to staff who have demonstrated exemplary service over the course of their careers. This appointment recognizes the value that the college places on the experience, knowledge, and ability of its retiring/retd staff. The following staff met the criteria established by the College and were recommended by a committee of their peers.

**2010 Staff Emeritus**
Jane Johnson, Vice President, Student and Academic Services

**2011 Staff Emeritus**
Kathy Sorenson, Director of Career Services

**2012 Staff Emeritus**
D. Michael Beube, Registrar
Betty Black, Administrative Assistant, Student and Academic Services

**2014 Staff Emeritus**
Sandra Harmison, Director, Database Systems

**2015 Staff Emeritus**
Kathryn Mast, College Transitions Coordinator
Deborah McGee, Director, Student Development
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District Served by Richland Community College

Richland Facilities in Decatur