

2020-2021

Danville Area Community College *College Catalog*



**Danville Area
Community College**

A Leader in Student Success

Refer to www.dacc.edu for the most current catalog information.

2020-2021
Danville Area Community College

Community College District No. 507
in the Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford, in the State of Illinois

APPROVED AS CLASS I COMMUNITY COLLEGE BY

Illinois Community College Board
State Board of Higher Education
Illinois Board of Higher Education
Illinois State Approving Agency for Veterans Education

Accredited-The Higher Learning Commission



Danville Area
Community College

DANVILLE AREA COMMUNITY COLLEGE
2000 East Main Street
Martin Luther King Memorial Way
Vermilion Hall
Danville, Illinois 61832
Phone 217-443-DACC (443-3222)
www.dacc.edu

The official Bulletin of Danville Area Community College is defined as this publication together with amendments and changes which are made from time to time and are contained in the official master curriculum file in the Office of Instruction.

Danville Area Community College is an Equal Opportunity/Affirmative Action institution. It is the policy of Danville Area Community College to provide equality of opportunity in education (and employment) for all students (and personnel). Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service, mental or physical disability, veteran status, sexual orientation, or any basis of discrimination precluded by the applicable federal and state statutes, is strictly prohibited.

The College is committed to a program of affirmative action to alter patterns of growth and employment which indicate underutilization of members of minority groups and women, whether in administration, faculty, classified staff, or students. The College further pledges itself to a program of affirmative action to employ, and advance in employment, qualified individuals with disabilities, veterans with disabilities and all veterans.

Danville Area Community College welcomes enrollment of students with disabilities at DACC. The College fully supports the laws and regulations which protect students with disabilities. The College can provide assistance to students who request special accommodations in advance through the Disability Services (in Testing Center located in Cannon Hall), 217-443-8708.

This Bulletin does not constitute a contract between the student and Danville Area Community College (District 507) in the Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford, in the State of Illinois. All classes, institutes and workshops will be held subject to sufficient student enrollment as determined by the administration.

Danville Area Community College es una institucion que da oportunidades iguales y accion afirmativa de acuerdo con los Derechos Civiles y no discrimina a base de raza, religion, origen nacional, sexo, edad, invalidades o cualquier otro motivo prohibido por la ley en nungun programa de educacion, actividades, admisiones o practicas de empleo.

Preguntas relacionadas a estos derechos seran referidas a la Oficina de Personal, Danville Area Community College, 2000 East Main Street, Vermilion Hall, telefono 1-217-443-3222, o al Director de Office for Civil Rights, Department of Health and Human Resources, Washington, D.C. 20201.

Non-Discrimination Statement

Non-Discrimination Statement: Danville Area Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, on the basis of race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service (except dishonorable), mental or physical disability unrelated to the ability to perform essential program and job functions, veteran status, or any basis of discrimination precluded by the applicable federal and state statutes in its programs and activities. The College will take steps to assure that the lack of English-language proficiency will not be a barrier to employment, admission, and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are detailed within this document. Additional information is available on our web site, www.dacc.edu or by calling 217-443-3222.

The following person has been designated to handle inquiries regarding the non-discrimination policy: Jill A. Cranmore, Vice President, Human Resources, Affirmative Action Officer, Title IX Coordinator, and Section 504/ADA Coordinator, Danville Area Community College, 2000 E. Main St., Martin Luther King Memorial Way, Danville, IL 61832-5199, 217-443-8756, or jcranmore@dacc.edu.

Welcome to DACC!

I am pleased to present Danville Area Community College's 2020-21 Catalog.

This Catalog represents our contract with you, our student. If you are new to the College, all of the information contained in this Catalog will pertain to you for as long as you remain continuously enrolled here.

As you will see, the Catalog provides details on how you can be a successful student at DACC. Please read and make note of the "General Information" and "Student Services" sections which outline your rights, responsibilities, and role as a student.

Following those sections is information on DACC's associate degree and certificate programs. This is your roadmap to your academic success at DACC. You will find the courses you need in your pursuit of a specific degree or certificate. Graduating with an associate of arts or associate of science degree at DACC will enhance your chances of transferring seamlessly to a four-year institution for a bachelor's degree. Completing all of the requirements of an associate of applied science degree or a certificate will boost your chances of entering directly into a career when you graduate.

The College's Counseling Department will help you map out a sequence of courses to achieve the degree in whichever discipline you choose to pursue. Through our university partnerships, you can earn an affordable bachelor's degree without leaving Danville by taking three years of DACC classes and a fourth year online.

Please remember that if you are new to DACC, this is your catalog. All of the program information applies to you. For those of you who are returning students but have been away from the College for one semester or more, this Catalog is also your blueprint to success.

Thank you for choosing to be a Danville Area Community College student and for pursuing your dream of a college education with us.

Sincerely,



Dr. Stephen Nacco

President
Danville Area Community College





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BOARD OF TRUSTEES
Community College District No. 507

in the Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford, in the State of Illinois



David W. Harby
Chairperson



Dr. Ronald E. Serfoss
Vice-Chairperson



William B. Black



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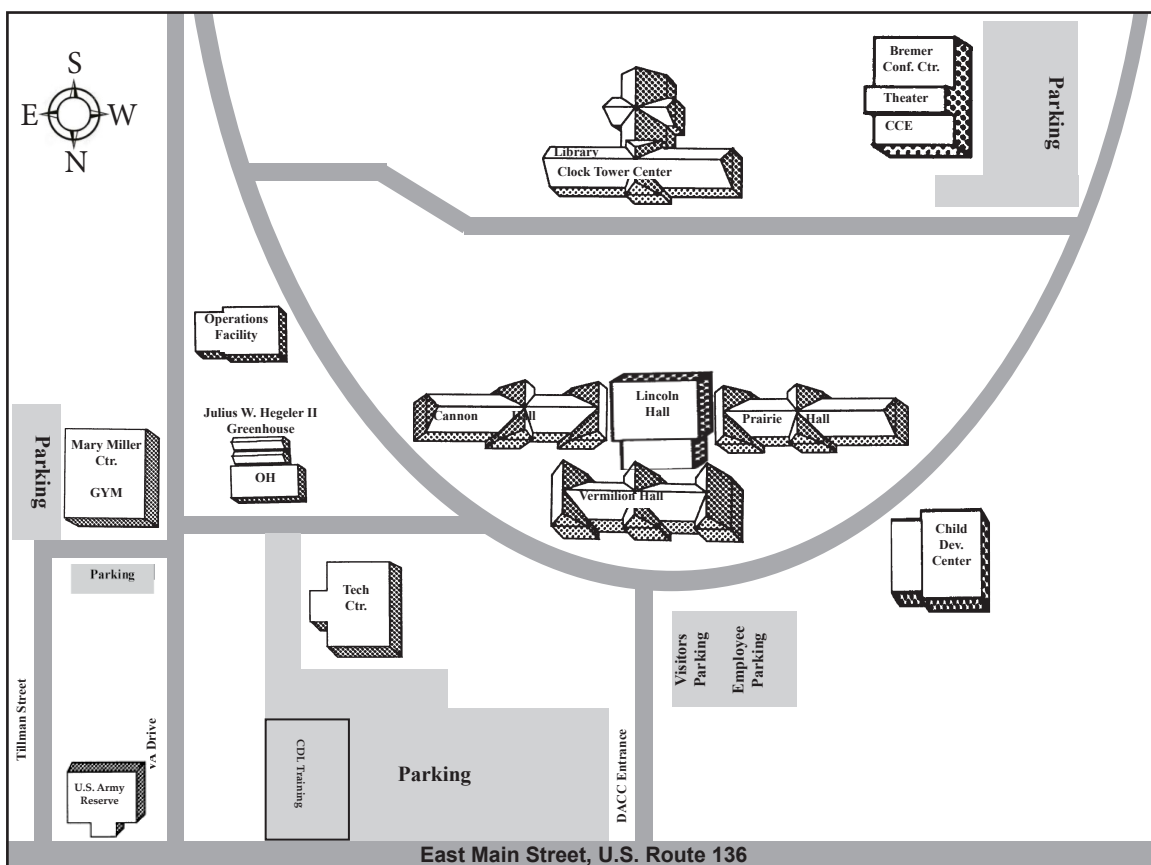
Terry T. Hill



John Spezia



Greg Wolfe



General Information

BREMER CONFERENCE & WORKFORCE DEVELOPMENT CENTER

Conference Rooms
Corporate Education
Culinary Arts
Small Business Development Center
Theater

CANNON HALL
Developmental Ed
Disability Services
General Tutoring
Institutional Effectiveness
Student Success Center/TRIO
Testing Center

CHILD DEVELOPMENT CENTER

CLOCK TOWER CENTER
Ceramics Lab
Instructional Media Center
Liberal Arts
Library
Vermilion Room
Writing Center

OFF CAMPUS OFFICES:

Community Education, Danville Village Mall, 2917 N. Vermilion St., Danville

DACC - Hoopeston Higher Learning Center, 847 E. Orange St., Hoopeston

Vermilion County Works/American Job Center, 407 N. Franklin St., Danville

LINCOLN HALL

American Job Center
Bookstore
Business Division
Accounting, Marketing, Office Systems
Career Services
College Express
Copper Penny Room
Counseling/Advisement
Laura Lee Room
Recruitment & Retention
Security
Shipping & Receiving
Student Services
Student Union/Subway

MARY MILLER CENTER

Athletics
Engineering
Fitness Center
Gymnasium
Health Careers
Mathematics
Nursing
Sciences

OPERATIONS FACILITY

Maintenance

JULIUS W. HEGELER II ORNAMENTAL HORTICULTURE BUILDING

Julius W. Hegeler II Greenhouse
Environmental Horticulture

PRAIRIE HALL

Adult & Basic Education
Certified Nurse Assistant
GED Services
Literacy
Middle College
Online Learning & Services

TECHNOLOGY CENTER

Agriculture
Automotive
Drafting/CAD
Electronics
HVAC
Industrial Training Center
Information Systems
Manufacturing
Tractor Trailer Driving
Welding
Wind Technology

VERMILION HALL

Administration Offices
Admissions & Records
Business Office & Cashier
Financial Aid
Foundation Office
Human Resources
Information Office
Marketing & College Relations

Danville Area Community College

ACADEMIC CALENDAR

2020-2021

	Academic Year 2019-2020	Academic Year 2020-2021
Staff In-Service Days		FALL 2020
Faculty Preparation Day		August 19-20
Fall Classes Begin		August 21
Labor Day Holiday		August 24
Columbus Day Holiday		September 7
Veterans Day Holiday		October 12
Thanksgiving Holidays		November 11
Study Day or Makeup Day		November 26-27
Final Exams		December 14
		December 15-18
		WINTER 2020-2021
Winter Term Begins		December 21
Christmas Day Holiday		December 25
New Year's Day Holiday		January 1
Winter Term Ends		January 8
		SPRING 2020
Faculty/Staff In-Service Days	January 8-9	SPRING 2021
Faculty Preparation Day	January 10	January 13-14
Spring Classes Begin	January 13	January 15
M.L. King's Birthday Holiday	January 20	January 19
Presidents' Holiday	February 17	January 18
Semester Break	March 23-27	February 15
Good Friday Holiday	April 10	March 29-April 1
Study Days or Makeup Days	May 7-8	April 2
Final Exams	May 11-14	May 12-14
Post Exam Day/Commencement	May 15	May 17-20
		May 21
		SUMMER 2020
Begin Early Summer Classes	May 18	SUMMER 2021
Memorial Day Holiday	May 25	May 24
Early Summer Classes End	June 5	May 31
Regular Summer Classes Begin	June 8	June 11
Independence Day Holiday	July 3	June 14
Regular Summer Classes End	July 24	July 5
		July 30

Check the web link for the most accurate calendar.
<http://www.dacc.edu/catalog/calendar>

Danville Area Community College

History
Mission
Vision
Core Values
Statement of Inclusion
Statement of Purpose
General Education Outcomes

HISTORY OF DANVILLE AREA COMMUNITY COLLEGE

Danville Area Community College is an accredited public two-year community college providing higher education opportunities for youth and adults in East Central Illinois. Established initially as an extension center of the University of Illinois in 1946, DACC became a public junior college under Danville Public Schools in 1949, and received the name Danville Junior College in 1951. In June 1966, the College became an independent two-year area college with its own Board of Trustees and junior college district. The name Danville Junior College was changed to Danville Area Community College in 1979, to be more reflective of the services rendered. District #507 encompasses high school districts in Vermilion, Edgar, Iroquois, Ford, and Champaign counties with an estimated population of 89,000.

The College, housed until 1965 at Danville High School, is now located on an attractive 75-acre campus at the east edge of Danville, Illinois. The heart of the campus utilizes 61 acres and several historic buildings acquired from the Veterans Administration which have been renovated for educational purposes. Partial funding for renovation was provided by generous public support of the Danville Junior College Foundation Drive in 1965. Classrooms, student services, library services, administrative services, and conference facilities are currently housed in these buildings. The remarkably beautiful buildings on campus have undergone extensive, historically sensitive renovations, including Clock Tower Center and the Library, Vermilion Hall, Cannon Hall, Prairie Hall, and the Bremer Conference and Workforce Development Center. Since 1996, Danville Area Community College has invested more than \$46 million in state and local funds in site improvements, new construction, and remodeling. New construction since 1965 includes the Julius W. Hegeler II Ornamental Horticulture Building; the physical plant; the Harry J. Braun Technology Center, including the Industrial Training Center; the Mary Miller Center, including the Gymnasium; the Child Development Center; Lincoln Hall, Bremer Workforce Development Center Addition, Julius W. Hegeler II Garden Gateway, Wind Turbine Training Tower, Mary Miller Addition, and the Julius W. Hegeler II Addition to the Technology Center.

Danville Area Community College has become a tradition in the lives of the people it serves. Multiple generations have sent their children to DACC to prepare for a career or begin the journey through higher education. For more than 70 years, the College has served the community with distinction, fostering learning, workforce development, and artistic initiatives, and maintaining a rich tradition of excellence in education.

MISSION

Danville Area Community College is committed to providing quality, innovative, and accessible learning experiences which meet the lifelong academic, cultural and economic needs of our diverse communities and the world we share.

VISION STATEMENT

Danville Area Community College will continue to be a nationally recognized leader in student success and an active partner in building and maintaining academic excellence and the economic vitality of the communities it serves.

CORE VALUES

Integrity

Trusting relationships and an ethical reputation with those we serve (students, faculty, employees, community, business, other educational institutions, government).

- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Acting responsibly by meeting commitments and obligations
- Remaining true to the academic disciplines

Excellence

Consistently achieving exceptional results that delight those we serve.

- Being accountable through the evaluation and adjustment of our services, processes and programs as needed to assure timeliness, quality, effectiveness, and financial stability
- Providing superior learning experiences and services
- Being learner focused to meet the needs of those we serve
- Encouraging continuous improvement and lifelong learning, growth
- Being innovative and proactive

Communication

Positive and productive relationships and environment for those we serve.

- Openly exchanging thoughts, messages, information and ideas throughout our college and community
- Fostering an environment of belonging, acceptance
- Encouraging participation, involvement and collaboration
- Demonstrating spirit, sound teamwork principles and practices
- Empowering others by enabling them to make decisions, take actions that match their capabilities

Adaptability

Continuously meeting the changing needs of those we serve.

- Providing relevant, meaningful educational services
- Being flexible and willing to change
- Developing and demonstrating the competencies, as well as versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth, success
- Taking appropriate risks that contribute to learning, growth, or ultimate success

Diversity

Providing a safe and secure learning environment for the personal and intellectual growth of those we serve, preparing them to participate in an increasingly changing world.

- Promoting and upholding our vision that all are treated with equality, fairness, dignity, and respect.
- Delivering a curriculum and services which are inclusive of global considerations and which value the voices, experiences, and worth of a variety of cultural perspectives.
- Fostering educational practices which support the learning styles of each unique human being.

STATEMENT OF INCLUSION

Danville Area Community College provides access to a broad spectrum of quality educational opportunities and life experiences. DACC values diversity as an enhancement of those experiences, in its classrooms, administrative offices, and board room. The College is committed to policies that promote fairness and inclusion for all in the life of the College. As a reflection of the College's commitment, the DACC Board of Trustees strives to promote fairness and inclusion in all policies and practices of the College.

The College should be free to pursue standards and policies that allow it to fulfill its diversity vision. The students who are educated will help provide tomorrow's leaders, and their College experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The College environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.

In accord with this philosophy, the DACC Board expects the Community College to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College should ensure that the results of these evaluations conform to the concept of open access -- the cornerstone of the community college mission.

A community college is, in effect, a microcosm of our greater society. As such, it should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow students to effectively participate in a democratic society. The College is responsible for creating opportunities for all within the College community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

STATEMENT OF PURPOSE

The functions of Danville Area Community College are conceived in the light of its mission:

1. **Provision for General Education.** General Education courses are selected and required of all degree-seeking students, preparing them to function effectively in interpersonal and interdependent relations.
2. **Provision for Baccalaureate-Oriented Programs.** The College offers academic courses which meet college and university requirements for freshmen and sophomores in most major fields.
3. **Provision for Career-Oriented Programs.** Courses in career education provide job training, retraining, and upgrading to meet local, state, and national work force needs.
4. **Provision for Adult Education.** Students are provided opportunities to improve basic education, secondary education, and life skills.
5. **Provision for Developmental Courses.** Developmental Courses are offered to assist students in reading, English, mathematics and science in preparation for college credit courses.
6. **Provision for Continuing and Community Education.** A variety of non-degree and non-credit courses, workshops and seminars is offered to meet the educational and recreational needs of the community.
7. **Provision for Student Personnel Services.** Guidance, counseling, career information, testing services, and college orientation are available to all students. Provisions are also made for students with special needs.
8. **Provision for Student Activities.** As part of the educational experience at Danville Area Community College, all students are encouraged to participate in student government, organizations, publications, athletics, social activities, and cultural affairs.
9. **Provision for Community Services.** Through its faculty, staff, student services, and facilities, Danville Area Community College endeavors to make its resources available to the public.
10. **Provision for Business and Economic Development.** Training programs and other business assistance initiatives are offered for the area work force and community employers to meet their needs.

GENERAL EDUCATION OUTCOMES

Competence in Communications

Learners express themselves clearly and concisely to others in logical, well-organized papers and/or verbal presentations using documentation and quantitative tools when appropriate.

Learners listen, understand, debate, and use information communicated by others.

- a. Written communications
- b. Oral communications/listening skills
- c. Visual communications

Competence in Critical Inquiry and Problem Solving

Learners evaluate the credibility and significance of information, effectively interpret, analyze, synthesize, explain, and infer concepts and ideas; solve problems and make decisions; and construct and deconstruct arguments.

- a. Qualitative analysis
- b. Quantitative analysis
- c. Ability to define a problem and construct methods to gather, analyze, interpret, and evaluate data

Technological Competence

Learners maintain, improve and transfer academic and technical skills to the workplace; demonstrate life-long learning skills by having the ability to acquire and employ new knowledge; and set goals and devise strategies for personal and professional development.

- a. Technological competence
- b. Ability to use current resources methods, and technology
- c. Adaptive skills for future learning

Cultural Awareness and Social Skills

Learners recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and human

recognize the interdependence of the global environment and humanity.

- a. Effective human relations in diverse settings
- b. Application of ethical principles
- c. Understanding of local, national and global issues
- d. Appreciation for aesthetics and the arts



General Information

Admissions
Residency Policies
Tuition and Fees
Scholastic Requirements
Facilities and Services
Campus Policies
Students' Rights & Responsibilities

Danville Area Community College has an open-door admission policy. The College admits all students qualified to complete any of its programs including transfer, career, basic skills, and Corporate and Community Education provided space is available. When adequate space is not available, the College will admit those students who are best qualified, giving preference to students residing in Community College District #507.

Many DACC classes require placement testing prior to enrollment to demonstrate academic readiness at designated skill levels to support academic achievement. Therefore, most new students and all students enrolling in classes with prerequisite skill proficiencies are required to present ACT or SAT scores, or participate in the college's placement program. Students may register to take placement tests by calling the Testing and Academic Services Center, 217-443-8708.

General Admission Requirements —

Admission is open to anyone who meets the following requirement(s):

1. Has earned a High School Diploma or High School Equivalency (HSE) Diploma

Any student under the age of sixteen years of age may be enrolled upon meeting the following criteria:

1. Taking the college's placement exam or providing ACT or SAT scores for proper placement.
2. A signed letter of approval from a school official (principal, guidance counselor).
3. Approval from DACC Director of Admissions and Records.
4. Approval of the instructor.

Please Note: Parents should be aware that their student may be exposed to mature and/or controversial topics and conversations, not only within some classes, but also within the general college environment.

General Admissions/Registration Procedures

1. New Student Orientation: Sign up for a New Student Orientation by calling Timothy Morgan at 217-443-8803 or stop by the Information Office in Vermilion Hall.
 - a. Students may complete the DACC Application/Student Information Form prior to or during the orientation. Forms can be found in the Admissions Office (Vermilion Hall) or on the DACC website at <http://www.dacc.edu/ar/application>.
 - b. Placement testing may be arranged during or after the orientation. Appointments may be made by calling the Testing and Academic Services Center at 217-443-8708 or on the DACC website at <https://www.dacc.edu/depts/assess>.
2. Send "official" high school records, GED transcript, and/or any other educational records that could affect your enrollment at DACC. Other educational records = transcripts from other colleges previously attended, CLEP & AP scores, and military transcripts.
3. Register for Classes. New full and part-time students are required to meet with a DACC Academic Advisor or Counselor to set up an educational plan of study. DACC also offers online registration, but students must meet with an Academic Advisor to be pre-approved.
4. Picture ID Cards: Once registered, DACC students must obtain their Picture ID Card. Students may do this in the Information Office (Vermilion Hall). Please note, DACC Picture ID Cards are required to charge bookstore items to your account and to perform other business transactions on campus (schedule changes, cashier, financial aid, etc.).
5. Schedules & Bill Statements: Students will retrieve their schedules, tuition bills, and various other information and/or services online through the Jaguar Spot. Access to computers will be available on the DACC campus in Lincoln Hall.

Note: You may apply for financial aid (by completing the FAFSA) as you work on Steps 1 through 3 above.

Online Classes

DACC offers more than 100 online courses in Transfer, Career, and Basic Skills programs. The Higher Learning Commission has granted for DACC to offer any of its degrees and certificate programs online. At this time the Accounting and Marketing Applied Science Degrees are available online. The Associate of Arts (AA) and the Associate in General Studies (AGS) can also be completed online.

DACC offers **Online Learning Orientation (INST110)** sessions to acquaint potential students with the possibilities presented by the virtual classroom. Face-to-face and online formats are offered. Participants will be introduced to the world of online learning and prepared to take an online course at DACC. Learn what is expected of online students and the key characteristics of good online learners. **INST110 Online Learning Orientation is mandatory for all students registering for their first online course.**

The orientation focuses on technical and practical issues, such as:

- Technical preparations
- Accessing technical support
- Getting your ID and Password
- Contacting the instructor

- Logging in to BlackBoard and other course interfaces
- Course navigation
- Class communication methods
- And much more!

Call **(217) 443-8800** for more information or to register for one of the sessions. Orientation sessions are designed to make the transition to the virtual classroom a hassle free and enjoyable experience. Explore the endless possibilities at DACC, and make the most of these virtual learning opportunities.

Selective Admission Programs

A few of the programs offered at Danville Area Community College have a selective admission process that is separate from admission to DACC. These Selective Admission programs have additional application and qualification requirements. It is important to note that these programs also have early application deadlines. If you are interested in the following programs, you will need to contact a program director as early as possible. The following programs require specialized admission:

- Echocardiography Advanced Certificate
- Health Information Technology Certificate and AAS
- Nursing AAS
- Radiologic Technology AAS
- Sonography, Diagnostic Medical Advanced Certificate
- Tractor Trailer Certificate

Admission Requirements for Baccalaureate-Oriented Curricula—

Minimum entrance requirements for Associate in Science, Associate in Arts, Associate in Engineering Science, Associate in Fine Arts in Art and Associate in Fine Arts in Art Education Degree Programs.

Public Act 86-0954 requires all community colleges providing baccalaureate-oriented degree programs to establish and have in effect by the Fall of 1993 minimum entrance requirements comparable to those of the state universities.

Danville Area Community College's minimum entrance requirements, effective Fall Term 1993, for enrollment in an AS, AA or AES degree program for students entering the college for the first time, re-entering the college after an absence of more than two years, or whose last term of enrollment was in a vocational program of study are as follows:

High School Subjects	Years of Course Work	Explanatory Notes
English	4	Written and oral communications, and literature
Mathematics	3	Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
Science	3	Laboratory sciences
Social Science	2	Emphasizing history & government
Electives	2	Foreign language, music, art, or vocational education
Flexible Academic Units	2	Additional course work from any of the five described high school subject areas

Effective Fall Term 1993 and each term thereafter, students entering the college for the first time, re-entering after an absence of more than two years, or whose last term of enrollment was in a vocational program of study, and who are enrolling in an AA, AS, AFA, AFAE or an ASE degree program will be admitted in one of two categories; Fully-Admitted or Provisionally-Admitted.

Fully-Admitted

- students who have earned a high school diploma and who meet the minimum subject specific requirements in English and Math or who place through the College's assessment and placement testing into:
 - Rhetoric 101 or above (AA, AS, AFA, AFAE and ASE)
 - and
 - Math 115, Survey of Statistics or higher level of difficulty
 and who meet the minimum subject specific requirements in science, social studies, electives, and flexible academic units
- students who have been enrolled in a vocational program of study at DACC who have earned twenty-six (26) or more semester credit hours and who are in Academic Good Standing
- students who transfer to the college from another institution of higher education who have earned twenty-six (26) or more semester credit hours and are in good standing according to DACC's Academic Standards of Progress.

Provisionally-Admitted

- students who do not meet the minimum subject specific requirements or the placement testing criteria as described for Fully-Admitted status
- students who do not submit a high school transcript or credentials which can be evaluated with respect to the subject specific requirements
- students who have been in a vocational program of study, have earned fewer than twenty-six (26) semester credit hours, and who have not met the standards as described in the following section for upgrading Provisionally-Admitted status to Fully-Admitted status
- students who transfer to the college from another institution of higher education with fewer than twenty-six (26) earned semester hours and who have not met the standards as described in the following section for upgrading Provisionally-Admitted status to Fully-Admitted status

Provisionally-Admitted Students may upgrade their status to Fully-Admitted at the time the following standards have been met:

- the student has earned fifteen (15) semester credit hours, is in Academic Good Standing, and has earned credit in each of the following subject specific areas:
 1. Rhetoric 101
 2. Math 115, Survey of Statistics or math of higher level of difficulty
 3. One general education Lab Science elective
 4. One general education Social Science elective
 5. One general education Humanities elective, or one general education Human Well-Being elective, or one baccalaureate-oriented elective

Admission Requirements for Career-Oriented Curricula—

Minimum entrance requirements for Certificate, Associate in Applied Science Degree Programs and Associate in General Studies Programs are the same as described under the heading of General Admission Requirements.

Transfer Students

A student who has been enrolled in one or more institutions of higher learning is eligible for admission to Danville Area Community College. The applicant must submit an official transcript from each college previously attended.

Transfer in credit will be considered for the student's declared major/program of study. Undecided students will be evaluated for math and English placement only. Please note, students without a declared major/program of study are not eligible for Federal and/or State student aid consideration.

International Students

This school is authorized under Federal Law to enroll non-immigrant alien students. An international student is NOT a U.S. citizen.

To be admitted to DACC, an international student shall:

1. Have completed the equivalent of a high school (secondary) education which normally means the completion of twelve (12) years of schooling;
2. Demonstrate a mastery of the English language in one of three ways:
 1. with a score of 500 or higher on the paper-based TOEFL;
 2. with a score of 173 or higher on the computer-based TOEFL, or
 3. with a score of 61 or higher on the Internet-based TOEFL
 4. 2.4 IELTS score of 5.5 or higher
3. Complete a Preliminary Student Information Form for International Students;
4. Provide official transcripts covering all school work (high school and college) completed with English translations. Transcript must show completion/graduation date.
5. Provide an affidavit stipulating that adequate finances are available for their support while studying in the United States for an entire year.
6. Copies of your passport, Visa, and I-94 card will be required once you arrive in the U.S.

International students must carry a minimum of twelve (12) semester hours. Nine of the required 12+ credit hours during the fall and spring semesters must be traditional, lecture-based, on-campus courses. Students are not allowed to take all classes in the online course format. It is essential that students from outside the United States have sufficient funds to cover their expenses while in this country.

In addition to the above criteria, international students are accepted on the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population to enhance the enrollment of citizens from numerous countries.

Enrollment into courses will be determined by placement test scores and personal evaluations. Students deficient in English language skills must be enrolled in remedial English classes.

Auditing Students

When auditing a class, the student is expected to attend classes regularly, but will not receive grades, take examinations nor receive credit. Qualified students may change from auditing to regular enrollment status during the first two weeks of a twelve-week or longer course or during the first week of a course that meets less than twelve weeks. However, students may not change to auditing status once a class begins. Students auditing a class must pay regular tuition and course fees. The senior citizen waiver may not be applied to a course audit. Veterans and other eligible persons can not be certified for audited courses per 38 CFR 21.4252 (I). Financial aid will not pay for an audit.

Former Students

Students who have previously attended Danville Area Community College must submit an updated Student Information Form. If the student has been enrolled in another college in the interim, an official transcript from that institution must be submitted. Former students who have not attended within 5 years will be required to complete a New Student Orientation due to new policies and procedures.

SCHOLASTIC REQUIREMENTS**Academic Load Definitions**

Academic Status	Fall & Spring Terms *Please note Financial Aid uses the Fall/Spring definitions for Summer too.	Summer Term *Definitions are used for general DACC use only, <u>not</u> for Financial Aid standards.
Less than Half-time (also Part-time)	1-5 credit hours	1-2 credit hours
Half-time (also Part-time)	6-8 credit hours	3-5 credit hours
Three-Quarter time	9-11 credit hours	
Full-time	12-18 credit hours	6-8 credit hours
Overload (Permission required)	19+ credit hours	9+ credit hours

Note: Part-time students include anyone who is enrolled in 1-11 credit hours for the Fall and Spring terms or 1-5 credit hours for the Summer term.

Maximum Credit Hour Load Procedure

Students are allowed to register for a full-time credit hour load, with counselor/advisor approval, up to the maximums stated below:

Regular Fall/Spring Semester	18 credit hours maximum
Regular Summer Session	9 credit hours maximum
Inter-term Summer and Winter Session	5 credit hours maximum

Any student who wishes to exceed the maximum credit hour load must have approval from the Director of Admissions and Records or the Director of Counseling and Advisement. The decision to approve requests to exceed the maximum load would be based upon the student's academic strengths, class and work schedule, and reason for the request.

Student Classification

Freshman: A student who has completed 29 or fewer semester hours of college work.

Sophomore: A student who has completed 30 or more semester hours of college work.

Full-time Student: A student registered for 12 or more semester hours.

Part-time Student: A student registered for less than 12 semester hours.

ACADEMIC STANDARDS OF PROGRESS**I. Grade System**

The final semester grades are determined by the instructors, according to the grades the student earns in all phases of class work: class discussions, tests, daily work, laboratory work, reports, term papers, and the semester examinations. Final grades should reflect consistent improvement as well as averaged grades.

Grade reports are issued by the Records Office at the end of each semester. Mid-semester grades are posted by individual instructors.

A student may file notice and repeat any unsuccessfully completed course, and the higher grade earned will be used to compute the cumulative grade point average.

Note: The Office of Financial Aid has a *separate* and *stricter* Satisfactory Progress Standard (SAP). They review the academic history of all attempted credit hours of all applicants prior to the awarding of Title IV Federal Student Aid and/or Illinois State Student Aid. These standards have components of a *Quantitative Measure*

(the Pace at which the student must be completing their Program of Study) and a *Qualitative Measure* (the grades a student must be obtaining in their coursework) and be reviewed at stated intervals. DACC reviews SAP at the end of each semester.

The letter system of grading is employed as follows:

A	Excellent	4 grade points per semester hour
B	Above Average	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Below Average	1 grade points per semester hour
F	Failed	0 grade point per semester hour

The following grades do not affect grade point average.

W	Official Withdrawal of a student within the Withdrawal Policy guidelines.
I	Incomplete - This is a temporary grade. All incomplete work involved with a temporary "I" grade must be performed within 30 calendar days after the end of the term so that a grade may be recorded. If an "I" grade expires without progress, the student will receive an "F."

If an extension beyond 30 days is needed due to extenuating circumstances (such as an illness/accident, natural disaster, pandemic, etc.), it may be considered by the Instructor and Dean. The Registrar shall be consulted regarding the extension length for procedural guidance on consequences affecting financial aid, State reporting, and other related circumstances.

P	Completed/Passed grade used for successfully completed labs and orientations.
AU	Audit - Student auditing a class will receive an "AU" grade.
S/U	Satisfactory and Unsatisfactory are used in some courses.

II. Minimum Satisfactory Grade Level

A student will be considered on academic probation if he or she fails to maintain the cumulative Grade Point Average (GPA) required for good standing as follows:

Semester Hours Earned at DACC		Minimum GPA for Good Standing
0-17	credit hours	1.40
18-31	credit hours	1.60
32-48	credit hours	1.80
49+	credit hours	2.00

III. Academic Probation

A student placed on academic probation will be limited to a maximum of twelve (12) credit hours of enrollment for the next term. The following criteria also apply:

1. The student must earn a 2.00 Grade Point Average (GPA) or higher for the term.
2. The student will remain on probation until he/she attains a cumulative GPA for good standing (see above chart).

In the event that the student does not achieve either of the above criteria, the student will be placed on academic suspension for one term.

IV. Academic Probation "Grace Period"

The rapid pace of change in today's society requires everyone to be engaged in lifelong learning. Realizing that personal circumstances and attitudes change over time, returning students who have been absent for five years or more and who have had an unsuccessful academic experience will not be placed on academic probation during their first term of re-enrollment with the College. It is hoped that this "Grace Period" will support students who have an unsatisfactory academic record, but who desire to return to DACC and seriously pursue a course of study.

The returning student's cumulative GPA will be examined following the first term of re-enrollment, and DACC Standards of Progress will apply. Students may wish to explore the possibility of a grade exclusion at that time if appropriate. **Please be advised that this "Grace Period" is not relevant to a previous financial aid warning, suspension or ineligible status which is governed by federal and/or state regulations.**

V. Readmission

Before a suspended student will be readmitted he or she must prepare a Probation Contract which will identify the measures to be applied to improve the student's GPA (e.g. change of program, remedial classes, tutorial or other academic support services, etc.). Enrollment for the next semester will be limited to a maximum of twelve (12) credit hours. The student must earn a 2.00 grade point average (GPA) or higher for the term. The student will remain on probation until he/she attains a cumulative GPA for good standing (see above chart). In the event that the student does not achieve either of the above mentioned criteria, the student will be placed on academic suspension for one term.

VI. Appeals

The student enrolled at DACC may appeal an academic suspension through the Dean of Student Services by completing an Appeals Form. The student's appeal will be reviewed with respect to past/current academic standing and/or demonstrated ability to achieve academic success. Submission of an appeals form does **not** guarantee or suggest automatic reinstatement. The Dean's office is located in room 104 of Lincoln Hall.

PRESIDENT'S LIST AND HONORS LIST

Danville Area Community College recognizes outstanding scholastic achievements of students each Fall/Spring semester. Students who complete **twelve or more degree credit hours** and earn a 4.00 semester grade point average on a 4.0 scale have their names placed on the President's List. Students who complete **twelve or more degree credit hours** and earn a 3.50 semester grade point average on a 4.0 scale have their names placed on the Honor's List.

Academic Status

Danville Area Community College subscribes to the philosophy of the open door policy, whereby it accepts each person at his/her individual level of development and allows the person the opportunity to reach their maximum potential as a student.

- a. For the purpose of determining the student's academic classification, transcripts from other institutions will be evaluated for credits earned. The Office of the Registrar will interpret transcripts according to the current academic regulations of the College.
- b. The academic record of transfer students and of students who began their studies at DACC will be evaluated on the basis of their over-all average and not the semester average.

Class Schedule Changes (Drop/Add Procedure)

Changes in class schedules may be made up until the first day of class. Drop/refunds may be processed during the first *5 business days of classes that last less than 12 weeks* and *through the first 10 business days for classes that last 12 weeks or longer*. Students should keep in mind the implications of the changes being considered, course availability (i.e., is it a "Spring Only" course), and/or the effect on degree completion.

Changes in class schedules for students receiving student aid may result in changes to previous awarded amounts. It is advised to check with the Financial Aid Office when making changes.

Student athletes should also consult with their coach before making any changes to their schedule. Changes in athlete schedules can affect the eligibility of the entire team.

Attendance & Leave of Absence

Attendance in class is a key factor of success in college. To maximize the probability of academic success, students are expected to attend all classes and scheduled laboratories for the courses in which they have enrolled, including their online courses. Each DACC faculty member establishes attendance guidelines in the course syllabus. Students are responsible for knowing and adhering to those guidelines. The College does make two exceptions to the individual attendance policies: 1) Military Leave and; 2) Religious Observances (policies noted below).

Attendance exceptions may also be made by the course instructor. It is each student's responsibility to become familiar with the attendance expectations of the instructor during the first week of class. Students are also responsible for all class content and assignments missed due to the absence. Course absences may result in reduction of grade, drop for non-attendance, or withdrawal of the student from the course.

Students who do not feel they can meet the attendance expectations for the course should drop during the first week of class. See the School Refund Policy. An instructor may drop/withdraw students for excessive course absences.

DACC does not have a Leave of Absence policy. Students should consider classroom attendance policies, the College's drop/refund and withdrawal policies (advised by Admissions/ Registration & Advisement), and the Title IV return of funds policy (advised by the Financial Aid Office).

Military Leave

Danville Area Community College acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration when called to duty for a period of 7 or more consecutive days.

Military Leave is specifically for students who are enrolled in DACC classes and who are members of the National Guard, Reserves, or active duty United States military that have been called to serve with their military units. In order to support these students, DACC pledges to make every effort to provide reasonable accommodations for students who must drop/withdraw or be absent from class due to military obligations. Students should see the Registrar in Admissions & Records (Vermilion Hall) to review their military leave options.

University Religious Observances Act Policy

Danville Area Community College recognizes and respects the broad diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act (110 ILCS 110/1.5). Please note, "religious observance" or "religious practice" includes all aspects of religious observance and practice, as well as belief.

Illinois' Public Act 110 ILCS 110/1.5 states the following:

Sec. 1.5 Absence of student due to religious beliefs. (a) In this Section, "institution of higher learning" has the meaning ascribed to that term in the Higher Education Student Assistance Act. (b) Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. (c) A copy of this Section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses.

Requirement of Absence Notification

DACC faculty and administrative personnel require 5 (five) calendar days of advance notice from students of upcoming religious observance absences to ensure the timeliness of the required actions.

Grievance Procedures for Religious Observances Not Recognized or Respected

Students may contact the Dean of Student Services (Lincoln Hall, Room 104) in the event that reasonable accommodations have not been made in accordance with this policy. The Dean will work with the faculty member and appropriate academic administrators to work toward a reasonable accommodation for religious observance.

Withdrawal Policy

Students may officially withdraw from their courses with a W grade until the Friday before their final examinations. Since start/end dates vary, withdrawal dates will be posted every semester. **It is the student's responsibility to know the dates.** Dates for each semester will be posted at the Admissions Office, all around campus, and on our website at <http://www.dacc.edu/ar/withdraw>.

Non-attendance does not automatically withdraw a student from a class. **It is the student's responsibility to withdraw him or herself.** Students should contact the Admissions and Records Office or their Academic Advisor/Counselor by phone or in-person to officially withdraw. If receiving financial aid, students are encouraged to seek counseling prior to withdrawing from coursework, as their financial aid may be affected. Failure to do so may result in the student owing refunds to Federal and/or State programs and result in restrictions for future student aid. Owing a debt to the school results in restrictions for future enrollment. Student athletes should also consult with their coach before withdrawing.

Examinations

Students are expected to be present for all examinations unless they are unable to attend due to serious illness, accident, or other reasons beyond the student's control. No fee will be charged to make up hour, mid-term, or final examinations.

Final Examination

The Office of Instruction will authenticate legitimate absences from final examinations. Only serious illness, accident, or other reasons beyond the student's control will be accepted as a legitimate absence. This entitles the student to make up the examination without a grade penalty.

The instructor will make the final decision in cases where the absence has not been authenticated by the Vice President of Instruction. In such cases the instructor has the option of lowering the course grade if the make-up is permitted.

It is the student's responsibility to arrange for making up a final examination if absent at a regularly scheduled period. Make-up periods for final examinations will be scheduled within one week after the original examination period.

Students who have missed final examinations due to extenuating circumstances **must arrange** for making up the examination **within thirty days** after the scheduled final examination period.

TRANSFER-IN CREDIT POLICY & PROCEDURES: EVALUATION OF COURSEWORK FROM OTHER COLLEGES & ENTITIES

Danville Area Community College accepts 100-level and 200-level coursework from other postsecondary institutions who have been accredited by approved regional accrediting bodies. Accreditation shows that the institutions have been evaluated by recognized accreditors and are determined, by their peers, to meet acceptable levels of educational quality. In some instances, an upper-division course may be considered for credit if the course syllabus is equivalent to a specific DACC course syllabus.

As part of the DACC application process, students are asked to send "official" transcripts from all institutions previously attended. Once the transcript is received by the DACC Records Office, the transcript is evaluated for credits applicable to the student's declared major/program of study which will include any math or English credit for course placement. If

the student has not indicated a program of study or is “undecided,” only the math and English credits will be evaluated. (Please Note: Students who have indicated “undecided” as their major/program of study are not eligible for Federal and/or State student aid consideration.) After the evaluation has been completed, students will be able to view transfer- in credit via the Jaguar Spot/Online Student Services or by contacting the Records Office at 217-443- 8797. The evaluation will specify what the transferred coursework equated to at Danville Area Community College.

Official grade transcripts from *ALL* previously attended post-secondary institutions must be on file in the Records office and be evaluated for transfer credit. Federal Direct Student Loan (DL) requests will not be considered for certification until all official transcripts are received and evaluated. Unofficial documentation will not be accepted.

If a student updates/changes their major/program of study declaration or wants career-oriented (vocational) coursework to be evaluated, the student should contact the Records Office in Vermilion Hall to make the request. We will need to know the student’s specific major at that time.

Not more than forty-five credit hours will be accepted by transfer. Please note, for a DACC certificate, a minimum of one-half the credits required must be earned at DACC. Service members are allowed special circumstances. Please note the Service member Residency Requirement information below.

Accepted coursework will appear on the student’s DACC transcript. Only credit hours are noted on the DACC transcript. Grades are not figured in to the student’s DACC cumulative grade point average. However, if a student is a candidate for Summa Cum Laude honors at commencement, grades will be considered for any coursework that is used for degree completion.

Illinois Articulation Initiative (IAI):

DACC 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 transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate 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 (and thereafter). More information about the Illinois Articulation Initiative is available online at www.itransfer.org.

Other Credits Accepted:

College-Level Examination Program (CLEP): The College is an approved CLEP testing center. Examinations will be administered on scheduled dates by College personnel. Information regarding test registration procedures and fees is available from the Testing and Academic Services Center. Information on the required scores for credit to be granted can be obtained on the DACC website under the Advisement and Counseling webpage. The minimum score required and the number of semester hours awarded is generally based on guidelines set by the American Council on Education (ACE). An official CLEP transcript must be submitted to the Records Office for evaluation.

Advanced Placement (AP) Credit: DACC recognizes credit earned through The College Board’s Advanced Placement (AP) Examinations. However, DACC requires a minimum score, set for each exam. The minimum score required and the number of semester hours awarded is generally based on guidelines set by the American Council on Education (ACE). Information on the credit awarded can be found on the DACC website under the Advisement and Counseling webpage.

International Baccalaureate (IB) Credit: General Information DACC recognizes credit earned through International Baccalaureate (IB) Programme Examinations. However, DACC requires a minimum score, set for each exam. The minimum score required and the number of semester hours awarded is based on guidelines set by the American Council on Education (ACE). The required scores, available credit, and course equivalencies granted at DACC can be found on the DACC website under the Advisement and Counseling webpage.

Credit for Military Service: Members and former members of the Armed Services may be granted credit for military experience. Veterans must present a copy of their military transcript(s) to the Records Office (in Vermilion Hall) for credit evaluation.

Proficiency Credit: A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. Proficiency examinations are offered at the discretion of the Dean of the Division responsible for the course based on: (1) the degree to which competency or ability in a given area can be adequately evaluated by a proficiency examination, and (2) judgment of the prior experience of the applicant in terms of the objectives of the course and the adequacy of their preparation to pass the examination. For more information visit our Proficiency Credit webpage at <http://www.dacc.edu/catalog-2020-2021/proficiency-credit>.

Credit from Non-Accredited Institutions: DACC may consider transfer credits from non-regionally accredited institutions recognized by the Council for Higher Education Accreditation (CHEA), American Council on Education (ACE), and the Department of Education that award postsecondary certificates and/or degrees. Additional documents about the credit and institution will be requested from the student for the College to evaluate the coursework completely. Materials needed may include a catalog from the institution, current status of the institution's relationship to state, regional, national or international educational agencies, course syllabus, course description, pre-requisites, and faculty qualifications.

Servicemember Residency Requirement for Degree/Certificate Credit Hours: For active-duty servicemembers and their adult family members (spouse and college age children), DACC will limit the academic residency to twenty-five percent or less of the degree requirement for all degrees and fifty percent or less for certificates. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner. Students who find themselves in the situations stated above will be referred to the Veterans Representative and/or Registrar for any assistance needed.

DUAL CREDIT

Dual credit programs are offered for junior and senior high school students to take college-level courses and receive college and high school credits. The completed courses and grades are recorded on both the high school transcript and college transcript. The courses must be approved by the high school in advance.

DACC Offers 4 Dual Credit Options:

1. Traditional Dual Credit: Students take courses at DACC (day or night), online, or at the high school, during their high school day. Courses are transfer and career oriented.
2. College Express: 14+ Career Programs offered in partnership with the high schools and VVEDS. Students are transported to DACC for classes.
3. Project Lead the Way: Pre-Engineering program; courses are on DACC campus
4. Middle College: Program for Juniors and Seniors who are experiencing barriers toward high school completion. Courses are career and transfer oriented.

Dual Enrollment (= for College Credit Only):

DACC also offers a Dual Enrollment option for students. In some instances, the high school prefers not to count the college credit earned as high school credit. Therefore the credit will not appear on the high school transcript. The credit earned will be for college credit only. With Dual Enrollment/College Credit Only, the College does not apply a discount and the student is responsible for 100% of the tuition and fees. Students must also have a "High School Permission for Enrollment at DACC" form completed before enrolling in a Dual Enrollment course.

Student Eligibility:

In order to participate, students must meet the guidelines of both the high school and DACC in order to receive dual credit:

- Dual Credit is a program for junior and senior high school students. A student will be considered as a junior the summer after successful completion of the sophomore year.
- High schools may require a certain GP A before they will allow a student to participate or it is based on enrollment in a certain high school classes.
- Many of DACC's courses have reading, writing, and math prerequisites. If a student does not meet them with high school coursework, ACT, SAT, or our placement test, they cannot enroll in the dual credit course. Students may take the placement test at DACC or at the high school.
- Many of the DACC courses have course prerequisites. Dual credit students must meet the course pre-requisites before they start the dual credit course. Course pre-requisites can be found with the course description at <https://www.dacc.edu/courses>.

Tuition and fees vary per dual credit/enrollment program. Full and partial tuition waivers are provided depending on the program and/or the student's free and reduced lunch status. Please note, dual credit/enrollment coursework is not eligible for Federal Title IV programs and/or State Student Financial Aid (Federal title IV or ILMAP/IIA).

To learn more about dual credit options, contact the High School Counselor or the DACC Admissions & Registration Office.

RESIDENCY POLICIES

Tuition rate at Danville Area Community College depends upon the residence of the student. Ordinarily residence is that domicile established for a purpose independent of attendance at the College.

The following guidelines have been established for classifying students by residence:

1. The residence of an unmarried student under eighteen is the same as that of parents or legal guardian.
2. Marriage or full-time employment may be a basis for changing classification of residence.
3. The student will cooperate in providing proof, when necessary, of claimed residency.

Classification

1. In-District Student
Any student residing within Community College District 507.
2. Out-of-District Student
Any student residing within the State of Illinois but outside Community College District 507.
3. Out-of-State Student
Any student who resides in one of the United States other than the State of Illinois.
4. International Student
Any student who does not reside in one of the United States or is not a U.S. citizen.

Special Tuition Rates

Out-of-District or Out-of-State students may qualify for special tuition rates if one of the following applies:

- Residents of one of the following Indiana counties: Benton, Fountain, Montgomery, Parks, Tippecanoe, Vermillion or Warren
- Students (and dependents) employed 35 hours or more per week in-district (written proof from employer is required)
- Students enrolling in a vocational field of study that is an approved cooperative agreement program (written verification is required)
- Residents of a contiguous community college district whose "home" high school, due to consolidation of high school districts, is within DACC's district. High school graduation must be within the past 5 years to receive this dispensation.

TUITION AND FEES

Tuition and fees are subject to change at any time by action of the College Board of Trustees.

Up-to-date rates can be found at <https://dacc.edu/tuition-fees>

1. Tuition: Credit Courses
 - A. Tuition for in-district students under age 60 is \$140.00 per semester hour.
 - B. **Tuition is waived for in-district student age 60 or older. The \$25 per credit hour technology/activity fee and course fees are not waived. (Offerings of the Corporate and Community Education division are exempted from this provision as are all noncredit courses.)**
 - C. Tuition for out-of-district students with authorization for partial student support from their community college district local Board of Education; or their district Community College Administration \$140.00 per semester hour.
Tuition for out-of-district students without authorized partial student support \$250.00 per semester hour.
 - D. Out-of-district or out-of-state but employed 35 or more hours per week in-district \$140.00 per semester hour for students and dependents.
 - E. Tuition for out-of-state students \$250.00 per semester hour.
 - F. Tuition for out-of-state Indiana students residing within a specially designated 7 county area (counties include: Vermillion, Parke, Fountain, Warren, Tippecanoe, Benton and Montgomery) \$210.00 per semester hour.
 - G. Tuition for international students \$250.00 per semester hour.
 - H. Tuition rates applied to specific instructional programs:
 1. Radiologic Technology, Sonography and Echo Programs - \$280.00 per semester credit hour for in-district students, \$350.00 per semester credit hour for Indiana students residing in the 7 county area, and \$390.00 per semester credit hour for out-of-district students. The Technology/Activity Fee of \$25 per semester credit hour applies to all students.
 2. Tractor Trailer Driving Program - For the 11 credit hour program, \$3,630.00. For the 16 hour credit hour program, \$4,455.00.
2. Tuition: Non-Credit Courses
 - A. Fees for non-credit courses are based on the nature and length of the course. The tuition rate is not applicable to these courses.
 - B. Out-of-district students pay the same fees as in-district students as these classes are self-supporting.
3. Additional Fees
 - A. All students, regardless of residency status, will be charged a \$25.00 per credit hour technology/activity fee.
 - B. Many courses require a course fee in addition to tuition and other fees. Course fees vary. They cover the cost of materials, lab equipment, special services and other costs. Students will be billed for any breakage of laboratory equipment. Payment for breakage must be made before term grades are released.
 - C. Some courses are designated includED®. This is a textbook fee for course materials that are accessed through Blackboard instead of purchasing from the bookstore.
 - D. Official Transcript of Credits...Each copy \$5.00 each.
 - E. Auditing, plus applicable fees, per semester hour...\$140.00. Proficiency examinations minimum of one credit hour of tuition. Graduation fee (cap and gown rental) . . . approximately \$40.00. All fiscal obligations due the College must be cleared prior to registration for a subsequent term and prior to graduation.

- F. Proficiency Exam Fee: The fee to take a proficiency examination shall be a minimum of one credit hour tuition or one-half the current tuition of the college for that course, whichever is greater.
 - G. Course Repeat Fee: If a student chooses to repeat a course "after" the number of approved repeats has been completed, a course repeat fee will be added to the residency-based tuition rate. The fee is equal to the State apportionment for the course, rounded up to the nearest dollar per credit hour. Students may consult the Director of Admissions & Records/Registrar for the exact amount and information on the number of times a course may be repeated. The course repeat fee is not an allowable fee for student financial aid. However, the fee can be deducted from any refund a student may be getting.
4. On-Line Credit Courses: Tuition and Fees
- 1. Tuition: In-district students will be charged \$140.00 in tuition per semester credit hour; all other residency students will be charged \$210.00 per credit hour.
 - 2. Fees: Students will be charged a fee of \$65.00 per course plus a \$20.00 technology/activity fee per semester credit hour (some exclusions apply).

Payment and Access to Account Balance

Tuition and fees are due and payable in full 10 days before classes start, unless the student has already signed up for DACC's payment plan Nelnet Business Solutions (NBS). Information about Nelnet can be found on DACC's home page. Access to account activity and current balance is available on-line only by signing into the Jaguar Spot's New Self Service option. Payments are accepted at the Cashier's office via cash, check, Master Card, Visa, Discover or American Express (service fees apply for credit card payments). Students may also pay by signing into the Jaguar Spot /Self Service to make a payment or sign up for the payment plan. Select the Student Finance option and click on one of the payment options. A student's billing account is considered financially cleared and paid timely if financial aid has been awarded, scholarships accepted, or the payment plan has been initiated by ten days before classes start.

Financial Responsibility

By registering for classes at DACC, the student accepts full financial responsibility for payment of all amounts due by the applicable deadlines. The student understands that failure to pay past-due debt may result in referral of the account to a collection agency and will result in restrictions on the student's ability to register for future classes, receive official transcripts and other College services. DACC actively pursues all outstanding balances and will use any and all means necessary as allowed by state and federal law to collect all amounts due to the College.

In compliance with the Telephone Consumer Protection Act, the College would also like you to know that your registration and providing your cell/home phone number(s) and any subsequent change in contact numbers or other means of communication, including, but not limited to text messages or electronic mail at the address provided by you to DACC is a means for DACC or any debt collection agency hired by the College to contact you directly or through an automated or predictive dialing system or prerecorded messaging in an effort to contact you to recover any unpaid obligation incurred hereunder, or as otherwise determined in the event of default to any obligation identified.

Refunds

All refunds will be issued through the Business Office periodically throughout the semester. No refund of tuition or fees is made when a student is expelled for disciplinary reasons. Refunds for dropping individual courses will be made at the same rate as for withdrawal from school. Refunds may be processed by check or posted to credit card.

All tuition and course fee refunds are based upon total monies due the College. If a student officially withdraws from a course during the registration period or before classes officially begin, he/she shall be entitled to receive a refund of 100% of tuition and course fees paid or payable. **It is the students' responsibility to drop classes.**

A soldier ordered into service by the Governor is eligible for a full refund or credit if he/she is unable to attend college for a period of 7 days or more.

Classes Meeting Twelve Weeks or Longer—Including Corporate and Community Education Classes.

If the drop occurs during the first 10 business days, tuition and course fees paid or payable will be refunded. There is no refund of tuition or fees for withdrawal after the refund period.

Classes Meeting Less Than 12 Weeks—Including Corporate and Community Education Classes

If the drop occurs during the first 5 business days, tuition and course fees paid or payable will be refunded. There is no refund of tuition or fees for withdrawal after the refund period.

The exception to this policy is when the Department of Education's Federal Refund Policy must be applied to those students whose costs are paid by student financial aid funding.

State and/or Accrediting Agency Refund Rule

The State of Illinois has not established a mandated refunding rule for community colleges.

Federal Refund Rule (Return of Title IV Funds)

The Department of Education mandates that unearned federal financial aid funds are returned to the specific programs if a student withdraws from a semester. The amount of the refund is determined by the days of the semester that the student was **in attendance** verses the remaining days (after withdrawal) until the semester ends.

Students are notified by mail of their debt to the Department of Education. This debt must be paid in a timely manner in order for the student to receive future financial aid.

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations or prior learning assessment (PLA). Proficiency examinations are offered at the discretion of the Dean of the Division responsible for the course based on: (1) the degree to which competency or ability in a given area can be adequately evaluated by a proficiency examination, and (2) judgment of the prior experience of the applicant in terms of the objectives of the course and the adequacy of their preparation to pass the examination or show adequate knowledge based on prior/experiential learning.

Course proficiency examinations and prior learning assessment are subject to the following:

1. Proficiency credit may not duplicate credit earned at DACC, in transfer or received through CLEP, USAFI or similar programs.
2. A course proficiency examination may not be taken (for credit) in a lower level course by students who have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn proficiency credit must petition for approval and complete the examination or PLA by the end of the fourth week of classes.
4. A student cannot receive proficiency credit and subsequently enroll in the course and earn a grade.
5. A course proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by proficiency examination or PLA shall be recorded as "Credit by Proficiency". No transcript record is entered unless the examination is completed successfully. No grade is recorded, nor can a prior grade be changed or removed by proficiency credit. Credit earned by proficiency examination or PLA is not included in the computation of a student's grade point average (GPA).
7. A maximum of 45 semester hours earned through course proficiency examinations or PLA will be credited toward an associate degree. Students pursuing a certificate must complete a minimum of 50% of their coursework at DACC.
8. The fee to take a proficiency examination or PLA shall be a minimum of one credit hour tuition or one-half the current tuition of the college for that course, whichever is greater.
9. A person seeking proficiency credit must have previously completed courses in which credits have been earned or must be currently enrolled at Danville Area Community College.
10. Items for review to assess prior learning in a given area of coursework can include resumes, certifications earned through an employer or national organization, and supervisor or HR letters outlining day-to-day responsibilities and job duties. Students should work with the division dean to decide what information is necessary to determine adequate knowledge of course material based on prior/experiential learning.

Grade Reports

The final semester grades are determined by the instructors, according to the grades the student earns in all phases of class work: class discussions, tests, daily work, laboratory work, reports, term papers, and the semester examinations. Final grades should reflect consistent improvement as well as averaged grades.

If you have any questions about your grades, please call the Records Office at 443-8797 within 30 days of the graded semester. **Grade changes will only be considered during the 30 day time period after the semester ends.**

A student may repeat any course, and the higher grade earned will be used to compute the cumulative grade point average. See "Repeating a Class."

Grade reports are available for students to view through the Jaguar Spot Online Student Services. They are no longer being mailed.

Repeating a Class

Danville Area Community College students may repeat a course taken at DACC under one of the four following provisions:

1. **Pre-approved Repeatable Courses**--Due to the instructional content, some courses are frequently updated and are, therefore, state approved to be taken more than once. Pre-approved "repeatable" courses are noted in the individual course descriptions.

2. **Repeating an Unsuccessfully Completed Course**--An unsuccessfully completed course which constitutes a grade of D, F, U, or W may be repeated one additional time. Staff must fill out a "Request to Repeat a Course" form before the course can be enrolled in for a third time. The third attempt, and any attempt thereafter, may be subject to a course repeat fee**. DACC will use the highest grade earned to calculate the student's grade point average. When students transfer from DACC, other colleges may choose to average the grades and recalculate the student's grade point average.

3. **Repeating a Successfully Completed Course**--A successfully completed course which constitutes a grade of A, B, C, or S may be repeated if the student feels he/she has not adequately mastered the content of the course. In this situation, the student must seek approval by filing a "Request to Repeat a Course" form. Please note, for the purpose of determining Summa Cum Laude status, the grade earned the first time the course was completed will be used to calculate the student's grade point average. Be advised that successfully completed coursework cannot be counted towards eligible credits when determining a student's financial aid package.

4. **Course Completed Four or More Years Ago**--If a course was completed four or more years ago, whether the course was completed successfully or unsuccessfully, the state approves of repeating the course to enable the student to upgrade his/her skills in that area.

The following information indicates how DACC determines the tuition rate, grade point average calculation, credit hour calculation, and financial aid credit hour calculation for each of the provisions under which a course may be repeated.

	Pre-approved Repeatable Course	Unsuccessfully Completed for 1st & 2nd Enrollment (1st Grade = D, F, U, and/or W)	Successfully Completed (Grade = A, B, C, S) (Note: Requires student to fill out the Request to Repeat a Course form.)	Course Completed 4 or More Years Ago	"After" the number of approved repeats has been completed (Note: Requires student to fill out the Request to Repeat a Course form.)
Tuition Rate	Tuition based on residency	Tuition based on residency	Tuition based on residency	Tuition based on residency	Tuition based on residency + a course repeat fee** equal to the state apportionment for the course, rounded up to the nearest dollar, per credit hour
G.P.A. Calculation	Both grades earned	Highest grade earned	Highest grade earned (Note: Honors are based on the 1st grade earned.)	Highest grade earned	Highest grade earned (Note: Honors are based on the 1st grade earned.)
Credit Hour Calculation	Credits earned for all approved courses	Credits earned for 1 of the completed courses only	Credits earned for 1 of the completed courses only	Credits earned for 1 of the courses only	Credits earned for 1 of the completed courses only
Financial Aid Credit Hour Calculation	Credit earned for all courses	Credit earned for both courses	Credit earned for both courses	Credit earned for both courses	Credit earned for all courses

**Note: The course repeat fee is not an allowable fee for student financial aid. However, the fee can be deducted from any refund a student may be getting.

Procedure to Register for a Course When the Student has Exceeded the Limit of Illinois Community College Board Approved Repeat Enrollments in a Course:

A student will be permitted to register for a course above and beyond ICCB's approved repeat limit if the following has been completed:

1. Complete the "Request to Repeat a Course" form.
2. Request to Repeat must be turned in to student's counselor/advisor for review and discussion.
3. If the request is approved by the counselor/advisor, it will be forwarded to the Registrar's Office for further review.
4. Registrar's Office will determine if a course repeat fee will be assessed.

Request for Grade Exclusion

After a minimum of two years and evidence of substantial grade improvement, a student may request that previously earned low grades be disregarded in the calculation of their DACC cumulative grade point average. The student may apply through their Academic Advisor, Counselor, or Division Dean to the Vice President for Instruction for the Grade Exclusion.

Grade Exclusion Guidelines

- Grade Exclusion shall mean that **all** grades and credits earned in one or more selected semesters shall not be used in calculating the student's cumulative grade point average or be used in meeting certificate or degree requirements.

Note: Due to the "highest distinction," summa cum laude candidates' cumulative grade point averages are calculated using ALL grades earned at Danville Area Community College. Excluded grades will be used when determining summa status.

- Prior to requesting a Grade Exclusion, the student must have earned a minimum of twelve semester credit hours with a grade point average of 2.0 (4.0 scale) or higher.
- Selected semesters for Grade Exclusion consideration must have been completed a minimum of two years prior to the semester or semesters of substantial grade improvement.
- Only those semesters resulting in a majority of "D" and "F" grades will be considered for Grade Exclusion.

- Any grade and/or credit excluded through the Grade Exclusion procedure will remain on the student's official DACC Transcript and will be used by most four year universities or colleges in recalculating the student's GPA for admission or degree completion purposes.
- Be advised that this Grade Exclusion procedure is not relevant to the financial aid requirement that must count **all** credit hours attempted at DACC for aid eligibility purposes in determining the time of completion maximum for the student's program of study.

Student Complaints/Grievances and Resolution Procedures

When a student of the DACC community experiences a situation or a conflict in which the student thinks his/her rights have not been fully recognized or have been compromised in some manner, the student may resolve the conflict or his/her perceived grievance by following the College's process for the resolution of grievances. Grievances may be resolved on an informal basis or on a formal basis. **Every attempt will be made to resolve grievances at the point of origin on an informal basis.** The complete process with respect to Student Complaint/Grievances and Resolution Procedures is available on our website at www.dacc.edu/complaint-procedures or the website contains an online complaint form or from the Dean of Student Services.

Graduation - Associate Degree and Certificate Completers

Students qualified to receive associate degrees from DACC are required to file an "Application to Graduate" with the Records Office. The Intent can be filed once the student has successfully earned 45 semester hours towards their degree completion. Associate degrees are conferred during the Commencement ceremony which is held upon the conclusion of the spring term.

Students who have completed a program of study which results in a certificate are eligible to participate in the Commencement ceremony. Students qualified to receive certificates from DACC are also required to file an "Application to Graduate" with the Records Office at the beginning of the term in which all requirements will be met.

Graduation Honors Recognition

Only associate degree completers will be eligible for honors recognition during the Commencement ceremony. The student's cumulative grade point average at the completion of fall term prior to the May Commencement ceremony is used to determine honors recognition. Certificate completers are not eligible for honors recognition at the Commencement ceremony.

Degrees with Distinction

Students who have a cumulative grade-point average of 4.000 graduate *summa cum laude*; those with a cumulative grade-point of 3.750 through 3.999 graduate *magna cum laude*; and those with a cumulative grade-point average of 3.500 through 3.749 graduate *cum laude*.

Students' ability to be recognized at the Commencement ceremony is based on the cumulative grade-point average calculated at the end of the fall semester prior to the spring ceremony. Transcript notations of *cum laude*, *magna cum laude*, and *summa cum laude* are based on the total grade-point average, including the final semester prior to graduation.

Due to the "highest distinction," *summa cum laude* candidates' cumulative grade point averages are calculated using the grades earned at Danville Area Community College as well as any grades transferred in from another college that are used for degree completion.

Graduation dress for students graduating with honor is as follows: *cum laude* candidates wear a gold tassel; *magna cum laude* candidates wear a gold tassel and a gold cord; *summa cum laude* candidates wear a gold tassel, a gold cord, and a medallion.

In addition to being honored during the Commencement ceremony, *summa cum laude* candidates perform assigned duties. The candidates will be assembled approximately one month before graduation to determine their assigned roles.

Requirements for Completing a Double Major

Several divisions of the College offer majors leading to an AAS Degree which have many of the same required courses. The difference between one major and another is often only a matter of a few courses. A second major can be obtained by completing those different courses as prescribed by the curriculum guides with the approval of the appropriate division chairperson.

Double majors may be worked on simultaneously, or the second major may be granted after earning the degree. The course work for the second major must be completed within two (2) years of the issuance of the degree.

Evidence of successful completion of said courses will be recorded on the student's transcript as a second major. There will be NO additional diploma issued upon completion of a second major. Both majors will be noted on one.

Transcripts

All information in the student's record folder is considered confidential and is released only after proper authorization. Danville Area Community College will issue official transcripts of academic records only upon written authorization from the student.

Official transcripts will be mailed or sent electronically directly to other educational institutions upon written request by the student. Copies are \$5.00 for each copy. Transcripts will not be issued until all financial obligations due the College are cleared.

TRANSFERRING CREDIT FROM DACC

Transferring Credit from DACC: Universities and colleges prescribe their own standards of eligibility for admissions with advanced standing. In general, a student may transfer from a community college to a senior college or university after one or more semesters of community college work, provided that their scholastic average is C or above. (Some universities will not accept a course grade of D.) It is urged that students determine early in their academic career the school to which they plan to transfer. A careful check should be made of admission and transfer requirements. Some institutions have a maximum number of credits completed threshold that students cannot go over. It is highly recommended that a student complete an Associate in Science (AS) or an Associate in Arts (AA), Associate of Engineering Science (AES), Associate in Fine Arts in Art (AF A) and Associate in Fine Arts in Art Education (AF AE) degree before transferring to a senior college or university. Note: Career-oriented courses are not designed primarily for transfer. Transfer of such courses will depend upon the policy of the school to which the student is transferring. A few of our career programs are articulated to a 2+2 or 3+ 1 program with another college/university.

How DACC Ensures Your Credit Transfers: As a community college, one of our main goals is to ensure that our courses prepare students to transfer to senior institutions. With this in mind, the College follows the Illinois Community College Board (ICCB) regulations and has developed courses and transfer degrees that are based on the State's Illinois Articulation Initiative (IAI) general education core curriculum. IAI is a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois.

Transferology.com

DACC promotes and utilizes Transferology.com. Transferology is a nation-wide network designed to help students explore their college transfer options. The goal is to save students time and money by providing a quick, intuitive way of getting their college transfer credit questions answered. Students can answer the question, "Will my courses transfer?" by adding coursework, exams, and/or military learning experiences to see how many schools in the Transferology network have matching courses that may be awarded when they transfer. Students may also find out their options for taking classes over the summer (or whenever) at another school to transfer back to their current school by using the "Find a Replacement Course" feature.

Transfer Credit Guarantee:

The Transfer Guarantee promises that any course taken and approved by DACC will transfer to the college or university that the student has selected. If a course which has been approved does not transfer, the College will refund the tuition and fees for the course. Three steps must be in place to qualify for the credit transfer guarantee:

1. Students must register with a DACC Academic Advisor;
2. Students must know what their major/program of study is; and
3. Students must know what institution they are transferring to.

If all three of these requirements have been followed and a course does not transfer to a senior institution, the student is eligible to receive the Credit Transfer Money Back Guarantee.

University Transfer Curriculum Guides

The first two years of most baccalaureate programs can be completed at DACC. Specific transfer curriculum guides are in place for students entering some of the more popular programs at the most admired four-year colleges and universities. DACC has created these guides to facilitate the transfer process for our students. These guides are available online at <https://www.dacc.edu/aac/cguides>. They are listed first by academic year, then by transfer school, and finally by major. This is not a finite listing of available areas of study. If there is a major that is not listed, a transfer plan can be developed between the student, the desired transfer institution, and a DACC advisor. For more information, contact an Academic Counselor or Advisor in Lincoln Hall, Room 104.

FACILITIES

American Job Center

The American Job Center (AJC) is a consolidated effort to provide a variety of employment-related services under one roof. Vermilion County Works, Department of Employment Security, Department of Rehabilitation Services, and several WDC partners' services are available at the Center at 407 N. Franklin St. in Danville and on the DACC campus in Cannon Hall, Room 204 and can be reached by calling, 217/442-0296 ext. 101.

Employers will find a full complement of services from assistance in locating one employee with specific skills or help with a mass hiring, to resources for employee training. Applicants will be able to get help preparing a resume, locating specialized job training, and receiving career counseling.

The AJC is open Monday through Friday, 8:30 a.m.-5:00 p.m. It is closed on major holidays.

For further information please call Vermilion County Works at the AJC, 217/442-0296, ext. 101.

Bookstore

The Bookstore is located on the lower level of Lincoln Hall and sells student textbooks and manuals which are chosen by the instructors, as well as supplies, clothing and novelty items.

The Bookstore holds Book Buybacks year round. This gives students the opportunity to sell books that they no longer need.

Textbook information and reservation and ordering services are available online at <http://www.dacc.bkstr.com>.

Book rental is available for select titles.

The Bookstore accepts cash, check or all major credit cards.

Child Development Center

The Child Development Center is a licensed day care facility with a professional staff and offers a high quality pre-school program for children 24 months to 5 years old and 6-12 years old during the summer months. It also serves as a laboratory observation center for DACC classes in related fields. The Center is open from 6:45 a.m. to 5:15 p.m. Monday through Friday and is closed on college holidays. Weekly and daily tuition rates are available. The Center is staffed by a director, four teachers, Administrative Assistant, numerous student workers, student interns, and a cook. The center's goal is to promote the social and emotional educational growth of the child, to aid in the development of a sound self-concept, and to further the child's growth in language skills. The center is open 51 weeks per year, Monday-Friday. The center is open to ANY child in the community. Child registration information is available at 217-443-8833 and 443-8886.

Instructional Media

The Instructional Media Department provides media and technology services to Danville Area Community College. The department also provides the installation and maintenance of presentation equipment in classrooms. It is the goal of the department to make every classroom on campus Technology Enhanced with a focus on versatility and user-friendliness. Personnel are available for consultation and hands-on training in all aspects of instructional design, multimedia production, and classroom modernization as well as hands-on training for technologies such as Smart Boards, Epson BrightLink, EInstruction Systems, Digital Signage, iClickers and all of the more routine technology devices. The Instructional Media Department's primary goal is to facilitate effective use of instructional technology to enhance learning at Danville Area Community College.

Hours of operation are Monday through Friday: 7:30 a.m.-4:00 p.m. The Instructional Media Department is located in the Business & Technology Center Building in the Computer Network and End User Services Department, room 137.

Parking Facilities

Students are requested to park in designated areas and observe all college parking regulations. No student parking is permitted along the drives. Only handicapped students may utilize parking spaces marked by special signs.

See the Student Handbook for complete parking regulations or get a copy from the Information Office in the Administration Building.

Motorcycles should be parked in the appropriate designated area.

Tobacco-Free Campus

Danville Area Community College became a tobacco-free campus as of August 1, 2012. See www.dacc.edu/tfc

Social and Recreational Facilities

The Student Union area and Subway Restaurant are located in Lincoln Hall. Wi-fi is available.

CONSUMER/STUDENT INFORMATION

The information below includes data and policies to help perspective and current students make informed decisions about their education.

General Information on Courses, Programs and Tuition & Fees

Career & Transfer Programs (Academic Plans for Certificates and Associate Degrees):

<http://www.dacc.edu/programs>

Course Descriptions & Syllabi: <http://dacc.edu/courses>

College Catalog: <http://www.dacc.edu/catalog>

School Refund Policy: <http://www.dacc.edu/finaid/refund>

Tuition & Fees (Calculate Your Costs, How to Pay for College): <http://www.dacc.edu/tuition>

Non Discrimination Statement: <http://www.dacc.edu/nondiscrimination>

Textbook Information

DACC Bookstore Website: <http://www.dacc.edu/bookstore/>

Textbook Information for Current and Upcoming Terms: <http://www.dacc.bkstr.com>

General Student Disclosures

DACC Data: <https://www.dacc.edu/depts/ier/data>

Diversity of Student Population: IPEDS Student Population Report

<http://www.dacc.edu/consumerstudent-information>

<http://www.dacc.edu/assets/pdfs/catalog/IPEDSDFR.pdf>

Gainful Employment: <http://www.dacc.edu/programs> Information for certificates

Job Placement Rates: <http://www.dacc.edu/assets/pdfs/about/JobPlacementRatesFY12-18.pdf>

Student Right-to-Know Disclosure of Institutional Graduation/Completion and Transfer-Out Rates:

- General Student Population: <http://www.dacc.edu/ar/srtk>
- Athletes Only: [Students Receiving Athletically-Related Aid](http://www.dacc.edu/consumerstudent-information)
<http://www.dacc.edu/consumerstudent-information>
<http://www.dacc.edu/assets/pdfs/ar/srtk/DACCRightToKnow-ChartIII.pdf>

Campus Safety Information

Anti-Harassment in Education: Student Handbook <https://www.dacc.edu/student-handbook>

Campus Security Report (includes crime statistics for main campus and extension sites):

<http://www.dacc.edu/hr/campus-security-report>

Sexual Harassment: Student Handbook <https://www.dacc.edu/student-handbook>

Preventing and Reporting Sexual Violence: <http://www.dacc.edu/titleIX>

Board Policy on Copyright & Peer to Peer File Sharing:

<http://www.dacc.edu/board/policies?search=6031>

Campus Security Report: collects data for the Clery Act.

Drug Free Learning Environment/Policy on Alcohol & Drugs: Student Handbook

Trainings on Alcohol and Drug Abuse are provided in each student's Safe College account. Find more information at <https://www.dacc.edu/currentstudents/safe-colleges>

Financial Aid: Student Aid, Loan Counseling & Private Loans

DACC Financial Aid: <http://www.dacc.edu/finaid>

Loan Information & Counseling: <http://www.dacc.edu/finaid/loan>

Voter Registration Notice (for Illinois & Indiana Residents):

Under Reauthorization of the Higher Education Amendments, institutions who receive Title IV funding must make a "good faith" effort to inform their Degree seeking students of voter's registration information. DACC provides its student population with voter's information in a number of ways:

1. Voter's Registration information is available in the Student Handbook issued to each student with his or her Student ID Cards.
2. Voter's Registration Information is provided in the annual student mailing, posted on bulletin boards (traditional and electronic), and displayed in campus kiosks. Also, the State of Illinois Pamphlets outlining Voters Information is available in the kiosk in the Financial Aid Office.

Students can follow the links below to their respective state's website. The sites provide information on how to become a registered voter:

- Illinois Residents: <http://www.elections.il.gov/#News>
- Indiana Residents: <https://indianavoters.in.gov/PublicSite/PublicMain.aspx>

*Contact DACC Information Office for persons who can assist with the information noted above.

STUDENT'S RIGHTS & RESPONSIBILITIES AT DANVILLE AREA COMMUNITY COLLEGE

It is each student's responsibility to be familiar with the information presented in the DACC Catalog, Student Handbook, college website, and college e-mail communications. The policies and documents below can be found on our website at www.dacc.edu. The direct links are also noted below. Computer labs are available at DACC for students to view the policies. Printed copies can be requested through the Information Office at 217-443-3222. DACC Academic Advisors can advise students on the rules and regulations. In no case will a regulation be waived or an exception granted because a student is unaware of the policies/procedures noted in the sources mentioned above, or contend that they were not informed of, the regulations/procedures.

Policy/Procedure/Service	For More Info, Call or Visit	Phone Number
Address Changes http://dacc.edu/ar/address-change	Admissions & Records (VH)	217-443-8802
Anti-Harassment in Education Policy Located in Student Handbook http://www.dacc.edu/student-handbook	Human Resources (VH)	217-443-8756
Attendance & Leave of Absence http://dacc.edu/ar/withdraw	Admissions & Records (VH)	217-443-8800
Campus Security Report http://www.dacc.edu/hr/campus-security-report	Registrar (VH)	217-443-8803
Complaints/Grievances http://www.dacc.edu/complaint-procedures	VP of Student Services (LH)	217-443-8746
Copyright/Peer to Peer File Sharing http://www.dacc.edu/board/policies?search=6031	Library	217-443-8739
Cyber-Bullying: Student Handbook https://www.dacc.edu/student-handbook	VP of Student Services (LH)	217-443-8746
DACC Curriculum Guides (Cert & Degree Requirements) https://www.dacc.edu/programs	Academic Advisement & Counseling (LH)	217-443-8750
DACC Student ID & E-Mail Communications https://rapss.dacc.edu/react/	Computer & Network Services (TC)	217-443-8871
DACCnet Acceptable Use Policy http://dacc.edu/board/policies?search=2012	Internet System Administrator (TC)	217-443-8871
Associate Degree Requirements - Each degree and/or certificate has specific general education requirements. https://www.dacc.edu/aac/gen-ed/electives	Academic Advisement & Counseling (LH)	217-443-8750
Disclosure of Private Mental Health (Policy & Form) http://dacc.edu/assets/pdfs/currentstudents/MentalHealth.pdf	Admissions & Records (VH)	217-443-8800
Drop/Withdrawal Policy http://dacc.edu/ar/withdraw	Admissions & Records (VH)	217-443-8800
Drug Free Learning Environment/Policy on Alcohol & Drugs Student Rights & Responsibilities section of Student Handbook http://www.dacc.edu/student-handbook	Admissions & Records (VH)	217-443-8802
Drug Prevention & Education Programs Student Rights & Responsibilities section of Student Handbook http://www.dacc.edu/student-handbook	VP of Student Services (LH)	217-443-8746
Emergency Text/E-mail Sign-Up (for Students, Faculty, & Staff): https://www.campusalerts.com/danvilleareacollege/	VP of Students Services (LH)	217-443-8746
Gainful Employment Information (for Certificates) http://dacc.edu/programs	Admission (VH) or Recruitment & Retention (LH)	217-443-8800 217-443-8755

Grade Changes & Disputes * Should be done within 30 days of the end of the semester.	See Individual Instructors or appropriate Academic Dean	217-443-3222 = Information
Grade Exclusion Policy http://www.dacc.edu/ar/grades	Records Office (VH)	217-443-8797
Non-Discrimination Statement http://www.dacc.edu/nondiscrimination	Human Resources VP (VH)	217-443-8756
Preventing & Reporting Sexual Violence/Misconduct (Clary Act, IL Preventing Sexual Violence & Title IX) http://dacc.edu/titleix	Human Resources VP (VH) or VP of Student Services (LH)	217-443-8756 217-443-8746
Residency Policy (effects tuition rates) http://www.dacc.edu/ar/residency	Admissions Office (VH)	217-443-8802
Safe Colleges Online Training (Subjects: Alcohol Awareness, Cyber Security, Preventing Sexual Violence, Diversity & More) http://www.dacc.edu/current_students/safe-colleges	Asst. VP Student Services (LH)	217-443-8593
Shopping Sheet (part of Jaguar Spot/Online Student Services) http://www.dacc.edu/jaguarspot/	Financial Aid	217-443-8864
Student Code of Conduct http://dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf	VP of Student Services	217-443-8746
Student Handbook http://www.dacc.edu/student-handbook/	Information Office (VH)	217-443-3222
Students' Rights to Privacy Located in Catalog https://www.dacc.edu/catalog	Admissions & Records (VH)	217-443-8800
Tobacco Free Campus Policy http://www.dacc.edu/tfc/faq	VP of Student Services (LH)	217-443-8746
Transfer-In-Credit Policy http://www.dacc.edu/assets/pdfs/ar/Tran_InCredit_Process.pdf	Records Office (VH)	217-443-8797
Tuition & Fees/Financial Responsibility of Student http://www.dacc.edu/tuition	Cashier/Business Office (VH)	217-443-8767

Student Services

Academic Advisement and Counseling
Assessment Center
Career & Employment Services Center
Financial Assistance
Housing
Information Office
Library Services
Student Activities
Student Awards
Student Employment Service
Student Loans and Grants
Student Organizations
Student Right-to-Know Act
Student's Rights to Privacy
Student Scholarships
Student Success Center
Testing and Academic Services Center
Veterans Multipurpose Center

STUDENT SERVICES

Academic Advisement and Counseling

Professionally qualified counselors and academic advisors are available for consultation in Lincoln Hall.

One of the primary functions of Academic Advisement and Counseling is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Counselors and academic advisors meet with students to assist them in planning their academic programs and career goals, solving personal concerns, and adjusting to college.

Prior to meeting an Advisor, individuals should complete a New Student Orientation and placement testing (if deemed appropriate by an initial assessment in Admissions).

The New Student Orientation offers new students and parents an opportunity to learn of the mission of the College, goals, programs and services available. It provides an overview of what students can expect from college life also their rights and responsibilities. A tour of the DACC campus is also given to acclimate themselves and become familiar with where their classes may be located.

Students who are pursuing a certificate and/or degree must meet with an Academic Advisor to set up an education plan. If students are not sure of their academic/career goals, they should visit Career Services prior to meeting with an Advisor.

To assist with the transfer from DACC to a four-year institution, the annual College Day is held in September and the State Universities Transfer Day is held in April. Students have the opportunity to obtain first-hand information from college representatives. Transfer admission procedures, evaluation of credits, college costs, financial aid, housing, and other areas of articulation information are available to all participants.

Visit the Academic Advisement and Counseling Department web-site for curriculum guides, general education electives, transfer course information, schedule of classes, course descriptions, counselor schedules, and more at <http://www.dacc.edu/aac/>

Career & Veterans Center

The Career & Veterans Center is located on the 2nd floor of Cannon Hall. Students seeking assistance in their career choice may visit the center to utilize a variety of resources in their decision making process such as individual counseling and computerized career assessment software.

The Career Services resource room (Cannon Hall, Room 213) also helps students with their full, part, and seasonal employment needs. Additionally, students can receive assistance with resume, job search, and job preparedness skills. Throughout the school year, the Career Center organizes community job fairs and individual hiring events for students, alumni, and job seekers. For more information please contact the Career Center at 217-443-8597 or by email kmcbride@dacc.edu.

The Veterans Center provides prospective student veterans with general information and assistance with the DACC enrollment process including: application, various assessments, enrollment, financial aid, scholarships, and state and federal education benefit programs. Students can also inquire about the VA work study program.

The Veterans "Freedom" Lounge, located in Cannon Hall, Room 202, is available to any DACC student veteran to utilize. This space provides student veterans with refreshments, comfortable seating, TVs/gaming, computer lab, and study space. For more information please contact Nick Catlett, Veterans Representative, at 217-443-8864 or by email ncatlett@dacc.edu.

Credit Transfer Money Back Guarantee

The Transfer Guarantee promises that any course taken and approved by DACC will transfer to the college or university that the student has selected. If a course which has been approved does not transfer, the College will refund the tuition and fees for the course. Contact the Counseling and Advisement Department for more information on the Credit Transfer Money-Back Guarantee.

Disability Services

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

Disability Services provides assistance to all qualified students with disabilities, whether they are physical, psychiatric, or educational. Please note, under the ADA and Section 504, a person is an individual with a disability if he or she has a physical or mental impairment that substantially limits one of more major life activities. In order for academic accommodations to be received, students are required to register through the Testing Center or Disability Services office and attend an interview to document the disability and identify their needs. All services are based on individual needs. Examples of available services include adaptive equipment, audio textbooks, interpreters, notetakers, readers, special testing accommodations, and TTY locations.

Overall, an inclusive campus climate is promoted by fostering an understanding of the effects of disabilities and by working to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities. Four offices on the DACC campus work together to address accessibility issues:

1. Testing Center (CH-103) provides front-line information and services to students, or potential students, who would like to inquire about the Disability Services available at the college. In addition to arranging academic

accommodations for the College's placement test, appointments may be set-up to meet with a Disability Specialist through the Testing Center (443-8708).

2. Disability Services Specialist: Specialists review eligibility documentation and coordinates academic auxiliary aids and other accommodations services for eligible students with disabilities. They may be contacted through the Testing Center or by phone at 217-443-8809.
3. The Vice President of Administrative Services reviews and coordinates physical plant modifications to ensure the accessibility of campus for all students, employees, and visitors with disabilities who wish to access the College's programs and services. The Vice President of Administrative Services may be contacted by phone at 443-8831.
4. The Vice President of Human Resources (Title IX Coordinator/Affirmative Action Officer/Section 504/ADA Compliance Officer) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. Please contact 217-443-8756 for more information.

Educational Guarantee

DACC provides an "educational guarantee" of its programs to students and employers. The goal is to improve the quality of education being provided to students to make them more job ready and at the same time helping business and industry be competitive.

Students who complete an Associate in Applied Science degree are guaranteed that they will be properly prepared for entry into their chosen field. This guarantee ensures that the graduate will be able to demonstrate the skills expected by his or her employer. If the student is not prepared, he or she will be offered up to 12 credit hours of retraining free of charge.

To qualify, the A.A.S. degree graduate must have been employed full time in a job directly related to his/her program of study within one year after graduation from DACC. All course work for the degree must have been completed at DACC with a grade of "C" or better. The employer and student, jointly must verify in writing to DACC within 6 months of the graduate's initial employment that the graduate lacks competency as represented by the course description information from the College catalog.

For more information regarding the educational guarantee, contact the Office of Instruction at (217) 443-8770.

Information Office

The Information Office, headquartered in Vermilion Hall, houses the Photo ID Cards, lost and found, maintains the college switchboard, and answers general student inquiries. Requests to post flyers around campus or information on the electronic signs can be processed through this office. The Information Office may be reached by calling 443-DACC (3222).

Jaguar Spot/Online Student Services

DACC has introduced our online, student services portal, the Jaguar Spot, to put information in the hands of students 24/7. Through the Jaguar Spot, students can view their schedule, waitlist status, grades, academic transcript, financial aid, bill statement, and register. DACC will no longer be mailing bills, schedules, and grades to students. They MUST be viewed/retrieved through the Jaguar Spot by logging into the Student Online Services. Students may retrieve their User ID & Password twenty-four hours after they've completed the DACC Application/Student Information form. Once this is completed, students may view their information online. DACC also provides students access to computers, printers, and the Internet on our campus. Instructions and detailed information can be found at <http://www.dacc.edu/jaguarspot/>.

Library Services

The Library supports the teaching and learning mission of DACC by providing information resources and services to students, faculty/staff, and residents of the community college district. The Library is located in the Clock Tower Center, with entrance on the main level. Renovated and expanded in 2000, the Library offers a rich and diverse collection of traditional print resources, as well as electronic resources linked from the Library web page (www.dacc.edu/library). Literally thousands of journal titles are included in the "full text" holdings of the Library's electronic database subscriptions. A variety of reference databases are also provided for campus and at-home use.

DACC Library-owned materials are circulated through I-Share, the catalog of 76 primarily academic Illinois libraries. Items which the Library does not own may be requested via I-Share or other interlibrary loan services. The Library is a member of the Consortium of Academic and Research Libraries in Illinois (CARLI), Illinois Heartland Library System (IHLS), I-Share, OCLC, and NILRC (a consortium of Midwestern community college libraries).

Instruction in the use of library and electronic information resources is a critical component of DACC Library services. Librarians work closely with faculty to design and integrate instruction appropriate to varied curricula. A strong emphasis is placed on providing students with individual guidance and personal assistance in locating and selecting information resources. Professional reference librarians are scheduled during the majority of hours the library is open.

A quiet study area is housed in the Library's lower level. Assistive equipment and software are offered for low vision students. The Library has a coin-operated copy machine and offers facsimile service. The Library also maintains 2 computer labs for students. Wi-fi is available.

The Library is open when the college is in session, but closes during semester breaks and for campus holidays. Summer hours are limited. Call the Reference Desk (217-443-8739) for information about Library resources, services, and hours.

Lost and Found Service

The College does not assume responsibility for personal property of the student. The Information Office located in Vermilion Hall and the Security Office located in Lincoln Hall maintain a lost and found service for misplaced property. Students can also file a missing item report through the DACC website at www.dacc.edu/currentstudents/lost-and-found.

Photography and Videos

Danville Area Community College may, from time to time, arrange for the taking of photographs or videos on the various campuses. It is the right of the College to do so. Photos taken are the property of the College and individuals depicted therein are not entitled to compensation or to restrict publication thereof.

Student Success Center/TRIO Student Support Services Program

The TRIO Student Support Services (SSS) Program provides academic support services to empower students to be successful in college and life. TRIO SSS is a competitive, five-year grant funded by the United States Department of Education and is housed inside the Student Success Center located in Cannon Hall, Room 113. Each year, TRIO SSS provides services to 190 first generation, low income, and/or students with documented learning or physical disabilities. The goal of the TRIO SSS Program is to increase retention and graduation rates of program participants. Services include: academic advisement and course selection, tutoring, financial aid counseling, financial literacy, transfer counseling and assistance with applications to four-year universities and colleges, transfer visits, scholarship searches, computer lab access, and academic success workshops.

Students can learn more about how to apply to the TRIO Student Support Services Program by visiting the Student Success Center in Cannon Hall, Room 113, or by calling (217) 443-8898 (TDD/TTY (217) 443-8701).

Student Right-to-Know Act

The federal Student Right-to-Know Act requires institutions to compile and make available to current and prospective students information on the completion or graduation rate of certificate- or degree-seeking, full-time students at the institution. This information is available from the Institutional Effectiveness office located in Cannon Hall, Room 109.

Student's Rights to Privacy

Release of Information About Students

DACC maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). The law provides the student access to official records directly related to the student. It also provides the student with the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Students who wish to review their official college records should contact the Admissions & Records Office in Vermilion Hall.

Directory Information: The College is authorized under the Act to release public directory information concerning students without prior consent of the student. Directory information includes the following:

Name; address; telephone numbers; email address; major field of study; participation in officially recognized activities and sports; weight and height (if member of athletic team); dates of attendance by term; enrollment status (full- or part-time, hours enrolled in or completed); degrees, certificates, honors received or anticipated; (parents' names and home town (in connection with publicity on sports achievements, degrees, and awards received); previous educational agencies or institutions attended; and photograph.

Directory information is subject to release by the College at any time unless the Admissions & Records Office has received prior written request from the student specifying the information not to be released. The College is also authorized to provide access to student records to DACC officials and employees who have legitimate educational interest. These are persons who have responsibilities in the College's academic, administrative, or service functions.

If a student is completing courses through Dual Credit/College Express programs, high school administrators and guidance counselors will also have access to student records under the FERPA guideline of legitimate educational interest.

For complete information contact: Danville Area Community College, Admissions and Records, 2000 East Main Street, Danville, Illinois 61832, (217) 443-8800.

Testing Center

The staff of the DACC Testing Center administers a variety of assessments, including placement tests for new students (Accuplacer & ALEKS), College-Level Examination Program (CLEP) tests, Spanish and French placement tests, alternative delivery course tests, course exams for students with disabilities, and proctored exams for students at other educational institutions. The Testing Center is also an authorized testing site for Pearson Vue Testing, Illinois Nurse Aide Certification Exam (INACE), HiSET by ETS, ACT WorkKeys, Nocti Business Solutions, and Castle Worldwide. In cooperation with the College's Corporate and Community Education division, the Testing Center also serves as a testing site for local employers.

For prospective students who live outside of DACC's college district but wish to enroll in online courses offered by DACC, please contact the Testing Center for information on how to take the Accuplacer placement test (or other tests) at a proctored off-site location. Please note, **appointments and a Photo ID are required to take any assessment.** NO cell phones or other electronic equipment will be allowed in the testing center.

If academic accommodations are needed for students with disabilities, please notify the Testing Center when making an appointment.

The staff administers a variety of assessments, including assessment/placement tests for new students. Specific tests include:

- Accuplacer Placement (Reading Comprehension & Writeplacer)
- ALEKS Math Placement
- Pearson VUE exams for licensures or certifications
- CLEP (College Level Examination Program) in which college level credit is given for successful completion of a test. \$87 for test and \$20 for non-DACC student proctoring.
- Spanish and French proficiency tests (Placement in Spanish or French 101, 102, 103 or 104)
- TEAS & HESI Nursing Placement Test
- Remote Testing site (\$20 fee per two hours for non-DACC students)
- WorkKeys (aptitude test used by local employers)
- GED (for Illinois high school equivalency certificate)
- Evaluation Systems (Basic Skills, TAP, APT, Content Exams, etc.)
- AHIMA (American Health Information Management Association)
- HiSET (Illinois high school equivalency certificate)
- Castle Worldwide
- Illinois Nurse Assistant /Aide Competency Exam (INACE)
- Nocti Business Solutions (MSSC)

Testing Center Schedule

Please call and make an appointment 2 days in advance of the day you want to test. Appointments are required to take a test and a picture ID must be presented each time a student comes to test. Enrolled students should have their Student ID number available when scheduling an appointment. NO cell phones or other electronic equipment will be allowed in the Testing Center.

Normal Business Hours for the Testing Center:

Mon.-Fri.: 8:00 a.m.-5:00 p.m.

**Additional schedules are available by calling the Testing Center. Please consult the Testing Center webpages at www.dacc.edu/depts/assess for up-to-date information each semester.

For more information about the Testing Center (Cannon Hall, Room 103) or to schedule an appointment, please call 217-443-8708 or visit the webpage at dacc.edu/depts/assess and click the big green BOOK NOW button.

Tutoring

The college offers 4 forms of tutoring services:

General Tutoring: General Tutoring is provided to all DACC students through the Testing Center. Tutoring is offered in developmental and basic-level courses in Math, Science, English, Psychology, and Computer Business. Tutors are also equipped to help students with skills and practice for studying, organization, time management, test-taking, and note-taking.

Tutoring sessions begin the second week of the Fall, Spring, and Summer semesters. The General Tutoring Lab is open Monday through Friday by appointment. Tutoring services are free to DACC students. Students should visit the Testing Center in CH-103 to learn more about their options.

Math and Science Solutions (MASS): The MASS Center is dedicated to students' educational success by providing quality learning support relevant to their individual needs. We seek to provide services that will help students become independent learners and function successfully in an academic environment and foster an interest in becoming lifelong learners.

This endeavor is accomplished through peer tutoring and expert tutoring. Tutors share their knowledge of the subjects with students, explaining difficult concepts, steps and methods, giving examples and being a sounding board to illuminate time management, test taking and study skill problems. Our tutors impart encouragement, inspiration, motivation and confidence to students enabling them to keep a positive attitude and succeed in their courses.

Services are FREE to all currently attending DACC students. Students can receive tutoring for most math and science courses taught at DACC, including:

- Algebra
- Statistics
- Calculus (see schedule)
- Biology
- Anatomy & Physiology
- Chemistry
- Physics
- Nursing

Tutoring may be available in courses not listed. Please stop by Mary Miller Center, Room 123 for details. Visit the MASS webpages at <http://www.dacc.edu/depts/MASS> for more information.

Business and Technology Tutoring Center: Intended for Business and Technology students where they can get assistance with their coursework, ask questions one-on-one, get help with study tips or a little review, advice with planning a project or possibly additional feedback for a class presentation. Staffed by Business and Technology faculty and peer tutors. Located in Technology Center 104B, follow the PAWS. Please check the Business and Technology website for hours.

Career & Veterans Center: The Career & Veterans Center is located on the 2nd floor of Cannon Hall. Students seeking assistance in their career choice may visit the center to utilize a variety of resources in their decision making process such as individual counseling and computerized career assessment software.

The Career Services resource room (Cannon Hall, Room 213) also helps students with their full, part, and seasonal employment needs. Additionally, students can receive assistance with resume, job search, and job preparedness skills. Throughout the school year, the Career Center organizes community job fairs and individual hiring events for students, alumni, and job seekers. For more information please contact the Career Center at 217-443-8597 or by email kmcbride@dacc.edu.

The Veterans Center provides prospective student veterans with general information and assistance with the DACC enrollment process including: application, various assessments, enrollment, financial aid, scholarships, and state and federal education benefit programs. Students can also inquire about the VA work study program.

The Veterans "Freedom" Lounge, located in Cannon Hall, Room 202, is available to any DACC student veteran to utilize. This space provides student veterans with refreshments, comfortable seating, TVs/gaming, computer lab, and study space. For more information please contact Nick Catlett, Veterans Representative, at 217-443-8864 or by email ncatlett@dacc.edu.

Writing Center: The Writing Center is a place where students can get help with all kinds of writing tasks. It has two separate areas. In one area, there are computers that students can use. In the other area, students can work one-on-one with a tutor. If students want to see a tutor for one-on-one help, it is best to make an appointment in order to guarantee thirty minutes with the tutor. Appointments can be made by coming to Clock Tower 116 or by calling 443-8877 between 9:00 and 2:30.

The Writing Center opens the second week of each spring and fall semester and remains open until final exams begin. The hours are usually 9:00-3:00 Monday and Wednesday, 9:00-4:00 Tuesday and Thursday, 9:00-12:00 on Friday. The hours are subject to change each semester. If DACC classes are cancelled, then the Writing Center is closed. It is also closed during any school holidays and vacations where students are not required to attend classes.

The Writing Center is located on the first floor of Clock Tower, 108 for the lab and 116 for the office.

FINANCIAL ASSISTANCE

Financial Aid Assistance

Financial assistance at DACC is available in the form of scholarships, grants, loans and part-time employment. In-depth information and financial aid counseling may be obtained from the Financial Aid Office located in Vermilion Hall, 1st floor, West Wing. The office is staffed by professionally qualified financial aid specialists and administrative personnel.

To be eligible for most financial assistance programs at Danville Area Community College, a student must:

- a. Be enrolled and accepted at Danville Area Community College in a certificate, degree or transfer program.
- b. Apply for financial aid using the Free Application for Federal Student Aid (FAFSA).
- c. Provide verification documentation to establish accuracy of FAFSA information.
- d. Meet the Standards of Academics Progress.
- e. Have earned a high school diploma or general education degree (GED).

Eligibility for financial aid is determined by individual "Financial Need." Financial need is the difference between the costs of attending college for a period of attendance and the amount a student's family can be expected to contribute from their income and assets.

Because various sources of funds are limited, it is usually necessary to meet a student's need by combining several forms of aid. This combination of more than one kind of aid is referred to as a "financial aid package."

Loans and Grants

Danville Area Community College participates in need-based programs. The US Department of Education and the State of Illinois supports these programs. Descriptions of these need-based programs are as follows:

Illinois Student Assistance Commission (ISAC)

A resident of Illinois (who is a US citizen or permanent resident of the United States), enrolled in an eligible program at Danville Area Community College, and demonstrating financial need as determined by the Illinois Student Assistance Commission, may receive a grant of up to full tuition. There is no separate State application, a student need only indi-

cate Illinois residency, to be considered for the monetary award when the FAFSA is completed. The college notifies the student of eligibility. (Note: Dependent student's parent must be an Illinois resident).

Federal Pell Grant

The Pell Grant is available to eligible students at Danville Area Community College. To apply you must:
Complete the FAFSA application for financial aid. The application is via the Internet at www.fafsa.gov. The resulting family contribution will be used to determine your eligibility for all financial aid programs.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

This program is for students with exceptional need. This is determined from the results of the Free Application for Federal Student Aid (FAFSA) as those students with a zero (0) Expected Family Contribution (EFC). Those eligible are notified by the college. Not all applicants with a zero (0) EFC will be awarded FSEOG. Funds are limited and awards vary each award year.

Federal College Work-Study Program (FCWS)

Students are eligible to participate in the College Work-Study Program if they qualify under the following terms:

- applied for financial aid using the FAFSA
- in need of earnings determined by student's financial aid budget calculation
- capable of doing college work
- accepted for enrollment as a student or already in good standing as an undergraduate student.

Students in good standing may be employed by Danville Area Community College for up to 20 hours per week. The beginning pay rate for DACC student employees is the same as the Federal minimum wage.

Students interested in student employment should apply online at Human Resources website www.dacc.edu/hr.

Federal Direct Education Loan Program (DL)

To be eligible to apply for any of the Title IV student loans you must:

- Apply for financial aid using the FAFSA, have the FAFSA results verified as accurate and complete the DACC *Loan Request Form* accurately
- Be enrolled in an eligible program in at least half-time enrollment status
- Meet DL Program Regulations per 34 CFR part 668
- All previous college's official grade transcripts must be submitted to the Records Office and be evaluated for "transfer in" credits.

Additional information regarding the Federal Direct Stafford Loan Program (DL subsidized and unsubsidized)

- Repayment begins six months after the student graduates, leaves school or drops below half-time enrollment.
- Loans cannot be certified until after the add/drop period of the semester.
- Loan disbursements are made in two checks (one per semester) released no earlier than thirty days after the beginning of the semester.
- Federal regulations for *First Time* borrowers (after July 1, 2013) *may* impact the eligibility to borrow or amount to borrow. The School will notify students if applicable.

Important Processing Notice:

34 CFR Section 668.202(e)(1) of the Federal Direct Education Loan (DL) Program provides that a **school may refuse to certify** a DL Stafford or PLUS loan application or may reduce the borrower's determination of need for the loan **if** the reason for that action is documented and provided to the student in writing provided the **determination is made on a case-by-case basis**.

The DACC FA staff *do not* use the FAFSA results to determine if a student will request a Stafford Loan. It has been the staff's experience that many students do not understand this question nor answer it properly. It is staffs summation that a student must know the whole of the cost at the school as well as their funding resources before making the determination a Stafford loan is needed.

A student who completes the DACC *Stafford Loan Request Form* (provided with their Award Letter, or in bulk in FAO Lobby or on-line) and submits it to the DACC FAO it will be reviewed for eligibility for the program.

Federal Direct Parent Loan for Undergraduate Students (DL-PLUS)

Parents may borrow for their undergraduate students. Parents would be eligible to borrow up to the cost of education minus any financial aid. Contact the Financial Aid office for further information.

Division of Rehabilitation Services (DORS)

Students qualified to receive this aid should contact their local Office of Vocational Rehabilitation.

Veterans' Educational Benefits

Beginning August 1, 2019, Danville Area Community College will not take any of the four following actions towards any student using U.S. Department of Veterans Affairs Post 9/11 G.I. Bill or Vocational Rehabilitation and Employment benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution.

- Prevent their enrollment
- Assess a late penalty fee to;
- Require they secure alternative or additional funding
- Deny their access to any resource available to other students who have satisfied their tuition and fee bills to the institution

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

1. Montgomery GI Bill® (Chapter 30).
2. Post 9/11 GI Bill® (Chapter 33).
3. Vocational Rehabilitation (Chapter 31).
4. Veterans' Educational Assistance Program VEAP (Chapter 32).
5. Survivor and Dependents Education (Chapter 35).
6. Illinois National Guard/Selected Reserve members (Chapter 106).
7. Illinois Veteran's Grant (IVG).
8. Illinois National Guard (ING).

School Refund Policy

The refund period is prior to the first day the class meets or the first two weeks of class for those who meet twelve weeks or longer, or the first week of class for those meeting less than twelve weeks. If a student officially withdraws from a class during the refund period a 100% refund will be issued.

The exception to this policy is when the Department of Education Federal Refund Policy must be applied to those students whose costs are paid by student financial aid funding.

State and/or Accrediting Agency Refund Rule

The State of Illinois has not established a mandated refunding rule for community colleges.

Federal Refund Rule (Return of Funds)

The Department of Education mandates that unearned federal financial aid funds are returned to the specific programs if a student withdraws from a semester. The amount of the refund is determined by the days of the semester that the student was in attendance versus the remaining days (after withdrawal) until the semester ends.

Students are notified by mail of their debt to the Department of Education. This debt must be paid in a timely manner in order for the student to receive future financial aid.

Owing a debt to the school results in restrictions for future enrollments.

Payment Plan

To assist DACC students in meeting their educational expenses, the College offers Nelnet Business Solutions (NBS), which is a convenient monthly payment plan. NBS is a tuition management plan that provides the student with a low cost option for budgeting tuition and fees. NBS is not a loan program. The student pays no interest and no finance charges are assessed. The only cost to the student to budget monthly payments through NBS is a \$30.00 per semester non-refundable fee. Students may budget their tuition and fees in one of two ways through NBS; Automatic Bank Payments or through the Credit Card Option. Enrollment in the NBS payment plan is online. To learn more about NBS, pick up a brochure available at the student kiosk in Lincoln Hall or connect to the e-CASHIER site on the DACC home page, <http://www.dacc.edu/finaid/shortloan>. NOTE: Students enrolled in the Payment Plan who later qualify and receive any type of student aid (including loans) will have these funds applied towards any balance due on the payment plan at the time the student aid is disbursed. The student will receive an updated statement of these actions.

Standards of Academic Progress (SAP) for Financial Aid Recipients (effective 7/1/11)

The Danville Area Community College (DACC) Office of Financial Aid is required by federal regulation (HEA Subpart B, 34 CFR 668.16(e), Subpart C, CFR 668.32, 668.34, 668.42, 668.43) to monitor academic progress toward a degree or certificate for all degree seeking aid applicants. As a result, the Office of Financial Aid reviews the academic history of *all* attempted credit hours of *all* applicants prior to the awarding of Title IV Federal Student Aid and/or Illinois State Student Aid. These standards must have components of a **Quantitative Measure** (the **Pace** at which the student must be completing their Program of Study) and a **Qualitative Measure** (the grades a student must be obtaining in their coursework) and be reviewed at stated intervals. At DACC **SAP is reviewed at the end of each enrollment period.**

Academic progress is evaluated the first time a student is awarded student financial aid and at the end of each term thereafter. If during the semester, a student withdraws from a class we will contact them and remind them of the SAP standards and ask that they review them again in the published College materials (*Student Handbook, College Catalog* and the DACC's Financial Aid WEB page). This process may help the student remain in "good standing" with the Federal and State student financial aid programs criteria.

The Standards of Academic Progress (SAP) apply to the following programs.

Federal Title IV Programs: Pell Grant, Supplement Educational Opportunity Grant, College Work-Study, Direct Loan Program (Stafford Loan Program), and the Direct Parent Loan for Undergraduate Students

Illinois Student Assistance Commission Programs: Monetary Award Program, Veteran's Grant (only GPA requirement), National Guard (only GPA requirement) and the MIA/POW Scholarship (NOTE: IVG and ING are exempt from Pace maximum time to complete component.)

Veteran's Educational Benefits: All Chapter's and Post 9/11 Benefits

Completion Rate and Grade Point Average Requirement

The student is required to meet the standards listed below or eligibility to receive student financial aid will be placed in a Financial Aid SAP **WARNING** status or a Financial Aid SAP **SUSPENSION** status or a Financial Aid SAP **PROBATION** status.

To be in SAP "**GOOD STANDING**" a student must be meeting the *minimum standards* each enrollment period by having a cumulative G.P.A. of 2.0, a success rate of 67% of all credits attempted *and* complete their program of study within the published time frames formatted in credit hours.

Pace-Minimum Credit Hour Completion (Quantitative Measure)

At the end of each enrollment period SAP is reviewed. Cumulatively a student must successfully complete a minimum percentage of all credit hours attempted to *stay on pace* for completing their program *before* reaching the **maximum time frame** allowed. Attempted credit hours include any credit hours in which the student was enrolled in after the refund period is over. (NOTE: students with IVG or ING ONLY are exempt from this component.)

If the student accepted Federal Title IV aid for days attended during the refund period but then totally withdrew from all credit hours the student will be placed on SAP Suspension. Some students will have slightly different refund periods because of late starting classes or classes that end early. Each semester's *refund period* is published at the DACC WEB page, in the Student News or a student may contact the Registration Office for the dates or any questions concerning withdrawals.

Successful completion of a class is a letter grade of A, B, C, D, S. **Unsuccessful completion of a class** is defined as Failure (F), Withdrawal (W), Incomplete (I), or Unsatisfactory (U). Remedial classes are graded as: passing "S" for satisfactory or "U" unsatisfactory (which is considered not completing the course work). The completion rate requirement applies to remedial classes. Note that remedial coursework does *not* calculate into a GPA. *All* classes that are repeated (including grade "exclusions") are counted in the Quantitative (Pace) Measure.

Students who have attended other post-secondary institutions are required to have an official grade transcript from these schools on file in the DACC Records office. **Transfer credit** that is evaluated to apply *towards* their program of study at DACC will be included in the total credit hours attempted and earned as part of the quantitative measure (the Pace) of maximum time frame allowance.

Minimum Percentage - A student must complete **67%** of cumulative hours *attempted* to be on pace for completion of program. The first time a student fails to successfully complete the minimum percentage of credit hours required they must be placed on financial aid **WARNING** for the next term of enrollment.

Total withdrawal (a "grade" of "W" posted to transcript) or total failure (a grade of "F" posted to transcript) will result in **SUSPENSION**. This includes the refund period if Title IV funds were accepted for the days in attendance (regardless if tuition and/or fee charges were cancelled).

Minimum Grade Point Average (GPA) Requirement (Qualitative Measure) - The student is required to earn and maintain a 2.0 (C) Cumulative grade point average out of a possible 4.0 scale.

Financial Aid (SAP) Warning

A SAP Warning status occurs the first time a student fails to meet the minimum standard in any one of the components. If a student is placed on SAP Warning they will still be eligible to receive Student Financial Aid for *one more term* without appealing the circumstances.

Upon the end of the next period of enrollment the student meets the minimum standards they will "automatically" be reinstated to SAP "Good Standing".

If upon the end of the student's next period of enrollment they have *not* met the minimum standards they will be in a SAP Suspension status. An Appeal of the circumstances would need to be submitted for any future *consideration* of using Title IV and/or State student aid at DACC.

Financial Aid (SAP) Suspension

Failure to complete the minimum cumulative standards of either component while on a SAP Warning will result in the SAP SUSPENSION of a student's future aid eligibility.

Total withdrawal (a "grade" of "W" posted to transcript) or total failure (a grade of "F" posted to transcript) will result in SAP SUSPENSION. This includes the refund period **if** Title IV was accepted for the days you were in attendance.

A student placed on SAP SUSPENSION is **NOT** eligible for future Federal and/or State student aid at DACC.

Maximum Hours Attempted (Cumulative Quantitative Measure)

Time of Completion: Title IV and/or Illinois State Student Aid eligibility will be suspended if the student exceeds the 150% completion of the published program time frame for **all** cumulative credit hours attempted (not earned). Remedial coursework credit hours attempted will be counted as part of the program of study timeframe. Students who require remedial coursework are limited to a maximum of thirty (30) credit hours of attempted remedial coursework. The student is advised to work with their academic advisor to "**stay on pace**" to complete their educational goal.

Student's on SAP Suspension due to exceeding the maximum time frame (not remaining on pace in cumulative attempted hours) are no longer eligible for student aid funding. They may submit a personal letter (an Appeal) explaining and documenting why they did not stay on pace and complete their program of study within the published timeframe. The Appeal letter must be submitted **with** an academic plan of program completion including total hours and semesters still required to complete the program. This plan is called a Degree Audit and **must** be prepared by the student's DACC academic advisor/counselor. The Appeals Committee will take into consideration that remedial coursework **may** have extended the timeframe towards a completion date. (NOTE: students who have IVG or ING benefits **ONLY** are exempt from 150% component.)

Reinstatement of Aid Eligibility (Appeal Procedures)

If the student feels there were circumstances beyond their control that affected their academic performance, they may appeal the SAP Suspension. An appeal is a **written statement** from the student **with** supporting documentation explaining your circumstances **and** your plans to be successful in the future semesters. Other support documentation could include:

- A physician who can document that an illness or accident prevented the student from successfully completing their studies **and** that the student is now able to successfully resume their studies.
- A physician/clergy/counselor who can verify that the death or life-threatening illness of an immediate family member prevented the student from successfully completing their course work **and** the family circumstance is no longer applicable.
- An academic advisor/counselor or an employer, childcare provider, etc. who knows about circumstances beyond the student's control that prevented the completion of course work **and** these circumstances have been resolved

Financial Aid (SAP) Probation

If the student's Appeal decision is for reinstatement (approval) they will be placed on **SAP Probation** and be awarded from Title IV and/or State student aid programs for which they are eligible. A student should be aware that appeal approvals **may** have certain limitations and specific conditions that must be followed to continue using financial aid funding. An Academic Plan for Success (APS) may be mandated by the Appeals Committee. The APS would be prepared by the student's academic advisor/counselor (or other pertinent DACC staff) and the student would need to agree to the plan before further student aid would be awarded. The student must be successful with their APS each semester to continue receiving student aid for which they may be eligible (remain on Probation).

A student on SAP Probation who then meets the minimum standards will "automatically" be placed in to Good Standing status.

Deadlines to Submit Appeals

The deadline to submit an appeal is no later than two weeks **PRIOR** to the semester the student wishes to attend and be reviewed for eligibility for student aid. If the student misses the appeal deadline the appeal **WILL NOT** be considered for that semester. It is to the student's advantage to submit an Appeal immediately after being notified of their SAP status. Appeal deadlines are published in the Student News, DACC's Financial Aid WEB page (under "Important Dates") and various bulletin boards on campus. The SAP status notices highlights the two week prior to the term deadline.

Appeal decisions are sent via the student's DACC student email account and posted to their Jaguar Spot (their Web Advisor account). Students who do not yet have these accounts active will be notified via the U.S. Postal system. If a student is not clear of the meaning of the appeal response they may visit the financial aid office

for clarification of the Committee's decision. In order to protect a student's privacy these matters will **not** be discussed over the phone. The student is not privy to who serves on the Appeals Committee and will not have an opportunity to meet members in person or via email or phone communication. The Committee consists of faculty, staff and administrative personnel.

THE DECISION OF THE APPEAL COMMITTEE IS FINAL

These requirements are mandated by federal regulations - satisfactory academic progress is the law. The SAP policy applies to all students including first time financial aid recipients. Past academic history (if any) at DACC is evaluated before financial aid is awarded.

Glossary of Terms:

Standards of Academic Progress (SAP) - a Federal requirement applied to all students who have Federal Student Aid funding (pending, actual or estimated awards)

Program of Study - The educational program the student has indicated they are pursuing at the College. It may be a Certificate, Associates or Transfer program (must be eligible program per Federal guidelines).

Quantitative Measure - the Pace at which the student must be completing their Program of Study which must be monitored for completion before maximum time allotted for program is reached

Time of Completion - the PACE: the Maximum time frame is 150% completion of the *published* program time frame. This calculation considers **all** cumulative credit hours attempted (not earned).

Good Standing - a student is meeting the minimum standards each enrollment period

Minimum Standards - student has a *Cumulative* Grade Point Average (GPA) of 2.0 and is staying on pace with a success rate of completing 67% of all credit hours attempted and is completing (on pace) their program within the published time frames formatted in credit hours.

SAP Suspension - student failed to meet minimum standard by total withdraw in a semester and/or being on a warning status and/or reaching maximum time frame for Program of Study

SAP Warning - first time a student fails to meet the minimum standard in any one of the components.

SAP Probation - The student has an approved Appeal for reinstatement of Title IV and/or State student aid for an additional term (unless an Academic Success Plan (APS) is being met)

Academic Plan for Success (APS) - prepared by the student's academic advisor/counselor (or other pertinent DACC staff) and the student would need to agree to the plan before further student aid would be awarded.

Students can access their student accounts via the Internet. This site provides secure access to their student aid account as well as billing, grades and much more. To read all about the DACC online student services visit <http://www.dacc.edu/onlineservices>.

Scholarships for Students

Each year through the generosity of our donors, scholarships valued at more than \$700,000 are available to DACC students. These scholarships are primarily administered by the DACC Foundation through the financial support of friends of the College, and are based on financial need and other criteria established by the donors.

Scholarship Information

- Scholarships are available for full-and part-time students in various areas of study.
- Although some restrictions may apply, scholarship dollars can be used for tuition, fees, and course related books.
- All awards are for the full academic year.
- Scholarships may be renewed if they are so designated.
- Students seeking scholarship awards are asked to also complete the FAFSA (Free Application for Federal Student Aid) through the DACC Financial Aid Office.

How to apply

Applications are available from the first of January through mid-February. An on-line application is available at www.dacc.edu/foundation/scholarship. This will provide a link to the on-line application.

Selection

For most awards, the Danville Area Community College Foundation's Scholarship Committee selects recipients. This committee is comprised of members of the Foundation's Board of Directors, and friends of the Foundation. Scholarship applicants are notified approximately 60 days after the application deadline on the status of any awards. Scholarship awards are recognized at the Honors Program held annually in September.

If you are interested in contributing to the Danville Area Community College Foundation scholarship fund, or would like to establish a named scholarship, please contact the DACC Foundation at (217) 443-8843. Contributions can also be made online at www.dacc.edu/foundation.

DACC Presidential Scholarships

DACC Presidential Scholarships are awarded only to students in the top 15% of their high school graduating class. Each scholarship provides full tuition at DACC for two years, with a value of almost \$8,500. Presidential Scholarships are funded by Danville Area Community College, Danville Area Community College Foundation and the Estate of Mr. Frank Brittingham.

Selection as a DACC Presidential Scholar is one of the highest honors the College and Foundation can bestow upon an entering first-year student. Terms of the scholarship include a service learning component requiring the recipients to provide up to 8 hours of volunteer service to the College each year.

DACC Emergency Fund

Administered by the DACC Foundation, the DACC Emergency Fund was established to help students at DACC when unforeseen circumstances hinder their pursuit of education. A limited amount of funds are available to be given on an as needed basis. This is a one-time award, it is not renewable. Applications can be obtained through the Office of Financial Aid, Vermilion Hall, first floor, west wing.

STUDENT ACTIVITIES**Student Trustee**

Danville Area Community College has one advisory-voting member who is a student enrolled in the College under the jurisdiction of the DACC Board of Trustees. The election for the Student Trustee is held in April by the student body. Qualifications are published annually by the Secretary to the Board of Trustees. The Student Trustee can be reached by calling 443-8850.

Holding Office

A student must be carrying six or more semester hours of work to hold an elected or appointed office in College organizations. A student with less than a cumulative grade point average of 2.0 cannot hold office in any organization. (See the DACC Student Handbook for additional information.)

College Extra-Curricular Activities

There are a variety of campus clubs and organizations on campus. Each club or organization sponsors various activities throughout the academic year related to the interests of the members and the stated mission of the group. Students may contact the Dean of Student Services at 443-8746 or stacy@dacc.edu for more information regarding DACC clubs and organizations.

ACTS Campus Ministry

The purpose of ACTS Campus Ministry is twofold: 1) to reinforce the faith of Christian youth attending DACC; and 2) to provide for the students, faculty and staff a basis from which to learn about biblical teaching and the experience of the Apostolic faith. ACTS will provide on-campus Bible study meetings and social activities for DACC students, faculty and staff. For more information, contact Dr. Nicole Carter at ndye@dacc.edu or 217-554-1511.

Ag Club

The Danville Area Community College Ag Club was established in the fall semester of 1976 for students in the Associates of Applied Science degree and the Transfer Agriculture program. It was designed to implement a student organization which would function to enhance student leadership skills and assist in the comprehension and promotion of the agriculture community. The goals of the Ag Club are to promote leadership, scholarship, citizenship and agriculture.

The Ag Club operates the DACC Land Lab, sponsors an annual Farm Toy Show, and arranges for the annual Ag Day each Spring which brings approximately 3,000 people to the campus.

Anyone that would like further information about the Ag Club or the Agriculture program at Danville Area Community College should contact the faculty at 217-443-8713.

Art Club

The DACC Art Club is affectionately referred to as DACC's Starving Artists. DACC's Starving Artists is a club for those interested in the visual arts regardless of major and talent base. It is a think tank for those with individual projects; a collective group for art oriented community and campus activities; a resource for materials, fellowship, enlightenment, and awareness; and an avenue to show one's work through fundraisers, galleries and art competitions. For information please contact faculty advisor and art instructor Ronnie Johnson (217.443.8869, rjohnson@dacc.edu).

Association of Future Accountants

The DACC Accounting Club seeks to provide a social setting for DACC students that are interested in accounting and its career paths in order to increase the understanding and appreciation of the accounting profession. Advisor Brian Fink can be reached at bfink@dacc.edu.

Athletics

The athletic program of a community college is a meaningful part of the total offerings of the institution. Danville Area Community College is a member of the National Junior College Athletic Association.

DACC athletic teams have been highly successful winning national championships in men's basketball and men and women's cross country. A large percentage of DACC athletics continue on to four year colleges on athletic scholarships.

The intercollegiate program for men and women includes cross country and basketball, men's baseball, women's softball, men's golf and women's golf. Student participation is governed by eligibility rules set forth by the above-named organizations and rules of DACC.

Competition includes community colleges and freshmen-sophomore teams of four-year colleges and universities. Each team competes in the regional at the conclusion of their season. There are athletic scholarships available in all sports. Contact Athletic Director Tim Bunton at 217-443-8551 or tbunton@dacc.edu.

Cheerleading Squad

The Cheerleading Squad supports the basketball team at home games and some away games. The Squad is open to both male and female students.

College Singers

This organization affords students the opportunity to participate in a chorale ensemble for mixed voices and at the same time earn up to four hours of humanities credit through enrollment in MUSI 152, College Singers. The Chorale Ensemble performs at a limited number of campus and community events. For more information contact Dr. Eric Simonson (Music Professor) by e-mailing simonson@dacc.edu.

Criminal Justice Club

The purpose of the Criminal Justice Club is to help students pursue additional knowledge in the criminal justice field with resources and information presented outside the classroom. To join the club, students must be enrolled in Criminal Justice, Psychology, Sociology, or a related field and they must be able to attend all meetings in a semester with the exception of two (2) absences. For more information, contact Rickey Williams (Criminal Justice Professor) at rwilliams1@dacc.edu or 217-443-8730.

DACC Innovator News

The DACC Innovator News is a print and online news product produced for and by DACC students. The publication is operated as a real local news product including news, sports, entertainment and advertising of specific interest to its audience, DACC students. In addition to providing local news, the newspaper provides a vehicle for students to learn skills in writing, editing, photography, graphics design and layout, financial reporting, marketing and advertising. Contact Carol Nichols at cnichols1@dacc.edu or 217-554-1669 for more information.

DACC Mentors

The College offers a mentor to students to enhance their student experience while attending DACC and to increase student success. Mentors will meet with and communicate with their mentee throughout the academic year. It is important for each student to have a "go to" person to make them feel welcome and help them learn how to navigate college, inside and outside the classroom. Students who are first-time, full-time, degree and certificate seeking students are assigned a mentor automatically. All other students are welcome to join the program too. For more information contact our Student Success Advocate, Erika Harris, at eharris@dacc.edu or at 217-443-8810.

DACC Poet Society

The purpose of this group is to unite the poets of DACC and help each other grow not only as poets but as a part of something special. Members of this group must have previously written poetry, have a will to be around poets or poetry, and have the ability to accept constructive criticism. Interested students can contact Marla Jarmer at mjarmer@dacc.edu for more information.

DACC Skills USA

Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. The organization helps each student excel by providing educational programs, events and competitions that support career and technical education. The DACC Skills USA will help participants by developing leadership skills, fostering a deep respect for the dignity of work, establishing realistic vocational goals, and developing a better understanding of the functions of labor and management organizations. Contact R.J. Rowland 217-443-8791 or at rjrowland@dacc.edu for additional information.

Danville Symphony Orchestra

The orchestra is open to students who qualify by audition and carries one hour of humanities credit per semester for students who enroll in MUSI 151, Orchestra. Up to four hours of credit may be earned. For more information contact Dr. Eric Simonson (Music Professor) by emailing simonson@dacc.edu.

Dodgeball Club

A club where all are welcome to have fun with physical activity. The club's objective is to raise the awareness of the game of dodgeball in all its aspects, within the College and within the community to students who are interested. Interested students should contact Elijah Williams at ewilliams11@students.dacc.edu.

Environmental Club

The purpose of this club is to educate the student body on current and emerging sustainable technologies and to create awareness across campus and within the community about sustainability. Interested students should contact Amanda Krabbe at akrabbe@dacc.edu or at 217-443-8793.

Horticulture Club

The DACC Horticulture Club is dedicated to learning and teaching about the diverse realm of the horticulture sciences as well as to provide awareness and service to the surrounding community. Advisor Amanda Krabbe can be reached at akrabbe@dacc.edu.

Intramurals

Intramural sports programs provide students an opportunity to participate in a variety of recreational sport activities. Intramural programs are organized to promote fitness and fun among the students and teachers. DACC's current offerings include racquetball, outdoor volleyball, disc/frisbee golf, and soccer. However, they are always looking for additional ideas. For more information, please contact Wes Brown at 217-443-8876 or wbrown1@dacc.edu.

The Gaming Club

The Jag Gamers' Club is a family of gamers, uniting for the purpose of sharing their love for gaming. The organization will provide much needed stress-relief during the semester and promote camaraderie. Members must be current students, past alumni, or DACC faculty/staff. For more information contact Guido Esteves by emailing gesteves@dacc.edu.

Pep Band

DACC offers the Pep Band opportunity to students who wish to participate in the performing arts. Students may also earn humanities credit for participation in the DACC Pep Band. Some participating students will also be eligible for partial tuition waivers. For more information contact Guido Esteves by emailing gesteves@dacc.edu.

Phi Theta Kappa International Honor Society

Established in 1918, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1100 chapters located in the United States and around the world. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. In 2000, the Association of College Honor Societies recognized Phi Theta Kappa as the general scholarship honor society serving associate degree granting institutions.

The society's programs center on four hallmarks: scholarship, leadership, fellowship, and service. The complement of services, innovative programs, and membership benefits offered by Phi Theta Kappa today are unequalled among honor societies. It is estimated that 200,000 students participate in Phi Theta Kappa programs each year. Annually, more than 82,000 students are inducted into Phi Theta Kappa. The average age of a new member is 29, ranging from 18 to 80.

Both part-time and full-time students, and international students may be eligible for membership. Membership requires completion of at least 12 hours of college credit coursework and a minimum cumulative GPA of at least 3.5 on a 4.0 scale. DACC's Pi Omega Chapter is very active and has won several awards at both the regional and international levels. For more information or to join, please contact Ronnie Johnson, PTK Sponsor, at 217-443-8869 or at scholars@dacc.edu, or visit Phi Omega's website at www.dacc.edu/scholars, or Phi Theta Kappa International's web site at www.ptk.org.

Political Affairs Club

The activities of the PAC are to 1) provide a forum for students to discuss political issues, 2) serve the College Community by sponsoring events, disseminating information, and collaborating with other College groups in joint projects, 3) expand the understanding of politics through observation and/or involvement in community activities and in collaborating with community based groups, and 4) increase student, College, and community interest in political affairs and issues. Dr. Chuck Hantz (Political Science Instructor) is the advisor and he may be contacted by e-mailing chantz@dacc.edu.

Powerhouse Campus Ministry

The purpose of Powerhouse Campus Ministry is to facilitate the discovery, building, and maintenance of a relationship with Jesus Christ, our Lord and Savior. It hosts such activities as prayer and discussion groups that examine academic disciplines from a Christian perspective, support groups to aid in adjusting to the college environment, and educational workshops based on the foundation of Christian beliefs, biblical culture, and encourage fellowship among various denominations. Please contact Angela Shaffer at ashaffer1@dacc.edu for more information.

Rad Tech Club

The Rad Tech Club was established in 2005 for students enrolled in the Radiologic Technology Associates Degree program at Danville Area Community College. This campus organization is primarily interested in facilitating participation in radiologic technology conferences to expand our students' knowledge of the field. The Club also has a community service component and assists in organizing a student social function at program completion. Tammy Howard, Director of Radiology Technology Program, is the advisor and she may be contacted by e-mailing thoward@dacc.edu.

Robotics Club

Interested in learning about and working with robotics? Join the DACC Robotics Club. Club members will design and build simple robots with assistance from DACC personnel. The club also plans to enter BattleBot competitions. The club is open to full- and part-time students. Interested students should contact Doug Hunter at dhunter@dacc.edu.

Student Veterans of America (SVA), "JAGUAR CHAPTER"

DACC's veterans' organization is an affiliate chapter of the national organization Student Veterans of America (SVA). SVA membership offers student veterans not only the camaraderie of their peers, but also the opportunity to apply for SVA scholarships, attend national conferences, and to use their standing as a veteran to influence their campus and community through a variety of civic projects. The group meets in the Veterans Center (Cannon Hall, Room 202).

Sustainability Club

The Sustainability Club was established to raise awareness about current environmental issues and to implement sustainable practices. Activities include group meetings, participating in local events, and working on the DACC farm. For more information, contact George Hickman at ghickman@dacc.edu.

Technology Club

The Tech Club provides free computer repair and purchase consultation to DACC students and staff. The club will do PC tune up, address malware problems, repair broken screens and fix virus troubles. They meet on Fridays in TC 138 from 10:00 a.m to 2:00 p.m., during Fall and Spring semester. Contact Jeff Wise at 217-443-8882 or jwise@dacc.edu for more information.

TRIO Leadership Ambassadors

Students chosen as TRIO Leadership Ambassadors will participate in professional development and leadership activities that lead to becoming representatives for DACC's TRIO Student Support Services Program and its mission. To be a TRIO Leadership Ambassador, an applicant must be at least a continuing TRIO participant with at least one more semester before graduating. Students must maintain a minimum grade point average of 2.0. The Ambassadors will be expected to participate in activities hosted by the TRIO Student Support Services Program. Interested TRIO participants should contact the TRIO office at 217-443-8898 or stop by Cannon Hall, Room 113.

Vermilion Festival Chorus

This is a community chorale group open to DACC students. The group meets weekly for practices and performs scheduled concerts for the community of major choral works. Students may earn one hour of humanities credit per semester by enrolling in MUSI 150. Up to four credit hours may be earned. For more information contact the Liberal Arts division at 443-8724.

Waiting For Rain

Waiting for Rain is an annual joint publication of the writing and art programs in the Liberal Arts division at Danville Area Community College. The journal, which is staffed by volunteer students, strives to present the best prose, poetry, essays, photography and artwork from Danville Area Community College's students, faculty and staff. The journal is produced over the summer and is published in the fall semester of each academic year. For information on how to submit written pieces to Waiting for Rain please contact co- faculty advisor Marla Jarmer (217.443.8820, mjarmer@dacc.edu). For information on how to submit photography and artwork to the journal, please contact co-faculty advisor Ronnie Johnson (217.443.8869, rjohnson@dacc.edu).

Wind Energy Student Group

The WESG intends to provide DACC Wind Energy program with the organizational support and structure that will distinguish it among other programs of its kind, maximize the potential of the DACC Wind Energy program and its members, and provide DACC wind energy students the best possible resources and preparation to allow them to be leaders in the wind energy industry. Advisor Greg Hansbraugh can be contacted at ghansbraugh@dacc.edu.

STUDENT EMPLOYMENT

A limited number of positions are available on the campus for students in good academic standing to serve as laboratory assistants, library assistants, clerical assistants, maintenance help, and various other positions.

Students interested in student employment should complete an application online at www.dacc.edu/hr. Click on "Position Openings" and then "Create Account." Once completed, student applications will be eligible for review by offices across campus. The Career & Employment Services Center will provide assistance if needed.

DACC identifies 2 types of student employees. Type is defined by the funding source and the student's financial need.

1. Federal Work-Study (funded by federal government):

Students are eligible to participate in the Federal College Work-Study Program if they qualify under the following terms:

- Applied for financial aid using the Free Application for Federal Student Aid (FAFSA)
- Have a completed, verified as accurate, student aid file on record for the applicable award year
- Their Expected Family Contribution (efc) determines a need (eligibility)
- Degree Seeking and accepted for enrollment as a student or already in good standing as an undergraduate student
- Have met Satisfactory Academic Standards
- Enrolled in at least 3 credit hours of coursework pertaining to Degree

2. College Student Employee (funded by DACC):

Students are eligible to participate in the College Work-Study Program if they qualify under the following terms:

- Degree Seeking or accepted for enrollment as a student or already in good standing as an undergraduate student
- Have met Academic Progress Standards
- Enrolled in at least 9 credit hours of coursework pertaining to Degree

Career & Veterans Center

The Career & Veterans Center is located on the 2nd floor of Cannon Hall. Students seeking assistance in their career choice may visit the center to utilize a variety of resources in their decision making process such as individual counseling and computerized career assessment software.

The Career Services resource room (Cannon Hall, Room 213) also helps students with their full, part, and seasonal employment needs. Additionally, students can receive assistance with resume, job search, and job preparedness skills. Throughout the school year, the Career Center organizes community job fairs and individual hiring events for students, alumni, and job seekers. For more information please contact the Career Center at 217-443-8597 or by email kmcbride@dacc.edu.

The Veterans Center provides prospective student veterans with general information and assistance with the DACC enrollment process including: application, various assessments, enrollment, financial aid, scholarships, and state and federal education benefit programs. Students can also inquire about the VA work study program.

The Veterans "Freedom" Lounge, located in Cannon Hall, Room 202, is available to any DACC student veteran to utilize. This space provides student veterans with refreshments, comfortable seating, TVs/gaming, computer lab, and study space. For more information please contact Nick Catlett, Veterans Representative, at 217-443-8864 or by email ncatlett@dacc.edu.

General Information



General Information



ASSOCIATE DEGREES

Associate in Applied Science
Associate Degree in Arts
Associate Degree in Engineering Science
Associate Degree in Fine Arts in Art
Associate Degree in Fine Arts in Art Education
Associate Degree in General Studies
Associate Degree in Science
General Education Requirements
Dual Enrollment Programs: Traditional Dual Credit (Transfer & Career), College Express, and Project Lead The Way
Transfer Degree Graduation Requirements
Transfer Programs AS/AA Degree
University 2+2 Agreements
University 3+1 Agreement
University Degree Completion Partnerships
University Dual Admission Programs
University Partnerships
University Transfer Curriculum Guide

ASSOCIATE DEGREES

To help the student achieve an organized plan of study in higher education, and to provide greater depth in the student's field of major interests and more breadth in general knowledge, Danville Area Community College offers the following Associate Degree programs: Associate in Fine Arts in Art, Associate in Fine Arts in Art Education, Associate in Science, Associate in Arts, Associate in Engineering Science, Associate in General Studies and Associate in Applied Science.

Students desiring to qualify for the Associate Degree must present a total of at least sixty hours of degree credit including transferred credit. A cumulative grade average of 2.0 is required for all degree courses completed.

A student wishing to graduate from DACC may choose to meet the graduation requirements stated in the catalog in effect during the student's initial enrollment at DACC or those requirements stated in the current catalog at the time of their graduation. If a student has a break in enrollment of six consecutive terms (including summers), it shall mean that the student must meet degree requirements in the catalog published at the time of re-enrollment or those requirements stated in the current catalog at the time of their graduation.

It is anticipated that a student will complete an associate degree within five years of initial enrollment. Vocational courses that are outdated (5 years or more)

must be reviewed by the Division Dean to determine if the course is still applicable to this desired degree. Those courses determined inapplicable must be repeated at the student's expense.

Students must complete INST 101, Success in College. An appeal of this requirement may be made through your counselor or advisor, to the Registrar. This appeal should be made before the completion of a student's first 25 hours at Danville Area Community College.

Not more than forty-five hours will be accepted by transfer and approved testing toward degree requirements.

Candidates for a degree must clear all school obligations and file an application for graduation at the time he/she has earned 45 or more semester hours.

A student may earn a second Associate Degree by completing an additional 24 semester hours of degree credit and by fulfilling the requirements for the degree. The grade point average for the additional hours must be at least 2.0.

Degree Programs

Certificate Requirements

The College will award certificates to students who have completed all required course work and who have earned a cumulative grade point average (GPA) of at least 2.00 (4.00 scale) for all required courses.

A minimum of one-half the credits required for a certificate must be earned at DACC.

The Associate in Applied Science Degree

This Associate Degree is granted to those students successfully completing a career curriculum. The two-year programs are designed to prepare the students for employment in their chosen field. Many universities will accept courses in these programs toward fulfillment of specific degree requirements.

Requirements for an Associate in Applied Science

Fifteen hours of credit in General Education courses must be earned including the following minimums:

Communications.....3 hours
 Science & Mathematics3 hours
 Humanities/Social Science or additional Communications,
 Math, and/or Sciences9 hours

* 1 of these courses must meet the Human Relations content requirement.

Courses in area of concentration,
 depending on program 45 or more

Associate in General Studies (Non-Transferable Degree)

Proposed Degree Requirements

The associate in general studies (AGS) degree is a **non-transferable** degree program that is tailored to meet the needs and interests of the individual student. Both transfer and career education courses may be used to fulfill the requirements for this alternate degree program. The AGS degree is designed for the student who chooses to pursue a broad spectrum of interest. While not intended to be a transfer degree, the AGS degree is designed to enable the student to articulate with the bachelor of general studies; bachelor of general education and liberal studies degree program at participating Illinois four-year colleges and universities.

Degree Requirements

The specific requirements for the AGS **non-transferable** degree is proposed as follows:

- A. Complete a minimum of 60 semester hours of college level (non-developmental) course work at the 100 level, or above, with a cumulative grade average of "C" 2.0) or higher, and in good standing.
- B. Courses not applicable toward AGS degree – Adult Education, Continuing Education, and Developmental Education.
- C. Complete 22 hours of general education as outlined below:

Courses can be used in one area or both areas of Math and Science, Humanities and Fine Arts, and also Social and Behavioral Sciences to meet degree requirements. General education at Danville Area Community College is designed to provide learning experiences that prepare the student to assume a productive role as a citizen, to understand and function successfully in the world, and to prepare for lifelong learning. General education will provide the opportunity for the student to acquire the knowledge, skills, insights and sensitivity needed to function as an educated person. Courses for general education for the AGS **non-transferable** degree must be in compliance with general education from AA, AS, AFA, AFAE, AES, or AAS degree requirements.

1. Communications	6 hours
2. Social or Behavioral Sciences	3 hours
3. Humanities or Fine Arts	3 hours
4. Social/Behavioral Sciences or Humanities/Fine Arts	3 hours
5. Life or Physical Science or Math	6 hours
6. DACC Degree Requirement - Success in College	1 hour
7. Electives	<u>38</u> hours
Total	60 hours

- D. A minimum of 15 semester hours in course work must be achieved at Danville Area Community College, excluding CLEP and proficiency credits.
- E. Complete all DACC graduation requirements.
- F. Student(s) pursuing two or more degrees at DACC must complete an additional 24 hours for each degree.

Transfer Degrees and Certificates

The Associate in Arts Degree, Associate in Engineering Science Degree, Associate in Fine Arts in Art Degree, Associate in Fine Arts in Art Education Degree and the Associate in Science Degree are granted for successful completion of organized programs designed to fulfill the first two years of study toward a baccalaureate degree at senior institutions.

When selecting courses and electives, students should consult a counselor or academic advisor and study carefully the requirements of the college or university to which they plan to transfer.

Requirements for an Associate in Arts Degree

Communications.....	9 hours
Science	7 hours
Mathematics	3 hours
Humanities.....	9 hours
Social Science	9 hours

Electives in areas of interest for fulfillment of sequences, prerequisites, and other transfer requirements.....	23 hours
Total	60 hours

Requirements for an Associate in Engineering Science Degree

Communications.....	6 hours
Science (Laboratory)	8 hours
Mathematics	13 hours
Humanities.....	3-6 hours
Social Science	3-6 hours

Engineering Specialty Courses	21-33 hours
Total	60-66 hours

Requirements for an Associate in Science Degree

Thirty-seven to forty-one semester hours of credit in General Education courses must be earned including the following minimums:

Communications.....	9 hours
Science	10 hours
Mathematics	6 hours
Humanities.....	6 hours
Social Science	6 hours

Electives in areas of interest for fulfillment of sequences, prerequisites, and other transfer requirements.....	23 hours
Total	60 hours

Requirements for an Associate in Fine Arts in Art Degree

Thirty-four to thirty-five semester hours of credit in General Education courses must be earned including the following minimums. This does not meet the state general education requirement in Social Science.

Communications.....	9 hours
Science	7-8 hours
Mathematics	3 hours
Social Science	6 hours
Humanities.....	9 hours

Art Specialty Courses	28 hours
Total	62-63 hours

Requirements for an Associate in Fine Arts in Art Education Degree

Thirty-seven to thirty-eight semester hours of credit in General Education courses must be earned including the following minimums. This meets the state general education requirements.

Communications.....	9 hours
Science	7-8 hours
Mathematics	3 hours
Social Science	9 hours
Humanities.....	9 hours

Education Elective.....	3 hours
Art Specialty Courses	22 hours

Total 62-63 hours

Requirements for General Education Core Curriculum Certificate

Thirty-seven to forty-one credits hours and meets the state general education requirements:

Communications.....	9 hours
Science	7-8 hours
Mathematics	3-6 hours
Social Science	9 hours
Humanities.....	9 hours

Total 37-41 hours

General Education Definition

General Education at Danville Area Community College has two purposes: first, to develop skills in communication and in mathematics that will be necessary for success in college, the community, and the working world; second, to acquaint students with the breadth of knowledge and the methods of inquiry in the natural sciences, the social sciences, and the humanities.

The following areas are included in the General Education requirements at Danville Area Community College:

1. **Communications:** The study of the skills of discourse—collecting, preparing, and presenting ideas in written and oral form.
2. **Humanities:** The study of literature, language, philosophy, and fine arts to analyze values, to stimulate speculation and creativity, and to explore the meaning of human existence.
3. **Mathematics:** The study of numbers and their operations, measurement, and relationships, and the use of computational methods in problem solving.
4. **Science:** The study of life and physical sciences directed toward the application of the scientific method of inquiry to natural phenomena.
5. **Social Science:** The study of psychological, social, historical, and political behavior directed toward an understanding of human continuity and change.

Non-Western Culture: Students seeking an AS or AA degree are recommended to take a non-western culture class from either the humanities or the social science categories.

Human Relations: Students seeking an AS, AA, AES, AGS, AAS, AFA or AFAE degree are required to take a minimum of one course as part of their general education program which contains instruction on improving human relations, including race, ethnicity, gender, and other issues related to improving human relations to address racism and sexual harassment. This requirement is in compliance with Public Act 87-581.

Associate in Applied Science (AAS) Associate in General Studies (AGS) (Non-Transferable Degrees) General Education Electives

(unless specified by the major)

Courses in bold/*italic* type meet the Human Relations content requirement.

I. COMMUNICATIONS		AAS: 3	AGS: 6
BOFF 125	Business Communication Strategies.....3	ENGL 102 Rhetoric & Composition II.... 3 ENGL 121 Communication Skills 3 ENGL 122 Technical Communication.... 3	<i>SPCH 101 Oral Communication</i> 3 SPCH 102 Public Speaking.....3
ENGL 101	Rhetoric & Composition I.....3		
II. SCIENCE/MATHEMATICS		AAS: 3	AGS: 6
<i>Science:</i>			
AGRI 180	Soil Science.....4	CHEM 100 Intro to Chemistry 4 CHEM 101 General Chemistry I..... 4 CHEM 102 College Chemistry II 4 CHEM 133 Organic Chemistry..... 5 GSCI 105 Human Body Structure & Function 3 PHYS 101 Physics (Mechanics, Heat) .. 5 PHYS 102 Physics (Wave Motion, Electricity, Optics) 5 PHYS 106 General Physics (Mechanics) 4	PHYS 107 Physics (Heat, Electricity, Magnetism)..... 4 PHYS 108 Physics (Wave Motion, Optics, Modern Physics)..... 4 PHYS 141 Physical Science I..... 4 PHYS 142 Physical Science II..... 4 PHYS 143 Astronomy..... 3 PHYS 152 Applied Mechanics (Statics) 3 PHYS 211 Applied Mechanics (Dynamics)..... 3 PHYS 235 Electrical Circuit Analysis..... 4
BIOL 180	Life Science I.....4		
BIOL 101	Human Biology4		
BIOL 102	Principles of Biology4		
BIOL 103	Principles of Biology II4		
BIOL 104	Animals & Society.....4		
BIOL 105	Intro to the Environment3		
BIOL 136	Anatomy & Physiology I.....4		
BIOL 137	Anatomy & Physiology II.....4		
BIOL 140	Microbiology.....4		
BIOL 150	Botany.....4		
<i>Mathematics:</i>			
MATH 107	Applied Mathematical Concepts.....5	MATH 125 Intro Analysis I - Business Calc I..... 4 MATH 130 Calculus & Analytic Geometry II 5 MATH 135 Intro Analysis II - Finite Math..... 3 MATH 137 Linear Algebra..... 4	MATH 140 Calc & Analytic Geometry III 3 MATH 161 Statistics 3 MATH 211 Differential Equations..... 3 MATT 104 Business Math 3 MATT 132 Elementary Tech Math 4 MATT 133 Technical Math I..... 4
MATH 111	College Algebra5		
MATH 114	Trigonometry.....3		
MATH 115	Survey of Statistics3		
MATH 118	Math for Elementary Ed I.....4		
MATH 120	Calculus & Analytic Geometry I.....5		
III. SOCIAL SCIENCE:		AGS: 3-6	
<i>ANTH 103 Anthropology</i> 3	<i>ANTH 107 Cultural Anthropology</i> 3	<i>HIST 151 U.S. History to 1865</i> 3 <i>HIST 152 U.S. History Since 1865</i> 3 HIST 215 History: Special Topics..... 3 POLI 130 Principles of Political Science 3 POLI 150 American Government..... 3 POLI 160 International Relations 3 POLI 170 American Judicial Process... 3 POLI 231 State & Local Government... 3 POLI 238 Comparative Government... 3 POLI 240 Non-Western Comparative Govt 3 POLI 250 Internship in Government 3	<i>PSYC 100 Intro to Psychology</i> 3 PSYC 101 Child Development 3 PSYC 120 Intro to Substance Abuse.... 3 PSYC 210 Human Development..... 3 PSYC 230 Abnormal Psychology 3 <i>PSYC 240 Social Psychology</i> 3 PSYC 250 Personality 3 <i>SOCY 100 Intro to Sociology</i> 3 SOCY 200 Marriage and The Family 3 <i>SOCY 201 Social Problems</i> 3 SOCY 202 Introduction to Social Work ... 3 SOCY 205 Juvenile Delinquency..... 3 <i>SOCY 225 Race & Ethnic Relations</i> ... 3 SOCY 230 Service Learning..... 1-3
<i>CECN 102 Microeconomics</i> 3	<i>CECN 103 Macroeconomics</i>3		
<i>CECN 108 Elements of Economics</i> 3	CRIM 101 Criminal Law3		
CRIM 105	Intro to Corrections3		
CRIM 204	Criminology.....3		
GEOG 134	World Regional Geography .3		
<i>HIST 111 Western Civilization I</i> 3	<i>HIST 112 Western Civilization II</i> 3		
<i>HIST 122 Modern Latin America</i> 3			

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Associate in Applied Science (AAS) Associate in General Studies (AGS) (Non-Transferable Degrees) General Education Electives

(unless specified by the major)

Courses in bold/*italic* type meet the Human Relations content requirement.

IV. HUMANITIES/FINE ARTS:		AGS: 3-6			
ARTS 103	Research Methods & Professional Practices 1	HIST 111	<i>Western Civilization I..... 3</i>	MUSI 120	Intro to American Music 3
ARTS 111	Art History I 3	HIST 112	<i>Western Civilization II..... 3</i>	MUSI 122	History of Rock and Roll 3
ARTS 112	Art History II 3	HIST 122	<i>Modern Latin America 3</i>	MUSI 123	Intro Electronic/Computer Music 3
ARTS 115	Art Appreciation 3	HIST 151	History of U.S. to 1865..... 3	MUSI 124	Music History I 3
ARTS 117	Drawing I..... 3	HIST 152	History of U.S. Since 1865... 3	MUSI 125	Music History II 3
ARTS 118	Drawing II..... 3	HUMN 101	Intro to Humanities..... 3	MUSI 126	Non-Western Music 3
ARTS 119	Basic Design 2-D 3	HUMN 103	Fantasy & Mythology 3	MUSI 150	Vermilion Festival Chorus... 1
ARTS 120	Basic Design 3-D I..... 3	JRNM 110	Intro to Television Production..... 3	MUSI 151	Orchestra 1
ARTS 121	Basic Design 3-D II..... 3	JRNM 112	Intro to Mass Media 3	MUSI 152	College Singers 1
ARTS 122	Life Drawing..... 3	LITR 101	Intro to Poetry 3	MUSI 153	Pep Band 1
ARTS 125	Ceramics I..... 3	LITR 102	Intro to Drama..... 3	PHIL 101	<i>Intro to Philosophy..... 3</i>
ARTS 126	Ceramics II..... 3	LITR 103	<i>Intro to Fiction..... 3</i>	PHIL 102	Logic 3
ARTS 130	Sculpture I..... 3	LITR 105	Intro to Film..... 3	PHIL 103	<i>Ethics..... 3</i>
ARTS 141	Painting I..... 3	LITR 106	<i>Women in Literature..... 3</i>	SPAN 100	Spanish for Public Safety.... 3
ARTS 142	Painting II..... 3	LITR 109	The Bible as Literature..... 3	SPAN 101	Elementary Spanish I..... 4
ARTS 151	Graphics Design I 3	LITR 111	<i>Non-Western Literature..... 3</i>	SPAN 102	Elementary Spanish II..... 4
ARTS 152	Graphic Design II 3	LITR 113	American Literature I 3	SPAN 103	Intermediate Spanish I..... 4
ARTS 153	Graphic Abstraction 3	LITR 114	American Literature II 3	SPAN 104	Intermediate Spanish II..... 4
ARTS 154	Typography 3	LITR 121	Chief English Writers I 3	SPCH 113	<i>Group Discussion..... 3</i>
ENGL 105	Creative Writing 3	LITR 122	Chief English Writers II 3	SPCH 145	Acting I..... 3
ENGL 106	Fiction Writing 3	LITR 131	Intro to Shakespeare 3	SPCH 146	Acting II..... 3
ENGL 107	Advanced Fiction Writing 3	MUSI 100	Rudiments of Music 3		
ENGL 108	Poetry Writing 3	MUSI 115	Music Appreciation..... 3		

Degree Programs

For AAS: In addition to the 3 hours in Communications and 3 hours in Science and Math, an additional 9 hours of General Education coursework must be completed from any of the above general education categories and courses.

For AGS: Students must complete 3 hours in Social Science, 3 hours in Humanities/Fine Arts, and an additional 3 hours in either Social Science or Humanities/Fine Arts for a total of 9 hours.

* A Human Relations course is required for graduation

** Success in College is required for graduation for all first time degree-seeking students.

Associate in Fine Arts in Art, Associate in Fine Arts in Art Education, Associate in Engineering Science, and Associate in Science and Associate in Arts Degrees

The Associate in Engineering Science, Associate in Science, Associate in Arts, Associate in Fine Arts in Art, and Associate in Fine Arts in Art Education degrees are designed to transfer and fulfill the course requirements for the first two years of a baccalaureate degree. However, the Associate in Fine Arts in Art Degree will require 3 additional credit hours in a Social Science to complete the Statewide General Education Core Course requirements (GECC). Additionally, the Associate in Science will require 3 additional credit hours in a Social Science and 3 additional credit hours in a Humanities to satisfy the Statewide General Education Core Course requirements. The Statewide General Education Core Courses can be completed at DACC, prior to transfer or at the transfer institution.

A well-planned program of study should concurrently meet DACC degree requirements as well as successfully transfer to fulfill curriculum requirements at a baccalaureate institution. It is the responsibility of the student to know and to observe the DACC degree requirements of his/her curriculum as they are specified in the official college catalog dated the same year as their entry as a student.

A student wishing to graduate with AA, AS, AES, AFA or AFAE degree may choose to meet the graduation requirements stated in the catalog in effect during the student's initial enrollment at DACC or those requirements stated in the current catalog at the time of their graduation. A break in enrollment of six consecutive terms (including summer) shall mean that a student must meet the degree requirements in the catalog published at the time of re-enrollment or the requirements as stated in the catalog at the time of their graduation. However, it is strongly recommended that the student meet with a counselor/advisor in planning a course of study which is equivalent to the lower-division course work at the institution to which the student plans to complete a baccalaureate degree.

Candidates for the Associate in Engineering Science, Associate in Science, Associate in Arts, Associate in Fine Arts in Art and Associate in Fine Arts in Art Education degrees must present an organized program of study which meets DACC degree requirements and is composed of course selections from the following groups of general education and specialty classes.

Degree Programs

General Education Core Curriculum (GECC) Certificate

DACC also offers the General Education Core Curriculum (GECC) Certificate as an option for transfer-oriented students. The GECC Certificate represents completion of the General Education Core Curriculum as a part of a transferable degree. DACC 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.

A list of participating institutions can be found at <http://itransfer.org/courses/participatingschools.php>

Completion of the GECC assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. Completion of the 37-41 credit hours also meets the general education requirements for all of DACC's transfer associate degrees. The credential is not a workforce certificate nor industry-recognized credential. Please note, education, science, technology, engineering, and mathematics majors will be directed to take specific general education courses for their majors. DACC Academic Advisors (Lincoln Hall, Room 104) can help students select the courses that meet their education and certificate/degree goals.

Graduation Requirements for Transfer Degrees and Certificates

This worksheet is designed to facilitate the student in planning a program which will meet requirements at DACC. Although it is the responsibility of the student to know and to observe the requirements of his/her curriculum, it is strongly recommended that the student meet with a counselor/advisor in planning a course of study. A well planned program should concurrently meet DACC degree requirements, as well as successfully transfer to fulfill curriculum requirements at a senior institution.

For transfer degrees, the student's total program must contain a minimum of sixty (60) semester hours of academic work with a cumulative grade point average of not less than 2.0. Candidates for the Associate in Fine Arts in Art, Associate in Fine Arts in Art Education, Associate in Science and Associate in Arts Degree or the Associate in Engineering Science Degree must present an organized program of study that meets the General Education requirements below. The General Education Core Curriculum Certificate completes the State general education requirements.

*A non-western class is recommended from either the Humanities or Social Science categories. Courses in **bold/italic type** meet the Human Relations content requirement. **Statewide General Education Core course requirements may not be met with the following, unless additional courses are completed. Please consult your advisor.

	Communications	Science	Math	Social Science	Humanities	Major-Specific	Total
Associate in Science **	9	10	6	6	6	23	60
Associate in Arts	9	7	3	9	9	23	60
Associate in Engineering Science **	6	8	13	3-6	3-6	21-33	62-66
Associate in Fine Arts in Art	9	7-8	3	6	9	28	62-63
Associate in Fine Arts in Art Education	9	7-8	3	9	9	25	62-63
General Education Core Curriculum Certificate	9	7-8	3-6	9	9	0	37-41

I. COMMUNICATIONS (2 writing, 1 speech) AS: 9 AA: 9 AES: 6 AFA: 9 AFAE: 9

ENGL 101 Rhetoric & Composition I.....3	SPCH 101 Speech, Oral Communications.....3	SPCH 102 Speech, Public Speaking.....3
ENGL 102 Rhetoric & Composition II.....3		

II. SCIENCE (1 Life Science, 1 Physical Science) AS: 10 AA: 7 AES: 8 AFA: 7-8 AFAE: 7-8

Life Sciences:	Physical Sciences:
BIOL 100 Life Science I4	CHEM 100 Intro to Chemistry4
BIOL 101 Human Biology4	CHEM 101 General Chemistry I4
BIOL 102 Principles of Biology4	CHEM 105* Introduction to Forensic Chemistry4
BIOL 104 Animals and Society4	PHYS 106 Physics: Mechanics4
BIOL 105 Introduction to Environment.3	PHYS 114 Physical Geology4
	PHYS 141 Physical Science I4
	PHYS 142 Physical Science II4
	PHYS 143 Intro. to Astronomy3

III. MATHEMATICS AS: 6 AA: 3 AES: 13 AFA: 3 AFAE: 3

MATH 115 Survey of Statistics3	MATH 120 Calc and Analytic Geom5	MATH 135 Intro Analysis II (Finite Math).....3
MATH 119 Mathematics for Elementary Education II.....3	MATH 125 Introductory Analysis I.....4	MATH 140 Calc and Analytic Geom. III .3
	MATH 130 Calc and Analytic Geom. II ..5	MATH 161 Statistics3

IV. SOCIAL SCIENCE* (select from two or more subject areas)AS: 6 AA: 9 AES: 3-6 AFA: 6 AFAE: 9

ANTH 103 Anthropology.....3	HIST 151 U.S. History to 1865.....3	PSYC 100 Intro to Psychology3
ANTH 107 Cultural Anthropology3	HIST 152 U.S. History Since 1865.....3	SOCY 100 Intro to Sociology3
CECN 102 Microeconomic Principles...3	POLI 130 Principles of Political Science3	
CECN 103 Macroeconomic Principles...3	POLI 150 American Government.....3	
CECN 108 Elements of Economics3	POLI 160 International Relations3	
GEOG 134 World Regional Geography3	POLI 231 State & Local Governm.....3	
HIST 111 Western Civil I.....3	POLI 238 Comparative Governm.....3	
HIST 112 Western Civil II.....3	POLI 240 Non-Western Comparative Gov.3	
HIST 122 Modern Latin America3		

V. HUMANITIES* (1 humanities, 1 fine arts) AS: 6 AA: 9 AES: 3-6 AFA: 9 AFAE: 9

Humanities:		
HUMN 101 Intro to Humanities.....3	LITR 109 The Bible as Literature.....3	PHIL 101 Intro to Philosophy.....3
HUMN 103 Fantasy & Mythology.....3	LITR 111 Non-Western Literature.....3	PHIL 102 Logic3
LITR 101 Intro to Poetry3	LITR 113 American Lit I.....3	PHIL 103 Ethics.....3
LITR 102 Intro to Drama.....3	LITR 114 American Lit II.....3	SPAN 104 Intermediate Spanish II.....4
LITR 103 Intro to Fiction3	LITR 121 Chief English Writers I3	
LITR 104 Afro-American Literature ..3	LITR 122 Chief English Writers II3	
LITR 106 Women in Literature3	LITR 131 Intro to Shakespeare3	

Fine Arts:

ARTS 105 Theater Appreciation.....3	MUSI 115 Music Appreciation.....3
ARTS 111 Art History I.....3	MUSI 120 Intro to American Music.....3
ARTS 112 Art History II.....3	MUSI 124 Music History I.....3
ARTS 115 Art Appreciation3	MUSI 125 Music History II.....3
LITR 105 Intro to Film.....3	MUSI 126 Non-Western Music3

Degree Programs

VI. MAJOR-SPECIFIC		AS: 23	AA: 23	AES: 21-33	AFA: 28	AFAE: 25
MAJOR-SPECIFIC BACCALAUREATE COURSES						
AGRI 101	Intro to Animal Science.....4	EDUC 101	Nature Teaching Profession.....3	PEMW 136	Fitness Center II.....1	
AGRI 102	Intro Ag Economics.....3	EDUC 211	Educational Psychology.....3	PEMW 137	Fitness Center III.....1	
AGRI 103	Ag Mechanization.....3	EDUC 270	Education/Exceptional Child.....3	PEMW 138	Fitness Center IV.....1	
AGRI 109	Agricultural Technology.....3	ENGL 105	Creative Writing.....3	PEMW 150	Teaching Elementary Games.....2	
AGRI 121	Intro Crop (Plant) Science...3	ENGL 106	Fiction Writing.....3	PEMW 153	Introduction to Sports Psychology.....3	
AGRI 180	Intro Soil Science.....4	ENGL 107	Advanced Fiction Writing.....3	PHYS 102	Physics (Wave Motion, Elec., Optics).....5	
ARTS 103	Research Methods & Professional Practices.....1	ENGL 108	Poetry Writing.....3	PHYS 107	Physics (Heat, Magnetism).....4	
ARTS 117	Drawing I.....3	HIST 160	History of Illinois.....3	PHYS 108	Physics (Wave Mo., Optics, Md. Phys).....4	
ARTS 118	Drawing II.....3	HIST 181	Ancient World I.....3	PHYS 152	Applied Mechanics (Statics).....3	
ARTS 119	Basic Design 2-D.....3	HIST 182	Ancient World II.....3	PHYS 211	Applied Mechanics (Dynamics).....3	
ARTS 120	Basic Design 3-D I.....3	HIST 215	History, Special Topics.....3	POLI 170	American Judicial Process...3	
ARTS 121	Basic Design 3-D II.....3	HLTH 101	Contemporary Health.....3	POLI 250	Internship in Government...3	
ARTS 122	Life Drawing.....3	HLTH 102	First Aid and Personal Safety.....2	POLI 270	Special Topics: International Terrorism.....3	
ARTS 125	Ceramics I.....3	HLTH 130	Nutrition.....3	PSYC 101	Child Development.....3	
ARTS 126	Ceramics II.....3	INST 101	Success In College.....1	PSYC 120	Intro to Substance Abuse...3	
ARTS 130	Sculpture I.....3	INST 105	Library Research Skills.....2	PSYC 210	Human Development.....3	
ARTS 141	Painting I.....3	JRNM 110	Intro. to Television Production.....3	PSYC 230	Abnormal Psychology.....3	
ARTS 142	Painting II.....3	JRNM 112	Intro. to Mass Media.....3	PSYC 240	Social Psychology.....3	
ARTS 150	Computer Art I.....3	MATH 110	Computer Science.....3	PSYC 250	Personality.....3	
ARTS 151	Graphics Design I.....3	MATH 111	College Algebra.....5	SOCY 200	Marriage and the Family...3	
ARTS 152	Graphic Design II.....3	MATH 114	Trigonometry.....3	SOCY 201	Social Problems.....3	
ARTS 153	Graphic Abstraction.....3	MATH 116	Mathematics in Society.....3	SOCY 202	Intro. Social Work.....3	
ARTS 154	Typography.....3	MATH 118	Math for Elementary Ed I....4	SOCY 205	Juvenile Delinquency.....3	
BIOL 102	Principles of Biology.....4	MATH 137	Intro to Linear Algebra.....4	SOCY 225	Race and Ethnic Relations.....3	
BIOL 103	Principles of Biology II.....4	MATH 211	Differential Equations.....3	SOCY 230	Service Learning..... 1-3	
BIOL 136	Anatomy & Physiology I.....4	MUSI 100	Rudiments of Music.....3	SPAN 100	Spanish for Public Safety...3	
BIOL 137	Anatomy & Physiology II.....4	MUSI 122	History of Rock and Roll.....3	SPAN 101	Elementary Spanish I.....4	
BIOL 140	Microbiology.....4	MUSI 123	Intro. Electronic/Computer Music.....3	SPAN 102	Elementary Spanish II.....4	
BIOL 150	Botany.....4	MUSI 150	Vermilion Festival Chorus...1	SPAN 103	Intermediate Spanish I.....4	
CACC 101	Financial Accounting.....3	MUSI 151	Orchestra.....1	SPCH 113	Group Discussion.....3	
CACC 105	Managerial Accounting.....3	MUSI 152	College Singers.....1	SPCH 141	Oral Interpretation.....3	
CACC 166	Cost Accounting.....3	MUSI 153	Pep Band.....1	SPCH 145	Acting I.....3	
CBUS 104	Intro to Business.....3	PEMW 110	Yoga I.....1	SPCH 146	Acting II.....3	
CBUS 150	Business Computer Systems.....3	PEMW 111	Pilates I.....1	SPCH 147	Theatre Performance Practicum.....1	
CBUS 203	Business Law I.....3	PEMW 112	Boot Camp I.....1	SUST 100	Principles of Sustainability...3	
CBUS 204	Business Law II.....3	PEMW 113	Weight Training.....1			
CHEM 102	College Chemistry II.....4	PEMW 114	Intermediate Weight Training.....1			
CHEM 133	Organic Chemistry I.....5	PEMW 115	Advanced Weight Training...1			
CHEM 134	Organic Chemistry II.....5	PEMW 119	Expert Weight Training.....1			
CRIM 207	Verbal Defense Techniques.....2	PEMW 135	Fitness Center I.....1			
DRAF 161	Engineering Graphics.....3					
DRAF 166	Intro to Autocad.....3					

CAREER COURSES WHICH CAN BE USED AS MAJOR-SPECIFIC COURSES

BMGT 114	Principles of Management...3	CRIM 100	Intro to Law Enforcement...3	CSCI 100	Intro to C++.....3
BMGT 117	Principles of Marketing.....4	CRIM 101	Criminal Law.....3	HORT 101	Intro Horticulture Science...3
BMGT 200	Intro to Sports Management 3	CRIM 103	Patrol Techniques.....3	HORT 160	Intro. Floral Design.....4
BOFF 121	Fundamentals of Business Documents.....3	CRIM 105	Intro to Corrections.....3	SPAN 100 is	transferable as an elective, but does NOT count towards the foreign language requirement needed for 4 year institutions.
BOFF 125	Business Communication Strategies.....3	CRIM 170	Community Based Corrections.....3		
BOFF 140	Medical Terminology.....3	CRIM 180	Probation and Parole.....3		
		CRIM 204	Criminology.....3		

NOTE TO STUDENTS: This is not a complete listing of suggested areas of study. The first two years of many baccalaureate programs can be completed at the community college level. For more information contact a Counselor or Academic Advisor.

Transfer Programs (AS/AA Degree)

AGRICULTURE

- Agriculture Communications
- Agriculture Industries
- Agriculture Mechanization
- Agriculture Marketing
- Agronomy
- Animal Science
- (Pre) Veterinary Medicine
- Forestry
- General Agriculture
- Horticulture

BUSINESS

- Accounting
- Computer Management
- Economics
- Finance
- Management
- Marketing
- Office Management

COMMUNICATION

- Advertising
- Journalism
- Mass Media
- Rhetoric
- Speech

COMPUTER SCIENCE

- Business or Math option

EDUCATION

- Early Childhood
- Elementary Education
- Health Education
- Physical Education
- Secondary Education
- Special Education

ENGINEERING

- Agricultural Engineering
- Chemical Engineering
- Civil Engineering
- Computer and Electrical Engineering
- Mechanical Engineering

HEALTH CARE

- Medical Laboratory Technology
- Nursing
- (Pre) Medicine, Dentistry and Optometry
- (Pre) Occupational Therapy
- (Pre) Pharmacy
- (Pre) Physical Therapy
- (Pre) Veterinary Medicine
- (Pre) Professional Health Careers

LIBERAL ARTS AND SCIENCES

- Administration of Justice
- Anthropology
- Art
- Biology
- Chemistry
- Criminology
- Graphic Design
- History
- Literature
- Mathematics
- Music
- Philosophy
- Political Science
- Pre-Law
- Psychology
- Religion
- Social Work
- Sociology
- Spanish

Associate in Engineering Science Degree

Communications:6
 Science:8
 Mathematics:13

Engineering Specialty Courses:21-33
 Social Sciences:3-6
 Humanities:3-6

Total Credit Hours..... 62-66

PLEASE NOTE THAT COLLEGE ALGEBRA, AND TRIGONOMETRY
 DO **NOT** COUNT TOWARDS THE MATH REQUIREMENT.

*First time degree seeking students must complete INST101, Success in College,
 as a requirement for graduation.*

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ENGL 101 Rhetoric and Composition I	3		
MATH 120 Calculus & Analytic Geometry I	5		
CHEM 101 Chemistry I	4		
Humanities Elective (See List)*	3		
Social Science Elective (See List)*	3		
Total	18		
Second Semester			
ENGL 102 Rhetoric and Composition II	3		
MATH 130 Calculus & Analytic Geometry II	5		
CHEM 102 Chemistry II	4		
PHYS 106 Physics - Mechanics	4		
Total	16		
Third Semester			
MATH 140 Calculus & Analytic Geometry III	3		
PHYS 107 Physics - Heat/Magnetism	4		
MATH 110 Intro. Computer Science	3		
Engineering Specialty Course (See List)	3-5		
Total	13-15		
Fourth Semester			
MATH 211 Differential Equations	3		
PHYS 108 Physics - Wave Motion, Optics, & Modern Physics	4		
Engineering Specialty Course or Social Science/Humanities Elective (See Lists)	3-5		
Engineering Specialty Course or Social Science/Humanities Elective (See Lists)	3-5		
Total	13-17		

* A Human Relations Course is required for graduation. A Non-Western Course is also recommended.
 See your counselor for a list of these courses.

continue on next page

Engineering Specialty Courses	HOURS	F,S,I,SU	GRADE
1. Aeronautical, Manufacturing, Mechanical Engineering, & Engineering Mechanics			
DRAF 161 Engineering Graphics	3		
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		
2. Chemical Engineering			
CHEM 133 Organic Chemistry	5		
CHEM 134 Organic Chemistry II	5		
3. Civil Engineering			
DRAF 161 Engineering Graphics	3		
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		
4. Industrial Engineering			
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		
CECN 102 Microeconomics	3		
5. Material Sciences & Engineering			
PHYS 152 Applied Mechanics - Statics	3		
6. Mining Engineering (Only Offered @ S.I.U.-Carbondale)			
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		
7. Nuclear Engineering (Only Offered @ U. of I.-Urbana)			
DRAF 161 Engineering Graphics	3		
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		
8. Agricultural Engineering (Only Offered @ U. of I.-Urbana)			
DRAF 161 Engineering Graphics	3		
PHYS 152 Applied Mechanics - Statics	3		
PHYS 211 Applied Mechanics - Dynamics	3		

Associate in Fine Arts in Art Degree

Communications:9	Art Specialty Courses:28
Science:7-8	Social Sciences:6
Mathematics:3	Humanities & Fine Arts:9
Total Credit Hours..... 62-63	

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ARTS 111 Art History I	3		
ARTS 117 Drawing I	3		
ARTS 119 Basic Design 2-D	3		
ENGL 101 Rhetoric & Composition 1	3		
IAI Math Elective	3		
Total	15		
Second Semester			
ARTS 112 Art History II	3		
ARTS 120 Basic Design 3-D	3		
ARTS 141 Painting I	3		
ENGL 102 Rhetoric & Composition II	3		
IAI Life Science Elective	3-4		
Total	15-16		
Third Semester			
ARTS Elective	3		
ARTS Elective	3		
SPCH 101 Oral Communications	3		
IAI Physical Science Elective	3-4		
IAI Social Science Elective	3		
Total	15-16		
Fourth Semester			
ARTS 103 Research Methods & Professional Practices	1		
ARTS Elective	3		
ARTS Elective	3		
ARTS Elective	3		
IAI Humanities Elective	3		
IAI Social Science Elective	3		
Total	16		
Total	62-63		

* Fulfills the Human Relations Course for graduation requirement.

All students pursuing the AFA in Art must complete the Core Curriculum: ARTS 103, ARTS 117, ARTS 118 **OR** ARTS 122, ARTS 119, ARTS 120, and ARTS 141 (16 credit hours).

Student pursuing the studio art option must complete 12 credit hours in studio art electives, which include: ARTS 118 **or** ARTS 122, ARTS 121, ARTS 125, ARTS 126, ARTS 130, ARTS 142, ARTS 150.

Students pursuing the graphic art option must complete 12 credit hours in art electives, 9 of which **MUST** be: ARTS 151 (Graphic Design I), ARTS 153 (Graphic Abstraction), and ARTS 154 (Typography).

For the IAI General Education electives please refer to the Transfer Degree Graduation Requirements in the Catalog. One science elective **MUST** include a lab. Students planning to transfer to a four-year institution should choose art electives based on the program to which they are seeking admission.

Associate in Fine Arts in Art Education Degree

Communications:	9	Art Specialty Courses:	22
Science:	7-8	Social Sciences:.....	9
Mathematics:	3	Humanities & Fine Arts:	9
Education Elective:	3		
Total Credit Hours.....		62-63	

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ARTS 111 Art History I	3		
ARTS 117 Drawing I	3		
ARTS 119 Basic Design 2-D	3		
ENGL 101 Rhetoric & Composition 1	3		
IAI Math Elective	3		
Total	15		
Second Semester			
ARTS 112 Art History II	3		
ARTS 120 Basic Design 3-D	3		
ARTS 141 Painting I	3		
ENGL 102 Rhetoric & Composition II	3		
IAI Life Science Elective	3-4		
Total	15-16		
Third Semester			
ARTS Elective	3		
ARTS 125 Ceramics I	3		
HIST 151 or 152 U.S. History	3		
SPCH 101 Oral Communications	3		
IAI Physical Science Elective	3-4		
Total	15-16		
Fourth Semester			
ARTS 103 Research Methods & Professional Practices	1		
ARTS Elective	3		
Education Elective*	3		
IAI Humanities Elective	3		
POLI 150 American Government	3		
PSYC 100 or SOCY 100	3		
Total	16		
Total	62-63		

ARTS Electives include ARTS 118 (Drawing II), ARTS 122 (Life Drawing), ARTS 121 (Basic Design 3-DII), ARTS 126 (Ceramics II), ARTS 130 (Sculpture), ARTS 142 (Painting II), ARTS 150 (Computer Art), ARTS 151 & 152 (Graphic Design I & II), ARTS 153 (Graphic Abstraction), ARTS 154 (Typography). 1 ARTS elective **MUST** be either ARTS 118 or ARTS 122.

Education Electives include: EDUC 101 (Nature of Teaching Profession), EDUC 211 (Educational Psychology), EDUC 270 (Education of the Exceptional Child).

For the IAI General Education electives please refer to the Transfer Degree Graduation Requirements in the Catalog. One science elective **MUST** include a lab. HIST 151 and 152, SPCH 101 and 102, POLI 150, PSYC 100 and SOCY 100 all meet the Human Relations course required for graduation. Students planning to transfer to a four-year institution should choose art electives based on the program to which they are seeking admission.

Degree Programs

University Partnerships

Includes: Illinois Articulation Initiative, University Transfer Agreements, 3+1 Agreements, University 2 + 2 Agreements, University Dual Admission Programs, University Degree Completion Programs, University Transfer Curriculum Guides, Reverse Transfer

Illinois Articulation Initiative (IAI)

Danville Area 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 transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate 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 (and thereafter). More information about the Illinois Articulation Initiative is available online at www.itransfer.org.

University Transfer Agreements

Danville Area Community College has agreements in place with many four-year colleges and universities to facilitate the transfer of credits for students who intend to complete a bachelor's degree. Associate in Science (AS), Associate Arts (AA), Associate in Engineering Science (AES) Associate in Fine Arts in Art (AFA) and Associate in Fine Arts in Art Education (AFAE) degree students who choose a course of study and transfer institution with the approval of an academic counselor, using established curriculum guidelines, may expect to complete a Bachelor's degree in a timely fashion. If there is a major/school anywhere in the United States that does not have a prescribed transfer plan, one can be developed for the student working in concert with a DACC advisor and the transfer school of choice.

A partial list of participating area universities includes:

- Bradley University
- Chamberlain College of Nursing
- Eastern Illinois University
- Franklin University
- Grand Canyon University
- Illinois State University
- Indiana State University
- Indiana Wesleyan University
- Northern Illinois University
- Olivet Nazarene University
- Purdue University
- Southern Illinois University at Carbondale
- Southern Illinois University at Edwardsville
- University of Illinois at Chicago
- University of Illinois at Springfield
- University of Illinois at Urbana/Champaign
- Western Illinois University

This is not a complete listing of four-year colleges and universities to which a student may transfer from DACC.

Reverse Transfer

Danville Area Community College has established a Reverse Transfer Agreement with Eastern Illinois University (EIU). This agreement allows the awarding of an Associate Degree to transfer students, who transferred prior to completing the Associate Degree, but complete the requirements of the Associate Degree while pursuing a Bachelor Degree at EIU.

3+1 Agreements

3+1 Agreements allow a student pursuing a Bachelor's degree to take the first three years of classes on DACC'S campus – at DACC'S tuition rate – and then complete the fourth year of the degree online either at home or in DACC's Computer Lab. DACC has agreements with three universities: Franklin University, Eastern Illinois University, and Lakeview College of Nursing.

Franklin University Bachelor of Science (BS)

Degrees:

- Accounting
- Allied Healthcare Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Forensics
- Criminal Justice Administration
- Communications
- Business Economics
- Energy Management
- Emergency Management & Homeland Security
- Entrepreneurship
- Financial Management
- Financial Planning
- Healthcare Management
- Health Information Management
- Human Resource Management
- Interdisciplinary Studies
- Interactive Media Design
- Information Systems Auditing
- Logistics Management
- Management & Leadership
- Marketing
- Nursing (BSN)
- Operation & Supply Chain Management
- Public Relations
- Public Safety Management
- Public Administration
- Risk Management & Insurance
- Social Science

Eastern Illinois University -- BSN

Attend DACC for all of your required General Education courses and the DACC Nursing Program courses. Submit a provisional application to enroll in the RN to BSN program at EIU while in the DACC Nursing Program, taking classes from both schools at the same time. Graduate from DACC and pass the National Licensure exam (NCLEX). Finish one year of online coursework needed to earn a Bachelor's in Nursing from EIU.

Lakeview College of Nursing -- BSN

See Advisement for more information.

Transferology.com

How My Courses Transfer? Visit <https://www.transferology.com/>

Simply enter your courses to find equivalent courses at other schools. Matches are ranked by awarded credit, so you can eliminate the guesswork and maximize your transfer potential.

School Profiles offer quick access to program information, school size, and tuition cost. You can request information and even set up a campus visit with a click of a button!

2+2 Agreements

2 + 2 agreements, sometimes called capstones, allow a student pursuing a career degree, Associate in Applied Science (AAS) or transfer degree (AA/AS/AES/AFA/AFAE), to transfer his/her credits to a 4-year institution in pursuit of a Bachelor's degree. Traditionally, career programs are not designed to transfer. Listed below are the institutions that have active 2 + 2 agreements in place.

- Chamberlain College of Nursing
- Grand Canyon University
- Indiana Wesleyan University
- Lakeview College of Nursing
- Olivet Nazarene University
- University of Illinois - Springfield
- University of Illinois Urbana-Champaign

Dual Admission Programs

Dual Admission to Eastern Illinois University is available to students planning to complete an Associate in Science and Associate Arts (AS/AA) at Danville Area Community College and a baccalaureate degree at EIU. The Dual Admission Program (DAP) facilitates the transfer of students from DACC to EIU. Students who fulfill the requirements of the DAP Agreement are guaranteed acceptance to the University with full junior status.



Danville Area Community College

Counseling Office: (217) 443-8750
 Registrar Office: (217) 443-8803
 2000 East Main St.
 Danville, IL 61832
 E-mail: admissions@dacc.edu
www.dacc.edu



Eastern Illinois University

Transfer Relations
 600 Lincoln Ave.
 Charleston, IL 61920
 (217) 581-2120; (217) 581-6452 fax
 E-mail: transfer@eiu.edu
www.eiu.edu



University of Illinois at Urbana Champaign

DACC Pathway to Illinois

The *DACC Pathway to Illinois* program is an opportunity for qualifying Danville Area Community College students to gain guaranteed admission to specific correlating majors at the University of Illinois and, while preparing to transfer, to integrate their time as full-time DACC students with resources at Illinois.

- Gain guaranteed admission to the University of Illinois*
- Enjoy personalized academic counseling

Contact the DACC Counseling and Advising office at 217-443-8750 to discuss this opportunity. Check out the Pathway to Illinois website at http://www.admissions.illinois.edu/apply/requirements_DACC.html.



Olivet Nazarene University

The Pursue ONU initiative gives students the opportunity to be simultaneously admitted to Danville Area Community College and Olivet Nazarene University (ONU). The goal is to create a seamless and successful transition to transfer students intending to complete their baccalaureate degree at ONU. Pursue ONU students receive academic advisement from both DACC and ONU to assist in the completion of the associate and bachelor degrees. A Pursue ONU student will have the opportunity to participate in activities at both ONU and the participating community college.

Contact the DACC Counseling and Advising Office at 217-443-8750 to discuss this opportunity.

University Transfer Curriculum Guides

The first two years of most baccalaureate programs can be completed at Danville Area Community College. Specific transfer curriculum guides are in place for students entering some of the more popular programs at the most admired four-year colleges and universities. DACC has created these guides to facilitate the transfer process for our students. These guides are available online at <https://www.dacc.edu/programs>. They are listed first by major, then by type of degree. This is not a finite listing of available areas of study. If there is a major that is not listed, a transfer plan can be developed between the student, the desired transfer institution, and a DACC advisor. For more information, contact an Academic Counselor or Advisor.*

Eastern Illinois University



- Architecture/Art/Graphic Design
 - ~ Studio Art
 - ~ Art Education
 - ~ Art History
 - ~ Graphic Design
- Business
 - ~ Accounting
 - ~ Finance
 - ~ Management Information Systems
 - ~ Management and Marketing (concentration in Human Resources, Administrative and Operations Management)
- Communications/English/Journalism/Public Relations/Speech Pathology
 - ~ Communication Disorders and Sciences (Speech Pathology and Audiology)
 - ~ English (BA)
 - ~ English (BA for Teacher Certification)
 - ~ Journalism
- Computer Science
 - ~ Mathematics and Computer Science
- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
 - ~ Elementary Education
 - ~ Mathematics (BA for Teacher Certification)
 - ~ Physical Education (Teacher Certification K-12)
 - ~ Special Education (Elementary Option)
- Applied Engineering Technology
- Math/Science
 - ~ Biological Sciences
 - ~ Chemistry
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
 - ~ Criminal Justice BA
 - ~ Sociology
 - ~ History (teacher option)
 - ~ Political Science
 - ~ Psychology
 - ~ Sociology
 - ~ Sports Management

Illinois State University



- Architecture/Art/Graphic Design
 - ~ Studio Arts
 - ~ Graphic Design
 - ~ Art History
 - ~ Art Education
 - ~ Art Therapy
- Agriculture
 - ~ Agribusiness
- Business
 - ~ Accounting
 - ~ Business Administration
 - ~ Finance
 - ~ Insurance
 - ~ International Business
 - ~ Management
 - ~ Marketing
- Communications/English/Journalism/Public Relations/Speech Pathology
 - ~ English
 - ~ English Education
 - ~ Mass Communication
 - ~ Public Relations
 - ~ Speech Pathology/Audiology and Education
- Computer Information Systems
 - ~ General Computer Science
 - ~ Enterprise Computing Engineering
- Education (Early Childhood, Elementary Education, Secondary Education, Special Education)
 - ~ Elementary Education (K-9)
 - ~ Mathematics Education
 - ~ Special Education
- Engineering/Industrial Technology
 - ~ Construction Management
 - ~ Industrial Computer Systems
 - ~ Renewable Energy
 - ~ Graphic Communications
- Health Care
 - ~ Nursing
- Horticulture
- Social Sciences (Criminology, Political Science, Psychology, Social Work, Sociology)
 - ~ Criminal Justice Sciences
 - ~ History
 - ~ Political Science
 - ~ Psychology
 - ~ Social Work

University Transfer Curriculum Guides

Degree Programs

Indiana State University



- Business
 - ~ Accounting
 - ~ Business Administration
 - ~ Finance
 - ~ Insurance and Risk Management
 - ~ Management
 - ~ Management Information Systems and Marketing
 - ~ Financial Services
- Education
 - ~ Elementary Education
- Social Sciences (Criminal Justice, Political Science)
 - ~ Criminology

Lakeview School of Nursing



- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
 - ~ Nursing
 - ~ Nursing AAS-BSN 2+2 Program
 - ~ Nursing 3+1 Program

Northern Illinois University



- Sociology

Purdue University



- Health Care
 - ~ Pre-Pharmacy

Southern Illinois University



- Architecture/Art/Graphic Design
 - ~ Architectural Studies
 - ~ Art Education
 - ~ Art History
 - ~ General Studio Art
- Agriculture/Forestry/Horticulture/Pre-Veterinary Medicine
 - ~ Agricultural Systems & Education
 - ~ Plant & Soil Science
- Business
 - ~ Accounting
 - ~ Business and Administration
 - ~ Business Economics
 - ~ Finance
 - ~ Management
 - ~ Marketing
- Communications/English/Journalism/Public Relations
 - ~ Communication Disorders and Sciences (Teacher Education Program)
 - ~ English
 - ~ English Education
 - ~ Journalism
 - ~ Radio and Television
- Computer Science
 - ~ Computer Science

- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
 - ~ Biological Sciences
 - ~ Biological Sciences Education
 - ~ Elementary Education (K-9)
 - ~ Health Education
 - ~ Mathematics (BA)
 - ~ Mathematics (BS)
 - ~ Mathematics Education
 - ~ Physical Education – Athletic Training
 - ~ Physical Education – Teacher Education Specialization
 - ~ Special Education
- Engineering
 - ~ Engineering (Civil, Electrical or Computer, Mechanical, Mining, Environmental)
 - ~ Engineering Technology (Electrical)
- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
 - ~ Nursing – BSN
 - ~ Pre-Medicine (Appropriate Major Selected by Student)
- Math/Science
 - ~ Chemistry
 - ~ Zoology
- Social Sciences (Criminal Justice, Criminology, Psychology, Social Work, Sociology)
 - ~ Criminology
 - ~ History
 - ~ Paralegal Studies for Legal Assistants
 - ~ Psychology
 - ~ Social Work
 - ~ Sociology

University of Illinois



- Architecture/Art/Graphic Design
- Agriculture/Forestry/Horticulture/Pre-Veterinary Medicine
 - ~ Ag & Consumer Econ
 - ~ Animal Science
 - ~ Pre-Veterinary Medicine
- Business
 - ~ Accountancy
 - ~ Business Process Management
 - ~ Finance
- Communications/English/Journalism/Public Relations/Speech Pathology
 - ~ Advertising
 - ~ Journalism (News Editorial and Broadcast Journalism)
 - ~ Media Studies
- Computer Science
 - ~ Mathematics
 - ~ Actuarial Sciences
 - ~ Mathematics/Computer Science
 - ~ Statistics and Statistics/Computer Science
- Education
 - ~ Athletic Trainer
 - ~ Elementary/Early Childhood

continue on next page

University Transfer Curriculum Guides

- Engineering/Industrial Technology
 - ~ Engineering
- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Physical Therapy)
 - ~ Nursing
 - ~ Pre-Physical Therapy
- Math/Science
 - ~ Chemistry
 - ~ Mathematics
- Social Sciences (Criminal Justice, Political Science, Psychology)
 - ~ Political Science
 - ~ Psychology

Western Illinois University

- Business
 - ~ Accountancy
 - ~ Economics
 - ~ Finance
 - ~ Human Resource Management
 - ~ Information Management
 - ~ Management
 - ~ Marketing
- Education (Early Childhood, Elementary Education)
 - ~ Elementary Education and Early Childhood Education
- Math/Science
 - ~ Mathematics (BS)
- Social Sciences (Criminal Justice, Social Work)
 - ~ Law Enforcement and Justice Administration
 - ~ Social Work



This is not a complete listing of available areas of study. The first two years of many baccalaureate programs can be completed at the community college level. If there is a major that is not listed, a transfer plan can still be developed between the student, the desired transfer institution, and a DACC advisor.

For more information, contact a Counselor or Academic Advisor.

Associate in Applied Science Degrees and Career Certificate Programs

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Management Certificate	Business & Technology	118
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DACC Programs

DACC students can earn a variety of two-year career degrees or short-term certificates, or set the foundation to transfer and earn a bachelor's degree. Before you enroll, check with the Counseling and Advising staff to determine which educational plan will set you on the road to achieve your goals.

DACC Career Degree (AAS) and Certificates

Associate in Applied Science Degrees and Career Certificate Programs

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Education: Early Childhood - Paraprofessional Option	104
Education: Early Childhood Teaching Assistant Certificate	105
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Health Information Technology.....	112-113
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Medical Assistant Certificate (MA)	126
Nurse Assistant Certificate (CNA)	127
Nurse Assistant Certificate, Advanced (CNA)	127
Nursing Associate Degree in Nursing (AAS).....	128-129
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Computer Programming Certificate	94
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Accounting

Associate in Applied Science Degree

This program prepares students for positions in Business Administration with a specialty in Accounting. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

Designated as a program of Study Partnership.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CACC 101 Financial Accounting	3		
# BOFF 225 Spreadsheet Applications (pre: BOFF 130)	3		
CBUS 104 Intro. to Business	3		
BOFF 108 Ethics in the Workplace	1		
* Mathematics Elective	3		
Total	13		
Second Semester			
CACC 105 Managerial Accounting	3		
# BOFF 230 Advanced Spreadsheet Applications	3		
BACC 130 Payroll Accounting	3		
* Humanities Elective	3		
* Communication Elective (ENGL 101 or 121)	3		
* Business Elective	3		
Total	18		
Third Semester			
BOFF 125 Business Communication Strategies (pre: BOFF 121)	3		
CACC 108 Intermediate Accounting I	3		
CBUS 203 Business Law I	3		
BACC 228 Computerized Accounting	3		
BACC 230 Business Income Tax Accounting <u>OR</u>			
BACC 229 Individual Income Tax Accounting	3		
**Economics Elective (CECN 102 or 108)	3		
Total	18		
Fourth Semester			
CACC 166 Cost Accounting	3		
CACC 109 Intermediate Accounting II	3		
Business Elective	3		
CBUS 204 Business Law II	3		
Total	12		

Total Hours 61

	HOURS	F,S,I,SU	GRADE
**Approved Business Electives			
BACC 120 Principles of Finance	3		
BACC 295 Accounting Internship	3		
BACC 297 Accounting Internship	3		
BMGT 114 Principles of Management	3		
BOFF 260 Professional Development	2		
BOFF 127 Intro to PowerPoint	2		
CBUS 150 Business Computer Systems	3		
CECN 103 Macroeconomic Principles	3		

* General Education.

+ Placement depends on demonstrated proficiency.

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Accounting

Certificate Program

This program is designed to develop the specific skills required for employment in the accounting field. Currently employed workers will find the specialized study an opportunity to upgrade their employment level.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CACC 101 Financial Accounting	3		
BACC 130 Payroll Accounting	3		
# BOFF 225 Spreadsheet Applications	3		
Mathematics Elective	3		
BOFF 108 Ethics in the Workplace	1		
Total	13		
Second Semester			
CACC 105 Managerial Accounting	3		
BACC 229 Individual Income Tax Accounting <i>OR</i>			
BACC 230 Business Income Tax Accounting	3		
BOFF 230 Advanced Spreadsheet Applications	3		
BACC 228 Computerized Accounting	3		
CACC 166 Cost Accounting (pre: CACC 105)	3		
Total	16		
Total Hours	28		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Accounting.pdf>

Agribusiness

Associate in Applied Science Degree

As the world encounters an exponentially increasing human population, agriculture faces a new paradigm of feeding the world while preserving biological diversity and preserving our delicate ecosystems. The Agribusiness Curriculum investigates areas of industrial, commercial, sustainable, natural, and organic methods through a series of courses designed to instruct students in modern advanced technological practices to prepare them for the past and future challenges in the fertilizer, seed, feed, chemical, equipment and food industries.

Thus, students are prepared for the current and future challenges in fertilizer, seed, feed, chemical, equipment and food industries in areas of mid-management and sale position.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* CHEM 100 Intro to Chemistry (Non-Science Majors)	4		
+ CBUS 150 Business Computer Systems	3		
Agriculture Elective	3-4		
Agriculture Elective	3		
ENGL 101 Rhetoric and Composition I	3		
Total	16-17		
Second Semester			
AGRI 202 S.O.E.	3		
Agriculture Elective	3-4		
Agriculture Elective	3		
Agriculture Elective	3		
* Communications Elective	3		
INFO 245 Employment Seminar	1		
Total	16-17		
Third Semester			
BACC 100 Introduction to Accounting or CACC 101 Financial Accounting	3		
CBUS 203 Business Law I	3		
Agriculture Elective	3		
Agriculture Elective	3		
* Social Science Elective	3		
Total	15		
Fourth Semester			
BOFF 225 Spreadsheet Applications or CBUS 104 Introduction to Business	3		
AGRI 290 S.O.E.	3		
Agriculture Elective	3-4		
Agriculture Elective	3		
* Humanities Elective	3		
Total	15-16		

Total Hours 62-65

continue on next page

Agribusiness (continued)

	HOURS	F,S,I,SU	GRADE
Agriculture Electives			
AGRI 101 Introduction to Animal Science	4		
AGRI 102 Introductory Agriculture Economics	3		
AGRI 103 Ag Mechanization	3		
AGRI 109 Agriculture Technology	3		
AGRI 121 Introductory Crop (Plant) Science	3		
AGRI 180 Introductory Soil Science	4		
AGRI 200 Ag Management	3		
AGRI 205 Grain Drying-Storage	3		
AGRI 206 Grain Marketing	3		
AGRI 207 Agriculture Pesticides	4		

+Knowledge of keyboard or enrollment in BOFF 115 is encouraged.

* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Agribusiness Management

Associate in Applied Science Degree

As the world encounters an exponentially increasing human population, agriculture faces a new paradigm of feeding the world while preserving biological diversity and preserving our delicate ecosystems. The Agribusiness Curriculum investigates areas of industrial, commercial, sustainable, natural, and organic methods through a series of courses designed to instruct students in modern advanced technological practices to prepare them for the past and future challenges in the fertilizer, seed, feed, chemical, equipment and food industries.

This Agribusiness Management program prepares students for management positions in agri-business areas in production agriculture and to the related product service areas. Mid-management work requires that a person have the managerial skills necessary to organize and operate a business, with attention given to accounting, selling and management principles.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**General Education Science Elective	3-4		
+ CBUS 150 Business Computer Systems	3		
BMGT 114 Principles of Management	3		
AGRI 102 Introductory Agricultural Economics	3		
ENGL 101 Rhetoric and Composition I	3		
Total	15-16		
Second Semester			
AGRI 202 S.O.E.	3		
Agriculture Elective	3-4		
Agriculture Elective	3-4		
BOFF 225 Spreadsheet Applications OR CBUS 104 Introduction to Business	3		
* Communications Elective	3		
INFO 245 Employment Seminar	1		
Total	16-18		
Third Semester			
CACC 101 Financial Accounting	3		
CBUS 203 Business Law I	3		
BMGT 118 Professional Selling	3		
Agriculture Elective	3-4		
* Social Science Elective	3		
Total	15-16		
Fourth Semester			
Agriculture Elective	3-4		
AGRI 290 S.O.E.	3		
AGRI 200 Agricultural Management	3		
AGRI 206 Grain Marketing			
* Humanities Elective	3		
Total	15-16		
Total Hours	66		

continue on next page

Agribusiness Management (continued)

	HOURS	F,S,I,SU	GRADE
Agriculture Electives			
AGRI 101 Introduction to Animal Science	4		
AGRI 103 Ag Mechanization	3		
AGRI 109 Agriculture Technology	3		
AGRI 121 Introductory Crop (Plant) Science	3		
AGRI 180 Introductory Soil Science	4		
AGRI 205 Grain Drying-Storage	3		
AGRI 207 Agriculture Pesticides	4		

+Knowledge of keyboard or enrollment in BOFF 115 is encouraged.

** Choose BIOL 105, BIOL 150, or CHEM 100. CHEM 100 is prerequisite for AGRI 180 Introductory Soil Science.

* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Applied Computer Science

Associate in Applied Science Degree

This curriculum is designed for persons interested in preparing for positions in the numerous programming fields. Career opportunities in programming are quite extensive and diversified. Career objectives of persons completing this program would be in the areas of Computer Programming and Web Development. This degree allows students to combine knowledge from two different programming areas. Businesses in today's world use all of these systems to accomplish and meet their Information Technology needs. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CBUS 150 Business Computer Systems	3		
CSCI 101 Intro to Python Programming	3		
INFO 174 Intro to Web Design: HTML/CSS	3		
ENGL 121 Communication Skills OR ENGL 101 Rhetoric and Composition	3		
MATT 133 Technical Mathematics OR MATH 115 Survey of Statistics	4		
Total	16		
Second Semester			
CSCI 100 Concepts in Programming: C++	3		
CSCI 201 Advanced Python	3		
INFO 190 Worksite Seminar	1		
INFO 284 Web Programming: Java Script	3		
SPCH 101 Oral Communication	3		
General Education Elective	3		
Total	16		
Third Semester			
CSCI 103 Intro to Java Programming	3		
CSCI 200 Advanced C++	3		
INFO 230 Web Programming PHP/MySQL	3		
INFO 245 Employment Seminar	1		
CSCI 150 Database Concepts: SQL	3		
General Education Elective	3		
Total	16		
Fourth Semester			
INFO 173 Linux OR INFO 153 A+ Prep	3		
CSCI 203 Advanced Java Programming	3		
INFO 276 Developing Mobile Phone Apps	3		
INFO 290 Supervised Occupational Experience	3		
CSCI 151 DataBase Design Principles	3		
Total	15		

Total Hours 63

Many INFO course numbers have changed to CSCI numbers. Please note if you have already taken the INFO course you do not need to retake the CSCI course of the same name. See chart on previous page.

Automotive Technology

Associate in Applied Science Degree

This program is designed for the student who aspires to work as a technician in a new car dealership or other advanced service facility. The complete set of courses provides the student with skills and abilities in all facets of automobile and light truck repairs in addition to general education skills necessary to excel in today's workforce. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
AUTO 106 Engine Electrical Systems	5		
AUTO 111 Intro to Engine Technology	3		
AUTO 113 Drive Train Systems	4		
ENGL 101 Rhetoric <i>or</i> ENGL 121 Communications Skills	3		
Total	15		
Second Semester			
AUTO 121 Engine Overhaul	3		
AUTO 128 Fuel Systems & Emission Controls	5		
AUTO 228 Diagnostic Engine Testing (pre: AUTO 106)	5		
MATT 132 Elementary Technical Math	4		
Total	17		
Third Semester			
AUTO 134 Steering & Suspension Systems	3		
AUTO 135 Braking Systems	4		
AUTO 236 Automotive Computer Controls (pre: AUTO 228)	4		
Technical Elective	3		
Communications Elective	3		
Total	17		
Fourth Semester			
AUTO 147 Principles of Air Conditioning	4		
AUTO 244 Alignment & Balance	2		
INFO 245 Employment Seminar	1		
Humanities Elective	3		
Social Science Elective	3		
Total	13		
Total Hours	62		

	HOURS	F,S,I,SU	GRADE
Technical Electives			
AUTO 242 Automatic Transmissions (pre: AUTO 113)	3		

Automotive Technology

Certificate Program

This program is designed for the student to learn the theory of automotive systems and to gain skills in the servicing of the components.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
AUTO 106 Engine Electrical Systems	5		
AUTO 111 Intro to Engine Technology	3		
ENGL 121 Communication Skills	3		
Total	11		
Second Semester			
MATT 132 Elementary Technical Math	4		
AUTO 128 Fuel Systems & Emission Controls	5		
AUTO 228 Diagnostic Engine Testing (pre: AUTO 106)	5		
Total	14		
Third Semester			
AUTO 236 Automotive Computer Controls (pre: AUTO 128 and AUTO 228)	4		
Technical Elective	4		
Total	8		
Total Hours	33		

	HOURS	F,S,I,SU	GRADE
Technical Electives			
AUTO 113 Drivetrain Systems	4		
AUTO 121 Engine Overhaul	3		
AUTO 134 Steering & Suspension Systems	3		
AUTO 135 Braking Systems	4		
AUTO 147 Principles of Air Conditioning	4		
AUTO 169 Supervised Occupational Experience (pre: consent of instructor)	3		
AUTO 242 Automatic Transmissions (pre: AUTO 113)	3		
AUTO 244 Alignment & Balance	2		
AUTO 259 Special Problems (pre: consent of instructor)	2		
AUTO 269 Supervised Occupational Experience (pre: consent of instructor)	3		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/AutomotiveTechnology.pdf>

Fundamentals of Automotive Technology

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
INST 101 Success in College	1		
AUTO 134 Steering & Suspension Systems	3		
AUTO 135 Braking Systems	4		
AUTO 147 Principles of Air Conditioning	4		
Total Hours	12		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/AutomotiveTechnology.pdf>

Business Administrative Technology

Associate in Applied Science Degree

This program is designed to provide the technical training needed to prepare students for employment in their chosen field. Many universities will accept courses in these programs toward fulfillment of specific degree requirements. Such programs are designed to fulfill the first two years of study toward a baccalaureate degree at senior institutions.

Degree Programs

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
INST 101 Success in College	1		
BOFF 130 Computer Essentials	2		
BOFF 237 Word Processing Applications	3		
BOFF 135 Business Etiquette & Ethics	3		
MATT 104 Business Math	3		
* ENGL 101 Rhetoric and Composition	3		
Total	15		
Second Semester			
BOFF 225 Spreadsheet Applications	3		
BOFF 121 Fundamentals of Business Documents	3		
BOFF 265 Virtual Technology for Business	3		
BOFF 226 Database Applications (8 weeks)	2		
BOFF 180 Graphic Design Fundamentals for Print and Web	2		
CECN 102 Microeconomic Principles	3		
Total	16		
Third Semester			
BOFF 125 Business Communication Strategies	3		
BOFF 255 Digital Presentations	3		
BOFF 219 Digital Publication Design for Business	3		
BOFF 253 Social Media for Business	3		
BMGT 103 Computer Engagement	2		
Total	14		
Fourth Semester			
3 Courses from chosen concentration (see below)	9		
BOFF 260 Professional Development	2		
One of these three (depending on concentration)	2		
BOFF 290 Office Management Seminar			
BOFF 291 Social Media Seminar			
BOFF 292 Graphic Design Seminar			
SPCH 101 Oral Communications	3		
Total	16		
Total Hours	61		

See next page for the Business Administrative Technology Concentrations

BUSINESS ADMINISTRATIVE TECHNOLOGY CONCENTRATIONS

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Office Management			
BACC 100 Intro to Accounting <i>OR</i> CACC 101 Financial Accounting	3		
BMGT 212 Human Resource Management	3		
BMGT 114 Principles of Management	3		
Social Media			
BOFF 230 Advanced Spreadsheet Applications	3		
BOFF 270 Social Media Metrics & Analytics	3		
BOFF 275 Social Media Management	3		
Graphic Design			
BOFF 217 Digital and Print Media Layout for Business	3		
BOFF 220 Graphic Editing and Illustration	3		
BOFF 222 Designing for Blogging Platforms	3		

Prerequisite: BOFF 114 Keyboarding or demonstrated proficiency.

Prerequisite: BOFF 130 Windows (or concurrent enrollment) or demonstrated proficiency.

* General Education.

** See list of Human Relations requirements.

Enrollment in prerequisites and developmental classes may increase the length of time it takes to complete an associate degree.

Cisco

Certificate Program

This program will provide intense training and education for individuals with prior knowledge in the networking field. This sequence of courses is designed to meet employment standards for the networking industry. This program prepares the student for the Cisco certification exam: Cisco Certified Networking Associate (CCNA).

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
INFO 133 Cisco Network Academy I	3		
INFO 183 Cisco Network Academy II (pre: INFO 133)	3		
INFO 203 Cisco Network Academy III (pre: INFO 183)	3		
INFO 273 Cisco Network Academy IV (pre: INFO 203)	3		
ENGL 121 Communication Skills	3		
MATT 133 Technical Mathematics	4		
Total	19		

+Knowledge of keyboard or enrollment in BOFF 115 is encouraged.

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Cisco.pdf>

CNC Machine Tool Operator

Certificate Program

This curriculum is designed to prepare students for employment in CNC facilities as a CNC Machine Operator.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
DRAF 160 Machining Graphics	3		
MFRG 160 Machining I	3		
MFRG 168 CNC Setup & Operations	4		
MFRG 169 Intro to CNC Programming	4		
MATT 133 Technical Math I	4		
* Technical Elective	3 or 4		
Total	21 or 22		

*TECHNICAL ELECTIVES	HOURS	F,S,I,SU	GRADE
DRAF 162 Technology in Advance Manufacturing	3		
MFRG 170 Applied CNC Programming (pre: MFRG 169)	4		
MFRG 200 Manufacturing Management and Quality	3		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/CNCMachineToolOperator.pdf>

Computer & Network Administration

Associate in Applied Science Degree

This program will provide training and education for individuals interested in developing their knowledge and skills as a local area network administrator. The courses emphasize practical skills required to perform duties in the work environment under the supervision of an experienced local area network administrator. Students will participate in occupational work-site experiences. This program prepares the student for the Microsoft Certified Professional (MCP) examination and the Cisco certification exam, CCNA. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CBUS 150 Business Computer Systems	3		
INFO 133 Cisco I	3		
INFO 153 A+ Certification Prep	3		
INFO 163 Client Operating Systems	3		
Total	12		
Second Semester			
INFO 183 Cisco II	3		
INFO 190 Worksite Seminar	1		
INFO 213 Server Operating Systems	3		
INFO 173 Linux Operating System	3		
INFO 249 Help Desk Skills	3		
ENGL 121 Communication Skills	3		
Total	16		
Third Semester			
INFO 203 Cisco Network Academy III	3		
INFO 253 Managing a Network Environment	3		
INFO 294 Wireless Networking	3		
MATT 133 Technical Mathematics	4		
ENGL 122 Technical Communication	3		
INFO 245 Employment Seminar	1		
Total	17		
Fourth Semester			
INFO 263 Network Security	3		
INFO 273 Cisco IV	3		
Social Science Elective	3		
INFO 290 Supervised Occupational Exp (pre: consent of instructor)	3		
SPCH 101 Oral Communication	3		
SPCH 113 Group Discussion	3		
Total	18		

Total Hours 63

+Knowledge of keyboard or enrollment in BOFF 114 is encouraged.

* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Computer & Network Administration

Certificate Program

This program will provide intense training and education for individuals with prior working knowledge in the networking field. The courses emphasize practical skills required to perform duties in the networking environment. This program prepares the student for the Microsoft Certified Professional (MCP) examination.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
INFO 153 A+ Certification Prep	3		
INFO 163 Client Operating Systems	3		
INFO 173 Linux Operating System	3		
INFO 213 Server Operating Systems (pre: INFO 163 or consent)	3		
INFO 263 Network Security (pre: INFO 253)	3		
INFO 253 Managing a Network Environment	3		
INFO 294 Wireless Networking (pre: INFO 253)	3		
ENGL 121 Communication Skills	3		
MATT 133 Technical Mathematics	4		
Total	28		

+Knowledge of keyboard or enrollment in BOFF 115 is encouraged.

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/ComputerNetworkAdministration.pdf>

Computer Programming

Certificate Program

The certificate program in Computer Programming/PC Systems prepares the students for employment as computer programmers. Topics include C++ and C#.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
CBUS 150 Business Computer Systems	3		
CSCI 100 Concepts in Programming: C++	3		
INFO 153 A+ Software Preparation	3		
CSCI 200 Advanced C++ Programming (pre: CSCI 100 with a C or higher)	3		
CSCI 102 Intro to C# Programming (pre: CSCI 100)	3		
INFO 174 Intro to Web Design: HTML5/CSS3	3		
CSCI 103 Intro to Java	3		
CSCI 202 Advanced C# Programming	3		
MATT 133 Technical Mathematics	4		
ENGL 121 Communication Skills	3		
Total	31		

Many INFO course numbers have changed to CSCI numbers. Please note if you have already taken the INFO course you do not need to retake the CSCI course of the same name.

OLD #	NEW #	Course Title
INFO 135	CSCI 100	Concepts in Programming: C++
INFO 154	CSCI 200	Advanced C++ Programming (pre: CSCI 100 with a C or higher)
INFO 165	CSCI 102	Intro to C# Programming (pre: CSCI 100)
INFO 232	CSCI 103	Intro to Java
INFO 237	CSCI 203	Advanced Java
INFO 243	CSCI 202	Advanced C# Programming
INFO 270	CSCI 151	DataBase Design Principles
INFO 285	CSCI 150	DataBase Concepts: SQL

+Knowledge of keyboard or enrollment in BOFF 114 is encouraged.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/ComputerProgramming.pdf>

Criminal Justice

Corrections - Parole Officer Option

Associate in Applied Science Degree

The Criminal Justice curriculum is designed to give students the academic background and initial training for careers in corrections. **Upon initial enrollment in the program, students must complete an “Application to Participate” form.** Entry into the program is determined through the evaluation of personal qualifications and after the screening of the application which states that the student has no felony convictions (see NOTE). This is an occupational program typically not designed to transfer; however, the program has been articulated to some senior institutions (Eastern Illinois University, Western Illinois University, Indiana State University). Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**CRIM 100 Introduction to Criminal Justice	3		
**CRIM 105 Introduction to Corrections	3		
* ENGL 121 Communication Skills <u>OR</u> ENGL 101 Rhetoric and Composition I	3		
* SOCY 100 Introduction to Sociology	3		
* Science Elective <u>OR</u> Math Elective	3		
Total	15		
Second Semester			
CRIM 170 Community Based Corrections	3		
* POLI 150 American Government	3		
* PSYC 100 Introduction to Psychology	3		
***SPAN 100 Spanish for Public Safety	3		
* SPCH 101 Oral Communications	3		
Total	15		
Summer			
**CRIM 208 Criminal Justice Internship - Corrections (pre: consent of instructor)	3		
Total	3		
Third Semester			
CRIM 180 Probation & Parole	3		
**CRIM 201 Criminal Investigation	4		
* PSYC 230 Abnormal Psychology (pre: PSYC 100)	3		
* SOCY 205 Juvenile Delinquency (pre: SOCY 100)	3		
Total	13		
Fourth Semester			
CRIM 101 Criminal Law	3		
CRIM 204 Criminology	3		
CRIM 207 Verbal Defense Techniques	2		
PSYC 120 Introduction to Substance Abuse (pre: PSYC 100)	3		
* SOCY 225 Race and Ethnic Relations (pre: SOCY 100)	3		
Total	14		
Total Hours	60		

continue on next page

Criminal Justice Corrections - Parole Officer Option (continued)

*General Education

**Illinois Department of Corrections Training Academy Pre-Service Orientation Training credit granted (13 hours maximum)

***Humanities requirement

See list of Human Relations requirements

Enrollment in developmental classes may increase the length of time to complete associate degree

NOTE: The requirements for employment in the field include: acceptable high school record, no felony convictions, good physical condition with no physical impairments, acceptable corrected vision, no hearing loss, and evidence of emotional stability.

Criminal Justice

Corrections - Parole Officer Option

Certificate Program

The Criminal Justice curriculum is designed to give students the academic background and initial training for careers in law enforcement. The Corrections-Parole Officer Option Certificate Program provides initial training for careers in corrections. **Upon initial enrollment in the program, students must complete an “Application to Participate” form.** Entry into the program is determined through the evaluation of personal qualifications and after the screening of the application which states that the student has no felony convictions (see NOTE).

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**CRIM 105 Introduction to Corrections	3		
CRIM 180 Probation & Parole	3		
**CRIM 201 Criminal Investigation	4		
* ENGL 121 Communication Skills <u>OR</u> ENGL 101 Rhetoric and Composition I	3		
* PSYC 100 Introduction to Psychology <u>OR</u> SOCY 100 Introduction to Sociology	3		
Total	16		
Second Semester			
CRIM 101 Criminal Law	3		
CRIM 170 Community Based Corrections	3		
CRIM 204 Criminology	3		
CRIM 207 Verbal Defense Techniques	2		
PSYC 120 Introduction to Substance Abuse (pre: PSYC 100) <u>OR</u> SOCY 225 Race and Ethnic Relations (pre: SOCY 100)	3		
Total	14		
Total Hours	30		

* General Education

** Illinois Department of Corrections Training Academy Pre-Service Orientation Training credit granted (7 hours maximum)

Students may transfer into the certificate a maximum of 10 hours from other institutions, including Illinois Department of Corrections.

Enrollment in developmental classes may increase the length of time it takes to complete certificate.

NOTE: The requirements for employment in the field include: acceptable high school record, no felony convictions, good physical condition with no physical impairments, acceptable corrected vision, no hearing loss, and evidence of emotional stability.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/CrimJusticeCorrectionsParole.pdf>

Criminal Justice Law Enforcement Option

Associate in Applied Science Degree

The Criminal Justice curriculum is designed to give students the academic background and initial training for careers in law enforcement. ***Upon initial enrollment in the program students must complete an “Application to Participate” form.*** Entry into the program is determined through the evaluation of personal qualifications and verification that the student has no felony convictions (see NOTE). This is an occupational program not typically designed to transfer; however, articulation agreements have been established with *Eastern Illinois University, Western Illinois University, and Indiana State University*. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**CRIM 100 Introduction to Criminal Justice	3		
* SPCH 101 Oral Communication	3		
* SOCY 100 Introduction to Sociology	3		
* ENGL 121 Communication Skills <u>OR</u> ENGL 101 Rhetoric I	3		
BOFF 130 Windows or computer elective (see list)	2		
Total	14		
Second Semester			
CRIM 101 Criminal Law	3		
CRIM 200 Criminalistics	4		
CRIM 207 Verbal Defense Techniques	2		
* PSYC 100 Introduction to Psychology	3		
* ENGL 101 Rhetoric I OR * ENGL 102 Rhetoric II	3		
Total	15		
Summer			
**CRIM 208 Criminal Justice Internship (pre: consent of instructor)	3		
Total	3		
Third Semester			
CRIM 103 Patrol Techniques	3		
**CRIM 201 Criminal Investigation	4		
CRIM 202 Laws of Evidence	4		
* SOCY 205 Juvenile Delinquency (pre: SOCY 100)	3		
* Science/Math Elective	3		
Total	17		
Fourth Semester			
CRIM 204 Criminology	3		
* SOCY 225 Race and Ethnic Relations (pre: SOCY 100)	3		
* POLI 150 American Government I	3		
* SPAN 100 Spanish for Public Safety	3		
Total	12		
Total Hours	61		

continue on next page

Criminal Justice Law Enforcement Option (continued)

	HOURS	F,S,I,SU	GRADE
Computer Electives			
BOFF 225 Spreadsheet Applications	3		
BOFF 226 Database Applications	2		
BOFF 228 Intro to Word	2		
CBUS 150 Business Computer Systems	3		

*General Education

** Illinois Department of Corrections Training Academy Pre-Service Orientation Training credit granted (10 hours maximum)

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

NOTE: The requirements for employment in this field include: acceptable high school record, no felony convictions, good physical condition with no physical impairments, acceptable corrected vision, no hearing loss, and evidence of emotional stability.

Culinary Arts

Certificate Program

With a focus on food preparation and production skills, nutrition, and food safety and sanitation, the Culinary Arts Certificate program prepares students for various entry-level positions in the foodservice industry. Classes in this financial aid-eligible certificate program provide practical, hands-on culinary experience in a state-of-the-art commercial kitchen, guided by master chefs. Those individuals not pursuing the certificate program, but very interested in increasing their culinary knowledge and skills, can select any of the courses listed below, based on their own interests. **Students must receive a passing score on the ServSafe Food Protection Manager Certification Examination to receive this Certificate.**

Choose 10 of the courses listed below including CULA 405, which is required for certificate completion.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CULA 405 Food Sanitation & Safety	3		
CULA 410 Culinary Essentials	3		
CULA 415 Methods & Principles	3		
CULA 420 Bakeshop I	3		
# CULA 425 Bakeshop II	3		
CULA 430 Salads, Sandwiches, Hors d'Oeuvres	3		
CULA 435 Stocks, Sauces, & Soups	3		
CULA 440 Meats, Poultry, Fish, & Eggs	3		
CULA 445 Vegetables & Starches	3		
CULA 450 Nutrition & Menu Planning	3		
CULA 455 Serving the Customer	3		
CULA 460 Farm to Fork	3		
CULA 465 Catering Fundamentals	3		
Total	30		

Note: CULA 405 and successfully passing the ServSafe Food Manager Sanitation Certification Exam is required for completion of the 30-hour certificate. It is best to take CULA 405 and CULA 410 during your first semester, if possible.

Prerequisite: CULA 420 Bakeshop I (or concurrent enrollment with instructor approval).

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/CulinaryArts.pdf>

Digital Marketing Certificate

Certificate Program

This certificate encompasses the spectrum of activities from viewing, clicking, sharing, liking a brand, mobile phone app, or tweet and much more. Learn digital marketing methods that involve interactive digital channels such as owned content, pop-up advertising, search engine optimization, and search engine marketing, messaging and social media.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Degree Sequence			
BMGT 117 Principles of Marketing	4		
BOFF 253 Social Media for Business	3		
BMGT 244 Digital Marketing	3		
BMGT 202 Content Creation	3		
BOFF 275 Social Media Management	3		
BMGT 201 Digital Promotional Strategy	3		

Total Hours 19

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/DigitalMarketing.pdf>

Echocardiography

Advanced Certificate

The Echocardiography program at Danville Area Community College prepares the student for employment upon graduation as a key member of the health care team that performs a variety of echocardiographic procedures by operating complex equipment and providing skilled patient care. We provide an environment that enhances critical thinking, professionalism, and life-long learning to maintain academic and professional integrity throughout the program and their career.

This rigorous program offers a wide variety of educational experiences in professional/technical coursework. In addition to classroom and laboratory sessions, students will perform two semesters of clinical rotations coordinated by the faculty at DACC and directly supervised by credentialed technologists at affiliated medical facilities. This critical component of the curriculum allows students to perform real world hands-on application of knowledge. Graduates complete 1697 total program hours (classroom, laboratory and clinicals) which ensures eligibility to apply to take the national certification examinations in echocardiography given by the American Registry of Diagnostic Medical Sonographers (ARDMS) and Cardiovascular Credentialing International (CCI).

Entrance Requirements:

Preferred applicants will be a: registered diagnostic medical sonographer (ARRT or ARDMS), or registered radiologic technologist with cardiovascular experience or registered nurse with cardiovascular experience. Other allied health professionals with a minimum of an associate degree and cardiovascular experience or those holding any bachelor's degree or higher and with cardiovascular experience may be considered on an individual case basis. Current CPR certification recommended.

Degree Programs

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ECHO 101 Cardiovascular Anatomy and Physiology	3		
ECHO 102 Echocardiography Procedures	8		
SONO 104 Sonography Physics and Instrumentation	3		
ECHO 106 Electrocardiography	1		
Total	15		
Second Semester			
* ECHO 103 Clinical Education I	13		
+ ECHO 107 Echocardiography Procedures II	2		
Total	15		
First Summer Semester			
**ECHO 104 Clinical Education II	8		
+ ECHO 105 Special Topics in Echocardiography	3		
Total	11		
Total Hours	41		

+ On-line courses. * 18 week semester ** 10 week semester

Students will need to complete a separate application for consideration into this program. Please contact Instructor Jamie Moreland at 217-554-1659 or Director Tammy Howard at 217-443-8552 with any questions. Application is online. Application deadline is May 15.

Gainful Employment:

For program costs, completion and graduate information see <http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Echocardiography.pdf>

Education: Early Childhood - Child Care Option

Associate in Applied Science Degree

The Child Care Option in the Early Childhood program meets the requirements of the State of Illinois for the training of child care directors and workers. Upon initial enrollment in the program students must complete an "Application to Participate" form (see NOTE). Students must complete the majority of their coursework prior to enrolling in EDUC 201, Early Childhood Education Practicum. Students must meet DCFS requirements in order to complete the practicum. Some courses are offered alternate years. Please refer to course descriptions.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**EDUC 103 Intro. Early Childhood Education	3		
**EDUC 206 Cultural Effects on Child Development	3		
* ENGL 121 Communications Skills <u>OR</u> * ENGL 101 Rhetoric I	3		
* PSYC 100 Introduction to Psychology	3		
EDUC 207 Children's Literature	3		
Total	15		
Second Semester			
EDUC 104 Creative Learning Experiences	4		
* SPCH 101 Oral Communication	3		
**EDUC 208 Language Development (pre or concurrent: PSYC 101)	3		
EDUC 250 Math and Science for Young Children	3		
**PSYC 101 Child Development (pre: PSYC 100)	3		
Total	16		
Third Semester			
EDUC 159 Issues in Exceptionalities	3		
EDUC 160 Guiding Children	2		
**EDUC 230 Infants & Toddler Development	3		
* Humanities Elective	3		
EDUC 260 Health/Nutrition Young Children	2		
* Science Elective <u>OR</u> Math Elective	3		
Total	16		
Fourth Semester			
**EDUC 170 Infant/Toddler Curriculum (pre: EDUC 230)	3		
EDUC 201 Early Childhood Education Practicum (pre: consent of instructor)	5		
**EDUC 220 Day Care Administration	3		
EDUC 240 Program Planning for Young Children	3		
Total	14		
Total Hours	61		

*General Education See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time to complete degree

****Students completing observation hours may be required to complete state and federal criminal background checks, depending upon where they are doing their observations. Students completing the practicum for Early Childhood Education or the Practicum for the Paraprofessional or Teaching Assistant programs are required to complete both the federal and state background checks.**

NOTE: Entry into the program is determined through the evaluation of personal qualifications and verification that the student meets the requirements to work in the field.

Education: Early Childhood - Paraprofessional Option

Associate in Applied Science Degree

The Early Childhood – Paraprofessional Option prepares students to work in early childhood classrooms within school districts. Upon initial enrollment in the program students must complete an "Application to Participate" form (see NOTE). Students must meet DCFS requirements in order to complete the practicum. Some courses are offered alternate years. Please refer to course descriptions.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**EDUC 103 Introduction Early Childhood Education	3		
**EDUC 206 Cultural Effects on Child Development.	3		
* ENGL 121 Communication Skills <u>OR</u> * ENGL 101 Rhetoric I	3		
* PSYC 100 Introduction to Psychology	3		
EDUC 207 Children's Literature	3		
Total	15		
Second Semester			
EDUC 104 Creative Learning Experiences	4		
* SPCH 101 Oral Communication	3		
**EDUC 208 Language Development	3		
PEMW 150 Elementary Games	2		
**PSYC 101 Child Development (pre or concurrent: PSYC 101)	3		
Total	15		
Third Semester			
**EDUC 101 Nature of the Teaching Profession	3		
EDUC 160 Guiding Children	2		
EDUC 260 Health/Nutrition Young Children	2		
**EDUC 270 Education of the Exceptional Child	3		
Education Elective	3		
* Science <u>OR</u> Math Elective	3		
Total	16		
Fourth Semester			
EDUC 225 Internship in Education (pre: consent of instructor)	4		
EDUC 226 Internship in Seminar (pre: concurrent enrollment in EDUC 225)	1		
Education Elective	3		
* Humanities Elective	3		
SOCY 100 Introduction to Sociology	3		
Total	14		
Total Hours	60		

* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

****Students completing observation hours may be required to complete state and federal criminal background checks, depending upon where they are doing their observations. Students completing the practicum for Early Childhood Education or the Practicum for the Paraprofessional or Teaching Assistant programs are required to complete both the federal and state background checks.**

NOTE: Entry into the program is determined through the evaluation of personal qualifications and verification that the student meets the requirements to work in the field.

Education: Early Childhood - Teaching Assistant Certificate Program

The Early Childhood Teaching Assistant Certificate Program provides training for individuals working in early childhood education settings. Upon initial enrollment in the program students must complete an "Application to Participate" form (see NOTE). Some Education Electives are offered every other year only.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
**EDUC 103 Introduction to Early Childhood Education	3		
* PSYC 100 Psychology	3		
EDUC Electives	9		
Total	15		
Second Semester			
**PSYC 101 Child Development (pre: PSYC 100 or consent of instructor)	3		
* ENGL 121 Communication Skills <u>OR</u> ENGL 101 Rhetoric & Composition I	3		
EDUC Electives	10		
Total	16		
Total Hours	31		

Education Electives	HOURS	F,S,I,SU	GRADE
EDUC 104 Creative Learning Experiences for Young Children	4		
EDUC 159 Issues in Exceptionalities	3		
EDUC 160 Guiding Children	2		
**EDUC 170 Infant/Toddler Curriculum	3		
**EDUC 206 Cultural Effects	3		
EDUC 207 Children's Literature	3		
**EDUC 208 Language Development	3		
**EDUC 220 Day Care Administration	3		
**EDUC 230 Infant/Toddler Development	3		
EDUC 240 Program Planning	3		
EDUC 250 Math/Science	3		
EDUC 260 Health/Nutrition	2		
HLTH 102 First Aid and Personal Safety	2		

* General Education

Enrollment in developmental classes may increase the length of time to complete degree

****Students completing observation hours may be required to complete state and federal criminal background checks, depending upon where they are doing their observations.**

NOTE: Entry into the program is determined through the evaluation of personal qualifications and verification that the student meets the requirements to work in the field.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/EarlyChildhood.pdf>

Education: Paraprofessional Educator Option (K-12)

Associate in Applied Science Degree

The Paraprofessional Option in the Education Program meets the requirement of the State of Illinois for the training of teaching assistants. Upon initial enrollment in the program students must complete an "Application to Participate" form (see NOTE). Students must meet all state requirements to be eligible to participate in the internship. Some courses are offered alternate years. Please refer to course descriptions.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* ENGL 101 Rhetoric and Composition I	3		
**EDUC 101 Nature of the Teaching Profession	3		
* PSYC 100 Introduction to Psychology	3		
* MATH 118 Mathematics for Elementary Ed I	4		
EDUC 207 Children's Literature	3		
Total	16		
Second Semester			
**EDUC 208 Language Development (pre or concurrent enrollment in PSYC 101)	3		
Education Elective	3		
* SOCY 100 Introduction to Sociology	3		
**PSYC 101 Child Development (pre: PSYC 100)	3		
* SPCH 101 Oral Communication	3		
Total	15		
Third Semester			
EDUC 160 Guiding Children	2		
**EDUC 270 Education of the Exceptional Child	3		
Education Electives	3		
HLTH 102 First Aid and Personal Safety	2		
* Science Elective	3		
* Social Science Elective	3		
Total	16		
Fourth Semester			
EDUC 225 Internship in Education (pre: consent of instructor)	4		
EDUC 226 Internship Seminar (pre: concurrent enrollment in EDUC 225)	1		
SOCY 225 Race and Ethnic Relations	3		
* Humanities Electives	3		
Education Electives	3		
Total	14		
Total Hours	61		

*General Education

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time to complete degree

****Students completing observation hours may be required to complete state and federal criminal background checks, depending upon where they are doing their observations. Students completing the practicum for Early Childhood Education or the Practicum for the Paraprofessional or Teaching Assistant programs are required to complete both the federal and state background checks.**

NOTE: Entry into the program is determined through the evaluation of personal qualifications and verification that the student meets the requirements to work in the field.

Electronic Technology

Associate in Applied Science Degree

This two-year degree program is designed to give the training needed for the installation, maintenance, operation and servicing of electronic systems in industry. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ELEC 160 Intro. to Electricity—Electronics	5		
ELEC 168 Mechatronics II	4		
ELEC 175 PC Applications in Electronics	2		
* MATT 133 Technical Math I	4		
Total	15		
Second Semester			
ELEC 167 Electronic Circuits I (pre: ELEC 160)	4		
ELEC 273 Digital Electronics	4		
ELEC 269 Mechatronics III	3		
ELEC 165 Intro to AC Circuits	3		
* Communications Elective (ENGL 101 or 121)	3		
Total	17		
Third Semester			
ELEC 275 Industrial Automation (pre: ELEC 269)	5		
ELEC 274 Digital Electronics II (pre: ELEC 273)	4		
ELEC 220 Opto-Electronics (pre: ELEC 167)	4		
INFO 245 Employment Seminar	1		
* Social Science Elective	3		
Total	17		
Fourth Semester			
ELEC 276 Advanced Automation Techniques (pre: ELEC 275)	5		
ELEC 250 Mechatronics IV	4		
ELEC 277 Siemens Programmable Controllers	3		
* Humanities Elective	3		
* Communication Elective	3		
Total	18		
Total Hours	67		

* General Education.

See list of Human Relations requirements.

This program is a capstone with SIU and a cooperative with EIU and WIU.

NOTE: Pre-Tech Math (MATT 132) is available for students needing preparation for MATT 133.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Environmental Horticulture

Associate in Applied Science Degree

The diversified training required for employment in nursery, landscape or turf operations is provided in this program. Student specialization will be enhanced by the full-time job training experiences that are included in this program. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* HORT 101 Intro. to Horticulture Science	3		
HORT 189 Turfgrass and Ground Cover Management	3		
HORT 284 Woody Plant Identification	3		
SUST 100 Principles of Sustainability	3		
* ENGL 121 Communication Skills	3		
Total	15		
Second Semester			
HORT 192 Tree & Shrub Maintenance	3		
HORT 191 Pest Control Maintenance	3		
HORT 202 Internship	3		
MATT 104 Business Math	3		
* SPCH 101 Oral Communication	3		
Total	15		
Summer			
Horticulture Elective (see list)	3		
Total	3		
Third Semester			
HORT 280 Principles of Irrigation and Water Conservation	3		
HORT 282 Outdoor Landscape Construction	4		
HORT 290 Internship	3		
SUST 150 Green Facilities Management	3		
INFO 245 Employment Seminar	1		
Total	14		
Fourth Semester			
HORT 220 Local Foods	3		
HORT 265 Sustainable Marketing and Management	3		
HORT 176 Landscape and Horticulture Therapy Design	3		
* Social Science Elective	3		
* Humanities Elective	3		
Total	15		
Total Hours	62		

Approved Horticulture Electives

HORT 250 Internship	3		
CULA 460 Farm to Fork	3		

*General Education. This program is a capstone with SIU.

See list of Human Relations requirements.

Floral Design

Certificate Program

This certificate is focused on teaching students all the different aspects of floriculture, from the basics of how the plants grow to harvesting cut flowers and marketing the products.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
HORT 101 Intro to Horticulture	3		
HORT 161 Floral Design I	3		
HORT 287 Floral Design II	3		
HORT 265 Sustainable Marketing and Management	3		
INFO 245 Employment Seminar	1		
HORT 204 Internship	3		
Total	16		

NOTE: This program must be started in a Fall Semester.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/FloralDesign.pdf>

Grounds Attendant

Certificate Program

Completers of this program are prepared to function in occupations as landscape maintenance employees as well as groundskeepers for large private estates or public parks and golf courses.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
HORT 176 Landscape Principles (pre: HORT 284)	3		
HORT 189 Turfgrass and Groundcover Maintenance	3		
HORT 192 Tree & Shrub Maintenance	3		
HORT 282 Outdoor Landscape Construction (pre: HORT 176)	4		
HORT 284 Woody Plant Identification	3		
HORT 280 Principles of Irrigation & Water Conservation	3		
Communications Elective	3		
Math Elective	3		
Total	25		

NOTE: This program must be started in a Fall Semester.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/GroundAttendant.pdf>

Health Data Analyst

Certificate Program

This program is designed to provide students with the skills and expertise to obtain entry-level positions as a Health Data Analyst in a variety of settings. The Health Information Technology associate program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon completion of the associate program, students are eligible to take the Registered Health Information Technologist (RHIT) national accreditation examination. This certificate is a specialized field within the Health Information Technology field. Students that complete the associate program and obtain the RHIT credential are then eligible to take the specialized exam for the Certified Health Data Analyst (CHDA) credential through AHIMA. This certificate is an occupational program typically not designed to transfer; however, the associate program has been articulated to some senior institutions. Please contact a counselor for specific details. All courses must be completed with a grade of "C" or better.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

Program is not eligible for Web Registration.

Entrance Requirements:

MATH 107 Applied Mathematical Concepts, or higher level algebra-based math course OR placement by test into MATH 108 Intermediate Algebra with a grade of "C" or better.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
HITT 101 Introduction to Health Information Management	4		
HITT 205 Legal Aspects of Health Information Management and Ethics	2		
HITT 275 Health Information, Analytics and Data Use	3		
CBUS 150 Business Computer Systems	3		
Total	12		
Second Semester			
HITT 245 Current Trends in Health Information Technology	3		
HITT 255 Alternative Healthcare Settings Insurance Procedures	3		
HITT 260 Quality Assurance and Healthcare Statistics	3		
CSCI 151 Database Design Principles	3		
CSCI 150 Database Concepts: SQL	3		
Total	15		
Total	27		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/HealthDataAnalyst.pdf>

Health Information Technology

Associate in Applied Science Degree

This program is designed to provide students with the skills and expertise to obtain entry-level positions as Health Information Technicians in a variety of settings. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon completion of this associate program, students are eligible to take the Registered Health Information Technologist (RHIT) exam. This degree is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details. All courses must be completed with a grade of "C" or better.

BIOL 136 Anatomy and Physiology I must be completed with a grade of "C" or better prior to submitting an application to the program.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

Program is not eligible for Web Registration.

Entrance Requirements:

MATH 107 Applied Mathematical Concepts, or higher level algebra-based math course OR placement by test into MATH 108 Intermediate Algebra.

BIOL 136 Anatomy & Physiology I.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
BIOL 137 Anatomy and Physiology II (pre: BIOL 136)	4		
BOFF 140 Medical Terminology	3		
HITT 101 Introduction to Health Information Management (Completion or enrollment in BOFF 140)	4		
* CBUS 150 Business Computer Systems	3		
HITT 205 Legal Aspects of HIM and Ethics	2		
Total	16		
Second Semester			
HITT 110 Coding in Ambulatory Care Settings (pre: HITT 101)	4		
HITT 245 Current Trends in Health Information Technology (pre: HITT 101)	3		
HITT 255 Alternative Healthcare Settings Insurance Procedures	3		
HITT 125 Clinical Practicum HIM Functions	2		
* ENGL 101 Rhetoric and Composition, MATH 115 Survey of Statistics, OR SOCY 100 Introduction to Sociology	3		
Total	15		
Third Semester			
HITT 106 ICD Coding (pre: BIOL 136, BOFF 140)	4		
HITT 115 Patho-Physiology and Pharmacology	4		
HITT 275 Health Information, Analytics and Data Use (pre: HITT 101, HITT 245)	3		
* ENGL 101 Rhetoric and Composition, MATH 115 Survey of Statistics, OR SOCY 100 Introduction to Sociology	3		
Total	14		

continue on next page

Health Information Technology (continued)

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Fourth Semester			
HITT 235 Advanced Coding (pre: HITT 106, HITT 110)	3		
HITT 240 Supervision for Health Information Technologists (pre: HITT 101)	3		
HITT 260 Quality Assurance and Healthcare Statistics (pre: HITT 101)	3		
HITT 250 Clinical Practicum III (pre: HITT 101, HITT 125)	2		
* ENGL 101 Rhetoric and Composition, MATH 115 Survey of Statistics, OR SOCY 100 Introduction to Sociology	3		
Total	14		

Total Hours 63

Health Information Technology

Medical Coding

Certificate Program

The Medical Coding Certificate Program prepares students to become medical coding specialists, training them to understand coding principles, guidelines, medical terminology and coding regulation changes. The program is designed to offer a wide variety of learning experiences, including classroom lectures, computerized coding and clinical experiences in both hospital and ambulatory healthcare settings. Coders who have gained several years of experience in hospitals or in an ambulatory setting may elect to take the Certified Coding Specialist (CCS) or Certified Coding Specialist - Physician (CCS-P) exams offered by the American Health Information Management Association (AHIMA). All courses must be completed with a grade of "C" or better.

Program is not eligible for Web Registration.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

Entrance Requirements:

MATH 107 Applied Mathematical Concepts, or higher level algebra-based math course OR placement by test into MATH 108 Intermediate Algebra with a grade of "C" or better.

PRE-REQUISITE COURSES	HOURS	F,S,I,SU	GRADE
BIOL 136 Anatomy and Physiology I	4		
BIOL 137 Anatomy and Physiology II	4		
BOFF 140 Medical Terminology	3		
Total	11		
REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
HITT 101 Introduction to Health Information Management	4		
HITT 205 Legal Aspects of Health Information Management and Ethics	2		
HITT 115 Patho-Physiology and Pharmacology	4		
HITT 106 ICD Coding (pre: BIOL 136)	4		
Total	14		
Second Semester			
HITT 110 Coding in Ambulatory Settings (pre: HITT 101 & HITT 106)	4		
HITT 255 Alternative Healthcare Settings Insurance Procedures	3		
HITT 235 Advanced Coding	3		
HITT 125 Clinical Practicum I	2		
CBUS 150 Business Computer Systems	3		
Total	15		
Total	40		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Coding.pdf>

Heating Ventilation and Air Conditioning

Certificate

The HVAC program prepares technicians to install, repair and maintain commercial and domestic refrigeration units, air conditioning and heating systems and related environmental units. This is a Fall start program.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
HVAC 147 Principles of Air Conditioning	3		
ELEC 150 Electricity for HVAC	2		
HVAC 150 Heating Plants	3		
MATT 132 Elementary Technical Math	4		
Total	12		
Second Semester			
HVAC 200 Advanced Air Conditioning	3		
HVAC 220 Refrigeration	3		
HVAC 260 Air Handling	3		
ELEC 255 Service Electronics	2		
Communications Elective	3		
Total	14		
Total Hours	26		

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/HVAC.pdf>

Machine Tool Operations

Certificate Program
NIMS Certified Program

This curriculum is designed to prepare students for employment in conventional machine shops as a machinist.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
MFRG 160 Machining I	3		
ELEC 104 Key Principles in Advanced Manufacturing	3		
DRAF 162 Technology in Advanced Manufacturing	3		
DRAF 160 Machining Graphics	3		
MFRG 161 Machining II (pre: MFRG 160)	3		
MATT 133 Technical Math I	4		
MFRG 162 Machining III (pre: MFRG 161)	3		
MFRG 163 Machining IV (pre: MFRG 162)	3		
MFRG 164 Machining V (pre: MFRG 163)	3		
Communications Elective	3		
Total	31		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/MachineToolOperations.pdf>

Maintenance Mechanic

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
MFRG 105 Mechatronics I	3		
MFRG 110 Maintenance Tools and Procedures (pre: MFRG 105)	3		
MFRG 220 Mechanical Diagnosis and Repair (pre: MFRG 105)	4		
ELEC 160 Intro to Electricity/Electronics	5		
MFRG 230 Electrical Diagnosis and Repair	4		
MFRG 231 Mechatronics V	4		
ELEC 250 Mechatronics IV	4		
WELD 280 Pipe Welding (pre: WELD 180 or consent of instructor)	4		
Communications Elective	3		
Math Elective	3		
Total	37		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/MaintenanceMechanic.pdf>

Advanced Maintenance Mechanic

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
MFRG 160 Machining I	3		
ELEC 269 Mechatronics III	3		
MFRG 168 CNC Setup and Operation (pre: MFRG 160)	4		
MFRG 169 Intro to CNC Programming (pre: MFRG 168)	4		
WELD 270 Welding for Manufacturing (pre: WELD 180, WELD 280, WELD 290, or consent of instructor)	4		
Total	18		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/AdvMaintenanceMechanic.pdf>

Management

Certificate Program

This 30 credit hour certificate program provides the learner with a foundation of essential skills necessary for a career in management. Practicing managers and supervisors can develop a better understanding of current management issues and concepts relevant in today's dynamic business environment.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BMGT 114 Principles of Management	3		
BMGT 106 Supervisory Training	3		
BMGT 104 Interpersonal Relationships	3		
Communications Elective	3		
CACC 101 Financial Accounting	3		
CBUS 203 Business Law I	3		
BMGT 212 Human Resource Management	3		
BACC 120 Principles of Finance (pre: CACC 101)	3		
Business Elective	3		
Math Elective	3		
Total	30		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Management.pdf>

Advanced Manufacturing

Associate in Applied Science Degree

The diversified training required for persons employed in the plant maintenance positions is provided in this program. Student need and training will be considered in determining the schedules of courses for the two-year degree program. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* ELEC 168 Mechatronics II	4		
MFRG 105 Mechatronics I	3		
ELEC 160 Intro to Electricity/Electronics	5		
MATT 133 Technical Mathematics I	4		
Total	16		
Second Semester			
* MFRG 100 Industrial Safety	3		
MFRG 110 Maintenance Tools and Procedures	3		
MFRG 230 Electrical Diagnosis and Repair	4		
MFRG 168 CNC Setup & Operations	4		
ENGL 121 Communication Skills	3		
Total	17		
Third Semester			
WELD 150 Welding for Mechanics	4		
MFRG 220 Mechanical Diagnosis and Repair (pre: MFRG 105)	4		
MFRG 169 Intro. to CNC Programming	4		
ENGL 122 Technical Communications	3		
INFO 245 Employment Seminar	1		
Total	16		
Fourth Semester			
ELEC 250 Mechatronics IV	4		
ELEC 269 Mechatronics III	3		
Humanities Elective	3		
Social Science Elective	3		
MFRG 231 Mechatronics V	4		
Total	17		
Total Hours	66		

* General Education.

See list of Human Relations requirements.

NOTE: Pre-Tech Math (MATT 132) is available for students needing preparation for MATT 133.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Manufacturing Engineering Technology

Associate in Applied Science Degree
NIMS Certified Program

This curriculum is designed to prepare the student for a career in the fields of manufacturing and production technology. Positions in a conventional machine shop and/or a Computer Numerical Control shop can be attainable by program graduates. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* MATT 133 Technical Math I	4		
MFRG 160 Machining I	3		
DRAF 160 Machining Graphics	3		
DRAF 166 Intro to AutoCAD	3		
* ENGL 101 Rhetoric <u>OR</u> ENGL 121 Communication Skills	3		
Total	16		
Second Semester			
CBUS 150 Business Computer Systems	3		
MFRG 161 Machining II (pre: MFRG 160)	3		
MFRG 168 CNC Setup & Operations (pre: MFRG 160)	4		
DRAF 266 Applied AutoCAD (pre: DRAF 166)	3		
Total	13		
Third Semester			
DRAF 162 Technology in Advanced Manufacturing	3		
MFRG 169 Intro to CNC Prog (pre: MFRG 168)	4		
INFO 245 Employment Seminar	1		
* ENGL 122 Technical Communication (pre: ENGL 101 or ENGL 121)	3		
MFRG 162 Machining III (pre: MFRG 161)	3		
* Humanities Elective	3		
Total	17		
Fourth Semester			
MFRG 170 Applied CNC Programming (pre: MFRG 169)	4		
MFRG 100 Industrial Safety	3		
MFRG 280 CAD/CAM (pre: DRAF 266 & MFRG 169)	3		
* Social Science Elective	3		
Technical Elective	3		
Total	16		
Total Hours	65		

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Manufacturing Engineering Technology (continued)

	HOURS	F,S,I,SU	GRADE
Technical Electives			
DRAF 276 Advanced AutoCAD Applications (pre: DRAF 266)	3		
MFRG 285 Supervised Occupational Exp (pre: consent of instructor)	3		
MFRG 163 Machining Tools IV	3		
WELD 180 Structural Welding	4		

* General Education.

See list of Human Relations requirements.

NOTE: Pre-Tech Math (MATT 132) is available for students needing preparation for MATT 133.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Manufacturing Engineering Technology CAD Option

Associate in Applied Science Degree
NIMS Certified Program

This program prepares students for careers as professional draftsmen and CAD technicians. Employment opportunities for those completing the program include positions such as drafter, CAD operator, CAD technician. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
* MATT 133 Technical Math I	4		
DRAF 160 Machining Graphics	3		
DRAF 166 Intro to AutoCAD	3		
MFRG 160 Machining I	3		
* ENGL 101 Rhetoric <u>OR</u> ENGL 121 Communication Skills	3		
Total	16		
Second Semester			
DRAF 266 Applied AutoCAD (pre: DRAF 166)	3		
MFRG 168 CNC Setup & Operations (pre: MFRG 160)	4		
CBUS 150 Business Computer Systems	3		
MFRG 161 Machining II (pre: MFRG 160)	3		
Total	13		
Third Semester			
* ENGL 122 Technical Communication (pre: ENGL 101 or ENGL 121)	3		
DRAF 162 Technology in Advanced Manufacturing	3		
DRAF 276 Advanced AutoCAD Applications (pre: DRAF 266)	3		
MFRG 169 Intro to CNC Prog (pre: MFRG 168)	4		
INFO 245 Employment Seminar	1		
* Humanities Elective	3		
Total	17		
Fourth Semester			
MFRG 100 Industrial Safety	3		
MFRG 280 CAD/CAM (pre: DRAF 266 & MFRG 169)	3		
MFRG 162 Machining III (pre: MFRG 161)	3		
* Social Science Elective	3		
Technical Elective	3		
Total	15		

Total Hours 61

continue on next page

Manufacturing Engineering Technology CAD Option (continued)

	HOURS	F,S,I,SU	GRADE
Technical Electives			
MFRG 200 Manufacturing Management & Quality	3		
MFRG 170 Applied CNC Programming (pre: MFRG 169)	4		
MFRG 285 Supervised Occupational Exp. (pre: consent of instructor)	3		

See list of Human Relations requirements.

* General Education.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Marketing

Associate in Applied Science

This program is designed to give an individual a variety of career options such as Customer Engagement, Sales, Telemarketing, Marketing, Retail Sales, Hospitality, Advertising, Travel & Tourism, and Management. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

Degree Programs

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
INST 101 Success in College	1		
BMGT 117 Principles of Marketing	4		
BOFF 253 Social Media for Business	3		
BMGT 104 Interpersonal Relationships	3		
BOFF 255 Digital Presentations	3		
* Communication Elective	3		
Total	17		
Second Semester			
BMGT 244 Digital Marketing	3		
BOFF 225 Spreadsheet Applications	3		
BMGT 213 Principles of Advertising	4		
* Marketing Elective	3		
* Math Elective	3		
Total	16		
Third Semester			
BMGT 118 Professional Selling	3		
BMGT 202 Content Creation	3		
CECN 102 Microeconomics	3		
* Marketing Elective	3		
* Communication Elective	3		
Total	15		
Fourth Semester			
BMGT 201 Digital Promotional Strategy	3		
BOFF 275 Social Media Management	3		
BOFF 270 Marketing Analytics	3		
BOFF 260 Professional Development	2		
* Humanities Elective	3		
Total	14		
Total Hours	62		

Marketing Electives

BMGT 215 Consumer Behavior
BMGT 217 Retailing & Merchandising
INFO 174 Intro to Web Design
BOFF 222 Design for Blogging Platforms
BMGT 114 Principles of Management
BOFF 230 Advanced Spreadsheet Applications

* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Placement in typing courses will depend on demonstrated proficiency.

Mechatronics

Certificate Program

This program will prepare students to analyze functional relationships in mechatronic systems, follow information and energy flow in electrical, pneumatic and hydraulic sub systems, plan and organize work flow, commission, trouble shoot and repair mechatronic systems.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
ELEC 104 Key Principles of Advanced Manufacturing	3		
DRAF 162 Technology in Advanced Manufacturing	3		
MFRG 105 Mechatronics I	3		
ELEC 168 Mechatronics II	4		
Total	13		
Second Semester			
ELEC 269 Mechatronics III	3		
ELEC 250 Mechatronics IV	4		
MFRG 231 Mechatronics V	4		
Total	11		
Total Hours	24		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Mechatronics.pdf>

Medical Assistant

Certificate Program

The Medical Assisting (MA) student will be trained to perform at a minimum entry level in positions normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics.

The program provides the MA with entry-level theory and limited "hands-on" training in basic and routine clinical and office tasks. This will equip the MA with the competencies required to perform in either a clinical or office capacity. The graduate will be able to assist in EKG, first aid, and phlebotomy.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Fall Semester			
BOFF 121 Typing and Document Processing	3		
BOFF 140 Medical Terminology	3		
MEDA 100 Pharmacology	3		
MEDA 120 Clinical Procedures I	3		
Total	12		
Spring Semester			
BOFF 139 Medical Office Procedures	3		
GSCI 105 Human Body Structure	3		
MEDA 150 Pharmacology II	3		
MEDA 170 Clinical Procedures II	3		
Total	12		
Fall Semester			
ENGL 121 Communication Skills	3		
MEDA 210 Medical Ethics	3		
BOFF 249 Medical Office Procedures II	3		
MEDA 220 Clinical Procedures III	3		
MEDA 200 Clinical/Office Internship (2nd 8 weeks)	3		
Total	15		
Total Hours	39		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/MedicalAssistant.pdf>

Nurse Assistant (CNA)

Certificate Program

Nursing assistants work in licensed and/or certified skilled nursing facilities, intermediate care facilities, hospitals, and home health agencies. Successful completion of this course permits the student to take the written competency exam as required by the Illinois Department of Public Health. This program is an Approved Training Program by the IDPH.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
NURS 110 Role of the Nurse Assistant	5		
NURS 111 Basic Nursing Procedures	2		
Total	7		

Advanced Nurse Assistant (Adv CNA)

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
NURS 107 Orientation to Health Occupations Fields	2		
NURS 110 Role of the Nurse Assistant	5		
NURS 111 Basic Nursing Procedures	2		
BOFF 140 Medical Terminology	3		
Total	12		

Nursing

Associate Degree in Nursing (AAS)

The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program prepares students to become registered nurses (RNs), to provide safe, quality care in hospitals and ambulatory care settings. The program provides a variety of learning experiences, including classroom, laboratory, and clinical experiences. The nursing program implements a ladder approach, consisting of Level 1 (first year) and Level 2 (second year). Students are eligible to take the Nursing Assistant Certification Exam after successful completion of NURS 192. Students are eligible to take the PN-NCLEX after successful completion of Level 1. Upon completion of both levels, graduates are eligible to take the licensure exam for Registered Nursing (NCLEX-RN). This is a full time program.

This program is a highly selective program and acceptance is dependent upon a minimum GPA of 2.5 and an admission criteria point system. Students will need to complete the required general education before applying. MATH 115 may be taken during the summer semester between Level I and Level II. Meeting minimum requirements does not guarantee admission into the program.

Transfer credit for non-nursing courses and placement exam credit will be evaluated on an individual basis. Transfer courses must be completed with a "C" or higher to qualify for credit towards the Associate Degree in Nursing. All courses must be completed with a grade of "C" or better.

Level II Applicants with an active, unencumbered LPN license may apply to enter Level 2 as a full time student on a space available basis.

Students must have an American Heart Association (AHA) Healthcare Providers CPR certification before coursework begins.

Other admission requirements: Level 1 - ATI TEAS - Proficient level or above. Level 2 - HESI. LPN - ADN Assessment. Students must meet all pre-application admission criteria. All prerequisite course work must be completed prior to submission of the application.

For more information regarding the admission guidelines, visit www.dacc.edu/depts/nursing.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

PRE-REQUISITE COURSES	HOURS	F,S,I,SU	GRADE
BIOL 136 Anatomy and Physiology I	4		
BIOL 137 Anatomy & Physiology II	4		
BIOL 140 Microbiology	4		
ENGL 101 Rhetoric I	3		
PSYC 100 Intro to Psychology	3		
Total	18		

MATT 115 is required for advancing to Level 2. It may be taken during the summer session between Level I and Level II.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Level One First Semester			
NURS 192 Concepts of Nursing	12		
Total	12		
Level One Second Semester			
NURS 194 Adult Nursing	8		
NURS 195 Maternal-Child Health Nursing	4		
Total	12		
Summer Between Level 1 and Level 2			
MATH 115 Survey of Statistics*	3		
Total	3		

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Nursing (continued)

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Level Two First Semester			
NURS 296 Advanced Nursing I	6		
NURS 297 Advanced Nursing II	6		
Total	12		
Level Two Second Semester			
NURS 298 Advanced Nursing III	8		
NURS 299 Advanced Nursing IV	4		
Total	12		
Total Hours	69		

In addition to the prerequisites listed on previous page, it is recommended that students also complete BIOL 102 Principles of Biology; BOFF 140 Medical Terminology; HITT 115 Pathophysiology and Pharmacology; HLTH 102 First Aid/CPR; and HLTH 130 Nutrition.

Nursing

Level I Nursing Certificate

The Level I nursing program prepares students to become licensed practical nurses (LPNs) to provide safe, quality care under delegation in hospitals and ambulatory care settings. The program provides a variety of learning experiences, including classroom, laboratory, and clinical experiences. Students are eligible to take the Nursing Assistant Certification Exam after successful completion of NURS 192. Graduates are eligible to take the licensure exam for Practical Nursing (NCLEX-PN) and obtain state licensure. This program is a highly selective program and acceptance is dependent upon a minimum GPA of 2.5 and an admission criteria point system. Students will need to complete the required general education before applying. MATH 115 may be taken during the summer semester between Level I and Level II. This is a full time program.

Transfer credit for non-nursing courses and placement exam credit will be evaluated on an individual basis. Transfer courses must be completed with a "C" or higher to qualify for credit towards certificate. All courses must be completed with a grade of "C" or better.

Students must have an American Heart Association (AHA) Healthcare Providers CPR certification before Level 1 coursework begins. Students who successfully complete Level I automatically transition into Level II. See AAS Nursing.

Students must meet all pre-application admission criteria except for MATH 115.

For more information regarding the admission guidelines, visit www.dacc.edu/depts/nursing.

PRE-REQUISITE COURSES	HOURS	F,S,I,SU	GRADE
BIOL 136 Anatomy and Physiology I	4		
ENGL 101 Rhetoric I	3		
BIOL 137 Anatomy & Physiology II	4		
PSYC 100 Intro to Psychology	3		
BIOL 140 Microbiology	4		
Total	18		
REQUIRED COURSES			
Level One First Semester			
NURS 192 Concepts of Nursing	12		
Total	12		
Level One Second Semester			
NURS 194 Adult Nursing	8		
NURS 195 Maternal-Child Health Nursing	4		
Total	12		
Total Hours	42		

In addition to the prerequisites listed on page 1, it is recommended that students also complete BIOL 102 Principles of Biology; BOFF 140 Medical Terminology; HITT 115 Pathophysiology and Pharmacology; HLTH 102 First Aid/CPR; and HLTH 130 Nutrition.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/NursingLevel1.pdf>

Nursing LPN-RN

Associate Degree in Nursing (AAS)

LPN-to-RN Part Time Option

The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program prepares students to become registered nurses (RNs), to provide safe, quality care in hospitals and ambulatory care settings. Upon completion of both levels, graduates are eligible to take the licensure exam for Registered Nursing (NCLEX-RN).

The Part time LPN-to-RN option is designed for the working Licensed Practical Nurse who wishes to advance professionally to Registered Nurse status. The traditional two-semester full time program is stretched to four semesters. This will accommodate the working LPN's work schedule and provide a work-life balance. Lecture classes meet once a week. Clinicals will be every other week.

Applicants must have an active, unencumbered LPN license. Applicants must have an American Heart Association (AHA) Healthcare Providers CPR certification before coursework begins.

This program is a highly selective program and acceptance is dependent upon a minimum GPA of 2.5 and an admission criteria point system. All prerequisite course work must be completed prior to submitting the application. Meeting minimum requirements does not guarantee admission into the program.

Transfer credit for non-nursing courses and placement exam credit will be evaluated on an individual basis. Transfer courses must be completed with a "C" or higher to qualify for credit towards associate degree. All courses must be completed with a grade of "C" or better.

Other admission requirements: HESI LPN-to-ADN Assessment
Students must meet all pre-application admission criteria.
Please see Academic Advisors for transcript review.

For more information regarding the admission guidelines, visit www.dacc.edu/depts/nursing.

PRE-REQUISITE COURSES	HOURS	F,S,I,SU	GRADE
BIOL 136 Anatomy and Physiology I	4		
BIOL 137 Anatomy & Physiology II	4		
BIOL 140 Microbiology	4		
ENGL 101 Rhetoric I	3		
PSYC 100 Intro to Psychology	3		
MATH 115 Survey of Statistics	3		
Total	21		
REQUIRED COURSES			
Level Two First Semester			
NURS 296 Advanced Nursing I	6		
Level Two Second Semester			
NURS 298 Advanced Nursing II	6		
Level Two Third Semester			
NURS 297 Advanced Nursing III	8		
Level Two Fourth Semester			
NURS 299 Advanced Nursing IV	4		
Total Hours Level Two	24		

Office Assistant

Certificate Program

This program is designed to provide entry level employment skills for office personnel.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 130 Computer Essentials	2		
+ BOFF 121 Fundamentals of Business Documents	3		
BOFF 237 Word Processing Applications	3		
BOFF 135 Business Etiquette & Ethics	3		
MATT 104 Business Math or MATT 108 Intermediate Algebra	3		
* ENGL 101 <u>OR</u> 121 Rhetoric and Composition <u>OR</u> Communication Skills	3		
Total	17		

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/OfficeAssistant.pdf>

Advanced Office Assistant

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 125 Business Communication Strategies	3		
BOFF 180 Graphic Design Fundamentals for Print & Web	3		
BOFF 226 Database Applications	2		
BOFF 225 Spreadsheet Applications	3		
BOFF 265 Virtual Technology for Business	3		
BOFF 265 Virtual Technology for Business	3		
Total	17		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

+ Placement depends on demonstrated proficiency.

* General Education

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/OfficeAssistant.pdf>

Personal Training Certificate Program

Personal training has evolved into an exciting discipline that combines exercise, stretching, nutrition and more to set people on a path to better health. This personal training certificate program is designed for those that are interested in a career in personal training as well as operating their own business.

This certificate program provides instruction in customer services and management to assist potential gym or consulting business owners. Additionally, the personal training program is designed to ensure that students obtain the knowledge, skills and abilities for safe and effective exercise and fitness program design, instruction and assistance for the purpose of reaching personal health and fitness goals. To ensure this quality, students will sit for the ACE Personal Training Certification Exam, which is rooted in 30 years of science-based research from ACE, the world's largest nonprofit health and fitness certification organization. Becoming an ACE Certified Personal Trainer will give the student a career advantage and the expertise needed to stand out among peers with a certification accredited by the National Commission for Certifying Agencies (NCCA).

To receive the DACC Personal Training Certificate, students must successfully pass the ACE Personal Training Certification Exam.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
HLTH 130 Nutrition	3		
PEMW 157 PT I: Fitness Professional Training *	3		
PEMW 153 Sports Psychology	3		
HLTH 102 Standard First Aid & Safety	2		
GSCI 105 Human Body Structure & Function (or BIOL 136)	3		
PEMW Fitness Center Course OR Group Fitness Course	1		
Total	15		
Second Semester			
PEMW 159 PT III: ACE Personal Training Capstone *	4		
BMGT 114 Principles of Management *	3		
BMGT 103 Customer Service	2		
PEMW 158: PT II: Exercise Science for Fitness Professionals *	3		
PEMW Group Fitness Course OR Group Fitness Course	1		
Total	13		
Total Hours	28		

All students must take the prerequisite coursework before registering for PEMW 159: PT III, HLTH 102, PEMW 157 and PEMW 158.

Student planning to transfer to EIU, should take BIOL 136 instead of GSCI 105.

Gainful Employment:

For program costs, completion and graduate information see:

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/PersonalTrainer.pdf>

Personal Training Level 1

Certificate Program

This personal training program curriculum is designed to ensure that students obtain the knowledge, skills and abilities for safe and effective exercise and fitness program design, instruction and assistance for the purpose of reaching personal health and fitness goals. To ensure this quality, students will sit for the ACE Personal Training Certification Exam, which is rooted in 30 years of science-based research from ACE, the world's largest nonprofit health and fitness certification organization. Becoming an ACE Certified Personal Trainer will give the student a career advantage and the expertise needed to stand out among peers with a certification accredited by the National Commission for Certifying Agencies (NCCA). To receive the DACC Personal Training Certificate, students must successfully pass the ACE Personal Training Certification Exam.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
PEMW 157 PT I: Fitness Professional Training *	3		
HLTH 102 Standard First Aid & Safety	2		
PEMW 153 Sports Psychology	3		
Total	8		
Second Semester			
PEMW 158: PT II: Exercise Science for Fitness Professionals *	3		
PEMW 159 PT III: ACE Personal Training Capstone *	4		
Total	7		
Total Hours	15		

Public Health Medical Billing

Certificate Program

This program is designed to provide students with the skills and expertise to obtain entry-level positions as a medical biller in outpatient settings with a focus on public health department services and billing procedures. The student will also learn regulations governing how to start and maintain a medical billing department at a small independent practice or a public health department. The Health Information Technology associate program that this certificate is housed under is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This certificate represents a specialized area within the Health Information Technology field. This is an occupational program typically not designed to transfer; however, the associate program has been articulated to some senior institutions. Please contact a counselor for specific details. All courses must be completed with a grade of "C" or better.

Program is completely online and eligible for Web Registration.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
PHMB 100 ICD-10-CM Diagnosis Coding	4		
HITT 205 Legal Aspects of Health Information Management and Ethics	2		
PHMB 280 Medical Billing and Reimbursement Methods	4		
Total	10		
Second Semester			
PHMB 200 Billing Public Health Services and Procedures	3		
PHMB 110 Coding Outpatient Procedures	4		
HITT 255 Alternative Healthcare Settings Insurance Procedures	3		
Total	10		
Total	20		

Gainful Employment:

For program costs, completion and graduate information see

<https://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/PublicHealthMedicalBilling.pdf>

Quality Inspector

Certificate Program

This curriculum is designed to prepare students for employment in industrial facilities as Quality Inspector, Quality Technician, and/or Production Inspection roles.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
DRAF 160 Machining Graphics	3		
CBUS 150 Business Computer Systems	3		
DRAF 170 Geometric Dimensioning & Tolerancing	3		
DRAF 180 Metrology (pre: DRAF 170)	3		
MATT 133 Technical Math	4		
* Technical Elective	3		
Total	19		
* Technical Electives			
DRAF 162 Technology in Advanced Manufacturing	3		
MFRG 200 Manufacturing Management and Quality	3		
Total	6		
Total Hours	25		

Radiologic Technology

Associate in Applied Science Degree

This rigorous program offers a wide variety of educational experiences in professional/technical coursework, the social and natural sciences, mathematics, the humanities, and communication. In addition to classroom and laboratory sessions, students will complete 1500 hours of clinical education coordinated by the faculty at DACC and directly supervised by licensed technologists at affiliated medical facilities. This critical component of the curriculum allows students to perform real world hands-on application of knowledge. The program is accredited by the Joint Review Commission for Education in Radiologic Technology (JRCERT) and its graduates are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) national certification examination and obtain state licensure. All courses must be completed with a grade of "C" or better. This program is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

Entrance Requirements:

Math – placement by test into college algebra (MATH 111) or higher algebra-based mathematics or successful completion of MATH 108 Intermediate Algebra or higher algebra-based math course.

Pre-requisite Courses*	HOURS	F,S,I,SU	GRADE
BIOL 136 Anatomy and Physiology I	4		
BIOL 137 Anatomy and Physiology II	4		
PHYS 141 Physical Science I	4		
Total	12		
REQUIRED COURSES			
First Semester/Summer			
RDTC 100 Patient Care in Radiologic Technology	3		
RDTC 108 Clinical Internship I	1		
Total	4		
Second Semester/Fall			
RDTC 101 Introduction to Radiologic Technology	2		
RDTC 103 Radiologic Physics I	3		
RDTC 104 Radiologic Procedures I	3		
RDTC 109 Clinical Internship II	2		
SPCH 101 Oral Communications**	3		
Total	13		
Third Semester/Spring			
RDTC 105 Radiologic Procedures II	3		
RDTC 106 Radiologic Physics II	3		
RDTC 107 Radiation Biophysics	2		
RDTC 110 Clinical Education III	2		
ENGL 101 Rhetoric and Composition**	3		
Total	13		
Fourth Semester/Summer			
RDTC 201 Radiologic Procedures III	3		
RDTC 207 Clinical Internship IV	2		
Total	5		

continue on next page

Radiologic Technology (continued)

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Fifth Semester/Fall			
RDTC 202 Radiologic Procedures IV	2		
RDTC 203 Radiologic Pathology	2		
RDTC 204 Atypical Radiologic Procedures	3		
RDTC 208 Clinical Internship V	3		
PSYC 100 Introduction to Psychology**	3		
Total	13		
Sixth Semester/Spring			
RDTC 205 Image Analysis	3		
RDTC 206 Special Topics in Radiologic Technology	2		
RDTC 209 Clinical Internship VI	3		
Humanities Elective** (from approved IAI)	3		
Total	12		
Total Hours	71		

In addition to the pre-requisites listed on page 1, it is recommended that students also complete BOFF 140 Medical Terminology and HLTH 102 First Aid/CPR.

* Current within five years.

** Recommended sequence for general education courses.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Students will need to complete a separate application for consideration into this program. Program application can be found online. Please contact Director Tammy Howard at 217-443-8552 for questions. The application deadline is March 15.

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606
312-704-5300
www.jrcert.org

Small Business Ownership

Certificate Program

A 15 credit hour, 5 course series designed to prepare the new entrepreneur for a smooth launch.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BMGT 100 Basics of Business Startup	2		
BACC 100 Introduction to Accounting	3		
CBUS 104 Introduction to Business	3		
BMGT 117 Principles of Marketing	4		
CBUS 150 Business Computer Systems	3		
Total	15		

Sonography, Diagnostic Medical

Advanced Certificate

The Diagnostic Medical Sonography (DMS) program at Danville Area Community College prepares the student for employment upon graduation as a key member of the health care team that performs a variety of sonographic procedures by operating complex equipment and providing skilled patient care. We provide an environment that enhances critical thinking, professionalism, and life-long learning to maintain academic and professional integrity throughout the program and their career.

This rigorous program offers a wide variety of educational experiences in professional/technical coursework. In addition to classroom and laboratory sessions, students will perform two semesters of clinical rotations coordinated by the faculty at DACC and directly supervised by credentialed technologists at affiliated medical facilities. This critical component of the curriculum allows students to perform real world hands-on application of knowledge. Graduates complete 1681 total program hours (classroom, laboratory and clinicals) which ensures eligibility to take the national certification examinations in sonography given by the American Registry of Diagnostic Medical Sonographers (ARDMS) and the American Registry of Radiologic Technologists (ARRT).

Entrance Requirements:

Completed degree or two year certificate and current license/certification in the radiologic sciences, or nursing, or other health profession or any bachelors degree or higher. Recommended current CPR certification.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
SONO 101 Abdominal & Small Parts Sonography	8		
SONO 102 OB/GYN Sonography	5		
SONO 104 Sonography Physics & Instrumentation	3		
Total	16		
Second Semester			
* SONO 107 Clinical Education I	13		
+ SONO 103 Cardiovascular Sonography	2		
Total	15		
First Summer Semester			
**SONO 108 Clinical Education II	8		
+ SONO 106 Special Topics	3		
Total	11		
Total Hours	42		

+ On-line courses. * 18 week semester ** 10 week semester

Students will need to complete a separate application for consideration into this program. Please contact Instructor Rachael Arnholt at 217-554-1652 or Director Tammy Howard at 217-443-8552 with any questions. Application is available online. Application deadline is May 15.

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Sonography.pdf>

Tractor/Trailer Driver Training

Certificate Program

Tractor/Trailer Driver Training

The DACC Tractor Trailer Driver program provides the necessary training for men and women to prepare them for entry-level positions as commercial drivers. At the beginning of the course, students prepare for and obtain their Commercial Driver's License learner's permit. Six weeks later, they have obtained the necessary knowledge and driving skills and experience to pass the CDL Class A driver's license exam administered by the Illinois Secretary of State's office.

DACC offers the 240 hour Tractor Trailer Driver program in three popular formats.

- The 6-week day course is conducted Monday through Friday from 8:00 a.m. to 4:30 p.m. For those who qualify, a 4-week option is available.
- The 12-week evening course is conducted Monday through Friday from 5:00 p.m. to 9:00 p.m.
- The Weekend option, designed for individuals who need to continue their current employment status during their training period, meets Saturdays and Sundays from 8:00 a.m. to 4:30 p.m. for 15 weeks.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
LGST 025 Tractor/Trailer Driving Training	11		
Total	11		

Students attending this program under Pell Grant (16 credit hours) are required to do a 10 week externship in addition to the 6 weeks training on campus. The student must have a high school diploma or it's equivalent such as the General Education Diploma (GED) as required by Federal Title IV program regulations.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
LGST 025 Tractor/Trailer Driving Training	11		
LGST 050 Tractor/Trailer Driver Internship	5		
Total	16		

The DACC program boasts of a student/trainer ratio of four students per trainer. Of equal importance is a format of four students per tractor trailer. The curriculum for the Tractor Trailer Driver program at Danville Area Community College was designed to meet or exceed industry standards and the Illinois Secretary of State's licensing standards under the advisement of the members of the Danville Area Logistic Cluster.

The DACC program is recognized as an eleven (11) credit hour course by the Illinois Community College Board. Certificates of Successful Completion are also awarded to the students.

Tractor Trailer Driver Qualifications: A high school diploma or GED is not required. Every truck driver student must have a valid driver's license. A DOT physical examination and drug test are required to attend the program and to be employed in the industry. Interstate drivers must be 21 years of age, while in-state drivers can be 18 to 21 years old. Job placement assistance is limited for individuals under the age of 21. Drivers must be able to read and speak English well enough to understand traffic signs, prepare reports and communicate with others.

Employment Assistance is available to program completers. The Coordinator, as well as the instructors, of our program maintains contact with local employers, as well as various interstate trucking companies. Recruiters from these companies visit our classes on a regular basis. Most students will receive multiple job offers during their training period.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/TractorTrailer.pdf>

Web Design

Certificate Program

The certificate program in Internet Design prepares the students for employment as web designers. The student receives instruction in the HTML programming and current web authoring tools.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
CBUS 150 Business Computer Systems	3		
INFO 135 Concepts in Programming: C++	3		
INFO 153 A+ Software Preparation	3		
INFO 165 Intro to C# Programming (pre: INFO 135)	3		
INFO 230 Web Programming	3		
INFO 276 Mobile Phone Apps	3		
INFO 284 JavaScript	3		
ENGL 121 Communication Skills	3		
MATT 133 Technical Mathematics	4		
Total	28		

+Knowledge of keyboard or enrollment in BOFF 114 is encouraged.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Gainful Employment:

For program costs, completion and graduate information see

<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/WebDesign.pdf>

Welding Certificate Program

Specific skills in metal fabrication are developed in the successful completion of this program. The graduate should be qualified to perform in maintenance or industrial welding.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
MATT 132 Elementary Technical Math	4		
WELD 101 Blueprint Reading	4		
WELD 170 Cutting and Material Preparation	4		
WELD 180 Structural Welding	4		
Communications Elective	3		
Total	19		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/Welding.pdf>

Advanced Welding Certificate Program

This program will include advanced welding techniques, processes, and equipment. It is intended to prepare students for any welding certification examinations they might have with employers. The addition of these four courses completes the advanced welding certificate.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
WELD 270 Welding for Manufacturing (pre: WELD 180, WELD 280, WELD 290 or consent of instructor)	4		
WELD 280 Pipe Welding (pre: WELD 180 or consent of instructor)	4		
WELD 290 Advanced Pipe Welding (pre: WELD 180, WELD 280 or consent of instructor)	4		
MATT 133 Tech Math I	4		
Totala	16		
Total Hours	35		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Gainful Employment:

For program costs, completion and graduate information see
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/AdvWelding.pdf>

Wind Energy Technician

Associate in Applied Science Degree

This program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as they learn about the electrical power generation industry, safety at the worksite, mechanical devices, as well as hydraulic and electrical systems. Graduates enter the workforce with the skills necessary to be employed and succeed in entry-level technical positions and with additional training and experience may advance to supervisory or advanced technical positions. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
WIND 100 Introduction to Wind Energy	4		
MFRG 105 Mechatronics I	3		
ELEC 160 Introduction to Electricity/Electronics	5		
MATT 133 Technical Math I	4		
Total	16		
Second Semester			
WIND 150 Wind Turbine Materials and Electro Mechanical Equipment	4		
ELEC 269 Mechatronics III	3		
MFRG 230 Electrical Diagnosis and Repair	4		
ELEC 273 Digital Electronics	4		
ENGL 121 Communication Skills	3		
Total	18		
Third Semester			
WIND 200 Wind Power Delivery Systems	4		
MFRG 220 Mechanical Diagnosis and Repair (pre: MFRG 105)	4		
MFRG100 Industrial Safety (OSHA 30 Hour)	3		
Humanities Elective	3		
ENGL 122 Technical Communications	3		
Total	17		
Fourth Semester			
WIND 250 Wind Turbine Troubleshooting	4		
ELEC 250 Mechatronics IV	4		
MFRG 231 Mechatronics V	4		
INFO 245 Employment Seminar	1		
Social Science Elective	3		
Total	16		

Total Hours 67

Dual Enrollment Programs: Traditional Dual Credit (Transfer & Career), College Express, and Project Lead the Way

Dual credit means that a high school student is taking a college-level class that will be used for high school credit and college credit. Dual credit at DACC can be earned with transfer eligible courses and career/technical courses. High school students are eligible for dual enrollment with approval from their high school counselor.

Traditional Dual Credit:

Tuition for dual credit coursework is set at 50% tuition and fees for courses taught by a DACC instructor either on campus or online. Students who are eligible for free or reduced lunch will be charged 25% tuition and fees for these courses. Verification of free/reduced lunch status for the individual student MUST be provided for the reduced rate to be applied to the student's account. Course fees may or may not be required depending on course.

Dual credit courses require prior approval by the high school guidance counselor and DACC. Students should also be aware of any prerequisites required for the course(s) of their choice. With proper approval from both the high school and the College, an academically prepared student may earn dual credit in two ways:

1. A regularly scheduled high school class may be approved for dual credit if the course meets the guidelines of a DACC course. These courses will be arranged and approved by the high school and the College.
2. Students may take a DACC course on campus, online, or satellite location.

To complement our College Express program mentioned below, an afternoon block of transfer-eligible courses is scheduled each semester for the convenience of students who might be released by their high school to attend classes on campus.

For more information about dual enrollment courses, high school students should contact their high school guidance counselor or the DACC Admissions office at [217-443-8800](tel:217-443-8800).

College Express Dual Credit:

The College Express program offers dual credit for high school juniors and seniors in sixteen career/technical programs which traditionally lead to an Associate degree or certificate. College Express courses are offered daily on the DACC campus during a two-hour time block in the morning for District 118 and Middle College students and in the afternoon for county high school students. Students register for College Express courses during the traditional registration period at their high school.

Optimally, a high school student will enter College Express as a junior. By the time the student completes two years of College Express programming, he or she may have earned from 10-19 dual credits toward high school graduation and an Associate degree. There are limited

personal expenses associated with College Express. Tuition, fees, books, and most transportation expenses are paid by their high school district. The financial benefits realized by College Express participants can be in excess of \$1500, or the equivalent of an entire college semester.

College Express is the result of a partnership between DACC, Vermilion Vocational Education Delivery System (VVEDS), and area Illinois high school districts. For more information about the College Express program, students should contact their high school guidance counselor, the DACC Partnership for College & Career Success Program office, at [217-443-8582](tel:217-443-8582), or the VVEDS office, at [217-443-8742](tel:217-443-8742).

Project Lead the Way:

Project Lead the Way (PLTW) is a pre-engineering program designed to encourage interest and speed up a degree in the engineering field. The program enhances technical math and science skills through project- and problem-based learning activities. High school students who are interested in PLTW must make application and be accepted into the program. PLTW offers dual credit to area high school juniors and seniors in the following sequence of classes, taken one per semester:

- Intro to Engineering Design (3 credit hours),
- Principles of Engineering (4 credit hours),
- Digital Electronics (4 credit hours), and
- Computer Integrated Manufacturing (3 credit hours).

PLTW is the result of a partnership between Danville Area Community College, Vermilion Advantage, and Vermilion Vocational Education Delivery System (VVEDS). Applications are available from Vermilion Advantage. In addition to the completed application, the packet must include a cover letter, copy of the high school transcript, and two references for each candidate. For additional information, or to receive a program application, please contact Vermilion Advantage at [\(217\) 442-6201](tel:217-442-6201), [\(800\) 373-6201](tel:800-373-6201), contact@vermilion-advantage.com, or 15 North Walnut Street, Danville, IL.

Guidelines to Keep in Mind:

Courses taken for dual credit are more rigorous than typical high school courses. Course requirements, assignments, and timeframes will reflect the demands of a college-level course. Developmental courses are not eligible for dual credit. Students are required to take any placement assessments and prerequisites necessary for the chosen college course. The College has established a list of multiple measures to help place students into the appropriate course-level: the college's ACCUPLACER placement assessment, ACT and SAT scores, and, in some cases, recent high school cumulative GPA or high school coursework completed (for a few specific requirements). A foreign-language assessment is required for enrollment in all foreign language courses above the entry-level DACC course.

College Express

Accelerate Your Career while in high school with VVEDS and Danville Area Community College's COLLEGE EXPRESS DUAL ENROLLMENT Career & Technical Programs.

Learn job skills required by local and national employers AND earn high school and college credit for the courses completed at no expense to parents or students.

Programs & Courses Offered

AGRICULTURE

AGRI 205 Grain/Drying-Storage
AGRI 200 Agriculture Management
AGRI 102 Introductory Agriculture Economics
AGRI 103 Ag Mechanization
INFO 245 Employment Seminar

AUTO MECHANICS

AUTO 111 Intro to Engine Technology
AUTO 121 Engine Overhaul
AUTO 128 Fuel Systems & Emission Controls
AUTO 134 Steering and Suspension Systems
AUTO 135 Braking Systems

BUSINESS ADMINISTRATIVE TECHNOLOGY

BOFF 253 Social Media for Business
BOFF 265 Virtual Technology for Business
BOFF 121 Fundamentals of Business Documents
BOFF 125 Business Communication Strategies

COMPUTER NETWORKING

INFO 153 A+ Certification Prep
INFO 163 Client Operating Systems
INFO 213 Server Operating Systems
TBA

COMPUTER PROGRAMMING/WEB DESIGN

INFO 135 Concepts in Programming C++
INFO 154 C++ Programming
INFO 165 Intro to C# Programming
INFO 243 Advanced C# Programming

CONSTRUCTION

CONS 150 Intro to Construction Operations
CONS 156 Basic Carpentry I
CONS 158 Basic Carpentry II
ELEC 161 Residential Wiring

CRIMINAL JUSTICE

CRIM 100 Introduction to Criminal Justice
CRIM 204 Criminology
CRIM 103 Patrol Techniques
CRIM 105 Introduction to Corrections

CULINARY ARTS

CULA 420 Bakeshop I
CULA 415 Cooking Methods and Principles
CULA 410 Culinary Essentials
CULA 425 Bakeshop II

EARLY CHILDHOOD EDUCATION *

EDUC 160 Guiding Children
EDUC 104 Creative Learning Experiences
EDUC 207 Children's Literature
EDUC 250 Math/Science for Young Children

GRAPHIC DESIGN

BOFF 180 Graphic Design Fundamentals for Print & Web
BOFF 220 Graphic Editing and Illustrating
BOFF 219 Digital Publication Design for Business
BOFF 217 Digital & Print Media Layout for Business
BOFF 246 Illustrator

HEALTH OCCUPATIONS *

NURS 107 Introduction to Health Careers
NURS 111 Basic Nursing Procedures
NURS 120 Health Occupations I
NURS 121 Health Occupations II

HORTICULTURE

HORT 101 Intro to Horticulture Science
HORT 160 Intro to Floral Design
HORT 288 Greenhouse Culture
HORT 176 Landscape and Hort Therapy Design

INDUSTRIAL TECHNOLOGY

DRAF 162 Technology in Advanced Manufacturing
MFRG 160 Machining I
MFRG 105 Mechatronics I
ELEC 104 Key Principles of Advanced Manufacturing
MFRG 290 Special Project (Summer)

PROJECT LEAD THE WAY

DRAF 161 Engineering Graphics
ELEC 273 Digital Electronics I
MFRG 280 CAD/CAM
MFRG 120 Principles of Engineering

SUSTAINABILITY & ENVIRONMENTAL STUDIES

TBA - New program is being developed

THYSSENKRUPP YOUTH APPRENTICESHIP PROGRAM (NIMS)

MFRG 160 Basic Machining I
MFRG 161 Machining II
MFRG 162 Machine Tools III
MFRG 163 Machine Tools IV
ELEC 104 Key Principles of Advanced Manufacturing
MATT 132 Elementary Technical Math
MFRG 290 Special Project

WELDING

WELD 180 Structural Welding
WELD 280 Pipe Welding
WELD 101 Blueprint Reading
WELD 170 Cutting and Material Preparation
WELD 290 Advanced Pipe Welding
WELD 270 Welding for Manufacturing

* Courses in these programs have reading; writing and/or math prerequisites.

Career Agreement

Danville Area Community College has entered into a comprehensive cooperative agreement with Illinois Community Colleges. The agreement allows a student who is an “in-district” resident of Danville Area Community College to enroll in any occupational certificate or associate in applied science degree program not offered by the home institution at in-district tuition rates. The student will be required to request a cooperative agreement authorization from the home institution and it must be renewed yearly as long as student is in the program of study. To request a cooperative agreement for an eligible program at another institution, contact the Danville Area Community College Office of Instruction at 217-443-8770. The Community Colleges that have signed the agreement are:

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

Degree Programs



Course Description Explanation

1
2
 ANTH 103 Anthropology

3 {(Fall) 3 hours}4

5 { Introduction to the nature of the human race,
 { its development and relationship to the physical
 { and social environment today and in the past;
 { a 4 fields survey of the universal and variable
 { elements in biological and cultural anthropology,
 { archaeology, and linguistics. Prerequisite: Place
 into ENGL 101. [T] IAI: S1 900N

6
7
8

1—Course Prefix and Number

2—Course Title

3—Semester(s) the course is traditionally offered

4—Credit Hours

5—Course Description

6—Course Prerequisite

7—T = Transfer,* C = Career

8—Illinois Articulation Initiative (IAI) Course Code.

A course that has a letter and number followed by another 3 digit number is considered an IAI General Education Core Curriculum course (ex.: S7 902). Courses with a letter abbreviation and 3 digit number are considered major specific IAI transfer courses (ex.: ART 912, NUR 903). Refer to ltransfer.org. See page 66 for more information about IAI.

*Transfer Courses [T] can be counted towards a transfer degree.

Transferability for specific institutions and majors varies.

Consult a counselor for this information.

Course descriptions are listed alphabetically by course prefixes.

Course Description Index

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Accounting, Transfer.....	CACC	X		160-161
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Anthropology	ANTH	X		151
Art.....	ARTS.....	X		151-153
Automotive.....	AUTO		X	153-154
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Basic Skills, Math	DEVM			165
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Biological Sciences.....	BIOL	X		154-156
Business General	CBUS	X		161
Business Marketing/Management	BMGT	X	X	156-158
Business Office Systems.....	BOFF	X	X	158-160
Chemistry	CHEM	X		161-162
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Echocardiography.....	ECHO		X	166-167
Economics	CECN	X		161
Education.....	EDUC	X	X	167-168
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Floriculture.....	HORT	X	X	173-174
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Geography.....	GEOG	X		170
Graphics	GRPH			171
Health	HLTH	X		173
Health Information Technology.....	HITT		X	171-173
Heating, Ventilation & Air Cond.	HVAC.....		X	174-175
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Horticulture	HORT	X	X	173-174
Humanities.....	HUMN	X		174
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*Some or all of the courses with these prefixes can be used towards a transfer degree: Associate of Arts or Associate of Science at DACC.
Transferability for specific institutions and majors varies.
Consult a counselor for this information.

Course Description Index

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Wind Technology	WIND.....		X

***Some or all of the courses with these prefixes can be used towards a transfer degree: Associate of Science and Arts or Associate of Engineering Science at DACC.**
Transferability for specific institutions and majors varies.
Consult a counselor for this information.

AGRI

AGRI 101 Introduction to Animal Science

(Spring 2019) **4 hours**

Research and development of new technology and genetics has been implemented in the livestock industry to increase production of higher quality animals to feed an increasing world population. This course covers traditional animal breeds, methods of breeding and selection, anatomy, physiology, nutrition, growth, environment, health and sanitation, products and marketing, processing, production technology and economics, animal behavior and current issues in the animal science industry. The course will also introduce students to organic, natural and sustainable methods of livestock production. 3 lecture hours, 2 lab hours. [T] **IAI: AG 902**

AGRI 102 Introductory Agriculture Economics

(Fall 2019) **3 hours**

An introduction to the principles of economics including production principles, production costs, supply and revenue, profit maximization, consumption and demand, price elasticity, market price determination, and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the US and world economies. Other topics include a survey of the world food situation, natural, human, and capital resources [T] **IAI: AG 901**

AGRI 103 Ag Mechanization

(Spring 2020) **3 hours**

Larger farms, fewer farm operations and increased production goals have been possible by the implementation of new technology. Electronic sensors, remote observation and sophisticated control mechanisms have allowed increased data collection, greater capacity per operator, more efficient monitoring of varying operations and greater analysis opportunities. Discussion will revolve around power (tractors, generators, and electric motors), planters (precision placement, drill type and row spacing), harvesting equipment (cereal grain, oil seed, forage), storage structures for livestock, grain and equipment (plans, loads, construction materials and layout and design), field maintenance with fertilizer spreaders, sprayers and irrigation equipment (including calibration calculations), soil and water conservation operations including tillage equipment and soil drainage, surveying and drone scouting and mapping. Students will be exposed to information on practical applications of electricity, hydraulics, transmissions, plumbing, construction and welding principles. 2 lecture hours, 2 lab hours. [T] **IAI: AG 906**

AGRI 106 Computing Applications in Agriculture

3 hours

Introduction to computer hardware, file manipulation, printer, and the use of word processing, electronic presentations and communications, graphics, spreadsheet, database management, and web development software. Also includes solution of agriculture data-related problems and use of prepared software and templates.

AGRI 107 Intro to Ag Marketing and Sales

(Fall Odd Years) **3 hours**

Today's competitive agribusiness climate demands well-trained sales specialists. This course involves the study of principles and practices of the selling process used in the food and agricultural industry. Coursework will focus on the human aspect of agribusiness including market analysis, interpersonal relationships, and communication skills. Students will gain experience through role-play, formal sales presentations, and experiences of local professional Agricultural salespersons.

AGRI 108 Intro to Precision Ag

(Fall Even Years) **3 hours**

Technological advances in the field of Agriculture has led to higher crop yields with less resource utilization. This course will introduce students to precision technology that is currently being incorporated into modern agricultural operations and new technology that is under research and development. Topics will include variable rate technology, GPS, GIS, yield monitoring systems, and soil sampling and testing.

AGRI 110 Intro to UAS Technology

(Fall Even Years) **3 hours**

The use of Unmanned Aerial Systems (UAS) has increased rapidly in various industries such as law enforcement, film and journalism, shipping and delivery, safety inspections, and agriculture. This course will cover drones and the technology of operation. Subjects will include history, UAS components, safety, applications, and FAA regulations. Lab will provide students an opportunity for hands-on experience with UAVs while receiving training for the FAA Drone License Part 107 exam.

AGRI 111 Ag Safety

(Spring) **1 hour**

Agriculture continues to be one of the most dangerous professions despite pushes for safety education programs and good farm practices. Agricultural workers face a variety of hazards from powerful machinery to confined spaces and livestock handling. This course will explore a variety of safety lessons including safe tractor and machinery operation, zoonoses, emergency preparedness, fire and electrical safety, and safe grain handling practices.

AGRI 121 Introductory Crop (Plant) Science

(Fall 2019) **3 hours**

The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, 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.

2 lecture hours, 2 lab hours. [T] **IAI: AG 903**

AGRI 180 Introductory Soil Science

(Fall 2018) **4 hours**

New technology has allowed more accurate mapping (GPS, GIS), soil identification, and fertility of soils which operators along with soil scientists can use to evaluate

soil conservation and production factors. The course covers chemical, biological and physical properties of soils such as their origins, classification and distribution. Soil Science has an influence on agriculture economics, food production, conservation and an environmental impact as a limited resource. Current and new technology, along with an ever increasing population make it essential that the students comprehend the importance of maximizing production our soils while utilizing sustainable practices. 3 lecture hours, 2 lab hours. Prerequisites: Completion of or current enrollment in CHEM 100. [T] IAI: AG 904

AGRI 200 Agriculture Management

(Spring 2019) **3 hours**

Agriculture management looks at the economic, financial and planning phases of farm and retail agriculture businesses. Historic, current and future governmental programs have had and will have a significant influence on modern agriculture. Students in this course will investigate local, state, national and international influences in all aspects of the business enterprise. Key elements of the course will be instruction on budgets, purchasing, marketing and sustaining a viable agriculture business.

[C]

AGRI 202 Supervised Occupation Experience

(Spring) **3 hours**

On-the-job training in agricultural related areas during the second semester. Prerequisites: Must be enrolled in Agribusiness program and be currently enrolled in INFO 245 for Ag students. [C]

AGRI 205 Grain Drying-Storage

(Fall 2018) **3 hours**

The course covers aspects of handling, processing and storage of grain from harvest to its final destination. Students will learn the use of new technology in sampling, conveyance, drying, monitoring, and storage of grain on the farm and in a commercial facility. 2 lecture hours, 2 lab hours. [C]

AGRI 206 Grain Marketing

(Spring 2019) **3 hours**

A study of the marketing of grain crops with emphasis on futures and hedging. [C]

AGRI 207 Agriculture Pesticides

(Spring 2018) **4 hours**

This course is based around the foundation of an Integrated Pest Management System. IPM uses a system of biological, cultural, mechanical and chemical methods to achieve the greatest control of agricultural pests while protecting and sustaining the environment of soils, crops and non-target organisms. Technologically advanced monitoring and calibration equipment, auto steer equipment using satellite communications, and precision application techniques work hand in hand with traditional and genetically modified crops and livestock operations to make IPM methods successful. 3 lecture hours, 2 lab hours. [C]

AGRI 290 Supervised Occupation Experience

(Spring) **3 hours**

On-the-job training in agricultural related areas during the fourth semester. Training includes on-site activities with industry, consultations with instructor, and preparing work logs. Prerequisites: AGRI 202 and enrollment in Agribusiness program. [C]

ANTH

ANTH 103 Anthropology

(Fall) **3 hours**

Introduction to the nature of the human race, its development and relationship to the physical and social environment today and in the past; a 4 fields survey of the universal and variable elements in biological and cultural anthropology, archaeology, and linguistics. Prerequisite: Place into ENGL 101. [T] IAI: S1 900N

ANTH 107 Cultural Anthropology

(Spring) **3 hours**

Survey of selected non-Western societies from around the world. Societies reviewed might include China, Japan, Yanomamo, Wamani, !Kung, Navajo, Apache, Inuit, Tlingit, South India, Papua New Guinea, and Morocco. Films will accompany ethnographies from each culture. The choices that people in cultures make to organize and solve problems, such as the definition of family relations and obligations, the distribution of goods and services, the administration of justice, the allocation of resources, the ways toward religiosity, and the relations of families and groups to the larger social networks will be examined. Prerequisite: Place into ENGL 101. [T] IAI: S1 901N

ARTS

ARTS 103 Research Methods & Professional Practices

(Spring) **1 hour**

This course will see the completion of a student's portfolio that enables the student to begin the career search in Art History, Studio Art and Art Education. Students will document and digitally format art work for a portfolio and will determine the successes and failures of the work presented. The student will also complete a professional resume, website and an extensive job search. Prerequisite: Consent of instructor.

ARTS 105 Theater Appreciation

(Fall and Spring) **3 hours**

Theater Appreciation offers students the opportunity to explore and appreciate the role of theater in society within its cultural, aesthetic, dramatic, economic, and political manifestations in selected plays. The main aspects of theater, theater personnel and script analysis, will be explored along with theatrical forms of cultural and social significance in a historical and contemporary issue context in America and world cultures. The primary goal of this course is to provide an understanding of the art of theater and the continuing role it plays in our society. Attendance

and critiques of theater plays are required. Prerequisite: Place into ENGL 121. [T] IAI: F1 907

ARTS 111 Art History I

(Fall) 3 hours

Cave painting, Greek sculpture, the ancient ruins of Egypt, Medieval churches are all included in this survey course. Painting, sculpture, crafts, and architecture—from the dawn of man to the thirteenth century—are observed through slides and films. Prerequisite: Place into ENGL 121. [T] IAI: F2 901

ARTS 112 Art History II

(Spring) 3 hours

The study of the arts of the Renaissance in Italy which set the stage for the development of modern art. Masterpieces of art are shown through slides and films. In-depth discussions and readings probe artists and their ideas. Prerequisite: Place into ENGL 121. [T] IAI: F2 902

ARTS 115 Art Appreciation

(Fall and Spring) 3 hours

An introduction to the visual arts and their place in history and society. Students develop their critical powers by discussion, reading, and viewing masterpieces through slides and films. Prerequisite: Place into ENGL 121. [T] IAI: F2 900

ARTS 117 Drawing I

(Fall) 3 hours

Theory and practice of the elements of drawing. Basic drawing techniques using pencils and experimental media with topics drawn from art principles. Class meets 5 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 118 Drawing II

(Fall) 3 hours

Theory and practice in the elements of drawing. Introduces principles of color, composition, and use of additional media. Emphasis is given to developing skills in a wider range of materials and techniques, visual inventiveness, self-direction, and individual expression. Class meets 5 hours per week. Prerequisite: ARTS 117 with a grade of "C" or better. [T]

ARTS 119 Basic Design 2-D

(Fall) 3 hours

Fundamentals of two dimensional design. An introduction to theory and application of point, line, shape, tone, texture—principles of visual design involved in two dimensional surface. Class meets 5 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 120 Basic Design 3-D I

(Spring) 3 hours.

Fundamentals of three-dimensional design. Theory and studio practice covering principles of plane, form, mass, volume, space, light, and structure—clay, plaster, wood, metals, etc. are used in three-dimensional forming, building, and construction. Class meets 5 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 121 Basic Design 3-D II

(Spring) 3 hours.

Advanced study of 3-D concepts: Volume, Mass, Texture, Line, Positive-Negative Space, Modeling, Carving, Fabrication. Emphasizes student's personal involvement with sculptural materials. Prerequisite: ARTS 120 with a grade of "C" or better. [T]

ARTS 122 Life Drawing

(Fall) 3 hours

Life drawing is a rigorous drawing course dedicated to the human figure. It emphasizes the anatomical structure of the body, as well as narrative and conceptual aspects of figurative art. The students will display a steady progression in technical skill, expression and a development of an individual style. Prerequisite: ARTS 117 with a grade of "C" or better.

ARTS 125 Ceramics I

(Fall) 3 hours.

This course is an introduction to the theory and practice of the ceramic process. Through the planning and execution of a variety of projects, students will be introduced to the basics of hand-building and wheel-throwing techniques, the relationship between form and function, and the essentials of decoration and glazes. The history and styles of ceramics from other cultures will be explored. Class meets 6 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 126 Ceramics II

(Fall) 3 hours.

This course builds upon the theory and practice of the ceramic process acquired in Ceramics I. Students will develop further skills in hand-building and wheel throwing techniques. Along with analysis of historical and contemporary ceramics in a cross cultural context, students will experiment with diverse ceramic forms and styles, such as functional and non-functional pottery, sculptural uses of clay, and decorative techniques using slips and glazes on a variety of clay bodies. Class meets 6 hours per week. Prerequisite: ARTS 125 with a grade of "C" or better. [T]

ARTS 130 Sculpture I

(As Needed) 3 hours.

A basic course for beginners in the study, methods, materials and techniques of sculpture. Includes concepts of volume and mass; positive and negative space; surface texture and line; modeling, carving, fabrication, mold-making and casting; and properties and techniques of clay, plaster, wood, metal, ceramics, and stone. Class meets 5 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 141 Painting I

(Spring) 3 hours

A basic course designed to sharpen skills in color theory, mixing, and understanding, brush-to-canvas techniques. Applied instruction will be geared towards the student's skill level. Class meets 5 hours per week. Prerequisite: College-level reading skills required. [T]

ARTS 142 Painting II(Spring) **3 hours**

Further development of basic skills, concepts, and techniques in painting media. "Heavy" paints used to compose and explore subjects drawn from environment and imagination. Emphasis placed on increasing proficiency, inventiveness, and individual expression. Class meets 5 hours per week. Prerequisite: ARTS 141 with a grade of "C" or better. [T]

ARTS 150 Computer Art I(Fall) **3 hours**

An introduction to computer applications in the visual arts. A computer software-based approach to visual image manipulation and generation, including the integration of computer hardware, software, and peripheral devices as tools to understand, create and combine traditional and contemporary visual ideas as applied to art and design. Prerequisite: College-level reading skills required.

ARTS 151 Graphic Design I(Fall) **3 hours**

This course will instruct students in the fundamentals of two-dimensional design with a focus on graphic design as a process of visual communication. Areas of inquiry that will be covered in this course include: basic principles of design, a brief introduction to the theory and history of design, typography as a design element, photography and image manipulation, and several techniques of visual communication using traditional and digital media. Prerequisite: College-level reading skills required. [T]

ARTS 152 Graphic Design II(Spring) **3 hours**

This course is concerned with developing confidence and competence in creating forms in relation to a concept. Students are encouraged to take risks, to develop their originality in style, as well as to expand the vocabulary with which they express ideas by employing visual rhetorical strategies such as irony, puns, metaphors, etc. The steps of a design process are established and used to structure the first projects: research, ideation, thumbnails, roughs, design development, and final presentation. The course encourages an understanding of style as it relates to culture and technology. Prerequisites: ARTS 151 with a grade of "C" or better.

ARTS 153 Graphic Abstraction(Spring) **3 hours**

Graphic Abstraction examines the techniques of converging parallels, object drawing and simplification of the object into black and white and color forms. Graphic Abstraction explores communication problems involving typography placement as well as the Gestalt, Constructivism, Semiotics, and Cognitive theories and how they apply to graphic design. Prerequisite: ARTS 151 with a grade of "C" or better.

ARTS 154 Typography(Spring) **3 hours**

This class will examine basic typography as a compositional tool, including the architecture of type from the single letterform to an entire page layout. Prerequisite: College-level reading skills required.

AUTO****All classes require safety glasses and a basic tool set.****AUTO 106 Engine Electrical Systems**(Fall) **5 hours**

Electrical theory, testing, and servicing of automotive starting, charging, and accessory components and wiring circuits; introduction to semiconductors and electronics.**

AUTO 111 Intro. to Engine Technology(Fall) **3 hours**

This course provides students with basic technical knowledge of the automobile engine and its components. The student will become familiar with automotive terminology. Specifically, development of skills needed for testing, disassembly, and precision measuring will be emphasized.

AUTO 113 Drivetrain Systems(Fall) **4 hours**

This course covers the theory, maintenance, and servicing of various drivetrain systems. Manual and automatic transaxles, transmissions, differentials, drive shafts, and clutch systems will be emphasized.

AUTO 121 Engine Overhaul(Spring) **3 hours**

In this course, students will learn procedures to diagnose and repair an internal combustion engine with emphasis on engine overhaul and rebuild. Engine disassembly techniques, measuring, machining, and proper reassembly to manufacturer's standards will be stressed. Engine performance enhancements will be covered briefly.

AUTO 128 Fuel Systems & Emission Controls(Spring) **5 hours**

Emphasis on electronic fuel injection and emission components with discussion on carburetion, mechanical fuel injections, alternative fuels, and the environment. Injection system maintenance, testing, servicing, and repair will be stressed.**

AUTO 134 Steering and Suspension Systems(Fall) **3 hours**

Principles of operation, maintenance, and repair of automotive systems including electronic steering and suspension, steering columns, steering gears, and air bag safety. Emphasis given to front-wheel-drive and four-wheel drive systems.**

AUTO 135 Braking Systems(Fall) **4 hours**

This course covers the operation, identification, and repair of drum/disc type brake systems. Emphasis will be on safe use of modern equipment. Use of lathes and other tools will be utilized.

AUTO 147 Principles of Air Conditioning(Spring) **4 hours**

Theory of automotive air conditioning and heating systems with an emphasis on basic refrigeration cycle and diagnosis, repair of system malfunctions, and retrofitting

R12 systems. This course covers EPA requirements on recovery of coolants, coolant handling, and new refrigerant handling and replacements. Students will be required to pass a refrigerant handling certification exam.

AUTO 169 Supervised Occupational Experience
3 hours

On-the-job training for freshmen students at local auto repair facilities. Consent of the instructor and Division Dean.

AUTO 228 Diagnostic Engine Testing
(Spring) 5 hours

Advanced chassis electrical/electronic systems with emphasis towards diagnosis and service of distributor and electronic ignition systems with an introduction to fuel systems, computer control systems, and drivability problems.

AUTO 236 Automotive Computer Systems
(Fall) 4 hours

Advanced theory and diagnostic procedures related to body, chassis, and power train control systems utilizing scan tools and labsopes to repair drivability concerns. Prerequisite: AUTO 228.**

AUTO 242 Automatic Transmissions
(Spring) 3 hours


Function, operation, maintenance, troubleshooting, and servicing of automatic transmissions/transaxles. Electrical and hydraulic diagnostics, repair, replacement, and adjustments will be stressed. Prerequisite: AUTO 113.**

AUTO 244 Alignment and Balance
(Spring) 2 hours


Two and four wheel alignment principles, wheel balancing, and tire service.

BACC


BACC 100 Introduction to Accounting
(Fall & Spring) 3 hours

This course is designed for career-oriented students needing an understanding of accounting for a successful business career. Fundamental concepts and principles are emphasized for managerial and financial applications. These disciplines are used to complete the accounting cycle for a service oriented business. This includes the preparation and analysis of journal and ledger entries, and financial statements which are the underlining units of this course. This course does not meet the transfer accounting principles requirements for business majors. This course will not count toward an associate degree in accounting. [C] 

BACC 120 Principles of Finance
(As Needed) 3 hours

Principles of finance including instruments and procedures used for loans and investments to meet the demand for funds in the capital markets. Emphasis placed on business finance and financial management. Prerequisite: CACC 101 or consent of instructor. [C] 

BACC 130 Payroll Accounting
(Spring) 3 hours

Details work involved from time of hiring employee, recording hours worked, to issuance of paychecks. Involves tax deductions, demonstrates complexity of accounting entries necessary in payroll accounting. Prerequisite: BACC 100 or CACC 101. [C] 

BACC 228 Computerized Accounting
(Summer & Fall) 3 hours

Emphasis placed on analysis and interpretation of accounting data. Study of techniques for evaluating and interpreting data as a means of solving business problems. Prerequisite: CACC 101 with a grade of "C" or better or consent of instructor. [C]

BACC 229 Individual Income Tax Accounting
(Spring) 3 hours

General tax problems of individuals with emphasis on tax regulations and special filings. [C]

BACC 230 Business Income Tax Accounting
(Fall) 3 hours


This course is designed to strengthen the accounting student's knowledge in the area of tax regulation and strategic tax planning concerning businesses, farms, corporations, and partnerships. [C]

BACC 295 Accounting Internship
3 hours


On-the-job training in accounting or business related areas. Prerequisite: Consent of instructor. [C]

BIOL


BIOL 100 Life Science I
(Fall, Spring) 4 hours

This is an introductory course in life science emphasizing scientific inquiry of selected topics. Topics include: the scientific method, ecology, animal behavior, and cellular biology. The course is designed for the non-science major students and is less theoretical and more practical for this reason. Biological, political, ethical, and social issues will be integrated throughout each topic. Students will be required to read current news articles, participate in class discussions, and be able to think critically about these concepts. Class meets 3 lecture hours, 2 lab hours. Prerequisites: Place into ENGL 101 and MATH 107. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] IA1: L1 900L 

BIOL 101 Human Biology
(Fall, Spring) 4 hours

An introductory course in human biology emphasizing: cellular and organismal reproductive processes, transmissions and molecular genetics, evolution, and current political/ethical/social problems having a biological basis. Not for biology majors. Class meets 3 hours of lecture and 2 hours of lab per week. Prerequisites: Place into ENGL 101 and MATH 107. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] IA1: L1 904L 

BIOL 102 Principles of Biology(Fall, Spring, and Summer) **4 hours**

This is a one semester preparatory course for students planning to do further study in science. Fundamental biological concepts and principles relating to structure and functioning. Some sections have computer-based components. Class meets 2 lecture hours per week, and 4 lab hours. Prerequisites: Placement into MATH 107 and ENGL 101. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: BIO910, L1 910L** 


BIOL 103 Principles of Biology II(Spring) **4 hours**

This is the continuation of Principles of Biology I. This course is designed for those individuals pursuing a major in biology. Topics covered will include mechanisms of evolution, diversity of life, basic plant and animal physiology, and ecology. Class meets 3 lecture hours per week, and 2 lab hours. Notes: A lab is required for this course. Prerequisite: Completion of Biology 102 with a C or better. **IAI: BIO 910, L1 910L**

BIOL 104 Animals and Society(Spring) **4 hours**

Animals and Society is a general course in which the process of scientific inquiry is explored using animals as a model system. The exploration of the animal kingdom will include a discussion on cellular structure/function, homeostasis, evolutionary theory, ecological relationships, reproductive strategies (sexual and asexual), basic heredity principles (DNA, RNA, Mendelian genetics), and a basic introduction to classification within the animal kingdom. An emphasis will be placed on economic, environmental, and symbiotic relationships with a focus on human interactions. Class meets 3 lecture hours per week, and 2 lab hours. A Prerequisites: Place into ENGL 101 and MATH 107. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: L1 902L**

BIOL 105 Introduction to Environment(Fall and Spring) **3 hours**


This course is an introduction to the interrelationships of human and the natural world. This course will include the scientific, social, ethical, political and economic aspects of environmental problems as we seek to discover solutions. We will examine relationships, concepts and issues around the human population, biodiversity, natural resources, land use, agriculture, industrialization, pollution, and sustainable choices. Class meets 3 lecture hours per week. Prerequisites: Place into ENGL 101. Notes: Local and national newscasts, newspaper articles, magazine publications and internet news will be part of your required readings. [T] **IAI: L1 905** 

BIOL 136 Anatomy and Physiology I(Fall, Spring and Summer) **4 hours**


An introduction to anatomy and physiology with survey of the cell, tissues, introductory chemistry, and methods of transport across membranes. Systemic approach to anatomy and physiology with the skeletal as the first system followed by the muscular and nervous systems. Cadaver

utilized for instruction. Class meets 3 hours of lecture, and 3 hours of laboratory per week. Placement into MATH 107 and ENGL 101. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. Anyone taking BIOL 136 with BIOL 140 during the same semester should be a strong student with good study habits and adequate study time. Students may need time outside of class to study in the lab [T]

BIOL 137 Anatomy and Physiology II(Fall, Spring and Summer) **4 hours**

A continuation of Part I of Anatomy and Physiology which includes the somatic and special senses; endocrine system; cardiovascular system; lymphatic system; digestive system; nutrition; respiratory system; urinary system; fluid, electrolyte, and pH balance; reproductive system. Human cadaver utilization in lab. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: BIOL 136 with a grade of C or better. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. Students may need time outside of class to study in the lab. Anyone taking BIOL 137 with BIOL 140 during the same semester should be a strong student with good study habits and adequate study time. [T] 

BIOL 140 Microbiology(Fall, Spring and Summer) **4 hours**

Introductory principles of microbiology are explored through lecture, laboratory activities, and assignments. This course will examine the role of microorganisms in the environment and in human health and disease. Microbial structures, metabolism, growth and control, genetics, biotechnology, epidemiology, immunology, antimicrobial agents, and the disease process are presented. Laboratory approach and medical application of material is emphasized. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: Completion of MATH 107 and ENGL 101. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. Anyone taking BIOL 140 with BIOL 136 or BIOL 137 during the same semester should be a strong student with good study habits and adequate study time. [T] 

BIOL 150 Botany(Fall) **4 hours**

An introductory level course including labs designed around the basic principles of plant structure, growth, physiology, reproduction, evolution and genetics. The course will also investigate the economic and ecological importance of plants and the inter-relationship of plants and humans. Class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Place into ENGL 101 and MATH 107. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T]

BMGT


BMGT100 Basics of Business Startup

(Fall and Spring) **2 hours**

This course covers the key elements to starting and running a successful business. Students will learn about each area through reading texts and handouts, hands-on exercises and discussion. Learning will be evaluated through assignments and the final development of a finished business plan. Students will have access to Live Plan®, an online business plan development website, and Word and Excel templates, through which they will create the complete business plan. Two one-hour in-person sessions will be conducted with the instructor: one during week two and one during week 8. The instructor will offer flexibility in scheduling these sessions. [C]

BMGT 103 Customer Service

(Fall) **2 hours**

The study of customer service includes understanding satisfaction and engagement, as well as developing appropriate skills, knowledge, and attitudes needed to win customer loyalty. Key business concepts include: awareness of challenges and opportunities in customer relations; ability to lead, expand, and empower the service process utilizing customer service strategies to exceed expectations and create customer loyalty; importance of the relationship between customer and the organization related to organizational goals; and skills for professional success. [C] 

BMGT 104 Interpersonal Relationships

(Fall) **3 hours**

Interpersonal relationships with employers, supervisors, co-workers, and subordinates. Emphasis placed on personal motivation, professional ethics, and emotional attitudes. [C]


BMGT 106 Supervisory Training

(Fall) **3 hours**

Emphasis given to the techniques and procedures regarding the control of human action. Employee-employer working relationship given special attention. [C]

BMGT 114 Principles of Management


(Spring) **3 hours**

Principles of Management will focus on promoting learning through an integrated approach to the understanding of Management on today's business world. Learners will develop awareness, knowledge, understanding, and application of current and relevant management principles and practices. Topics discussed will include: functions of management; organizations and the role of management; current trends and issues in management; organizational culture; managing in a global environment; and human resources management. [T, C] 

BMGT 117 Principles of Marketing


(Fall) **4 hours**

Principles of Marketing will explore various marketing processes, concepts, practices and trends relevant in today's business world. Primary marketing themes will include: the marketing environment; understanding buyer's and marketing's customer value, the impact of technology;

ethics and social responsibility, global perspectives and managing the marketing process. [T, C] 

BMGT 118 Professional Selling

(Fall) **3 hours**

The course emphasizes professional selling as a marketing activity that is coordinated with an organization's promotional components. Successful sales strategies and techniques will be featured. The impact and role of selling within an organization will be discussed and analyzed. The study of the relationship selling process will include review of the role of communication, sales knowledge, and psychology of selling, prospecting, sales call planning, effective sales presentation, closing and follow-up. Technological tools used by the sales professional will be examined based on relevance and efficiency. Examples include, but are not limited to, web and mobile device features, artificial intelligence and virtual assistance, augmented reality, customer tracking and database management, virtual meetings, and video product demonstrations. Students will receive Salesforce training and industry certification upon successful completion of the certification exam. Prerequisite: BMGT 117. [C] 

BMGT 160 Entrepreneurial Skills

(Spring) **3 hours**

Entrepreneurial Skills will focus on developing student awareness, knowledge, understanding, and application of Entrepreneurship and Small Business Ownership/Management. Key business themes and concepts will include: global perspective and the growth of international business opportunities; role of ethics in business; role of small business in the economy; small business management and operations; entrepreneurs as the energizers of small business; the role and impact of technology and focus on quality. [C]

BMGT 200 Introduction to Sport Management


(Fall/Spring) **3 hours**

The course examines career opportunities within the sport industry and provides knowledge relevant to the management, marketing, legal, and financial operations of sport organizations. The course incorporates valued skills needed in a variety of sport settings including intercollegiate athletics, campus recreation, event and facility management, professional sport, management and marketing agencies, and international sport. Notes: This course is not available for web registration.

BMGT 201 Digital Promotion Strategy

(Fall/Spring) **3 hours**

The course is designed to provide students a hands-on experience in the world of marketing. Emphasis will be placed on how marketing has (and has not) changed due to the rise of social media and changes in the digital landscape. The overarching goal is to obtain a clear perspective on what's really happening in digital/social/mobile marketing so students can begin to appreciate its true value to customers, managers, and other stakeholders. Students will work in real time to develop a strategic digital marketing plan for the college, gather quality creative content, execute a social media campaign utilizing management software, and finally measure and analyze its success. Much of the course will be spent prepping for and running select college platforms, providing continuous real-world

experience for the student. Just as any digital marketer, students will be expected to create, communicate, problem solve, and improvise according to college marketing and business goals. Throughout the course, students will receive strategy training in social media marketing; the Hootsuite Social Media Marketing industry certification will be obtained upon successful completion of the certification exam. Prerequisites: BOFF 253; BMGT 202. [C] 


BMGT 202 Content Creation

3 hours

The course is designed to strengthen students' multi-media skills for the purpose of creating compelling digital stories within the journalism, communication, marketing and social media fields. Students will examine current trends in digital storytelling as well as the narrative components and design elements required to create effective digital content. The course will place emphasis on valuable storytelling techniques and tools required to create engaging visual stories. Students will produce a variety of multimedia projects and content including static images, dynamic images, animated GIF's, videos, vlogs, infographics, videographics, podcasts and branded content. Focusing on industry best practices, students will evaluate the effectiveness of select content. Using a variety of tools and platforms, students will strengthen their personal design skills by creating a variety of digital storytelling projects and content samples. Throughout the course, students will receive Canva Design training; industry certification will be obtained upon successful completion of the certification exam. Prerequisite: BOFF 253.

BMGT 212 Human Resource Management

(Fall/Spring) **3 hours**

Human Resources Management will focus on increasing student understanding of how organizations can gain sustainable competitive advantage through their employees. Also, the course will feature relevant topics in HRM including: developing flexible and skilled workers/training/performance appreciate; international business and issues in HRM; HR planning recruitment and selection; employee relations and compensation/benefits/safety. [C] 

BMGT 213 Principles of Advertising

(Fall/Spring) **4 hours**

The course is designed to introduce students to the field of advertising and promotion. Emphasis is placed on the role of advertising and other promotional mix elements in the integrated marketing communications (IMC) program of an organization. Students will develop insight into the various professional clusters of advertising professionals: advertisers/clients, advertising agencies, advertising media, and advertising service suppliers. Students will study how these groups are interdependent, vital pieces of the commercial marketing process. The development and evaluation of an integrated marketing communication plan requires an understanding of the overall marketing process, organizational elements of advertising, customer behavior, planning, implementation, and plan measurement. Throughout the course, students will be given opportunity to study, develop, and analyze various IMC plans and strategies. [C]


BMGT 215 Consumer Behavior

3 hours

The course introduces students to the basic behavioral models of consumer behavior. Students will explore the consumer decision making process, including how consumers process information, develop preferences and make choices. Students will study how consumer behavior affects the consumer as well as the marketplace. Industry tools designed to study consumer behavior and aid business decisions will be introduced. The power social, cultural, environmental and personal influences have on consumers will be evaluated. Students should leave the course with a deeper understanding of impact of consumer behavior on the marketplace as well as their own behavior as a consumer. Prerequisite: BMGT 117.

BMGT 217 Retailing and Merchandising

(Spring) **3 hours**

The course introduces the student to the area of retailing—the broad scope as well as the specific activities in which different retailers are involved. The student is introduced to the ever changing world of retailing including traditional institutions (supermarkets, convenience, department, discount, and specialty stores) that have been joined by category specialists, superstores, hypermarkets, convenience stores, warehouse clubs, off-price retailers, catalogers, and the ever growing category of online retailing. Students will apply retailing management fundamentals to activities and case studies. Students will explore current and future trends in retailing and implications to their career. Prerequisite: BMGT 117. [C] 

BMGT 244 Digital Marketing

(Fall/Spring) **3 hours**

The course is designed to provide students a theoretical understanding of the internet marketplace, which is necessary in order to adapt to its constant changes. In addition, the course will provide extensive hands-on experience, equipping students with real world skills needed to perform vital marketing functions. While various digital tools and technology will be explored, emphasis will be placed on search engine optimization, mobile marketing, and email marketing. Students will receive Google AdWords training and industry certification upon successful completion of the certification exam. Prerequisite: BOFF 253. [C]

BMGT 290 Management Seminar

1 hour

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

BMGT 295 Management Internship

3 hours

On-the-job training in Management or business related areas. Prerequisite: Consent of instructor. [C]

BOFF

BOFF 108 Ethics in the Workplace

(Fall/Spring) **1 hour**

Covers an awareness of ethics and professional conduct. Topics include identifying values, attitudes, re-

solving people problems and conflicts, confidentiality, time management skills, and employer and peer expectations. Emphasis in this course will focus on identifying ethical values and resolving ethical dilemmas.

BOFF 114 Keyboarding

(Fall/Spring) **2 hours**

In this course, you will complete corrective drills and practice to develop keyboarding skills: typing speed and accuracy. You will learn to use computer hardware and software to operate an alphabetic keyboard and numeric keypad by the touch system. [C]

BOFF 121 Fundamentals of Business Documents

(Fall) **3 hours**

Keyboarding mastery, techniques, speed and accuracy development, introduction of letters, tables, reports and memos. Upon completion of the course a minimum speed of 30 words per minute with 6 errors or less on a 3-minute timing is required. Class meets 4 hours per week. Class is taught on microcomputers. Outside lab work is required. [T, C]

BOFF 125 Business Communication Strategies

(Fall/Spring) **3 hours**

Theory and practical application of business letter and memo writing including inquiries, acknowledgments, orders, adjustment, and requests. E-mail, reports, and meeting correspondence included. Dictating techniques. Work on the computer required. Prerequisite: BOFF 121; or consent. [T, C]


BOFF 127 Intro to PowerPoint (Non-Majors)

(As Needed) **2 hours**

This is an introductory course designed to introduce students to basic elements of the presentation graphics software, Microsoft Power Point. Students will develop skills in creating slides with text, titles, bulleted lists, and graphics as well as printing and giving presentations. Adding visual elements, linking and embedding objects, sharing data and presentations will also be introduced. Students will utilize all the skills developed in the course to create and electronically share professional presentations. [C]

BOFF 130 Computer Essentials

(Fall/Spring) **2 hours**

This course introduces Microsoft Windows and teaches basic terminology, mouse techniques, and keyboard shortcuts. Learn Windows skills such as Explorer, Clipboard, Paint, and Word Pad. Course length 8 weeks. [C] 

BOFF 135 Business Etiquette and Ethics

(Fall) **3 hours**

Familiarizes students with the changing business world, types of organizations, office competencies, teamwork, communication, office financial information, the internet and 10-key instruction. Prerequisite: Enrollment in or completion of BOFF 121 or consent of instructor. [C]

BOFF 139 Medical Office Procedures

(Spring) **3 hours**

Explore the medical office career. An introduction to types of files including computerized files, appointment scheduling, insurance claims, and office administration.

BOFF 140 Medical Terminology

(Fall/Spring) **3 hours**

Familiarizes the para-medical student with the medical language used in health professions. Emphasis in this course is placed on the precise meaning, exact spelling, and correct pronunciation of medical terms. Prerequisite: College-level reading skills required. [T, C]

BOFF 180 Graphic Design Fundamentals for Print & Web

(Spring) **2 hours**

In this course you will use the Adobe Creative Suite (Photoshop, Illustrator, and InDesign) for hands-on exercises and visual examples to cover the fundamentals of graphic design: typography, line, balance, alignment, color, and other Gestalt principles common to all areas of graphic design. [C]

BOFF 217 Digital & Print Media Layout for Business

(Spring) **3 hours**

In this course, you will learn basic and advanced Adobe InDesign skills. You will produce professional-quality brochures, flyers, business cards, postcards, books and digital publications for tablets, smartphones, and eReaders. You will build a working knowledge of InDesign so you can layout pages with text and graphics, control typography, add photos, create/use colors and more. Prerequisite: BOFF 130, BOFF 180, or consent. [C]

BOFF 219 Digital Publication Design for Business

(Fall) **3 hours**

This course discusses digital publishing techniques and applications. It covers how to create eBooks, digital magazines, and interactive PDF's. Students learn how to become self-publishers by producing eBooks, digital magazines, and digital newspapers while exploring how digital publication helps businesses. Prerequisite: BOFF 130 or concurrent enrollment. [C]

BOFF 220 Graphic Editing & Illustration

(Spring) **2 hours**

In this course, you will learn basic to advanced Adobe Photoshop skills. You will create website layouts, edit/create 2D and 3D images, edit video, and create 2D animations. [C]


BOFF 222 Design for Blogging Platforms

(Spring) **3 hours**

In this course, you will learn how to manage, create, and design content and artwork for blogging platforms (CMS). You will learn how to prepare and export work for CMS.

BOFF 225 Spreadsheet Applications

(Spring) **3 hours**

The course is designed to help students learn how to use a spreadsheet program to manipulate numerical data in resolving financial and other problems requiring data management and analysis. Students will develop skills in creating, maintaining, printing, and sharing spreadsheets and charts. Features and functions of Microsoft Excel will be explored with an introduction to comparative features within Google Sheets. Students will develop multiple-sheet workbooks of various complexity. Students should display basic computer literacy before enrolling in the course. [C] 

BOFF 226 Database Applications(Spring) **2 hours**

An introductory course in database concepts including the skills to create tables; add, edit and delete records. The creation of forms, queries, and reports will be introduced. File management techniques will also be reviewed. Prerequisite: consent of instructor. [C]

BOFF 228 Intro to Word (Non-Majors)(As Needed) **2 hours**

This is an introductory course designed to introduce students to the word processing program, Microsoft Word. The course includes an overview of basic work processing skills using Microsoft Word. The instruction includes entering, editing, enhancing, customizing and printing text documents. [C]

BOFF 230 Advanced Spreadsheet Applications(Spring) **3 hours**

An advanced course in Microsoft Excel features including formatting techniques, templates, advanced functions, and lists. Interpreting and integrating data will be done using analysis tools, macros, auditing features, protecting worksheets/workbooks, tracking changes, importing and exporting files, XML. Prerequisite: BOFF 225 or consent. [C]

BOFF 237 Word Processing Applications(Fall) **3 hours**

A beginning word processing course using Microsoft Word. Instruction includes creating, formatting, enhancing, and printing text documents. Headers and footers, styles, templates, columns, tables, charts, and sharing documents will also be introduced. Skills required for the Microsoft Office Specialist certification exam will be covered. Prerequisite: BOFF 130 or demonstrated proficiency. [C]

BOFF 249 Medical Office Procedures II(Fall) **3 hours**

This course familiarizes the student with all aspects of the insurance industry relative to the medical office. Fees, billing, collections, and credit as well as financial management in the medical office will be discussed. Insurance coding (CPT and ICD-9 coding), employability skills, resume writing, interview skills, and introduction to medical transcription, proofreading skills, punctuation, and spelling exercises are incorporated into this course. These duties are essential to the success of the medical assistant in the administration role.

BOFF 253 Social Media for Business(Fall/Spring) **3 hours**

The course exposes students to multimedia communications focusing on various social media channels and their application in current media and business. The course examines the current habits in social media, trends, and evolution in social communication to provide a better understanding of the relationship between the different social channels and how they can be used to serve brands and promote business growth. To better understand these concepts, students will develop, maintain, and evaluate a simulated advertising account. Students will also work with local businesses to build a mini social media campaign. Prerequisites: ENG 121 or ENG 101.

BOFF 255 Digital Presentations(Fall) **3 hours**

The course is designed to help students improve skills in presentation design and delivery. Students will develop core presentation skills utilizing digital technology; various presentation software and applications will be introduced. Basic topics include creating, editing, formatting, printing, collaborating and sharing presentations. Emphasis will be placed on the use of effective design principles and visuals to create an engaging presentation with purpose. The course will cover features and functions of multiple presentation tools such as Microsoft Power Point, Google Slides, Sway, Prezi, PowToon, and more.

BOFF 260 Professional Development(Spring) **2 hours**

This course will introduce students to concepts and strategies for the development of life-long skills in the areas of job search, job survival, and careering in a new economy. Prerequisite: Completion of 40 semester hours. [C]

BOFF 265 Virtual Technology for Business(Spring) **3 hours**

This course will provide a hands-on understanding of how to manage time more effectively, define tasks more accurately, and process incoming information more efficiently using wireless connectivity, PDA's, handheld computers, cell phones, and Microsoft Outlook.

BOFF 270 Social Media for Metrics & Analytics(Spring) **3 hours**

The course is designed to help students understand the core components and importance of marketing analytics in today's digital landscape. Students will learn how to leverage the data available on the web in order to evaluate a brand's marketing performance and deliver data driven decisions. Data made natively available by select platforms will be used to evaluate digital marketing campaigns. A majority of the course will be spent working first-hand with data in Microsoft Excel and Google Analytics. After working with the data, students will learn how to identify key points, create charts and graphs to visualize analysis, glean insights, and make actionable recommendations. Throughout the course, students will receive Google Analytics training; industry certification will be obtained upon successful completion of the certification exam. Prerequisites: BOFF 253, BOFF 230.

BOFF 275 Social Media Management(Spring) **3 hours**

The course teaches students to utilize social media strategically for a client or organization. Emphasis is placed on strategic planning and collaboration, tactical execution, and measurement of social media efforts. Students will gain real world experience focused on social media strategy, content planning and creation, management and measurement tools, as well as ethical decision making and crisis management. Students will develop a social media campaign for a current brand and present the campaign to brand managers and business executives. Throughout the course, students will receive Hootsuite Platform and Facebook Blueprint training; industry

certifications will be obtained upon successful completion of the certification exams. Prerequisite: BOFF 253.

BOFF 290 Office Management Seminar
(As Needed) **2 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Chairperson. [C]

BOFF 291 Social Media Seminar
(As Needed) **2 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

BOFF 292 Graphic Design Seminar
(As Needed) **2 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

CACC

CACC 101 Financial Accounting
(Fall, Spring and Summer) **4 hours**

An introduction to Financial Accounting provides both the theoretical foundation and applications of accounting logic.

The accounting model and information processing cycle are developed. The content of the income statement, balance sheet, and statement of cash flow are studied and analyzed in detail. [T] IAI: BUS 903 ☐

CACC 105 Managerial Accounting
(Fall, Spring and Summer) **3 hours**

Managerial Accounting provides a preview of accounting as related to making business decisions internally. The relations of business documents, business forms and records, cost accounting, income taxes, and budget accounting as a means to manage the separate components of a business. The ability to analyze and control costs in producing goods and services play a critical role in this course. Decision models utilized within businesses long and short term will be reviewed. Prerequisite: CACC 101 with grade of "C" or better. [T] IAI: BUS 904 ☐

CACC 108 Intermediate Accounting I
(Fall) **3 hours**

The course consists of continued studies in accounting principles and applications at an intermediate level pertaining to the income statement, balance sheet, and financial reporting for interested external parties. Emphasis on asset valuation, income measurement, and preparation of financial statements. Prerequisite: CACC 105 or consent of the instructor. [C] ☐

CACC 109 Intermediate Accounting II
(Spring) **3 hours**

Continuation of Intermediate Accounting I. An examination of additional problems in financial reporting, long-term investments, current and contingent liabilities, special accounting problems and analysis, statement of cash flows and financial statement analysis. Prerequisite: CACC 108 or consent of instructor. [C]

Student should verify transferability of CACC 108 and CACC 109 with specific college or university for

acceptance with their third and fourth year requirements.

CACC 166 Cost Accounting
(Spring) **3 hours**

Use of costs for control and decision making with emphasis on standard costs, relevant costs, direct costing, non-manufacturing costs, and responsibility accounting. For students who have already studied the basic elements of job order and process costs and budgeting. Prerequisite: CACC 105 with a grade of "C" or better or consent of instructor. [T, C] ☐

Student should verify transferability of CACC 166 with specific college or university for acceptance with their third and fourth year requirements.

CBUS

CBUS 104 Introduction to Business
(Fall, Spring & Summer) **3 hours**

A study of U.S. business systems and diverse components that provide the foundation of U.S. Businesses. Introduction to Business will focus on developing student awareness, knowledge, and understanding of today's business world. Key business themes and concepts will include: growth of international business; role of ethics and social responsibility; the significance of small business; the need to manage information and communication technologies; the growth of the service sector and focus on quality. [T] ☐

CBUS 150 Business Computer Systems
(Fall, Spring & Summer) **3 hours**

This course covers the role of computing in our society today. Emphasis is placed on how computers are used in business and industry. Basic systems analysis and design techniques, and file processing and database concepts are covered. Students are introduced to and trained in business software packages, including word processing, spreadsheet, database, presentation, and Internet access applications. All of the above are accessed in the current Windows environment. Other operating systems are discussed as well. A special fee is assessed. Class meets 4 hours per week. [T] IAI: BUS 902 ☐

CBUS 203 Business Law I
(Fall/Spring/Summer) **3 hours**

A study of the legal system, torts, contract law, the uniform commercial code, concepts of property, and commercial paper. [T] ☐


CBUS 204 Business Law II
(Spring) **3 hours**

A study of secured transactions, debtor and creditor rights, sales, bankruptcy, bailment law, agency and employment, and business organizations. [T] ☐

CECN


CECN 102 Microeconomic Principles

(Fall, Spring and Summer) **3 hours**

An introduction to the principles of microeconomic theory. Units of study will include scarcity, opportunity cost, supply, demand and elasticity. The four types of market structure will be covered in respect to pricing and output decisions: perfect competition, monopoly, monopolistic competition and oligopoly. A required course for Business and Accounting majors. Prerequisite: Place out of DEVR 098 and DEVM 100. [T] **IAI: S3 902** 

CECN 103 Macroeconomic Principles

(Fall, Spring and Summer) **3 hours**

An introduction to the principles of macroeconomic theory. Units of study will include unemployment, inflation, GDP and national income accounting, economic growth, aggregate demand and aggregate supply. Additional units of coverage will include the Keynesian--Classical model debate as well as fiscal and monetary policy. A required course for Business and Accounting majors. Prerequisite: CECN 102 or consent. [T] **IAI: S3 901** 

CHEM

CHEM 100 Introduction to Chemistry

(Non-Science Majors)

(Fall & Spring) **4 hours**

A one-semester introductory course in basic concepts and language of chemistry for the non-science major. Topics include general principles and theories of chemistry, including fundamentals of inorganic and organic chemistry, atomic structure and states of matter, bonding, stoichiometry, acid-base concepts. Face-to-face class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Placement into MATH 107. [T] **IAI: P1 902L**

CHEM 101 General Chemistry I

(Fall & Spring) **4 hours**

The first semester of a two-semester sequence in College Chemistry for students in science and engineering. The topics include the periodic table of the elements, principles of atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermochemistry, chemical equations, ideal gas laws, solutions and colloids, basic concepts of the solid and liquid states, acids and bases, and oxidation-reduction. Class meets for 3 hours of lecture and 3 hours of lab per week. The hybrid course uses recorded lectures mirroring the face-to-face section and meets for an hour each week and 3 hours of lab per week. Prerequisites: Place into MATH 111; CHEM 100 or its equivalent is recommended but not required. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: CHM 911 and P1 902L**

CHEM 102 General Chemistry II

(Spring) **4 hours**

This is the second semester of a two-semester sequence in College Chemistry for students in science and engineering. The topics include equilibrium, acid-base equilibria, solubility equilibria, thermodynamics, electrochemistry descriptive chemistry of the metals and nonmetals, coordination complexes, qualitative analysis, kinetics, product and organic chemistry. Class meets for 3 hours lecture and 3 hours lab per week. Prerequisites: CHEM 101 (with a C or better). Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: CHM 912**

CHEM 105 Introduction to Forensic Chemistry

(Spring) **4 hours**

Students will examine the influence of chemistry on society through the study of contemporary issues, with an emphasis on forensic chemistry. Students will be introduced to chemical, biochemical, and microscopy principles associated with analyzing organic and inorganic substances including fingerprints, soil, blood, DNA, hair, drugs, toxins, fibers, and glass. The course meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Placement into ENGL 101 and MATH 101. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: P1 903L**

CHEM 133 Organic Chemistry I

(Fall) **5 hours**

This course is the first semester of a two-semester sequence in Organic Chemistry for students pursuing chemistry, biochemistry, medical or engineering professions. Topics covered are meant to build basic skills and knowledge in nomenclature, functional groups, molecular structure and analysis, reactivity and synthesis. Laboratory is required and covers the general techniques needed in organic synthesis and spectroscopic analysis methods. 3 lecture hours, 4 lab hours. Prerequisites: CHEM 102. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: CHM 913**

CHEM 134 Organic Chemistry II

(Spring) **5 hours**

This course is the second of a two-semester sequence in Organic Chemistry for students pursuing chemistry, biochemistry, medical or engineering professions. Topics covered include nomenclature, molecular structure, reactivity and synthesis, with some extra emphasis on spectroscopy and applications to biological chemical reactions. Laboratory is required and offers more complex reactions than CHEM 133 through the use of more sensitive reagents and multi-step reactions. Course consists of 3 lecture hours and 4 lab hours. Prerequisites: CHEM 133 with a C or better. [T] **IAI: CHM 914**

CRIM

CRIM 100 Introduction to Criminal Justice

(Fall) 3 hours

Traces the historical development of the relationship between law enforcement and society; examines the functions and jurisdictions of various agencies. Prerequisite: Place into ENGL 121. [T, C] IAI: CRJ 901

CRIM 101 Criminal Law

(Spring) 3 hours

Examines crimes against persons, property, and state, including the elements of crimes, criminal law procedures in Illinois, and federal agency jurisdiction. Prerequisite: Place into ENGL 121. [T, C]

CRIM 103 Patrol Techniques

(Fall) 3 hours

Students will learn the organization and function of patrols and their methods, skills, and equipment. Prerequisite: Place into ENGL 121. [T, C]

CRIM 105 Introduction to Corrections

(Fall) 3 hours

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. Prerequisite: Place into ENGL 121. [T, C]

CRIM 170 Community Based Corrections

(Spring) 3 hours

Examination of the need for and the use of corrections in the community as alternatives to imprisonment. Topics include: bail and jail issues, family intervention, halfway houses, and treatment for chemical dependence. Prerequisite: Place into ENGL 121. [T, C]

CRIM 180 Probation & Parole

(Fall) 3 hours

This course gives the student a basic understanding of probation and parole, their theoretical bases, and their impact on the criminal justice process and society. The student will achieve an understanding of what effects these unique areas have on the rehabilitation of the offender. Prerequisite: Place into ENGL 121. [T, C]

CRIM 200 Criminalistics

(Spring) 4 hours

Emphasizes methods and procedures; crime scene protection and search; collection, preservation, and use of evidence. Prerequisite: Place into ENGL 121. [C]

CRIM 201 Criminal Investigation

(Fall) 4 hours

Continuation of Criminalistics. Students will gain exposure to report writing, interrogation, interviews, presentation of evidence in court, and court procedure. Prerequisite: Place into ENGL 121. [C]

CRIM 202 Laws of Evidence

(Fall) 4 hours

Review of rules, constitutional provisions, and court decisions relating to admissibility of evidence. Prerequisite: Place into ENGL 121. [C]

CRIM 204 Criminology

(Spring) 3 hours

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. Prerequisite: Place into ENGL 121. [T, C] IAI: CRJ912

CRIM 207 Verbal Defense Technics

(Spring) 2 hours

Verbal Defense Techniques provides useful tools and strategies to understand and explore the emotional, contextual, and potentially difficult situations of the Criminal Justice Profession. The student will explore how to verbally diffuse potentially dangerous situations that could increase negative community relations and endanger officer, civilian and staff safety. Students will become familiar with and develop a working knowledge of the "art of gentle persuasion." Prerequisite: Place into ENGL 121. [T, C]

CRIM 208 Criminal Justice Internship

(Fall, Spring & Summer) 3 hours

On-the-job training in law enforcement. Students receive 160 hours of practical experience at an approved criminal justice site. Prerequisite: Consent of instructor. Prerequisite: Place into ENGL 121. [C]

CSCI

CSCI 100 Intro to C++ (formerly INFO 135)

(Fall & Spring) 3 hours

Introductory course in computer programming for all business related majors, providing a basic knowledge of the fundamentals of programming. Program files will be compiled and executed. Emphasis is on common applications using the C++ language and a user approach. Basic topics in C++ are covered, including functions, preprocessor directives, looping operations, and conditions. [T, C]

CSCI 101 Intro to Python Programming

3 hours

Introductory course in the Python programming language. Python is a general purpose programming language and can be used in web applications, data analysis, networking scripts, database applications, and desktop applications (to name a few). It can easily serve as a first programming language learned or for the more advanced programming student. Programming constructs such as variables, expressions, decision statements, loops, functions, file operations, list and tuples will be covered.

CSCI 102 Intro to C# (formerly INFO 165)

3 hours

This course is the first in a sequence of C# programming classes. It is designed to introduce students to the C# programming language, part of the Microsoft.NET platform.

It provides instruction with the hands-on experience and development skills necessary to build applications. It will also offer an understanding of object oriented programming concepts. Topics covered include variables, decision structures, loops, files, methods, arrays, and lists.

CSCI 103 Intro to Java (formerly INFO 232)

3 hours

This course is the first in a sequence of Java programming classes. It is designed to introduce students to the Java programming language and provides instruction with the hands-on experience and development skills necessary to build applications. It will also offer an understanding of object oriented programming concepts. Topics covered include variables, decision structures, loops, methods, arrays, and an introduction to classes. Prerequisite: INFO 154 or INFO 165.

CSCI 105 Intro to 3D Computer Graphics

3 credit

This course introduces students to features of 3D computer graphic design including modeling, lighting and rendering. These concepts are used in applications such as gaming, film, visual effects, virtual/augmented reality and related disciplines.

CSCI 150 Database Concepts: SQL (formerly INFO 285) (Spring) **3 hours**

Database models, using a database system, commercial databases, database processing and procedures, and integration of database systems will be discussed. File processing techniques, administration of database structures, backup and recovery, queries, and database analysis and design will also be covered. Labs, working with SQL, will be assigned to emphasize these topics. [C]

CSCI 151 Database Design Principles (formerly INFO 270)

(Spring) **3 hours**

Principles of database design including requirements analysis, data modeling, and data integrity. Implementation of an information system using a relational database management system (RDBMS). Various RDBMS systems will be discussed.

CSCI 200 Advanced C++ (formerly INFO 154)

(Spring) **3 hours**

This hands-on course teaches the student C++ emphasizing object oriented programming as it is used in C++. Topics include writing and using objects, inheritance, polymorphism, classes and virtual functions. Prepares the student for application programming in C++. Topics covered include value and reference parameters, array processing, and file handling. Prerequisite: INFO 135 with a C or higher. [C]

CSCI 201 Advanced Python Programming

3 hours

Advanced course in the general purpose programming language of Python. Programming principles and constructs such as strings, dictionaries, sets, classes, object-oriented programming, inheritance, recursion and graphical user interface programming will be covered. Prerequisites: CSCI 101 with grade "C" or better or consent of instructor.

CSCI 202 Advanced C# (formerly INFO 243)

3 hours

This is the second in a sequence of courses in C# programming. This course covers data processing, object-oriented concepts such as objects, classes, inheritance, and polymorphism, handling exceptions/errors, connecting to external files, connecting to external data sources and created web-based applications. Prerequisite: INFO 165 with a C or higher. Prerequisite: INFO 165.

CSCI 203 Advanced Java (formerly INFO 237)

3 hours

This is the second of a sequence of courses in Java programming. This course covers classes, text processing, inheritance, exception handling, file operations, GUI applications, applets, recursion and databases. Prerequisite: INFO 232 with a grade of "C" or better or consent of instructor.

CSCI 205 Programming Integrated Project

3 credit

This is a cumulative project course taken the last semester of the degree. Students will be assigned a project and they will choose their programming language from the ones they have learned throughout the degree. The course will focus on planning, documentation, and project management. The final outcome will be a portfolio that students can use when looking for employment.

CULA

CULA 405 Food Sanitation and Safety

(Fall) **3 hours**

This lecture/lab course is designed as a comprehensive study of food sanitation and food safety for the hospitality industry. Areas of study include: cause and prevention of food borne illness, desired personal hygiene practices, proper procedures for cleaning and sanitizing, and pest control and prevention. In addition, basic HACCP procedures will be introduced.

CULA 410 Culinary Essentials

(Fall) **3 hours**

An in-depth study of cooking methods, the identification and use of ingredients, and the handling of tools and equipment are the core components of this course. The lecture aspect focuses on the principles and techniques of quantity food production and work methods. The laboratory aspect prepares students with the skills, knowledge, and experience necessary to work in a production facility. Customer service fundamentals will be emphasized. This is a lecture/lab course.

CULA 415 Cooking Methods and Principles

(Spring) **3 hours**

This course deals with food preparation principles. Students will learn about what happens to food when it is heated, about how food is cooked by different cooking methods, and about rules of seasoning and flavoring. It is important to understand the theories so students can successfully put them into practice in the kitchen. A cook's

judgment is based on experience, on the understanding of the raw materials in the recipe, and on the knowledge of cooking principles. This is a lecture/lab course.

CULA 420 Bakeshop I

(Fall) **3 hours**

This lecture/lab course initially covers the principles and ingredients of baking. Centering on yeast products, quick breads, and pies and pastries, course topics include: understanding yeast products; dough formulas and techniques; quick breads formulas along with mixing and production methods; preparation of pie crusts and fillings; and puff pastry, éclair paste, meringues, and fruit desserts.

CULA 425 Bakeshop II

(Spring) **3 hours**

Continuing with bakeshop production, this lecture lab course covers cakes and icings, cookies, and creams, custards, puddings, frozen desserts, and sauces. Topics include: basic cake mixing methods and cake formula types; icings: production and application; cookie characteristics and their causes; and panning, baking, and cooling. Prerequisite: CULA 420.

CULA 430 Salads, Sandwiches, Hors d'Oeuvres

(Summer) **3 hours**

The focus of this course is divided into three segments: Salads and Salad Dressings, Hot and Cold Sandwiches, and Hors d'Oeuvres. Topics include: Salads - types, ingredients, recipes, and techniques; Sandwiches - breads, spreads, fillings; and Hors d'Oeuvres - canapés, cocktails, relishes, and dips.

CULA 435 Stocks, Sauces, and Soups

(Fall) **3 hours**

The finest cuisine still depends on soups and sauces based on high-quality stocks, so stock-making remains an essential skill that students should learn early in their training. Stocks and sauces are almost never served by themselves but are components of many other preparations. After studying the preparation of stocks and sauces, students will have at their disposal the major techniques for the preparation of soups. As in sauce-making, basic techniques are the building blocks students can use to create a wide variety of appetizing soups.

CULA 440 Meats, Poultry, Fish and Eggs

(Summer) **3 hours**

This lecture/lab class will focus on the essential development of the student's understanding of the structure and basic quality factors; cuts/classifications; cooking methods; proper handling and storage methods for preparing meats, poultry, fish, and eggs.

CULA 445 Vegetables and Starches

(Fall) **3 hours**

Because they are so perishable, vegetables require extra care from receiving to service. The goals of proper vegetable cookery are to preserve and enhance fresh flavor, texture, and color, and to prepare and serve vegetables that are not just accepted but sought after. Areas of study with respect to potatoes, legumes, grains, pasta, noodles, and dumplings include: controlling quality changes during cooking; handling and storage; production and holding problems; and various cooking methods.

CULA 450 Nutrition and Menu Planning

(Spring) **3 hours**

This lecture/lab course identifies the categories of nutrients and explains their importance in a healthy diet and the nutrition trends that affect food service. Students will learn to appreciate the use of alternative ingredients and substitutes in developing recipes and menus to provide guests with nutritious foods. Importantly, students understand the effects of storage and preparation techniques on the nutritional value of food. Students will learn to appreciate the different types and styles of menus. An important lesson is in the conversion of recipe yield amounts. Students learn to value the need for cost controls in any food service operation.

CULA 455 Serving the Customer

(Fall) **3 hours**

This lecture/lab course will teach the proper steps in Service for food and beverage employees. Customers consider service to be an important part of their overall dining experience. The course will train students in three main areas: Wait Staff Service – designed for those wanting to acquire the necessary skills for the positions of host/hostess, bartender, server, and busser; Wine Service – teaches the essentials of Wine with Food Pairing Techniques; and Alcohol Service – presents the Fundamentals of Responsible Alcohol Service.

CULA 460 Farm to Fork

(Summer) **3 hours**

Fruits and vegetables require extra care from planting and harvesting to preparation. This course is designed to give students an overview of what gardening techniques have been proven to be effective. With a hands-on approach, students will be involved with the design, planting and maintenance of the DACC farm land. From there, they will take harvesting into the kitchen and learn about storing, freezing, canning and preparation of the cultivated produce.

CULA 465 Catering Fundamentals

(Spring) **3 hours**

Whether students are thinking about starting a catering company or just want to learn the fundamentals of the business, this course will teach them how to prepare for all types of catering events. Students will learn how to put their cooking and party planning skills to work. They will learn how to plan, manage, prepare and deliver a banquet or other catered function, from a breakfast buffet to lavish formal dinners. Staffing, scheduling and ordering are all topics that will be covered.

DEVE

DEVE 098 English

(Fall & Spring) **4 hours**

Available On Line

A review of English for written communication, this course focuses on preparing students for Associate Degree level and Transfer Course level writing. Students will review basic grammar concepts (including sentence structure, punctuation, and mechanics) in connection with the proper

structure of paragraphs and essays. Students are evaluated through in-class assignments, homework, mastery tests, paragraph assignments, and essay assignments. This course combines both in-class lectures/discussions with online mastery-based learning. Students who (1) complete the requirements for the course, (2) complete a successful final essay exam and (3) achieve combined coursework grades of 80% or above will be placed in Communication Skills 121 or, with instructor approval and a corresponding Accuplacer score, may be placed in Rhetoric 101. Students who do not meet these requirements will be reassigned to English 098. (Non Degree Credit.) ☐

DEVM

DEVM 098, 981, 982, 983 Mathematics
(Fall, Spring, Summer & Winter) **1-4 hours**
Available On Line

This course is the first of a two semester sequence of courses which provides a systematic review of mathematics with utilization of programmed materials so that each student progresses at his/her own rate. Those students who are progressing satisfactorily, but who are unable to complete the course the first semester will be required to take DEVM 099. (Non Degree Credit) ☐

DEVM 099, 991, 992, 993 Mathematics
(Fall, Spring, Summer & Winter) **1-4 hours**
Available On Line

A continuation of Math 098 for those students needing more time for mastery of basic math skills. Prerequisite: DEVM 098. (Non Degree Credit) ☐

DEVM 100 Mathematics
(Fall, Spring, Summer & Winter) **1-4 hours**
Available On Line

This course provides a systematic review and basics of algebra with the utilization of programmed materials so that each student progresses at his/her own rate. It is designed for those students who have completed DEVM 098-099 satisfactorily but are not ready to go on to MATH 101 based on their ASSET test score. Placement as deemed necessary by DEVM 098/99 instructor or academic counselor. ☐

DEVR

DEVR 098 Study & Reading Skills
(Fall & Spring) **4 hours**
Available On Line

Instruction in study skills, techniques for improving reading comprehension, and strategies for developing vocabulary. Formal classroom instruction is utilized as well as individualized print and computer materials to aid the student in attaining a higher level of achievement. (Non Degree Credit) ☐

DEVR 099 Reading Skills
(Fall & Spring) **4 hours**
Available On Line

A continuation of Reading 098 for those students who need additional practice on basic reading skills, including vocabulary, comprehension, flexibility, and rate. Individualized instructional materials, including computer assisted instruction programs, are utilized to allow students to progress at their own rate. (Non Degree Credit) Prerequisite: DEVR 098. ☐

DEVR 101 Critical Reading
(As Needed) **3 hours**

Theory and application of the techniques of reading. Designed to teach the student to study, analyze, and interpret college reading materials critically and creatively at an optimum and flexible rate of speed. (Non Degree Credit)

DRAF

DRAF 160 Machining Graphics
(Fall) **3 hours**

This course is intended to provide the student with the knowledge and skills necessary to read and interpret mechanical production drawings and assemblies. The student will complete extensive drawing analysis and create 2-D orthographic multi-view sketches of simple shop projects. [C]

DRAF 161 Engineering Graphics
(Fall) **3 hours**

Required of engineering students. Introduction to design concepts used on production drawings with emphasis on the design process, current engineering standards, descriptive geometry, and finite element analysis. Freehand sketching and Inventor software is utilized for creating and modifying 3-D solid models, orthographic multi-view drawings, dimensions, section and auxiliary views. [T] **IAI: EGR 941**

DRAF 162 Technology in Advanced Manufacturing
(Fall) **3 hours**

Introduces manufacturing processes and basic mechanical, electrical, and fluid power principles and practices used in today's industrial environments. Topics include: types of production, production materials, machining and tooling, manufacturing planning, production control, and product distribution will be covered. Students will be expected to understand the product life cycle from conception through distribution. This course also focuses on technologies used in production processes. Basic power systems, energy transfer systems, machine operation and control will be explored. [C] **IAI**

DRAF 166 Intro to AutoCAD
(Fall & Spring) **3 hours**

A study of two-dimensional computer-aided drafting using AutoCAD software. This course is designed to instruct the student in creating and modifying technical manufacturing drawings. Students will implement current industry

standards as they become familiar with the drawing, editing, demensioning, plotting, blocks, and attribute commands. Prerequisite: DRAF 160 or concurrent enrollment. [T, C] IAI: MTM 911

DRAF 170 Geometric Dimensioning & Tolerancing (GD&T)

3 hours

This course provides the basic elements required to define and apply industry accepted design specifications. The curriculum covers the American Society of Mechanical Engineers Y14.5 standards, datum selection, benefits of bonus tolerance, manufacturing and inspection implications when using Geometric Dimensioning & Tolerancing. Students will learn the rules, symbolic language and concepts used to define part dimensions and tolerances. Prerequisite: DRAF 160.


DRAF 180 Metrology - Quality Inspection

3 hours

Introductory course in the application of precision measurement techniques. Introduction to methodology behind measurement principles and tools used in the measurement process. Emphasis on laboratory skills in dimensional measurement using micrometers, calipers and gage blocks. Application of Geometric Dimensioning & Tolerancing, and data analysis. Introduction to applications of measurement including the Coordinate Measuring Machine (CMM), roundness measurement, and surface finish measurement. Prerequisite: DRAF 170.

DRAF 266 Applied AutoCAD

(Spring) **3 hours**

The student will continue the study of mechanical design, implementing three-dimensional concepts using AutoCAD software. Study will focus on manipulating three-dimensional coordinate system, viewing methods, and solid modeling. The course also introduces external references, raster images and object linking and embedding. Prerequisite: DRAF 166. [C] 

DRAF 276 Advanced AutoCAD Applications

(Fall) **3 hours**

A continuation of the study of mechanical design using Inventor software. This course will familiarize the student with the concept of parametric solid modeling. Students will create, modify and analyze solid models and assemblies. Prerequisite: DRAF 266. [C]

ECHO

ECHO 101 Cardiovascular Anatomy and Physiology

(Fall) **3 hours**

Comprehensive study of the normal and abnormal anatomy and physiology of the heart and blood vessels. Course includes discussion of the anatomical, biochemical, and physical principles of cardiovascular physiology. Class meets 3 lecture hours per week. Prerequisite: Acceptance into Echocardiography Program.

ECHO 102 Echocardiography Procedures

(Fall) **8 hours**

This comprehensive course will develop a foundational understanding with emphasis on the sonographic and physiologic evaluation of the heart and great vessels. Class meets 8 lecture hours per week. Outlines proper echocardiographic evaluation of the cardiovascular system, physiology and pathology. Prerequisite: Acceptance into Echocardiography Program.

ECHO 103 Clinical Education I

(Spring) **13 hours**

Supervised instruction in echocardiography at a clinical education affiliate. Students will attend clinical 40 hrs weekly with one campus rotation per month. Prerequisite: Completing ECHO 101, ECHO 102, ECHO 106, and SONO 104 with a C or better.

ECHO 104 Clinical Education II

(Summer) **8 hours**

Continuation of supervised instruction in echocardiography at a clinical education affiliate. Students will attend clinical approximately 40 hrs per week. Prerequisite: Completing ECHO 101, ECHO 102, ECHO 106, ECHO 103 and SONO 104 with a C or better.

ECHO 105 Special Topics in Echocardiography

(Summer) **3 hours**

Selection, development and presentation of a patient case study, included is a curricular review and preparation for the certification examination. This class is a hybrid in which students will be participating with online and 5 campus visits. Prerequisite: Completing ECHO 101, ECHO 102, ECHO 103, ECHO 106, and SONO 104 with a C or better.

ECHO 106 Electrocardiography (EKG)

(Fall) **1 hour**

Introductory study of the basic EKG printouts focuses on the electrophysiology of the heart, identifying normal and abnormal heart rhythms. Class meets 1 lecture hour per week. Prerequisites: Acceptance into the Echocardiography Program.

ECHO 107 Echocardiography Procedures II


(Spring) **2 hours**

Cardiac anatomy in the various planes as demonstrated on diagnostic sonographic images. Online delivery method. Prerequisites: Completing ECHO 101, ECHO 102, ECHO 103, ECHO 106, and SONO 104 with a C or better.

EDUC

EDUC 101 Nature of the Teaching Profession

(Fall) **3 hours**

An introduction to educational problems and a general study of the nature of teaching, its opportunities and responsibilities. Individual work to aid the student's evaluation of potentialities for teaching. Baccalaureate course. (15 hours observation required.) Criminal background check may be required. Prerequisite: Place into ENGL 121 [T] IAI: SED 901, EED 901, SPE 911 

EDUC 103 Intro. Early Childhood Education(Fall) **3 hours**

Course to acquaint the student with the facets of early childhood education pertinent to the total overview. (16 hours observation required.) Criminal background check may be required. Prerequisite: Place into ENGL 121. [C]

EDUC 104 Creative Learning Experiences(Spring, every other year) **4 hours**

Provides experiences in creative activities (music, art, and language) for young children and integrates these activities in program planning. Prerequisite: Place into ENGL 121. [C]

EDUC 159 Issues in Exceptionalities(Fall) **3 hours**

A survey of special needs issues including: managing disruptive behavior, communicating with and helping the individual learn to communicate, choosing and implementing specialized teaching strategies, positioning and handling techniques, and collaborating with the family and professionals in social service agencies. Prerequisite: Place into ENGL 121. [C]

EDUC 160 Guiding Children(Fall, every other year) **2 hours**

Theory and practice of effective methods for guiding children's behavior using guidance techniques and classroom management principles and skills. Problem areas such as aggression, passivity, and over-activity will be addressed. The relationship between emotional growth, self-concept, and behavior will be explored. Prerequisite: College-level reading skills required. [C]

EDUC 170 Infant/Toddler Curriculum(Spring, every other year) **3 hours**

Provides a guide through areas and issues necessary to plan and implement a quality program for infants and toddlers including: creating environments, ensuring children's safety, promoting children's health, and guiding children's behavior. Attention also is given to planning for routines and activities which will enable children to explore and discover their world. 16 hours of observation required. Criminal background check may be required. Prerequisite: EDUC 230. [C]

EDUC 201 Early Childhood Education Practicum(Spring) **5 hours**

On-the-job-training in early childhood education in a child care or public school setting practicing the principles, skills, and techniques developed in previous courses. Prerequisite: Consent of instructor. Criminal background check. (375 hours observation/participation required.) Prerequisite: Placement into ENGL 121. [C] **IAI ECE 914**

EDUC 206 Cultural Effects on Child Development(Fall, every other year) **3 hours**

Study of the growth and development of the child and the significance of the culture as it relates to the physical, emotional, social, and intellectual changes in the young child and the school aged child. Criminal background check may be required. (7 hours observation required.) Prerequisite: Placement into ENGL 121. [C]


EDUC 207 Children's Literature(Fall, every other year) **3 hours**

Introductory survey of children's literature. Includes teaching methods; criteria for selection, evaluation, and presentation of books and related materials; and community resources. Course Placement Prerequisite: Placement into ENGL 121. [C]

EDUC 208 Language Development(Spring, every other year) **3 hours**

Study of how language develops from prelingual to productive language with stress on the effect of the culture and the ramifications for learning. Prerequisite: PSYC 101 or consent of instructor and criminal background check may be required. (8 hours observation required.) Prerequisite: Placement into ENGL 121. [C]

EDUC 211 Educational Psychology(Spring) **3 hours**

This basic course in psychology of education for prospective teachers explores materials and principles from the various fields of psychology applied to the practical problems of teaching. Baccalaureate course. Prerequisite: Placement into ENGL 101. [T] 

EDUC 220 Day Care Administration(Spring, every other year) **3 hours**

This course is designed to develop skills in administration and supervision for students who desire to work in early childhood education centers. Included will be topics such as program planning, selection and use of staff, the role of the administrator and supervisor, administrative tasks, in-service training for staff improvement and community resources for supplementing the center's services. Emphasis will be placed upon social problems, their causes, and ways of alleviating, preventing, or handling them. Criminal background check may be required. (6 hours observation required.) Prerequisite: Placement into ENGL 121. [C]

EDUC 225 Internship in Education(As Needed) **4 hours**

Work experience in a school or educational agency under supervision of both the college/agency, practicing the principles, skills, and techniques developed in previous courses. Prerequisite: consent of instructor. (200 hours observation/participation required.) Criminal background check required. Prerequisite: Placement into ENGL 121. Must be taken concurrent with EDUC 226. [C]

EDUC 226 Internship Seminar(As Needed) **1 hour**

Study of teacher responsibilities, classroom and school procedures, lesson planning, learning styles, educational resources, classroom management, and evaluation procedures. Must be taken concurrently with EDUC 225. Criminal background check required. Prerequisite: Placement into ENGL 121. [C]

EDUC 230 Infant & Toddler Development(Fall, every other year) **3 hours**

Comprehensive treatment of all facets of growth and development in the first three years. The exploration moves through the realms of infant physical growth, cognition,

perception, and emotional-social development. It includes the study of language development as it influences all other areas. It will attempt to reveal how the infant's psychological world differs from that of older children and adults. Application of learning through 16 lab hours of observation required. Prerequisite: Placement into ENGL 121. Criminal background check may be required. [C]

EDUC 240 Program Planning/Young Children
(Spring, every other year) **3 hours**

Designed to explore concrete curriculum areas which are developmentally appropriate for the young child between two and six years of age. Examines how children learn and what they can learn and suggests specific curriculum ideas and activities to stimulate and transmit learning. Prerequisite: Placement into ENGL 121. [C]

EDUC 250 Math/Science for Young Children
(Spring, every other year) **3 hours**

Students will become acquainted with basic mathematics and science concepts and will learn how to introduce them to young children through innovative methods, including songs, games, and flannel boards. Prerequisite: Placement into ENGL 121. [C]

EDUC 260 Health/Nutrition Young Children
(Fall, every other year) **2 hours**

In this course an overview of the many factors that affect a child's state of health will be given. Included in this study will be proper nutrition for the young, environmental conditions which may influence children's health, identification and control of communicable illnesses, general good health and hygiene practices, and the development of a health and nutrition education curriculum for young children. Prerequisite: Placement into ENGL 121. [C]

EDUC 270 Education/Exceptional Child
(Fall) **3 hours**

An introduction to the study of the identification, psychology, teaching methods, and programs for the individual at home, school, and community. These studies will deal with characteristics in the following areas of exceptionalities: learning disabilities, mentally retarded, gifted, sensory impaired, emotionally disabled, socially deviant, physically handicapped, and culturally disadvantaged. Baccalaureate course. Criminal background check. may be required (6 hours observation required.) Prerequisite: Placement into ENGL 101. [T]

ELEC

ELEC 104 Key Principles of Advanced Manufacturing
(Fall/Spring) **3 hours**

An explanation of requirements and recommended programs for improvement of job safety and health under current Federal and State mandates. Emphasis given to preventive program procedures. [C]

ELEC 150 Electricity for HVAC
(Fall) **2 hours**

This course will cover electrical safety, reading wiring diagrams, basic electrical circuits, electrical meters,

components, symbols and circuitry of common to HVAC systems. [C]

ELEC 160 Intro to Electricity/Electronics
(Fall/Summer) **5 hours**

Introduction to fundamental concepts of the production, and usage of electricity. Study of DC/AC circuits with emphasis on problem solving and component identification. [C] ☐

ELEC 165 Introduction to AC Circuits
(Spring) **3 hours**

This course will introduce students to advance circuit analysis techniques in solving electric circuits and learn how to use test equipment to measure electric quantities.

ELEC 167 Electronic Circuits I
(Spring) **4 hours**

Circuits I is an introduction to solid state devices. Diodes, LEDs, Zener Diodes, and Transistors are studied. Construction and analysis of power supplies, and amplifiers is part of the course as well as the calculation of transistor parameters. Prerequisite: ELEC 160. [C] ☐

ELEC 168 Mechatronics II
(Fall) **4 hours**

A study of 3 phase AC voltage as applied to power sources, distribution, and usage. Motors, generators, transformers, and other heavy power units stressed. Wiring of industrial 3 phase motor control circuits is emphasized. [C]

ELEC 175 PC Applications in Electronics
(Fall) **2 hours**

PC Applications in Electronics concentrates on circuit simulation and document producing software. MultiSim is utilized to construct and simulate many different types of AC/DC and analog/digital circuits. Computer familiarization is covered and creating technical documents, which include technical symbols, equations and graphs are emphasized. [C]

ELEC 220 Opto-Electronics
(Fall) **4 hours**

Application of CMOS/TTL integrated circuits in audio, oscillator, fiber optics circuit. Fiber optics will cover optical coupling, optical isolation, optical drivers and fiber cable. Transmitting, and receiving, digital and analog information using fiber optic cable will be presented. Prerequisite: ELEC 167. [C]

ELEC 250 Mechatronics IV
(Spring) **4 hours**

This course is designed to familiarize the student with the principles, operation, and utilization of pneumatics in industrial operations. Students will learn the theory and operational characteristics of pneumatic circuits and components. Relation and control of pneumatics by electrical devices is also introduced. [C]

ELEC 255 Service Electronics
(Spring) **2 hours**

This course will cover Troubleshooting Electronic control devices, air conditioning control systems. Systematic

diagnosis and troubleshooting methods and procedures will be stressed. Prerequisite: ELEC 150. [C] ☐

ELEC 269 Mechatronics III

(Spring) **3 hours**

Introduction to Programmable Controllers using modern programming terminals operating in Windows 98 environment. New software: RSlinx and RSLogix are combined for application to PLC-5, SLC 500 and Micro-Logic controllers. [C]

ELEC 273 Digital Electronics I

(Spring) **4 hours**

This course covers the fundamentals of Digital Electronics systems. Boolean equations are derived for logic circuits and Boolean Algebra simplification techniques are employed to reduce logic equations. Also from Boolean equations logic circuits are constructed. The use of AND, OR, NAND, NOR, INVERTORS, and flip-flops in constructing logic circuits are covered in detail. [C] ☐

ELEC 274 Digital Electronics II

(Fall) **4 hours**

Digital Electronics 2 concentrates on programmable chips or PICs. The "Basic Stamp" is programmed to complete control applications. Interfacing the PIC to the outside world is studied. Prerequisite: ELEC 175 & 273 or consent of instructor. [C] ☐

ELEC 275 Industrial Automation

(Fall) **5 hours**

Application of the Programmable Controller (see ELEC 269) to machine and process problems. An introduction of programmable controllers using application to industrial process and material handling. Prerequisite: ELEC 269 or consent. [C]

ELEC 276 Advanced Automation Techniques

(Spring) **5 hours**

Programming, Set-Up and Troubleshooting program files. PID, Indirect Addressing, Batch Mixing, Induction Heating and other industrial processes. Attention to program analysis, Input/Output and file control is stressed. Prerequisite: ELEC 275. [C]

ELEC 277 Siemens Programmable Controllers

(Spring) **3 hours**

This course will introduce the student to the hardware, setup, and basic Simatic S7 software. Basic programming, rack addressing, using slots and input/output addresses will be explored. Basic troubleshooting using VAT tables will help determine conditions of inputs and outputs. Prerequisite: ELEC 275. [C]

ELEC 290 Supervised Occupational Experience

3 hours

On-the-job training in an Electronics related area during the fourth semester. Prerequisite: consent of the instructor. [C]

ENGL

ENGL 101 Rhetoric and Composition I

(Fall and Spring) **3 hours**

Required of all transfer students. Training and practice in comprehension and expression of written English. Qualifying placement score, grade in DEVE 098/099, or grade of "C" in English 121 required. Placement is preliminary until a writing sample has been evaluated by the instructor during the first week of class. Keyboarding skills required. Prerequisite: Place into ENGL 101 with approved and documented placement test scores (writing and reading) or by completing ENGL 121 with a grade of "C" or better. [T] **IAI: C1 900**

ENGL 102 Rhetoric and Composition II

(Fall and Spring) **3 hours**

Required of all transfer students. Continued training and practice in the comprehension and expression of written English, with emphasis on the research process. A "C" or better is required in this course for degree and/or transfer credit to be issued beginning summer, 1999. Keyboarding skills required. Prerequisite: ENGL 101 with a grade of "C" or better. [T] **IAI: C1 901 R**

ENGL 105 Creative Writing

(Every other Spring) **3 hours**

An introduction to the principles, problems, and processes involved in creative expression in fiction and/or poetry. Prerequisite: Place into ENGL 101 or consent of instructor. [T]

ENGL 106 Fiction Writing

(Every other Fall) **3 hours**

An introduction study of the techniques of story writing and storytelling with representative samples and readings. Prerequisite: Place into ENGL 101 or consent of instructor. [T]

ENGL 107 Advanced Fiction Writing

(Every other Fall) **3 hours**

An advanced study of contemporary fiction theories and techniques, including story and character development along with an introduction to publishing. Prerequisite: Place into ENGL 101 or consent of instructor. [T]

ENGL 108 Poetry Writing

(Every other Spring) **3 hours**

Students will analyze modern and classical poetic works in order to examine craft strategies used in both formal and free verse poetry. The readings will be comprised of both shaping forms as well as given forms. Students will discuss strategies used to convey both the literal and concealed meanings of poetry (sample discussion topics include sensory description, clear and compelling language, metaphor, imagery, meter, irony, diction, syntax, and line). Students will also be expected to generate new material in poetic form, to draft and revise poems, provide substantive commentary on peer's work, and to show growth in understanding and execution of various elements of craft. Prerequisite: Place into ENGL 101 or consent of instructor.


ENGL 121 Communication Skills(Fall and Spring) **3 hours**

Improvement of writing skills, emphasizing both composition and review of grammar. Placement is preliminary until a writing sample has been examined by the instructor during the first week of class. Vocational credit cannot be used to fulfill the Communications requirement for the transfer Associate degree. Keyboarding skills required. Prerequisite: Place into ENGL 121. [C]

ENGL 122 Technical Communication(Fall) **3 hours**

Techniques of collecting and presenting technical data through the use of research, forms, and procedures. Both oral and written presentations are emphasized. Keyboarding skills required. Prerequisite: Place into ENGL 121 or ENGL 101. [C]

GEOG**GEOG 134 World Regional Geography**(Fall & Spring) **3 hours**

A thematic or regional introduction to the basic concepts of how world regions are constructed or classified. Using spatial analysis of both traditional and digital maps factors will be explored to assess how regions evolve, change over time, and are classified. Concepts will explore both developed and undeveloped regions connecting both human and physical geographical factors shaping and defining the classification of regions and interrelationships between them. Prerequisite: Place into ENGL 101. [T] **IAI: S4 906N** 

GRPH**GRPH 201 2D Animation****3 hours**

In this course, you will use non-code based animation software applications like Adobe Animate and Adobe Character Animator to create 2D animations and interactive content. You'll complete real-world projects to build a working knowledge of 2D animation concepts: timing, keyframes, file optimization, sound, and publishing to the web and mobile devices.


GRPH 202 2D Video Game Design**3 hours**

In this course, you will use non-code-based software like Stencyl and Construct 2 to learn basic 2D game design strategies. You'll also use graphics software like Adobe Photoshop and Illustrator to create original game assets and tilesets. You will design and test original games to understand interaction, game logic, non-digital concepts, game structure, and game rules. We'll also discuss the game design industry and career of a game designer.


GSCI**GSCI 105 Human Body Structure and Function**(Fall & Spring) **3 hours**

Basic study of the Anatomy and Physiology of the human body with survey of cells and tissue. Systemic approach to Anatomy and Physiology of the body systems. Class meets 3 lecture hours per week, and 2 lab hours. [C]

HIST**HIST 111 Western Civilization I**(Fall) **3 hours**

Examination of Western Civilization from its Middle Eastern tradition to the scientific and political revolutions of the 17th, 18th, and 19th centuries, with emphasis on cultural crisis, conflict, and change. Prerequisite: Place into ENGL 101. [T] **IAI: S2 902, H2 901** 


HIST 112 Western Civilization II(Spring) **3 hours**

Examination of national states to international society including globalism, planned societies, and nuclear technology. Prerequisite: Place into ENGL 101. [T] **IAI: S2 903, H2 902** 


HIST 122 Modern Latin America(As Needed) **3 hours**

An analysis of economic, political, and cultural changes in Latin America from the national period to the present, with emphasis on its status as a developing region. Prerequisite: Place into ENGL 101. [T] **IAI: S2 911N**

HIST 151 History of U.S. to 1865(Fall & Spring) **3 hours**

Examination of American society from its colonial and indigenous foundations through the Civil War era, with emphasis on periods of conflict and change. Prerequisite: Place into ENGL 101. [T] **IAI: S2 900, H2 904** 

HIST 152 History of U.S. Since 1865(Fall and Spring) **3 hours**

An appraisal of American society in a world context from the post-Civil War era to the present. Emphasis on topical and thematic analysis in a chronological framework. Prerequisite: Place into ENGL 101. [T] **IAI: S2 901, H2 905** 

HIST 160 History of Illinois(As Needed) **3 hours**

Examination of the development of Illinois as a modern midwestern state in its national and international context. An opportunity to develop research skills in history in connection with local history. Prerequisite: Place into ENGL 101. [T]

HIST 181 Ancient World I(As Needed) **3 hours**

An appraisal of the contributions of ancient societies to contemporary times with emphasis on Egypt, Greece, and the minor civilizations. Prerequisite: Place into ENGL 101. [T]


HIST 182 Ancient World II(As Needed) **3 hours**

Change and continuity of cultural heritage as illustrated through ancient Roman civilization and its impact on other areas of the world. Prerequisite: Place into ENGL 101. [T]

HIST 190 African-American History(As Needed) **3 hours**

The history of the African slave trade, slavery in America, and the vestiges of slavery in this country with understanding of the contributions made by individual African-Americans in government and in the arts, humanities, and sciences to the economic, cultural, and political development of the United States and Africa. Also a study of the socio-economic struggles that African-Americans experienced collectively in striving to achieve fair and equal treatment under the laws of this nation. Note: This course meets the requirements of HB 4346.

HIST 215 History: Special Topics(Fall & Spring) **3 hours**

An in-depth study of a specific historical topic presented by discussion, individual research, and readings. Topics will vary each semester. The course may be taken more than once if different topics are considered. Prerequisite: Place into ENGL 101. [T] 

HITT**HITT 101 Introduction to Health Information**(Fall) **4 hours**

The course covers a brief history of health care in the United States. The organizational structures of health care facilities, regulatory agencies, accreditation and licensure of health care agencies will be covered. The role of a health information technologist, and the function of a health information department will be studied. Emphasis will be on content and structure of the health record, techniques employed to assure accuracy, accessibility, comprehensiveness, consistency, currency, definition, granularity, precision, relevancy and timeliness of the documentation of a medical record. Computerized patient records, secondary data sources, and clinical vocabularies are also introduced. Additionally, students gain experience in a virtual health information department within the virtual lab. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: Completion of BIOL 136. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 106 ICD Coding(Fall) **4 hours**

The course introduces the theory, structure, and organization of the International Classification of Disease using ICD-10-CM/PCS (International Classification of Diseases, Tenth Revision, Clinical Modification/Procedure Coding System). Emphasis is placed on the importance of body structure, procedures, application of coding principles and official guidelines for coding and reporting. The student is introduced to diagnosis related groups (DRGs) and their relationship to coding using encoder software. ICD-9-CM

will be discussed as a Legacy System only. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: Completion of BIOL 136 and BOFF 140 with a grade of C or better. Completion or current enrollment in HITT 101. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 110 Coding in Ambulatory Care Settings(Spring) **4 hours**

The course introduces coding and reporting diagnostic and therapeutic procedures in the ambulatory care setting. Students will learn to read and interpret ambulatory health care documentation to code services and procedures using Current Procedural Terminology (CPT) nomenclature. Students will code from workbooks, and non-acute care cases using CPT. Students will operate encoder and Ambulatory Payment Classification (APC) grouper software programs in the lab. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: Completion of HITT 101 with a grade of C or better. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 115 Patho-Physiology and Pharmacology(Fall & Spring) **4 hours**

The mechanism of disease and its effect on the human body will be studied, with emphasis on etiology, symptoms, signs, diagnostic findings and treatment. Special topics in pharmacology will be introduced, including terminology, drug category, uses, side effects, contraindications and interactions of each body system in relation to the most common diseases, common dosage ranges and routes. Class meets 4 lecture hours per week. Prerequisite: Seeking admission to Health Information or Nursing Program. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 125 Clinical Practicum I HIM Functions(Spring) **2 hours**

Students are assigned to carry out routine functions in Health Information and related departments in a virtual laboratory setting. The purpose of the experience is to practice the skills learned in course work, to expose the student to functions performed in a professional setting and to gain entry level competencies. Class meets 6 lab hours per week. Prerequisites: Completion of HITT 101 with a grade of C or better. Completion or current enrollment in HITT 110. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 205 Legal Aspects of Health Information Management and Ethics(Fall) **2 hours**

The course will examine our court systems and the legal and ethical issues related to the health care field. Specific federal and state regulations, compliance rules, and laws as they relate to the health information department will be covered. The Health Insurance Portability and Accountability Act (HIPAA) rules and regulations will be covered in detail. Class meets 2 lecture hours per week.

Prerequisites: No prerequisite requirements. HIT program admission is not required. Notes: The expanded version of the objectives is available from the HITT director. This course is available for web registration. [C] 📄

HITT 235 Advanced Coding

(Spring) **3 hours**

The course will examine the coding of actual charts utilizing International Classification of Diseases (ICD), The Healthcare Common Procedure Coding System (HCPCS), and Current Procedural Terminology (CPT), with emphasis on official coding guidelines, and sequencing. Special emphasis is placed on validation of coded clinical information in relation to Diagnosis Related Groups (DRGs), Ambulatory Payment Groups (APGs), and Ambulatory Payment Classifications (APCs), as well as the purpose of case mix and severity of illness. Class meets 2 lecture hours per week, and 2 lab hours. Prerequisites: Completion of HITT 106 and HITT 110 with a grade of C or better. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 240 Supervision for Health Information Technologists

(Spring) **3 hours**

The course includes a study of the management theories and practices essential to efficient management of a health information management department. The following will be covered: organizational processes, human resources, financial and physical resources, management principles, productivity, budget preparation, budget controls, development of goals, objectives, policies and procedures, job descriptions, performance evaluations, in-service, team leadership, communication, problem solving, and cultural diversity in the workplace. Class meets 2 lecture hours per week and 2 lab hours. Prerequisites: Completion of HITT 101 with a grade of C or better. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C] 📄

HITT 245 Current Trends in Health Information Technology

(Spring) **3 hours**

The course examines information technology (IT) and its application to the healthcare delivery systems. The role of the health information management department in the development of IT will be reviewed. Discussion of current issues relating to health care and health information management will be discussed. Class meets 2 lecture hours per week, and 2 lab hours. Prerequisites: Completion of HITT 101 with a C or better. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 250 Clinical Practicum III

(Spring & Fall) **2 hours**

Students are assigned to health information management departments to provide the students with an opportunity to have hands on experience with HIM functions with special emphasis on supervisory functions. Students will work under the supervision of a qualified Registered Health Information Administrator/Registered Health Information Technician or other qualified personnel to whom they are

assigned. The students will also be assigned to the Danville Area Community College Health Information Technology Program Laboratory for simulated experience as required. The student will take mock RHIT exams which will constitute part of the course grade. Class meets 9 lab hours per week. Prerequisites: Completion of HITT 125 with a grade of C or better. Completion or concurrent enrollment in HITT 235, 240 or 245. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C]

HITT 255 Alternative Health Care Settings Insurance Procedures

(Spring) **3 hours**

This course addresses medical services, health record systems, regulatory agencies, reimbursement methodologies, and insurance for non-acute care settings. Topics include regulatory issues, documentation requirements, reimbursement, information management, quality improvement, risk management, and current trends for services provided in nursing homes, home health, correctional facilities, hospice, rehabilitation, etc. Basic concepts of healthcare reimbursement are covered along with types of payers, and types of insurance plans. The terminology, rationale and methodology such as Resource Utilization Group Version Three (RUG III), Relative Value Unit (RVU), Resource-Based Relative Value Scales (RBRVs), Diagnosis-Related Groups (DRGs), Ambulatory Payment Classifications (APCs), Insurance Investment in Cash Deposit (IVCD), Local Medical Review Policy (LMRP), Advance Beneficiary Notice (ABN), and Explanation of Benefits (EOB) used by third-party payers to determine the reimbursement for health care providers will be examined. Proper completion of the 1500 billing form and legal issues related to reimbursement will be discussed, as well as the role HIM plays in the Charge Description Master, Reimbursement Monitoring, Revenue Cycle, Compliance and Case-Mix Management. An overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms will also be covered. Class meets 2 lecture hours per week, and 1 lab hour. Prerequisites: No prerequisite requirements. HIT program admission is not required. Notes: This course is available for web registration. The expanded version of objectives is available from the HITT director. [C]

HITT 260 Quality Assurance and Healthcare Statistics

(Spring) **3 hours**

This course focuses on the collection, interpretation, presentation, and reporting of medical statistics with emphasis on reliability and validity of data. The importance of healthcare statistics in relation to management, decision-making, governmental agencies, quality assessment, and research will be stressed. The course will examine the theoretical and methodology issues related to quality assurance (utilization risk management, quality assessment, and staff credentialing), accreditation and regulatory agencies. The tools used for quality improvement will be discussed. The responsibility of the Health Information Department in relation to maintaining reliable data is stressed throughout the course. Vital and public health reporting and statutory and regulatory requirements are also identified. Class meets 2 lecture hours per week, and 1 lab hour. Prerequisites: Completion of HITT 101 with a C or better. Placement into

MATH 108 or completion of MATH 107. Notes: This course is not available for web registration. The expanded version of objectives is available from the HITT director. [C]

HITT 275 Health Informatics, Analytics and Data Use (Fall) **3 hours**

This course focuses on Health Informatics and Analytics. It will cover how information science and technology are used to enhance research and practice outcomes in healthcare. The student will perform data analysis through reduction and organization of a body of data to produce information for making operational and clinical decisions. This course is designed to provide participants a hands-on experience in health data informatics and analytics using Microsoft Excel. Participants can expect to learn the fundamental skills for sorting, filtering, summarizing, interpreting, and presenting healthcare information. The basic principles of informatics that govern the application of data through collecting, retrieving, and analyzing information will be explored. After taking this course, the student will have a better understanding of the nature of health data informatics, how to leverage the use of Microsoft Excel for carrying out analytical tasks, and ultimately how to discover new information from data. Class meets 3 lecture hours per week. Notes: This course is not available for web registration. The expanded version of objectives is available from the HITT director. Prerequisites: Completion of HITT 101, HITT 245. Placement into MATH 108 or completion of MATH 107. [C]

HLTH

HLTH 101 Contemporary Health (Fall, Spring and Summer) **3 hours**

Emphasis in this course is on a proactive wellness approach to decision-making and healthy behavior. Class meets 3 lecture hours per week. Prerequisites: Place into ENGL121. [T] 📖

HLTH 102 First Aid and Personal Safety (Fall, Spring and Summer) **2 hours**

An introduction to basic principles and practices involved in effectively recognizing, responding to, and giving care in an emergency or medical situation. American Heart Association (AHA) Healthcare Provider BLS (basic life support) CPR (cardiopulmonary resuscitation) cards will be issued upon successful completion of the class. Class meets 2 lecture hours per week. [T]

HLTH 130 Nutrition (Fall, Spring, and Summer) **3 hours**

A study of essential nutrients with regard to food sources, functions, digestion, absorption, and metabolism. Weight control, food labels, food safety and special nutritional requirements for age groups will also be considered. A primary objective of this course will be to assist the learner in becoming a sophisticated consumer with regard to new nutrition information. Class meets 3 lecture hours per week. [T] 📖

HORT

HORT 101 Intro to Horticulture Science (Fall) **3 hours**

An introduction to the principles and practices involved in the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral, and landscape). This class is a Transfer Ag course. [T]

IAI: AG 905

HORT 160 Intro to Floral Design (Fall) **4 hours**

Instruction in and application of principles in the art of floral design as to form, styles, and composition. [T, C]

IAI: AG 912

HORT 161 Floral Design I (Spring) **3 hours**

Basic decorative design in the use of flowers, foliage, and accessories. Prerequisite: HORT 160. [C]

HORT 176 Landscape and Hort Therapy Design (Spring) **3 hours**

Basic design principles, site analysis, and layout techniques in landscaping. Prerequisite: HORT 284. [C]

HORT 189 Turf and Ground Cover Management (Fall) **3 hours**

Care and maintenance of turf grasses and ground covers in landscapes and in food plots. Class also includes instruction in soil preparation, planting, fertilizing and maintenance of common and special turf grasses and ground covers. [C]

HORT 191 Pest Control Maintenance (Spring) **3 hours**

Prevention and control techniques of major weeds, insects, and diseases of ornamental turf. Prerequisite: HORT 189. [C]

HORT 192 Tree and Shrub Maintenance (Spring) **3 hours**

Disease and insect control, pruning and tree surgery, and soil and nutrition as applied to ornamental trees and shrubs. [C]

HORT 202 Horticulture Internship I (Spring) **3 hours**

On-the-job training in Horticulture related areas during the second semester. Prerequisite: Must meet the Department requirements and/or consent of instructor. [C]

HORT 220 Local Foods (Spring) **3 hours**

Students will learn all aspects of growing their own food. Choosing the right variety, raising transplants, direct seeding, weed control, harvest methods and marketing your produce will be covered.

HORT 250 Horticulture Internship II (Summer) **3 hours**

On-the-job training in Horticulture related areas during the summer semester. Prerequisite: Must meet the Department requirements and/or consent of instructor. [C]

HORT 265 Sustainable Marketing and Management (Spring) **2 hours**

This course primarily applies to landowners or agriculture enthusiasts in the start-up or transition phases, interested in exploring new business ideas, management practices and marketing strategies.

HORT 280 Principles of Irrigation and Water Conservation (Fall) **3 hours**

Irrigation principles applied to the design and installation of golf courses and home lawn irrigation systems. [C]

HORT 282 Outdoor Landscape Construction (Fall) **4 hours**

Study in preliminary sketching and final layout plans. Principles of landscape design are applied to selected problems. Prerequisite: HORT 176. [C]

HORT 284 Woody Plant Identification (Fall) **3 hours**

Identification and use of ornamental evergreens and deciduous plants in the landscape. [C]

HORT 287 Floral Design II (Spring) **3 hours**

Continuation of Silk & Dry Flowers with emphasis on planning and placement of wedding floral arrangements. A special fee will be assessed due to materials consumed. [C]

HORT 290 Horticulture Internship III **3 hours**

On-the-job training in Horticulture related areas during the third semester. Prerequisite: Must meet the Department requirements and/or consent of instructor. [C]

HUMN

HUMN 101 Introduction to Humanities (Fall and Spring) **3 hours**

Aggenre-based interdisciplinary study of selected works of art, music, literature, and philosophy. Prerequisite: Place into ENGL 101. [T] **IAI: HF 900**

HUMN 103 Fantasy and Mythology (Fall & Spring) **3 hours**

A study of the nature of mythology through study of folklore and legendary narratives, themes, archetypal figures/situations, symbolism and figurative language. Prerequisite: Place into ENGL 101. [T] **IAI: H9 901**

HVAC

HVAC 147 Principles of Air Conditioning (Fall) **3 hours**

The student will describe the fundamentals of refrigeration and refrigeration theory which will include various condensers, evaporators, compressors, and related components. He or she will use basic hand tools to replace and

repair copper tubing, iron pipe, brass and copper fittings. The student will become familiar with, and will demonstrate, minor installation procedures, refrigerant control and metering of refrigerant for absorbing heat, tool care, and handling of tubing and fittings. [C]

HVAC 150 Heating Plants (Fall) **3 hours**

The student will describe forced air, hot water, steam, reverse cycle, heat pump, gas radiant, electronic, and hydronic heating plants. He or she will become familiar with the control of the above equipment, how it is applied, and how it is serviced. He or she will become familiar with installation and maintenance of this equipment, heat loss, and how heat loss is controlled. [C]

HVAC 200 Advanced Air Conditioning (Spring) **3 hours**

The student will analyze and service air conditioning and refrigeration equipment with emphasis on the electrical components used in air conditioning and refrigeration equipment. He or she will be able to describe the operation of electrical components and troubleshoot these components in the system. Prerequisite: HVAC 147. [C]

HVAC 220 Refrigeration (Spring) **3 hours**

The student will describe the various systems components and their uses. He or she will explain the function of flow controls, defrost systems, receivers, water and electric valves, and related controls and will apply this information to analyze and service commercial equipment. This will include complete installation procedures, insulation of fixtures, thermal conductivity of heat, and insulation vs. temperature. Prerequisite: HVAC 147. [C]

HVAC 260 Air Handling (Spring) **3 hours**

The student will estimate "load" and design duct installations for residential and commercial systems. He or she will identify efficient control units and properly balance these systems; calculate proper sizing, velocity, pressure, and loss; and describe the use of tempering and humidity controls in air-handling design. He or she will learn maintenance in relation to proper control and design and master the use of available instruments. Prerequisite: HVAC 147. [C]

INFO

INFO 133 Cisco Network Academy I (Fall) **3 hours**

This is the first course in the Cisco Networking Academies, designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, router, router programming, topologies, and IP addressing. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and local, state, and federal safety, building, and environmental codes and regulations.

INFO 153 A+ Certification Prep(Fall) **3 hours**

This course provides students with the knowledge and skills necessary to provide a thorough, step-by-step process for supporting and troubleshooting computer operating systems. The course provides a general overview of how software and hardware actually relate to each other on a computer. The course takes a hands-on approach to learning the steps to installing, troubleshooting and supporting the most common operating systems in use on the personal computer. Prerequisite: consent of instructor. [C]

INFO 163 Client Operating Systems(Fall) **3 hours**

This course provides students with the knowledge and skills necessary to implement, administer, and troubleshoot client operating systems. Students will learn about and use the various tools for installing, administering, and configuring task scheduling, Control Panel, and Registry Editor. Students will also learn about and manage print devices, shared and file system permissions, data storage and disk-quotas, EFS, remote access, and troubleshooting hardware devices and drivers. Prerequisites: consent of instructor.

INFO 173 LINUX Operating System(Spring) **3 hours**

This course gives a basic introduction to working with the LINUX operating system. Topics include a brief history of the development of LINUX and an explanation of how it has been designed to satisfy the requirements of a multi-user computer system. The essential components of LINUX, as well as the concept of a shell, are covered in the context of the overall structure of the operating system. Prerequisite: INFO 163 or concurrent enrollment. [C]

INFO 174 Intro to Web Design: HTML/CSS(Fall & Spring) **3 hours**

Students in this course will design and code World Wide Web pages using HTML (Hypertext Markup Language), XHTML (Extensible Hypertext Markup Language), and CSS (Cascading Style Sheets). We will create code which can be interpreted by Web Browser software. Projects will entail creating web pages that are informative, manageable and user friendly. Topics for discussion will include HTML editors, converters and generators. Labs and student projects provide practical experience. [C]

INFO 183 Cisco II(Spring) **3 hours**

This is the second course in the Cisco Networking Academies. Instruction includes, but is not limited to, network terminology and protocols, network standards organizations and specifications, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing and the network administrator's role and function. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and local, state, and federal safety, building, and environmental codes and regulations. Prerequisite: INFO 133. [C]

INFO 190 Worksite Seminar(Spring) **1 hour**

The student has the opportunity to tour and observe professionals in the information systems area. This provides valuable exposure to business and industry as students continue in their planned curriculum. Prerequisite: Must have 15 hours towards an INFO degree. [C]

INFO 203 Cisco Network Academy III(Fall) **3 hours**

This is the third course in the Cisco Networking Academies. Instruction includes, but is not limited to, Novell IPX protocol configuration on routers, Fast Ethernet, LAN switching methods, LAN segmentation with bridges, routers, and switches. In addition, instruction and training are provided in the operation and benefits of Spanning Tree protocol and virtual LANs. Prerequisite: INFO 183. [C]

INFO 213 Server Operating Systems(Spring) **3 hours**

This course provides students with the knowledge and skills necessary to implement, administer, and troubleshoot Server operating systems. Students will learn how to install and administer Active Directory services and how to manage Active Directory objects. Students will also use Microsoft Management Console to monitor system performance, to administer Internet Information Services, and to administer accounts and policies. In addition, students will learn how to administer print services, network protocols and services, and disaster protection. [C]

INFO 230 Web Programming(Fall) **3 hours**

Students will learn how to create motion graphics and learn about the aesthetics of design, motion, and sound. This class will use a hands on approach covering drawing tools, animations, glow buttons, graphic morphing, graphic layering, and produce and deliver high-impact Web sites. Students will create resizable, small, and compact navigation interfaces, technical illustrations, long-form animations, and special effects for Web sites or Web-enabled devices. Prerequisite: Complete INFO 135 or INFO 165 with a C or higher and INFO 174 with a C or higher.

INFO 235 Cloud Technology(Spring) **3 hours**

This course reflects an emphasis on incorporating and managing cloud technologies as part of broader systems operations. It assumes a candidate will weave together solutions that meet specific business needs and work in a variety of different industries. It includes new technologies to support the changing cloud market as more organizations depend on cloud-based technologies to run mission critical systems, now that hybrid and multi-cloud have become the norm.

INFO 238 Intro to Game Programming**3 hours**

Introductory course in game programming that utilizes event driven, object-oriented programming, game engine sculpting, and game engine class structures. The student will learn to plan a project, work in teams, and use a game development environment (Unity 3d). Prerequisites: INFO

165 and INFO 243 with a grade of "C" or better, or instructor consent. 2Lec 2Lab, PCS 1.2

INFO 245 Employment Seminar

(Fall/Spring) **1 hour**

This course involves a study of contemporary problems in the general field of employment. Future graduates are counseled in career search and development techniques as well as employment opportunities. Students are urged to share their concerns and experiences encountered while preparing for employment. Prerequisite: consent of instructor. [C]

INFO 253 Managing a Network Environment

(Fall) **3 hours**

This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot Domain Name Systems, Dynamic Host Configuration Protocol, Remote Access, Network Protocols, IP Routing, and WINS in a network infrastructure. In addition, students will learn the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. Students will also discuss network and server management. Prerequisites: INFO 213. [C]

INFO 263 Network Security

(Spring) **3 hours**

This course provides students with a comprehensive overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available. The course begins with an overview of the subject including security goals, the importance of security, intruder profiles, and defense mechanisms. The topics subsequently covered include security and the individual personal computer in both the home and corporate environments. This includes protecting the single device from the threats of data theft, viruses and spyware, techniques of authentication and security patch management. Next, corporate security is presented including policy issues involving e-mail, Internet access, passwords, Incident Response and Disaster Recovery. Internet Security and Network Security are addressed focusing on the threats to WIN and LAN networks and methods of protecting each type of network. Finally, the class pulls all of the concepts together, presenting a picture of "Total Security". Prerequisites: INFO 253. [C]

INFO 273 Cisco IV

(Spring) **3 hours**

This is the fourth course in the Cisco Networking Academies. Instruction includes, but is not limited to, WAN services, LAPB, Frame Relay terms and features, Integrated Services Digital Network, router commands to monitor and configure Frame Relay LMI, maps, and subinterfaces, Novell IPX protocol configuration on routers, Fast Ethernet, LAN switching methods, LAN segmentation with bridges, routers, and switches. Prerequisite: INFO 203. [C]

INFO 276 Developing Mobile Phone Apps

(Spring) **3 hours**

This course will introduce students to creating mobile phone applications using web standards (HTML, CSS, and JavaScript). It will also introduce the student to jQuery,

jQuery Mobile, JSON, and AJAX. Students will learn how to deploy phone applications across three platforms (iOS, Android, and Windows). Prerequisites: INFO 174 and INFO 284 with a grade "C" or better or consent of instructor.

INFO 284 Web Programming (JavaScript)

(Spring) **3 hours**

This course will introduce the student to client side web scripting using JavaScript. The student will learn about methods to add interaction to web pages and to understand JavaScript event handlers and syntax. Students will also learn about the HTML Document Object Model and how to access it using JavaScript. Prerequisite: Complete INFO 135 or 164 with a C or higher. Complete INFO 174 with a C or higher.

INFO 290 Supervised Occupational Experience

(Fall & Spring) **3 hours**

Student field assignments are made in local information systems installations. At least 225 hours of worksite training will provide the student with information systems experience prior to entering the job market. This course is usually taken during the student's final semester at DACC. Prerequisite: Sophomore standing or consent of instructor. [C]

INFO 294 Wireless Networking

(Fall) **3 hours**

This course provides a hands-on guide to planning, designing, installing and configuring wireless LANs. This course covers wireless networks with extensive coverage of IEEE 802.11b/a/g/pre-n implementation, design, security, and troubleshooting. Prerequisites: INFO 253 or consent of instructor. [C]

INST

INST 101 Success In College

(Fall and Spring) **1 hour**

An orientation course aimed at providing students with basics in study skills, time management, computer literacy, and critical thinking. Taught in various delivery methods. This is a valuable course for students wishing to learn more about the college experience. Required for graduation. [T]

INST 105 Library Research Skills

(As Needed) **2 hours**

Student receive practical experience in the research process, from selecting a topic through locating and assessing materials. They will familiarize themselves with traditional library-based information resources and reference materials, and they will develop strategies for applying research methods to electronic databases and the internet. Students will develop skills to select, assess, and critically evaluate various types of information resources. [T]

INST 113 Self-Awareness and Test Preparation

This course is designed to help students recognize that they have choices in life. By understanding how the human mind works, how their current beliefs and attitudes shape their expectations for the future, students learn that they are in control of the way they think, and can use that

power to change the way they live their lives. This class will teach the art and science of goal-setting, combined with a thorough understanding of just how we think, so that the student comes away with self-confidence, self-esteem and a strong ethical center. It is one thing to know "the right thing," it's quite another to have the confidence to act on it. In addition, students in this course will explore college, career, scholarship, and financial aid information and review relevant test materials.

INST 115 Personal Responsibility and Ethics

For a community to flourish and grow, everyone must take personal responsibility for themselves and the role they play in shaping society. This interdisciplinary course will investigate the role of self in personal life, the role of self in government, and the role of self in society. Students will first investigate the role of self while investigating and cultivating competency in organizational skills, prioritization, time-management, self-awareness, team building, leadership, character, business and personal ethics and accountability. Students will also review the Illinois and U.S. Constitution and other governmental entities and current events to better understand societal responsibility, democratic education, and the role constituents play in shaping their community. Students will engage in community service projects to introduce and reinforce volunteerism and the added value it brings to society, as well as the impacts, effects and/or lack of services non-profits/organizations have in a community.

INST 116 Consumer Economics

Consumer economics is a broad field principally concerned with microeconomic analysis behavior in units of consumers, families, or individuals. This course prepares students to understand the values, needs, wants, goals, and resources that enable people to make wise decisions that contribute to a family's financial stability and improve the quality of life. Financial resource management, including consumer rights and responsibilities, family financial planning, and policy analysis will be discussed. Students will gain knowledge to familiarize them with community involvement and service, sociology of the local, state and national community, civic pride, diversity, interpersonal skill development, speech and small group discussion, and economics: mortgage, insurance, finances, goal-setting, savings, installment purchasing, budgeting, price comparison shopping, advertising, consumer credit legislation, consumer rights and responsibilities, and other life skills.

INST 117 Critical Thinking and Strategic Problem-Solving

This course will develop critical thinking, reflective and problem solving skill sets by developing the ability to interpret, analyze, and evaluate ideals, arguments, and theories. Students will explore some major historical issues through the use of literature, theatrical, cinematic, and personal testimony/eye-witness accounts. They will present their ideals and interpretations of events while learning how to frame an effective argument. Students will use logic models and mapping sequences to develop reasonable conclusions. Learning and applying persuasion techniques will assist the student in structuring debatable topics.

INST118 Foundations in Personal Finance

1 hour

Understanding financial management concepts is an important life skill. From credit to insurance to taxes, it is imperative that students understand the consequences of their choices. Wisely managing their money, students become citizens that are more responsible. A thorough understanding of financial concepts, with practical application through activities and projects, will enable students to leave this course with applicable, useful skills for life. This course surveys the basic personal financial needs of most individuals and emphasizes the basics of budgeting, saving, checking, investments, credit, the wise use of insurance, and paying and preparing income tax returns. Students face a world filled with possibilities, and the more knowledge they can acquire, the higher the probability that their financial futures will be secure.

INST 120 Middle College Credit Recovery

Credit Recovery is an on-line course delivery available through the E-2020 System. These courses are offered for high school credit only. Courses include a variety of subject matter/disciplines; including, but not limited to: Algebra, Geometry, English, History, Consumer Economics, and more. Students do not receive a grade equivalent in credit recovery as the course is either Pass or Fail. Students enrolled in this course must be Middle College students or current high school students who have a referral from their home high school to use toward high school graduation credit recovery. In this case, the home high school is notified at the end of the semester of his or her success or failure. Other high school students may not independently enroll in Credit recovery. Credit recovery courses do not receive college credit as they are only used as equivalents for missing high school credits.

JRNM

JRNM 110 Introduction to Television Production

(Fall) **3 hours**

An introduction to professional media production, including terminology, basic script writing, direction, audio, lighting, camera operation, and video editing. Prerequisite: Place into ENGL 101. [T] **IAI: MC 916**

JRNM 112 Introduction to Mass Media

(Fall and Spring) **3 hours**

An introduction to mass communication by examining the nature, history, functions and responsibilities of the mass media industries in a global environment. The course surveys the impact of radio, TV, books, newspapers, film, advertising and journalism in our culture and critically analyzes legal and ethical media issues. Prerequisite: Place into ENGL 101. [T] **IAI: MC 911**

LITR

LITR 101 Introduction to Poetry

(As Needed) **3 hours**

Reading and analysis of various types of poetry from different historical periods. Development of critical judgment and of analysis is expected as the student confronts literary meaning, form, value, terms, and characteristics. Prerequisite: Place into ENGL 101. [T] **IAI: H3 903**

LITR 102 Introduction to Drama

(Fall, every other year) **3 hours**

Understanding drama by reading, discussing, and writing about representative plays from Greek, Elizabethan and modern playwrights. Prerequisite: Place into ENGL 101. [T] **IAI: H3 902**

LITR 103 Introduction to Fiction

(Fall and Spring) **3 hours**

Reading and analysis of short stories and novels from different historical periods and cultures. Development of critical judgment and of analysis is expected as the student confronts literary meaning, form, value, characteristics, and terms. Prerequisite: Place into ENGL 101. [T] **IAI: H3 901, EGL 917**

LITR 104 Afro-American Literature

(Spring) **3 hours**

An introduction to poetry, drama, fiction, and essays of Black American writers of the 19th and 20th centuries. Prerequisite: Place into ENGL 101. [T] **IAI: H3 910D**

LITR 105 Introduction to Film

(Fall and Spring) **3 hours**

Students are expected to develop a cinematic vocabulary and to be able to distinguish between realistic and expressionistic styles of directing and editing. Feature length films, mostly current and some foreign, are viewed and discussed. Prerequisite: Place into ENGL 101. [T] **IAI: F2 908**

LITR 106 Women in Literature

(Spring, every other year) **3 hours**

A survey of the literature by and about women from its beginnings to the present, with emphasis on the recent reawakening of women's consciousness, sex-role stereotyping, and similar literary and artistic issues. Prerequisite: Place into ENGL 101. [T] **IAI: H3 911D**

LITR 109 The Bible as Literature

(As Needed) **3 hours**

The purpose of this course is to discover the manifold literary values of the Bible's various parts and to relate them as such. Prerequisite: Place into ENGL 101. [T] **IAI: H5 901**

LITR 111 Non-Western Literature

(Spring, every other year) **3 hours**

An introduction to literature in English by writers from non-western cultures, including Asian, South Asian, African, Caribbean, and Middle Eastern, with an emphasis on the intellectual, social, and political contexts of their works. Prerequisite: Place into ENGL 101. [T] **IAI: H3 908N, EGL 919**

LITR 113 American Literature I

(Fall) **3 hours**

A study of classic American authors to the Civil War. An introduction to Franklin, Poe, Emerson, Hawthorne, Melville, and others. Prerequisite: Place into ENGL 101. [T] **IAI: H3 914. Recommended IAI English major core.**

LITR 114 American Literature II

(Spring) **3 hours**

A study of the classic American authors since the Civil War. An introduction to Dickinson, Hemingway, Faulkner, Frost, Walker, Morison and others. Prerequisite: Place into ENGL 101. [T] **IAI: H3 915. Recommended IAI English major core.**

LITR 121 Chief English Writers I

(As Needed) **3 hours**

Chaucer, Shakespeare, Swift, and other authors. Emphasis on the importance of such authors to the present day, both artistically and socially. Prerequisite: Place into ENGL 101. [T] **IAI: H3 912. Recommended IAI English major core.**

LITR 122 Chief English Writers II

(As Needed) **3 hours**

Wordsworth, Byron, Shelley, Keats, Browning, Tennyson, Arnold, Shaw, Yeats, Dickens, Eliot, and a selection of representative 19th and 20th century prose. Prerequisite: Place into ENGL 101. [T] **IAI: H3 913. Recommended IAI English major core.**

LITR 131 Introduction to Shakespeare

(Fall, every other year) **3 hours**

The study of Shakespeare through eight of his dramas—tragedies, histories, and comedies. A brief acquaintance with his life and times also included, as well as an introduction to his Sonnets. Prerequisite: Place into ENGL 101. [T] **IAI: H3 905**

LGST

LGST 020 Class B CDL Training

(Fall, Spring and Summer) **1.0 hours**

Class B CDL (Straight-Truck). [C]

LGST 025 Tractor/Trailer Driver Training

(Fall, Spring and Summer) **11.0 hours**

Day classes every 6 weeks (8AM-4:30PM; Mon.-Fri.) Weekend/night classes available Class A CDL (Tractor-Trailer). [C]

LGST 050 Tractor Trailer Driver Internship

(Fall, Spring and Summer) **5.0 hours**

Additional training offered. Externships also available. [C]

LGST 075 Tractor Trailer Driver Refresher

(Fall, Spring and Summer) **0.5-1.5 hours**

Refresher course for individuals with Class A CDL. [C]

**Certified Warehousing and Distribution Specialist
A 10 Credit Hour Certificate Program**

LGST 110 Working in the Warehousing Environment
1.5 hours

This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include: Introduction to the Certified Warehousing Specialist Program; Introduction to Business Principles; General Plant Safety; Learning for Success; Managing Change; Self Management and Personal Wellness; and Positive Work Ethic.

**LGST 120 Warehousing & Workforce Skills/
Paid Internship - Summer****1.5 hours**

This course provides training in the workplace practices that contribute to success on the job. Units in this course include: The Art of Effective Communication; Working Together; Positive Image; and Interview Skills.

LGST 130 Warehousing and Distribution Process**2.5 hours**

This course provides learners with the knowledge and core skills associated with warehousing and distribution. Units in this course include: Warehousing and Distribution; Warehousing Productivity Measures; Methods of Inventory Management; Protecting Materials and Merchandise; Palletizing; Handling Systems; and Processing Hazardous Materials.

LGST 140 Warehousing Technology Skills**2.0 hours**

Warehousing technology skills are those practices important to working in a technical environment. This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation. Units in this course include: Scanners and Data Entry; Warehouse Data Applications; Problem Solving; Introduction to industrial Controls; and Introduction to Computers and Automation.

LGST 150 Representative Warehousing Skills**2.5 hours**

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Units in this course include: Math and Measurement; Calculators; Powered Industrial Truck Operator; Warehousing Simulations.

MATH**MATH 107 Applied Mathematical Concepts****(Fall, Spring and Summer) 5 hours**

This course is intended for students who are pursuing applied science degrees (not requiring college algebra). The emphasis is on applications and problem solving. The following topics are introduced through solving practical problems which involve the modeling of natural phenomena. Topics of study include numerical analysis, variation, modeling with functions and equations, operations with polynomials, greatest common factor, introduction to functions, graphical analysis, and models of growth, linear equations and inequalities, polynomials, and scientific

notation as related to applied sciences such as nursing, criminal justice, accounting, commercial floriculture, floral design, landscape design/construction, management, and marketing. Prerequisites: Place into MATH 107 with approved and documented math placement test scores. [C]


MATH 108 Intermediate Algebra**(Fall, Spring and Summer) 4 hours**

A study of the properties of real numbers, the properties of exponents and radicals, the arithmetic of polynomial and rational expressions, linear and quadratic equations and inequalities, systems of linear equations, and an introduction to functions. Problem-solving skills and critical-thinking skills are emphasized. Class meets 3 lecture hours per week, and one lab hour. Prerequisites: Place into MATH 108 with approved and documented math placement test scores or by completing MATH 107 with a grade of C or better.

MATH 110 Computer Science**(Fall) 3 hours**

This course is an introduction to the basic techniques of numerical analysis and programming using C++ on the microcomputers. It includes a discussion of computer history, algorithms, flow charts, and the structure and design of software, including debugging. Students get actual experience operating a computer and peripheral equipment. The course is designed for business and engineering students. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: MATH 120 or MATH 125 with a grade of C or better. [T]

MATH 111 College Algebra**(Fall, Spring & Summer) 5 hours**


A review of the fundamental topics of algebra, including complex number systems, simplification and manipulation of algebraic expressions involving polynomials, rational exponents, radicals, fractions, the solution of polynomial equations and inequalities. Emphasis is placed on the study of the following functions: polynomial, rational, exponential, logarithmic and their applications. These will be explored using traditional graphing techniques and also graphing calculators. Class meets 5 lecture hours per week. Prerequisites: Place into MATH 111 with approved and documented math placement scores or by completing MATH 108 with a grade of C or better. [T] 

MATH 114 Trigonometry**(Fall and Summer) 3 hours**

The study of the six trigonometric and circular functions, their inverses, the identities associated with these functions, the graphs associated with these functions, trigonometric equations and their applications to problem solving. A graphing calculator is recommended. Class meets 3 lecture hours per week. Prerequisites: Place into MATH 114 with approved and documented math placement test scores or by completing MATH 111 with a grade of C or better. [T]

MATH 115 Survey of Statistics (Statistics for non-math majors)

(Fall, Spring and Summer) **3 hours**

Focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. Strong emphasis is on interpretation and evaluation of statistical results that arise from simulation and technology-based computations using technology such as the required TI83/84 Graphing Calculator with a built-in statistical package, and Microsoft Excel spreadsheets. Topics include data collection processes (observational studies, experimental design, sampling techniques, bias), descriptive methods using quantitative and qualitative data, bivariate data, correlation, and least-squares regression, basic probability theory, probability distributions (normal distributions and normal curve, binomial distribution), confidence intervals and hypothesis tests using p-values. This course is designed as a general survey of basic statistical methods. Emphasis is placed on methodology, and applications to biological, social, and management sciences are stressed to underscore the practicality of the material. Class meets 3 lecture hours per week, and 1 lab hour. Prerequisites: A student in this course should be college-ready in mathematics by having completed: Intermediate Algebra (MATH 108) with a C or better, placement, co-requisite course, multiple measures, transitional mathematics competencies, or completed Applied Mathematical Concepts (MATH 107) with a C or better. [T] **IAI: M1 902** 

MATH 116 Mathematics in Society

3 hours

Focuses on mathematical reasoning and the solving of real-life problems and appreciation, rather than on routine skills. Three or four topics are studied in depth, including statistics, counting techniques and probability, mathematics of finance, and math in democracies/politics. Prerequisite: MATH 107 with a grade of C or better, or placement into MATH 116 (same placement as MATH 116). A graphing calculator (TI 83/84/84+) will be required.

MATH 118 Mathematics for Elementary Education I

(Fall) **4 hours**

The study of concepts taught in elementary school with a focus on problem solving and reasoning. Topics include whole numbers, rational numbers, irrational numbers, basic number theory, arithmetic, number patterns, and algebra. This is the first course of a two-course sequence (follow with MATH 119). Prerequisites: Place into MATH 118 with approved and documented math placement test scores or by completing MATH 108 (Intermediate Algebra) with a grade of C or better. [T] **IAI: M1 903** if taken with MATH 119

MATH 119 Mathematics for Elementary Education II

(Spring) **3 hours**

The second of a two-course sequence (along with MATH 118). Together, these two courses are designed to help you develop the mathematical content knowledge necessary to effectively teach math at the elementary level. Emphasis is placed on structure, meaning, relationships, and types of thinking in elementary mathematics. This course focuses on measurement, geometry, statistics, and probability. Prerequisites: Grade of "C" or better in MATH 118 (Mathematics for Elementary Education I) or equivalent. [T] **IAI: M1 903**

MATH 120 Calculus & Analytic Geometry I

(Fall and Spring) **5 hours**

The course is the first of a three semester sequence of integrated calculus and analytic geometry. Both understanding of theoretical concepts and the ability to use manipulative techniques are considered of prime importance. The approach is intuitive and after the student has attained a conceptual understanding, the theorems are advanced and proved. Time is spent in applications as they arise throughout the course. The course presumes algebraic and trigonometric competency at the 70% level or higher. Graphing calculator recommended. Class meets 5 lecture hours per week. Prerequisites: Place into MATH 120 with approved and documented math placement test scores or by completing both MATH 111 (College Algebra) and MATH 114 (Trigonometry) with a grade of C or better or Precalculus with a grade of C or better. [T] **IAI: M1 900-1 MTH 901**

MATH 125 Introductory Analysis I (Calculus for Business & Sciences)

(Fall and Spring) **4 hours**

A freshman level calculus class intended for transfer students pursuing degrees in the fields of agricultural science, business/accounting, engineering/industrial technology and psychology. This course may also serve as a math elective for various other transfer programs., but will not count toward a major or minor in mathematics. Emphasis is on applications of the basic concepts of calculus rather than proofs and business and social science applications are stressed throughout the course. The course covers a broad range of topics that include limits and continuity, the definition of the derivative, techniques for differentiation applied to polynomial, rational, exponential and logarithmic functions., applications of the derivative, maxima and minima of functions, (single and multi-variable calculus) higher order derivatives, implicit differentiation, functions of several variables, partial derivatives, the antiderivative and indefinite integral, techniques of integration (including substitution and integration by parts), numerical integration and the Riemann sum, the fundamental theorem of calculus, the definite integral and double integrals. Other topics covered may include but would not be restricted to differentials and approximation, improper integrals and multiple integrals. The class meets four hours per week. Class meets 4 lecture hours per week. Prerequisites: The student must place into MATH 125 with approved and documented math placement test scores or by completing MATH 111 with a grade of C or better. Notes: Credit will not be given for MATH 125 and MATH 120. This course is not for Math and Science Majors. [T] **IAI: M1 900B**

MATH 130 Calculus & Analytic Geometry II

(Spring) **5 hours**

The second course in calculus and analytic geometry. Topics include techniques of integration and differentiation of exponential, logarithmic, trigonometric, and hyperbolic functions; limit of indeterminate forms; polar coordinates; parametric equations; conic sections; infinite series. Both the understanding of theoretical concepts and the ability to use manipulative techniques are considered of prime importance. A TI-83 or better calculator is recommended. Class meets 5 lecture hours per week. Prerequisites: Completion of MATH 120 (Calculus & Analytic Geometry) with a grade of C or better. [T] **IAI: M1 900-2 MTH 902**

MATH 135 Intro. Analysis II (Finite Math)(Fall and Spring) **3 hours**

An introduction to finite mathematics for students in the social or life sciences, business and economics, with applications from these fields. Emphasis is on concepts and applications, rather than mathematical structures. Required topics must include systems of linear equations and matrices, linear programming, counting and probability theory. Additional topics include vectors, determinants, systems of inequalities, simplex method, set theory, logic and Boolean algebra, stochastic processes, game theory, Markov chain methods, mathematical modeling and the mathematics of finance. Instruction on computer programming techniques using calculators will be included. Not for Math or Science majors. May be taken before MATH 125. Class meets 3 lecture hours per week. Prerequisites: Place into MATH 135 with approved and documented math placement test scores or by completing MATH 111 with a grade of C or better. [T] **IAI: M1 906**

MATH 137 Introduction to Linear Algebra(Spring) **4 hours**

This course is a study of introductory linear algebra. Basic techniques are introduced involving vectors and matrices; vector spaces and subspaces; linear dependence and, independence, transformations and dimensionality; determinants; orthogonality; and inner product spaces. MATLAB and Mathematica are utilized as a tools for working with tedious problems. Prerequisites: Place into MATH 137 with approved and documented math placement test scores or by completing MATH 111 with a grade of C or better. Class meets 4 lecture hours per week. [T]

MATH 140 Calculus & Analytic Geometry III(Fall) **3 hours**

The third course in calculus and analytic geometry. Topics include vectors in 2 and 3 dimensions, vector operations, lines and planes in space, quadric surfaces, cylindrical and spherical coordinates, partial derivatives, directional derivatives, gradients, double and triple integrals and their applications. Both the understanding of theoretical concepts and the ability to use manipulative techniques are considered of prime importance. A TI-83 or better calculator is recommended. Prerequisites: Completion of MATH 130 (Calculus & Analytic Geometry II) with a grade of C or better. Class meets 3 lecture hours per week. [T] **IAI: M1 900-3 MTH 903**

MATH 161 Statistics(Fall, Spring and Summer) **3 hours**

An introductory statistics course at the non-calculus level. Focuses on statistical reasoning and the solving of problems using real-world data and some computational skills. Emphasis is on interpretation and evaluation of statistical results that arise from simulation and technology-based computations using the technology of graphing calculators with a statistical package (TI83/84 recommended) and spreadsheets, (Microsoft Excel). Students are expected to be able to work with formulas and statistical tables as well. Topics include data collection processes (observational studies, experimental design, sampling techniques, bias), descriptive methods using quantitative and qualitative data, bivariate data, correlation, and least-squares regression,

basic probability theory, probability distributions (normal distributions and normal curve, binomial distribution, hypergeometric, chi-square, student-t), confidence intervals and hypothesis tests using test statistics and p-values. Class meets 3 lecture hours per week, and 1 lab hour. Prerequisites: A student in this course should be college-ready in mathematics by having completed College Algebra or its equivalent with a grade of C or better, placement, co-requisite course, multiple measures, PMGE, or professional organization recommendations. [T] **IAI: M1 902 BUS 901**

MATH 211 Differential Equations(Spring) **3 hours**

This is the first course regarding to the theory and application of differential equations. Students will learn graph method, numerical method, and analytical method to solve differential equations with the emphasis in the analytical method. Topics include first-order, second-order and higher-order differential equations; linear systems of differential equations, Laplace transforms, series solutions, and numerical methods. Both the understanding of theoretical concepts and the ability to use manipulative techniques are considered of prime importance. Class meets 3 lecture hours per week. Prerequisites: MATH 140 (Calculus & Analytic Geometry III). [T] **IAI: MTH 912**

MATT**MATT 104 Business Mathematics**(Fall, Spring & Summer) **3 hours**

Business mathematical exercises and problems. Units of study will include decimals, fractions, banking, payroll records, taxes, percents in business, commission, discounts and markup. Other areas of study will include credit interest, installment buying, and depreciation. [C]

MATT 132 Elementary Technical Math(Fall & Spring) **4 hours**

Review of arithmetical procedures with special topics in measurement, formula usage, solution of simple equations, applied geometry, right triangle trig functions, and ratio and proportion. [C]

MATT 133 Technical Mathematics(Fall & Spring) **4 hours**

A review of fundamental concepts and operations and study of functions, ratio-proportion, graphs, right angle trigonometry, linear equations, factoring, fractions, quadratic equations, and exponents. Prerequisite: MATT 132 or placement exam. [C]

MEDA**MEDA 100 Pharmacology**(Fall/Spring) **3 hours**

This course includes presentation of the history and principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis is placed

on correlation of regulations and patient safety. The student should be able to recognize prescriptions and prescription labeling. The course includes drug calculations, and routes of administration of drugs.

MEDA 120 Clinical Procedures I

(Fall/Spring) **3 hours**

This course includes a survey of medical assisting occupations and their education and certification requirements. The course is designed to furnish the student with both theory and practical applications of medical assisting basics, including infection control; taking a temperature, pulse respiration, and blood pressure; assisting with medical specialties; visual and auditory acuity; assisting with examinations of the eye and ear; and learning about x-ray procedures and safety precautions relating to the procedures.

MEDA 150 Pharmacology II

(Fall/Spring) **3 hours**

This course will focus on drugs used for specific systems, studying each system separately. Drugs are studied by students becoming familiar with side effects, actions, contraindications, routes of administration, and other factual data about the drugs. There is an emphasis on correctly spelling drug names. Prerequisites: MEDA 100.

MEDA 170 Clinical Procedures II

(Fall/Spring) **3 hours**

The student will learn how to assist with the physical exam. The student will become proficient in 12-lead EKG hook-ups and troubleshooting. Students will learn to differentiate between normal and abnormal EKG's and will learn to recognize the most commonly occurring major arrhythmias. They will also perform a pulmonary function test, urinalysis, and learn how to assist with minor surgeries. The topic of medication administration will also be covered, as well as assisting with reproductive and urinary specialties. Prerequisites: MEDA 120.

MEDA 200 Clinical/Office Internship

(Fall/Spring/Summer) **3 hours**

This course provides opportunities to observe, perform, and discuss various administrative competencies under supervision, with learning experiences obtained in selected physician's offices, clinics or hospitals. Prerequisites: BOFF 121, BOFF 140, BOFF 139, GSCI 105, MEDA 100, MEDA 120, MEDA 150 and MEDA 170.

MEDA 210 Medical Ethics

(Fall/Spring/Summer) **3 hours**

It is imperative that the ambulatory care employee have knowledge of medical law, ethics and bioethics so that the client may be treated with understanding, sensitivity, and compassion. The goal is to provide students with education involving ethical and legal responsibilities so that they may better serve the ambulatory care provider. Law and ethics will be the focus of discussion. The students will have an understanding of the chronic and acutely ill mental health patient. The student will learn about the most common psychiatric disorders and conditions and be familiar with their signs and symptoms, treatments, and the role of the MA with the mental health patient.

MEDA 220 Clinical Procedures III

(Fall/Spring) **3 hours**

The student will learn the principles and administration of medication. The student will learn how to perform a 12-lead electrocardiograph. The student will begin to learn about work with the laboratory tasks routinely performed in the medical facility. An introduction into the collecting and handling of specimens for testing, both at a facility and at an outside laboratory, are covered. Microbiological principles will be discussed as well as hematology, including venipuncture. The student will prepare for credentialing options and employment opportunities in the medical assistant field.

MFRG

MFRG 100 Industrial Safety

(Fall/Spring) **3 hours**

This course covers the aspects of safety relating to the industrial environment. This course develops the student's awareness to work related hazards. This course also develops understanding of regulations, and the programs that are in place to provide an ergonomic and safe workplace.

MFRG 105 Mechatronics I

(Fall) **3 hours**

Introduces the basic principles and practices of mechanical technology used in advanced manufacturing and mechatronics systems. This course will examine the appropriate procedures for the installation, troubleshooting, and repair of mechanical machine components. Issues including; material properties, surface finish, lubrication, and preventative maintenance of mechatronics systems will be discussed. [C]

MFRG 110 Maintenance Tools and Procedures

(Spring) **3 hours**

This course will describe the tools and procedures typically utilized in the diagnosis, repair, installation, and set-up of industrial machinery. Through extensive hands-on exercises, students will learn the proper and accurate use of all types of precision measuring tools and equipment. In addition, the safe and proper use of hand tools, power tools, lifting equipment, rigging, and other maintenance equipment is covered. Finally, students will get extensive practice in the disassembly of industrial machinery and the procedures followed for accurate diagnosis of worn parts and components. This class will further develop logical diagnostic skills introduced in MFRG 105. [C]

MFRG 160 Machining I

(Fall) **3 hours**

This course is an introduction to machine tools and processes associated with the machine trade. Students are taught the fundamentals of shop safety, the use of metal hand tool, bench and layout work and the skills needed for the preparation for metal removal processes. Machine shop measurements using precision measuring devices are stressed in the course. [C]

MFRG 161 Machining II(Spring) **3 hours**

This course is an introduction to the engine lathe. Students are taught the fundamentals of shop safety and skills associated with the operation of the mill and surface grinder. Prerequisite: MFRG 160. [C]

MFRG 162 Machining III(Fall/Spring) **3 hours**

This course is an introduction to the mill and surface grinder. Students are taught the fundamentals of shop safety and skills associated with the operation of the mill and surface grinder for metal removal processes. Prerequisite: MFRG 161. [C]

MFRG 163 Machining IV(Fall/Spring) **3 hours**

This course will allow the student to demonstrate and advance the skills acquired in Machining I, II and III through the development of an independent project. Students are further prepared for NIMS testing. Prerequisite: MFRG 162. [C]

MFRG 164 Machining V(Fall/Spring) **3 hours**

This course will allow the student to demonstrate and advance the skills acquired in Machining I, II, and III through the development of an independent project. Students are further prepared for NIMS testing. Prerequisite: MFRG 163.

MFRG 168 CNC Setup & Operations(Spring) **4 hours**

Introduction to the fundamentals of operating computerized numerically controlled machining equipment. Emphasis on set up, tooling, operation, and basic program development. [C]

MFRG 169 Intro to CNC Programming(Fall) **4 hours**

Continuation of CNC I with emphasis on advanced programming, debugging, and operation techniques. Prerequisite: MFRG 168. [C]

MFRG 170 Applied CNC Programming(Spring) **4 hours**

This course will continue the study of Computer Numerical Control programming started in MFRG 169. Students will learn more advanced techniques which are required in the production of complex items on a CNC machine. Prerequisite: MFRG 169. [C]

MFRG 185 Supervised Occupational Experience(Fall/Spring/Summer) **3 hours**

On-the-job training in an Industrial or related area during the second semester. Prerequisite: Consent of the instructor and Division Chairperson. [C]

MFRG 200 Industrial Tech Management & Quality(Fall/Spring/Summer) **3 hours**

This course will introduce to the student the types of management often utilized in the manufacturing industry. It will discuss leadership, ethics, and conflict resolution.

Students will also learn about quality control strategies such as TQM, SPC, and other efforts. [C] **IAI: MTM 914**

MFRG 220 Mechanical Diagnosis and Repair(Fall) **4 hours**

This course will provide the student a comprehensive exposure to the mechanical operating principles, systems, and components of industrial machinery. Emphasis will be placed on mechanical wear, vibration, and metal characteristics. Students will get extensive instruction in the removal and installation of gaskets and seals, bearings, couplings, gearing, clutches and brakes, belt drives, chain drives, and shafting. Hands-on experience with the operation, disassembly, and reassembly of these mechanical units will be a large portion of this class. Heavy emphasis will be placed on diagnostic and troubleshooting skills utilized throughout the disassembly and reassembly process. Prerequisite: MFRG 105. [C]

MFRG 230 Electrical Diagnosis and Repair(Spring) **4 hours**

This course will provide the student a comprehensive exposure to the electrical system and components utilized on typical industrial machinery. Emphasis will be placed on the understanding of electrical schematics, location and testing of electrical components, and the overall analysis of the electrical system. Students will get extensive instruction on the removal and installation of electrical components following proper safety procedures. Hands-on experience with the use of electrical testing equipment in concert with machine specifications and blueprints will be a large portion of this class. Heavy emphasis will be placed on diagnostic and troubleshooting skills utilized throughout the disassembly and reassembly of the electrical system. [C]

MFRG 231 Mechatronics V(Spring) **4 hours**

This course will provide the student a comprehensive exposure to the hydraulic system and components utilized on typical industrial machinery. Emphasis will be placed on the understanding of hydraulic schematics, location and testing of hydraulic components, and the overall analysis of the hydraulic system. Students will get extensive instruction on the removal and installation of hydraulic components following proper safety procedures. Hands-on experience with the use of hydraulic testing equipment in concert with machine specifications and blueprints will be a large portion of this class. Heavy emphasis will be placed on diagnostic and troubleshooting skills utilized throughout the disassembly and reassembly of the hydraulic system. [C]

MFRG 280 CAD/CAM(Spring) **3 hours**

Theory and laboratory experience in the fundamentals of programming a CAD based system to generate numerical control programs for CNC production machinery. Creation of tool data bases, machining curves, tool paths for lathes and mills are covered. In addition, tool and turret statements, machine characteristics, post processors are covered. Prerequisites: DRAF 266 & MFRG 169. [C]


MFRG 285 S.O.E. Industrial(Fall/Spring/Summer) **3 hours**

On-the-job training in an Industrial or related area during the fourth semester. Prerequisite: Consent of the instructor and Division Chairperson. [C]

MUSI**MUSI 100 Rudiments of Music**(Spring) **3 hours**

A study of the notation, scales, intervals, chords, terminology, and other concepts of music theory. No previous experience in music or music theory is assumed. Open to all students. Prerequisite: Place into ENGL 121. [T]

MUSI 115 Music Appreciation(Fall and Spring) **3 hours**

The historical-cultural aspects of music from medieval to modern times as an art; its development in the great style periods; its relationship to the other arts, along with the lives of its leading figures and the world they inhabited; the learning of technical aspects of the art; the materials and structural elements by which a musical work is fashioned; and the techniques which enable the students to listen to music more intelligently. Prerequisite: Place into ENGL 101. [T] **IAI: F1 900** 

MUSI 120 Introduction to American Music(Fall and Spring) **3 hours**

Historical survey of the development and major cultural contributions of American music and composers, including symphonic, religious, folk, jazz, and popular forms, within the context of the American culture of the time. Prerequisite: Place into ENGL 101. [T] **IAI: F1 904**

MUSI 122 History of Rock and Roll(Fall) **3 hours**

A survey of styles and personalities in American and British popular music from 1950 to the present. A study of the historical and cultural development of Rock music, its multi-cultural roots, and its relationship with the other arts. Includes discussions of concepts and aesthetics of popular music, as well as comparisons of Rock styles, genres, and stylistic traits with other selected musical styles. Prerequisite: Place into ENGL 101. [T]

MUSI 123 Intro. Electronic/Computer Music(Fall) **3 hours**

Introduction to electronic music on digital synthesis, microcomputer applications, and musical instrument digital interface standard (MIDI). Includes principles of sound synthesis, operations, and programming of digital synthesizers, and use of specially designed computer software. Prerequisite: Place into ENGL 101. [T]

MUSI 124 Music History I(Fall) **3 hours**

The historical development of Western music, including various musical styles and periods and the contributions of key composers, conductors, and performers in shaping the Western musical tradition. Emphasizes concepts, structure, musical idioms, and aesthetics. Prerequisite: Place into ENGL 101. [T]

MUSI 125 Music History II(Spring) **3 hours**

The historical development of Western music, including various musical styles and periods and the contributions of key composers, conductors, and performers in shaping the Western musical tradition. Emphasizes concepts, structure, musical idioms, and aesthetics. Prerequisite: Place into ENGL 101. [T]

MUSI 126 Non-Western Music(Spring) **3 hours**

A study of representative music of the non-Western world, with an emphasis on its function within the culture of which it is a part. Prerequisite: Place into ENGL 101. [T] **IAI: F1 903N**

MUSI 150 Vermilion Festival Chorus(Fall & Spring) **1 hour**

Vermilion Festival Chorus is a community choral ensemble for mixed voices. Students may earn humanities credit for participation. [T] **IAI: MUS 908**

MUSI 151 Orchestra(Fall and Spring) **1 hour**

Orchestra is a course that gives credit for participation in the Danville Symphony Orchestra. They may be admitted by consent of the orchestra's conductor/music director. Audition is required. Students may earn humanities credit for participation. [T] **IAI: MUS 908**

MUSI 152 College Singers(Fall and Spring) **1 hour**

College Singers is a choral ensemble for mixed voices. Students may earn humanities credit for participation. [T] **IAI: MUS 908**

MUSI 153 Pep Band(Fall and Spring) **1 hour**

Pep Band is a small instrumental ensemble suitable for providing music for athletic events. Students may earn humanities credit for participation.

NURS**NURS 107 Introduction to Health Careers**

This course is an introduction to careers in the health-care area. Students will have the opportunity to research and discuss areas in the Health Occupational field in which they are interested. By the end of the class students will know the educational requirements, employment opportunities and salary expectations for numerous health occupations. This course also serves as an introduction to the Certified Nursing Assistant Program. An 8th grade and above reading level and 7th and above grade math levels are required.

NURS 108 Employment Skills for CNA**1 hour**

This course is designed to provide practical information to students concerning the career of the Certified Nurse Assistant profession and to determine if this is the career path they wish to take. Note: This course is not eligible for web registration.

NURS 110 Role of Nurse Assistant**5 hours**

Role of the Nurse Assistant covers the classroom theory instructional portion (90 of 139 clock hours). Class designed to prepare students to provide basic health care in hospitals and nursing homes. Note: This course is not eligible for web registration.

NURS 111 Basic Nursing Procedures**2 hours**

Class designed to prepare students to provide basic health care in hospitals and nursing homes. This course, the clinical portion of the curriculum, is a continuation of NURS 110. Prerequisite: successful completion of NURS 110. Note: This course is not eligible for web registration.

NURS 115 Certified Nursing Asst. Refresher**0.5 hour**

The CNA refresher course is intended to provide you with a re-introduction to the Certified Nursing Assistant field. The course is in place to make certain that you still have the knowledge and skills needed to work as a nursing assistant. The course will include a classroom portion, as well as a lab segment.

NURS 120 Health Occupations I**3 hours**

The initial 45 hours of a 99 hour program meets fall semester and is designed to prepare students to provide basic health care in health care facilities such as hospitals and nursing homes. Instruction will include such topics as: Understanding healthcare settings, the healthcare team, legal and ethical issues, human growth and development, the aging process, common acute and chronic conditions, and Alzheimer's Disease. Prerequisites: High School junior or senior. 8th grade reading level, and 7th grade math level, based on standardized testing. A resident of college district #507

NURS 121 Health Occupations II**3 hours**

The final 54 hours of a 99 hour program meets spring semester and is designed to prepare students to provide basic health care in health care facilities such as hospitals and nursing homes. Instruction will include such topics as: Infection control, safety and body mechanics, emergency care, lifting and moving a resident, personal care skills, basic nursing skills, nutrition and elimination, and rehabilitation and restorative care. Prerequisites: High School junior or senior. 8th grade reading level, and 7th grade math level, based on standardized testing. A resident of college district #507. Students must have met all requirements for Health Occupations I.

**NURS 192 Concepts of Nursing
(ADN Level I, First Semester)****12 hours**

Foundational preparation for nursing care based on the philosophy and science of nursing with content drawn from the physical, social, biological, and nutritional sciences. Incorporates identification of individual needs for life and health as a vital dimension of nursing care. Emphasis on the application of knowledge and the development of

assessment skills for the individual's needs in health or illness. Focuses on the development skills related to the nursing process, communication, and interactions with the environment. Clinical experience provided in the hospital environment. (Course includes theoretical skill labs and clinical components.) Class meets 6.6 lecture hours per week, 5.5 lab hours per week and 7.3 clinical hours. Successful completion of this course allows the student to take the Illinois Department of Public Health Certified Nurse Aide exam. Prerequisites: Acceptance into Nursing Program and admission to the College. [C]

**NURS 194 Adult Nursing
(ADN Level I, Second Semester)****8 hours**

Application of the nursing process to concepts of health and illness related to adult needs in a nursing environment. Expands the focus to enhance the student's understanding of pharmacological needs as well as personal, interpersonal, and social needs and interactions of the individual. Clinical experiences are provided in the hospital and community environments. (Course includes theoretical and clinical components.) Class meets 8 lecture hours per week, and 5.8 clinical hours. Prerequisites: Consent from Nursing Director and successful completion of NURS 192. [C]

**NURS 195 Maternal-Child Health Nursing
(ADN Level I, Second Semester)****4 hours**

Foundational preparation for the provision of nursing care to the individual with maternal-child health needs. Instruction and supervised clinical experience provides understanding of the ways in which to assess, plan, intervene and evaluate the family, women/maternal health, peri-natal periods, as well as child from birth through adolescence. Emphasis is on: maternal health and illness, gynecological health and illness, labor and delivery, postpartum care, newborn care, and growth and development of children and adolescence in the hospital and community environments. (Course includes theoretical, skills labs, and clinical components.) Class meets 6.6 lecture hours per week, and 7.3 clinical hours per week. Prerequisites: Consent from Nursing Director, successful completion of NURS 192 and NURS 194.

**NURS 296 Advanced Nursing I
(ADN Level II, First Semester)****6 hours**

Advanced preparation for the facilitation of nursing care to individuals with complex health needs. Focuses on the nurse's unique role to design and manage care for individuals from birth to older adulthood in the acute care environments. Emphasizes the nurse's collaborative communications with other health care professionals for health teaching and advocacy. Synthesizes theory and clinical experiences in the transition from the LPN to the RN role. (Course includes theoretical and clinical components.) Class meets 7.5 lecture hours per week, and 8.5 clinical hours per week. Prerequisites: Consent from Nursing Director and successful completion of NURS 192, NURS 194, and NURS 195. [C]

**NURS 297 Advanced Nursing II
(ADN Level II, First Semester)**

6 hours

Emphasizes the significance of nursing care in relation to complex health needs of the individual from birth to older adulthood. Focuses on the collaborative communication with other members of the health care team and with the individual and family in the hospital environment for health teaching and client advocacy. Theory and clinical experience enhance the integration of principles of advanced nursing. (Course includes theoretical and clinical components.) Class meets 7.5 lecture hours per week, and 8.5 clinical 1.5 hours per week. Prerequisites: Consent from Nursing Director and successful completion of NURS 192, NURS 194, NURS 195, and NURS 296. [C]

**NURS 298 Advanced Nursing III
(ADN Level II, Second Semester)**

8 hours

Formulates nursing care and communication for the individual, family and community, with complex physical/psychological health needs. Integrates biophysical, genetic, developmental and environmental information focused on behavioral health issues in the lifespan from childhood through adult. This course emphasizes the role of the. Theory and clinical experience create the opportunity for integration of principles of advanced nursing, health teaching, and client regarding mental health, to maximize holistic outcomes, and to recognize community and populations health risks. (Course includes theoretical and clinical components.) Class meets 8 lecture hours per week, and 5.8 clinical hours per week. Prerequisites: Consent from Nursing Director and successful completion of NURS 192, NURS 194, NURS 195, NURS 296, NURS 297. In the LPN-to-RN Option NURS 298 will be taken prior to NURS 297. [C]

**NURS 299 Advanced Nursing IV
(ADN Level II, Second Semester)**

4 hours

Analyzes the roles of the registered nurse. Examines internal and external influences on nursing practice. Explores concepts related to professionalism, delegation, leadership and management, nursing power and politics, and career planning. Class meets 6.6 lecture hours per week, and 7.3 clinical hours per week. Prerequisites: Consent from Nursing Director and successful completion of NURS 192, NURS 194, NURS 195, NURS 296, NURS 297, 294, and NURS 298. [C]

PEMW

All professional courses are coeducational.

PEMW 110 Yoga I

(Spring) 1 hour

This class offers knowledge and skills to keep fit for life. In particular, this class introduces the values and skills of Hatha Yoga (Yoga of exercise) to the beginning student and offers opportunities to expand knowledge, applications and skills in routines for the experienced student. The emphasis of the class will be on asanas (poses) and vinyasa (flow) for increased flexibility, improved health, relaxation, and reduced stress in daily living. A typical

class will include breathing techniques, meditation, and asana practice, including standing, balancing, and inverted poses. Class meets 1 lecture hour per week, and 1 lab hour. Class participants will be exposed to the language, philosophy, history, and concepts of Yoga. The poses and flows are adaptable and can be personalized for any level of fitness. Students are encouraged to understand their own limitations and work within their bounds. Both graded sections and pass/fail sections are offered for this course.

PEMW 111 Pilates I

(Fall) 1 hour

This class offers knowledge and skills to keep fit for life. In particular, this class offers a basic understanding of the concepts of alignment, centering, breathing, stabilization, mobilization, and balance. Non-impact, whole body conditioning mat exercises based on the work of fitness pioneer Joseph Pilates are designed to develop body awareness, improve posture, enhance muscle recruitment and further the art of muscle relaxation. The mat work increases core strength & stabilization, builds muscle tone and a long, lean physique, and improves coordination, balance and flexibility. Class meets 1 lecture hour per week, and 1 lab hour. It can be modified to various fitness levels; each student will work at her/his appropriate level. Both graded sections and pass/fail sections are offered for this course.

PEMW 112 Boot Camp I

(Fall and Spring) 1 hour

This course will help students get into shape, reduce stress, increase energy, and build confidence. In Boot Camp Fitness, students will learn how to properly warm up and cool down, exercise at high intensity using calisthenics, plyometrics, strength workouts, dumbbells, medicine balls, agility ladders, obstacle courses and much more. Class meets 1 lecture hour per week, and 1 lab hour. Upon completion of Boot Camp Fitness, students will be able to execute their own fun and challenging fitness programs. Both graded sections and pass/fail sections are offered for this course.

PEMW 113 Weight Training

(Fall and Spring) 1 hour

This course will provide training in basic skills, safety in use of equipment, improvement of strength, endurance, flexibility. Specific training techniques for such sports as basketball, baseball, volleyball, etc. will be introduced as well. May be repeated three times. Class meets 1 lecture hour per week, and 1 lab hour. [T]

PEMW114 Intermediate Weight Training

(Fall and Spring) 1 hour

This course will emphasize skills for the Intermediate Weight trainer, including overall strength improvement, flexibility, and range of motion. Students are taught the types of physical changes the body can undergo during a weight training program and are asked to dictate a course objective: weight loss, strength gain, muscle mass gain. Class meets 1 lecture hour per week, and 1 lab hour. Prerequisite: PEMW113. [T]

PEMW 115 Advanced Weight Training

(Fall and Spring) 1 hour

Skills for the advanced and experienced weight trainer are taught in this elective course. Students will learn a

variety of advanced Olympic Style lifts, as well as how to properly and safely execute each exercise. Physiological and biomechanical principles will also be emphasized in order to make the student more efficient and productive in the program. Class meets 1 lecture hour per week, and 1 lab hour. Prerequisite: PEMW113 and PEMW114. [T]

PEMW 119 Expert Weight Training

(Fall and Spring) **1 hour**

Techniques and exercises for the most experienced and skilled weight lifters will be learned in this course. Students will follow a detailed training program which emphasizes a variety of Olympic and power lifts. Safety and execution of specific exercises will be emphasized in order to make the student more skilled and have a better understanding of the weight lifting experience. Class meets 1 lecture hour per week, and 1 lab hour. Prerequisites: PEMW113, PEMW114, and PEMW115.

PEMW 135 Fitness Center I

(Fall, Spring & Summer) **1 hour**

This purpose of this course is to help students develop a personal fitness and exercise program consistent with a healthy lifestyle. The course is taught in the Fitness Center and utilizes treadmills, elliptical machines, stair machines, recumbent bikes, a series of resistance exercise stations and stationary exercise bikes. Instruction is provided on general fitness, safety, and proper use of the fitness equipment. General fitness testing and development of individualized fitness programs are provided for each student. Prerequisites: Must take PEMW 134 Fitness Center Orientation in same semester. [T]

PEMW 136 Fitness Center II

(Fall, Spring & Summer) **1 hour**

This is the second course in a series. The course continues to provide opportunities to develop and improve personal fitness and exercise programs consistent with a healthy lifestyle. The course is taught in the fitness center and utilizes treadmills, elliptical machines, stair machines, recumbent bikes and a series of resistance exercise stations and stationary exercise bikes. Prerequisites: PEMW 135 with a D or better. Must take PEMW 134 Fitness Center Orientation, if PEMW 135 was taken more than a year ago. [T]

PEMW 137 Fitness Center III

(Fall, Spring & Summer) **1 hour**

This is the third course in the series. The course continues to provide opportunities to develop and improve personal fitness and exercise programs consistent with a healthy lifestyle. The course is taught in the fitness center and utilizes treadmills, elliptical machines, stair machines, recumbent bikes and a series of resistance exercise stations and stationary exercise bikes. Prerequisites: PEMW 136 with a D or better. Must take PEMW 134 Fitness Center Orientation, if PEMW 136 was taken more than a year ago. [T]

PEMW 138 Fitness Center IV

(Fall, Spring & Summer) **1 hour**

This is the fourth course in a series. The course continues to provide opportunities to develop and improve

personal fitness and exercise programs consistent with a healthy lifestyle. The course is taught in the fitness center and utilizes treadmills, elliptical machines, stair machines, recumbent bikes and a series of resistance exercise stations and stationary exercise bikes. Prerequisites: PEMW 137 with a D or better. Must take PEMW 134 Fitness Center Orientation, if PEMW 137 was taken more than a year ago. [T]

PEMW 150 Teaching Elementary Games

(Spring) **2 hours**

This course introduces characteristics and needs of the elementary school child in terms of growth, development, and adjustment. Planning, organizing, and teaching activities which fulfill the needs of children from early childhood to 6th grade. Activities for the mainstreaming of children with disabilities are included. Class meets 2 lecture hours per week. [T]

PEMW 153 Introduction to Sports Psychology

(Fall) **3 hours**

This course will cover various psychological principles associated with sport. Discussions will consist of the psychological variables which can hinder athletic performance as well as the variables which can enhance performance. Class content will also illustrate numerous psychological techniques which can enhance sport performance. The overall goal of this class is to bridge the gap between theory and real world situations. At the conclusion of the class, the student should gain a better understanding as to why athletes succeed or fail based upon theoretical principles. Students should also gain a better understanding as to which psychological techniques may help their own performance, not only in sport settings but in all performance situations (e.g., public speaking, academics). Class meets 3 lecture hours per week. [T]

PEMW 157 Personal Trainer I: Fitness Professional Training

(Fall) **3 hours**

This course is designed for current and future health professionals who are interested in helping individuals, communities, and groups gain the benefits of participating in activity in a positive and safe environment. This course includes guidelines for laboratory testing used in health and fitness setting and for exercise programming both in healthy populations and in populations with special needs. A basic overview of anatomy as well as adaptations to training is also addressed. [C]

PEMW158 Personal Training II: Exercise Sciences for Fitness Professionals

(Spring) **3 hours**

This class will give students the foundational knowledge they will need to complete their personal training certification. This is a class designed in a comprehensive topic of exercise science. However, it is focused on topics and set at a level of expertise to those individuals aspiring to become fitness professionals. Each of the topics studied will help you identify areas that require additional study time and more focused attention. Class meets 3 lecture hours and 2 lab hours per week. Prerequisite: GSCI 105 is recommended. [C]

PEMW 159 Personal Training III: ACE Personal Training Capstone

(Spring) **4 hour**

This course is designed to give students the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become effective personal trainers. This course presents the ACE Integrated Fitness Training (ACE IFT) Model as a comprehensive system for designing individualized programs based on each client's unique health and performance goals. The information covered by this course and the ACE IFT Model will help students learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and endurance and strength. Class meets 3 lecture hours and 2 lab hours per week. Prerequisite: Successful completion of HLTH 102, PEMW 157 and PEMW 158. Student must be age 18 or older. [C]

PHIL


PHIL 101 Introduction to Philosophy

(Fall & Spring) **3 hours**

A critical examination of problems of Western philosophy: freedom of will, morality, relation between mental and bodily states, etc. Readings on important philosophers. Prerequisite: Place into ENGL 101. [T] **IAI: H4 900**


PHIL 102 Logic

(Fall & Spring) **3 hours**

An introduction to the principles of sound reasoning. Verbal logic, induction, deduction, the detection of fallacies. Prerequisite: Place into ENGL 101. [T] **IAI: H4 906** 

PHIL 103 Ethics

(Fall and Spring) **3 hours**

An examination of the major moral issues of our time, the approaches to these and related issues in the past, the results obtained, and their implications for moral conduct in the present. Prerequisite: Place into ENGL 101. [T] **IAI: H4 904** 

PHMB

PHMB 100 ICD-10-CM Diagnosis Coding

(Fall) **4 hours**

This course introduces the theory, structure, and organization of the International Classification of Diseases (ICD-10-CM). Emphasis is placed on diagnosis coding and applying coding principles that adhere to the Official Guidelines for Coding and Reporting from the Centers for Medicare and Medicaid Services (CMS) and the National Center for Health Statistics (NCHS). The student will learn ICD-10-CM conventions for proper use of the classification system. The course will cover how to sequence diagnosis codes according to the Official Guidelines for Reporting. In order to support accurate data in public health registries the student will learn the importance of validating diagnosis code accuracy using clinical information found in the health

record and how to resolve discrepancies between coded data and supporting documentation. Due to the focus of this certificate on outpatient settings this course does not cover ICD-10-PCS codes which are used to code inpatient hospital procedures. Class meets 4 lecture hours per week. There are no prerequisites for this course. This course is available for web registration. [C]

PHMB 110 Coding Outpatient Procedures

(Spring) **4 hours**

This course introduces coding and reporting of outpatient procedures with a focus on procedures performed in the office setting. Students will learn to code office services and procedures using Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) manuals. Will define the legal and regulatory role of the Centers for Medicare and Medicaid Services (CMS) in relation to insurance claims and National Correct Coding Initiative (NCCI) edits. In order to support accurate data in public health registries the student will learn the importance of validating procedure code accuracy using clinical information found in the health record and how to resolve discrepancies between coded data and supporting documentation. Class meets 4 lecture hours per week. There are no prerequisites for this course. This course is available for web registration. [C]

PHMB 200 Billing Public Health Services and Procedures

(Spring) **3 hours**

This course develops the vital skills needed to set-up and maintain a medical billing department for small independent medical practices and public health departments. Will cover how to process provider credentialing, understand contracting between health care providers and health plans, and select a clearinghouse that fits the needs of the practice. Course will develop a general understanding of the billing process and important guidelines for public health departments to adhere to in order to properly bill for public health services. Class meets 3 lecture hours per week. There are no prerequisites for this course. This course is available for web registration. [C]

PHMB280 Medical Billing and Reimbursement Methods

(Fall) **4 hours**

This course will cover the tasks and responsibilities of a medical biller. Will define the legal and regulatory role of the Centers for Medicare and Medicaid Services (CMS) in relation to insurance claims and National Correct Coding Initiative (NCCI) edits. The student will learn to verify validity of health information for billing reports (charges, billing reports, and other data sources). Course will examine accounts receivable duties such as posting insurance and patient payments, validating UB-92 forms / HCFA 1500 forms, and how to process denied claims through appeals. It will examine how to verify national and local coverage determination policies to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and Managed Care etc. It will examine healthcare's complete revenue cycle to understand the impact medical billing has on reimbursement. Class meets 4 lecture hours per week. There are no prerequisites for this course. This course is available for web registration. [C]

PHYS

PHYS 101 Physics-Mechanics/Heat

(Fall) **5 hours**

PHYS 101 is the first semester of a two-semester course in introductory physics for science majors/health career students which discusses kinematics, forces, energy and heat. The class meets for four one-hour lecture periods and 2 two-hour labs each week. Prerequisites: Placement into MATH 120 (Calculus & Analytic Geometry) with approved and documented math placement test scores or by completing MATH 111 (College Algebra) and MATH 114 (Trigonometry) with a grade of C or better. Notes: A lab is required for this course. [T] **IAI: P1 900L**

PHYS 102 Physics-Wave Motion/Electricity/Optics

(Spring) **5 hours**

PHYS 102 is the second semester of a two-semester course in introductory physics for science majors/health career students. The topics covered are: Wave Motion, Electric Charge, Electric Current, Magnetism, Optics, the Nucleus and Quantum Physics. The class meets for four one-hour lecture periods each week and 2 two-hour lab. Prerequisites: PHYS 101 (Physics-Mechanics/Heat) with a C or better. Notes: A lab is required for this course. [T]

PHYS 106 Physics-Mechanics

(Spring) **4 hours**

An introduction for engineering, physics, mathematics, and chemistry students to kinematics, forces, energy, and circular motion. The class consists of lecture, demonstrations, and laboratory. Class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: MATH 120 or consent of instructor. Notes: A lab is required for this course. [T] **IAI: P2 900L**

PHYS 107 Physics-Heat/Magnetism

(Fall) **4 hours**

PHYS 107 is the second course in a three-semester introductory physics sequence for the engineering and science student. The typical student enrolling in this course will later transfer to a four-year college or university to continue their studies toward a baccalaureate degree in a scientific field. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: PHYS 106 and MATH 130. Notes: A lab is required for this course. [T]

PHYS 108 Physics-Wave Motion/Optics/Modern Physics

(Spring) **4 hours**

The third semester of the three-semester introductory physics sequence for the engineering and science students. The typical student in this course will transfer to a four-year university for a degree in engineering or technology. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: PHYS107 [T]

PHYS 114 Physical Geology

(Summer) **4 hours**

An introduction to basic geologic principles from a physical perspective. Includes coverage of minerals and rocks, Earth's surface processes and landform develop-

ment, and Earth's internal processes. Designed for non-science majors and recommended for education majors. Integrated lab and lecture. Class meets 3 lecture hours per week, and 2 lab hours. Prerequisites: Place into ENGL 101 and MATH 108. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: P1 907L**


PHYS 141 Physical Science I

(Fall & Spring) **4 hours**

This course emphasizes fundamental principles in the fields of physics and chemistry, the importance of these principles, and their influence on modern life. PHYS 141 is for the non-science major. Class meets 5 hours (3 hours lecture and 2 hours lab) per week and is primarily a lecture-based course with 1 lab weekly. Prerequisites: Placement into ENGL 101 and MATH 108. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: P9 900L**


PHYS 142 Physical Science II

(Fall and Spring) **4 hours**

PHYS 142 is an introductory course in geology, astronomy and meteorology. Emphasis is placed on the basic concepts of these sciences for a better understanding of the earth, atmosphere, and the universe. The course is taught using active and cooperative learning techniques. Students will be expected to work in teams to produce several projects. Course intended for non-science majors. Class consists of three hours of lecture or equivalent material delivered online in addition to meeting a minimum of two hours for face-to-face lab per week. Prerequisites: Placement into ENGL 101 and MATH 108 or completion of MATH 107. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. It is helpful if students have some experience with Microsoft Word, PowerPoint, and Excel. [T] **IAI: P9 900L** 

PHYS 143 Introduction to Astronomy

(Fall, Spring and Summer) **3 hours**

This course is a one-semester college level course in introductory astronomy. The course explores a broad range of astronomy topics, concepts, and principles, and presents information in four major areas: the night sky, the life cycle of stars, the universe of galaxies, the history of the universe, and the origin, characteristics, and evolution of the solar system. Throughout the course, special emphasis is placed on the scientific evidence that astronomers use to support their conclusions, and how astronomers have come to know what they know about the universe. Presentations via CD-ROM feature leading practitioners, theoreticians, and academics in the fields of astronomy, planetary science, and astrophysics, who describe and explain celestial objects and events. Also presented via CD-ROM, YouTube and NASA links are scientifically accurate three-dimensional animations and computer graphics, as well as inclusion of the latest images from NASA, JPL, Earth-based telescopes, space observatories, and the Hubble Space Telescope. Class meets 3 lecture hours per week. Prerequisites: Placement into ENGL 101 and MATH 111. [T] **IAI: P1 906** 

PHYS 152 Applied Mechanics-Statics(Fall) **3 hours**

This course includes the fundamental concepts of Newtonian mechanics to the statics of particles and rigid bodies in two dimensional and three dimensional space. It covers mathematical analysis of forces and their equilibrium in structural members and forces due to friction; calculation at center of gravity, centers of pressure and moments of inertia; study of virtual work for systems. The free body diagram approach and vector analysis methods are used. Class meets 3 lecture hours per week. Prerequisites: PHYS 106 (Physics-Mechanics is a calculus based physics, which introduce for engineering, physics, mathematics, and chemistry students to kinematics, forces, energy, and circular motion. The class consists of lecture, demonstrations, and laboratory. Class meets for 3 hours of lecture per week). [T] **IAI: PHY911**


PHYS 211 Applied Mechanics-Dynamics(Spring) **3 hours**

Applied mechanics is primarily a course in solving problems involving dynamics. The majority of the time is spent on the theoretical analysis of the kinetics of particles and rigid bodies involving force, mass, acceleration, energy, momentum, and impulse, as well as the kinematics of a system of particles and rigid bodies. This theoretical analysis is the solid foundation for students to develop the ability to analyze engineering problems in a logical manner. Applied mechanics is very important for students in their subsequent study in engineering disciplines and in their future practical engineering applications. Class meets 3 lecture hours per week. Prerequisites: PHYS 152 (Applied Mechanics-Statics) and MATH 130 (Calculus & Analytic Geometry II). [T] **IAI: EGR 943**


POLI**POLI 130 Principles of Political Science**(Fall) **3 hours**

An introduction to the principles and methods of political science, focusing on the nature and development of political science as a discipline, and the various ways of analyzing the political process and institutions. Prerequisite: Place into ENGL 101. [T] **IAI: S5 903**

POLI 150 American Government(Fall and Spring) **3 hours**

Historical development and organization of the United States government and the federal system. Course meets requirement for Constitution test. Prerequisite: Place into ENGL 101. [T] **IAI: S5 900, PLS 911** 


POLI 160 International Relations(Spring) **3 hours**

Introduction to basic principles and problems of international relations through a global politics approach. Through key concepts of order, welfare, and legitimacy, aims for the student to become aware of how events and processes at work throughout the world impact upon the student's own personal existence. Prerequisite: Place into ENGL 101. [T] **IAI: S5 904N, PLS 912** 


POLI 170 American Judicial Process(Fall) **3 hours**

This class is an overview of the judicial system of the United States of America. In this course, we will discuss the structure of the American judiciary, its function, and the participants within it. These discussions will cover the following topics: civil v. criminal cases; trial courts v. appellate courts; differences in jurisdiction among courts; the recruitment of judges; how judges make decisions; how cases come to the courts and how they find their way to the Supreme Court; the impact of the courts on society; the implementation of decisions; public opinion about the courts; the relationship between the various levels of courts; and the success of litigants and interest groups in court. Prerequisite: Place into ENGL 101. [T]


POLI 231 State and Local Government(Spring) **3 hours**

The practice of government and politics at the state, county, and local level, including areas of taxation and finance, law enforcement, commerce, and social and economic welfare. Prerequisite: Place into ENGL 101. [T] **IAI: S5 902** 

POLI 238 Comparative Government(Fall) **3 hours**

Analysis of the structure and function of the political systems of the United Kingdom, France, the Federal Republic of Germany, and Russia. Examination of political parties within their cultural environment and institutional framework. Prerequisite: Place into ENGL 101. [T] **IAI: S5 905, PLS 914** 

POLI 240 Non-Western Comparative Government(Spring) **3 hours**

Comparative examination of the political institutions, electoral systems, principles of governance, causes of political instability and revolution, and techniques of political analysis. The purpose is to provide an understanding of the major problems confronting non-Western nations and to give insight into the various tools and strategies that their political leaders can use in dealing with those problems. The course will also investigate some of the major implications of the rise of the changing non-Western world on global politics. Prerequisite: Place into ENGL 101. [T] **IAI: S5 906N** 

POLI 250 Internship in Government(As Needed) **3 hours**

Students will have the opportunity to work in the state representatives' local or Springfield offices, or in the executive, legislative, or judicial branches of city or county government, depending on applicant interest and needs of the participating entities. Requires a minimum of 225 contact hours per semester. Co-requisites include American Government, State and Local Government, and Rhetoric 101 and 102. Permission to participate must first be obtained from the Political Science Department. Prerequisite: Place into ENGL 101. [T]

POLI 270 Special Topics: International Terrorism(Spring) **3 hours**

This course will examine the history, causes, effects, and successes of international terrorism and the international community's efforts to confront it. Students will

understand what terrorism is, why terrorism occurs, what factors lead to terrorist group formation and individual actions, how states and multinational organizations have responded, as well as understand the structure and abilities of modern terrorism. Prerequisite: Place into ENGL 101. [T]

PSYC

PSYC 100 Introduction to Psychology

(Fall and Spring) **3 hours**

Consideration of psychology as a science with analysis of human development, motivation, perception, intelligence, personality, learning, adjustment, abnormality, and social behavior. Prerequisite: Place into ENGL 121. [T] **IAI: S6 900**

PSYC 101 Child Development

(Fall & Spring) **3 hours**

A study of physical, mental, social, emotional, and psychological development throughout the stages of development from prenatal development to young adulthood. Observation of children utilized. (16 hours observation required.) Criminal background check may be required. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 121. [T] **IAI: S6 903**

PSYC 120 Intro to Substance Abuse

(Spring) **3 hours**

Historical and cultural background of drug abuse; disease concept of addiction; major classifications of abused substances; mental and physical effects; interaction of physical, psychological, and social aspects of addiction; advantages and disadvantages of treatment methods; intervention and prevention. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 121. [T]

PSYC 205 Industrial Psychology

(Fall) **3 hours**

Reviews psychological principles as they relate to management application. Such topics as behavioral causation, attitudes, frustration, morale, supervisory leadership, organizational training, motivation, fatigue, accidents, and absenteeism receive in-depth exploration. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: PSY 906**

PSYC 210 Human Development

(Fall & Spring) **3 hours**

A study of the life-span development of the individual from conception through childhood, adolescence, and adulthood to death, involving psychological, physical, cognitive, emotional, and social aspects. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S6 902**

PSYC 230 Abnormal Psychology

(Fall) **3 hours**

Studies the integration of theory and empirical research as they relate to research methods, and the definition, as-

essment, and categorization of abnormal behavior. Also, the study of treatment and prevention. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: PSY 905**

PSYC 240 Social Psychology

(Spring) **3 hours**

A study of the behavior of individuals as influenced by other people and the social situation. Emphasis placed upon psychological factors involved in the interaction between persons and groups, attitude formation and change, group dynamics, group structure and leadership, and related topics. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S8 900**

PSYC 250 Personality

(Spring) **3 hours**

An introduction to the study of personality and behavioral problems as they relate to the social environment. Prerequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: PSY 907**

RDTC

RDTC 100 Patient Care in Radiologic Technology

(Summer) **2 hours**

Routine and emergency patient care procedures, infection control, physical and psychological needs of the patient and family, medical ethics and law and the role of the radiologic technologist in patient education. Class meets 4 lecture hours, and 6 lab hours. Prerequisite: Selection into Radiologic Technology Program. [C]

RDTC 101 Introduction to Radiologic Technology

(Fall) **2 hours**

An overview of the profession of Radiologic Technology and the practitioner's role in the health care industry. The pedagogical principles of a radiologic technology program will also be examined. Prerequisite: Completion of RDTC 100 and RDTC 108. Class meets 2 lecture hours per week. [C]

RDTC 103 Radiologic Physics I

(Fall) **3 hours**

The basic components, operation, evaluation, and maintenance of stationary and mobile radiographic equipment; interaction of radiation with matter and the basic of image capture and processing using film, CR, and DR systems; and the production and characteristics of radiation. Class meets 2 lecture hours, 3 lab hours. Completion of RDTC 100 and RDTC 108. [C]

RDTC 104 Radiologic Procedures I

(Fall) **3 hours**

Demonstration and practice of standard and special radiologic positioning of the lungs and appendicular skeleton to include the shoulder and pelvic girdles; positioning principles, terminology, and corresponding anatomy are also included. Class meets 2 lecture hours, 3 lab hours. Completion of RDTC 100 and RDTC 108. [C]

RDTC 105 Radiologic Procedures II(Spring) **3 hours**

Demonstration and practice of standard and special radiologic positioning of the axial skeleton to include the bony thorax, sternum, spine, and skull, positioning principles, terminology, and corresponding anatomy are also included. Class meets 2 lecture hours, 3 lab hours. Prerequisite: Completion of RDTC 101, RDTC 103, RDTC 104 and RDTC 109 with a C or better. [C]

RDTC 106 Radiologic Physics II(Spring) **3 hours**

The phenomenon of diagnostic image formation and how it is affected by exposure factors, accessory devices, patient factors, recording media, equipment variations, processing and post-processing; tomographic and fluoroscopic equipment, radiographic quality and image artifact formation will also be explored. 2 lecture hours, 3 lab hours. Prerequisite: Successful Completion of previous program semester. [C]

RDTC 107 Radiation Biophysics(Spring) **2 hours**

Properties, sources, dosimetry, and biological effects of radiation. Methods of patient, personnel and public radiation protection and safety based on regulatory agency recommendations. Class meets 2 lecture hours per week. Prerequisite: Completion of RDTC 101, RDTC 102, RDTC 103, RDTC 104 with a C or better. [C]

RDTC 108 Clinical Internship I(Summer) **1 hour**

Orientation to the program and clinical affiliates, clinical rotation with observation of procedures. Students will be allowed to assist with patient care and communicate with patients. Prerequisite: Acceptance into the Rad Tech Program.

RDTC 109 Clinical Internship II(Fall) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and participate in quality management as appropriate for their level in the clinical setting. Students will attend clinical 2 full days per week. Prerequisite: Completion of RDTC 101, RDTC 102, RDTC 103, RDTC 104 with a C or better. [C]

RDTC 110 Clinical Education II(Summer) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and participate in quality management as appropriate for their level in the clinical setting. Students will attend clinical 3 full days per week. Prerequisite: Completion of RDTC 105, RDTC 107, RDTC 108, and RDTC 109 with a C or better. [C]

RDTC 200 Atypical Radiologic Procedures(Fall) **3 hours**

Discussion, demonstration and practice of radiologic procedures of the geriatric, pediatric, trauma, surgical and bed-bound patient. Includes techniques for: patient as-

essment, positioning principles, identifying corresponding radiographic anatomy, operating standard R/F equipment in a non-routine manner and operating mobile R/F equipment. Class meets 3 lecture hours per week. Prerequisite: Completion of RDTC 106 and RDTC 110 with a C or better.

RDTC 201 Radiologic Procedures III(Summer) **3 hours**

Contrast media enhanced Radiologic procedures of the gastrointestinal, biliary, urinary, reproductive, salivary, musculoskeletal and central nervous systems. Procedural principles, terminology and corresponding anatomy are also included. 2 lecture hours, 3 lab hours. Prerequisites: Successful Completion of previous program semester. [C]

RDTC 202 Radiologic Procedures IV(Fall) **2 hours**

Discussion and demonstration of the practice of cardiac, vascular, and interventional procedures. Class meets 2 lecture hours per week. Prerequisite: Completion of RDTC 106 and RDTC 110 with a C or better. [C]

RDTC 203 Radiologic Procedures V(Spring) **2 hours**

The procedural protocols of computed tomography and magnetic resonance imaging, cross-sectional anatomy will also be included. Class meets 2 lecture hours per week. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

RDTC 204 Radiographic Pathology(Spring) **2 hours**

Selection, development, and presentation of a patient case study; the causes, classifications, clinical manifestations and radiographic appearance of disease conditions. Including selection, development, and presentation of a patient care study. Class meets 2 lecture hours per week. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

RDTC 205 Image Analysis(Spring) **3 hours**

The assessment of radiographic images for diagnostic quality; maintaining minimum standards, problem solving techniques for image evaluation and a review of factors that can affect image quality. Actual images will be included for analysis. Class meets 3 lecture hours per week. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

RDTC 207 Clinical Internship IV(Summer) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and participate in quality management as appropriate for their level in the clinical setting. Prerequisite: Successful Completion of RDTC 105, RDTC 106, RDTC 107 and RDTC 110

RDTC 209 Clinical Education III(Fall) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and

participate in quality management as appropriate for their level in the clinical setting. Students will attend clinical 3 full days per week. Prerequisite: Completion of RDTC 206 and RDTC 110 with a C or better. [C]

RDTC 210 Clinical Education IV

(Spring) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and participate in quality management as appropriate for their level in the clinical setting. Students will attend clinical 3 full days per week. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

RDTC 211 Clinical Education V

(Summer) **2 hours**

Under the direct and/or indirect supervision of qualified radiologic technologists, students will perform radiologic procedures, provide patient care and assessment and participate in quality management as appropriate for their level in the clinical setting. Students will attend clinical 3 full days per week. Prerequisite: Completion of RDTC 203, RDTC 204, RDTC 205 and RDTC 210 with a C or better. [C]

RDTC 212 Special Topics in Radiologic Technology


(Summer) **2 hours**

Employment preparation, curricular review and preparation for the national ARRT certification exam. Class meets 4 lecture hours per week. Prerequisite: Completion of RDTC 203, RDTC 204, RDTC 205 and RDTC 210 with a C or better. [C]

SOCY

SOCY 100 Introduction to Sociology

(Fall and Spring) **3 hours**

Study of society, including the rules, interactions, and cultural patterns that organize everyday life. The course will analyze social conflicts, the structure and functions of institutions, dynamics of individual and group interactions, race relations, and social classes. Prerequisite: Place into ENGL 121. [T] **IAI: S7 900** 


SOCY 200 Marriage and The Family

(Fall) **3 hours**

Study of the universal and changing features of family as a basic institution. Contemporary issues such as the restructured family in divorce, remarriage, death, family problems and problem-solving strategies will be explored. Prerequisite: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T]

SOCY 201 Social Problems

(Spring) **3 hours**

Survey of problems in an urban-industrial society, emphasizing the social inter-relationships and cultural conflicts involved in their origins, significance, and solutions. Prerequisite: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S7 901, SOC 911** 

SOCY 202 Introduction to Social Work

(Spring) **3 hours**

An introduction to the fields of practice. A survey of social work methods, agency organization, research and evaluation, and social policy and planning. Prerequisite: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: SW 911**

SOCY 205 Juvenile Delinquency

(Fall) **3 hours**

Definitions and interpretations; theories of causation and prevention; organization and functions of community agencies and institutions including police, courts, and probation. Prerequisite: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: CRJ914**

SOCY 225 Race and Ethnic Relations

(Spring) **3 hours**

A study of racial, ethnic, religious, and cultural minorities in societies, with emphasis on the conditions and problems of minority groups and group relations in the U.S.; the concept of race; sources and functions of prejudice; the range of intergroup relationship patterns, from pluralism to genocide; reactions to dominant or minority status; the relationship between prejudice and social institutions, including education, media, economy, religion, and the law. Prerequisite: Place into ENGL 101. [T] **IAI: S7 903D**

SOCY 230 Service Learning

(As Needed) **1-3 hours**

Service learning provides for sharing of resources between Danville Area Community College and the community. Service learning combines classroom instruction with community service, focusing on critical reflective thinking as well as personal and civic responsibility. This course involves active learning and reflection, drawing lessons from the experience of service. Prerequisite: Place into ENGL 121. [T]

SONO

SONO 101 Abdominal and Small Parts Sonography

(Fall) **8 hours**

Sonographic evaluation of small parts, superficial structures and abdominal organs. Prerequisite: Selection into Sonography Program. Class meets 6 lecture hours per week, and 8 lab hours. [C]


SONO 102 OB/GYN Sonography

(Fall) **5 hours**

Sonographic evaluation of the female pelvis, reproductive system, and developing fetus. Prerequisite: Selection into Sonography Program. Class meets 5 lecture hours per week, and 0 lab hours. [C]

SONO 103 Cardiovascular Sonography Sciences

(Spring) **2 hours**

Sonographic demonstration of the cardiovascular, cerebrovascular, and peripheral arterial/venous systems. Prerequisites: Successful completion of SONO 101, SONO 102, and SONO 104. This is a hybrid class that requires 3 hours for 3 visits to campus. [C] 

SONO 104 Sonography Physics and Instrumentation
(Fall) **3 hours**

The physics of acoustics and sonographic instrumentation. Prerequisite: Acceptance into the Echocardiography and Sonography program. Class meets 3 lecture hours per week. [C]

SONO 106 Special Topics in Sonography
(Summer) **3 hours**

Selection, development and presentation of a patient case study, included is a curricular review and preparation for the certification examination. Prerequisite: Completion of SONO 103 and SONO 107 with a C or better. This is a hybrid class that requires an online component and 4 full 8 hour days on campus. [C] ☒

SONO 107 Clinical Education I
(Spring) **13 hours**

Supervised instruction in sonography at a clinical education affiliate. Prerequisite: Completion of SONO 101, SONO 102, SONO 104 with a C or better. Students will attend clinical 40 hrs weekly with one campus rotation per month. [C]

SONO 108 Clinical Education II
(Summer) **8 hours**

Continuation of supervised instruction in sonography at a clinical education affiliate. Prerequisite: Completion of SONO 103 and SONO 107 with a C or better. Students will attend clinical 40 hrs weekly with one campus rotation per month. [C]

SPAN

SPAN 100 Spanish for Public Safety
(Spring) **3 hours**

Designed for public safety majors, the course provides basics in understanding and speaking Spanish in the law enforcement, fire science and corrections fields. Vocabulary and structures in relevant situations and settings are emphasized. This is a one semester course; no prior Spanish is required. Prerequisite: Place into ENGL 121. [C]

SPAN 101 Elementary Spanish I
(Fall and Spring) **4 hours**

A class designed for beginners or false beginners (with little Spanish skills). Emphasis on the total language learning process: speaking, writing, listening, reading, and cultural discussions. DACC adopts the Communicative approach in foreign language instruction. Much of the class will be conducted in Spanish. Prerequisite: Place into ENGL 101. [T]

SPAN 102 Elementary Spanish II
(Fall and Spring) **4 hours**

Continuation of SPAN 101. Prerequisite: SPAN 101 or equivalent. [T]

SPAN 103 Intermediate Spanish I
(Fall and Spring) **4 hours**

Communicative emphasis further develops student's listening, speaking, and writing abilities and Hispanic cultural awareness through readings and literature. Course Placement Prerequisite: SPAN 102 or equivalent. [T]

SPAN 104 Intermediate Spanish II
(Spring and As Needed) **4 hours**

Continuation of SPAN 103. Course Placement Prerequisite: SPAN 103 or equivalent. [T] **IAI: H1 900**

SPCH

SPCH 101 Oral Communication
(Fall & Spring) **3 hours**

The oral communication course, either a traditional public speaking or a hybrid content course, combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process; (2) provides inventional, organizational and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking and speaking. [T] **IAI: C2 900**

SPCH 102 Public Speaking
(Fall and Spring) **3 hours**

An introductory course which emphasizes the thoughtful preparation and practice of delivering speeches before a group. Students are expected to present both informative and persuasive speeches. Prerequisite: Place into ENGL 101. [T] **IAI: C2 900** ☒

SPCH 113 Group Discussion
(Spring) **3 hours**

A study of leadership, group process, and interpersonal relations in the small group with emphasis on practice in leading and participation in problem-solving and decision making groups. Topics for discussion taken from current problems, films, and printed material. Recommended for communications, business, education, and counseling or psychology majors. Credit does not fulfill the Communications requirement for Associate degree. Prerequisite: Place into ENGL 101. [T] **IAI: SPC 920**

SPCH 141 Oral Interpretation
(As Needed) **3 hours**

Interpretative oral reading of fiction, non-fiction, drama, children's literature, and poetry. The primary emphasis is on the student's individual oral performance and interpretation of various forms of literature for the class. Recommended for theater, communications, elementary education, and literature majors. Prerequisite: Place into ENGL 101. [T] **IAI: SPC 915, TA 916**

SPCH 145 Acting I
(Fall) **3 hours**

An introductory course which emphasizes principles and methods of acting. Characterization, observation, and other basics are taught through acting exercises, improvisations, and scene study. Prerequisite: Place into ENGL 101. [T] **IAI: TA 914**

SPCH 146 Acting II(Spring) **3 hours**

Acting II will emphasize an intense approach to acting, improvisations, scene study and production of a play. Prerequisite: Place into ENGL 101. [T] **IAI: TA 915**

SPCH 147 Theatre Performance Practicum(Fall & Spring) **1 credit hour**

A course to increase proficiency in preparation and presentation of theatrical performance; credit is awarded for performing in a major college production.

SUST**SUST 100 Principles of Sustainability**(Fall) **3 hours**

This course will cover the major issues and solutions that are associated with sustainability, including areas like agriculture, conservation, waste management, construction, energy, and water. The course will also cover emerging trends, developments, and innovations related to sustainability.

SUST 102 Ecology the Economy of Nature**4 hours**

Ecology is the study of the interactions between organisms and their environment. This course provides a background in the fundamental principles of ecological science, including concepts of natural selection, population and community ecology, biodiversity, and sustainability. Students will acquire an "ecological literacy" about how the natural world works, and develop an understanding of how scientific methods are used to construct ecological knowledge. The course will also explore some of today's major ecological challenges, and the important research that is being done to address these concerns.

SUST 110 Natural Resource Management(Spring) **4 hours**

Natural Resource Management introduces key theories and concepts that will help students to interpret and engage with current issues and science related to the management of our world's resources. It will teach students the scientific principles that guide sustainable management practices for water, minerals, forests, policy, and wildlife management. Students will discover environmental policies from around the world, practical approaches to resource dilemmas, techniques for environmental dispute resolution, and coverage of hot topics such as tradable emissions permits, solar and wind energy, recycling policies, and global environmental initiatives. Labs will give students a chance to engage with real and simulated data sets for forestry, fish, shellfish, deer, and coal management scenarios.

SUST 125 Introduction to Green Business**3 hours**

In this course, students will learn about the application, benefits, and management of Sustainable Energy Business. Installation and maintenance of Wind and Solar Energy equipment is highlighted, as well as practical application and maintenance of other alternative energy sources.

SUST 150 Green Facilities Management**3 hours**

This course will provide students with an overview of the fundamentals in green facilities management, including planning and design, ongoing maintenance, and adjustments to optimize efficiency.

SUST 155 The Natural History of Illinois**3 hours**

The Natural History of Illinois will investigate the unique habitat and environments of Illinois. Students will look at the decline of species, ecosystem preservation, Illinois animal and plant species and their conservation, invasive species, the ways species have responded to climate change and dwindling habitats. The natural history of Illinois will equip students with the knowledge to better observe, study, and experience the wonders of nature in Illinois.

WELD

****Protective clothing, safety glasses, and gloves are required.****

WELD 101 Blueprint Reading (Mech.)(Fall & Spring) **4 hours**

Fundamentals of blueprint reading as applied to the mechanical trades. Students work with actual drawings. This course should not be taken by students enrolled in DRAF 160. [C]

WELD 150 Welding for Mechanics(Fall) **4 hours**

The student will learn the SMAW, GMAW (MIG), FCAW (flux-cored), and GTAW (TIG) welding techniques applicable to manufacturing and automotive repair industries on carbon steel, stainless steel, and aluminum. The student will learn Oxy-Fuel cutting and brazing techniques.

WELD 170 Cutting and Material Preparation(Fall & Spring) **4 hours**

Designed to provide an opportunity to learn skills and the fundamental knowledge in Oxy-Acetylene, welding and safety. Instruction will be given covering brazing cast iron welding and flame cutting. Emphasis will also be given to vertical weldments and the proper method of welding non-ferrous metals.

WELD 180 Structural Welding(Fall & Spring) **4 hours**

Electric arc welding processes are discussed. Flat, horizontal, vertical and overhead positions will be stressed. Alloying elements and their uses in various steel will be covered.

WELD 200 Welding Equipment and Codes(Fall & Spring) **2 hours**

Introduction to the various welding codes. Acceptable weldments according to various codes will be reviewed. Methods of testing welds will be explained. Troubleshooting, repair, maintenance, and testing of welding equipment and machines will be emphasized. [C]

WELD 270 Welding for Manufacturing(Fall & Spring) **4 hours**

The student will learn the GMAW (MIG), FCAW (flux-cored), and GTAW (TIG) welding techniques applicable to manufacturing industry on carbon steel, stainless steel, and aluminum. Prerequisites: WELD 180, WELD 280, WELD 290, or consent of instructor.

WELD 280 Pipe Welding(Fall & Spring) **4 hours**

Develops skill in the technique of SMAW pipe welding. Pipe welding practices in the horizontal (2G), vertical (5G), and 45 degrees (6G) positions. Fillet welds of pipe are covered. Prerequisites: WELD 180 or consent of instructor.

WELD 290 Advanced Pipe Welding(Fall & Spring) **4 hours**

Develops skill in the technique of GTAW (Tig) and SMAW (stick) pipe welding. Pipe welding practices in the horizontal (2G), vertical (5G), and 45 degrees (6G) positions. Fillet welds of pipe are covered. Prerequisites: WELD 180, WELD 280, or consent of instructor.

WIND

WIND 100 Introduction to Wind Energy(Fall/Spring) **4 hours**

This course will provide the student with an overall perspective and foundation for the wind energy industry. Topics such as air flow, blade efficiencies, and environmental impacts will be covered. A tower climb test will be part of this class. Safety will be stressed throughout this course.

WIND 150 Wind Turbine Materials and Electro Mechanical Equipment(Fall/Spring) **4 hours**

This course will cover identification and analysis of the components and systems of a wind turbine. Lubricants, fasteners, gears and gear ratios, and coating will be a brief list of topics covered. Prerequisite: WIND 100.

WIND 200 Wind Power Delivery Systems(Fall/Spring) **4 hours**

Students will study the components and the process of the electrical power generation and delivery systems for wind energy. Students will learn to inspect electrical control system components. Students will be exposed to manufacture documentation and software, schematics, wire diagrams, and flow charts. Prerequisite: WIND 150.

WIND 250 Wind Turbine Troubleshooting(Spring) **4 hours**

Students will practice installation, operation, maintenance, troubleshooting, and repair of wind turbine electro-mechanical systems. Prerequisite: WIND 200.



Course Descriptions

Course Descriptions



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Adult Education

ABED

Basic Education

Basic Education (001, 002, 003, 004, 005, 007, 008, and 009)

(Fall, Spring, and Summer) **1, 2, 3, 4 & 6 hours**

Basic instruction provided in English grammar, spelling, composition, literature, science, social studies, and mathematics. Course content is provided through multi-level classes and is designed to accommodate students with an assessed reading grade equivalent 8.9 or lower as determined by standardized testing.

Basic Reading (011, 012, 013, 014, 015, 017, 018 and 019)

(Fall, Spring & Summer) **1-3 hours**

Instruction and development of basic reading skills; vocabulary, word attack skills, word recognition, comprehension, and speed. Course content is provided through multi-level classes and is designed to accommodate students with an assessed reading grade equivalent of 8.9 or lower as determined by standardized testing. Course is intended to be taken in conjunction with a Basic Education class.

Literacy Reading (111, 112, 113 and 114)

(Fall, Spring and Summer) **1-4 hours**

The course is designed to develop reading, speaking, writing, and comprehension skills for individuals with an assessed reading grade equivalent level of 0-5.9 as determined by standardized testing. Four instructional methods are stressed: language experience, sight words, phonics (consonants), and word patterns. Instruction is provided on a tutorial basis.

ASED

GED Review

GED Review (051, 052, 053, 054 and 056)

(Fall, Spring, and Summer) **1, 2, 3, 4 & 6 hours**

Program consists of a review and instruction in English, social sciences, natural science, literature, mathematics, and the United States and Illinois Constitutions. Course content is designed to prepare adults who have not completed high school to take the GED test. Enrollment is limited to students with an assessed reading grade equivalent of 9.0 or higher as determined by standardized testing. 📄

Adult Secondary Reading (059)

(Fall and Spring) **3 hours**

Instruction in basic reading skills with major emphasis on word analysis, vocabulary, development, and comprehension skills. Enrollment is limited to students with an assessed reading grade equivalent of 9.0 or higher as determined by standardized testing. Course is intended to be taken in conjunction with a GED Review class.

Life Skills Courses

Vital Issues: Life Skills I

(ABED 200, ABED 201, and ASED 202) **3 hours**

A Life Skills preparation course designed to motivate the student encountering personal problematic difficulties by increasing their self-esteem and by enhancing their self-awareness. The course is designed to assist students in developing and accomplishing long and short term goals.

Vital Issues: Life Skills II

(ABED 203, ABED 204 and ASED 205) **3 hours**

A Life Skills preparation course designed to motivate the student encountering personal difficulties in their family and financial life by increasing their interpersonal communication skills. The course is also designed to instruct students in becoming financially stable. A component of the class deals with preparing students for the world of work.

Nurse Assistant

Nurse Assistant Certificate Program

This program is designed to prepare students to provide basic health care in hospitals and nursing homes. Approved by the Illinois Department Public Health.

REQUIRED COURSES	HOURS
NURS 110 Role of the Nurse Assistant	5 hours
NURS 111 Basic Nursing Procedures	2 hours
Total	7 hours

Advanced Nurse Assistant Certificate Program

REQUIRED COURSES	HOURS
NURS 107 Orientation to Health Occupations Fields	2 hours
NURS 110 Role of the Nurse Assistant	5 hours
NURS 111 Basic Nursing Procedures	2 hours
BOFF 140 Medical Terminology	3 hours
Total	12 hours

Role of Nurse Assistant

(NURS 110) **5 hours**

Role of the Nurse Assistant covers the classroom theory instructional portion (90 of 139 clock hours). Class designed to prepare students to provide basic health care in hospitals and nursing homes.

Basic Nursing Procedures

(NURS 111) **2 hours**

Class designed to prepare students to provide basic health care in hospitals and nursing homes. This course, the clinical portion of the curriculum, is a continuation of NURS 110. Prerequisite: successful completion of NURS 110.

Employment Skills for CNA

(NURS 108 and NURS 109) **1 hour**

This course is designed to provide practical information to students concerning the career of the Certified Nurse Assistant profession and to determine if this is the career path they wish to take.

Health Occupations: College Express Program

Orientation to Health Occupations Fields

(NURS 107)

Students will have the opportunity to research and discuss areas in the Health Occupational field in which they are interested. By the end of the class students will know the educational requirements, employment opportunities and salary expectations for numerous health occupations. This course also serves an introduction to the Certified Nurse Assistant Program. An 8th grade or above reading level and 7th grade math level are required. (High School/ College Express Program only)

Seminar/Internship Health Occupations III

(NURS 112)

This preparation level course provides learning experiences to further enhance the student's preparation to perform more advanced skills than covered in Health Occupation I-II. Students are placed on extended campus seventy-five percent (75%) of the time for clinical experience and twenty-five percent (25%) of the time on independent study in the classroom. Instructional and clinical experiences will be in community health, industrial health, mental health, recreational therapy, occupational therapy, speech therapy, physical rehabilitation, social service geriatrics' and advanced patient care. Second year students who have met performance/task completion criteria may be placed in paid or unpaid internships in a related business/industry. Internships, in general, will provide advanced skill development and last longer than an extended campus. High School College Express Program only)

English As A Second Language (AESL)

English as a Second Language I

(AESL 066, AESL 664, AESL 665, AESL 666)

Variable credit 4 -7 hours (Fall and Spring)

Basic instruction in the listening, speaking, reading, and writing of English for persons whose native language is not English. The course content is designed to cover beginning structure, pronunciation, vocabulary building, and limited reading and writing skills. The primary objective of the course is to develop a meaning or basic comprehension of the language with a major proportion of class time devoted to listening and speaking exercises. Course enrollment is limited to persons with very little or no English speaking skills as determined by oral assessment. Class repeatable four times.

English as a Second Language II

(AESL 067, AESL 674, AESL 675, AESL 676)

Variable credit 4-7 hours (Fall and Spring)

The course is designed as a continuation of ESL I. Basic intermediate instruction in the listening, speaking, reading, and writing of English for persons whose native language is not English. The course content covers structure, pronunciation, vocabulary building, reading, and writing skills for individuals who have had some exposure and/or instruction in English. The primary objective of the course is to provide repetitive practice in the use of the

English language which is meaningful and communicative. Placement in the course is determined by successful completion of ESL I or by standardized placement testing. Course is repeatable four times.

English as a Second Language III

(AESL 068, AESL 684, AESL 685, AESL 686)

Variable credit 4-7 hours

 (Fall and Spring)

The course is designed as a continuation of ESL II. Basic instruction for the advanced intermediate student in listening, speaking, reading and writing of English for individuals whose native language is not English. The course context is designed to review basic structure and pronunciation skills, continue vocabulary building, and devote a major proportion of time to reading and writing skills. Placement in the course is determined by successful completion of ESL II or by standardized placement testing. Course is repeatable four times.

English as a Second Language IV

(AESL 069, AESL 694, AESL 695, AESL 696)

Variable credit 4-7 hours (Fall and Spring)

The course is designed as a continuation of ESL III. Secondary instruction for the advanced student in the listening, speaking, reading, and writing of English for persons whose native language is not English. Course content includes review and advanced refinement and expansion of basic ESL instructional materials. Major emphasis is placed on reading and writing in contextual materials which will prepare the student to generally handle English proficiently in his/her everyday life and/or more specifically to succeed in post secondary education or training. Placement is determined by successful completion of ESL III or by standardized placement testing. Course is repeatable four times.

Obtaining American Citizenship

(AESL 180)

A program consisting of material needed to pass the Immigration and Naturalization (INS) Citizenship test. This course contains review of the citizenship application (N-400), assuring mastery of reading, writing, and spoken English, the INS interview, understanding the U.S. Constitution, basic US History, the laws of the United States, and the symbols of American patriotism. Context is designed to take a legal immigrant speaking and understanding at an intermediate to high level of English to being able to adequately pass the individual components on the Immigration and Naturalization test administered through the Centralized Immigration Services. *Students must score at the low intermediate level as determined by standard adult education testing.*

Obtaining American Citizenship

(AESL 181)

A program consisting of material needed to pass the Immigration and Naturalization (INS) Citizenship test. This course contains review of citizenship application (N-400), assuring mastery of reading, writing, and spoken English, the INS interview, understanding the US Constitution, basic US History, the laws of the United States, and the symbols of American patriotism. Contest is designed to take a legal

immigrant speaking and understanding at an intermediate to high level of English to being able to adequately pass the individual components on the Immigration and Naturalization test administered through the Centralized Immigration Service. *Students must score at the high intermediate level as determined by standard adult education testing.*

Obtaining American Citizenship

(AESL 182)

A program consisting of material needed to pass the Immigration and Naturalization (INS) Citizenship test. This course contains review of the citizenship application

(N-400), assuring mastery of reading, writing and spoken English, the INS interview, understanding the US Constitution, basic US History, the laws of the United States, and the symbols of American patriotism. Context is designed to take a legal immigrant speaking and understanding at an intermediate to high level of English to being able to adequately pass the individual components on the Immigration and Naturalization test administered through the Centralized Immigration Service. *Students must score at the low advanced level as determined by standard adult education testing.*

Corporate Education

Danville Area Community College is committed to serving the training needs of the business, industrial, labor and professional community. The Corporate Education Division (CCE) was developed to respond to these needs quickly and with a high degree of flexibility.

Customized Training Programs

The major emphasis of Corporate Education is to respond to local business and industry with customized training programs. The CCE staff, working closely with company representatives, design the courses to meet the company's training objectives. Utilizing experienced DACC faculty and professional training consultants, Corporate Education can offer courses in nearly any subject area. These programs are often held at the site of the business; others take advantage of the conferencing and wireless lab capabilities within the Bremer Conference and Workforce Development Center. Training schedules can be arranged to accommodate the participants' work schedules. By taking advantage of the training offered locally through Corporate Education, companies can maximize their training dollars by reducing employee travel expenses. Most training through CCE is instructor-led and blended with hands-on skills practice or activities to keep participants actively engaged. Companies also have the opportunity to collaborate and share best practices which further enhances their learning experience.

Open Enrollment Programs

Seminars and workshops can be offered covering a wide range of training topics. These may be co-sponsored with other institutions and professional groups or they may be provided exclusively by CCE. Corporate Education partners with industry to coordinate open enrollment classes where there are common training needs. Corporate Education also offers special interest training workshops on topics specific to a group of employees such as updates for Human Resource Managers or topics current in the headlines that impact companies such as Workplace Violence.

Customized program areas offered (not all-inclusive):

- Active Shooter/Workplace Violence Prevention
- Any course from academic catalog can be customized into a short term training
- Computer Skills Training and Consulting
- Conversational Spanish for the Workplace
- CPIM/APICS
- Customer Service
- Diversity and Workplace Harrassment
- Employee Wellness Training Programs
- Health Care
- HVAC Maintenance and Troubleshooting
- Industrial/Technical Training
- Programmable Logic Controllers
- Robotics Maintenance and Troubleshooting
- ISO/QS 9000; TS 16949
- Language Skills
- Leadership Development and Supervisory Skills
- Lean Manufacturing / Lean Office
- Maintenance Reliability
- Office Skills
- OSHA Compliance/Policy Development
- Personal Development

- Project Management
- Safety/Security Audits
- Safety/Occupational Health
- Six Sigma and Continuous Improvement
- Team Building/Teamwork
- Training Grants (when available)
- Workplace Spanish/ESL
- WorkSkills Development

Online Courses and Career Training

In partnership with Ed-2-Go, DACC Corporate Education offers hundreds of online, instructor-led, 6 week classes to support the immediate training needs of business and industry. In addition there are online career training programs available for completion in 90 days. To address technical skills, Corporate Education has partnered with a premiere online training provider, Tooling-U SME, to offer online courses to manufacturing, covering multiple industry segments including Foundational, Machining, Maintenance, Welding, Additive and Mechatronics.

Leadership Certificate Series

The Danville Area Community College - Corporate & Community Education Leadership Certificate Series consists of 10 unique courses that run from February-October each year. These programs are designed to enhance and develop the skills that lead to extraordinary leadership. This popular series is comprised of employees from a variety of local businesses. In addition to developing fundamental leadership skills, they learn from each other by sharing best practices from their own workplace. Participants receive a Certificate of Series Completion from DACC. The leadership series, or any classes within, can be offered as a customized contract training either at the company site or at DACC. Leadership consulting is also available through Corporate Education.

Leadership Development

The Danville Area Community College Leadership Development Bootcamp consists of 8 unique courses that run bi-weekly for 4 months. Offered in both spring and fall semester, the Leadership Bootcamp is designed to enhance and develop the skills of new and existing supervisors or managers. The Leadership Bootcamp, or any classes within, can be offered as a customized training either at the company site or at DACC. A six topic Leadership Mastery Series is now being offered for those who have completed the foundation courses and are ready for the next level. Upon completion, participants receive a Certificate of Series Completion from DACC. Leadership consulting is also available through Corporate Education.

Lean Certificate Series

The focus of this extensive training series is to guide participants through every aspect of Lean while encouraging them to mentally apply the principles to implementations relating to their company or area of expertise. This open enrollment training series is designed to develop one's

ability to recognize areas that require Lean improvement and give him/her the tools necessary to make process improvement changes. The series covers Lean 101 with Simulation, Lean Leadership, Problem Solving, Mistake Proofing, Value Stream Mapping, Administrative VSM, 5S/Workplace Organization, Quick Changeover, Cellular Manufacturing, Pull/Kanban and Total Productive Maintenance. Individual courses in the series can also be delivered to the company site as a contract training.

Computer Training

CCE can provide training on various software applications used in business and industry. We feature a highly qualified staff of instructors, state-of-the-art equipment and wireless lab facilities at the Bremer Conference and Workforce Development Center and the DACC extension site at the Danville Village Mall. Computer training is also available online which gives companies access to many specialty high-end courses in a convenient, self-paced learning format. CCE's Mobile Laptop Lab or computer labs in Lincoln Hall can be used for open enrollment and customized training programs. The lab is equipped with Windows operating systems along with laser printers and data/video LCD projection systems for large screen viewing. Participants benefit from quality training workbooks, handouts, and digital courseware for hands-on skills practice and reference after training completion.

Pharmacy Technician

The Pharmacy Technician program provides both technical and practical training which will enable the technician to function as a competent entry-level assistant to a licensed pharmacist. The program includes: the role of a pharmacy technician; pharmacy law, standards and ethics; drugs, dosages, and delivery systems; pharmaceutical measurements and calculations; and dispensing, billing, and inventory management. Pharmacy Technicians work in hospitals, nursing homes, health care agencies, and retail outlets such as drugstores.

Phlebotomy Techniques

This course is a non-Nursing course aimed at the technical skills and knowledge required for blood collection. Students will develop skill in performing phlebotomy procedures in various health care settings. Topics include: proper use of equipment, current safety standards, medical and legal policies and regulations, interpersonal skills, and correct transport and specimen preparation for laboratory testing.

EMT-Basic Course

The Emergency Medical Technician-basic (EMT-Basic) course follows the Federal Department of Transportation 1994 National Standard Curriculum as mandated by the Illinois Department of Public Health. The course consists of the minimum 110 hours of core material with extra class time allotted by the individual instructor to allow for skills practice and testing. A minimum of 16 hours clinical experience is obtained outside of the regular classroom time. Upon successful completion of the EMT-Basic Course, the student is able to perform patient care at the Basic Life Support Level. This course is for those interested in becoming pre-hospital care providers with volunteer agencies, fire departments, or paid services. For anyone interested in becoming a paramedic, this is the first step. Prerequisites:

Age 18 or older; High School Diploma or equivalent; CPR at the Healthcare Provider level or equivalent. This course may be provided in a hybrid format.

Emergency Medical Responder (EMR)

The EMR course follows the Federal Department of Transportation National Standard Curriculum as mandated by the Illinois Department of Public Health. The course consists of approximately 52 hours of core material with extra class time allotted if needed by the individual instructor to allow for skills practice and testing. The EMR is an integral part of the Emergency Medical Services System. The goal of this course is to provide students with the core knowledge, skills and attitudes to function in the capacity of an EMR. The EMR uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS providers. Prerequisites: Age 16 or older; CPR at the Healthcare Provider level or equivalent. This course may be provided in a hybrid format.

The DACC American Heart Association Training Center offers the following provider and instructor courses:

- ♥ **Basic Life Support (BLS) for Healthcare Providers**
 - Learn the skills of CPR for victims of all ages, use of an automated external defibrillator (AED), and relief of choking. This course is intended for use by licensed healthcare professionals (EMT, RN, MD, etc.).
- ♥ **Heartsaver CPR AED** - Designed to teach lay rescuers adult and pediatric (infant/child) CPR skills, relief of choking, and the effective use of an automated external defibrillator (AED).
- ♥ **Heartsaver First Aid** - This course teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies and Environmental Emergencies.
- ♥ **Heartsaver and Basic Life Support Instructor Courses**

Driver Education

This course will prepare students for obtaining their Illinois Driver's License. Students can choose from the following options: 1) Required 30 hours of classroom instruction and the required 6 hours of Behind-the-Wheel; 2) Required 30 hours of classroom instruction only; or 3) Required 6 hours of Behind-the-Wheel only.

Defensive Driving Course

This four-hour Defensive Driving course was developed by The National Safety Council and is recognized by court systems nationwide. Certificates, registered with The National Safety Council, are given to successful completers. All instructors are certified by The National Safety Council. Participants learn essential defensive driving techniques that can reduce collision-related costs, injuries and fatalities. The course content covers: Rules, Regulations and Responsibilities; Driving Conditions; Unsafe Driving Behaviors; and "Safe Attitudes" against Aggressive Drivers. Companies can increase their bottom line by using this cost effective way to make sure all their drivers know how to develop safe, defensive driving habits and attitudes. This

program helps reduce insurance claims, lost work time and vehicle repairs by lowering the number of collisions. Whether your objective is to lower your insurance premium, adhere to court supervision requirements, or simply avoid your ticket being registered with the Secretary of State, sign-up for this one-time four-hour course.

Forklift Operator

This course, available for initial training and for refresher training, was designed to provide convenient, quality, hands-on Powered Industrial Truck driver training taught by our professional instructors. Classes are scheduled quarterly for open enrollment and are held on the DACC campus. This training can also be offered to companies onsite, highly customized for their employees using their own equipment.

Powered Industrial Truck Safety Certification Train-The-Trainer

This course enables experienced operators of powered industrial trucks to become better trainers. Employees will learn to develop a company training program; understand OSHA regulations; understand ANSI standards; demonstrate equipment features and operations and demonstrate the ability to present materials, initiate drivers test and evaluation, identify workplace hazards, testing applications and requirements, and managing driver/operator observation skills.

NFPA 70E Arc Flash Electrical Safety Training

OSHA and NFPA require this training for all employees who have the potential for exposure to live conductors of 50V or greater as part of their anticipated work. NFPA 70E helps companies and employees avoid workplace injuries and fatalities due to shock, electrocution, arc flash, and arc blast, and assists in complying with OSHA 1910 Subpart S and OSHA 1926 Subpart K. It is also designed for those employees who manage or supervise electrical workers and safety/engineering professionals who have the responsibility of managing the company's Electrical Safe Work Practices program.

OSHA 10 and 30 Hour General Industry Outreach courses

Corporate Education's OSHA Outreach Training Program provides basic safety and health information and training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers. The 10-hour class is intended to provide workers with awareness of common job-related safety and health hazards, while the 30-hour class is more appropriate for supervisors or workers with some safety responsibility. Courses can be offered on campus or at the employees' worksite.

ACT Work Keys Service Center

CCE is an Authorized ACT Work Keys Service Center. Certified ACT Work Keys Job Profilers lead incumbent workers in identifying critical job tasks, determining required job skills, and establishing performance skill levels. From the data gathered through the Work Keys Profiling System, companies can then use the Work Keys assessment instruments to identify current and prospective workers' skill levels. As a result, companies are able to more accurately match employee skills to job skills as well as determine training needs. Employability skill areas include: Applied Math, Graphic Literacy, Workplace Documents, Applied Technology, Business Writing, Workplace Observation, Fit and Talent.

For more information from Corporate Education

please contact Stephanie Yates at 217-554-1628 or 217-443-8777 or E-mail: cce@dacc.edu. The Corporate Education is located at Danville Area Community College, 2000 E. Main Street, Danville, Illinois 61832.



DANVILLE AREA COMMUNITY COLLEGE

Community Education

The Community Education department is dedicated to enhancing and enriching the lives of community members by offering courses, workshops, seminars, tours, conferences, and other activities. Community Education is focused on providing experiences, knowledge, and information to the general public at an affordable cost. The goal of Community Education is to provide opportunities for individuals to explore new areas of interest, brush up on skills, and to develop employable skills that are needed and desired by employers located within the general college district area.

COMPUTERS

Keyboarding - This class walks you through the process of learning each key and proper hand/finger placement to help you in becoming a successful typist. This class is for all levels and is delivered in a self-paced atmosphere. Students are welcome to come in and work around their schedule. You can work on this class at home through the Internet or come in to use the computer lab in the mall.

For Beginners Only - If you have little or no computer experience, this is the course for you. Topics include: terminology (learning the lingo) and components of a computer system. Hands-on lessons give students experience with basic windows system operations such as creating and saving files. Basic word processing, email and surfing the web are included. Hands-on demo includes digital photos, flash drives, and email.

Word - The course will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files. Students will create a newsletter that uses columns, drawings and object linking and embedding.

Excel - This course will give students a working knowledge of electronic spreadsheets. Students will be able to create and format Excel spreadsheets that include charts and multiple worksheets. Students will be able to create and execute formulas and do calculations with ease by using the Excel functions. Data sorting and manipulation are also covered. Students will learn to work with the Workgroup features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel.

Access - This course will give students a working knowledge of databases. Students will learn to view data in a database and change the view by sorting and filtering the data. Create a database and learn to define forms for inputs and reports for summarizing the data, learn how to create queries to view a subset of data in that database. Students will create charts to display data and a switchboard to manage their database application and create relational databases. Students will learn to create forms, queries, import and export data and reports that use relational databases and they will learn to build macros in Access.

PowerPoint - Discover the enhanced features of PowerPoint 2007 and use these to quickly create eye-catching presentations. Explore the possibilities available with the new layouts, themes, galleries, and background styles. Practice using the ribbon, contextual tabs live preview and dialog box launcher when creating and modifying presentations. Use the new SmartArt feature to dramatically present your information.

STAYING ACTIVE

Beginner Golf - This is for golfers who want to learn and improve several areas of their golf game. Class includes: grip, stance, back swing, down swing, following through, and finish position. Rules of the game and golf etiquette are also covered.

Boot Camp - This course will help students get into shape, reduce stress, increase energy, and build confidence. In Boot Camp Fitness students will learn how to properly warm up and cool down, exercise at high intensity using calisthenics, plyometrics, strength workouts, dumbbells, medicine balls, agility ladders, obstacle courses and much more.

Yoga - This class offers knowledge and skills to keep fit for life. In particular, this class introduces the values and skills of Hatha Yoga (Yoga of exercise) to the beginning student and offers opportunities to expand knowledge, applications and skills in routines for the experienced student. A typical class will include breathing techniques, meditation, chanting, and asana practice, including standing, balancing, and inverted poses. Students are encouraged to understand their own limitations and work within their bounds.

Tai Chi & Qigong for Health - Part 1 - Tai Chi & Qigong for Health (Tie chee - chee gung) program is an introductory class to both Tai Chi and Qigong. It is for beginners and incorporates gentle movements, breathing techniques and focused intention to improve flexibility, balance, and overall fitness. And for individuals who may want to begin a program for stress reduction, increased immunity. Sun style tai chi, taught in this program, uses very low-impact, fully upright postures. Students should wear loose fitting clothing and flat rubber soled shoes.

Tai Chi For Arthritis and Fall Prevention - Part 2 - Part 2 is a sequel to the program. It is ideal for those who have completed Part 1 and are looking for a more challenging course. (Part 1 is prerequisite to enrolling in Part 2) Tai Chi for Arthritis is designed for all ages and is appropriate for individuals not affected by arthritis who may want to begin a program for stress reduction, increased immunity, and is mildly aerobic. The Eight Pieces of Brocade qigong (chee goong) set will be introduced as the warm up to the second Part. Students should wear loose fitting clothing and flat rubber soled shoes.

Ballroom Basics - Shall we dance? Don't sit on the sidelines when you can be enjoying all of the fun on the dance floor. This course will cover the basics of ballroom dancing. You will learn the fundamentals of the Foxtrot, Swing, Cha-Cha, Waltz, Rumba and Two Step. Remember, if you can walk - you can dance. Partner required.

FOOD SAFETY

Food Service License - This course is designed to prepare food service employees to meet the Illinois certification requirement. Topics include: food-borne disease, facilities, equipment, personal hygiene, & inspection techniques. The exam will be given at the last class meeting. Attendance is a must! Supplies needed: Code book & *ServeSafe* book, 6th Edition, by the National Restaurant Association. Textbook and code book can be purchased at DACC.

GRANT WRITING

Grant Writing 101 - *Introductory Course to Basic Grant Writing*. Participants will learn to speak the language, identify potential funding sources, understand the different types of proposals, understand the proposal process, identify the basic elements of a proposal, develop a budget, and avoid common mistakes. Proposal critiques will be provided upon request.

Grant Writing 102 - *An advanced course that builds upon the foundation laid by Grant Writing 101*. Participants will learn more grant terminology, find grant opportunities, review program announcements, develop a problem statement/needs assessment, write goals and objectives, and develop complex budgets. Participants will review a sample proposal, Memorandum of Understanding, etc. Proposal critiques will be provided upon request. Prerequisite: Grant Writing 101

ARTS AND CRAFTS

Pottery - Beginner, intermediate and advanced students are all WELCOME! Throw functional pots, throw bowls, plates and cups. Clay and some glazes provided.

Crocheting for Beginners - Stop thinking this was an art done by our moms, grandmothers, and great grandmothers. Let's bring this dying art back into our lives by starting a new hobby. Learn all the different stitches, concepts, hooks, and terms. Supplies included.

Intermediate Crocheting - Do you know the very basics of crocheting or have you already taken the beginner crocheting class? Then this class is the next step. Learn more advanced stitches and concepts. Supplies included.

Knitting for Beginners - Learn to knit and begin your very first project. Learn different patterns, concepts, needles, and terms. You will be given a supply list upon registration. Leave class with a finished project and the ability to start many more.

PET CARE

Dog Obedience - The beginner's class is for dogs that have not attended a prior class with DACC. Handlers should wear comfortable shoes. Dogs MUST be current on all shots including bordetella for kennel cough. Dogs should have 6 foot leash and a collar on. Types of training collars will be discussed the first night of class. The focus will be on commands for correct heeling, sit, down, stand, come, and stay.

PHOTOGRAPHY

Photography the Basics - This course of study introduces the student to the use and handling of a camera; a working knowledge of film and digital imaging; the basic elements of a photograph; an understanding of lighting, both natural and artificial (Flash); basic portrait lighting and posing; and the care, storage, and display of printed photographs as well as digital images. A camera either digital or film is required.

Adobe Photoshop Elements 8.0 - PhotoShop Elements is a program that comes with many new digital cameras and scanners. It can perform many of the functions that the more expensive PhotoShop CS4 can do, but is more user friendly to amateur artists and photographers. The class will teach how to view and organize, fix, edit, and enhance photos, and produce photo creations and composites.

Photography II – Introduction to Professional Photography - This course of study introduces the student to the basics of studio and commercial photography. Classes will explore photojournalism, studio photography, commercial advertising photography and scenic art photography. Weekly photo assignments and photo critiques are a part of the curriculum. A camera, either digital or film, is required. Prerequisite - Photography 1 - "The Basics" or permission of the instructor.

COLLEGE READINESS

ACT and SAT College Testing Preparation Class - Get a jump start on your preparation for the ACT and/or SAT or work at improving your score. A strong performance on the college entrance exams can make a difference in gaining admittance to, or receiving financial aid for your top college choices.

ACT: six weeks - two English, one math, one science, two days of pre and post-tests

SAT: six weeks - two English, two math, two days of pre and post-tests (no science on SAT)

Understanding College Testing - This FREE workshop has been developed for parents of high school students who are looking for answers about college entrance exams. The State of Illinois recently changed to the SAT requiring high schools to administer the SAT rather than the ACT. What does this mean for your student? Will colleges and universities still accept the ACT? Not sure about understanding scores and what the difference is between the two tests? What are the advantages of taking an ACT/SAT preparation class? Get the answers to all these questions and more.

College Readiness - Do you think you're fully prepared to enter college? Are you ready for the demands and the freedom of college life, do you have the study skills and work ethic? This class will help you understand what it takes to be successful in college. Learn what you have to do in high school to prepare for success in college. You also learn about the college admission process, the ACT and SAT tests, and financial aid including information on filling out the FAFSA and applying for scholarships.

CUSTODIAL TECHNICIAN TRAINING

Custodial Technician Training - This course will prepare students to enter the custodial profession. Participants in this class will learn about all aspects of cleaning duties including: general office cleaning, daily restroom cleaning, restroom deep cleaning and restoration, daily hard floor maintenance, carpet care, and preventative maintenance. There will also be a heavy emphasis on the safety aspect for custodians.

FLORAL DESIGN

Floral Design - Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Specific classes will be offered each semester depending on the season and holiday. Every class includes individualized hands-on creativity. Every participant will leave with their own floral arrangement.

COLLEGE FOR KIDS

College for Kids - The College for Kids program offers enrichment activities for kids ages 8-18. The courses offered are developed to enhance and expose area youth to areas that will build character, enhance skills, and develop a broad range of knowledge that will help them transform into productive, educated citizens within our community. College for Kids includes the following program:

- Summer Enrichment Program
- First Gig Rock Camp
- Studio 101: Art Camp
- Culinary Kids

BOOMERS AND SENIORS

Boomers and Seniors - These workshops are specifically designed for mature members of the community. They focus on technology, staying active, and mentally sharp. Workshops include: lunch and learns, basic computers, email, smart phone (Android and iPad), tablets, Tai Chi, Qigong). Special pricing is also given to all the workshops.

For more information from Community Education

The Community Education office is located in the DACC Village Mall Office, 2917 N. Vermilion St., Danville, IL 61832. For more information call Community Education at 554-1667 or 554-1668 or e-mail commed@dacc.edu. Complete courses descriptions at: www.dacc.edu/cce



DANVILLE AREA COMMUNITY COLLEGE

DACC Foundation, Inc.

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 Lesley Shore, Vice President
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DACC FOUNDATION MISSION STATEMENT

Danville Area Community College Foundation is a not-for-profit organization committed to promoting and supporting Danville Area Community College through fundraising and stewardship of the Foundation's resources, with the belief in the College's positive educational, cultural, and economic impact on the communities it serves.

Labor-Management Council

The Danville Area Labor-Management Council was formed on February 25, 1982. The DALMC is the third oldest Labor-Management Council in Illinois. The Council gives management and union leaders a forum in which ideas can be expressed, programs created and assistance provided in promoting good labor-management relations. It supports industrial retention, expansion and recruiting efforts.

The Council's bylaws state that the Council shall consist of a minimum of 10 and a maximum of 12 labor representatives and a minimum of 10 and a maximum of 12 management representatives. The DACC President and the President of the Economic Development Corporation serve as ex-officio officers. The DACC Executive Vice President for Instruction is the Council's coordinator and the Administrative Assistant to the EVP serves as recording secretary.

By encouraging labor and management to work together, the Council strives to improve the economic climate of the community. The organization provides assistance to firms that want to set up on-site labor-management committees and other employee involvement activities. It works behind the scenes to help head off labor disputes and provides seminars and workshops that promote cooperative efforts. The group does not enter into organizing, arbitration or settling grievances and negotiations. The services are available to union and non-union businesses in both the public and private sector.

Since its inception, the Labor-Management Council has served as a model on how labor and management can establish and maintain an on-going dialogue. The group is credited with:

- Helping start and encourage on-site labor-management committees at numerous Danville area industries.
- Being a significant factor in Danville's selection for the Governor's Home Town Award.
- Playing an important role in the selection of Danville for a medium-security correctional center.
- Providing leadership for the consolidation of the corporate organization, which resulted in the expansion of the Hyster operations in the Danville plant.
- Serving as a model for the development of similar councils throughout the State of Illinois.
- Providing numerous workshops on labor relations in conjunction with the College's Corporate and Community Education Division.
- Planning and developing the successful Industry Survival Program, which provides presentations by industries recognized nationally as innovative leaders in labor-management cooperation.

For further information about the Council, contact Labor Co-Chair Jim Bailey at 442-0996 or Executive Director, David Kietzmann at 443-8771.



Middle College

Middle College is a high-school dropout prevention program whose goal is to take students who are at-risk of dropping out and support them on their way to high school completion. Students actually take all of their classes at DACC but are still a student of their home high school. When they start, they take entrance tests like any other college student and then classes are filled based on the credits needed for graduation. Every student has their own schedule just like a college student. All students go their own way but once a day all MC students are in the same place at the same time for their core class. That is one of the most important goals of Middle College - to prevent the student from dropping and becoming another statistic. Why does this work? Intensive Case Management and

partnerships. That is what makes the difference. We have a very tight team and everyone knows their role. We take a holistic approach and believe in the wrap around process, and this most definitely means the parent or legal guardian has to be on board. All applicants must be recommended by their home High School and they make the enrollment decision. If a student is recommended they will then go through an interview process with the Middle College team to determine if they are a good fit for the program. Middle College began as a grant-partnership supported by Vermilion Healthcare Foundation and DACC in 2009.

Small Business Development Center

Illinois Small Business Development Center at Danville Area Community College (ILSBDC@DACC) provides information and assistance to potential and existing Illinois small businesses through one-on-one counseling and training sessions.

Our services include:

- One-on-one business counseling for existing and start up businesses.
- Assistance with developing, writing, and implementing business plans.
- Preparing and implementing budgets.
- Cash flow management.
- Evaluating business acquisitions.
- Evaluating legal entities.
- Periodic Training Seminars.
- Help in identifying and applying for business financing.
- Assistance with financial analysis and planning.
- Access to business education and training opportunities.

Visit e-Center Direct at <http://ilsbdc.ecenterdirect.com> and click on client sign-up to request SBDC counseling services and register for training events.

Visit www.business.illinois.gov for all kinds of resources:

- Step-by-Step Guide to Starting Your Business
- Starting a Business in Illinois" Handbook
- Developing Your Small Business
- Business Start-up and Management Guides
- Checklist for Going Into Business
- Checklist for Financing a Business

Other links and resources:

- Illinois Entrepreneurship Network - www.ienconnect.com
- Small Business Administration - sba.gov
- Illinois Department of Commerce and Economic Opportunity - www.ildceo.net
- Entrepreneurship and Small Business (ILDCEO)
- America's Small Business Development Center Network - asbdc-us.org
- Vermilion Advantage - www.vermilionadvantage.com

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(217) 442-7232
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Lift Off Downtown
Co-Work Space
149 N. Vermilion St.
Downtown Danville
217-213-6269

Certificate in Small Business Ownership

A 15 credit hour, 5 course series designed to prepare the new entrepreneur for a smooth launch. Included in this series is BMGT100 "Basics of Business Setup," a 2-hour online hybrid course where you will cover all aspects of creating a business plan:

- Is business ownership for you?
- Identifying what you plan to sell
- Targeting your customer
- Developing a marketing plan
- Cash flow analysis
- Financing options
- Formal structure

Other courses in the certificate are:

Introduction to Accounting (BACC 100): 3 credit hour course - investigates the fundamental concepts of accounting. Available as a hybrid web-based course.

Introduction to Business (CBUS 104): 3 credit hour course - develops student understanding of today's business world. Available as a web and web hybrid course.

Principals of Marketing (BMGT 117): 4 credit hour course - explores the various processes and concepts inherent in the discipline of marketing. Available as a web-based course.

Business Computer Systems (CBUS 150): 3 credit hour course - covers the role of computing in society today in business and industry, including system design and analysis. Available in both traditional and web-based course format.



Vermilion County Works

The Workforce Innovation and Opportunity Act of 2014 is federal legislation authorizing federally funded workforce programs and services. The Act prepares eligible youth and adults in Vermilion County and the surrounding area for entry into the labor force. Workforce development programs and services have been developed to meet the needs of area business and industry.

In Vermilion County, the Workforce Innovation and Opportunity Act (WIOA) Title IB program will be administered by Vermilion County Works (VCW). Danville Area Community College (DACC) was selected by the Vermilion County Board and the local Workforce Innovation Board to be the grant recipient and the administrative agency for all WIOA Title IB programs in Vermilion County, Illinois. DACC has expanded its mission to include the training, retraining, and job placement of eligible individuals in our community. A primary goal of the college in implementing the workforce development program is to strengthen area economic development efforts. The training resources in the county have been coordinated under the Act to identify and prepare Vermilion County residents for employment.

Workforce Development Programs

Vermilion County Works (VCW) provides a variety of job training programs and services. The following types of training and services are provided by our local office.

Vocational Skills Training

Classroom skills training programs prepare individuals for specific in demand occupations such as, but not limited to, nursing (LPN, and RN), electronics, CDL, certified medical assistant, computer communications and mechatronics.

Training programs may vary in length. Short term, high-intensity skill training programs are provided by the College and WIOA subcontracting agencies. Certificate and degree programs are available to VCW clients at DACC and other institutions.

Business Services:

- **Work Experience-** planned, structured learning experience that takes place in a public, private or nonprofit sector for a limited time period and may be paid or unpaid.
- **Transitional Employment-** a type of work experience specifically for individuals with barriers to employment who experience chronic unemployment or who have inconsistent work histories
- **Class Size Training-** services include the full range of occupational skills training, adult education and literacy services, and customized training. Class size training is designed to utilize approved training programs provided by eligible training providers.
- **Incumbent Worker Training-** designed to ensure that employees are able to gain the skills necessary to retain employment and advance within a company or to provide the skills necessary to avert a layoff, ideally allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent worker training aims to improve the skills and competitiveness of the participant and the competitiveness of the employer.

- **On-the-Job (OJT) training-** enables potential new employees to gain new skills or knowledge essential to full and adequate performance on the job. Employers are reimbursed for a portion of the participant's wages to offset the cost of training and additional supervision. Employers agree to hire, train and retain the individual upon successful completion of the training program.

Youth Program Services

Vermilion County Works operates several special training programs for youth ages 16-24. VCW contracts with youth-serving agencies to provide pre-employment skills training prior to the youths being placed in work experience, limited internships, or employment with local employers.

Support Services

Financial assistance is available based on need to defray travel, child care, and related costs incurred during training.

Customized Training

VCW, in cooperation with the Corporate and Community Education Office, and other training agencies, designs customized training programs for local business and industry. This training can be done on-site or in a campus classroom.

Client Services

VCW assesses potential clients to assist in prescreening for training and job placement. Job readiness, training, on-going job counseling, retention and follow-up are also provided to enhance employment.

Dislocated Worker Program/Rapid Response Unit

VCW Dislocated Worker Program assists workers who have been laid-off or dislocated from their jobs due to a reduction in force or plant closures. VCW assists these individuals in shaping their futures by improving existing skills or re-training for new careers. Trained professionals help participants establish career goals by matching individual interests and abilities to occupations in demand.

The Rapid Response Unit of the Department of Commerce, VCW, and Illinois Department of Employment Security work together to insure that pre-layoff services are

delivered to dislocated workers in a timely and effective manner. The Unit can be ready to respond to a potential dislocation event within a matter of days, and provides valuable information concerning programs and assistance available to dislocated workers.

American Job Center

The American Job Center (AJC) is a consolidated effort to provide a variety of employment-related services under one roof. Vermilion County Works, Department of Employment Security, Department of Rehabilitation Services, and several WDC partners' services are available at the Center at 407 N. Franklin St. in Danville and can be reached by calling, 217/442-0296 ext. 101.

Employers will find a full complement of services from assistance in locating one employee with specific skills or help with a mass hiring, to resources for employee training. Applicants will be able to get help preparing a resume, locating specialized job training, and receiving career counseling.

The AJC is open Monday through Friday, 8:30 a.m.-5:00 p.m. It is closed on major holidays.

For further information please call Vermilion County Works at the AJC, 217/442-0296, ext. 101.



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